

WELCOME BACK!



Upi Elementary School
SY 2023-2024

The background features a light teal color with large, abstract white shapes. On the left, there is a detailed illustration of a green monstera leaf. On the right, a thick green vine curves upwards. At the bottom, there are stylized green plant motifs, including a palm frond on the left and a leaf on the right.

SCHOOL MISSION STATEMENT

Upi Elementary empowers all students to be academically, socially and technologically prepared for a successful future as productive and respectful citizens of our local and global communities.



GDOE VISION STATEMENT

**“20/20: A Clear Vision for Education
On Guam”**

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

SCHOOLWIDE LEARNER OUTCOMES (SLOS)

Use effective oral and written communication.

Participate as productive members of the community.

Integrate learning and apply to real-life situation.

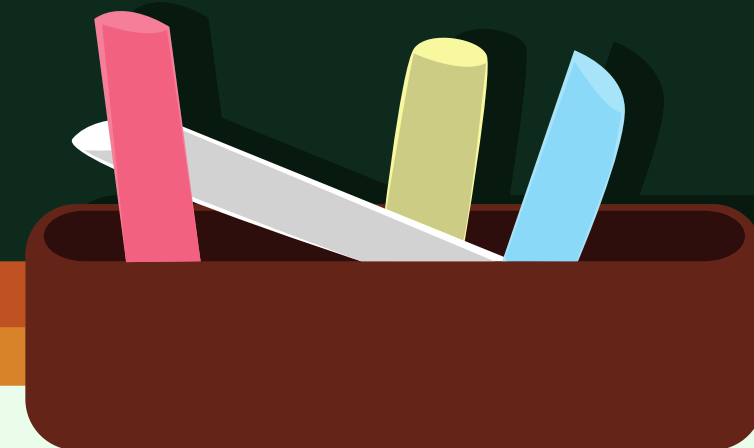
Explore concepts and skills needed for future world experiences.

Set personal goals and work towards achieving them.

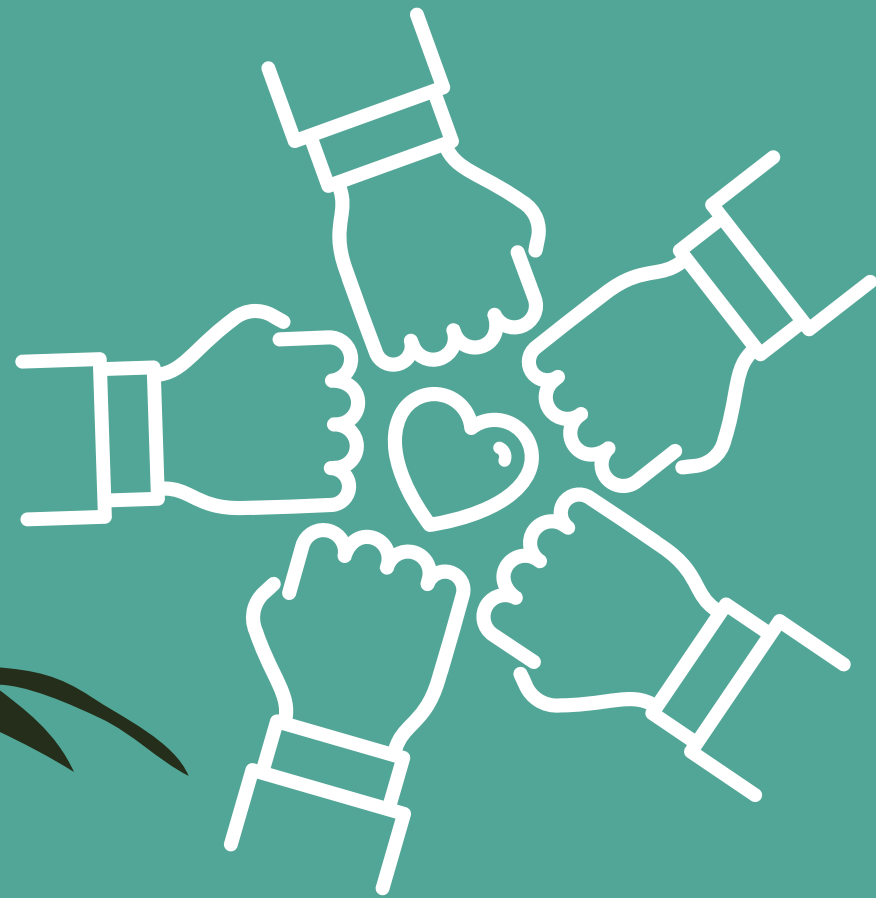
SCHOOL ADMINISTRATION

Julie K. Salas
Principal

Mabel Uncangco
Assistant Principal



Build The **=DREAM TEAM=**



Coming together is a beginning; keeping together is progress; working together is success.

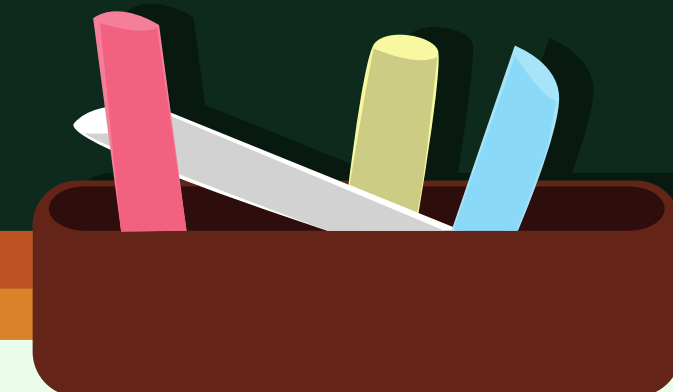
- Henry Ford

FACULTY

Grade Level Positions

- Kinder 5
- 1st 5
- 2nd 5
- 3rd 5
- 4th 5
- 5th 5

- Chamorro 4
- ESL 2
- GATE 1
- SPED 2
- Headstart 1





SCHOOL ATTENDANCE

School Hours 8:30 AM – 2:43 PM

Title 17: Guam Code Annotated (Education) states in part
Section 6102: Duty to send Children to School. Any parent,
guardian or other person having control or charge of any child
between the ages of five (5) and sixteen (16) years, not
exempted under the provisions of this Article, shall send the
child to a public or private full time day school for the full-
time of which such school is in session.

Don't forget to tell your child:
HAVE A GOOD DAY AT SCHOOL!



BOARD POLICY 411

- Absence(s) for three or more consecutive days because of illness requires a doctor's certification.


*Failure to bring an excuse note (within 2 school days) for an absence will be documented as an unexcused absence and may be used for court referral.

- If your child must leave campus due to off campus to dental, doctor appointment, illness, court etc., You must sign him/her out in the main office before leaving the campus and obtain an off campus slip. Keep your off campus slip upon return for your teachers.
- If your child is absent for 1-2 days, send a written excuse note explaining why your child was absent.

Tardies

- Parents must accompany students who arrive after 8:30 into the main office to receive a tardy slip.

Consequences for unexcused absences include: mandatory attendance monitor, and/or parent conferences, work detail, referral to counselor, referral to the Truant Officer.





ARRIVAL

7:15- School Gate is Open

7:30- 8:30 Breakfast

8:30- Class begins

DISMISSAL

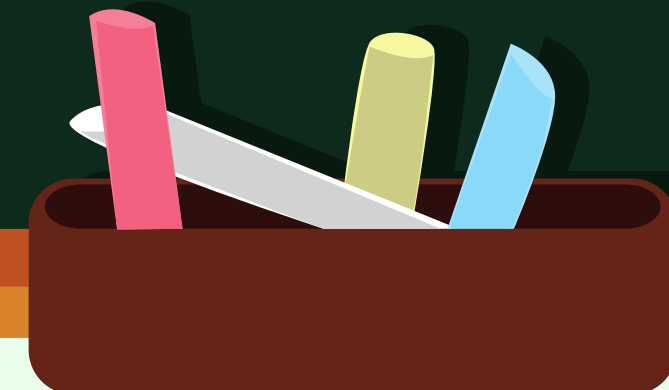
2:43- Class ends/Teacher takes students to:



a. BUS AREA: in front of school

b. CAR RIDERS: Drop off and Pick up from Mt. Santa Rosa gate

Reminder: Change of school transportation must present a written notice to the teacher and how long the change will be in effect. (after-school transportation forms are also available in the main office)

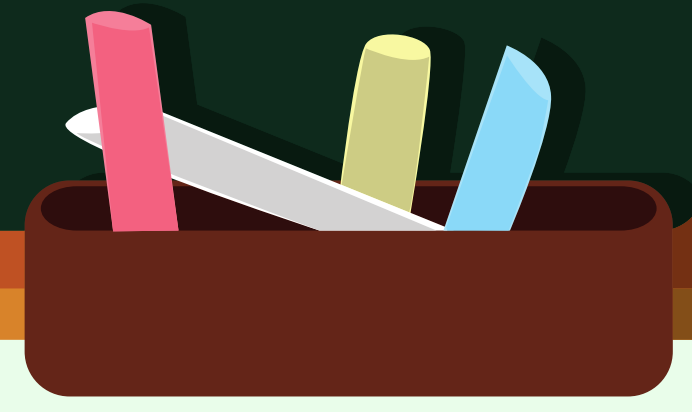
Speed Limit: 5mph





Note: Upi Elementary School is a **CLOSED CAMPUS**.
During school hours, students are not allowed to leave the school grounds without the permission of the principal. Students are not allowed on campus before 7:15a.m. or after 2:43p.m. unless they are involved in a school sponsored activity.

*Note: To avoid congestion and maintain safety please follow the flow of traffic.



FOOD SERVICES

Food
Vendor:
SODEXO

Students are
allowed to bring
their lunch.
Nutritious
Food/Snacks are
encouraged.

- *Board Policy 705*

As of SY 2023-2024,
all students enrolled at
Upi Elementary are
eligible to receive a
healthy breakfast and
lunch daily at no charge
(without a fee) and
meal application
submission is not
required.

SCHOOL SUPPLIES

Your child's teacher will
provide a list.



UNIFORM POLICY/ DRESS CODE

In accordance to Board Policy 410, “Schools may adopt a uniform policy that is supported and embraced by the school committee. Teachers are required to contact parents who are not in proper uniform attire. Teachers will maintain a referral form for students who fail to comply with school uniform policy and will be considered as insubordination and students will be disciplined accordingly.


Uniform Description: Khaki short/pants and white uniform top.

Vendor: Royal Bics

To order call (671)646-6500



COMMUNICATION

- Communication between home and school is important. Please feel free to contact us about concerns regarding your child. (See Parental Grievance Procedure in the handbook)
 - Please keep an ill child home and provide doctor's note/ parental excused note upon return to school.
 - Please ensure your contact information, and any alternate contact information, is up to date in case the school needs to contact you.
 - Please check your child's backpack daily for homework and news about school events.
 - In case of severe weather, listen to the radio for closures or notices.
 - Visit our website at <https://upielementaryschool.weebly.com> - follow us on Facebook (facebook.com/upielementary) or Instagram ([upielementary](https://instagram.com/upielementary)).
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REPORT CARDS/PROGRESS REPORTS/CONFERENCES



Academic Progress Reports and Conferences provide an opportunity for discussion about your child.

All parents/guardians have access to Power School Parent Portal where you can find:

- Weekly assignments
- Weekly progress reports
- Quarterly Mid-Progress and End of Quarter Progress Reports

Report Cards are issued four times during the school year, one (1) per quarter.


Progress reports are also issued and signed by each teacher at the middle of each quarter. This form must be signed by parents/guardians and returned to teacher after completion.

Conferences are held twice a year: **CHECK DOE CALENDAR**
Parents are invited to consult with the teacher or administrators any time.



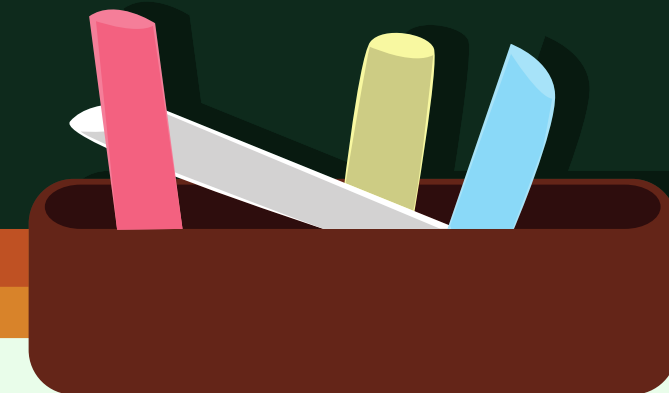


PROGRAMS/ACTIVITIES



Awards Ceremonies
Christmas Program
Special Olympics
Harvest/Spring Carnival
Big Bird
Spelling Bee
Geography Bee
Upi Soccer Team

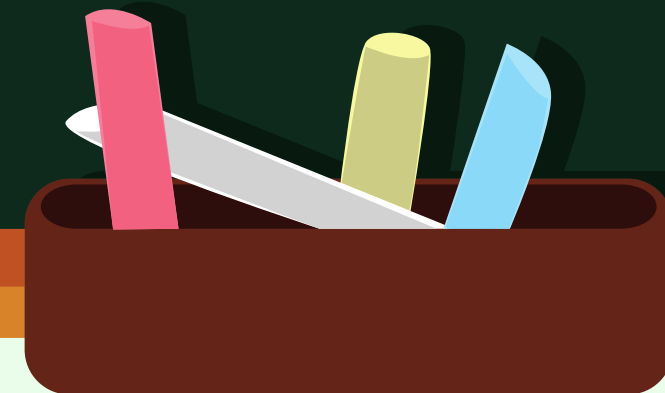
Junior Police Cadets
Science Fair
Chamorro Month Festivities
United Nations Month
Kindergarten/5th Grade Promotion
Math Olympiad
School Dances



BEHAVIOR EXPECTATIONS

BE SAFE
BE RESPECTFUL
BE RESPONSIBLE

***Refer to handbook in your Student Planner
or our website: <https://upielementaryschool.weebly.com>





PROGRESSIVE DISCIPLINE PLAN

First Offense:

WARNING/COUNSEL/TIME OUT

Second Offense:

Time Out/PARENT COMMUNICATION

Third Offense:

REFERRAL TO COUNSELOR

Fourth Offense:

PARENT/TEACHER CONFERENCE

Fifth Offense:

ADMINISTRATION/PARENT CONFERENCE

Procedural steps for referrals & consequences:

1. Teachers will instruct students on what school-wide rules and consequences mean for their class, and give verbal warning for violation of class rules. Students and parents sign and return the acknowledgement that they have read and understand school and classroom rules at Upi Elementary School.

2. Teacher/Student conference

Teacher/Parent conference (phone or person)

Teacher directed consequence

3. Counseling Referral

Check for appropriate educational placement

Make recommendations to student, teacher, and/or parent: CST, BMP, Monitor Sheet

4. Administrative Referral

Parent Notification

Detention/Loss of Recess

Writing assignment

Work Detail

Parent Shadow

Suspension

Procedural steps for referrals & consequences:

5. Administrative Referral

Parent/Student/Administrator conference

6. Administrative Referral

Transfer to alternative education

Exception:

Deviant, dangerous and illegal behavior will not be part of the Progressive Discipline Plan. Discipline could lead to suspension, involuntary transfer to an alternative program.

LAWS AND POLICIES GOVERNING STUDENTS

Board Policy 406: Cellular Phone: Students may have cell phones on their campuses at any time so long as not to disrupt the instructional day and not used to take pictures or engage or facilitate any academic dishonesty. Students may use their cell phones during non-instructional hours. This means during breaks, lunches and at school sponsored activities.

*****NOTE:** The school shall not be responsible for any lost or stolen technologies.



LAWS AND POLICIES GOVERNING STUDENTS

Board Policy 409: All Students who attend any school within the jurisdiction of GDOE are governed by this policy. Schools shall be free from bullying and sexual harassment and shall provide an environment that is conducive to learning. Students shall immediately report incidences of bullying or sexual harassment to the school Principal, a teacher, school aide or school employee.



SCHOOL YEAR 2023-2024 INFORMATION

**First day of school is:
August 24, 8:30 a.m. to 2:43 p.m.
at DL Perez Elementary School.**

**Upi is alternating school days with DL Perez
until further notice.**

**More information will be forthcoming. Please
keep an eye on your email, our website and
social media.**



Q&A

CONTACT INFO

School phone:
(671) 633-1382

upi@gdoe.net

<https://upielementaryschool.weebly.com>

Principal Julie K. Salas
jksalas@gdoe.net

Assistant Principal Mabel M. Uncangco
mmuncangco@gdoe.net



Visit our website!

upielementaryschool.weebly.com

Where you can :

- Get important updates and news
- Request Parent Portal access
- Request for Verifications of Enrollment
- Submit Withdrawal/Transfer
- Print registration forms
- Download the Parent/Student Handbook
- Get in contact with teachers
- and more!

The graphic features a central teal wavy shape on a light green background. Green foliage, including a vine with a loop in the top left, a monstera leaf in the top right, a palm frond in the bottom left, and a thick green vine in the bottom right, frames the central text area.

**THANK YOU FOR
COMING!**

***WE LOOK FORWARD TO AN
EXCITING AND REWARDING
SCHOOL YEAR!!!***