

Pedro C. Lujan Elementary School



STUDENT HANDBOOK

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

Phone Number: 300-2905/6

Website: <http://www.pclujanelementary.com/>

Email: pcles@gdoe.net

Office Hours: 7:30 a.m.-3:00 p.m.

Message from the Principal



Hafa Adai and welcome to P.C. Lujan Elementary School. We are excited to be working with you and your child this school year. We are committed in providing the best educational experiences for all students.

We look forward to your partnership as we nurture our students' academic, behavior and socio-emotional needs so they may become productive members in our society.

As our school motto says...Good, Better, Best, Never let it rest,
'Til the Good is Better, and the Better, Best!

Beth N. Perez
Principal

Biba Satellites!!!



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!

PCLES School Vision

At Pedro C. Lujan Elementary School, 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 lifelong learners and a constructive contributor in a technology driven society of the 21st century.

PCLES 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 MOTTO

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

SCHOOL WIDE LEARNER OUTCOMES (SLOs)

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

School’s Namesake:

Pedro Camacho Lujan was born on September 22, 1908 in Hagatna, Guam. He’s the son of Jesus Garrido and Felomina Muna Camacho. Mr. Lujan rose through the ranks to chief clerk in 1935 then a senior judge serving from 1948-1952. He served as a congressman and was a member of the First Assembly of the Guam Congress. He continued to serve in the 2nd, 4th, 5th and 6th Guam Legislature. Mr. Lujan also served the island as a major in the Guam militia. He will always be remembered as a distinguished contributor to the island’s political, judicial and military growth.

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.

BELL SCHEDULE

7:15 a.m. 7:30 a.m. – 8:25 a.m.	Gates Open for Student Drop Off Student Breakfast
Primary:K-2nd Sinipok:K-5th	Intermediate:3rd-5th
1st Instructional Block 8:30 a.m. – 10:00 a.m.	1st Instructional Block 8:30 a.m. – 10:15 a.m.
Primary Recess 10:00 a.m. – 10:15 a.m.	Intermediate Recess 10:15 a.m. – 10:30 a.m.
2nd Instructional Block 10:15 a.m-11:15 a.m	2nd Instructional Block 10:30 a.m.-12:00 p.m.
Primary Lunch 11:15 a.m-12:00 p.m.	Intermediate Lunch 12:00 p.m.-12:45 p.m.
3rd Instructional Block 12:00 p.m. -2:43 p.m.	3rd Instructional Block 12:45 p.m.-2:43 p.m.
2:43 p.m. Student Dismissal	
2:53 p.m. Gates Open for Car-riders/Walkers	

P.C. LUJAN ELEMENTARY SCHOOL

3 YEAR SCHOOL ACTION PLAN

Goal 1: All Guam Department of Education students will successfully progress from grade to grade and from one level of schooling to another in order to maximize the opportunities to successfully graduate from high school. (GDOE SSP Goal 2)
All Guam Department of Education students will graduate from high school prepared to pursue post-secondary education on or off-island or to assume gainful employment within the public or private sector. (GDOE SSP Goal 1)

Goal 2: All Guam Department of Education instructional personnel will meet high standards for qualifications and ongoing professional development and will be held accountable for all assigned responsibilities. (GDOE SSP Goal 3)

Goal 3: All members of the Guam Department of Education Community will establish and sustain a safe, positive and supportive environment. (GDOE SSP Goal 4)

Operations activities will maximize the critical uses of limited resources and meet high standards of accountability. (GDOE SSP Goal 5)

Critical Area(s):

1: *In order to ensure every child is learning at high levels, staff at PCLES should continue to engage in a schoolwide consensus mapping process that is vertically and horizontally aligned and informed by analysis of whole and sub-group formative and summative assessment data.*

2: *In order for students to become 21st century learners the administration should fully implement and expand the technology curriculum providing teachers with the necessary skills to be proficient at using technology for instructional purposes providing students with tools for learning.*

3: *Staff, community and parents should continue to provide a positive, safe, and healthy environment for all students to ensure that the culture of the school supports and enhances learning.*

4: *Parent involvement is being defined and clarified at PCLES. Once the teachers have determined how all parents can best support the school's goals a detailed series of tasks should be identified, implemented, and evaluated for effectiveness.*

5: *Action Plan #1 can have a more powerful impact if the focus on data analysis leads to discussion and in depth critique of lessons, objectives, skill alignment to standards, instructional strategies, differentiated instruction, assessments and curricular resources. Every successful (and unsuccessful) lesson design can provide a springboard for professional dialogue and increased student achievement.*

****To view the SAP in its entirety please check out our school website.**

Student Attendance ***(Board Policy 411)***

It is important that student's attend school daily in order to participate, engage and receive the academic and social lessons needed to progress to the next grade level. Parents/Guardians are encouraged to be in communication with their child's teacher and the principal to ensure the school is aware of any unforeseen circumstances or situations that may prevent a student from attending school. One or more of the following may occur should data indicates a student's academic/social progress been jeopardized due to non attendance:

Referral to CPS, the School to conduct a Child Study Team meeting to consider retention, court filing for truancy.

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 may require a doctor's note for habitual absences.

Unexcused Absences: An absence from school for any reasons listed below and others not listed deemed unacceptable by the principal will be unexcused:

Babysitting younger siblings, parent neglect not sending child to school (CPS will be informed), excessive absence due to lice (after two days given by the school Nurse), off island travel not approved etc.,

CURRICULUM

District Instructional Coaches (ICs) and District Mentors(DMs) have been working closely with teachers at the school level to identify *Priority Standards, Skills, and Topics (PSSTs)* as a framework of what students know and be able to do. This collaboration allows educators to clarify the most essential content knowledge and skills, which is in support of GDOE's Strategic Plan. The process is ongoing as the district continues this collaborative effort across the different grade levels.

PCLES, utilizes various formative and summative assessments to include; grade level common formative assessments, end of chapter textbook assessments, IXL and Aimsweb.

District Wide Assessments administered: Aimsweb:primary grades and Smarter Balance:intermediate.

SPECIAL/SUPPORT PROGRAMS:

Gifted and Talented Education (GATE): Teachers may recommend students to be assessed who may be displaying high academic performance or other talented abilities. Parents may also request and may inform their child's teacher. Students must score at a certain level to be accepted into the program based on their criteria. GATE classes are a pull-out service. Students who fall behind with core subject areas may be excluded from the program.

Special Education Program (SPED): Special education services are available to students with an Individualized Educational Plan (IEP). A referral to DOE's Special Education Services Division may be prompted by a parent/guardian via a Child Intake Form at central office and/or a teacher via a Child Study Team. Prior to any assessments being conducted, parents/guardians will sign a Permission to Evaluate Form. Please speak to your child's teacher should you have concerns regarding your child's academic progress.

English as a Second Language Classes (ESL): Students whose second language is English will benefit from our ESL pull out classes. Students are administered an assessment, likewise based on their Home Language Survey they may automatically become eligible.

CHamoru Language Classes: CHamoru is the spoken language of the indigenous people of Guam. All students have CHamoru language class on identified days. The continuum of classes during the elementary years is to help increase their knowledge and speaking skills,

Library Services Our school library provides weekly services to each grade level. Students have an opportunity to engage in story time, attend special presentations on internet and social media safety. They will become familiar with the resources our library has to offer and appreciate the love books and reading. Students are reminded to keep their checked-out book safe and to return in on its due date. Parents/Guardian's will receive notices of any late/lost/damaged fees.

SCHOOL COUNSELOR: Our school counselor is available for academic, behavior and socio-emotional support for all students. Parents/guardians may request for their child to be seen by our counselor, likewise teachers and the principal may forward a student referral as well.

Deaf and Hard of Hearing (DHH): The district's DHH program is housed at PCLES. Students who are eligible for this service per their IEP are enrolled in this class.

Head Start (HS): Students who apply and meet the Head Start eligibility criteria will be assigned by the Head Start Office at DOE's central office which HS classroom their child will be attending. HS is housed at PCLES. Only students in our district will attend kinder at the end of the year-- all others will attend their district school.

Faneyakan Sinipok (CHamoru Immersion): DOE's first CHamoru Immersion classes are being housed at PCLES. FS is now offering K-5th grade.

WASC ACCREDITATION

The school completed its full self-study in May 2022. PCLES has a three year school action plan in place and is scheduled for a mid cycle visit in 2025 to review the school's progress. It is the desire of the school to maintain its accreditation status and seeks the participation of parents and guardians to be part of our Focus Groups. Please contact your child's teacher to get more information and see our website to review our self-study report and school action plan.

Accreditation is important because it validates that we are a trustworthy institution that is committed to the process of regularly examining our programs, processes and data based on our school goals.

The remains accredited until June 2028.

END OF YEAR AWARDS CRITERIA

PEDRO C. LUJAN ELEMENTARY SCHOOL END OF THE YEAR AWARDS CRITERIA First – Fifth Grade

In order to be considered for the categories listed below, the student must meet the following criteria.

Category 1 - SOARING SATELLITE
<ul style="list-style-type: none"> • Perform at a LEVEL 4 in Math • Be on grade level, performing at a LEVEL 3 in all other Academic Areas in the 2nd semester of the Academic Year. • Have 4.0 (Excellent) in Citizenship and Life Readiness Skills for the 1st and 2nd semesters of the Academic Year. <p style="text-align: right;"><i>“See” Criteria for Ineligibility”</i></p>
Category 2 - STELLAR SATELLITE
<ul style="list-style-type: none"> • Be on grade level, performing at a LEVEL 3, in MATH in 1st and 2nd semester and in all other Academic Areas in the 2nd semester of the Academic Year. • Have 3.0 or above in Citizenship and Life Readiness Skills for the 1st and 2nd semesters of the Academic Year. <p style="text-align: right;"><i>“See Criteria for Ineligibility”</i></p>
Category 3 – RISING SATELLITE
<p>A) Academic</p> <ul style="list-style-type: none"> • Have made overall, significant, marked progress during the course of the Academic Year. <p>B) Character</p> <ul style="list-style-type: none"> • Have 3.0 or above for the 2nd semester in Citizenship and Life Readiness Skills. (The number of students to be awarded per class is at the discretion of the classroom teacher.) <p style="text-align: right;"><i>“See “Criteria for Ineligibility”</i></p>

Academic Areas
Reading, Language Arts, Math, Science, Social Studies, Health, CHamoru, Art, Music, and Physical Education

Criteria for Ineligibility

Referral to the office for major offenses that result in any form of disciplinary action (verbal warnings, suspension, damaged/lost school property such as library/textbooks, etc.)

The criterion above automatically forfeits the eligibility of the student in categories 1 and 2. ALL disciplinary action and parental contact **must be fully documented on the “Documentation of all Major Offenses” form to support the ineligibility determination.**

FIRST – FIFTH GRADING CODES	
GRADE	DESCRIPTION
4	Exceeds Standard: In addition to demonstrating understanding and mastery of standard, content knowledge, and skills, student goes beyond what is explicitly taught or is able to apply the standard or skill to real world situations.
3	Proficient: Demonstrates understanding and mastery of standard, content knowledge, and skills.
2	Approaching Proficiency: Defines and Identifies content knowledge or uses skills alone but needs help demonstrating full understanding of the standard.
1	Needs Support: Even with help, the student has difficulty performing basic skills or defining content knowledge and is well below grade level standard.
0	Unable to Perform: Even with significant help, the student is not able to perform any of the basic skills or define content knowledge.
NE	No Grade/ No Evidence: No Work or Not Enough Work submitted to make a final determination.

CITIZENSHIP AND LIFE READINESS SKILLS CRITERIA AND CODES	
a.	Engagement: Participates in class discussions and activities, asks and answers questions, and is on-task either in-person or on video conferences, depending on model of learning or event.
b.	Organization and Planning: Organizes notes, handouts, supplies, and instructional materials; plans assignments, activities and tasks effectively; and manages time efficiently to meet deadlines.
c.	Completion and Submission of Assignments: Completes and submits assignments regularly and on time.
d.	Conduct: Displays respectful and appropriate conduct when communicating with teachers, peers, and others either online or during face-to-face instruction.
e.	Accountability: Follows school rules and takes responsibility for actions.
f.	Attendance & Punctuality: Attends class regularly and on time.
	4.0 – EXCELLENT: Consistently demonstrates or shows 5-6 behavior standards.
	3.0 – SATISFACTORY: Consistently demonstrates or shows 4 of the behavior standards.
	2.0 – NEEDS IMPROVEMENT: Consistently demonstrates or shows 2-3 of the behavior standards.
	1.0 – UNSATISFACTORY: Consistently demonstrates or shows only 1 of the behavior standards.
	NE – NOT ENOUGH/NO EVIDENCE or NO EFFORT: Does not demonstrate or show any of the 6 behavior standards.

**Subject to change. Efforts will be made to inform parents/guardians.*

**PEDRO C. LUJAN ELEMENTARY SCHOOL|
END OF THE YEAR AWARDS CRITERIA
Kindergarten**

In order to be considered for the categories listed below, the student must meet the following criteria.

<p>Category 1 - SOARING SATELLITE</p> <ul style="list-style-type: none"> Perform at a LEVEL 4 in Math in the 2nd Semester of the Academic year. Be on grade level, performing at a LEVEL 3 in all other Academic Areas in the 2nd semester of the Academic Year. Have 4.0 (Excellent) in Social Development and Work Habits for the 1st and 2nd semesters of the Academic Year. <p align="right"><i>"See" Criteria for Ineligibility"</i></p>
<p>Category 2 - STELLAR SATELLITE</p> <ul style="list-style-type: none"> Be on grade level, performing at a LEVEL 3, in all Academic Areas in the 2nd semester of the Academic Year. Have NO 2.0 or below (Needs Improvement or Unsatisfactory) in Social Development and Work Habits for the 1st and 2nd semesters of the Academic Year. <p align="right"><i>"See Criteria for Ineligibility"</i></p>
<p>Category 3 – RISING SATELLITE</p> <p>A) Academic</p> <ul style="list-style-type: none"> Have made overall, significant, marked progress during the course of the Academic Year. <p>B) Character</p> <ul style="list-style-type: none"> Have NO 2.0 or below (Needs Improvement or Unsatisfactory) for the 2nd semester in Social Development and Work Habits. (The number of students to be awarded per class is at the discretion of the classroom teacher.) <p align="right"><i>"See "Criteria for Ineligibility"</i></p>

Academic Areas
Reading, Language Arts, Math, Science, Social Studies, Health, CHamoru, Art, Music, and Physical Education

Criteria for Ineligibility

Referral to the office for major offenses that result in any form of disciplinary action (verbal warnings, suspension, damaged/lost school property such as library/textbooks, etc.)

The criterion above automatically forfeits the eligibility of the student in categories 1 and 2. ALL disciplinary action and parental contact **must be fully documented on the "Documentation of all Major Offenses" form to support the ineligibility determination.**

GRADE	DESCRIPTION
4	Exceeds Standard: In addition to demonstrating understanding and mastery of standard, content knowledge, and skills, student goes beyond what is explicitly taught or is able to apply the standard or skill to real world situations.
3	Proficient: Demonstrates understanding and mastery of standard, content knowledge, and skills.
2	Approaching Proficiency: Defines and Identifies content knowledge or uses skills alone but needs help demonstrating full understanding of the standard.
1	Needs Support: Even with help, the student has difficulty performing basic skills or defining content knowledge and is well below grade level standard.
0	Unable to Perform: Even with significant help, the student is not able to perform any of the basic skills or define content knowledge.
NE	No Grade/ No Evidence: No Work or Not Enough Work submitted to make a final determination.

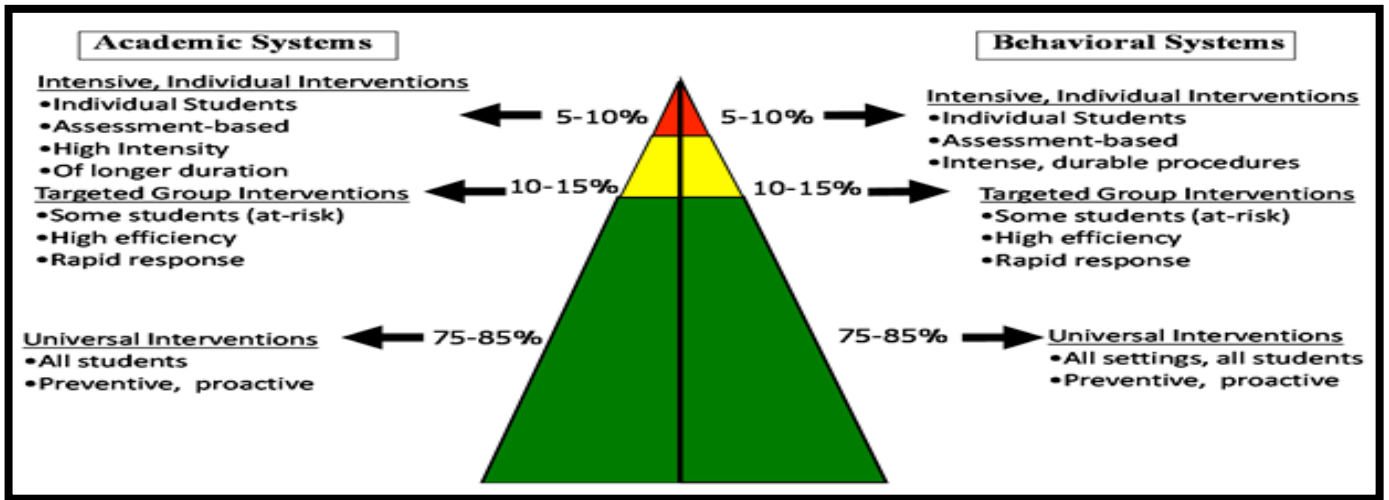
Social Development and Work Habits

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. Respects self and others 2. Consistently shows effort 3. Listens attentively 4. Participates in class activities and discussions 5. Follows directions | <ol style="list-style-type: none"> 6. Follows class rules 7. Follows school rules 8. Completes tasks and assignments on time 9. Cleans up after work period 10. Works independently |
|---|--|

Excellent (4) - No grade lower than 3 and should have a grade of 4.0 in 7-10 behavior standards
Satisfactory (3) - Have a grade of 3 and above in 7-10 behavior standards
Needs Improvement (2) - Have a grade of 2 and above in all behavior standards
Not Enough Evidence or No Effort - Does not demonstrate or show any of the 10 behavior standards

***Subject to change. Every effort will be made to inform parents.*

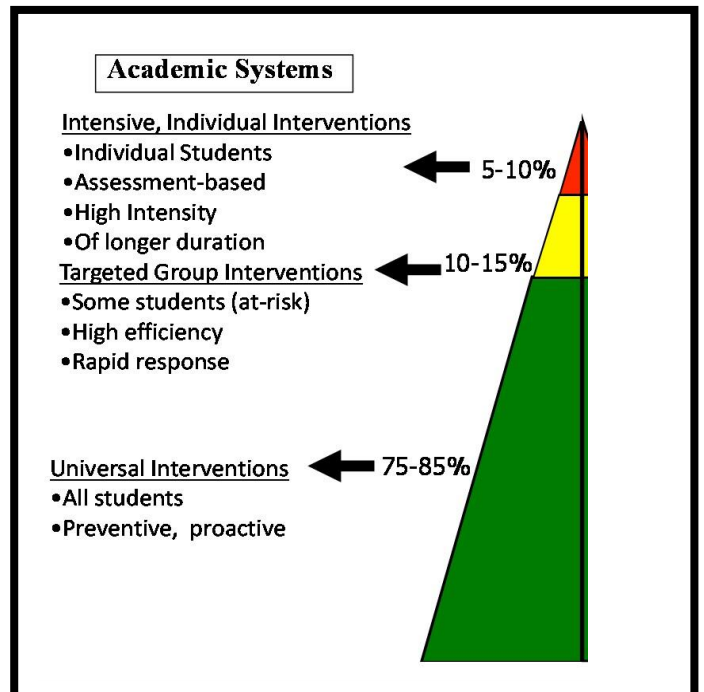
FRAMEWORK UTILIZED WHEN STUDENTS NEED ACADEMIC AND/OR BEHAVIOR SUPPORTS



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.



STUDENT DISCIPLINE

The school and home must work together to remind and reinforce appropriate behaviors expected. Teachers are encouraged to address minor classroom offenses, likewise staff should a minor incident occur out in the playground. Providing loving but firm guidance is important to ensure the safety of all students. Time away from school may be recommended by the principal to give time for the student to think about his/her action(s).

Minor Offenses:

The following consequences will be given to students that misbehave:

- 1st Offense Teacher/Staff/Principal Verbal Warning
- 2nd Offense Loss of Recess and/or lunch recess (Principal will determined # of days)
- 3rd Offense Loss of participation in class field trip/class activity/school wide activity

- 4th Offense Mandatory parent meeting with principal. Child Study Team meeting initiated and/or referral to School Counselor for additional intervention, in addition to loss of recess and participation in school/classroom activities.

OFFENSE	MINIMUM	MAXIMUM
Fighting w/physical & uncontrolled 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 and may require more stringent actions to include; mandatory parent meeting with both victim and perpetrator's parent/guardian, victim may file charges against the perpetrator with GPD, suspension and/or transferring from another class to separate the victim and perpetrator. PCLES is committed in providing a safe, conducive learning environment and such behaviors will not be condoned, however every effort will be made to provide the necessary support to help the perpetrator to ensure such acts are not repeated.

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

Important: Keep Your Hands and Feet to yourself!

It is important that students are continuously reminded to keep their hands and feet to themselves. Many times situations occur because a student is touching something that doesn't belong to them or they are touching or kicking someone which then leads to an altercation. Help us by reminding your child of this simple rule.



FIELD TRIPS (ON/OFF CAMPUS)

Scheduled field trips are planned by teachers to extend learning beyond the classroom walls. Students are not to be penalized for not attending a field trip. Students may be denied to attend a field trip if there are academic and/or behavior concerns. Parent/Guardian must sign and return the Field Trip Parent Permission Form prior to the field trip date. Payment for bus or venue may be requested.

SCHOOL HEALTH COUNSELOR

A full-time nurse is available onsite. Student Injury Reports are sent home when students are seen by our Nurse. Please ensure your child's Emergency Form is updated as contact numbers and authorize individuals listed change.

NEW STUDENT TO GDOE REQUIREMENTS:

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.*

Parents will be informed utilizing one of the following forms of communication: telephone call or injury report when their child is seen by our school nurse.

- * 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. Required forms must be completed by your child's physician and submitted to the nurse prior to any medications being administered.

SCHOOL LUNCH & BREAKFAST PROGRAM

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. Breakfast and Lunch is FREE for ALL students. Breakfast is from 7:15am-8:15am. Lunch for primary grades is from 11:15am-12:00 and intermediate lunch is from 12:00pm-12:45pm. Students may also bring their packed lunch.

OUT OF DISTRICT REQUEST

Priority enrollment is for students living within our attendance areas. The principal reserves the right not to accept out of district students to ensure space remains available throughout the school year. Parents/guardians must complete an Out of District Request with the main office. The approved enrollment is good for that school year only and a new request must be submitted the following year. There are stipulations regarding required parental involvement and the immediate removal should a student have discipline or attendance concerns.

PARENT-TEACHER CONFERENCES/COMMUNICATION

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 highly encouraged. Teachers communicate with parents/guardians in a variety of ways to include; Class Dojo, class Whatsapp chat, email, phone call and letters sent home.

PERSONAL ITEMS

ALL personal items should be marked; including jackets, raincoats, lunch containers, flasks and backpacks. The school will not be held responsible for student's personal cell phones, tablets, gaming devices that are brought to school that end up lost, stolen or damaged.

CELL PHONE POLICY

At the beginning of each school year students who bring their cell phone to school must sign the Cell Phone Policy form. Teachers will pass out the forms for students to bring home. Please ensure it is reviewed, signed and returned.

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 Student Learner Outcomes. This framework is designed to create a positive atmosphere school-wide involving all members of the school community (students, parents, faculty, and staff).

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

Restroom	<ul style="list-style-type: none"> • Use restroom during recess and before class. 	<ul style="list-style-type: none"> • Always wash your hands before leaving. 	<ul style="list-style-type: none"> • Wait your turn. • Give privacy. • Close the stall door. • Use indoor voices. 	<ul style="list-style-type: none"> • Ask permission. • Flush Toilet. • Wash hands. • Throw trash. 	<ul style="list-style-type: none"> • Seek help when needed. • Keep area clean and dry.
Bus Board Policy 435	<ul style="list-style-type: none"> • Walk to the bus. • Wait in line. • Sit and face forward. • Keep aisles clear. • Follow the bus driver's directions. 	<ul style="list-style-type: none"> • Pick up trash when you leave the bus. 	<ul style="list-style-type: none"> • Keep hands and feet to yourself. • Use kind words and actions. • Keep all objects inside the bus. • Keep the bus clean and free of graffiti. 	<ul style="list-style-type: none"> • Be on time. • Stay in assigned areas. • Ask for help when needed. 	<ul style="list-style-type: none"> • Take control of your belongings when getting on and off the bus.

BUS CONDUCT:

- 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 horseplaying 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.
- DPW has the authority to deny a student bus transportation after 3 warnings or should a major offense occur in the bus. DPW supervisor will be in contact with the school principal.
- Disciplinary action may be taken by the principal for incidences occurring at the bus stop and in the bus.

CAR RIDERS

Parent/Guardians, are reminded to follow the flow of morning and after school pick up/drop off. Gates open at 7:15am and at 2:50pm after all busses depart campus. Cars who arrive earlier must form a single file line along the grass area to the right side of the gate when facing it. Our staff will direct cars to enter once we are open. Please proceed with caution upon entering our campus and keep your speed limit to less than 5mph. Please remain on the shoulder of the road when lining up to avoid obstructing the two way traffic flow.

POWER SCHOOL PARENT PORTAL

Parent Portal is a web-based system that allows parent/guardian's to access their child's academic grades, progress, attendance and to receive school updates. Parents will be issued a username and password to access their child's account. Please inquire with our main office for more information.

PRE-ARRANGED ABSENCE REQUEST ON or OFF ISLAND

Pre Arranged Forms are available in the Main office. Prior to any off island travel or anticipated absences, parents/guardians should inform the school of their request. Required documents should be provided depending on the reason why the student will be absent. 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.

Grading Policy for GDOE Schools

Approved by the Guam Education Board on July 20, 2021

Grading for 2nd Quarter/1st Semester and 4th Quarter/2nd Semester will reflect a **Standards-Based/Tiered Grading system** with **6-levels** classified as the following categories:

- 4 – Exceeds Standard
- 3 – Proficient
- 2 – Approaching Proficiency
- 1 – Needs Support
- 0 – Unable to Perform
- NE – No Grade / No Evidence

Criteria for each level

4- Exceeds Standard: In addition to demonstrating understanding and mastery of standard, content knowledge, and skills, student goes beyond what is explicitly taught or is able to apply the standard or skill to real world situations.

3- Proficient: Demonstrates understanding and mastery of standard, content knowledge, and skills.

2- Approaching Proficiency: Defines and Identifies content knowledge or uses skills alone but needs help demonstrating full understanding of standard.

1- Needs Support: Even with help, the student has difficulty performing basic skills or defining content knowledge and is well below grade level standard.

0- Unable to Perform: Even with significant help, the student is not able to perform any of the basic skills or define content knowledge.

NE- No Grade/ No Evidence: No Work or Not Enough Work submitted to make a final determination. (See teacher comments).

CITIZENSHIP

Student citizenship mark will reflect one of the following:

- (4) **Excellent:** Meets and exceeds expectations as outlined in the criteria.
- (3) **Satisfactory:** Satisfactorily demonstrates most of the expectations as outlined in the criteria.
- (2) **Needs Improvement:** Close to meeting the expectations as outlined in the criteria.
- (1) **Unsatisfactory:** In support of/and or interventions in order to meet expectations as outlined in the criteria.
- (NE) **Not Enough/No Evidence or No Effort:** Unable to assess.

REQUEST FOR SCHOOL DOCUMENTS

School documents requested such as Student Verification, withdrawals, copy of report card etc., will be available within 2 work days.

STUDENT CELEBRATIONS

All food/snack items served to students must be in accordance with DOE Food and Nutrition Division guidelines. Parent/Guardian must inform their child's teacher two weeks prior to the planned date for approval by the Principal. Parent letters are set home for approved participation. Only store/restaurant items will be allowed, no homemade items will be accepted. Celebrations are scheduled at 1:30 pm in the cafeteria. Parents/guardians are responsible for the set up and clean up to include disposing of all collected trash to be disposed in the school's dumpsters.

TEXTBOOKS

Classes are issued a class set of textbooks for Language Arts, Reading, Math, Science and Social Studies. Students will be issued assigned books to use throughout the school year. Students must take care of school issued books and report any damages or if it is stolen. If it has been determined that a student willfully damaged a book, the parent/guardians will be notified and payment must be made immediately to be issued a new book. When available, the school will issue textbooks for students to bring home.

TEACHER PREFERENCE REQUEST

Parents/guardians may request for a particular teacher via email to the school principal, however the request may be denied if there is need to balance the make-up of the class and/or if enrollment exceeds the capacity. All teachers are certified, have participated in various trainings to incorporate a variety of strategies in their classroom and collaborate on a daily basis with their respective grade level teachers to coordinate lessons, activities and projects.

UNIFORMS (*Board Policy 401*)

The objective of this policy is to improve student behavior, promote appropriate attire, promote unity and pride, promote safety and security of all school personnel, minimize/eliminate any socio-economics, distinction, and promote an environment free of harassment.

Parents may purchase uniforms at Gino's located in Tamuning. Jackets/sweaters with zippers/buttons are allowed, no pull over jackets or sweaters that hinder the school uniform will be allowed. Daily wear of hats, caps & beanies are not allowed at this time to ensure all student faces are clearly identifiable. Exceptions will be made only when we have Spirit Week.

VISITOR'S GUIDELINES/SIGNING OUT YOUR CHILD

All visitors must sign-in at the Main Office and indicate their purpose. Parents/Guardians who wish to sign-out their child during school hours must present a valid identification card.

PARENTAL GRIEVANCE PROCEDURES (Board Policy 830)

Parents or guardians who feel they have legitimate grievances related to student-teacher-staff relationships shall be expected to adhere to the following procedures:

Step 1. Discussion with Teacher: Discuss the grievance or complaint with the child's teacher first, if it is a student-teacher problem. The parent must make an appointment to consult with the teacher at a time that will not interfere with the normal classroom instruction.

Step 2. Joint Meetings: If, after consultation with the teacher, the parent still is not satisfied, he/she may then request a joint meeting with the teacher and/or school administrator, or the teacher and/or the principal. Only if the issue is not resolved at the school level should the parent seek to meet with the Deputy Superintendent of Education.

Step 3. Appeal to Superintendent of Education: If the parent or guardian, teacher, principal, and the Deputy Superintendent of Education are unable to arrive at a satisfactory understanding of the problem, the parent may appeal to the Superintendent of Education.

Step 4. Appeal to Guam Board of Education: If an appeal to the Superintendent of Education did not result in a satisfactory solution, the parent may submit an appeal, in writing, to the Guam Education Board (GEB). The Superintendent of Education will facilitate the appeal to the GEB. If, in the appeal or complaint, the parent makes allegations against any school employee, the Superintendent of Education shall be responsible for furnishing a copy of the allegations to the accused. The school employee, if he/she so desires, may submit a written reply or report to the GEB. All parties to the dispute shall be entitled to a personal hearing before the GEB. At this hearing, discussions must be limited to the points contained in the written appeal or complaint.

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 is 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. Media release is sent out regarding early school closure.

WHAT TO DO UPON DECLARATION OF CONDITON OF READINESS 1 (COR-1):

School is Not in Session-Schools will remain closed. Media will inform the public of which schools will serve a typhoon shelters.

PCLES EMERGENCY CHART

EMERGENCY TYPE	BELL SOUND	WHAT TO DO...
Evacuation/Fire 	Continuous short staccato ring (ring-ring-ring etc.,)	<ul style="list-style-type: none"> • Escort class to designated area at the back field • Complete Accountability Form to be collected
Shelter in Place RED (LOCKDOWN)	3 continuous short staccato rings followed by a pause in between (ring ring ring---ring ring ring---)	<ul style="list-style-type: none"> • Stop Teaching • Lock Doors/Cover windows • Push barriers up against the door • Turn off lights
Earthquake	One long continuous ring (Ringggggggg)	<ul style="list-style-type: none"> • Drop, Cover & Hold On
Shelter in Place YELLOW	2 continuous short staccato rings followed by a pause in between (ring ring---ring ring----)	<ul style="list-style-type: none"> • Continue Teaching • Lock Doors/Cover windows • Take Attendance
Shelter in Place GREEN	Long ring followed by short ring (ringggggg-ring-ringggggg-ring-ringgggg)	<ul style="list-style-type: none"> • Continue Teaching • Scan room. Inform school personnel immediately if any suspicious items are found. • Take Attendance • Do NOT lock doors or windows

Reminders:

- No students are to leave the class to use the restroom or go to the Nurse's office during an emergency. Inform your teacher if you have any concerns.
- Remain calm and follow your teacher's instructions.
- Do not use your cell phones during an emergency.

Parents/guardians are reminded that during an actual school emergency to please keep posted to the media for updates. School telephone lines should be kept free to ensure school personnel has access to communicate with DOE central office and/or other law enforcement agencies.

