

LIGUAN ELEMENTARY SCHOOL

“Home of the Siheks”

237 North Chalan Ligan

Dededo, Guam 96929

STUDENT/ PARENT HANDBOOK



Telephone: 300-1680E

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<http://lesguam671.wix.com/siheks>



Guam Department of Education

VISION STATEMENT

Our educational community prepares all students for life, promotes excellence, and provides support.

MISSION STATEMENT

Our mission is to provide students with knowledge and skills to take ownership, fully participate and contribute to the future of Guam, the United States, and the world community.

LIGUAN ELEMENTARY SCHOOL' S MISSION STATEMENT

To educate, nurture, and prepare students to be productive global citizens.

SCHOOLWIDE LEARNER OUTCOMES (SLO)

We, the students of Liguana Elementary School, will be....

Successful Collaborative Leaders

- I can work with others.
- I can help others.
- I can encourage others.

Innovative Problem Solvers

- I can recognize problems.
- I can find new ways to solve problems.
- I can choose the best way to solve problems.

Hardworking Creative Thinkers

- I can complete tasks.
- I can brainstorm.
- I can apply what I learn.

Effective Communicators

- I can listen to others.
- I can express my ideas orally.
- I can express my ideas in writing.

Knowledgeable, Respectful and Self-Directed Global Citizens

- I can make good choices at home.
- I can make good choices at school.
- I can make good choices in the community.



GUAM DEPARTMENT OF EDUCATION



The Every Child is Entitled to an Adequate Public Education Act

14 Points for an Adequate Education

- 1 A certified teacher for every class in a ration established by relevant collective bargaining agreements;
- 2 Certified professional administrators;
- 3 Certified guidance counselors;
- 4 Certified school health counselors;
- 5 Certified allied health professionals;
- 6 Air-conditioned or properly ventilated classrooms in which the sensible air temperature is no greater than 75 degrees F;
- 7 Potable water sufficient to provide a/each student a daily ration of drinking and washing water;
- 8 A reliable supply of electricity;
- 9 Proper sanitation to include flushable toilets, clean restrooms, dining areas and classrooms;
- 10 Adopted and required textbooks and workbooks issued to each public school student for the classes in which he or she is enrolled;
- 11 Libraries, which meet the standards of the American Association of School librarians, at each school, operated by certified librarians;
- 12 A healthful, safe, sanitary learning environment;
- 13 At least one hundred eighty (180) instructional days each school year with school years ending no later than thirty (30) days following the end of the calendared school year and;

Regular, timely school bus transportation to and from the school

School Background

Liguan Elementary School (LES) is located in the northern part of Guam in the village of Dededo. Plans to build LES began in 2005 and construction of the school was completed in July 2008. Duenas, Camacho & Associates (DCA) provided civil, structural, and mechanical engineering design for LES under an innovative design-build-finance leaseback program. The firm was responsible for the surveying, civil, structural and mechanical engineering design, as well as services during construction. LES facility designed under this contract consists of 55,000SF of building space. The firm was also responsible for the design of off-site infrastructure required to support the development of the school site, including water, sewer and roadways.

Liguan Elementary School opened its doors on August 21, 2008. The school is located at 237 North Chalan Liguan, in the subdivision of Liguan Terrace in the village of Dededo. Student Attendance areas are Liguan Terrace Subdivision, Harmon Loop Sunset Gardens Apartments, the right side of route 15, Great Mart and its surrounding areas, Tranquilo and Dikiki Courts, and Tun Francisco subdivision across the soccer field and Guam Sports Complex Gym.

Liguan Elementary School services grades Kindergarten thru 5th grade. The school is an enclosed campus consisting of 32 Classrooms, a Dining Hall, Satellite Kitchen, Library, Administrative Offices, Electrical Maintenance, Storage Facilities, and Generator Room.

FIVE SCHOOLWIDE BEHAVIOR EXPECTATIONS

- ☺ Be Healthy
- ☺ Be Responsible
- ☺ Be Safe
- ☺ Be Respectful
- ☺ Be Smart

Hail O Ligan Elementary



(Written & Composed by: Mr. Ryan Paulino)

Hail O Ligan Elementary

Open your doors wide

Welcome us your community

Teach our children right

Hail O Ligan Elementary

Fly your colors high

May your banners stand for truth

Knowledge is our pride

Hail O Ligan Elementary

This we hold to heart

Responsible, Respectful,

Be Healthy, Safe and Smart

Hail O Ligan Elementary

Goals are mountains high

We'll Prepare, Promote, Provide

Bridge all rivers wide

Hail O Ligan Elementary

Knowledge is our Pride

May your banners stand for truth

Fly your colors high (3x)

School Bell Schedule

SY 2022-2023

7:00am	Staff Reporting Time	
7:15am	Arrival time/ Breakfast	
8:23am	Teacher Reporting Time & Class Preparations	
8:25am	Pick up students	
8:30am	Morning Sihek Routine (Announcements, Attendance,etc.)	
8:30am	Instruction Begins	
9:30 - 9:45am	MORNING RECESS	Grades K-1
9:45- 10:00am	MORNING RECESS	Grades 2-3
10:00-10:15am	MORNING RECESS	Grades 4-5
11:00- 11:45am	LUNCH A	Grades K -1
12:00- 12:45pm	LUNCH B	Grades 2 -3
12:45- 1:30pm	LUNCH C	Grade 4-5
2:00- 2:15pm	Sanitization Block	
2:20pm	Bring K/3 students at their designated area	
2:25pm	Bring 1/4 students to their designated area	
2:30pm	Bring 2/5 students to their designated area	
2:43 pm	Dismissal	
2:40 pm	Release of Walkers/ Bus Dismissal	
2:43pm	Release of Car Riders	
2:50pm	Teacher Dismissal	
3:30pm	School Office Closed	
5:00pm	ASPIRE Program ends	

I. SCHOOL POLICIES AND PROCEDURES

VISITORS: The school will minimize visitors on campus for the health and safety of students and employees. A visitor is defined as any individual who is a non-employee assigned to Ligan Elementary School on a daily basis and any unregistered student of the school. To ensure the safety of all, Ligan Elementary will monitor and screen all visitors including parents, spouses, children, family, friends, etc. on campus. This practice is designed to ensure the safety and welfare of everyone. **No visitor is allowed beyond the main office unless it is a GDOE service provider or building maintenance.** Employee's children who are not enrolled at LiganES, spouses and friends are not permitted to "hang-out" on campus, unless given prior approval by the Principal. We have implemented a Campus Security System here at Ligan Elementary. When on campus, all visitors must abide to the following:

- ✓ All visitors are required to proceed to the Main Office to sign-in.
- ✓ All visitors are required to show and provide their identification. Visitors without proper identification will not be allowed on campus.

**Students are not permitted to bring their siblings who are not currently enrolled at this school.

****For safety purposes: Visitors (to include parents/guardians), are not permitted to stay with their child during their lunch period. Parents/Guardians can drop off their child's lunch or snacks in the main office.**

CLOSED CAMPUS: *Ligan Elementary School is a closed campus. This means that students cannot leave the school grounds at any time without the permission of an administrator. Students must stay within the designated areas on campus upon arrival, during breakfast, recess, and lunch periods. Students are not allowed in the classrooms without proper supervision. A parent/guardian must sign out a student in the main office when picking up students early between 9:00am- 2:15pm. Leaving campus without permission from an administrator will warrant suspension.*

TOBACCO & ALCOHOL FREE ZONE: The school will do its best to maintain a campus where smoking, alcohol possession/consumption, and tobacco use are strictly prohibited.

ARRIVAL AND DISMISSAL OF STUDENTS: Ligan Elementary School main gates open at 7:15 am for student arrival and closes at 5:00pm for ASPIRE students. Students may be dropped off starting at 7:15 am and pick-up begins at 2:43pm. Car riders must be picked up no later than 3:00pm. School busses will promptly depart from campus at 2:43pm. The Guam Police Department and Child Protection Services may be contacted for any students remaining after 3:30 pm if found to be a pattern. Please adhere to the arrival and dismissal schedule as it appears on the school bell Schedule. This is necessary for a safe and efficient operation. If you check and synchronize your time with the office clock each morning there will be no problem dismissing at the right time.

For Safety Reasons & accountability Teachers will be escorting their students from the classroom to the respective hallway areas for bus riders, car riders, and walkers. This will assist in ensuring that students get to their correct areas and are taken home in a timely manner after school. ****NOTE:** *Please emphasize to your child(ren) to report directly home before venturing to a friend's house or elsewhere.*

STUDENT RELEASE (Board Policy 440): Students leaving campus during school hours must be checked out of the school office by the parent/guardian. No student will be released to any person unless the parent/guardian has communicated to the principal in writing. The parent/guardians must provide in writing the following information: (1) the name of the authorized person and (2) the date and time for such release. Photo identification will be requested from the authorized individual. **NOTE:** All authorized individuals must be indicated on the Emergency Information card.

Parents picking up students to go off campus for medical or other reasons must sign out their child(ren) in the office log book between 9:00a.m.- 2:15p.m. The office will call the student's teacher via the classroom phone and the teacher will send the student to the office. Parents will remain in the office until their child arrives from his/her classroom. **Requests (via calls/text/letters) to teacher to send students to the office prior to sign-out will NOT be accepted.** ****Note: Parents will NOT be allowed to pick up students after 2:15p.m. due to safety measures. They must wait until the bell rings at 2:43p.m. If you have an Appointment, We HIGHLY ENCOURAGE you to pick up your child between 9:00a.m – 2:15p.m.**

STUDENT INFORMATION: All information regarding a student (i.e. name, emergency contacts, guardianship, child's custody, living arrangements, address, telephone number, etc.) must be **updated** by the parent/guardian. It is the responsibility of the

parent/guardian to check with the school to ensure that the correct information is provided. All court order documents must be filled with the school administration immediately. Ligan Elementary will honor only legal documents.

In accordance with the Family Educational Rights and Privacy Act, FERPA schools are required by law to release certain student information (attendance, grades, discipline, health, etc.) only to those listed as the legal parents or court –appointed legal guardians of the student.

- **CHANGE OF STUDENT INFORMATION:**

-RESIDENCE: A student enrolled in Ligan Elementary School must reside within the designated attendance area of his/her school. Any changes during the school year which places the student outside the attendance area of his/her present school must be reported to the school and a Change of Residence Form or Withdrawal Form must be filled out. The student must then transfer to the appropriate school. The withdrawal/entry procedures will be followed accordingly.

-CONTACT NUMBERS/ ADDRESS: Parents should let the school know if their address or phone numbers have changed. Updating addresses, phone numbers and emergency contact numbers are vitally important to us because emergencies do occur. The life of a student will depend on how quickly we can contact/communicate with parents/guardians. If students have moved to another attendance area, please let our office know. It is important that the student be enrolled in his/her attendance area.

EMERGENCY INFORMATION HEALTH CARD (BOARD POLICY 337): Every student is required to submit, on an annual basis, an updated Emergency Information Health Card with the Main Office and stored in the Nurse’s office. The name and contact phone numbers of the person(s) to be called when a student is ill, needs, medical attention, or needs to be sent home must be listed on this form. Students found to be in noncompliance are to be immediately excluded from school until valid documentation is submitted. Parents/guardians shall be immediately notified of this deficiency should this case arise.

All information about a student on the Emergency Information Health Card must be accurate and **updated** every school year. The information provided on the card is important for the safety and well-being of the student. Students will not be released to any person other than the student’s legal parents, court-appointed guardians, and those persons listed on the student’s Emergency Health Card.

STUDENT REGISTRATION: Students who are entering for the first time into the Department of Education are required to have the following:

- Identification card
- A parent or legal guardian registering the student(s)
- Verification of residency from the village mayor and any one utility bill showing physical home address and/or Lease agreement for rental
- Original Birth Certificate or passport that shows the child’s name, birth date and parent’s name
- Updated medical shot records
- Medical physical examination records
- A copy of legal guardianship and/or legal documents-whenver applicable
- Other documents requested by school administrator to verify attendance area

STUDENT ATTENDANCE AREA (BOARD POLICY 318): Students are required to attend the school, which serves the attendance area which his/her parents/ legal/custodial guardians reside. Students living within the Ligan Elementary School district are to be enrolled in this school. When a change of residence places you in another school district, you must transfer to the appropriate school. If you have any questions regarding your school district, please call the school or your village Mayor’s Office. Out of District Request are only approved by the Principal’s discretion. **** Note: the population of the school varies every year and so if your child(ren) are out of district and the numbers are high, this will warrant you to withdraw and enroll your child at his/her attendance area. In-district students are priority.****

STUDENT WITHDRAWAL PROCEDURE: If parents/guardians need to withdraw their child(ren) during the school year, a Withdrawal Request/Transfer Form must be filled out and signed by a parent/legal guardian in the Main Office. The withdrawal/transfer process usually takes up to three (3) days:

- The Withdrawal/Transfer Form is given to the teacher.
- The teacher will record all necessary grades and attendance information. Teacher will route the Withdrawal/Transfer Form to the Librarian, Nurse (Attach Health Audit), Guidance Counselor, Chamorro Teacher, Special Education, ESL, and GATE (if applicable) for clearance.

- After all the signatures are completed, the classroom teacher will turn in the Withdrawal/Transfer Form, workbooks (for students transferring to another public school on Guam) and report card to the main office by 1:00 p.m. on the withdrawal date. The teacher and librarian should also note if there are any textbook or library book missing or damaged. Price for books may be obtained from the book room clerk.
- If a fine is owed by the child, the Withdrawal/Transfer Form will not be cleared, but will be sent along with a note describing the fine, to the office as soon as possible. The Librarian will be responsible for the collection if all Library's fines or charges

STUDENTS LEAVING THE GUAM DEPARTMENT OF EDUCATION (Board Policy 339): Students departing the school system up to 15 days prior to the closing of school may be granted full credit. The school should issue to such students a final report card at the time of withdrawal/transfer, the report card should show such information as fourth quarter grades, final grades, credits granted, promotion or retention as applicable.

Students who withdraw/transfer from school prior to the completion of the sixth week of the fourth quarter should be given a report card which shows grades for the first three quarters. The grades for the fourth quarter to date of the withdrawal should be on the transfer form to the receiving school recommending that the student be promoted, retained, or given credit on the basis of work done. The reason for withdrawal, however, must be substantiated.

STUDENT "IN-SCHOOL" TRANSFER: Under no circumstance is a student to be transferred from one room to another without the approval of a school principal. Student placement is finalized before the first day of school. A master roster of each room is kept in the main office and must know where every student is placed at all times.

STUDENT VERIFICATIONS: Student verification requests must be requested by the parent or guardian in the main office from office personnel. Student Verification Forms submitted to the office require a 24 hour turn-around time to be completed. Parents/Guardians requesting for student verification must provide the forms from the requesting organization or agency and is solely responsible for picking up the complete forms.

SCHOOL WEB PAGE: Liguan Elementary has implemented a school web page. Please visit: <http://lesguam671.wix.com/siheks>. We will utilize this web page to post school information/activities, classroom information, and for parents to communicate with teachers. This is also a great way to keep everyone informed with our activities here in the school. This is also in relation to the Governor's Going Green Initiative! All teachers should enter their info into the web page and review the web page for messages. It is the responsibility of each faculty member to ensure that their web page and class info is updated on a weekly or monthly basis.

STUDENT'S PRE-ARRANGED/OFF-ISLAND ABSENCES: The Principal has the authority to approve advanced absence(s) due to off-island reasons. Kindly take note of the following:

- Complete a **Pre-arranged Off-island Form** and submit it to the Main Office **five (5)** working days prior to departure. ****Submit copies of the airline tickets/itinerary, doctor's note, etc.**
- The school administration highly considers your child's teacher's input on student progress and attendance in determining the approval of the request.
- If a child is to be out for a prolonged period (10+ days), he/she may need to withdraw from school. Otherwise a doctor's certification is required to justify the absence(s).

SCHOOL VOLUNTEERS: Anyone entering the school and remaining on campus – on a regular basis, must complete a School Volunteer Registration and Volunteer Waiver Form. All school volunteers must report to the office. They are to complete a volunteer form and obtain approval from the principal (Remaining on campus between 8:30 a.m. – 2:43 pm for more than 5 minutes – on a regular basis, requires a completed and approved volunteer form and a PPD Skin test). *You may request from the School Principal.*

DIRECTORY INFORMATION (BOARD POLICY 825): Directory information about a student must be released without parent/guardian or student consent. Parents/guardians who do not wish to have directory information released without their consent must notify the school in writing within four weeks of registration or start of the school year, whichever is earlier. The following are considered directory information.

- Name
- Date and place of birth

- Residence
- Telephone Numbers
- Dates of Attendance
- School Attended
- Academic Standing (grade level, grade point average, etc.)

CLASSROOM/SCHOOL CELEBRATION OR PARTY: Parents are to complete the Classroom Party request form and must follow the stipulations stated on Board Policy 705. All parties MUST be approved by the Principal prior to the event date. Please follow the proper protocol. All approved parties must be held between 1:45p.m. – 2:15p.m. ****NOTE:** No cakes, cupcakes, candy, cookies, etc. are allowed and given to students on campus, however we encourage you to provide students with a goody bag with educational items they can use or follow the Food and Nutritional Listing.

LOST AND FOUND:

- ◆ When articles are found, they are turned in to the office and placed in the lost and found area.
- ◆ Lost articles may be claimed in the office during recess or before dismissal in the afternoon.
- ◆ Any articles left after 30 days will be appropriately disposed.

CONFISCATED ITEMS: Confiscated items will be returned only to parents or guardians. Any confiscated items unclaimed at the end of the school year will be considered abandoned by the student and will be donated to a charitable organization. Ligan Elementary School will not be responsible for the loss, damage, or replacement of any confiscated item. Students are expected to be aware of prohibited items and to use good judgment in selecting what items to bring on campus.

CELL PHONES (BOARD POLICY 406): Board Policy 406 affords students the privilege of using cellular phones on campus. The policy ensures that student possession and use of cellular phones does not hinder the daily operations of schools, does not interfere with academic instruction, and does not disrupt school operations. Students and parents are required to sign a Student Cell Phone Usage Disclosure Statement.

Cellular phone use by students is allowed before and after the instructional day, not passing time provided the devices are not displayed, activated or used during the instructional day. All cellular phones brought to school by students must be turned off or in silent mode, and secured in a back pack or similar enclosure during the instructional day. Cellular phone use by students is specifically prohibited during any class time, during assemblies, during school productions, or while in restrooms, hallways, or dining halls. Cell phones are to be turned off during any school level crisis, drills, or disaster at the direction of the school administrator. Cell phones may not be used at any time to engage or facilitate any academic dishonesty. This means using the phone’s texting or messaging abilities to inform peers of the contents of tests or other tools to measure academic mastery. Cell phones may not be used at any time to take inappropriate pictures or video clips with malicious intent. Students may bring cell phones to school at their own risk. The school will not be responsible for any lost, stolen, or damaged cell phones. Improper use of a cell phone will be subject to confiscation by a teacher or other school personnel. Inappropriate use of cell phones will result in disciplinary action.

STUDENT ABSENCES (BOARD POLICY 411): Failure to attend school regularly seriously interferes with schoolwork. All students are urged to attend school everyday unless there is a good reason for being absent. **TITLE 17 GUAM CODE ANNOTATED STATES IN PART:**

Section 6102: Duty to send children to school -Any parent, guardian or other person having control or charge of any child between the ages five (5) and sixteen (16), not exempted under provision of this Article, shall send the child to a public or private full-time day school for the full-time of which such school is in session. Any person who fails to comply with these provisions is guilty of violation for the first offense and subject to a fine.

Section 6401: (3) Truant -Truant means a pupil found to be absent from school without a reasonable and a bona fide excuse from a parent for more than three (3) days during any school year.

Section 6402: Habitual Truant -A pupil is a habitual truant if he/she has been reported as a truant three (3) or more times. If any pupil is a habitual truant, the principal or designee of the school shall request to the Superintendent to file a position concerning such habitual truant in the Family Court of Guam.

Section 6403: Attendance Officer -The Superintendent shall appoint employees of the Guam Department of Education as attendance officers. The attendance officers, any peace officer, or principal may take into custody during school hours, without warrant, any truant found any from his home and who has been reported truant.

1. A student must be present each school day unless there’s a legitimate reason.
2. He/she must be *in class* by 8:30 a.m.
3. The student must submit to the teacher an excuse note from the parent or guardian upon returning to school after an absence. Any absence without an excuse note will be considered an unexcused absence.

4. Students absent 3 or more days require a doctor's note explaining the reason for the absence.
5. Eleven or more unexcused absences will result in a referral for truancy, by the teacher. Prior to eleven unexcused absences, please apply attendance interventions by communicating with parents, i.e. notes, phone calls, meetings.
- **Excused absence-** Absences recognized as excused by the school principal as legitimate are: student illness, serious illness or death of a member in the immediate family, court or medical appointment, natural disasters (Typhoon, etc.), and Failure of Bus Transportation.

Upon returning to school following an absence, an excuse note must be given to the teacher. Students absent from school for 3 or more consecutive days, requires a doctor's excuse note (Public Law 26-104). All absences without an excuse note, even for one day, will be marked as an UNEXCUSED absence. The note should include the child's name; date(s) absent; reason for being absent; and the parent's signature. Excessive absences and unexcused absences will be reported to the truant officer for appropriate action.

- **Unexcused absence-** An unexcused absence is one that is not legitimate as determined by the school administrator. These include, but are not limited to: playing, truancy, illegal work (baby-sitting), parental neglect, and helping with parties, attending rosaries and absence due to lice after two days. Such absence may have occurred with or without the knowledge of the parent or guardian. Three or more unexcused absences per quarter are considered excessive and will be dealt with according to Guam Law. [Twelve(12) unexcused absences will result in referral to truant officer and courts.]

TARDINESS: Any student who arrives to the classroom after 8:30AM is considered TARDY. Students dropped off late, MUST report to the office to obtain a tardy pass. Parents are encouraged to use the bus system to ensure their child arrives to school on time. Tardiness will be documented and reported. The teacher will contact parents of students having 3 unexcused tardies. A student will be considered an "excused tardy," when he/she has a medical or dental reason to his/her lateness. However, your child will be given an "unexcused tardy" if there is no document to support his/her being late prior to the start of class. **Any tardy** will disqualify a student from the Perfect Attendance. Excessive Tardiness will be reported to the truant officer for appropriate action.

STUDENT DRESS CODE (BOARD POLICY 401): In keeping with the GDOE vision statement of preparing all students for life, promoting excellence and providing support, it is recognized that school uniforms enhance the learning environment. Therefore, it is **REQUIRED** that all students wear their school uniform daily, from Monday through Friday. During special celebrations and commemorations, students will be encouraged to wear a designated color shirt. This will be announced ahead of time. In addition, if your child is part of any Liguana Elementary Club/Organization that has an approved "Spirit Shirt", students will be allowed to wear them on Fridays or when the specific Club/Organization has been approved for certain occasions. Otherwise, students must be in uniform at all times. Students are highly encouraged to take pride in their uniform and appearance. Shoes are required footwear. This prevents foot injury. Flip-flops (zorries), open-toe shoes/sandals, high heels and roller blades/ heeies are prohibited. Flip-flops are permitted **only** when it is necessary; example: foot injury with a medical excuse note.

Wearing of any expensive jewelry - earrings, bracelet, rings, necklace with pendant, is highly discouraged. This helps prevent temptation and theft from happening amongst our students. If such jewelry is worn the school will not be held responsible for it being lost, missing or stolen. **** Our official vendor is Royal Bics located across Atkins Kroll Toyota in Tamuning.**

STUDENT RECORDS/ CUM FILES (Board Policy 825): To see your child's records please make an appointment with your child's teacher, the guidance counselor, or the principal. Parent rights include:

- The right to inspect and review your child's educational records.
- The right to request changes in the records to correct inaccurate, misleading information or to delete information that is in violation of privacy rights.
- The right to control access to your child's records and
- The right to file a complaint with the U.S. Department of Education if you feel that the school is not in compliance with the Family Educational Rights and Privacy Act.

***Parents' Rights, however, do not include removal of the student records from the school's custody for any reason whatsoever.*

PARENTAL GRIEVANCES (SCHOOL BOARD POLICY 830):

1. **Discussion with the Teacher**-Discuss the grievance or complaint with the child's teacher first. If it is a pupil - teacher problem, the parent/guardian must make an appointment - via the Assistant Principal's office, to consult with the teacher at a time which will not interfere with instructional time.
2. **Joint Meetings**-If after consultation with the teacher, the parent or guardian is still not satisfied, he/she may then request a joint meeting with the teacher and the school assistant principal. If, after consultation with the teacher and the assistant

principal, the parent or guardian is still not satisfied, he/she may request a joint meeting with the teacher, the assistant principal and the principal. If, after consultation with the teacher, the assistant principal and the principal the parent or guardian is still not satisfied, he/she may request a joint meeting with the Deputy Superintendent ESCL.

3. **Appeal to the Superintendent of Education**-If the parent or guardian, teacher, assistant principal, principal and the Deputy Superintendent of ESCL are unable to arrive at a satisfactory understanding of the problem involved, the parent or guardian may then appeal, in writing, to the Superintendent of Education.
4. **Appeal to the Board of Education**- If after a written appeal has been made to the Superintendent of Education and a satisfactory understanding of the problem still cannot be reached, the parent or guardian may submit an appeal, in writing to the Guam Educational Policy Board.
 - A. The Superintendent of Education will facilitate the appeal to the Board and will notify all persons involved in the case.
 - B. If in his/her appeal or complaint, the parent or guardian makes allegation or accusations against the teacher, assistant principal, principal or other staff member, the Superintendent of Education shall be responsible for furnishing a copy of the allegations or accusations to the accused. The teacher, assistant principal, principal or other staff member, if he/she so desires, may submit a written reply or report to the Guam Education Policy Board.
 - C. All parties to the dispute shall be entitled to a personal hearing before the Guam Education Policy Board. At this hearing, discussion must be limited to the points contained in the written appeal or complaint.

PARENT –TEACHER- ORGANIZATION (PTO): The PTO meets on the second Wednesdays of every month at 6:00pm and are actively involved in school improvement projects. The PTO works for a positive learning environment by providing both financial and volunteer support. The PTO sponsors a variety of activities such as fundraisers and family nights. The support and dedication of the PTO have assisted LES in planning activities and events. Parents and teachers are strongly encouraged to become an active member of the PTO. Officers and committee members are needed to make this organization strong in advocating for the needs of the school.

Note: Out of District parents/guardians are required to attend monthly PTO Meetings. Sign-in log sheet will be provided.

-SCHOOLWIDE DISCIPLINE-

Liguan Elementary School has an average student population of 470 students. Because of this student count, we need to ensure that every student is provided a safe environment. We also desire a harmonious environment conducive to quality education. To accomplish this, LES has adopted the **PBIS** (Positive Behavioral Interventions Support) initiative. It is a team based systematic approach in teaching the behavioral expectations throughout the school year. It is based on a proactive model which teaches appropriate behaviors, reinforces, and recognizes children who are able to model these behaviors.

- **Philosophy:** PBIS is a team based systemic approach in teaching the behavioral expectations throughout the school. It is based on a proactive model which teaches the behaviors, reinforces and recognizes children who are able to model these behaviors and has systems in place to support children who have a difficult time or may present with more challenging behaviors. The team approach is what truly makes this system work and we really need every family's support to help us be successful.
- **Approach:** Instead of using a patchwork of individual behavioral management plans we have moved to a school-wide discipline system that addresses the entire school, the classroom, areas outside the classroom (such as hallways, restrooms, cafeteria, offices, playground). Every person who works in the school is aware of the behavioral expectations and works to ensure students are consistently getting the same message regardless of the setting they are in, or the adult they come in contact with. In order to accomplish this task, these are the critical components of PBIS that are implemented school-wide.
- **Behavioral Expectations are Defined.** A small number of clearly defined behavioral expectations are simply stated in positive terms. Hopefully you are or will become aware of them. The school-wide behavioral expectations are: ***Be Healthy, Be Responsible, Be Safe, Be Respectful, and Be Smart.***
- **Behavioral Expectations are Taught:** Teachers here at Liguan Elementary School will create lessons on their expectations. These lessons teach about how to arrive at school, how to leave school, how to behave in the cafeteria etc. The behaviors are taught to all of the students in the school through direct teaching with the help of some helpers.
- **Appropriate Behaviors are Acknowledged:** Once appropriate behaviors have been defined and taught, they are acknowledged in various ways on a regular basis. You may see students' pictures up, or stickers come home, classrooms may be announced and we may ask parents to let us know when they see their children following their expectations at home.
- **Data Collection:** Office Discipline data is collected on school wide behavior and a team (School Climate Cadre) reviews the data regularly to determine when and where the problems are occurring. The committee then brainstorms ways to

proactively address the problems, reteach and reinforce positive behaviors. All faculty, staff, students, and parents are represented on the team.

- **Individual Support is Provided for Students not Responding to the School-Wide System:** Each of the school's teams work on plans for individual students who may have a difficult time and need more support in the school setting. This team meets periodically during the school year. Parents are viewed as active partners in developing plans to help these students succeed.

STUDENT BULLYING/CYBER-BULLYING (Board Policy 409):

Bullying, harassment, and intimidation are **defined in 17 GCA Section 3112.1(a)** as “any gesture or written 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 reasonable fear of his or her person or damage to his or her property, or 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.” Cyber bullying is defined as “the use of any electronic communication device to harass, intimidate or bully” another individual. Harassment, intimidation, or bullying includes but is not limited to, such a gesture or written or verbal 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’.

DUE PROCESS OF LAW:

In all disciplinary actions included herein students will be afforded due process of the law as stipulated in Federal and Guam Law, and in accordance with GDOE policies and regulations. Consequences for serious offenses are at the discretion of the administrator. Offenses are annotated in the Guam Code Annotated and Board Policy 4051X D. Consequences as cited in the Guam Public School System’s Student Procedural Assistance Manuel (SPAM) will be followed. For definitions of infractions and/or consequences, visit the Student Support Services link on the Guam Department of Education website (www.gdoe.net).

DISCIPLINE INFRACTIONS : To ensure the safety and welfare of our school community, students are provided a safe environment that is harmonious and conducive to quality education. There are certain rules and regulations, which all students must follow. Our faculty, staff, and administration have the responsibility to assure that all students know and understand the rules of the classroom, hallways, cafeteria, playground, bus, and restrooms. A student will be given three (3) chances, after that an Office Discipline Referral (ODR) will be given along with a counseling session with the School Principal. (Please see discipline infraction at the bottom) Currently, these infractions would require immediate intervention from school personnel. Teach and encourage your students that they should avoid engaging in such offenses in school. Advise the students that if they have a problem while in school, they need to seek help from school personnel as soon as possible. Please be advised that the following may be subject to change due to updates and/or revisions from the Student Support Division.

Parent Responsibilities:

1. Insist on regular school attendance
2. Teach your child to respect authority
3. Teach your child to respect personal property
4. Teach and have your child perform proper personal hygiene at all times (shower every morning, brush teeth, comb hair, etc. prior to coming to school)
5. Ensure your child wear clean uniform/ clothes daily to school
6. Know and understand the rules of the schools (5 behavior expectations)
7. Be involved by attending parent/teacher/conferences and school functions/activities
8. Ensure your child is ready to learn by having a good night’s rest, eating a healthy breakfast, providing needed supplies
9. Ensure you bring your child to school and pick up him/her up ON TIME if transportation is used..

DISCIPLINE REFERRAL: (Elementary-District wide system)

Problem Behavior:

- ❖ Inappropriate Language
- ❖ Bullying/ Harassment
- ❖ Disrespect/ Defiance
- ❖ Disruption
- ❖ Fights/Physical Aggression
- ❖ Theft
- ❖ Vandalism/Property Damage
- ❖ Weapons

Minor Behaviors:

- * Tardy
- * Inappropriate Language
- * Physical Contact
- * Dress Code Violation
- *Technology Violation


Teacher/Staff Interventions Provided:

- ❖ Student Warning
- ❖ Use of Time-Out
- ❖ Removal from activity/area
- ❖ Time with teacher
- ❖ Re-teach/practice expected behavior
- ❖ Parent Contact by teacher
- ❖ Parent Note by teacher
- ❖ Parent Conference with teacher
- ❖ Individual Behavior Plan
- ❖ Referral to School Counselor
- ❖ Previous Referral to Office

GOTCHA RAFFLE TICKETS:

Students can earn tickets for good behavior. Tickets can be given to any student displaying appropriate behavior by any school personnel in or outside the classroom. Students who earn a Gotcha Raffle Ticket, submits his/her ticket into the Classroom's Raffle Bucket. Gotcha Raffles are held biweekly (2 tickets per homeroom). The winners will be participating in selected school activities such as extra recess, VIP seating, dress out day, eat lunch with the Administrator, Game Room, etc. and will be recognized during the Soaring Sihek Assembly and/or the intercom.

SIHEKS SCHOOL-WIDE BEHAVIORAL EXPECTATIONS

	ARRIVAL/ DISMISSAL	HALLWAYS/WAITING AREAS/ASSEMBLIES	CLASSROOMS/ LIBRARY	PLAYGROUND/ RECESS/ RESTROOMS	CAFETERIA
Be Respectful	Follow all school behavioral and safety expectations	Smile with your eyes and wave to teachers, staff & peers Use kind actions and words	Greet teachers, staff and peers Use kind actions and words	Keep hands, feet objects to yourself Listen & follow directions Use kind actions and words Respect the privacy of others Keep restroom clean and the floor dry	Listen & Follow directions Use indoor voices Show good table manners
Be Responsible	Get temperature check upon arrival Inform teacher/staff if you are feeling sick Go to your designated area	Take care of your materials Listen and follow directions Follow the blue line and watch your distance	Stay in assigned sitting area Engage in learning Be prepared to learn Stay on task Listen & follow directions	Listen & follow directions Watch your distance Collect your belongings Eat your own snacks/drink in your designated area Wait your turn Go, Flush, Wash and Leave Wash your hands after use Throw paper towels in the trash bin	Follow the arrows and stay on your red dots Stay seated in your area Clean your area Throw your trash into the trash bin Raise your hand if you need help
Be Safe	Wear a mask Practice 6 feet physical distancing Wash hands frequently Follow safety signs and protocols	Wear a mask Practice physical distancing Follow the arrows Walk at all times	Wear a mask Practice physical distancing Sanitize hands before and after entering class/library Use your own materials	Wear a mask Practice physical distancing Be aware if your surroundings Play by the rules Sanitize hands after recess Wait your turn Report any problems to an adult	Wear a mask upon entering, Masks may be taken off while eating Practice physical distancing Wash or sanitize hands before and after eating

II. STUDENT SUPPORT SERVICES

STUDENT TRANSPORTATION: Your child's mode of transportation to and from school must be indicated on the Student Information Sheet. You must also indicate how your child will be transported home in the event that students are released early due to power outage, water outage, inclement weather conditions or other types of emergency incidents.

Changes in mode of transportation, bus, bus station, or designated person for pick-up **must be reported in writing to the school office. Please refrain from changing mode of transportation (i.e. bus to pickup or pickup to bus) unless it is an emergency.*

FOOD SERVICES: To help schools achieve their academic aspirations, SODEXO fosters a healthy lifestyle and creates living and learning environments that are conducive to success of all students. Environmentally friendly school facilities help drive student achievement and are important criteria to help parents understand and entrust the schools more.

THE COMMUNITY ELIGIBILITY PROGRAM: The National School Lunch Program and the School Breakfast Program nationwide now include a new universal meal service option. The Community Eligibility Provision (CEP), which has been phased in by the U.S. Department of Agriculture (USDA) over the past several years. CEP was created through the Healthy, Hunger-Free Kids Act of 2010, and allows qualifying high-poverty local educational agencies and schools to offer breakfast and lunch at no cost to all students without requiring families to complete an annual household application. Liguán Elementary School has been selected to participate in the CEP for SY 17-18.

FOODS WITH MINIMAL AND MINIMUM NUTRITIONAL VALUE (*Board Policy 705*): The recently approved Board Policy 705, Food & Nutrition Services Management Policy adopted on July 27, 2005, foods with minimal nutritional value (such a soda, ice cream or similar products, hot/spicy chips, candy, cookies, chewing gum, candy coated popcorn, cupcakes, cake, etc.) are strictly prohibited from being consumed at school. In addition, for the safety of all students, edible holiday or edible seasonal treats are prohibited from distribution to students/classmates. (ex.: Halloween candy, Valentine's Day candy or popcorn, Christmas Cookies or Easter's marshmallow treats ,etc.)

FIELD TRIPS: Field trips may be scheduled during the school year to supplement lessons and expose students to additional information with regards to the unit of study. Parents are welcome to participate. For the safety of everyone, parent volunteers are required to fill out a School Volunteer form in the office. Any child without a written consent form and has not submitted payment will not be allowed to participate. Permission given over the phone will NOT be accepted. Students are representatives of Liguán Elementary School and are expected to conduct themselves appropriately at all times. Please discuss behavioral expectations with your child/ren before each field trip.

PARENT-FAMILY-COMMUNITY OUTREACH PROGRAM: The PARENT-FAMILY-COMMUNITY OUTREACH PROGRAM (PFCOP) is a federally funded program that is available for teachers if they need assistance. This program consists of social workers, and a community program aide who provides social services and outreach work to all public schools. They advocate for students, facilitate communication between parents/families and schools, utilize community resources and coordinate parent workshops to promote awareness and parental involvement. More information can be obtained through the Federal Programs Division with the Guam Department of Education or at our Main Office.

SCHOOL GUIDANCE COUNSELOR: As part of the support staff at Liguán Elementary, your child's School Counselor is professionally trained to assist student's learning.

Your school counselor:

- Works with individuals and groups.
- Performs classroom guidance.
- Reviews test results to understand your child's progress and ability.

More importantly, your school counselor works to enhance your child's self esteem. Self-esteem is the first step upon which all human success is built. It is the most effective preventative for any serious emotional, social, behavioral or learning problem.

If you would like to see the Counselor, You may visit the counseling office before school, during break or lunch, or after school to make an appointment. If it is urgent, please call the counselor or call the office personnel and leave a message. Students must have

a hall pass or corridor pass from their teacher to see the counselor during class time. Parents may contact the counselor for appointments or other concerns between the hours of 8:30am and 2:43 pm

- **CHILD STUDY TEAM:**

Should there be a concern regarding a student who has been experiencing some difficulties in class, a Child Study Team Meeting may be requested by the teacher with the school guidance counselor, school administrators and parents of the student by the end of 2nd Quarter. The referring teacher should fill out and complete the necessary forms prior to the first meeting. The forms which need to be filled out and completed are the "School Health Counselor Service Request" form, the "Request for Child Study Team Assistance" forms, the "Child Identification Checklist", and submit a copy of the packet to the guidance counselor for scheduled staffing with an Administrator. All referrals must be accompanied with work samples and/or parent contact log. Bring the above documents and work samples to the staffing and the 1st scheduled Child Study Team meeting.

- **RETENTION OF STUDENTS (BOARD POLICY 339):**

Decisions regarding the possibility of retention may depend upon the following criteria:

- a. Age of the student
- b. Stage of physical and emotional maturity
- c. Recorded achievement

The Counselor and the Administration cannot be expected to support a teacher's "last Minute" effort to retain a student.

Possible/potential retention should be spotted by the end of Second Quarter. Following are the appropriate steps to proceed with your concern:

- 1) Express your concern to the Counselor.
- 2) Express your concern to the parent. (Written Form)
- 3) Complete Light's Retention Scale Form.
- 4) Counselor & Teacher schedule conference with parents to review existing data.

Teachers would be highly sensitive to the identification of students with academic difficulty, who have been consecutively passed on to the next grade. Our duty as educators is to prevent the potential of academic failure.

LIBRARY: The library is available to all students and teachers. Please ensure it is kept in good, operable order so that it will remain useful to all who need it. The library visitation schedule will be provided to you. Each class is allotted a 30-minute time slot per week. Teachers are to remain with their class at all times during the library time period. This is not a free period. If you opt to not attend your designated library time due to a continued lesson in progress, kindly inform the Librarian that you will not be attending your library time for that day.

The library is open throughout the school day. It may be closed occasionally for special activities. Each class has at least one library period a week with a minimum of thirty minutes. Kindergarten, first, and second grade students are allowed to check out one book at a time; third through fifth grade students may borrow two books at a time. Books must be returned before students may borrow again. If you borrow it, return it. Teachers are asked to return their students' borrowed library books during their library time.

- **LOST BOOKS-** Students are responsible for the books checked out. Students with overdue books may not check out additional books. Overdue notices will be sent home via the student and must be taken care of the next day. All library fees and repayment of books are to be paid with the Librarian. Lost or damaged books must be paid for at its cost which is the book price. Please make checks payable to Liguán Elementary School

- **LIBRARY RULES:**

Students are required to exhibit proper library behavior at all times. They should be reasonably quiet and respectful of other persons and property. Inappropriate behavior may result in curtailment of library privileges.

- No food or drinks allowed in the library.
- Keep the noise to a minimum. The library is a quiet learning environment.
- Students utilizing the library during class time must have a pass from their assigned teacher.
- No loitering allowed. The library is a learning environment of the school.
- Keep our library NEAT & CLEAN! Throw trash in the trash containers, push in chairs, place resources such as library books, magazines, etc. in book cart or on shelves.
- Refrain from damaging furniture, equipment, and resources.

- **COMPUTERS:**

Computers are available for use in the library for educational or school-related purposes. The Librarian will assist students and teachers when needed. Students demonstrating inappropriate use of the computer will be disciplined accordingly.

Internet access is available on the computers in the library. Internet use is for educational and school-related purposes **ONLY**. Students **MUST** submit the Educational Technology User Policy Form in order to use the computers.

- **EDUCATION TECHNOLOGY USE POLICY INFORMATION (Board Policy 379):**

Liguan Elementary School has established a computer network and is pleased to offer Internet access for student use. LES has two (2) computer labs, one is for primary and the other one is for intermediate. This will provide them with access to a variety of Internet resources and the wealth of information available. In order for students to use the Internet, students and their parents or guardians must first read and understand the following acceptable use policies. No student will be allowed to participate in individual telecommunications activities without this form on file. Failure to adhere to these guidelines may result in the suspension or revocation of the privilege of access.

ACCEPTABLE USES:

1. The computer network at Liguan has been set up in order to allow Internet access for educational purposes. This includes classroom activities, research activities, peer review of assigned work, and the exchange of project-related ideas, opinions, and questions via email, message boards, and other means.
2. Students will have access to the Internet via classroom, library, lab or other school computers. Student access is limited to times designated by their teachers.
3. Network users must respect resource limits and must remain within the allotted disk space as determined by their teachers. Users are responsible for deleting old emails or other files that may take up excessive amounts of storage space.
4. Student use of the Internet is contingent upon parent/guardian permission in the form of a signed copy of this Acceptable Use Policy. Parents/guardians may revoke approval at any time.
5. Material created and/or stored on the system is not guaranteed to be private. Network administrators may review the system from time to time to ensure that the system is being used properly. For this reason, students should expect that emails, material placed on personal Web pages, and other work that is created on the network may be viewed by a third party.
6. Network users must keep their passwords private. Accounts and/or passwords may not be shared.
7. Network users are expected to adhere to the safety guidelines listed below.

SCHOOL HEALTH COUNSELOR (NURSE): Our school's nurse is available to assist our students with any ailment they may encounter while in school. They have the same hours as teachers. They are available from 8:15 a.m.. --2:43 p.m. daily. They perform the following:

- Vision, hearing, dental and lice/nits checks annually. The child's teacher will be notified of concerns.
- Dispenses prescription medication only after parents has completed the required form. All medication is to be stored in the nurse's office. **Administrators and Teachers are not to administer medication.** In the event there is no school nurse on campus, a school nurse from another school can administer the medication.
- Investigates student referrals: If a child exhibits classroom problems, they may be related to health problems, vision, hearing, dental, hyper activity, physical and emotional difficulty at home.
- Serves as a resource person for coordination with other agencies, and community resources.
- Monitors health & hygiene of students and takes appropriate action.

- **DISPENSING OF MEDICATION (BOARD POLICY 421):**

Internal medicine can be administered by the School Health Counselor **ONLY** to any student upon written permission by parent/guardian. Medication received in anything but its original container will not be administered even if the parent signs consent. All medication must be turned into the health counselor who will dispense the medication as directed. Students who need to take medication during the school day are required to report to the school nurse at their scheduled times. The school nurse will be responsible for holding and dispensing the medication. At the end of the school day, the student will visit the nurse to retrieve prescription medicine. Students are prohibited from bringing non-prescription drugs to school or transferring non-prescription drugs to other students.

- **LICE/NITS (Board Policy 336.3):**

Student who are found with head lice are not allowed to come to school until he/she is treated and cleared by the school nurse/ designee. The school health counselor will issue a form for treatment. Upon returning to school, the student will be checked and cleared to return back to class. If the student does not return to school after two (2) school/calendar days, subsequent absences will be marked unexcused.

- **CHILD ABUSE and NEGLECT:** Child abuse/neglect occurs—as defined by P.L. 20-209—whenever a child's physical or mental health or welfare is harmed or threatened with harm by the acts or omissions of the person(s) responsible for the child's welfare. A person primarily responsible for a child's welfare is defined as a parent, guardian, foster parent, or an employee

of the residential home, institution, or agency. In other words, in other words, child abuse/neglect can only be committed (in the legal sense) by those individuals who are responsible for providing food, clothing and shelter to a child.

- **Duty of School Personnel to Report** -School personnel who become aware of a child whom they suspect has been abused or neglected shall:
 1. Report their suspicions immediately by telephone directly to CPS (475-2672 or 475-2653) or to the police.
 2. Inform their supervisor about the suspected abuse/neglect situation ASAP
 3. Send a written report within 48 hours to CPS using the designated form (SPAM Manual-see Admin)
 4. Refrain from conducting any type of investigation for the purpose of determining if the suspected neglect/abuse has occurred.

**The Law also provides "anyone participating in good faith in the making of a report pursuant this section shall have immunity from any liability, civil, or criminal, that might otherwise be incurred or imposed."

III. SCHOOL PROGRAMS

E.S.L. PROGRAM (ENGLISH AS A SECOND LANGUAGE):

The English as a Second Language (ESL) Program has been developed and implemented to identify, assess, and provide appropriate educational services to all ELLs. The ESL Program focuses on the development of English communication skills in an environment that treats language as whole, real, authentic, and interesting. The four domains necessary for effective communication in English (listening, speaking, reading, and writing) are addressed in this context.

All students who enter Liguon Elementary are required to fill out a Home Language Survey. Students who enter from off-island schools may also be given a test of language proficiency to determine their placement in classes. Liguon Elementary offers sheltered classes to students whom English is a second language. These classes will ease the student's transition into the school and enable them to complete the requirements of classes. When necessary, translators may be called in to help students and parent/guardians who have difficulty understanding the requirements or filling out required forms. A consultation program is also provided for students who test out of the language proficiency test. These students are mainstreamed in the general curriculum with modifications made in their instruction.

- **How is a student identified as ESL?**

The Language Assessment Scale (LAS) is the instrument used by DOE to determine the level of the student's oral language proficiency. The LAS Test will be administered to the following students:

- a. Students who have completed Home Language Survey (HLS) contain a language other than English.
- b. Any student recommended for testing by a regular classroom teacher.
- c. Any other student whose English proficiency is questionable.

- **Determining ELS Eligibility:**

Level 0 – 1 Non English Speaker **Level 2** – 3 Limited English Speakers **Level 4** – 5 Proficient English Speakers

- Priority for Self-contained ESL transition classes will be given to students who score Level 3 and below of the LAS Test. We will service the students based on the most critical need to least critical need. At the end of each quarter we will evaluate the student's progress and/or administer the LAS Oral Post Test and Reading/Writing Test to determine if the student should return to the regular classroom.
- Students who score a Level 4 and in the LAS Oral Test but score a level 1 and 2 (LEP) Limited English Proficient in Reading/Writing Test are identified at-risk academically due to the inability to read and write in English.
- Students who score a Level 4 and 5 in the LAS Oral Test and score a Level 3 (FEP) Fluent English Proficient in Reading/Writing Test will remain in the regular classroom.

- **Notification of Parent/Guardian**

A notice will be sent home informing the student's Parent/Guardian that the child is eligible for ESL Services. Once the parent signs, we will place the child for services.

- **Exemption from the Program**

A. LAS Oral Post-Test

Students may exit the ESL Transition Class if:

LAS Post-Test score is Level 4 — 5.

Most recent grades are all "C" or above at appropriate grade level.

ESL teacher recommends exiting based on documentation.

B. Reading/Writing Test

Students who have scored a Level 4 or 5 in the LAS Orals Test will be administered a Reading/Writing test. Results from this test will identify the student's competency level: RAW Level 3

RAW Levels 1 & 2

FEP = Fluent English Proficient

LEP = Limited English Proficient

SPECIAL EDUCATION PROGRAM:

The Special Education Program ensures the provision of education for students with special needs in a way that addresses their individual differences and needs. This process involves the individually planned and systematically monitored arrangement of teaching procedures, adaptive equipment and materials, accessible settings, and other interventions designed to help learners with special needs achieve a higher level of personal self-sufficiency and success in school and community.

Our Special Education classroom is a Resource Room. When the Individual Educational Plan (I.E.P.) Team determines that a child will be successful in the Special Education classroom, the child may spend between 30 minutes to 300 minutes day in the Special Education Room depending on his/her Individual Educational Plan (I.E.P.). If a child displays sufficient progress, the I.E.P. team can determine that the child could be returned full-time to a regular classroom. Refer to the Office for more information

Students who have disabilities but whose disabilities do not interfere with their ability to progress in general education, are not eligible for special education services. However, they may be entitled to a 504 Accommodation Plan. A 504 Accommodation Plan is designed to accommodate the unique needs of an individual with a disability, as required by the Americans with Disability Act (ADA).

• QUARTERLY REPORTS FOR ALL SPED STUDENTS:

As cited in all student's I.E.P., teachers are to complete a quarterly report (**16B**) on their students' progress. To be in compliant with the student's Individualized Educational Plan (IEP), all teachers with special needs students are to:

- Complete a SPED Quarterly Report after each quarter.
- Review your documented progress of your student per each objectives
- Enter each of your student's I.E.P. Goals & Objectives onto report.
- Properly annotate the progress levels your student had accomplished for the quarter
- Submit the Quarterly Report form along with their student's report cards, for admin to review at the end of each quarter.
- Send home the 16B Receipt for parent(s)/guardian(s) to sign.
-

G.A.T.E. (Gifted and Talented Education) PROGRAM:

Students meeting the criteria will receive additional enrichment in all content areas.

How a student is identified as GIFTED?

- NOMINATION by teachers, counselors, parents, peers throughout the year.
- NATIONAL STANDARDIZED ACHIEVEMENT TEST SCORE minimum norm composite score required (80 percentile).
- TEACHER Rating SCALE in these characteristic areas: Motivational, creativity, leader, communication, and planning.
- PARENTAL PERMISSION FOR TESTING

AFTER SCHOOL PROGRAM for INSTRUCTIONAL REMEDIATION and ENRICHMENT (ASPIRE) & EARLY BIRD PROGRAM:

EARLY BIRD and ASPIRE (After School Program for Instructional Remediation & Enrichment) are for students performing below grade level who need instructional remediation to get back on track with grade level or meet benchmark in the areas of ELA and Math.

Early Bird and ASPIRE provides classroom instruction using technology (Moby Max), school tutoring, and enrichment activities for students in grades K- 5th.

CHAMORRO PROGRAM:

Public Law 21-31 mandates the teaching of Chamorro Language and Culture. Teachers will follow the Chamorro Program Curriculum and are responsible to give every student a grade every quarter. They are also responsible to submit Lesson Plans and administer quarterly assessments to track student data.

IV. GRADING POLICY

(Board Policy 350)

1st Semester (1st & 3rd Quarter) will be a Progress Reporting period and not a final grade for Reading, Language Arts, Math, Science, Social Studies and Chamorro. Your child will receive the following:

Pass(**P**)- Enough evidence to determine passing

Not Enough Evidence (**NE**)- Not Enough Evidence to determine passing

No Grade (**NG**)- No contact with student or no evidence submitted

2nd Semester (2nd & 4th Quarter) will be Report Card reporting period. Final grades will be based on a Tiered Grading System. Please see the following:

4-Exceeding (Demonstrates thorough understanding of standards and skills, and performance goes beyond what has been explicitly taught)

3- Proficient (Demonstrates understanding of content knowledge and skills without assistance)

2- Approaching Proficiency (Demonstrates some understanding of content knowledge and skills with assistance)

1- Needs Supports (Demonstrates limited understanding of content knowledge and skills only with a lot of assistance)

0- No Grade/No Evidence (No Work submitted to make a final determination)

STANDARD BASED GRADING (SBG):

Standards Based Grading (SBG) is a system of assessment, grading and reporting that measures student achievement of identified standards, skills and topics at each grade level and course taught in the GDOE. The goal of SBG is to better assess, monitor and communicate what each student knows and is able to do according to a clear and prescribed set of academic and behavior expectations. This initiative change is probably one of the largest and most consequential efforts ever made in this department with regards to curriculum and instruction. The department is open to more input and feedback from stakeholders before it will be finalized and implemented.

PARENT PORTAL:

In addition, the **Parent Portal** is an asset to parents who wish to monitor their child's academic progress and/or daily attendance throughout the school year. Letters were given to all parents of public school students providing the Parent Username and Parent Password needed to create an account. Parents of first-time public school students or parents who may need this information may contact the main office.

PARENT-TEACHER-CONFERENCES:

Parent Teacher Conferences will be held twice this school year during first and third quarter. Parents are highly encouraged to attend these conferences to discuss their children's academic and behavior progress. We understand that parents/guardians have a busy schedule, so you may sign out and pick up your child's Report Card in the school cafeteria. You may be asked to fill out a short perception survey to help improve our school.

ASSESSMENTS:

Teachers will be assessing students at the beginning, middle and end of the school year to track student data in the areas of Reading, Math, and Language Arts. The following are assessment tools teachers use to monitor student data:

1. Aimsweb Benchmark Assessment
2. Moby Max / IXL
3. Common Formative Assessment (CFA)- Pre/Post Tests
4. ACT Aspire/ SBA District Wide Assessment (given in April)
5. Teacher-made tests- Screening, Diagnostic, Accountability

V. EMERGENCY PROCEDURES

TYPHOON PROCEDURES (Guam Homeland Security/Office of Civil Defense):

CONDITION OF READINESS: (COR 4) – Normal (COR 3) - No Action (COR 2) - Action is required

If COR 2 is declared when school is in session, the following procedures shall be observed:

Students:

- Students not normally transported by buses shall be dismissed immediately.
- Transportation officials will send school buses to the schools.
- As soon as buses arrive the children who are normally transported by bus shall be sent home.
- Car riders will be released as soon as parents/guardians arrive.

Parents/Guardians: Listen to the radio/media for any news on the storm updates. If your child(ren) is/are car riders, please arrange to pick up your child ASAP at school. Campus officials need to return back into the school to secure the school for the impending storm.

- If your child(ren) is/are bus riders, please be home to receive your child(ren) or make the necessary arrangements for someone to greet them when they get home.
- Listen to the radio/media for any news on when the school will open. ****NOTE:** Procedures vary with each incident. *LISTEN* to the radio for details.

FIRE DRILLS:

Evacuation drills will be held periodically to ensure safe and rapid evacuation of the building in case of emergencies.

- **When the alarm is sounded, TEACHERS:**
 - Will carry emergency class handbook (class list, parent contact nos.) and proceed outdoors. Students will not be permitted to carry books or excess clothing. Teacher will check attendance to ensure all students are accounted for. In the event a student is not with the teacher, the teacher is to inform the administrators or designees as to where to locate the student(s).
 - Will line up class at a safe distance or 100 ft. from the main building. Clearance should be given for hydrants and entrance where fire fighting equipment will come. Under no circumstance should teachers and students return to the building until on all-clear signal is given.
- **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 feet away from the nearest building and remain there quietly until the school bell rings to signal return to the building.

EARTHQUAKE SAFETY DRILLS: DROP, COVER & HOLD:

The Federal Emergency Management Agency (FEMA) reiterates its long-standing advice for staying as safe as possible during an earthquake. It's easy to remember and even easier to do: **DROP** to the ground; take **COVER** by getting under a sturdy table or other piece of furniture: **HOLD** on until the shaking stops. Don't try to evacuate the classroom until the quake is over. Once the quake stops, count quietly to (60), then evacuate. Remain calm to ensure an orderly evacuation. Do not re-enter the building until it is determined to be structurally sound. In an office, bathroom or hallway with an immediate outside exit, evacuate and get outside. If not, take shelter under a desk or along an inside wall. Doorway arches offer good protection also. If you are outside, stay outside, and stay in an open area.

BOMB SCARE THREAT PLAN:

Office personnel and employees will be instructed to screen anonymous or suspicious calls to the main office during working hours and inform school administration immediately when a phone call of a bomb threat occurs. School administrators will immediately be instructed to guide students away from the building using the fire drill evacuation plan. **Note:** If a threat is called before the start of the school day, students will be diverted to a safe location away from the school building with the assistance of instructional aides, custodians and other essential personnel.

The Emergency Operations Team will then take effect and communicate instructions and logistics to school personnel for the safety of students. All school personnel will be held accountable for students. Instructional Aides and Custodians will assist in guiding students to a safe area and general supervision. Students will be grouped according to grade level. Once the school is cleared from the Fire Department or appropriate agency, students, faculty and staff will then be permitted to occupy the building.

EMERGENCY CLOSING OF SCHOOL:

This would apply in all instances where pre-planning is not possible: i.e. loss of water, a natural disaster or other quick developing emergency situations. Upon these situations, will require Liguon Elementary to close.

The office will:

- coordinate evacuation/dismissal with GDOE-Central Office;
- update the media with closing schedules and procedures;
- arrange for bus transportation for all bus riding students; and
- contact parents of students - who are car riders by phone, to pickup students.

To Parents/Guardians:

- Listen to the radio/media for any news on the storm updates
- If your child(ren) is/are car riders, please arrange to pick up your child ASAP at school. (Campus officials need to return back into the school to secure the school for the impending storm.)
- If your child(ren) is/are bus riders, please be home to receive your child(ren) or make the necessary arrangements for someone to greet them when they get home.
- Listen to the radio/media for any news on when the school will open.

****NOTE:** Procedures vary with each incident. Please *LISTEN* to the radio for details.**

Thank you for taking the time to read this handbook.

