

# Pedro C. Lujan Elementary School



## **STUDENT HANDBOOK SY 2020 - 2021**

#387 EAST ROUTE 8 RADIO BARRIGADA  
BARRIGADA, GUAM, 96921

**Nancy W. Diaz  
Principal**

<http://www.pcles@gdoe.net>

# *Message from the Principal*

Dear Students and Parents:

The staff and faculty of Pedro C. Lujan Elementary School (PCLES) welcome you to another fantastic school year! We look forward to a rewarding and exciting year filled with opportunities to grow and learn together. We will make every effort to help the student achieve academically, emotionally and socially. It is our goal to create an enriched learning environment that engages the student to achieve and succeed in an ever changing world. We will continue to encourage parent support and communication. Pedro C. Lujan Elementary faculty and staff will carry out our school mission to **be working partners with parents in providing a nurturing child friendly environment and the best education possible to ensure success for all students.** Together we will make this happen. Together we can achieve excellence.

Parent partnership can be through attendance at Parent-Teacher Conferences, Open House and other school events. We also highly encourage participation in the school's Parent Teacher Advisory Council meetings, fundraisers and activities. Student's, parent's, teacher's and staff's continued commitment will result in a better school for our children and our community.

This handbook will serve as a guide. Please familiarize yourself with the school procedures and information. We ask parents to ensure homework is completed by their child and to sign the planner daily acknowledging that it was checked.

We will continue to keep you up to date on any new policies. Parents are encouraged to visit the school's website at <http://www.pclujanelementary.com> to learn of important information and upcoming events.

Thank you for your support, involvement and commitment. Welcome and best wishes for a successful school year!

  
Nancy W. Diaz  
Principal

# P.C. LUJAN ELEMENTARY SCHOOL

## BELL SCHEDULE

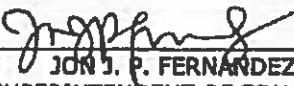

### SY 2020 - 2021

7:15 a.m.	Main Office Opens
7:15 a.m.	Gates Open
7:30 a.m. – 8:15 a.m.	Breakfast
8:25 a.m. – 8:30 a.m.	Teachers escort students to class
8:30 a.m. – 10:00 a.m.	1 <sup>st</sup> Instructional Block (Kinder & 3 <sup>rd</sup> )
8:30 a.m. – 10:15 a.m.	1 <sup>st</sup> Instructional Block (1 <sup>st</sup> & 4 <sup>th</sup> )
8:30 a.m. – 10:30 a.m.	1 <sup>st</sup> Instructional Block (2 <sup>nd</sup> & 5 <sup>th</sup> )
10:00 a.m. – 10:15 a.m.	1 <sup>st</sup> Recess (Kinder & 3 <sup>rd</sup> )
10:15 a.m. – 10:30 a.m.	2 <sup>nd</sup> Recess (1 <sup>st</sup> & 4 <sup>th</sup> )
10:30 a.m. – 10:45 a.m.	3 <sup>rd</sup> Recess (2 <sup>nd</sup> & 5 <sup>th</sup> )
10:15 a.m. – 11:00 a.m.	2 <sup>nd</sup> Instructional Block (Kinder & 3 <sup>rd</sup> )
10:30 a.m. – 11:30 a.m.	2 <sup>nd</sup> Instructional Block (1 <sup>st</sup> & 4 <sup>th</sup> )
10:45 a.m. – 12:00 p.m.	2 <sup>nd</sup> Instructional Block (2 <sup>nd</sup> & 5 <sup>th</sup> )
11:00 a.m. – 11:45 a.m.	1 <sup>st</sup> Lunch (Kinder – 3 <sup>rd</sup> )
11:30 a.m. – 12:15 p.m.	2 <sup>nd</sup> Lunch (1 <sup>st</sup> & 4 <sup>th</sup> )
12:00 p.m. – 12:45 p.m.	3 <sup>rd</sup> Lunch (2 <sup>nd</sup> & 5 <sup>th</sup> )
11:45 a.m. – 2:25 p.m.	3 <sup>rd</sup> Instructional Block (Kinder & 3 <sup>rd</sup> )
12:15 p.m. – 2:30 p.m.	3 <sup>rd</sup> Instructional Block (1 <sup>st</sup> & 4 <sup>th</sup> )
12:45 p.m. – 2:35 p.m.	3 <sup>rd</sup> Instructional Block (2 <sup>nd</sup> & 5 <sup>th</sup> )
2:15 p.m.	Gates Close (Entrance / Exit / Walkers)
2:25 p.m.	Dismissal (Kinder & 3 <sup>rd</sup> )
2:30 p.m.	Dismissal (1 <sup>st</sup> & 4 <sup>th</sup> )
2:35 p.m.	Dismissal (2 <sup>nd</sup> & 5 <sup>th</sup> )
2:43 p.m.	Bus Dismissal
2:53 p.m.	All Gates open for Car-riders / Walkers
3:30 p.m.	Main Office Closes



## Department of Education CALENDAR SY 2020-2021

August 7-13, 2020	Friday - Thursday	PROFESSIONAL DEVELOPMENT DAYS #1 - #5
August 14, 2020	Friday	TEACHER WORKDAY #1
August 17, 2020	Monday	FIRST DAY OF CLASSES / 1 <sup>ST</sup> QUARTER BEGINS
August 17-18, 2020	Monday - Tuesday	HEAD START PRE-SERVICE PROFESSIONAL DEVELOPMENT DAYS
August 19-21, 2020	Wednesday - Friday	HEAD START PARENT-CHILD DAY
August 24, 2020	Monday	HEAD START FIRST DAY OF CLASSES
August 28, 2020	Friday	JPTSA - 1 <sup>st</sup> quarter Progress Reports Due
September 7, 2020	Monday	LABOR DAY - HOLIDAY
September 16, 2020	Wednesday	JPTSA - Block I End of 1 <sup>st</sup> Quarter
September 17, 2020	Thursday	JPTSA - Block I 2 <sup>nd</sup> Quarter Begins
September 18, 2020	Friday	1 <sup>st</sup> Quarter Progress Reports Due
September 22, 2020	Tuesday	JPTSA - Block I 1 <sup>st</sup> Quarter Grades Due
September 25, 2020	Friday	JPTSA - Parent Teacher Conference
October 2, 2020	Friday	JPTSA - Block I 2 <sup>nd</sup> Quarter Progress Reports Due
October 15, 2020	Thursday	END OF 1 <sup>ST</sup> QUARTER
<b>43 SCHOOL DAYS</b>		
October 16, 2020	Friday	2 <sup>ND</sup> QUARTER BEGINS JPTSA - END of Block I 2 <sup>nd</sup> Quarter/1 <sup>st</sup> Semester
October 19, 2020	Monday	JPTSA - Block I 3 <sup>rd</sup> Quarter/2 <sup>nd</sup> Semester Begins
October 21, 2020	Wednesday	1 <sup>st</sup> Quarter Grades Due at the end of the duty day
October 22, 2020	Thursday	JPTSA - Block I 2 <sup>nd</sup> Quarter/1 <sup>st</sup> Semester Grades Due
October 23, 2020	Friday	Elementary School/Head Start Parent-Teacher Conference
October 30, 2020	Friday	Middle School Parent-Teacher Conference JPTSA - Block I 3 <sup>rd</sup> Quarter Progress Reports Due
November 2, 2020	Monday	ALL SOULS DAY - HOLIDAY
November 3, 2020	Tuesday	GENERAL ELECTION DAY PROFESSIONAL DEVELOPMENT DAY #6
November 6, 2020	Friday	High School Parent-Teacher Conference
November 11, 2020	Wednesday	VETERANS DAY - HOLIDAY
November 20, 2020	Friday	2 <sup>nd</sup> Quarter Progress Reports Due JPTSA - END of Block I 3 <sup>rd</sup> Quarter
November 23, 2020	Monday	JPTSA - Block I 4 <sup>th</sup> Quarter Begins
November 26, 2020	Thursday	THANKSGIVING DAY - HOLIDAY
November 27, 2020	Friday	Flexible Makeup Day #1
November 30, 2020	Monday	JPTSA - Block I 3 <sup>rd</sup> Quarter Grades Due
December 8, 2020	Tuesday	OUR LADY OF CAMARIN DAY - HOLIDAY
December 11, 2020	Friday	JPTSA - Block I 4 <sup>th</sup> Quarter Progress Reports Due
December 21, 2020 - January 1, 2021	Monday - Friday	CHRISTMAS BREAK - NO CLASSES
January 4, 2021	Monday	CLASSES RESUME
January 7, 2021	Thursday	END OF 2 <sup>ND</sup> QUARTER JPTSA - END of Block I 4 <sup>th</sup> Quarter/2 <sup>nd</sup> Semester
<b>43 SCHOOL DAYS</b>		
January 8, 2021	Friday	3 <sup>RD</sup> QUARTER BEGINS JPTSA - Block II 1 <sup>st</sup> Quarter Begins
January 13, 2021	Wednesday	2 <sup>nd</sup> Quarter Grades Due at the end of the duty day JPTSA - Block II 4 <sup>th</sup> Quarter Grades Due
January 15, 2021	Friday	Elementary School/Head Start Parent-Teacher Conference
January 18, 2021	Monday	MARTIN LUTHER KING, JR. DAY - HOLIDAY
January 22, 2021	Friday	JPTSA - Block II 1 <sup>st</sup> Quarter Progress Reports Due
February 5, 2021	Friday	3 <sup>rd</sup> Quarter Progress Reports Due
February 9, 2021	Tuesday	JPTSA - END of Block II 1 <sup>st</sup> Quarter
February 10, 2021	Wednesday	JPTSA - Block II 2 <sup>nd</sup> Quarter Begins
February 15, 2021	Monday	JPTSA - Block II 1 <sup>st</sup> Quarter Grades Due
February 19, 2021	Friday	JPTSA - Parent-Teacher Conference

February 26, 2021	Friday	JPTSA - Block II 2 <sup>nd</sup> Quarter Progress Reports Due
March 1, 2021	Monday	GUAM HISTORY & CHAMORRO HERITAGE DAY - HOLIDAY
March 11, 2021	Thursday	END OF 3 <sup>RD</sup> QUARTER
43 SCHOOL DAYS		
March 12, 2021	Friday	4 <sup>TH</sup> QUARTER BEGINS JPTSA - END of Block II 2 <sup>nd</sup> Quarter
March 15, 2021	Monday	JPTSA - Block II 3 <sup>rd</sup> Quarter Begins
March 17, 2021	Wednesday	3 <sup>rd</sup> Quarter Grades Due
March 18, 2021	Thursday	JPTSA - Block II 2 <sup>nd</sup> Quarter Grades Due
March 19, 2021	Friday	Middle School Parent-Teacher Conference
March 26, 2021	Friday	High School Parent-Teacher Conference JPTSA - Block II 3 <sup>rd</sup> Quarter Progress Reports Due
March 29 - May 14, 2021	Monday - Friday	DISTRICT-WIDE ASSESSMENT Testing Window for Elementary and Secondary Schools
March 29, 2021 - April 2, 2021	Monday - Friday	SPRING BREAK
April 5, 2021	Monday	Flexible Makeup Day #2
April 6, 2021	Tuesday	CLASSES RESUME
April 21, 2021	Wednesday	JPTSA - END of Block II 3 <sup>rd</sup> Quarter
April 22, 2021	Thursday	JPTSA - Block II 4 <sup>th</sup> Quarter Begins
April 23, 2021	Friday	4 <sup>th</sup> Quarter Progress Reports Due
April 26, 2021	Monday	PROFESSIONAL DEVELOPMENT DAY #7
April 27, 2021	Tuesday	JPTSA - Block II 3 <sup>rd</sup> Quarter Grades Due
May 7, 2021	Friday	JPTSA - Block II 4 <sup>th</sup> Quarter Progress Reports Due
May 24, 2021	Monday	END OF 4 <sup>TH</sup> QUARTER* / LAST DAY OF CLASSES JPTSA - END of Block II 4 <sup>th</sup> Quarter
May 25-26, 2021	Tuesday - Wednesday	PROFESSIONAL DEVELOPMENT DAYS #8 & #9
May 27, 2021	Thursday	TEACHER WORK DAY #2 4 <sup>th</sup> Quarter Grades Due at the end of the duty day JPTSA - END of Block II 4 <sup>th</sup> Quarter Grades Due
44 SCHOOL DAYS		
May 28, 2021	Friday	SCHOOL VACATION BEGINS
In the event make up days are utilized, the end of the quarter shall be adjusted accordingly.		
In the event that the Make Up Days are utilized, the last day of the 4 <sup>th</sup> Quarter and the Teacher Work Day shall change accordingly (P.L. 28-45).		
In the event that additional make up days are necessary, the available Professional Development Day(s) shall be used as a school day(s).		
In the event of a school closure due to COVID-19, the Model of Learning will transition to distance learning for all students.		
Progress Reports and Quarter/Semester Grades are due at the end of the duty day on the date set.		
SUMMARY	FLEXIBLE MAKE UP DAYS	APPROVED BY THE 9 <sup>TH</sup> GEB
173 School Days 2 Teacher Work Days 2 Parent-Teacher Conference Days 9 Professional/Staff Development Days 186 Days	November 27, 2020 April 5, 2021	 <hr/> JON J. P. FERNANDEZ SUPERINTENDENT OF EDUCATION 7/29/2020 DATE
		 <hr/> MARIA A. GUTIERREZ CHAIR, GUAM EDUCATION BOARD 7/29/2020 DATE

Updated: July 15, 2020

# GUAM DEPARTMENT OF EDUCATION

## VISION STATEMENT

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

## MISSION STATEMENT

Our Education Community Prepares all Students for Life, Promotes Excellence and Provides Support!

### Pedro C. Lujan Elementary School

## VISION STATEMENT

At PCLES, we have a shared commitment to ensure that every child is equipped with essential qualities and the necessary career ready skills in order to be a lifelong learner and contributor in a technology driven society of the 21<sup>st</sup> century.

## MISSION STATEMENT

The students, parents, staff, and community of Pedro C. Lujan are working partners in providing a nurturing child-friendly environment and the best education possible to ensure success for all children.

### *School History - Who is Pedro C. Lujan?*

Pedro Camacho Lujan was born on September 22, 1908 and was elected to the Pre-Organic Act Guam Congress as an assemblyman in 1946. From 1948 to 1953, he served as a Senior Judge in the Island Court. He was elected to the 2<sup>nd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> Guam Legislature. He died in August, 1961 at the age of 52.

The school services around 400 students in grades Head Start – 5th. Special Programs include:

- Chamorro
- Deaf & Hard of Hearing (DHH)
- Emotionally Disturbed (ED)
- English as a Second language (ESL)
- Gifted & Talented Education (GATE)
- Pre-School and Resource Room Special Education Services (SPED)
- Speech / Vision Services

## SCHOOL MOTTO

“Good, Better, Best, Never Let It Rest,  
‘Til the Good is Better and the Better, BEST!”

## EXPECTED SCHOOL-WIDE LEARNING RESULTS (ESLRS)

P - Problem solving, Solution Focused skills;  
C - Communication and Coping Skills;  
L - Law Abiding Citizenship;  
S - Self Acceptance and Respect for Others

## SCHOOL IMPROVEMENT PLAN

GOAL 1: Engage in a continuous school-wide consensus mapping process that includes a serial progression of skills and assessments, consistent throughout K-5 grade levels to improve student learning.

GOAL 2: To fully implement and expand a technology based curriculum that supports learning to prepare students for 21<sup>st</sup> century workskills.

GOAL 3: Continued implementation of a school-wide systematic framework that builds upon a conducive, positive, healthy and safe environment to support learning.

GOAL 4: To promote the success of all students through collaboration with families and community members that address their diversity and interests, and mobilizing of community resources.

### Satellite Song

P.C. Lujan is where I belong  
A Satellite, my spirit grows strong.  
I will represent P.C. each day.  
Pride in my school can't be taken away.  
A problem solver, solutions I'll find.  
Communicate and cope all the time.  
A law-abiding citizen,  
respecting others and myself within.  
Being productive, I'll do my best.  
I'll be prepared for assignments and tests.  
Responsible and lend a hand (team player).  
Go Satellites!  
For together we stand.

### Satellite Cheer

**Satellites, Satellites one and all,  
Now it's time to do roll call.  
Happy Head Start are you here? Head  
Start, Head Start hear us cheer!  
Kind Kindergarten what do you say?  
Kinder's, hip hip hooray!  
Fun First Grade we want more!  
First grade, first grade here us roar!  
Super Second show us proof!  
Second's here to raise the roof!  
Terrific Third Grade nice and loud!  
Third grade, third grade loud and proud!  
Fantastic Fourth Grade, you can't hide!  
Fourth Grade's got Satellite pride!  
Fabulous Fifth Grade never too old!  
Fifth grade rocks the green and gold!  
Faculty & Staff let me hear your call!  
All for one and one for all!  
Sound off...1,2 (group 1)  
Sound off...3,4 (group 2)  
Break it on down 1, 2, 3, 4 — 1, 2, 3, 4!  
Go Satellites!**

# **SUPPORT STAFF**

## **Administrative Assistant**

*Marissa Q. Castro*

## **Clerk Typist I**

*Lutanya Blas*

## **School Aides**

*Kollin Dudkiewicz*

*Kenneth Guerrero*

*Mike Ihpa*

*Ana E.C. Iriarte*

## **Teachers Assistants**

*Christy Joy Cruz*

*Cynthia Ling Mesa*

*Tanya Duenas*

*Meagan Guerrero*

## **Head Start**

*Maricel Tanumtanum*

## **Interpreter**

*Evangelis Babuata, Jr.*

## **On-Call Substitutes**

*Jovani Acfalle-Ferjeran*

## **Out-Source Custodial Cleaners:**

*Therese Faisao*

## **Computer Operator I**

*Cecilia Benavente*

## **Maintenance Custodian**

*Patrick J. Castro*

## **SPED Aides**

*Ann Blas 1:1*

*Vivian Esteves 1:1*

*Rose Marie Guerrero PS*

*Frances Rivera DHH*

*Rena San Nicolas 1:1*

*Catalina Santos DHH*

## **Part-Time Aides**

*John Borja*

*Charlene Carriga*

*Sylveria Cepeda*

*Keisha Cruz*

*Dorothy Dimass*

*Arnold Faisao*

*Brooke T. Casil*

*DaveJo Pecha*

## **Cafeteria – Sodexo**

*Marilyn Leyble – Manager*



# **FACULTY TEAM**

Nancy W. Diaz

Principal

## **Kindergarten:**

Natasha C. Aguon  
Mary Ann Rusko  
Eden O. Quitariano

## **First Grade:**

Christina Blas  
Therese Pablo  
Myleen Ramos

## **Second Grade:**

Kristal Leigh Flores  
Charlette Higa

## **Third Grade:**

Richard L. Borja  
Meia Torres  
Ann Marie Trusso

## **Fourth Grade:**

Deborah C. Aguon  
Kerilynn Lizama  
Julie P. Taitague

## **Fifth Grade:**

Francine Leon Guerrero  
Deanna T. Ranson  
Kimberly K. Torres

## **Guidance Counselor:**

David M. Pexa

## **ESL Program:**

Mae Mendiola

## **GATE:**

Eimee G. Delgado

## **Head Start:**

Melissa M. Merfalen

## **Resource Teachers:**

Cecilia p. Villaverde - Primary  
Elizabeth R. Umagat - Intermediate

## **SUPPORT PROGRAMS**

### **Pre-School:**

Maria Julieta Taitano  
Ronelene Dionaldo  
Gabrielle Fejeran

### **DHH Program:**

Erica P. Acfalle - Primary  
Mia B. Kobayashi - Intermediate

### **ED Program:**

Leslie Bautista-Ward

### **Chamorro:**

Jessica M. Aguon  
Carol R. Cepeda  
Ana Leon Guerrero

### **Health Counselor:**

Glory Ann Cefre

### **Chamoru Immersion:**

Saina Fu'una Sanz  
Saina Tiningo' Taima'anao

## Attendance (Board Policy 411)

The Student Conduct Procedural Manual SOP 1200-018 states that elementary students must be in attendance **for half of the instructional day in order** to be considered present.

**Excused Absences:** An absence from school for any of the following reasons listed below is an excused absence:

- ❖ Illness of the student, scheduled medical and/or dental visits, and required legal appearances.
- ❖ Death in the immediate family
- ❖ Bus transportation's challenges
- ❖ Travel, prior approval from school administrator
- ❖ Natural catastrophe or disaster (e.g., typhoon, earthquake, etc.)
- ❖ Participation in authorized school related activity.

These absences will be considered excused. After any absence, a written note must be submitted to the child's teacher. A student absent for three (3) or more consecutive days requires a doctor's note to explain the reason for the absence. The Principal/Assistant Principal may require a doctor's note for habitual absences.

**Unexcused Absences:** An absence from school for any reasons listed below is an unexcused absence:

- ◆ Playing
- ◆ Babysitting
- ◆ Parent neglect
- ◆ Attending rosaries
- ◆ Absence due to lice (after two days given by the school Nurse)
- ◆ Helping with parties

### ACTIONS TO BE TAKEN

#### 3<sup>rd</sup> Unexcused Absence:

- Establish Parent Contact
- Conference with Student
- Referral to Social Worker (*as needed*)
- Truancy Notice Acknowledged and Sent Home

#### 6<sup>th</sup> Unexcused Absence:

- In *addition* to everything noted above
- Mandatory Conference with Administrator and Parent
- Student Placed on School Attendance Contract
- Referral to Counselor

#### 9<sup>th</sup> Unexcused Absence:

- In *addition* to everything noted above
- Mandatory Conference with Administrator, Parent, and Attendance Officer
- Child Study Team (CST)
- Referral to School Psychologist (*as required*)
- Referral to Social Worker

#### 12<sup>th</sup> Unexcused Absence:

- In *addition* to everything noted above
- Submit Student Attendance Referral Form (SARF) to School Attendance Officer
- Court referral



## AWARDS

Students who excel to high levels academically will be recognized for their achievements.

The following awards will be provided at the end of the year during promotional exercises, students must score at or above grade level in the end of the year reading and math summative assessments for some of the awards, meet quarterly benchmark percentage scores that define each award and be in good standing for character development. Good standing is defined as not having any N, I or U on his/her report card or office disciplinary referrals.



Principal's Award

Golden Satellite

Silver Satellite

Bronze Satellite

Perfect Attendance



Inappropriate behaviors will adversely affect your child's chances of receiving awards.

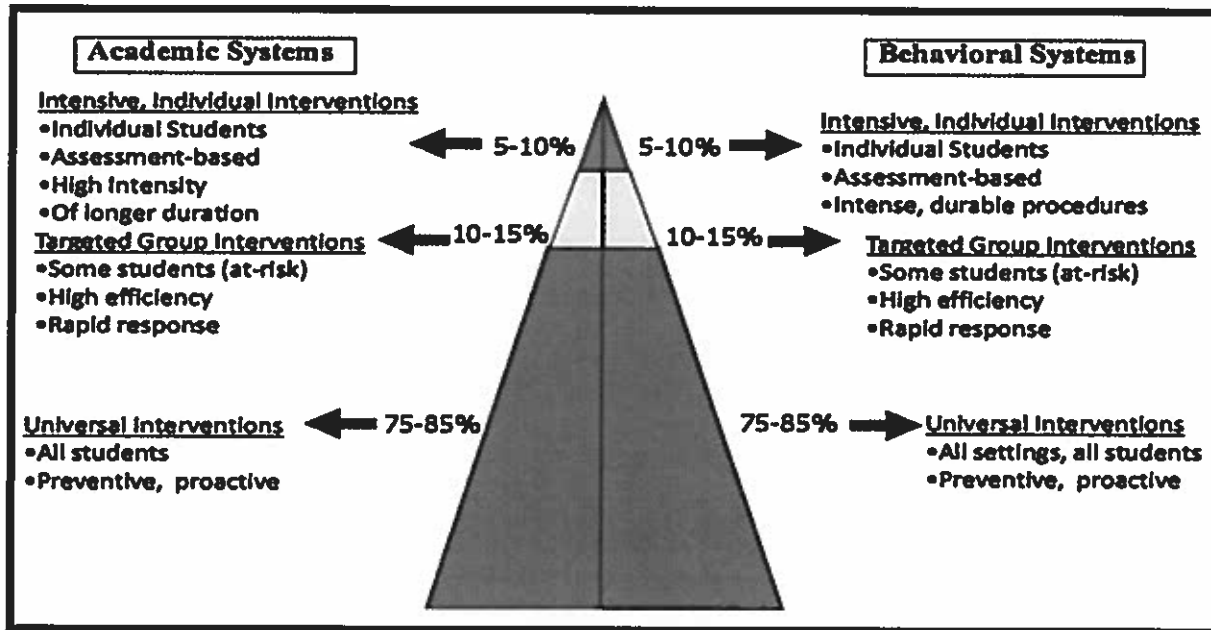
## CURRICULUM

P. C. Lujan utilizes GDOE's Content Standards and Common Core State Standards (CCSS). Teachers base learning concepts and assessments focusing on the expectations of the Guam Department of Education. Supplemental academic support include, but is not limited to, the Response-to-Intervention framework which consists of smaller group instruction and individualized assistance using interventions to strengthen weak academic skills.

The CCSS establishes clear, consistent guidelines for what every student should know and be able to do in Math and English Language Arts. The standards are designed to ensure students are prepared for today's rigorous global economy. There is a strong focus on developing the critical-thinking, problem-solving, and analytical skills students need to be successful in the 21<sup>st</sup> century.

To assess and monitor reading and math skills, the school uses AIMSWEB and Common Assessments. Throughout the school year, teachers will use this data to ensure that students are on the pathway to success.

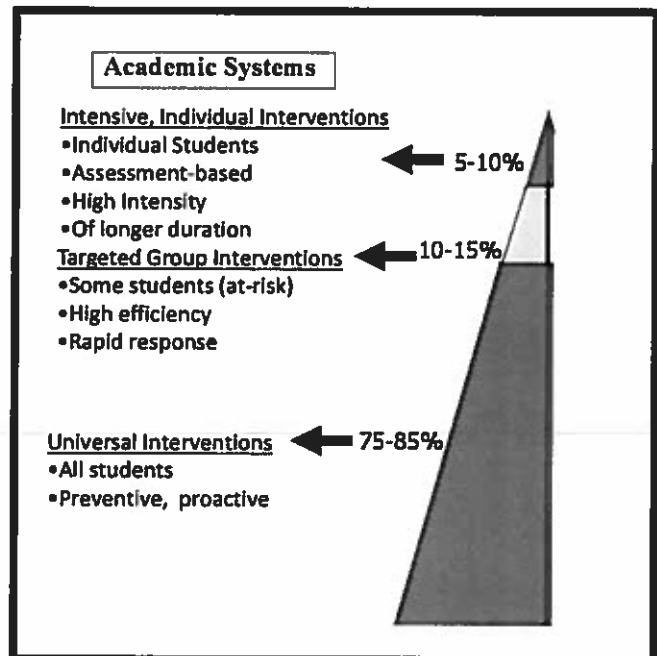
# FRAMEWORK UTILIZED WHEN STUDENTS NEED ASSISTANCE ACADEMICALLY & BEHAVIORALLY



## Response to Intervention (RTI)

Response to intervention integrates assessment and intervention within a multi-level prevention system to maximize student achievement and to reduce behavioral problems.

With RTI, schools use data to identify students at risk for poor learning outcomes, monitor student progress, provide evidence-based interventions and adjust the intensity and nature of those interventions depending on a student's responsiveness, and identify students with learning disabilities or other disabilities.



# DISCIPLINE

Discipline is extremely important. The school and home must work together to reinforce appropriate behaviors. Teachers and parents are partners in this effort and shall work together to achieve this goal.

Students, parents, and the school must work together in true partnership to make sure everyone understands the rules at the beginning of the school year. Once school rules have been explained and further discussed at home, all students are expected to behave accordingly. You will receive a copy of your child's classroom rules during the first days of school. Please review all school rules and classroom expectations with your child.

## EXPECTED SCHOOL-WIDE LEARNING RESULTS (ESLRS)

- P - Problem solving, Solution Focused skills;
- C - Communication and Coping Skills;
- L - Law Abiding Citizenship;
- S - Self Acceptance and Respect for Others

### Minor Offenses:

These offenses include, but are not limited to:

- ~ gum chewing
- ~ teasing
- ~ deceit (lying, cheating) hair
- ~ cutting (initial)
- ~ inappropriate touching (initial)
- ~ out-of-uniform
- ~ insolence i.e. "dirty looks"
- ~ demeaning or derogatory remarks to staff
- ~ stolen, lost, damaged library materials
- ~ harassing others

The following consequences will be given to students that misbehave:

- |                         |   |
|-------------------------|---|
| 1 <sup>st</sup> Offense | Warning   |
| 2 <sup>nd</sup> Offense | No Recess   |
| 3 <sup>rd</sup> Offense | Teacher will notify parent for a mandatory conference |
| 4 <sup>th</sup> Offense | Intervention provided                                 |

**After the fourth offense, the student will be referred to the School Administrator's office for further disciplinary action.**

OFFENSE	MINIMUM	MAXIMUM
Fighting w/physical & uncontrolled bale aggression	Counseling	Suspension
Overt Defiance (disrespectful to adults)	Warning	Suspension
Harassment/Bullying (Board Policy 409)	Mandatory Parent Conference w/ Detention / Loss of Privileges / GPD notification	Mandatory Parent Conference / Suspension / GPD Notification
Attempted Theft / Theft of Property	Mandatory Conference / Detention / Replacement of Property	Mandatory Parent Conference / Suspension
Skipping	Parent Shadowing or Detention	Suspension
Possession and/or Use of Drugs . Alcohol (Board Policy 635) Possession of Weapons or Explosives (Board Policy 425)	Mandatory Conference with Detention and/or GPD notification	Mandatory Parent Conference w/ Suspension / GPD notification

The following infractions warrant a referral to the principal's office, or assistant principal's office. (Board Policy 409) Prevention and Intervention Against Harassment, Intimidation or Bullying, Cyber Bullying, Sexting, and Sexual Harassment.

### **Definitions:**

#### **A. Harassment, Intimidation or Bullying**

17 GCA Section 3112.1 (a) – “any gesture or written, verbal, or physical act that a reasonable person under the circumstances should know will have the effect of harming a pupil or damaging his or her property or placing a pupil in a reasonable fear of harm to his or her person or damage to his or her property, or that has the effect of insulting or demeaning any pupil or group of pupils in such a way as to disrupt or interfere with the school’s educational mission or the education of any pupil. Harassment, intimidation, or bullying includes but is not limited to, such gesture or written, verbal, or physical act that is reasonably perceived as being motivated by a pupil’s religion, race, color, national origin, age sex, sexual orientation, disability, height, weight, or socioeconomic status, or by any other distinguishing characteristic”.

#### **B. Cyber Bullying**

17 GCA Section 3112.1 (3) – the use of any electronic communication device to harass, intimidate or bully as defined in 17 GCA Section 3112 (2).

#### **C. Sexting**

9 GCA §28.100; a minor is guilty of an offense of illegal use of a computer telecommunication device involving a minor, otherwise known as sexting, if the minor, by use of a computer or any telecommunications device, recklessly or knowingly creates, receives, exchanges, sends, disseminates, transmits or possesses a photograph, video, depiction or other material that shows himself or herself, or of any other minor, in the state of nudity.

#### **D. Sexual Harassment**

Office of Civil Rights Title IX – Sexual harassment is unwelcome conduct of a sexual nature. Sexual harassment can include unwelcomed sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment of a student can deny or limit, on the basis of sex, the student’s ability to participate in or to receive benefits, services, or opportunities in the school’s program. Sexual harassment of student is, therefore, a form of sex discrimination prohibited by Title IX.

# EMERGENCY RESPONSE



NOTE!  
ADDRESS CHANGE

## ADDRESS AND/OR TELEPHONE CHANGES

For emergency purposes, parents/guardians must inform the main office immediately of any change in address, telephone numbers or authorized adults to care for the child if a parent cannot be contacted.

## TYPHOON READINESS & SAFETY

**WHAT TO DO UPON DECLARATION OF CONDITION OF READINESS 3(COR-3):** School will remain open and school buses will continue with their normal schedules.

**WHAT TO DO UPON DECLARATION OF CONDITION OF READINESS 2(COR-2):** School In Session- Students who are not normally transported by school buses will be dismissed immediately. Parents/guardians of car riders should pick up their children immediately. DPW officials will send school buses to the schools where the bus riders will be boarded and sent home.

**WHAT TO DO UPON DECLARATION OF CONDITON OF READINESS 2 (COR-2):** School Not In Session-Schools close. Schools designated as primary shelters will begin preparations to open.

## EARTHQUAKE PROCEDURE



1. Upon feeling the shaking of an earthquake, students are to Drop, Cover, and Hold On. DROP to the ground; take COVER by getting under a sturdy table or other piece of furniture; HOLD ON until the shaking stops; or when necessary use the WALL. Students are to secure themselves against the nearest wall if needed.
2. The classroom will not be evacuated until the quake is over. Students are to remain calm to insure an orderly evacuation. Students do not re-enter the building until it is determined to be structurally sound. If in a bathroom or hallway with an immediate outside exit, students evacuate and get outside.

Reminder: Students take shelter under a desk or along an inside wall. Doorway arches offer good protection also. If students are outside, they are to stay outside in an open area.

**During an evacuation drill, when the alarm is sounded, STUDENTS:**

- Proceed quickly and quietly according to directions of the teacher.
- Go to a designated area of at least 100 ft. away from the nearest building.
- Line up quietly.
- Wait until the school bell rings before returning back to classroom.

## SHELTER IN PLACE PROCEDURES

Shelter in place provides refuge for students, staff and public within school buildings during an emergency. Shelters are located in areas that maximize the safety. Safe areas may change depending on the emergency.

1. Faculty and students find shelter inside a room or building.
2. Faculty and students close all exterior doors and windows.
3. Air conditioners and ventilation leading outdoors are turned off.
4. Doors, windows, and vents are sealed with plastic sheets and duct tape.
5. Foods not in containers are covered up or put in the refrigerator.
6. All persons must remain in safe areas until notified.

## FIELDTRIPS



A signed, written permission form completed by the parent/guardian is required for any student going on a field trip. If the permission form is misplaced or lost, the parent's guardian may write a letter of permission to the school, to include the date, place of field trip and signature.

## HEALTH REQUIREMENTS FOR SY 2020 - 2021

**FOR NEW STUDENTS:**

1. **Dtap**– at least 4 doses. Last dose must be given after the 4th birthday.
2. **OPV/IPV**– at least 3 doses. Last dose must be given after the 4th birthday.
3. **MMR**– 2 doses. The first dose must be given after the 1st birthday.
4. **HEPATITIS B**– 3 doses.
5. **TB SKIN TEST** with result. In case, result is positive, student must submit a clearance from Public Health.
6. **PHYSICAL EXAMINATION (PE)** - stamped and signed by the physician.

## Library

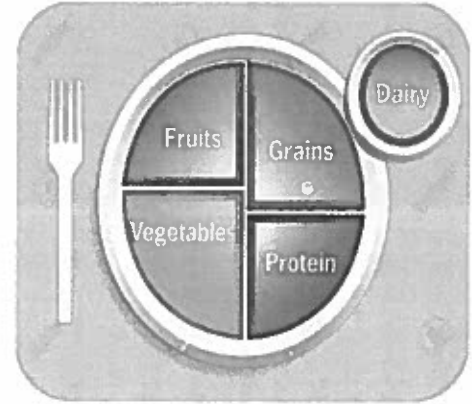
The library media center provides services for all students to enhance reading skills, create a love for learning, and teach students how to know what information they need and how to find it. Students may check out books weekly. They are responsible for the care of the book while they have it and will be charged a fee for books that are lost or



damaged. Notices will be sent home asking parents to help their child find a lost book and to pay for it, if it cannot be found or if it is in damaged condition. Students who have lost or damaged books awaiting payment will be restricted from borrowing materials from the library. We ask parents to help us teach students respect for property and responsibility in caring for library books.

## NATIONAL SCHOOL LUNCH & BREAKFAST PROGRAM

During SY 2020-2021, P.C. Lujan Elementary School will participate in the Community Eligibility Provisions Schools (CEPS) program.



Students are encouraged to eat breakfast and lunch on a daily basis.

## NURSING SERVICES

All students will be referred to the nurse's office due to illness or injury. The nurse will assess, document and administer the necessary course of action / treatment to address the student's concern.

Parents will be informed utilizing one of the following forms of communication: telephone call or injury report.

- \* Parents must inform the school administrators and faculty of the student's allergies (*if applicable*) and change of emergency contacts.
- \* Parents must provide authorization for any medication that is to be administered during school hours.
- \* Only medication prescribed by the doctor is allowed to be administered at school.



## OFF-ISLAND REQUEST

Off-Island requests must be submitted on a "Pre-Arranged Absence Form" in the main office. Medical referral documents must be attached to the request form. The principal **may** or **may not** approve the request. If the absence from school is beyond 10 days, the principal may request the parent to withdraw the child from the school and enroll them in the school of the country they will be traveling to.



## PARENT RIGHTS



Parents/guardians have certain rights based on the Buckley Amendment. The school has the responsibility to inform you of the following rights:

- To inspect your child's cumulative and health folder.
- To have copies of documents in the folder made (*A fee may be charged*).
- To ask for the removal of any items in the folders. A school administrator must review any documents before removed from folders.
- To include any information you think is important.

### 1964 Civil Rights Act, Title VI

"No person in the United States shall, on the ground of race, color, or national origin...be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

### 1974 Lau vs. Nichols U. S. Supreme Court Ruling

Equity of education opportunity is not achieved by merely providing all students with "the same facilities, textbooks, teachers, and curriculum, [because] students who do not understand English are effectively foreclosed from any meaningful education."

## **PARENT - TEACHER CONFERENCES**

According to the Guam Department of Education School Year 2020 - 2021 calendar, the following Parent Teacher Conferences are scheduled:

- Tuesday, October 23, 2020
- Friday, January 15, 2021

Parent Teacher Conferences are set up once a semester. However, teachers and parents are encouraged to set up individual conferences when the need arises during the school year. Regular communication between parents and the teacher is a positive asset. Parents may communicate with teachers by notes and writing in student homework plan

## **PARTIES**

All foods served to students must be in accordance with DOE Food and Nutrition Division guidelines and be from a United States Food and Drug



Administration (USDA) or DOE approved source. Request for classroom parties are required one (1) week in advance for approval from the Principal. Celebration starts 2:00 p.m. or later.

## **PERSONAL ITEMS**

ALL personal items should be marked; including jackets, raincoats, lunch containers, flasks and backpacks. **NO** electronic devices are allowed. **TOYS:** Absolutely **NO** toys of any kind are allowed in school. Due to the distraction from school work (as well as the danger of loss, theft and breakage), **toys need to be left at home**

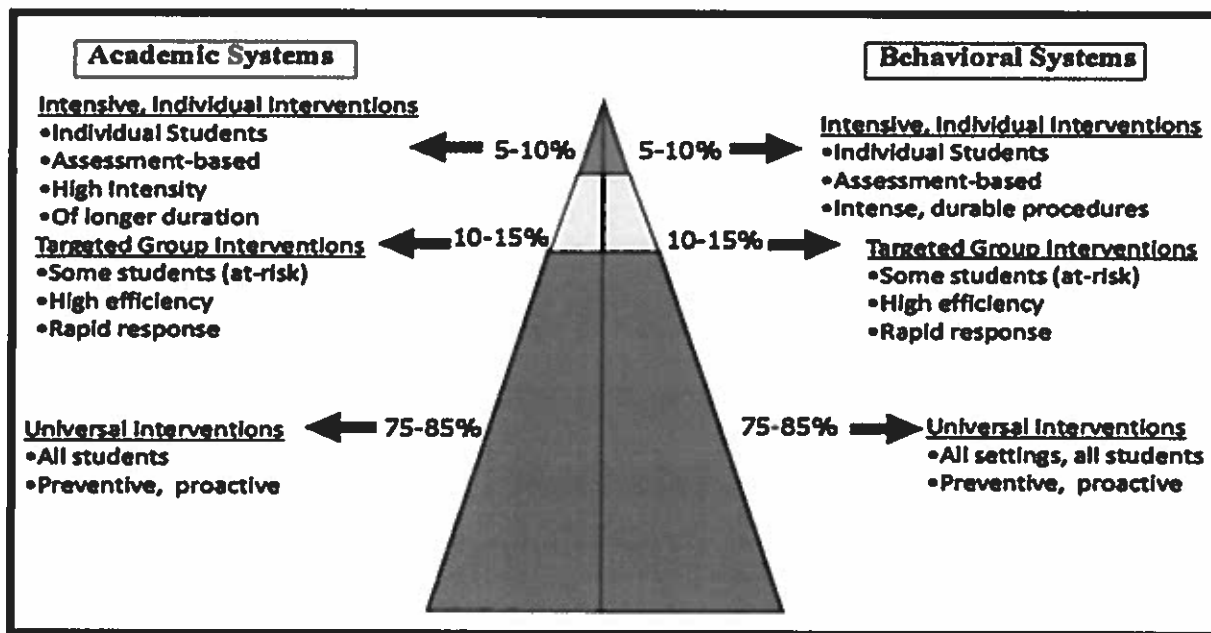
## **POSITIVE BEHAVIOR INTERVENTION AND SUPPORT(PBIS)**

Positive Behavior Intervention Support is a school-wide system model of best practices following our school-wide rules aligned with our school ESLRs. This framework is designed to create a positive atmosphere school-wide involving all members of the school community (students, parents, faculty, and staff).

It allows for faculty and staff members to recognize when a student is “Caught Being Good.” Positive behavior is encouraged throughout the school campus and helps students to take ownership of their learning and social skills. One of our incentive programs includes a school-wide “Satellite Store”. Students will earn tokens for demonstrating

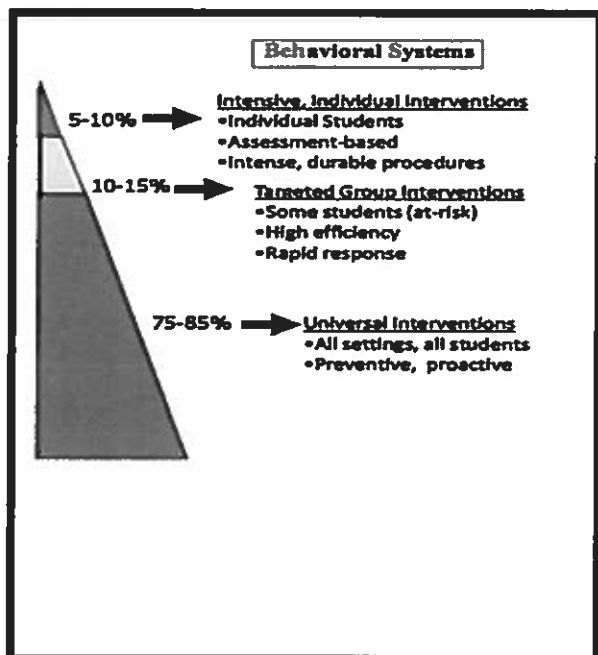
POSITIVE behavior both in and out of the classroom by following the school wide behavior expectations which are Be Prepared, Be Productive, Be Respectful, Be Responsible, & Be a Team Player. Satellite tokens, Satellite Store and the Satellite Game Room were created to reward students who will model both the school-wide rules and ESLRs.

**FRAMEWORK UTILIZED WHEN STUDENTS NEED ASSISTANCE ACADEMICALLY & BEHAVIORALLY**



Positive Behavior supports is an application of a behaviorally-based systems approach to enhance the capacity of schools, families, and communities to design effective environments that improve the link between research-validated practice and the environments in which teaching and learning occurs.

Attention is focused on creating and sustaining primary (school-wide), secondary (classroom), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all children and youth by making targeted behaviors less effective, efficient, and relevant, and desired behavior more functional.



# Behavior Matrix for Positive Intervention Systems

LOCATION	BE PREPARED "Solution Focused"	BE PRODUCTIVE "Problem Solving"	BE RESPECTFUL "Respect for Self & Others"	BE RESPONSIBLE "Law Abiding"	BE A TEAM PLAYER "Communicating & Coping"
Classroom / Library	<ul style="list-style-type: none"> <li>• Be on time.</li> <li>• Always have supplies/textbooks ready.</li> </ul>	<ul style="list-style-type: none"> <li>• Use time well.</li> <li>• Ask questions when needed.</li> <li>• Complete assignments on time.</li> </ul>	<ul style="list-style-type: none"> <li>• Use kind words and actions.</li> <li>• Wait your turn.</li> <li>• Work cooperatively and quietly.</li> <li>• Listen while others are speaking.</li> </ul>	<ul style="list-style-type: none"> <li>• Follow directions.</li> <li>• Take care of materials.</li> <li>• Demonstrate initiative.</li> <li>• Clean up after self.</li> <li>• Return books/materials promptly.</li> </ul>	<ul style="list-style-type: none"> <li>• Follow classroom rules.</li> <li>• Help one another.</li> <li>• Seek help when needed.</li> </ul>
Hallway	<ul style="list-style-type: none"> <li>• Always walk facing forward.</li> <li>• Walk through halls away from the doors.</li> <li>• Stay in line.</li> </ul>	<ul style="list-style-type: none"> <li>• Arrive to your assigned area on time.</li> <li>• Pick up trash that may not be yours.</li> </ul>	<ul style="list-style-type: none"> <li>• Use quiet voices and feet.</li> <li>• Keep hands, feet, and objects to self.</li> <li>• Greet and respond to people.</li> <li>• Be aware of new faces in our school.</li> </ul>	<ul style="list-style-type: none"> <li>• Walk safely at all times.</li> <li>• Avoid danger.</li> <li>• Hold playground equipment in your hands.</li> <li>• Be aware of your surroundings.</li> </ul>	<ul style="list-style-type: none"> <li>• Offer help to those who need it.</li> <li>• Seek help when needed.</li> <li>• Allow others to pass.</li> <li>• Say "excuse me."</li> </ul>
Cafeteria	<ul style="list-style-type: none"> <li>• Wash hands.</li> <li>• Face forward when in line.</li> <li>• Listen for instructions from an adult.</li> </ul>	<ul style="list-style-type: none"> <li>• Walk to your table in an orderly fashion.</li> <li>• Eat your meal in a timely manner.</li> <li>• Use indoor voices.</li> </ul>	<ul style="list-style-type: none"> <li>• Keeps hands, feet, and objects to yourself.</li> <li>• Sit with both feet on the floor.</li> <li>• Face the table.</li> <li>• Say "please" and "thank you."</li> <li>• Talk to the person next to you.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep food on your tray.</li> <li>• Clean up.</li> <li>• Tell an adult about spills.</li> <li>• Go to assigned area after eating.</li> </ul>	<ul style="list-style-type: none"> <li>• Seek help when needed.</li> </ul>
Playground	<ul style="list-style-type: none"> <li>• Patiently wait for signal to go out and to come in.</li> <li>• Use restroom and drink water before going out and before returning to class.</li> </ul>	<ul style="list-style-type: none"> <li>• Use time wisely.</li> <li>• Engage in active play.</li> <li>• Be a problem solver.</li> </ul>	<ul style="list-style-type: none"> <li>• Play fair.</li> <li>• Be a good sport.</li> <li>• Use kind words and actions.</li> </ul>	<ul style="list-style-type: none"> <li>• Ask permission to leave the playground.</li> <li>• Stay within boundaries.</li> <li>• Cooperate with one another.</li> <li>• Take care of and use equipment correctly.</li> </ul>	<ul style="list-style-type: none"> <li>• Follow rules of the games.</li> <li>• Include others.</li> <li>• Seek help when needed.</li> <li>• Show self control.</li> </ul>
Restroom	<ul style="list-style-type: none"> <li>• Use restroom during recess and before class.</li> </ul>	<ul style="list-style-type: none"> <li>• Always wash your hands before leaving.</li> </ul>	<ul style="list-style-type: none"> <li>• Wait your turn.</li> <li>• Give privacy.</li> <li>• Close the stall door.</li> <li>• Use indoor voices.</li> </ul>	<ul style="list-style-type: none"> <li>• Ask permission.</li> <li>• Flush Toilet.</li> <li>• Wash hands.</li> <li>• Throw trash.</li> </ul>	<ul style="list-style-type: none"> <li>• Seek help when needed.</li> <li>• Keep area clean and dry.</li> </ul>

<b>Bus Board Policy 435</b>	<ul style="list-style-type: none"> <li>• Walk to the bus.</li> <li>• Wait in line.</li> <li>• Sit and face forward.</li> <li>• Keep aisles clear.</li> <li>• Follow the bus driver's directions.</li> </ul>	<ul style="list-style-type: none"> <li>• Pick up trash when you leave the bus.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands and feet to yourself.</li> <li>• Use kind words and actions.</li> <li>• Keep all objects inside the bus.</li> <li>• Keep the bus clean and free of graffiti.</li> </ul>	<ul style="list-style-type: none"> <li>• Be on time.</li> <li>• Stay in assigned areas.</li> <li>• Ask for help when needed.</li> </ul>	<ul style="list-style-type: none"> <li>• Take control of your belongings when getting on and off the bus.</li> </ul>
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**BUS CONDUCT (*Board Policy 435*) EXPECTED OF STUDENTS:**

- Each student is required to have a bus pass prior to boarding the bus.
  - Bus riders will conform to school bus regulations.
  - You are under the direct authority and responsibility of the bus driver while you are inside the bus. Obey his/her instructions.
  - Your driver is authorized to assign seats to passengers.
  - Always remain seated when the bus is in motion.
  - Always be courteous to your driver and other passengers. Shouting and horse-playing in the bus is strictly prohibited.
  - Never extend your hands and arms outside bus windows.
  - Please do not leave your litter inside the bus and never throw anything out the window.
- 
- Damaging the bus in any way is prohibited. If you are responsible or are involved with damages, you will have to pay for repairs as well as lose your privilege to ride the bus.
  - Eating, drinking, or smoking inside of the bus is not allowed.
  - Students shall not disembark from a school bus until it has arrived at its destination.

# POWER SCHOOL PARENT PORTAL

Parent Portal is a web-based system that will serve as our main communicating tool to link school to home and the community.

With Parent Portal you can access the following:

*Grades and Attendance*  
*Grades History*  
*Attendance History*  
*Teacher Comments*

This communicating tool will be beneficial in the event a concern or issue is brought up regarding your child's academic or behavioral performance. In order to access the site, you will need to come in to the main office and sign out for your password. On-going parent training to access Parent Portal will take place during parent orientation and throughout the school year, as needed.

## REPORT CARDS / GRADING

Report cards are issued at the end of each quarter (four times a year). Parent Teacher Conferences are held during second and third quarters. At conferences, parents will be given the opportunity to meet with teachers. Report cards will be given out at the conferences.

The grading policy (BP 350) for the various grade levels is as follows:

### KINDERGARTEN

M = Mastery  
S = Satisfactory  
I = Improvement Needed  
- = Not Taught at this time

### GRADES 1-5

A = 90-100  
B = 80-89  
C = 70-79  
D = 60-69  
F = 59 & Below

### CITIZENSHIP

E = Excellent  
S = Satisfactory  
U = Unsatisfactory  
N = Needs Improvement

## TEXTBOOKS

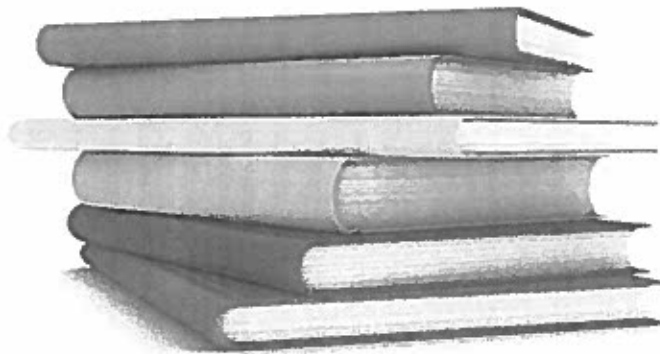
### Parent(s)/Guardian(s) Responsibilities for Textbooks:

- Teach proper care of textbooks.
- Check occasionally to see your child has all textbooks.
- Parent(s) or Guardian(s) are responsible to pay for lost, destroyed, or damaged textbook(s).
- Be responsible and communicate with the teacher to determine if your child has any outstanding obligations due to any lost, destroyed, or damaged textbook(s).

### Student Responsibilities for Textbooks:

- Be responsible for all instructional materials assigned and take care of them.
- Inform the teacher of any lost, destroyed, or damaged textbooks.
- Be responsible for the cost of replacing instructional materials that are lost, destroyed, or damaged due to negligence.

A student's grades and transcripts may be withheld until restitution for lost or damaged books is made by payment.



## TRANSPORTATION BY CAR

The safety of our students is our first priority. The school's gate opens one hour before school starts. Supervision begins at that time as well. The school is not liable for any incidents that may occur prior to opening of the gate and the beginning of supervision. If students are dropped before gates open and/or not picked up in a timely manner after school, the appropriate authorities will be notified.

**Drop-Off begins no earlier than one hour before school start.**

**Car Rider Pick Up begins after the buses leave campus.**



## **VISITOR'S GUIDELINES (*Board Policy 630*)**

Parents/guardians are encouraged to visit the school to meet and to confer with the teachers and administrators on matters concerning their child. All visitors will be fully entertained provided the procedures below are followed.

An appointment is made in advance whenever possible. Before or after school conferences are encouraged. In case of an "emergency", conferences may be held during instructional time.

Each visitor **must** sign-in the school office, and obtain a pass to go to the child's classroom. In exchange for the pass, please provide a valid form of identification. Upon returning the visitor's pass, the I.D. will be returned. **Please note that instructional time is sacred.** The visitor must present this pass to the teacher to receive assistance.

## **VOLUNTEERS IN EDUCATION (*Board Policy 470*)**

A volunteer is identified as a person who performs or gives their services of their own free will. To volunteer, a "VOLUNTEER FORM" must be submitted to the school principal for review, approval, and filing before the volunteer begins work. In addition to this form, a "POLICE CLEARANCE" and proof of a "TUBERCULOSIS TEST" with "RESULTS" must also be submitted.

