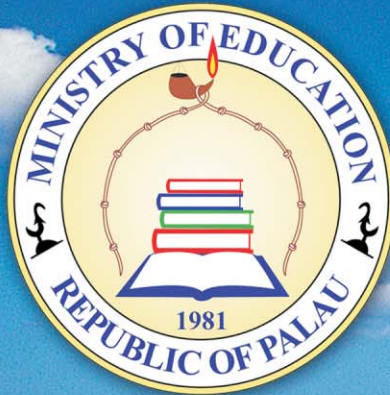


Ministry of Education Republic of Palau



School Handbook August 2009

Disclaimer

This Ministry of Education School Handbook has been compiled from sources and documents believed to be reliable and represent the best professional judgment of the Ministry of Education. The accuracy of the information presented is not guaranteed, nor is any responsibility assumed or implied by the Government of the Republic of Palau for any damage or loss resulting from inaccuracies or omissions in the Handbook. This Handbook is not intended to provide legal advice. Rather, it is intended to provide policies, rules, regulations and guidelines to assist students, parents/guardians, teachers, principals, and other school personnel in the performance of their roles and responsibilities in the development and education of our students.

Copyright @ 2009 Ministry of Education, Republic of Palau

P.O. Box 189 Koror, PW 96940, Telephone No: (680) 488-2952,

Fax No: (680) 488-4565

Email Address: boe@palaumoe.net

All rights reserved. No part of this Handbook may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without the prior written consent of the Ministry of Education.

Acknowledgement

The development of this Ministry of Education School Handbook would not have been possible without the support and assistance from the Pacific Regional Initiatives for the Delivery of basic Education (PRIDE) Project. The PRIDE Project is the initiative of the Ministers of Education of the Pacific Islands Forum that is implemented by the Institute of Education at the University of the South Pacific (USP), with funding support from the European Union and New Zealand Aid.

A heartfelt gratitude is extended to the Pacific Ministers of Education, Pacific Islands Forum, the PRIDE Project, the European Union and the Government of New Zealand for the assistance that enabled the development of this Handbook.



European Union



New Zealand



PRIDE Project



Pacific Islands
Forum



THE UNIVERSITY
OF THE SOUTH
PACIFIC

Sincere appreciation is likewise extended to the members of the MOE School Handbook Working Group for their contributions in developing this Handbook. The membership of the MOE School Handbook Working Group consists of the following individuals:

- Mr. Sinton Soalablai Chief of School Management and Chairman of the MOE School Handbook Working Group
- Mr. Emery Wenty Director of Education
- Ms. Debbie T. Sbal Chief of Curriculum & Instruction
- Mr. Raynold Mechol Chief of Research & Evaluation
- Mr. Silves Mikel Chief of Personnel Management
- Mr. Wicliff Emul Principal, Harris Elementary School
- Mr. Andrew Tabelual Principal, Koror Elementary School
- Ms. Magaria Tellei Principal, Melekeok Elementary School

- Ms. Ibuuch Tomoichi Principal, Palau High School
- Ms. Enitha Edward Classroom Teacher, Meyuns Elementary School
- Mr. Smyth Rdang Classroom Teacher, Palau High School
- Ms. Yuing Chin Student, 11th Grade Class President, Palau High School
- Mr. Jack Meltel Chairman, Palau High School Parents, Teachers, and Students' Association
- Mr. Denicio Mariur Vice Chairman, Airai Elementary School Parents-Teachers Association
- Ms. Hermana Umetaro President, Belau Family School Community Association
- Mr. Mario Katosang Technical Assistant, K Enterprise Consulting

Table of Contents

Disclaimer	i
Acknowledgement.....	ii
Table of Contents	iv
Definitions of Terms	xiii
Acronyms.....	xvi
Minister of Education Message.....	xvii
Introduction	1
I. Background Information	3
1. Purpose of Education for the Republic of Palau	3
2. Vision and Mission Statements	3
3. Palauan Values and Beliefs.....	3
4. Public School System	4
a. Organization	4
b. Regular Education	4
c. Special Education	5
d. Adult Education	5
5. Compulsory Attendance Law	5
6. Code of Ethics	6
7. School Partnership Roles and Responsibilities	8
II. General Information.....	9
1. Admissions and Registration.....	9
2. Acceptable Use of Technology.....	11
3. Accreditation.....	12
4. Assemblies	12
5. Bulletin Boards	12
6. Confidentiality of Records.....	13
7. Directory Information	13

8. Distribution of Non-School Materials and Signs.....	13
9. Early Arrival at School	14
10. Early School Dismissal	14
11. Health Services.....	14
a. Contagious Disease	14
b. Illness/Injury	14
c. Immunization.....	15
d. Medication	15
12. Student Identification Number	15
13. Insurance	16
14. Legal Name	16
15. Lost and Found.....	16
16. Lunch Fee.....	16
17. Relationship Between Staff & Student.....	17
18. Safety and Emergency Information.....	17
19. School and Home Communication	17
20. School Calendar	17
21. School Handbook	18
22. Searches of Students.....	18
23. Selling Items at School.....	18
24. Student Discipline	18
25. Student Organizations	19
26. Student’s Pregnancy	19
27. Student Store	19
28. Valuable Items.....	20
29. Visitors	20
30. Waiver and Consent	20

III. Policies, Rules, Regulations and Guidelines for Students.....	21
A. Student’s Rights and Responsibilities	21
1. Student’s Rights.....	21
2. Student’s Responsibilities.....	22
B. Student’s Code of Conduct	23
1. Rules for Students.....	23
a. Alcohol, Smoking and Illegal Drugs	23
b. Betel Nut Use and Possession	24
c. Bullying	24
d. Fighting	24
e. Foul Language and Verbal Abuse	25
f. Harassment	25
g. Hazing	25
h. Leaving School Campus During School Hours.....	26
i. Littering	27
j. Possession of Deadly Weapons	27
k. Sexual Harassment	27
l. Stealing	27
m. Textbooks and Other Instructional Materials/ Equipment.....	28
n. Throwing Objects	28
o. Tobacco Use and Possession	28
p. Vandalism.....	28
2. Prohibited Items	28
3. Offenses.....	29
Category I Offenses	29
Category II Offenses.....	30
Category III Offenses	30
4. Disciplinary Guidelines	31

5. Disciplinary Measures.....	32
a. Verbal reprimand	
b. Counseling by staff	
c. Conference with principal	
d. Parent conference with principal	
e. Special assignment/work detail	
f. Withdrawal of privileges	
g. Detention by a teacher or school administrator	
h. Denial of attendance or participation in extracurricular activity	
i. Temporary removal from class	
j. Suspension	
k. Expulsion	
l. Others as deemed appropriate	
6. Grievance Procedure.....	32
C. Attendance Policies and Guidelines	33
1. Attendance.....	33
2. Absences.....	33
3. Tardiness.....	34
4. Truancy.....	34
D. Academic Information and Policies.....	34
1. Academic Integrity	34
2. Academic Testing.....	35
3. Credit System	35
4. Curriculum /Program of Study	35
5. Grading System	36
a. Grading Scale	36
b. Computation of Grade Point Average (GPA)	36
c. Grade Computations.....	37
d. Reporting Grades, Attendance, and Behavior.....	38
1. Reporting Grades (in Report Cards).....	38

2. Reporting Attendance.....	38
3. Reporting Behavior	38
4. Student Progress Report	38
6. Graduation Ceremony Participation	39
7. Graduation Requirements	39
8. Homework	40
9. Incomplete Course/Class	40
10. Promotion	40
• Promotion (for high school only).....	41
11. Repeating a Course/Class	41
12. Student Recognition Awards	41
a. Academic Excellence.....	41
b. Highest Honor	42
c. High Honor	42
d. Honor	42
e. Citizenship	42
f. Perfect Attendance	42
13. Transfer	42
14. Withdrawal From or Adding a Course.....	43
15. Withdrawal from School.....	43
E. Dress Code and Grooming Guidelines	43
1. School Uniform	44
2. Physical Education (PE) Uniform	44
3. Grooming.....	44
F. Students Assistance Programs	44
1. Counseling Services	44
2. Dental Services	45
3. Food Services	45
4. Health Services	45
5. Transportation Services	46
6. Tutoring Services.....	46

G. Classroom Rules and Guidelines	46
H. Student's Owned Transportation	46
Driving Policy	47
1. Cars/Motorcycles/Mopeds.....	47
2. Bicycles	48
3. Other Types of Transport	48
IV. Policies, Rules, Regulations and Guidelines for Teachers & Non-Teaching School Personnel.....	49
A. Teacher's Rights and Responsibilities.....	49
1. Teacher's Rights	49
2. Teacher's Responsibilities	49
a. Lesson Planning.....	50
b. Lesson Presentation	50
c. Assessment and Evaluation	50
d. Classroom Management	50
e. Others	50
B. Rules and Guidelines for Teachers	51
1. Betel Nut Use.....	51
2. Classroom Maintenance	51
3. Classroom Management	51
4. Classroom Disciplinary Guidelines	52
5. Corporal Punishment	52
6. Dress Code & Grooming	53
7. Field Trips.....	53
8. Fundraising Activities.....	53
9. Homework Guidelines	54
10. Leaving School During Working Hours	54
11. Leaving Students During Instructional Time.....	55
12. Record Keeping.....	55

13. Sending Students Off-Campus on Errands	55
14. Sexual Harassment.....	55
15. Smoking, Alcohol and Illegal Drugs.....	56
16. Student Referral	56
17. Teacher-Parents/Guardians Conference.....	56
18. Use of Instructional Time	57
19. Other Duties	57
C. Non-Teaching School Personnel’s Rights and Responsibilities	57
1. Non-Teaching School Personnel’s Rights	57
2. Non-Teaching School Personnel’s Responsibilities.....	58
D. Rules and Guidelines for Non-Teaching School Personnel.....	58
1. Betel Nut Use.....	58
2. Instructional Support	59
3. Leaving Work During Working Hours.....	59
4. Record Keeping and Inventory	59
5. School Maintenance	59
6. Sending Students Off-Campus on Errands.....	60
7. Smoking, Alcohol and Illegal Drugs	60
8. Staff Development	60
9. Student Discipline.....	61
10. Student Referral	61
11. Volunteer Services	61
E. Dress Code and Grooming	62
F. Disciplinary Guidelines.....	62
G. Grievance Procedure.....	62
H. Review of Suspension or Termination.....	62

V. Policies, Rules, Regulations and Guidelines for School Principals.....	64
A. School Principal’s Rights and Responsibilities.....	64
1. Principal’s Rights	64
2. Principal’s Responsibilities	64
B. Rules and Guidelines for School Principals.....	65
1. Betel Nut Use.....	65
2. Early School Dismissal.....	65
3. Fees and Donations	65
4. Parents Teachers Associations.....	66
5. School Inventory.....	66
6. Smoking, Alcohol and Illegal Drugs	66
7. Professional Development.....	67
8. Textbooks & Others Instructional Materials	67
C. Dress Code and Grooming.....	67
D. Disciplinary Guidelines	67
E. Grievance Procedure.....	68
F. Review of Suspension or Termination	68
VI. Policies, Rules, Regulations and Guidelines for Parents/Guardians	69
A. Parents/Guardians’ Rights and Responsibilities.....	69
1. Parents/Guardians’ Rights	69
2. Parents/Guardians’ Responsibilities	69
3. Parents Teachers Association (PTA).....	70
a. Membership	71
b. Roles of Parents/Guardians in PTAs.....	71
c. Other Activities.....	71
B. Rules and Guidelines for Parents/Guardians	71
1. School Support	71

2. School Visits.....	71
3. Teacher and Parent/Guardian Conferences	72
4. Betel Nut Use.....	72
5. Tobacco, Alcohol and Illegal Drugs.....	72
VII. Use of School Facilities and Resources.....	73
a. Cafeteria	73
b. Classroom.....	73
c. Computer Laboratory	73
d. Public Library.....	73
e. Resource Center	74
f. School Bus.....	74
• Guidelines for Riding on School Buses	74
g. School Libraries	75
h. Sports Facilities	75
i. Other School and MOE Properties.....	75

Definition of Terms

The following list of definitions is not comprehensive or all inclusive. They are provided as guidelines and may be clarified to address specific situation. Check with your school principal if there are questions.

1. Aggravated Assault – An act that causes serious bodily injury to another or uses a deadly weapon during the incident of the assault.
2. Assault – Intentionally, knowingly, or recklessly causing bodily injury to another, or knowingly threatening another with bodily injury.
3. Bodily Injury – A physical pain, illness, or any other impairment of physical condition/caused by oneself or another person.
4. Bullying – Verbal, written or physical behaviors that intimidate, threaten, physically or psychologically harassing a student or placing a student in reasonable fear of harm by another or group of students. Bullying may also be more indirect by causing a student to be socially isolated through intentional exclusion.
5. Corporal Punishment – A discipline or punishment which involves the infliction of pain on, or harm to the body. This includes, but is not limited to spanking, slapping or pinching.
6. Deadly Weapon – A gun, knife, baseball bat, or any object that can be use to inflict serious bodily injury to another student, staff or any member of the school community.
7. Disruptive – Any behavior that obstruct or prevent an organize school activity to take place or prevent students and staff from participating in an activity in an orderly fashion and peacefully.
8. Illegal Drugs – Any type of drugs that is prohibited or outlawed by the Republic of Palau laws.
9. Extortion – To obtain from another student or person anything of value through the use of force, threat, intimidation or coercion.
10. Fighting – Any physical conflict between two or more students with intention to cause injury or bodily harm to another.

11. Graffiti – Any inscription, slogan, drawing or painting on any surface of school property.
12. Guardians - Individuals who have the legal rights to the child as if s/he is their natural or biological child. The guardians' names appear on the child's school records.
13. Harassment – Threatening to cause harm or bodily injury to another student, engaging in sexually intimidating conduct, causing physical damage to the property of another student, subjecting another student to physical restraint or taking any action that harms another student's physical, or emotional health or safety.
14. Hazing – Any intentional or reckless act occurring on or off campus school activity by one student or acting with others, directed against a student that endanger the mental and physical health or safety of a student for the purpose of pledging, being initiated into a membership of a gang or an organization.
15. Intimidation – Engaging in behavior that prevents or discourages another student from exercising his/her rights to an education, for example, preventing another student from attending classes or school activity.
16. Medication – Any product, natural or synthetic, which may affect a person's health. Such product includes, prescription drugs, over the counter products, vitamins, herbs, dietary supplements, etc.
17. Misconduct – A failure to observe or follow the rules and guidelines stated in the Handbook.
18. Parents – Biological or adoptive parents who have the legal responsibilities for the well being of the child.
19. Possession – The actual care, custody, control or management of an item. Possession does not require that the person has the object being possessed on him/her person, having an object in one's car, school bag or other area where one exercise care,

custody, control or management over the item in possession constitutes possession.

20. Search – Looking through, inspecting, or exploring carefully and thoroughly.
21. Self Defense – Getting into a fight initiated by another student or group of students in order to protect oneself.
22. Seizure – Confiscating or removal of an item or an object, including prohibited items specified in the Handbook.
23. Sell – The process of giving up, delivering, or exchanging goods or services for money or anything of value.
24. Sexual Harassment – Any unwanted and/or unwelcome verbal or physical conduct of sexual nature, whether by word, gesture, including requests for sexual favor. This includes but not limited to romantic sexual relationship between teacher and student.
25. Stealing – An act of taking or possessing of any item of value that belongs to another person without his/her knowledge and/or permission. This includes receiving an object or an article of value from someone without knowing where it came from or who actually owns it.
26. Threat – A verbal, written or physical expression that indicates any type of harm to another individual.
27. Tobacco – Smoking, using or possession of tobacco products on school properties or school activity on or off campus.
28. Vandalism – Destruction or causing damage to school or individual property. Vandalism includes graffiti and damage to school property including school buses and boats.
29. Vehicle – Any means of transport that can move about by mechanical or electrical device. Vehicle includes; mopeds, motorcycles, cars, pick-ups, trucks of any type and size.

Acronyms Used in this Ministry of Education School Handbook

1. EU – European Union
2. GED – General Education Development
3. HP – Hearing Panel
4. IDEA – Individual with Disabilities Education Act, U.S. Federal Laws
5. PRIDE – Pacific Regional Initiatives for the Delivery of Basic Education
6. MOE – Ministry of Education, Republic of Palau
7. MOH – Ministry of Health, Republic of Palau
8. NZAID – New Zealand Aid
9. PTA – Parents-Teachers Association
10. PNCA – Palau National Code Annotated
11. RPPL – Republic of Palau Public Law
12. WASC – Western Association of Schools and Colleges

Minister of Education’s Message

This Ministry of Education School Handbook provides valuable information on policies, rules, regulations, and guidelines for students, parents, teachers and staff, and the community. The Handbook also describes the roles and responsibilities of the major education stakeholders in the education of our children.

It is important that all major stakeholders and the general public become familiar with the contents of the Handbook. Parents are encouraged to review the Handbook with their children, and school administrators are similarly advised to review the Handbook with teachers and other school staff. It is strongly recommended that the Handbook be readily accessible to all major stakeholders and the general public.

Furthermore, it is crucial that everyone understand and comply with the policies, rules, regulations, and guideline contained in the Handbook and that the major stakeholders carry out their roles and responsibilities described in the Handbook to the best of their abilities. All education stakeholders are invited to recommend changes and additions to the Handbook for improvement purpose.

With everyone’s support and collaboration in using this Handbook, we should be able to move forward toward our vision of having our students becoming successful in our Palauan society and the world.

Masa-Aki N. Emesiochl
Minister of Education

Introduction

This MOE School Handbook aims to provide guidance to the major education stakeholders in implementing their roles and responsibilities in the school setting. The Handbook contains policies, rules, regulations, and guidelines, as well as roles and responsibilities, for major stakeholders in the student learning process.

Specifically, the policies, rules, regulations, and guidelines and the roles and responsibilities described in this Handbook are intended to assist in bringing about effective and efficient operation of the school, enhance safety and well-being of students and staff, sustain conducive learning environment, advance good character and conduct, promote understanding and collaboration among the major stakeholders, and ensure student success in school.

The information in this Handbook is organized into seven major sections as follows:

Section I	Background information
Section II	General information
Section III	Policies, rules, regulations and guidelines for students
Section IV	Policies, rules, regulations and guidelines for teachers and other school personnel
Section V	Policies, rules, regulations and guidelines for school principals
Section VI	Policies, rules, regulations and guidelines for parents/guardians
Section VII	Use of school facilities and resources

Most items in the Handbook are presented in alphabetical order. However, in some sections, the items are organized in the order of importance or priority.

Individual schools may have their own school handbooks for their school communities. While the individual school handbooks may specifically address matters relevant to their school communities, they must be consistent with this overall MOE School Handbook. Should there be any inconsistency in any individual school handbook and this MOE School Handbook, the MOE School Handbook shall prevail while consultations take place to correct the inconsistency.

It is highly recommended that all major stakeholders, including students, parents/guardians, teachers, principals, other school staff, administrators, and the community become familiar with this Handbook and try their best to comply with the policies, rules, regulations, and guidelines and to dutifully perform their roles and responsibilities contained in the Handbook.

I. Background Information

1. Purpose of Education for the Republic of Palau

The purposes of education for the Republic of Palau is “to increase citizen participation in economic and social development, to unify the Republic by giving the people knowledge of their islands, economy, government and world, and to provide citizens of the Republic with the knowledge and skills required for self-development and the development of the Republic. These skills include professional and vocational, as well as social and political, abilities.” (Title 22 PNC)

2. Vision and Mission Statements

- a. Vision Statement: “Our students will be successful in the Palauan society and the world.”
- b. Mission Statement: “The Republic of Palau Ministry of Education, in partnership with students, parents, and the community, is to ensure student success through effective curriculum and instruction in a conducive learning environment.”

3. Palauan Values and Beliefs

Being a Palauan means that one places a high value on:

- a. Respect
- b. Sharing and cooperation
- c. Participation in community activities and decisions
- d. Work
- e. Knowledge and acceptance of our cultural heritage and practicing one’s culture
- f. Responsibility and self-reliance
- g. Spiritual values
- h. Humility

4. Public School System

a. Organization

The elementary school is from first to eighth grade. The elementary school curriculum consists of five core subjects: English, Palauan, mathematics, science and social studies. Each of these subjects is taught for 45 minutes every school day for 180 days in the school year. Other subjects taught in the elementary schools include health, physical education and career guidance, which are taught once or twice a week. Classroom instruction in elementary schools takes up approximately 6 hours per school day. Classes normally begin at 8:00 a.m. and end at 2:30 p.m., with lunch and recess in between.

At the high school, the curriculum consists of academic and vocational programs. Academic courses include English, Palauan studies, social studies, science, mathematics, health and physical education. In addition to taking the required academic courses at each grade level, students are required to enroll in one of five career academies and take six courses in their academies. The career academies include Natural Resources (agriculture), Business Information Systems, Health and Human Services (tourism and hospitality), Industrial Engineering (construction technology and automotive technology), and Arts and Humanities.

The high school operates on a semester basis with 90 minutes for each subject, and students are required to take 27 credits to graduate. Classes normally begin at 8:00 a.m. and end at 3:30 p.m. with lunch and recess in between.

b. Regular Education

Regular education consists of the elementary and secondary schools. Children between the ages of six (6) and seventeen (17), inclusive, are required by law to attend school. Students are required to receive instruction in Palauan, English, mathematics, science, and social studies. The

school year in the Republic of Palau consists of not less than 180 days of school in session, exclusive of holidays.

c. Special Education

The MOE has established Special Education Program with the funding support of the U.S. Department of Education in the form of a grant to allow the Ministry of Education to meet the needs of students with special needs. A child may be referred by a teacher, parent, counselor or principal for an evaluation to determine eligibility to receive special education services. The Special Education processes are in compliance with the Individuals with Disabilities Education Act (IDEA), a U.S. federal law on education for children with special needs.

d. Adult Education

The MOE administers adult and community education. The program is designed to meet the needs of adults, ages 18 and over, who did not complete the primary and/or secondary education and may wish to enroll in the General Educational Development (GED), an alternative route to the regular high school diploma. Students are required to attend classes and pass the GED tests in order to receive the GED certificate which is equivalent to the regular high school diploma.

5. Compulsory Attendance Law

Attendance in school is vital to the student's educational achievement and success in school. Title 22 of the Palau National Code states as follows:

“(a) Attendance at a public or nonpublic school shall be required of all children between the ages of 6 and 17, inclusive, or until graduation from high school, unless excluded from school or exempted from attendance by the Minister.

(b) Any parent, guardian, and other person having the responsibility for or care of a child whose attendance at school is obligatory shall send the child to school. Any parent, guardian, or other person who permits a child who is under his

control to be absent from school without good cause and in violation of applicable law or regulations shall be guilty of a violation of this section and, upon conviction, shall be fined not more than \$100.”

6. Code of Ethics

The following excerpts that are applicable to all government employees were taken from the Code of Ethics Act at 33PNC § 601 et seq. No. 5-32).

“§ Section 5. Use of government property. No employee may use national or state time, equipment, facilities, assets or property for political activities or other private activities that serve no government or public purpose.

§ Section 6. Conflict of interest.

- (a) No employee may take, participate in taking or use his or her government position to attempt to influence any official action where it is reasonably foreseeable that the action could have a material financial effect on that employee, or on any financial interest of that employee, that is different from the effect on the public generally. An employee who is unable to disqualify himself on any matter because he is the only person authorized by law to perform the official action will not be in violation of this subsection if he has complied with the disclosure requirement in section 7 (Disclosure of financial interest).
- (b) No employee may acquire a financial interest in any business or other undertaking which he has reason to believe may be directly affected by official actions to be taken by him.
- (c) No employee may assist any person for compensation or act in a representative capacity before any national or state government agency in any matter that relates in any way to the governmental duties of the employee.
- (d) No employee may use or attempt to use the employee’s official position to secure or grant privileges, exemptions,

advantages, contracts, or treatment, for himself or others, including but not limited to the following:

- (1) Seeking other employment or contracts for services for the employee by the use or attempted use of the employee's office or position; and
 - (2) Soliciting, receiving or accepting compensation or other consideration for the performance of the employee's official duties or responsibilities except as provided by law;
 - (3) Soliciting, receiving or accepting any gift or other item of monetary value from any person seeking official action from, doing business with, or conducting activities regulated by the employee's agency, or from any person whose interest may be substantially affected by the performance or nonperformance of the employee's duties; provided that this subdivision shall not apply to wedding gifts, customary gifts and gifts exchanged between individuals on birthdays, holidays and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value.
- (e) No employee may engage in any outside employment or other outside activity that is incompatible with the full and proper discharge of the employee's office or position. The Ethics Commission shall, for each government agency, designate those outside activities that are deemed to be incompatible with the duties of the employees of that agency."

It is recommended that all employees make the time to read 33 PNC §601 et seq.(RPPL No. 5-32) "Code of Ethics Act" to increase their understanding and awareness of Code of Ethics Act requirements.

7. School Partnership Roles and Responsibilities

MOE strongly believes that a strong and healthy partnership between the school, students and parents/guardians is vital to the success of students in schools. Maintaining a positive communication and collaboration between the home, the school and the community is essential to providing and meeting the needs of our students. The school recognizes that student achievement is impacted greatly by the level of parents/guardians' participation in school activities. In the spirit of the partnership, parents/guardians are encouraged to play an active role in their children's education. The success of our students depends greatly on the cooperation and teamwork of all partners.

II. General Information

1. Admissions and Registration

The MOE has an open admission policy for children between the ages of six (6) to seventeen (17) inclusive who are required to attend school. Children must register for admission to public schools during scheduled registration period. If a school has reached its full capacity, a parent/guardian may be asked to enroll his/her child in another school. MOE prohibits discrimination on the basis of race, color, religion, sex, ethnicity, national origin, age, and disability.

Children that enroll in the Palau Public School System must provide proof of identity during the registration period at the beginning of each new school year. Such proof may be in the form of a birth certificate, a certified transcript, or similar records from a previous school or other documents such as the copy of the passport or identification card, that the school principal considers proof of identity. In the case of transfer from another school, a child's school transcript must be provided at the time of registration. If the school transcript is unofficial, the parent/guardian must ensure that official transcript is provided to the school within 15 school days after admission to the school. Failure to provide an official transcript within 15 school days may be a cause for removal of the child from school.

To be admitted in first grade, the children's parents/guardians, at the time of registration, must provide the following:

- Copy of birth certificate
- Copy of Palau social security number
- Hospital number with blood type
- Immunization certificate
- 1 passport size photo (2" X 2")

- Completed registration form
- Copy of parent's work permit (foreign students only)
- Lunch fee
- PTA yearly dues, if applicable

For transfer-in elementary student, the children's parents/guardians, at the time of registration, must provide the following:

- Copy of birth certificate
- Copy of Palau social security number
- Hospital number with blood type
- 1 passport size photo (2" X 2")
- Completed registration form
- Copy of parent's work permit (foreign students only)
- Copy of the latest transcript or report card
- Lunch fee
- PTA yearly dues, if applicable

To be admitted as a ninth grader at Palau High School, a student must provide the following:

- Copy of certificate of completion from eighth grade
- Copy of birth certificate
- 2 recent passport size photos (2" x 2")
- Completed PHS vision and hearing examination form
- Entry permit and sponsor information (foreign students only)
- Certificate of adoption/power of attorney, if the student lives with other than birth parents

A student enrolling in senior year (12th grade) must provide the following:

- 2 recent passport size photos (2”x 2”)
- Completed PHS vision and hearing examination form
- Graduation fee for caps and gown (non-refundable)

A transfer student to Palau High School must provide the following:

- Copy of birth certificate
- 2 recent passport size photos (2”x 2”)
- Completed PHS vision and hearing examination form
- Entry permit and sponsor information (foreign students only)
- Certificate of adoption/power of attorney if the student lives with other than birth parents
- A transfer student with an unofficial transcript must have his/her official transcript provided to PHS Registrar within 15 school days. Failure to provide official transcript within 15 school days may be a cause for removal of the child from school.

2. Acceptable Use of Technology

MOE promotes a school environment that is conducive to instruction and learning. Wireless devices used by students in the classroom to communicate with others inhibit the creation of such an environment and are disruptive to the teaching and learning process. Therefore, the use of wireless devices such as cellular phones, camera phones, and text messaging devices is prohibited in the classroom unless approved by the teacher as part of the instructional program. Wireless devices can be used before the school starts and after the school ends. For high school, the wireless devices can be used during lunch hour. The school personnel may

confiscate a wireless device from a student that violates this policy. The confiscated device may be reclaimed by the parent/guardian after school. A student who violates this policy three times will be suspended for not more than three days. Further violation of this policy may be a cause for expulsion from the school.

3. Accreditation

The purpose of the accreditation is an ongoing self improvement process that includes self evaluation, stimulation of improvement and development of educational programs and services, which meet the needs of the students and the community being served. Palau High School is accredited by the Western Association of Schools and Colleges (WASC). The accreditation is renewable periodically based on specific standards and requirements. Consequently, PHS students, staff, and parents are encouraged to work collaboratively to meet accreditation standards and the requirements.

4. Assemblies

Schools may hold assemblies for their students and staff. When guests are invited to address the students and staff, the school principal must ensure the contents are appropriate for student learning. It is recommended that school assemblies be held at least once a month.

5. Bulletin Boards

Bulletin boards are used to post information for students and staff. Any notice, poster, or sticker that is displayed on the bulletin boards or on school premises must have prior approval of the school principal or his/her designee. Failure to obtain approval will result in the removal of the article and possible disciplinary action.

6. Confidentiality of Records

Student records, such as grades, grade point average, etc., are considered personal record of each student and must be held in confidential. Such information cannot be released without the written consent of parents of children under 18 years of age. If the student is 18 years old or older, his/her permission is required before the release of information. Teachers and personnel who are responsible for maintenance and custody of individual student or staff records must not release records without first talking with his/her immediate supervisor. Releasing personal information without the student/staff consent is prohibited and constitutes a cause for disciplinary measure.

To inspect the records of a student or an employee, one must make a request to the school principal or appropriate official.

7. Directory Information

Information designated as “directory information” may be released without parent/guardian’s consent. The following information is designated as directory information:

- Student’s name
- Parents/guardians’ names
- Student’s grade level
- Date of attendance
- Previous school attended by the student

Parents/guardians who wish to prevent or limit the disclosure of directory information must inform the school principal during registration.

8. Distribution of Non-School Materials and Signs

Distribution of non-school materials such as petitions or printed materials that are not learning materials are not allowed on school properties and at school activities without the prior approval of the school principal or his/her designee.

9. Early Arrival at School

All public school classes begin at 8:00 a.m. on school days, Monday through Friday, and school personnel starts working at 7:30 a.m. Therefore, there are no school staff on duty at the school before 7:30 a.m. For students' safety, parents/guardians are requested to bring their children to school no earlier 7:30 a.m.

10. Early School Dismissal

Elementary classes are dismissed at 2:30 p.m., Monday through Friday, while high school classes are dismissed at 3:30 p.m. The authority to dismiss a class early rests with the school principal while the authority to dismiss an entire school day requires the approval of the Minister. Emergencies and other unforeseen circumstances may require cancelation of classes. In case of such emergency, parents/guardians are encouraged to contact the school principal and are advised to listen to local radio stations and act accordingly.

11. Health Services

a. Contagious Disease

Any student with a contagious or infectious disease shall remain at home for his/her own and others' protection. Parents/guardians are responsible to inform the school when their child becomes ill and unable to attend school. Upon returning to school, the student must provide a doctor's note indicating full recovery from the illness and that s/he is able to attend school.

b. Illness/Injury

In the event of student's illness or accident during school hours, parents/guardians will be contacted using the telephone numbers provided to the school. If the school is unable to contact the parents/guardians, other persons listed on the child's school records will be contacted to pick up the child. In case of serious injuries or illness,

the school will call 911 or bring the student to the hospital while contacting the parents/guardians.

If the child feels ill in the morning, parents/guardians are asked not to send their child to school.

c. **Immunization**

Parents/guardians are responsible for the immunization of their children. Elementary students who are required to have immunization must get their immunization before they are allowed to be admitted in public schools.

d. **Medication**

Parents are responsible for medication for their children. Under extreme circumstances, the school may administer medication to students if authorized by parents/guardians and their medical doctor. Non-prescription drugs may be administered to students with approval of parents/guardians. The approval must be in the form of a waver or a permission written and signed by the parent/guardian. Parents/guardians must provide non-prescription drugs in a medicine container with the doctor's instruction before the school administers the non-prescription medicine to the student. The school personnel will not give any prescription or non-prescription drugs to any student without parental/guardian's authorization. MOE and its personnel will not be held responsible for the side effects of the medicine or if something happens to the ill child because of medication.

12. Student Identification Number

The social security number is used by the school as a student's identification number. Therefore, all students must submit copies of their ROP social security numbers upon registration. A student without a social security number will not be allowed to register.

13. Insurance

MOE does not provide health or accident insurance. Parents/guardians are encouraged to purchase insurance coverage for their children while attending any public school. MOE is not liable for costs of medical treatment for an injury that happens at school or due to school activities unless the personal injury is caused by a school employee's negligence while performing his/her duties.

14. Legal Name

The use of a student's legal name is required on all permanent school records, such as report card, student cumulative folder, teacher's grade book and standardized testing. When a student has a legal name change, a copy of the court order changing the student's name must be given to the school principal to make the necessary change of name. The new legal name will be used on all permanent records from the date received.

15. Lost and Found

Lost items/articles that are found are placed in the lost and found area in the principal's office. A student or employee who loses an article should go immediately to the principal's office to inquire if it has been turned in and, upon adequate description, can claim his/her personal article. Unclaimed items will be disposed of at the end of the quarter/semester at the principal's discretion.

16. Lunch Fee

Republic of Palau Public Law (RPPL) No. 7-13 mandates parents/guardians to pay \$0.25 per student meal to subsidize the school lunch program. If parents/guardians choose not to have their children participate in the school lunch program, the parents/guardians are responsible for their children's lunch. They may bring their children's lunch to school, or they may bring their children home for lunch; for these

options, parents/guardians must make prior arrangement with the school principal.

17. Relationship Between Staff and Students

Staff and students are expected to have respectful, professional relationship. Any sexual relationship between staff and students is strictly prohibited. Move to general information section.

18. Safety and Emergency Information

MOE is committed to provide a safe environment for students, staff, parents, and visitors. The MOE works with state and national officials to ensure that schools are safe for students, staff, parents, and visitors. In case of emergency, parents will be notified and directed appropriately. Parents/guardians are asked to listen to local radio stations for national emergency announcements.

19. School and Home Communication

A close working relationship between the school and the home is necessary for the educational success of children. Parents/guardians and teachers are encouraged to communicate with each other and schedule parents-teacher conferences throughout the school year. Parents/guardians and teachers must attend scheduled PTA meetings and school activities.

20. School Calendar

The MOE School Calendar is published annually. It identifies important dates that students, parents/guardians, school personnel and other partners need to know in advance to help them plan to participate in scheduled school activities. Schools publish their own calendar of events based on the MOE School Calendar. Parents are encouraged to become familiar with their children's school calendar of events. Parents/guardians should contact their children's school principal for further information.

21. School Handbook

This MOE School Handbook serves to inform parents/guardians, students, school personnel and visitors about school rules and regulations, guidelines and practices. It is a ready reference for all to understand the rules and guidelines of the Public School System.

22. Searches of Students

School principals, teachers or other school personnel may conduct searches if they have reasonable suspicion that a student has violated the school rule or law of the Republic of Palau and that the search could turn up evidence. Searches of students may include inspection of clothing, backpacks, purses, book bags, vehicles, desks, and anything that may contain students' personal items. If necessary, the search will be conducted in private by school officials of the same sex in the presence of a witness. Items found in violation of school rules or the laws of the Republic of Palau will be confiscated and violators will face disciplinary measures.

23. Selling Items at School

The school is responsible for the development and education of students. Therefore, conducting a business or selling products within school properties or during school activities is prohibited. If selling items on school properties or during school-sponsored activities is to help school programs, prior approval of the principal is required.

24. Student Discipline

All school partners - parents, teachers, staff, principals and students must share the responsibility for creating and supporting a positive school environment. Therefore, the responsibility for discipline lies with all school partners. The aim of discipline is to correct habitual misconduct and to ensure that it does not happen again. Discipline must bring about positive change in students' behavior.

Therefore, every school personnel is expected to discipline students with respect and civility. Any form of corporal punishment is prohibited because it does more harm than good and it is prohibited by law.

25. Student Organizations

Students are permitted to form organizations and conduct voluntary meetings on school grounds during non-instructional time regardless of the size of the groups. Such meetings must not materially and substantially interfere with the orderly conduct of the educational activities of the school. The meetings shall be open to all students without regard to race, religion or national origin. Student organization members are held to behavioral and academic standards of the MOE. For a group or an organization to become a regular part of the school, students must seek approval from the school principal.

26. Student's Pregnancy

Students who become pregnant while attending any public school are allowed to attend school. Parents/guardians are encouraged to work with their pregnant child regarding their child's attendance at school. Public schools are not equipped to provide medical assistance to pregnant students and will not be held responsible and accountable for any injury or pregnancy-related ailment/complaint that may happen to students while attending school.

27. Student Store (for Palau High School only)

Palau High School may operate a student store at the Open Stage area of Palau High School. The primary purpose of the student store is to provide an instructional resource for the Business Information Academy at Palau High School while offering a variety of snacks, beverages and limited school supplies to meet the needs of the school community.

28. Valuable Items

Students and staff are requested not to bring valuable personal items to school. Schools will not be held responsible for valuable items brought to school.

29. Visitors

Schools welcome visitors. To minimize disruption of teaching and learning activities and for the safety and protection of students, all visitors entering a school campus must sign in at the principal's office and get an identification badge to wear throughout their time in the school property. Visitors may include parents, guardians, relatives, friends, government employees, and other community members. The identification badge must be returned at the end of the visit. Principals may reschedule or disallow any visit to school if it is in the interest of the students, the school or the MOE.

30. Waiver and Consent

Schools occasionally sponsor student activities that will require students to be away from school grounds. These off-campus school activities require parents/guardians to complete and submit a Waiver and Consent Form before their children are allowed to participate in such activities. Parents/guardians are asked to read and understand the Waiver and Consent Form before signing it and returning it to school. Students who fail to submit the completed Waiver and Consent Form will not participate in such activities.

III. Policies, Rules, Regulations and Guidelines for Students

A. Students' Rights and Responsibilities

1. Students' Rights- A student has the right to:

- a. Receive quality instruction and education in a conducive learning environment.
- b. Access school personnel, facilities, and resources necessary for instructional and curricular programs when available and when the student meets the program requirements.
- c. Form, hold and express his/her own ideas and beliefs consistent with school policies and regulations.
- d. Inspect and review his/her educational records and receive explanations and interpretation of the records.
- e. A safe learning environment
- f. Maintain personal possessions as long as they are not prohibited by the school and/or do not disrupt the teaching and learning process or put another person in harm's way.
- g. Have his/her parent/guardian inspect and review his/her records.
- h. Join or form an organization as long as the organization meets the school policies and guidelines.
- i. Be informed of his/her academic progress and available assistance.
- j. Be informed of school rules and regulations and practices.
- k. A fair disciplinary process in compliance with the procedures contained in the Handbook.

2. Students' Responsibilities - Students are responsible for the following:

- a. Attend classes on time, except when ill or other arrangements have been made with the school principal prior to the absence.
- b. Go to school prepared for each class with appropriate school materials.
- c. Follow all school rules and regulations for student behavior/conduct.
- d. Respect school staff, students and members of the school community, including guests.
- e. Report any violation of school rules and regulations to the teacher/principal.
- f. Submit assignments (homework) on time. Inform his/her parents of homework.
- g. Report to his/her teacher, principal, or other school personnel any threat to him/her, other students, school staff, or the school.
- h. Help keep the school clean and presentable.
- i. Help school staff in maintaining a safe and conducive school environment.
- j. Avoid conduct that might put him/her and others at risk of injury.
- k. Encourage his/her parents/guardians to attend school events.
- l. Talk openly with your parents/guardians about his/her interests and concerns.
- m. Set aside regular time for school work and homework.

B. Students' Code of Conduct (Conduct Expectation)

The rules of conduct and disciplinary measures contained in this Handbook are established to achieve and maintain order in schools and their activities. Students are expected to respect the rights and privileges of other students, teachers, school personnel, guests, and visitors at all times. Students who violate the rights of others or who violate any of the school rules shall be subject to the disciplinary provisions contained within this Handbook. To avoid disciplinary action by contending self-defense, students must seek to detach themselves from harmful situations and obtain assistance from school personnel. Self-defense is not an acceptable reason for misconduct that seriously disrupts the educational environment or places others in harm's way.

The school principal or his/her designee is responsible to determine and carry out appropriate corrective action for any violation of rules and regulations stated in the Handbook as well as other school rules and regulations in other school documents or the laws of the Republic of Palau addressing school matters. If there are any questions, please contact the school principal.

1. Rules for Students

Students at school or school-sponsored activities must comply with and follow the school rules and guidelines stated in this Handbook. Failure to follow or observe any of the rules and guidelines is misconduct in itself and therefore constitutes a reason for disciplinary action.

a. Alcohol, Smoking and Illegal Drugs

No student shall possess, use, sell, distribute, or be under the influence of alcohol, tobacco, marijuana, ice, or any illegal drug on school properties or at school-sponsored activities. Any student who violates this policy on alcohol, tobacco or illegal drugs shall be subject to disciplinary action as deemed appropriate by the school principal or his/her designee. Disciplinary actions may include

suspension, expulsion and/or reporting to the appropriate authority.

b. Betel Nut Use and Possession

Possession or use of betel nut on school grounds or at school-sponsored activities is prohibited.

c. Bullying

Bullying is not acceptable at school or at school-sponsored activities. Bullying is a form of aggression which happens when a student willfully subjects another student to an intentional, unwanted and unprovoked, hurtful verbal and/or physical action. Bullying may include, but is not limited to, the following:

- Punching, shoving, poking, pinching, strangling, hair pulling, beating, kicking, etc.
- Malicious name calling, teasing, gossiping, extortion, defaming, black-mailing, humiliating, embarrassing, and any other hurtful behavior.

Any student/parent/guardian who believes that a student has been bullied should report the behavior immediately to a teacher or school principal. A teacher who is notified of or become aware of bullying behavior must report it to the principal. All complaints of bullying shall be promptly investigated by the school principal and appropriate action shall be taken.

d. Fighting

Any physical struggle or violent action is prohibited. Individual or group fights at school, on a school bus, or at a school-related activity will not be tolerated. For any fighting incident, parents or guardians will be notified, and the student(s) involved will face disciplinary actions.

e. **Foul Language and Verbal Abuse**

Being disrespectful or directing profanity, vulgar language, or obscene gestures toward another student, school personnel or visitor to the school is prohibited.

f. **Harassment**

Harassment is any unwanted verbal or physical conduct, including that of a sexual nature, whether by word or gesture. All forms of harassment are prohibited.

Any student/parent/guardian who believes that a student has been harassed or bullied should report the behavior immediately to a teacher or school principal. A teacher who is notified of or become aware of bullying or harassing behavior must report it to the principal. All complaints of harassment shall be promptly investigated by the school principal and appropriate action shall be taken.

g. **Hazing**

Hazing means any intentional or reckless act, occurring on or off campus by one person or acting with others, directed against a student, that endangers the mental and/or physical health and safety of a student for the purpose of pledging or being initiated into a membership in an organization. Hazing in any form is prohibited. It includes, but is not limited to, the following:

- Whipping, beating, striking, branding, or placing a harmful substance on the body
- Any type of physical abuse, such as sleep deprivation, exposure to the elements, etc.

- Any activity involving consumption of food, drink, drugs, alcohol, etc. that may subject a student to an unreasonable risk of harm or that may affect the mental and/or physical health or safety of a student
- Any activity that requires a student to perform a duty or task that substantially subjects the student to mental or physical harm

h. Leaving School Campus During School Hours

Students become the responsibility of the school once they report to school each day. They are expected to be on campus during school hours. Any student who needs to go off campus must get permission from the school principal or his/her designee. Failure to get permission will be a cause for disciplinary action.

If it becomes necessary for parents/guardians to take their child off campus during school hours, they must sign him/her out at the principal's office. Upon returning to school on the same day, the child must report to the principal's office.

For Palau High School, students who do not eat lunch at school must make prior arrangements with the principal for their lunch.

The school and/or MOE will not be held responsible for students who leave the school grounds without permission or authorization from the principal or his/her designee. For the safety of students, parents and guardians are strongly urged to remind their children of this policy. School personnel are asked not to send students off campus for any reason.

i. **Littering**

Students and school personnel are urged to take pride in the appearance of their school, including classrooms, school grounds, restrooms, floors, walls, and furniture. Everyone is expected to help keep the school clean at all times. Littering may constitute a cause for discipline.

j. **Possession of Deadly Weapons**

No student shall have in his/her possession any object that can reasonably be considered a dangerous instrument and/or used as a weapon. Weapons include all types of guns, knives, razor blades, box cutters or any other sharp or pointed object that could bring harm or injury to a student, school personnel or guest. Bringing dangerous instruments or objects to school is prohibited.

k. **Sexual Harassment**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of sexual nature, when such conduct interferes with personal comfort or intimidates, demeans, or makes a student uncomfortable. It is a destructive behavior and a violation of individual's right and dignity. Therefore, sexual harassment is prohibited in all public schools. A violation of this policy justifies a cause for disciplinary action.

l. **Stealing**

Stealing is defined as taking or having possession of any object of value that belongs to another student or person without his/her knowledge and/or permission. Stealing is prohibited, and any student who is found guilty of stealing is subject to disciplinary action.

m. **Textbooks and Other Instructional Materials/Equipment**

Textbooks and other instructional materials and equipment issued to students are properties of MOE. Students are expected to care for these school properties while they are under their care and must return them to school at the end of the school year. Students and their parents/guardians are responsible for the cost of replacement for damaged textbooks and/or instructional materials and equipment under the care of the students. The cost of damaged or lost textbook/equipment may be obtained from school principal.

n. **Throwing Objects**

Throwing any object that can cause harm or injury to another student or person is prohibited.

o. **Tobacco Use and Possession**

Smoking, chewing, or possessing tobacco products on school properties and at school-sponsored activities are prohibited.

p. **Vandalism**

Vandalism is defined as destruction or defacement of school property or personal property of another student or person. A student who vandalizes a school or personal property of another student or school personnel shall face disciplinary measure.

2. Prohibited Items

Personal items may be brought to school for educational purposes only when approved or requested by a teacher or the school principal. The items listed below and similar items are likely to disrupt the educational process, and therefore students are not to bring them to school, school activities or school buses. Parents/guardians are asked to ensure that their children do not bring any of these or similar items to school. School personnel have

the right to confiscate such items if brought to school. Confiscated items may be returned at the end of the day or at the end of the quarter for elementary school or a semester for high school, depending on the number of violations of this policy.

- a. Electronic games
- b. Cigarette lighters or matches
- c. Knife of any kind
- d. All sharp objects
- e. BB guns
- f. Pellet guns
- g. Laser pointers
- h. Paintball guns
- i. MP3 players
- j. iPods
- k. Video/computer games
- l. CD players
- m. Battery-operated toys
- n. Any items determined by the school teacher or staff to be inappropriate or disruptive to the learning process or which has the potential to create conflicts between students will be confiscated.

3. Offenses

A student shall be suspended, expelled, or given other forms of discipline for violation of school rules and regulations. The type of disciplinary measure will depend on the severity of the misconduct.

The principal or his/her designee is responsible to determine and carry out appropriate corrective action when a violation of school rules and guidelines occurs.

Category I Offenses – Mandatory Expulsion

- a. Fighting with a deadly weapon (knife, baseball bat, club, etc.)

- b. Using, selling, possessing and distributing illegal drugs, such as marijuana, methamphetamine (ice), etc.
- c. Coming to school under the influence of alcohol/illegal drugs

**Category II Offenses-Mandatory Suspension
(Disciplinary measure may be expulsion depending on the severity of offenses.)**

- a. Carrying a deadly weapon or prohibited items to school during school days and to school-sponsored activities or on a school bus
- b. Possessing, selling, giving, or delivering to another student or person an alcoholic beverage or cigarette
- c. Engaging in serious or persistent misbehavior while having been given several warnings or disciplined for similar offense
- d. Extortion, coercion or blackmail, which is defined as obtaining money or valuable object from an unwilling student or forcing another student to act through the use of force or threat of force
- e. Engaging in offense of retaliation against a student or school personnel
- f. Intentionally or knowingly threatening another student or school staff
- g. Stealing school properties or other properties belonging to students or staff
- h. Damaging or vandalizing property belonging to other students, staff or school/government
- i. Sexual harassment
- j. Bullying

Category III Offenses-Suspension or Other Forms of Disciplinary Measures

- a. Carrying prohibited items to school during school days and school-sponsored activities or on a school transport (bus, boat, vehicles, etc.)
- b. Engaging in rude behavior or verbal abuse

- c. Engaging in misconduct on a school transport (bus, boat, vehicles, etc.)
- d. Bringing or using betel nut product on school ground or school bus or at school-sponsored activity
- e. Engaging in truancy (skipping classes)
- f. Using tobacco product on school ground or school-sponsored activity
- g. Using profanity or vulgar language
- h. Engaging in offensive verbal or physical behavior of a sexual nature
- i. Violating uniform regulation
- j. Distributing non-school materials
- k. Any other offenses

4. Disciplinary Guidelines

All school partners - parents, teachers, staff, principals and students - must share the responsibility for creating and supporting a positive school environment. Therefore, the responsibility for discipline lies with all school partners. The aim of discipline is to correct habitual bad conduct or behavior and to ensure that it does not happen again. Discipline must bring about positive change in students' behavior. Therefore, every school personnel is expected to discipline students with respect and civility. Any form of corporal punishment is prohibited because it does more harm than good and it is prohibited by law.

To discipline a student, the principal or his/her designee must do the following immediately after the incident:

- a. Gather all information relevant to the incident.
- b. Determine appropriate disciplinary measure.
- c. Convene a meeting of relevant parties, including the student and his/her parents/guardians, to inform them of the disciplinary measure.

5. Disciplinary Measures

Disciplinary Measures may include, but are not limited to, the following, which are not necessarily listed in order of severity.

- a. Verbal reprimand
- b. Counseling by staff
- c. Conference with principal
- d. Parent conference with principal
- e. Special assignment/work detail
- f. Withdrawal of privileges
- g. Detention by a teacher or school administrator
- h. Denial of attendance or participation in extracurricular activity
- i. Temporary removal from class
- j. Suspension
- k. Expulsion
- l. Others as deemed appropriate

6. Grievance Procedure

The grievance procedure detailed in this section applies only to complaints made by any student against another student, a teacher, or other school staff. Such complaints must have not been addressed by disciplinary measures. Every effort should be made to discuss and resolve situations and issues involving a student and another student, a teacher or other school personnel. When all efforts fail, the aggrieved may undergo the following grievance procedure for remedy.

- a. The aggrieved contacts his/her teacher or the school counselor or the school principal to discuss the complaint. If a teacher or a counselor is contacted regarding a complaint, s/he must bring the complaint to the attention of the school principal.
- b. The school principal contacts the aggrieved student's parents/guardians as necessary and calls a meeting of all parties to discuss the complaint.
- c. A meeting of all parties takes place within two school days when possible to resolve the issue, with the principal facilitating the meeting.

- d. The principal shall make the final decision and inform all parties about the decision within two school days after the meeting.

C. Attendance Policies and Guidelines

1. Attendance

Attendance of children in school is mandatory under law. Title 22 Section 159 of the Palau National Code states that “attendance at a public or nonpublic school shall be required of all children between the ages of 6 and 17, inclusive, or until graduation from high school, unless excluded from school or exempted from attendance by the Minister.” The law further states that “any parent, guardian, and other person having the responsibility for or care of a child whose attendance at school is obligatory shall send the child to school” and that “any parent, guardian, or other person who permits a child who is under his control to be absent from school without good cause and in violation of applicable law or regulations shall be guilty of a violation of this section and, upon conviction, shall be fined not more than \$100.”

Regular school attendance is necessary for the student’s success in school. A child should be in school every day except when legitimately excused. Absence from class makes it difficult to keep up with class work and to benefit from teacher-led instruction.

2. Absences

Parents/guardians are asked to inform the school when their child will be absent from school. Students who have been absent must bring to school a written and signed statement by their parents/guardians, explaining the reason(s) for the absence. If a child has been hospitalized or under a doctor’s care, a note to the school from the doctor is required.

If a student comes to school without a note for his/her absence, the principal or his/her designee will contact his/her parents/guardians for the note, and the absence shall be considered an unexcused absence until the note

is received. A student with an unexcused absence will not be allowed to make up any missed school work.

Acceptable reasons for school absence include the following:

- Emergency
- Serious illness or death in the immediate family
- Natural disaster
- Personal illness
- Doctor or dentist's appointment
- Any other cause acceptable to the principal

Parents/guardians are urged to promote good attendance and ensure that their children go to school on time and ready to learn.

3. **Tardiness**

It is important that students develop and acquire the habit of being on time. A student is considered tardy after the second bell has rung. Three instances of tardiness equal one absence. Parents/guardians are asked to encourage and promote punctuality as part of the collaborative efforts to help students develop good school habits.

4. **Truancy (Skipping Classes)**

Truancy is defined as absence from class or school, or skipping classes, for a portion of the period or day without proper permission from home or school. When a student is truant from school, the truancy will be considered a behavior problem. If a student is truant for three or more school days, s/he will be referred to a school counselor or principal, and his/her parents/guardians will be notified. A student who continues to be truant from school will face appropriate disciplinary measures.

D. Academic Information and Policies

1. **Academic Integrity**

Students found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests

and disciplinary penalties in accordance with the Student Code of Conduct. Academic dishonesty includes cheating, copying the work of another student, plagiarism, and unauthorized communication between students during examinations. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising school staff, taking into consideration written materials, observation, or information from students.

2. Academic Testing

Teacher-made tests are given as needed throughout the school year. Students can expect tests to be administered in all classes during or at the end of each quarter/semester. Quarterly Assessment Tests in the five core content areas are administered at the end of each quarter or semester while the Palau Achievement Tests are administered to 4th, 6th, 8th, 10th, and 12th grade students toward the end of the school year. The Stanford Achievement Test is administered to 9th and 11th grade students annually.

Other tests, such as Scholastic Achievement Test, TOEFL, and ASVAB, are regularly administered to high school students.

3. Credit System (for high school only)

Palau High School operates on a semester credit system. One credit is equal to a unit of study pursued during one class period for an entire semester. A student who fails a course for the semester will not receive a credit and must retake and pass the course for a credit. To be granted a credit, a student must earn a final grade of 65% or better.

4. Curriculum/Program of Study

The Republic of Palau Public School System offers curriculum and instruction in the five core content areas, which are Palauan studies, English, mathematics, science and social studies. Additional content areas offered at

school include health, physical education, and career guidance. Palau High School offers five career academies in tourism and hospitality, business information, construction technology, automotive technology, and agriculture. Palau High School also offers elective courses such as Japanese language, U.S. history, computer literacy, physics, advance physical education, etc. Curriculum frameworks and course outlines guide planning and delivery of instruction in the classroom.

5. Grading System

a. Grading Scale

A standardized grading scale for grades 1-12 is used to ensure uniformity in the public school system. The equivalency of number grades and letter grades to grade points is shown in the chart below.

Number Grade	Letter Grade	Grade Point
90-100	A	4.0
85-89	B+	3.5
80-84	B	3.0
75-79	C+	2.5
70-74	C	2.0
67-69	D+	1.5
65-66	D	1.0
0-64	F	0

b. Computation of Grade Point Average (GPA)

A student’s grade point average is computed as follows:

- Convert number/letter grade into grade point.
- Add all grade points.

- Calculate the average grade point.

Example:

Subject	Number/Letter Grade	Grade Point
1. Math	93/A	4.0
2. Science	96/A	4.0
3. Social	89/B	3.5
4. English	79/C+	2.5
5. Palauan	67/D+	1.5
		$15.5/5=3.10$

c. Grade Computations

- For elementary schools (1st to 8th grades), all grade computations are based on five core content areas as shown in the above example of GPA computation.
- Grades for health, career guidance, physical education (PE) and music in Grades 1-8 are not computed in the GPA but are included in report cards with letter grades of “O” for Outstanding, “S” for Satisfactory and “U” for Unsatisfactory. The grading scale for these grades includes 90-100 for “O” or “Outstanding” 65-89 for “S” or “Satisfactory” and 0-64 for “U” or “Unsatisfactory.”
- For high school (9th to 12th grades), grade computations include all subjects taken by the student.
- Grades on Student Report Cards should be both numbers and letters.

- If a student fails any of the core content areas, the student must repeat the grade level. A failing grade is below 65, F, or below 1.0.

d. Reporting Grades, Attendance, and Behavior

Teachers are responsible to maintain records of student grades, attendance, and behavior as part of the students' academic records. In addition to student grades, student attendance and behavior are recorded in the report card at the end of each quarter or semester.

1. Reporting Grades (in Report Cards)

Report cards are issued to parents/guardians at the end of each quarter or semester. The dates of the issuance of the report cards are scheduled in the school calendar, and parents/guardians are asked to contact the school principal for issuance date. Parents/guardians are responsible to pick up the report card of their child and meet with their child's teacher. They are asked not to send a proxy to pick the report card.

2. Reporting Attendance

Teachers record student attendance daily and report them to parents/guardians through report cards.

3. Reporting Behavior

Teachers observe student behavior throughout a quarter or a semester and report their behavior in report cards as "O" for "Outstanding," "S" for "Satisfactory" and "U" for "Unsatisfactory."

4. Student Progress Report

Student progress reports are supplementary to the report cards. In the middle of each quarter or semester, a teacher may send a notice of student progress to the parents/guardians of a student whose grade in any class is lower than 65% or is experiencing academic difficulties. The progress

report may be sent home at such time as the teacher deems it necessary to notify the parents/guardians of the student's progress or lack of progress. A copy of the progress report is filed in the student's folder. A child's teacher may be contacted regarding the progress report and report card dates.

6. Graduation Ceremony Participation (for high school only)

Students having met all requirements to receive a high school diploma may participate in the graduation ceremony. Seniors who have not met all requirements for a high school diploma will not participate in the graduation exercises ceremony.

7. Graduation Requirements (for high school only)

To graduate from Palau High School, a student must successfully earn 27 credits from the following courses:

Subject	Required Number of Credits
1. English	5
2. Math	4
3. Science	3
4. Social Studies	3
5. Palauan Studies	2
6. Health	1
7. Physical Education	1
8. Academy Program including CD1 & CDII	6
9. Elective Courses (see counselor)	2

One credit is earned for each class taken with a passing grade.

8. Homework

Homework is an important part of schooling. Homework is assigned to extend learning beyond the school and to get parents involved in their children's school work. It is learning outside the classroom without the immediate supervision of teachers. Parents are expected to provide a space/room and time for their children to be free to complete their homework. Homework is provided to reinforce what is learned in the classroom and to develop the personal responsibility for learning and the discipline to complete tasks independently. It is the responsibility of the student to check with his/her teachers for homework assignments that were missed due to absence and to ensure that homework is turned in on time.

9. Incomplete Course /Class

For elementary school, a student who fails to complete a core subject will be retained in the same grade level in the upcoming school year. A failing grade is below 65%.

For high school, a student who fails to complete any required course will have to retake the course in the following semester. A failing grade is below 65%.

10. Promotion

Students will be promoted annually from one grade level to the next upon satisfactory completion of all academic course work and upon meeting other school requirements.

Promotion (for high school only):

- a. A freshman must have earned 7 credits with a minimum grade of “D” in all required course work in order to be promoted to sophomore status.
- b. A sophomore must have earned 14 credits with a minimum grade of “D” in all required course work in order to be promoted to junior status.
- c. A junior must have earned 21 credits with a minimum grade of “D” in all required course work in order to be promoted to senior status.
- d. A senior must have earned 27 credits with a minimum grade of “D” in all required course work in order to graduate from high school.

11. Repeating a Course/Class

An elementary student who fails a course will be retained at his/her current grade level in the next school year.

High school students are permitted to repeat courses only if they fail the courses. When a course is repeated, only the most recent grade will be used in the calculation of the student’s cumulative grade point average. The course and grade received previously will remain in his/her cumulative academic records even though the grade will not be used in GPA calculation. The most recent grade will be marked with an R to indicate that the course was repeated.

12. Student Recognition Awards

MOE and each school honor students for their academic, behavioral and attendance achievement as follows:

- a. **Academic Excellence** – This distinction of academic excellence is awarded to a student

who has accumulated a grade point average of 4.0 for each quarter throughout the school year.

- b. **Highest Honor** – This distinction of highest honor is awarded to a student who has attained a cumulative grade point average of 4.0 at the end of each quarter or the school year.
- c. **High Honor** – This distinction of high honor is awarded to a student who has attained a cumulative grade point average of 3.5 to 3.99 at the end of each quarter or the school year.
- d. **Honor** – This distinction of honor is awarded to a student who has attained a cumulative grade point average of 3.0 to 3.49 at the end of each quarter or the school year.
- e. **Citizenship** – This distinction is awarded to a member of a promoting/graduating class who has demonstrated outstanding citizenship throughout the school year.
- f. **Perfect Attendance** – This recognition is awarded to a student who has perfect class attendance throughout the entire school year.

13. **Transfer**

When a student transfers to any Palau public school, his/her official transcript and copies of other important educational information are to be furnished to the school s/he wishes to attend at least 10 working days before registration day. A transfer student will not be officially enrolled until his/her transcript and other pertinent educational information are submitted to the school. If a student transfers from one public school to another, a copy of his/her entire cumulative folder is forwarded to the new school.

Transferring of students to public schools can only happen at the following times:

- a. In the first week of the beginning of the school year
- b. The first week of each quarter (for elementary only)
- c. In the first week of the new semester (for high school only)

14. Withdrawal from or Adding a Course (for high school only)

A student may withdraw from or add a course within five (5) school days after the first day of class. To withdraw from or add a course, a student must see his/her counselor.

15. Withdrawal from School

If it becomes necessary for a student to withdraw from school, his/her parents/guardians must notify the school principal at least three (3) days in advance. The notification should be in writing and must state the reasons and the date for the withdrawal.

E. Dress Code and Grooming Guidelines

The Ministry of Education expects parents/guardians to be responsible for their child's uniform and appearance. The uniform should be clean and presentable. How a student dresses and looks can make a difference in how s/he feels and how others feel toward him/her. Whenever a student wears a school uniform, s/he is easily recognizable and associated with a school. A student, whether at school or on the street, should conduct himself/herself as if everyone knows his/her association with his/her school and conduct himself/herself in a manner that reflects respect for his or her school. Students are expected to wear uniforms as prescribed by their schools.

MOE establishes the following guidelines to promote a standard of appearance which enhances the learning environment and aids parents/guardians in preparing their child to come to school each day.

1. School Uniform

All students are required to wear uniform at school. Personal grooming and uniforms are the responsibilities of students and their parents/guardians. Students who attend school without a proper uniform will not be allowed in class.

2. Physical Education (PE) Uniform

Physical education (PE) uniform must be worn when PE classes are scheduled. Students who have PE classes do not have to wear regular school uniforms to classes. PE uniforms are allowed in other classes when students are scheduled to have PE classes.

3. Grooming

Hair must be neat and clean. Hairstyles that are considered to be distracting or disruptive to the educational environment are prohibited. Visible tattoos and similar body paintings that promote violence and offensive behavior are prohibited.

F. Student Assistance Programs

1. Counseling Services

Full-time counseling services are available at the Palau High School only. For elementary schools, teachers and school principals serve as counselors when needed and will refer students and their parents/guardians to other appropriate agencies as necessary.

Palau High School has full-time counselors who provide academic, college, career and personal counseling services to students as needed. In case of

abuse or neglect, the counselors are obligated to inform proper authorities.

Counseling matters are confidential and therefore must not be disclosed to anyone unless necessary. Students and their parents/guardians are encouraged to utilize counseling services and may contact school principals for further information.

2. Dental Services

As part of a partnership between the Ministry of Education and the Ministry of Health (MOH), the dental department of MOH visits schools and provides preventive dental care to students on a regular basis.

3. Food Services

MOE is mandated by law, RPPL No. 7-13, to provide lunch to all students who attend public schools. The budget law also mandates parents/guardians to subsidize the lunch program by paying \$0.25 per meal. Students may choose not to eat lunch prepared by the school cafeteria and therefore need not pay for school lunch as required by law.

If parents/guardians choose not to have their children participate in the school lunch program, the parents/guardians are responsible for their children's lunch. They may bring their children's lunch to school, or they may bring their children home for lunch; for these options, parents/guardians must make prior arrangement with the school principal.

4. Health Services

As part of a partnership between the Ministry of Education and the Ministry of Health (MOH), the Public Health Department of MOH visits schools and provides preventive health care to students on a regular basis. A nurse from MOH is stationed at Palau High School to

provide health services to Palau High School and George B. Harris Elementary School students.

5. Transportation Services

MOE provides school buses, other vehicles and speed boats to transport students to school and to school-sponsored activities such as field trips and sporting events. All forms of school transportation are extension of the schools, and therefore all school rules and regulations apply to them. In addition, there are rules that apply specifically to school buses, other vehicles and speed boats. Students violating school and transportation rules and regulations will lose their transportation privilege and may face other disciplinary measures.

6. Tutoring Services

Tutoring services may be available at school and may be scheduled by the school principal on a case by case basis. Parents/guardians will be informed in advance if their child will be required to attend the tutoring support services. Parents/guardians will be required to provide transportation for their child who attends the tutoring sessions.

G. Classroom Rules and Guidelines

Classroom teachers are responsible to develop and implement classroom rules and guidelines to assist with the student conduct in the classroom and ensure an orderly teaching and learning environment. Parents/guardians may contact the teacher of their child regarding rules in their child's classroom.

H. Students' Owned Transportation

Students may come to school on their own transportation. Such transportation may include cars, motorcycles, mopeds, bicycles, and other forms of transportations. The following driving policy applies to use of cars, motorcycles and mopeds to school.

- **Driving Policy**

Any student who holds a valid Republic of Palau driver's license may be allowed to drive into school campus but must comply with the following rules.

- a. The student and his/her parents/guardians must complete a Driving Permit Form and submit it to the principal for approval.
- b. If s/he approves, the principal issues a driving and parking permit to allow the student to drive into school campus and park within the designated student parking area.
- c. If driving a car, the student must make sure that the parking permit is displayed on the dashboard so that it can be seen from outside at all times. If driving a motorcycle or moped, a student must keep the parking permit with him/her at all times so that s/he can present it to a security officer as necessary. A school security officer may issue a citation to a student who fails to display or show his/her parking permit. A student who receives a citation may face disciplinary measure.
- d. Reckless driving of any kind within the school campus may result in loss of driving privilege and/or suspension from school.
- e. Vehicles, motorcycles, mopeds, and bicycles must not be driven above 5 MPH any time on the school ground.
- f. A student who allows other students to use his/her permit may lose his/her driving and parking privilege within the school campus or face other disciplinary measures.

1. **Cars/Motorcycles/Mopeds**

A student who owns a car and/or is allowed by his/her parents/guardians to drive to school must comply with

the above school driving policy before s/he can drive to school.

2. Bicycles

Students may ride their bicycles to school. Once at the school, students must park and secure their bicycles at all times at a designated bicycle parking area. The school will not be responsible for the students' bicycles, and so it is recommended that students who bring their bicycles to school must bring their own locks and lock their bicycles.

For safety and/or security reasons, a school may choose not to allow students to ride their bicycles to school or develop its own policy regarding use of bicycles at school.

3. Other Types of Transport

Skateboards, roller blades, shoes with rollers, etc. are not allowed in school, and parents/guardians are reminded to ensure that their children do not bring any of these types of transport to school. Parents/guardians will be called if a child violates this policy, and the child may face disciplinary measures.

IV. Policies, Rules, Regulations and Guidelines for Teachers & Non-Teaching School Personnel

A. Teachers' Rights and Responsibilities

1. Teachers' Rights – A teacher has a right to:

- a. Teach in a safe, secure, and orderly environment that is conducive to teaching and learning and free from recognized dangers or hazards that are causing or likely to cause serious injury.
- b. Have basic resources available for classroom instruction.
- c. Have his/her professional judgment and discretion in his/her role as a classroom teacher respected by the school and central office administrators as long as they do not violate rules and regulations as well as public laws.
- d. Express his/her opinions, ideas, suggestions, and recommendations in relation to his/her professional role as a classroom teacher.
- e. Be treated with civility, fairness and respect.
- f. Remove any persistently disruptive student from his/her classroom for the rest of the class period when the student's behavior prevents orderly classroom instruction or when the student displays defiant behavior and to place the student in custody of the school principal or his/her designee.
- g. Discipline students appropriately.
- h. Communicate with parents/guardians in regards to a student's performance.

2. Teachers' Responsibilities – Teachers' responsibilities shall include, but not be limited to, the following:

a. Lesson Planning

- Develop and utilize daily lesson plans ensuring the effective use of total instructional time and submit lesson plans to the principal as required.
- Develop lesson materials and class activities appropriate for lesson objectives and goals.

b. Lesson Presentation

- Conduct instruction in assigned classes, applying a variety of instructional techniques and strategies to meet the needs of different learners.

c. Assessment and Evaluation

- Develop and implement a variety of assessment tools to monitor student learning.
- Utilize assessment data to gauge student performance and to guide lesson planning and classroom instruction.

d. Classroom Management

- Create and manage a classroom environment that is conducive to learning and appropriate to the needs of the students and encourages student success.
- Develop and implement classroom rules and guidelines consistent with this Handbook.

e. Others

- Know students and their parents/guardians.
- Treat all students in a fair and respectful manner.
- Motivate students to achieve high standards.
- Refer students who are experiencing academic difficulties to appropriate programs.
- Maintain on-going communication with parents/guardians to inform them of their child's performance.

- Attend staff and PTA meetings, professional development activities and other school activities.
- Maintain and report student records on a timely basis.
- Collaborate with colleagues and other school personnel.
- Prepare and submit reports as required.
- Perform other duties and responsibilities as assigned by the principal.

B. Rules and Guidelines for Teachers

1. Betel Nut Use

Chewing betel nut in the classroom or during class is prohibited.

2. Classroom Maintenance

The classroom must be kept clean and presentable at all times. Teachers may organize students to assist them in maintaining the classrooms.

3. Classroom Management

A well-managed classroom promotes an effective teaching and learning process. The following guidelines are provided to assist teachers in the management of their classrooms.

- **Physical Arrangement**

The physical arrangement of the classroom can influence student behavior and learning. The placement of students' desks, teacher's desk, black board, learning resources, bookshelves, pencil sharpeners, trash cans, etc. can influence traffic flow, student interactions, noise level, student attention or disruption.

- **Classroom Rules and Procedures**
Rules and procedures for student conduct in the classroom must be developed and communicated to the students and parents/guardians at the beginning of the school year. It is recommended that students be involved in the development of classroom rules and procedures.
- **List of Expectations**
Expectations for student conduct and academic performance must be developed and shared with students and parents/guardians at the beginning of the school year. Teachers are encouraged to involve students in the development of student expectations.

4. Classroom Disciplinary Guidelines

Teachers may take disciplinary actions to address violations of classroom rules and procedures. Sample disciplinary measures include the following:

- a. Verbal warning
- b. Written warning
- c. Time out
- d. Clean up
- e. Loss of privilege
- f. Referral to the principal

Teachers must record any disciplinary action taken and maintain the document in the student file.

5. Corporal Punishment

Corporal punishment is not allowed in the public school system. Teachers and staff are reminded that corporal punishment is prohibited by law and will constitute a cause for suspension or termination of employment. Complaints concerning instances of corporal punishment

must be promptly reported to the school principal for investigation.

6. Dress Code and Grooming

All teachers, including substitute teachers, must dress appropriately and be well groomed to work every day. Informal attire such as T-shirts, tight pants, mini-skirts, short shorts, spaghetti tops, tank tops and/or slippers are not allowed. Clothing with inappropriate printing or picture is also not allowed. The school principal may direct a teacher to go home for change of clothing if the principal determines that the teacher is inappropriately dressed.

7. Field Trips

Field trips are planned as part of classroom instruction and are intended to enhance teaching and learning opportunities for students. Field trips are allowed throughout the school year except during the months of December and May and two weeks before the end of each quarter or semester. Field trips that are more recreational nature are not allowed. All field trips require the approval of the school principal, the Chief of Curriculum and Instruction, and the Chief of School Management. Teachers are required to submit requests for field trips using Field Trip Request Form two weeks in advance.

Students are required to submit a completed and signed Waiver and Consent Form prior to participating in any field trip. Teachers are to ensure the safety of students while on field trips. The school principal may be contacted regarding required forms.

8. Fundraising Activities

Due to limited financial resources at schools, fundraising activities may become necessary to allow the schools to implement certain activities. To hold a fundraising

activity, a teacher must secure an approval from the school principal. The request to conduct fundraising activity must be in writing and must address the following: What, Why, When, Where, Who and How. If students are going to be involved in the fundraising event, parental consent is required. Teachers must ensure student safety during the fundraising event.

A person who is organizing the fundraising event is responsible for submitting a report outlining the amount of money raised and other relevant information pertaining to the event. The report must be submitted to the school principal, with a copy to the Chief of School Management within five (5) working days after the event.

9. Homework Guidelines

Homework is a vital part of the educational learning process. Teachers must ensure that homework meet the following guidelines:

- a. Enriches and extends classroom instruction.
- b. Provides essential practice in needed skills.
- c. Affords opportunities for increasing self- direction.
- d. Helps students learn to manage time.
- e. Promotes good work habits and a sense of responsibility.
- f. Brings students into contact with community resources when appropriate.

10. Leaving School During Working Hours

No teacher is permitted to leave the school during working hours unless it is for the business of the school or emergency. Teachers who wish to conduct personal business during working hours must apply for leave and get approval from their school principals in advance.

11. Leaving Students During Instructional Time

Teachers are expected to teach each class for 45 minutes for elementary school and for 1.5 hours for high school. Teachers must be prepared for each class they are assigned to teach so that they can maximize instructional time. Leaving students during instructional time is not acceptable and is prohibited.

12. Record Keeping

Teachers prepare and maintain accurate student records. Any student records, such as grades and grade point averages, are kept confidential and therefore must be secured at all times. Such information cannot be released without the written consent of parents of children under 18 years of age. If a student is 18 years old or older, his/her permission is required before his/her information is released. Releasing student information without appropriate consent is prohibited and constitutes a cause for discipline.

13. Sending Students Off-Campus on Errands

Teachers must not send student off-campus on personal errands as it is prohibited. Any teacher sending students off campus on his/her errands will face disciplinary action and will be responsible for any resulting injury. MOE and the school cannot be held accountable for injury to a student who is on personal errands of a teacher.

14. Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of sexual nature, when such conduct interferes with personal comfort or intimidates, demeans, or makes a student uncomfortable. It is a destructive behavior and a violation of individual's rights and dignity. Therefore, sexual harassment is prohibited in all

public schools. A violation of this policy justifies a cause for disciplinary action.

15. Smoking, Alcohol and Illegal Drugs

Teachers are not allowed to smoke cigarettes in the presence of school children or during class time. Teachers may smoke cigarettes only in designated areas. Violation of this policy may be a cause for disciplinary measure.

Possession and/or use of alcoholic beverages on school ground or at school-sponsored activities is prohibited. Coming to work under the influence of alcohol or illegal drugs is prohibited and constitutes a cause for immediate suspension or dismissal from employment.

Possession and/or use of illegal drugs on school properties or at school-sponsored events constitute a cause for immediate suspension or dismissal from employment. The school principal or the immediate supervisor has the right to recommend suspension or dismissal of an employee possessing or using illegal drugs on school properties or at school-sponsored activities.

16. Student Referral

Teachers may refer to the counselor and/or school principal students who experience difficulties with their academic work or display behavioral problems. Teachers are reminded to refer students immediately and not to wait until the students are beyond help. Teachers should contact principal and/or parents/guardians and schedule a conference in an effort to find the best strategies to help the struggling students. Excessive and chronic absences should be reported as soon as practical.

17. Teacher-Parents/Guardians Conference

Scheduling conferences with parents/guardians helps in building positive partnerships and working relationships.

Teachers are encouraged to contact parents/guardians to report student progress as well as problems students may encounter at school.

18. Use of Instructional Time

The total instructional time for one class is only forty five (45) minutes for elementary school and ninety minutes (1.5 hrs) for high school. Therefore, teachers must plan instruction and classroom activities to make full use of instructional time.

Teachers should not cancel or dismiss classes early for any reason unless it is an emergency. Only the school principal may cancel or dismiss classes. Canceling or dismissing a class early may be a cause for disciplinary action.

19. Other Duties

Teachers may be assigned other duties and responsibilities associated with their job descriptions and/or related to the educational development of students.

C. Non-Teaching School Personnel's Rights and Responsibilities

1. Non-Teaching School Personnel's Rights

- a. All non-teaching employees have a right to be treated with civility, fairness and respect.
- b. All non-teaching employees have a right to know what is expected of them.
- c. All non-teaching employees have a right to have basic materials and equipment to perform their job well.
- d. All non-teaching employees have a right to know how they are performing their duties.
- e. All non-teaching employees have a right to receive recognition or praise for good work.

- f. All non-teaching employees have a right to a fair disciplinary process consistent with the procedures outlined in the government Public Service System Rules and Regulations.
 - g. New non-teaching employees have a right to receive orientation for their duties and responsibilities.
2. **Non-Teaching School Personnel's Responsibilities**
Non-teaching school personnel's responsibilities shall include, but are not limited to, the following:
- a. Ensure that their work area is presentable and tidy at all times.
 - b. Contribute to the safety and cleanliness of the school and school properties.
 - c. Enforce safety precautions and guidelines for the safety of students, personnel and school equipment and facilities.
 - d. Report incidents to immediate supervisor.
 - e. Understand and follow rules and regulations of their school, the MOE, and the Public Service System.
 - f. Maintain and keep records of materials, tools and equipment assigned to them.
 - g. Attend staff meetings when scheduled.
 - h. Perform other related duties and responsibilities assigned by the school principal.

D. Rules and Guidelines for Non-Teaching School Personnel

1. **Betel Nut Use**

Chewing betel nut is prohibited while dealing with students, other staff, parents/guardians and guests. Spitting in trash containers is prohibited.

2. Instructional Support

Non-teaching personnel are expected to provide support to the teaching and learning process. Computer lab managers and library staff, in particular, must collaborate with teachers by providing direct instructional support for student learning. Other non-teaching staff contribute to the advancement of the teaching and learning process through effective implementation of their responsibilities.

3. Leaving Work During Working Hours

Non-teaching employees are not permitted to leave the school during working hours unless it is for the business of the school or emergency. Non-teaching employees who wish to conduct personal businesses during working hours must apply for leave and get approval from their school principals in advance.

4. Record Keeping and Inventory

Each non-teaching employee is responsible to take care of school properties under his/her care, including recording, maintaining and keeping inventory of the properties. If any school property becomes missing, a written report about it must be submitted to the supervisor within two working days. All employees are reminded not to loan equipment, tools, and other school properties without the approval of their principals.

5. School Maintenance

School and office maintenance are the responsibility of all employees. Everyone is expected to pick up trash and put them in trash containers. All employees are encouraged to report to immediate supervisors anything at the school that needs to be fixed or taken care of. The principal may assign certain maintenance responsibilities to students and staff as needed.

6. Sending Students Off-Campus on Errands

Employees must not send student off-campus on personal errands as it is prohibited. Any employee sending students off campus on his/her errands will face disciplinary action and will be responsible for any resulting injury. MOE and the school cannot be held accountable for injury to a student who is on personal errands of a teacher.

7. Smoking, Alcohol and Illegal Drugs

Employees are not allowed to smoke cigarettes in the presence of school children or during class time. Employees may smoke cigarettes only in designated areas. Violation of this policy may be a cause for disciplinary measure.

Possession and/or use of alcoholic beverages on school grounds and at school-sponsored activities are prohibited. Coming to work under the influence of alcohol or illegal drugs is prohibited and constitutes a cause for immediate suspension or dismissal from employment.

Possession and/or use of illegal drugs on school properties and at school-sponsored events constitute a cause for immediate suspension or dismissal from employment. The school principal or the immediate supervisor has the right to recommend suspension or dismissal of an employee possessing or using illegal drugs on school properties or at school-sponsored activities.

8. Staff Development

Staff development/professional development is the responsibility of individual employees. However, MOE may from time to time plan and schedule staff development activities to increase staff effectiveness and efficiency as part of the organization's strategies in

meeting its objectives and goals. All employees are encouraged to improve themselves and participate in staff development activities scheduled by the MOE.

9. Student Discipline

All school partners - parents, teachers, staff, principals and students must share the responsibility for creating and supporting a positive school environment. Therefore, the responsibility for discipline lies with all school partners. The aim of discipline is to correct habitual misconduct and to ensure that it does not happen again. Discipline must bring about positive change in students' behavior. Therefore, every school personnel is expected to discipline students with respect and civility. Any form of corporal punishment is prohibited because it does more harm than good and it is prohibited by law.

10. Student Referral

Employees may refer to the counselor and/or school principal students who display behavioral problems. Any employee who notices a student violating a school rule or regulation is responsible to discipline or report the student to the school principal. Employees are reminded to refer students immediately to the school principal and not to wait until the students are beyond help.

If the misconduct is a major violation of the student code of conduct like fighting or smoking marijuana, the student should be reported to the school principal. No matter what the violation is, good judgment must always be used.

11. Volunteer Services

Due to limited financial resources, MOE and the schools often do not have the resources to compensate employees who work beyond the normal working hours.

In the spirit of team work, employees are asked to volunteer whenever school activities occur beyond regular working hours.

E. Dress Code and Grooming

All employees must dress appropriately and be well groomed to work every day. Clothing with inappropriate printing or picture is also not allowed. The school principal may direct a staff to go home for change of clothing if the principal determines that the employee is inappropriately dressed.

F. Disciplinary Guidelines

Disciplinary guidelines for all government employees are described in the Public Service System Rules and Regulations an in Title 33 of the Palau National Code as codified from (RPPL No. 2-26). Each immediate supervisor/school principal is responsible to implement disciplinary action when necessary. Only the Minister of Education or a designated MOE management official can suspend or terminate MOE employees according to the procedures contained in the Public Service System Rules and Regulations. All employees are encouraged to become familiar with Public Service System Rules and Regulations.

G. Grievance Procedure

The grievance procedure for government employees is contained in the Public Service System Rules and Regulations (1996). A copy of this manual is available at the school principal's office, the MOE, and the Bureau of Public Service System.

H. Review of Suspension or Termination

Employees may appeal for a review of suspensions and terminations. The procedure for an appeal is contained in the Public Service System Rules and Regulations manual

which is available at the school principal's office, the MOE, and the Bureau of Public Service System.

V. Policies, Rules, Regulations and Guidelines for School Principals

A. School Principals' Rights and Responsibilities

The principal serves as a role model in all aspects of the school, providing leadership, supervision, and management of all resources and the instructional program at the school.

1. Principals' Rights – A school principal has a right to:

- a. Work in a safe, secure, and orderly environment that is free from recognized dangers or hazards that are likely to cause injury.
- b. Have personnel, materials, and equipment needed to perform his/her job well.
- c. Have his/her professional judgment and discretion respected by school and central office administrators as long as they do not violate rules and regulations as well as public laws.
- d. Express his/her opinions, ideas, suggestions, and recommendations in relation to his/her professional role as a school principal.
- e. Be treated with respect, civility, and fairness.
- f. Discipline students appropriately.
- g. Take or recommend disciplinary measures for school personnel.
- h. Communicate with parents/guardians in regards to student's performance.

2. Principals' Responsibilities

The responsibilities shall include, but not be limited to, the following:

- a. Direct, manage, and supervise the operation of his/her school.
- b. Provide instructional leadership to ensure high standards of instructional services.

- c. Conduct classroom observations regularly.
- d. Provide professional development to teachers and staff as needed.
- e. Maintain conducive learning environment.
- f. Provide basic materials and resources for the school operation.
- g. Ensure security and safety of all students, staff, and school properties.
- h. Encourage effective communication with parents/guardians and other stakeholders.
- i. Promote collaboration and parental involvement in school/student activities.
- j. Attend meetings and other school-related activities.
- k. Prepare and submit reports and data as required.

B. Rules and Guidelines for School Principals

1. Betel Nut Use

Betel nut chewing while talking to students, parents, guests and teachers is prohibited.

2. Early School Dismissal

Early school dismissal is allowed when there is a national emergency that affects the safety and well being of students and staff and the operation of the school. Early school dismissal is authorized by the Chief of School Management in consultation with the Director of Education.

3. Fees and Donations

There are school services and activities that may require collection of fees from students or their parents/guardians. The principal is responsible and accountable for the collection, accounting and reporting of fees collected for the school.

The practice of gift giving and donation is commendable, but such activities may contain inherent complications and problems for the schools. Therefore, the school principal shall examine seriously such offers and act accordingly. When in doubt, principals may consult their immediate supervisor.

4. **Parents Teachers Associations**

The school principal and teachers are required to attend all PTA meetings. The principal must encourage his/her support staff to attend PTA meetings and help strengthen the partnership between parents and the school. It is also an opportunity to meet and share with parents/guardians what the school is doing to help their children. Schools may adopt different names for their association of parents and teachers.

5. **School Inventory**

The school principal is responsible and accountable for all instructional materials, tools, resources and equipment and furniture assigned to his/her school. The school principal completes his/her school inventory annually, after each school year, and submits the inventory to the Chief of School Management.

6. **Smoking, Alcohol and Illegal Drugs**

Principals are not allowed to smoke cigarettes in the presence of school children. Smoking cigarettes is allowed only in designated areas. Violation of this policy may be a cause for disciplinary measure.

Possession and/or use of alcoholic beverages and illegal drugs on school grounds and/or at school-sponsored activities are prohibited. Coming to work under the influence of alcohol or illegal drugs is prohibited and may constitute a cause for immediate suspension or dismissal from employment.

The Chief of School Management has the authority to recommend suspension or dismissal of a principal who is under the influence of, or possessing or using, alcohol or illegal drugs on school properties or activities.

7. Professional Development

Principals are required to participate in professional development activities scheduled by the MOE for school principals. Principals are further encouraged to take initiative in their professional growth and development by attending courses, lectures, and workshops and by reviewing literature and other related resource materials.

8. Textbooks and Other Instructional Materials

The school principal is responsible and accountable for all textbooks and other instructional materials and their inventory. The principal must ensure that textbooks and other instructional materials are in good and usable condition when they are returned. If the textbooks or other instructional materials are damaged, students should be charged accordingly. The principal is responsible to contact parents and collect funds for damaged textbooks or other instructional materials and submit them to the appropriate official.

C. Dress Code and Grooming

School environment and atmosphere are enhanced by appropriate dressing and good grooming. As a role model, the principal is expected to come to work properly dressed and well groomed. Informal attires such as short shorts, tights, t-shirts without collars, tank tops, flip flops or zori are prohibited.

D. Disciplinary Guidelines

Disciplinary guidelines for government employees are described in the Public Service System Rules and Regulations (1996). Principals are expected to become

familiar with the disciplinary guidelines. A copy of the manual should be available at the school principal's office, the MOE central office, and the Bureau of Public Service System.

E. Grievance Procedure

Grievance procedure for disciplinary measures is contained in the Public Service System Rules and Regulations. Principals are encouraged to become familiar with the grievance procedure. A copy of the manual should be available at the school principal's office, the MOE central office, and the Bureau of Public Service System.

F. Review of Suspension or Termination

Employees may appeal for a review of suspensions and terminations. The procedure for an appeal is contained in the Public Service System Rules and Regulations manual, which should be available at the school principal's office, the MOE central office, and the Bureau of Public Service System.

VI. Policies, Rules, Regulations and Guidelines for Parents/Guardians

A. Parents/Guardians' Rights and Responsibilities

1. Parents/Guardians' Rights – A parent/guardian has a right to:

- a. Enroll his/her child in public school.
- b. Review the academic records of his/her child.
- c. Consult the school or the child's teacher regarding the academic progress of his/her child.
- d. Be a member of Parents Teachers Association of his/her child's school.
- e. Visit his/her child's school but must sign in first at the principal's office.

2. Parents/Guardians' Responsibilities - A parent/guardian is responsible to:

- a. Enroll his/her child in school.
- b. Ensure that his/her child come to school prepared and ready to learn.
- c. Ensure his/her child attend school regularly and on time.
- d. Make every effort to provide for the physical, mental and emotional needs of his/her child.
- e. Help his/her child meet behavior and academic expectations of the school.
- f. Participate in school meetings such as those for Parents Teachers Association and teacher-parent conferences.
- g. Pick up his/her child's report card when scheduled. The school will not release report cards to anyone but the parents/guardians.
- h. Pay for his/her child's lunch on time to ensure that his/her child participates in the school lunch program. If his/her child does not participate in the school lunch

program, parents/guardians need to make necessary arrangements with the school principal for his/her child's lunch.

- i. Discuss school rules and regulations, policies, and procedures with his/her child. The school expects his/her child to know the rules and regulations and to respect and honor them.
- j. Ensure that his/her child attend school tutoring and other services outside the normal school hours when required or needed.
- k. Notify the school principal/other personnel of any learning, health, physical, or emotional disabilities that may relate to his/her child's ability to learn.
- l. Collaborate and cooperate with the school administrators and teachers to ensure the child's success.
- m. Compensate for school property damage caused by his/her child.
- n. Complete, sign and submit a Waiver and Consent Form when required for his/her child's participation in school activities.

3. Parents Teachers Associations (PTAs)

A child's education is a responsibility shared by the school, parents/guardians, and the community. Schools recognize the importance of this responsibility, and therefore Parents Teachers Associations (PTAs) are organized and established to strengthen the partnership among the school, its parents/guardians and its community. PTAs are vehicles for parents/guardians to express their ideas and make meaningful contributions for the advancement of their children learning at the school. Teachers and staff also have an opportunity to share their concerns and ideas during PTA meetings. Therefore,

parents/guardians and school personnel are encouraged to attend all scheduled PTA meetings.

a. Membership

Parents/guardians, teachers, and school staff are members of the school PTA.

b. Roles of Parents/Guardians in PTAs

1. Submit agenda items to the PTA Chairperson or the school principal.
2. Attend scheduled PTA meetings.
3. Vote for PTA officers and issues requiring voting.
4. Serve on PTA committees upon request.
5. Pay required dues agreed upon by the PTA.
6. Communicate concerns and ideas to PTA Chairperson.

c. Other Activities

PTA officers may occasionally schedule other PTA activities, and PTA members are expected to participate in and contribute to the activities.

B. Rules and Guidelines for Parents/Guardians

1. School Support

MOE and the schools do not have all of the resources required to accomplish what is necessary for the success of all students in school. Occasionally, the school will ask for parent/guardians' support and contributions to student or school activities. Participation of parents/guardians in school activities contributes to the success of students.

2. School Visits

Parents and guardians are welcome to visit schools whenever their time permits. To minimize disruption of classes and for the safety of students, parents/guardians and visitors must sign in at the principal's office before going into other areas of the school.

3. Teacher and Parent/Guardian Conferences

Teacher-parent/guardian conferences are important for the academic and behavioral success of the child in school. Parents/guardians must make every effort to attend scheduled teacher-parent/guardian conferences; if they cannot make it, they are to call their child's teacher and reschedule the conference.

4. Betel Nut Use

To comply with school rules and regulations, parents/guardians must not chew betel nut while visiting the school or in the presence of students during school hours.

5. Tobacco, Alcohol and Illegal Drugs

Parents/guardians must not smoke cigarettes on the school ground when visiting the school or in the presence of students while participating in school activities.

The use and possession of alcoholic beverages and/or illegal drugs on school ground and at school-sponsored activities are prohibited. Parents/guardians and visitors who participate in school activities while under the influence of alcohol or illegal drugs will be asked to leave and/or be reported to authorities. Parents/guardians who repeatedly violate this rule may be barred from entering school grounds and/or attending school activities.

VII. Use of School Facilities and Resources

a. Cafeteria

The school cafeteria provides meals to students. It has rules and procedures that students and other users must follow. Cooks are responsible for the cafeteria, and all cafeteria users must respect and follow instructions from them. Students are expected to respect and follow cafeteria rules and procedures to minimize disruption and delays in serving lunch. Students who are disrespectful may be asked to leave the cafeteria.

b. Classroom

Classrooms are used for teaching and learning activities of the school. They are assigned to teachers or scheduled classes for an entire semester or school year. Classrooms must be kept clean and presentable at all times. The use of a classroom or other school resources requires approval of the school principal.

c. Computer Laboratory

Computer labs are instructional resources. They are used by students and teachers for research and other learning activities to supplement classroom instruction. There are rules and procedures that students and teachers must follow when using the computer labs. The computer labs must be kept clean, presentable, and ready for use at all times.

d. Public Library

The public library is a school resource under the supervision of MOE. All school rules and regulations apply to the public library. The public, students, and MOE personnel may utilize the library according to its schedule. Books and other resources may be checked out according to the established library policy. Contact the librarian on duty for further information.

e. **Resource Center**

The Resource Center at Palau High School is an extension of the classrooms, and all school rules and regulations apply when using the Resource Center. Counselors are available at the Resource Center to provide academic, career guidance and personal counseling and other assistance for students. If there are questions, contact the counselors or the high school principal.

f. **School Bus**

MOE provides student busing to help students who live far from schools and need transportation to and from schools. The school buses are school properties and are extensions of the schools. All school rules and regulations apply to school buses. Any violation of the rules and regulations and the guidelines below may constitute a cause for disciplinary measure.

Guidelines for Riding on School Buses:

1. Students are to get into the bus in an orderly manner and only when it has come to a complete stop.
2. There is no running, pushing, or shoving while getting on or off the bus, or while the bus is in motion.
3. There is no chewing betel nut, spitting, drinking, or eating in the school buses.
4. Students are expected to listen to the bus driver at all times and/or the school personnel who supervises the bus.
5. The bus driver may assign seating in the bus, and students are expected to follow instructions given by the bus driver.
6. The bus driver has authority to discipline students on the bus, including requiring students to get off the bus for serious misconduct or disobeying instructions from the bus driver.

7. Parents/guardians are asked to remind their children of the bus rules and proper behavior while on the school bus.
8. Additional rules and procedures for the school bus may be posted in the bus.

g. School Libraries

School libraries are resources that expand, reinforce and enrich learning. Students and their parents are encouraged to utilize the school library for reading, research, and other school work. There are rules and procedures to follow in school libraries.

h. Sports Facilities

Sports facilities are mainly used for physical education activities and other sporting events but may occasionally be used for other school activities. All school rules and regulations apply to school activities in sports facilities. There may be other rules and regulations posted in sports facilities. Any violation of the rules and regulations may be a cause for disciplinary measure.

i. Other School and MOE Properties

There are other school and MOE properties not listed in this Handbook. These include the school ground, restrooms, summer houses, water tanks, boats, vehicles, and others. All school and MOE properties are extensions of the school and MOE, and therefore all school rules and regulations apply to these properties.