

Guam Department of Education
Adacao Elementary School
PARENT and STUDENT
HANDBOOK
SY 2022-2023



School Administrator
Janice R.A. Chargualaf, Principal



" Adacao Elementary School is accredited by the Accrediting Commission for Schools, Western Association of Schools and Colleges."

Table of Contents	
	Page
Schoolwide Learner Outcomes (SLOs)	3
School Bell Schedule	4-9
Parents' Rights and Responsibilities	10
Parental Grievances	10
Parental Involvement Initiative Leave	11
Prohibited Items on Campus	11
School Policies: Arrival and Dismissal of Students	11
School Policies: School Attendance Area	11
School Policies: Absences	11
School Policies: Tardiness	12
School Policies: Report Cards and Mid-Quarter Reports	12
Student Policies: Withdrawals and Transfers	12
Student Dress Code	12
Articles Prohibited on Campus	12
Return Check Policy	12
Classroom Visits	12
Visitors On Campus	12
Lost and Found	13
Off-Campus Requests	13
Student Off-Island Requests	13
Student Withdrawal Procedures	13
Student Verification	13
Celebration/Party Requests	14
School Supplies	14
School Sponsored Clubs and Organizations	14
Fund Raising	14
Registration and Health Cards	14
Fieldtrips	14
Positive Behavior Intervention Support Program	15
Lani Kate Curriculum	15
School-wide Expectations	16
School Discipline	17
Bus Rules	18
School Guidance Counselor	18
School Health Counselor	18
School Programs/Services	19-20
Emergency Procedures	21
Recess Before Lunch	21
School Re-Entry Plan Addressing COVID-19	22-26

Schoolwide Learner Outcomes (SLOs)

Academically Responsible			
	MARGINAL	EMERGENT	PROFICIENT
Students will demonstrate proficiency in grade level skills in Language Arts, Reading and Math.	I can show what I have learned with some help.	I can show what I have learned with little help.	I can show what I have learned on my own.
Students will set goals and communicate their progress.	I can reach my goals with some help.	I can reach my goals with little help.	I can reach my goals on my own.
Students will come to class prepared and on time.	I sometimes report to class prepared and on time.	I usually report to class prepared and on time.	I always report to class prepared and on time.
Effective Users of Technology			
	MARGINAL	EMERGENT	PROFICIENT
Students will acquire the necessary skills to utilize current technology in the classroom.	I can use some technology to improve learning with some help.	I can use technology to improve learning with little help.	I can use technology on my own to improve learning.
Students will demonstrate safe and appropriate use of technology.	I can use technology safely and appropriately with some help.	I can use technology safely and appropriately with little help.	I can use technology safely and correctly on my own.
Students will integrate technology into their daily learning experiences.	I can use technology on some days with some help.	I can use technology on most days with little help.	I can use technology every day on my own.
Socially and Globally Responsible Citizens			
	MARGINAL	EMERGENT	PROFICIENT
Students will exhibit effective communication skills.	I can sometimes communicate with others respectfully.	I can usually communicate with others respectfully.	I always communicate with others respectfully.
Students will take responsibility for their actions.	I can sometimes be respectful and responsible toward myself, others, and property.	I can usually be respectful and responsible toward myself, others, and property.	I am always respectful and responsible toward myself, others, and property.
Students will utilize problem-solving techniques to address real life situations.	I can sometimes use problem-solving skills to handle real-life situations.	I can usually use problem-solving skills to handle real-life situations.	I always use problem-solving skills on my own to handle real-life situations.

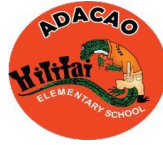
SY2022-2023 SCHOOL BELL SCHEDULE



PRIMARY (Kindergarten)

7:30 – 8:15	Breakfast is Served
8:15 – 8:30	Classroom Morning Routine (Sanitizing Hands, Attendance, Recitation of Star-Spangled Banner/Guam Hymn & Pledge, Vision & Mission Statement, SLOs, Announcements)
8:25	Students will be picked up by ESL/Special Programs Teachers (If applicable)
8:30 – 9:00	Writer's Window
9:00 – 9:30	Language
9:30 – 10:00	Reading
10:00 – 10:30	CHAMORU
10:30 – 11:15	LUNCH
11:15 – 12:45	Reading
12:45 – 1:45	Math
1:45 – 2:00	RECESS
2:00-2:43	Science/Social Studies
2:43	DISMISSAL
3:00	Bus Departure/ Car Riders & Walkers Released
3:30	Office Closes

SY2022-2023 SCHOOL BELL SCHEDULE



PRIMARY (1st Grade)

7:30 – 8:15	Breakfast is Served
8:15 – 8:30	Classroom Morning Routine (Sanitizing Hands, Attendance, Recitation of Star-Spangled Banner/Guam Hymn & Pledge, Vision & Mission Statement, SLOs, Announcements)
8:25	Students will be picked up by ESL/Special Programs Teachers (If applicable)
8:30 – 9:00	Writer's Window
9:00 – 9:25	Language
9:25 – 9:55	CHAMORU
9:55 – 10:45	Reading
10:45 – 11:30	LUNCH
11:30 – 12:45	Math
12:45 -1:30	Science
1:30 – 1:45	RECESS
1:45 – 2:43	Social Studies
2:43	DISMISSAL
3:00	Bus Departure/ Car Riders & Walkers Released
3:30	Office Closes

SY2022-2023 SCHOOL BELL SCHEDULE



PRIMARY (2nd Grade)

7:30 – 8:15	Breakfast is Served
8:15 – 8:30	Classroom Morning Routine (Sanitizing Hands, Attendance, Recitation of Star Spangled Banner/Guam Hymn & Pledge, Vision & Mission Statement, SLOs, Announcements)
8:25	Students will be picked up by ESL/Special Programs Teachers (If applicable)
8:30 – 9:00	Writer's Window
9:00 – 9:30	CHAMORU
9:30 – 10:15	Language
10:00 - 10:15 A - 113	10:15 – 10:30 A – 112 A - 114
10:30 – 11:30	RECESS
10:30 – 11:30	Reading
11:30 – 12:15	LUNCH
12:15 – 1:15	Math
1:15 – 2:00	Science
2:00 – 2:43	Social Studies
2:43	DISMISSAL
3:00	Bus Departure/ Car Riders & Walkers Released
3:30	Office Closes

SY2022-2023 SCHOOL BELL SCHEDULE



PRIMARY (3rd Grade)

7:30 – 8:15	Breakfast is Served
8:15 – 8:30	Classroom Morning Routine (Sanitizing Hands, Attendance, Recitation of Star-Spangled Banner/Guam Hymn & Pledge, Vision & Mission Statement, SLOs, Announcements)
8:25	Students will be picked up by ESL/Special Programs Teachers (If applicable)
8:30 – 9:00	Writer’s Window
9:00 – 9:30	Language
9:30 – 10:15	Reading
10:00 - 10:15 C-101 C-103	10:15 – 10:30 C-102 C-104
RECESS	
10:30 – 11:10	Math
11:10 – 11:40	CHAMORU
11:45 – 12:30	LUNCH
12:30 – 1:00	Math
1:00 – 1:45	Social Studies
1:45 – 2:43	Science
2:43	DISMISSAL
3:00	Bus Departure/ Car Riders & Walkers Released
3:30	Office Closes

SY2022-2023 SCHOOL BELL SCHEDULE



INTERMEDIATE (4th Grade)

7:30 – 8:15	Breakfast is Served
8:15 – 8:30	Classroom Morning Routine (Sanitizing Hands, Attendance, Recitation of Star-Spangled Banner/Guam Hymn & Pledge, Vision & Mission Statement, SLOs, Announcements)
8:25	Students will be picked up by ESL/Special Programs Teachers (If applicable)
8:30 – 9:00	Writer's Window
9:00 – 9:30	Language
9:30 – 10:30	Reading
10:30 – 10:45 C – 113 C – 115	10:45 – 11:00 C – 112 C – 114
RECESS	
10:45 – 11:55	Math
11:55 – 12:25	CHAMORU
12:30 – 1:15	LUNCH
1:15 – 2:00	Social Studies
2:00 – 2:43	Science
2:43	DISMISSAL
3:00	Bus Departure/ Car Riders & Walkers Released
3:30	Office Closes

SY2022-2023 SCHOOL BELL SCHEDULE



INTERMEDIATE (5th Grade)

7:30 – 8:15	Breakfast is Served	
8:15 – 8:30	Classroom Morning Routine (Sanitizing Hands, Attendance, Recitation of Star-Spangled Banner/Guam Hymn & Pledge, Vision & Mission Statement, SLOs, Announcements)	
8:25	Students will be picked up by ESL/Special Programs Teachers (If applicable)	
8:30 – 9:00	Writer’s Window	
9:00 – 9:30	Language	
9:30 – 10:30	Reading	
10:30 – 10:45 C – 105 C – 109	10:45 – 11:00 C – 108 C – 110	RECESS
10:45 – 11:45	Math	
11:45 – 12:30	Social Studies	
12:40 – 1:25	LUNCH	
1:25 – 1:55	CHAMORU	
1:55 – 2:43	Science	
2:43	DISMISSAL	
3:00	Bus Departure/ Car Riders & Walkers Released	
3:30	Office Closes	

PARENTS' RIGHTS AND RESPONSIBILITIES EDUCATIONAL RIGHTS

The Buckley Amendment is a law that entitles all parents of students under eighteen (18) years of age and all students over eighteen the right to review, correct and control access to student records. Schools are required to establish written procedures to carry out these rights.

Procedures for Reviewing Records

To review your child's records, please make an appointment with your child's teacher, the guidance counselor, or the principal. You have the right to see your child's records and the right to receive an explanation of any item that you do not understand.

Correcting the Records

If the information contained in your child's records appears misleading or false, please provide us with a written explanation of your concern and it will, be forwarded to the school principal. Upon further investigation, the principal may grant the removal or revision of such documentation, otherwise, parents have the opportunity to refute the decision by requesting a hearing within ten (10) school days.

Controlling Access to the Record

The school principal is responsible for the maintenance of student records but may delegate this responsibility to appropriate school personnel (i.e. teachers, clerks, school aides, and the guidance counselor). School personnel and school district officials have access to these records for purposes of recording information, preparing statistical reports, placing students in appropriate educational sections, and for informational use in direct conferences with the student's parents. If anyone else wishes to review your child's records, we will contact you and get your permission before releasing any information.

Enforcing Your Rights

If the school refuses to allow the parent/legal guardian to see or correct their child's records or release information (within a reasonable amount of time) the parent/legal guardian may:

- File a complaint with the U.S. Department of Health, Education and Welfare;
- Go to court to enforce their rights

For more details on enforcing parents' rights, please contact the principal or school counselor.

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 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 principal. If, after consultation with the teacher and the principal, the parent or guardian is still not satisfied, he/she may request a joint meeting with the teacher, the principal and the Associate Superintendent of Elementary Education.

3. Appeal to the Superintendent of Education.

If the parent or guardian, teacher, principal and Associate Superintendent of Elementary Education 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, 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, 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, the discussion must be limited to the points contained in the written appeal or complaint.

PARENTAL INVOLVEMENT INITIATIVE LEAVE
(Executive Order 98-16)

An employee of the GOVERNMENT OF GUAM who is a parent and who is not otherwise prohibited from such contact with his/her child by order of a court may use up to four (4) hours every two (2) pay periods to meet with a teacher or other school official concerning the employee's child's performance or behavior or to volunteer parental involvement time at his child's school.

The four (4) hours every two (2) pay periods may be utilized at the arrangement of the employee with the employee's supervisor and may be split into smaller separate segments over the two (2) pay period time frame.

An employee requesting such leave shall submit a request to his Supervisor in advance, and is required to obtain from his child's teacher or school official a signed certification that the employee has visited the school for a conference, a function, or as a volunteer to assist in the child's school activities.

PROHIBITED ITEMS ON CAMPUS
(Public Law 27-116)

Pursuant to Public law 27-116, NO GUNS, DRUGS, TOBACCO (Smoking), WEAPONS, or ALCOHOL WILL NOT BE PERMITTED ON CAMPUS. Please adhere to these rules for the safety and welfare of everyone on campus.

Arrival and Dismissal of Students

Adacao Elementary School's main gate opens at 7:30 a.m. for student arrival. For safety purposes, students may be dropped off no earlier than 7:30 a.m., and pick-up shall be no earlier than 2:28 p.m. (the drop-off designated area is on the cafeteria side). Car riders must be picked up no later than 3:10 p.m. School busses will promptly depart from campus at 2:50 p.m. The Guam Police Department and Child Protection Services will be contacted for any student who is dropped off before 7:00 a.m. or not picked up after 3:30 p.m.

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 Adacao Elementary School district area will be enrolled. When a change of residence places your child(ren) 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.

Absences
(Board Policy 411)

Failure to attend school regularly seriously interferes with schoolwork. All students are urged to attend school every day unless there is a bona fide reason for being absent. The following reasons are considered excused absences: student illness, medical/dental appointments, death in the immediate family, court appearances, and natural disasters.

Upon returning to school following an absence, a bona fide excuse note must be submitted. A student 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. The note should include the child's name; date(s) absent; reason for being absent; and the parent's signature. If a student's absences are frequent and a pattern is established, the school will inform parents that a doctor's note will be required. Habitual or a pattern of absences will be reported to the school's truant officer. The truant officer will then follow through with legal court documents that parents must adhere to. ***In the event a child is sent home due to head lice, he/or she will be allowed 3 consecutive days as an excused absence. All other absences thereafter will be marked as unexcused. ***As a school policy, not more than 8 parent notes a year will be accepted. Beyond 8 parent notes, your child's absence will only be excused if a doctor's note is provided or the child was seen and released that day the by school nurse.*

Tardiness

Any student who arrives on campus the school's instructional time begins will be considered TARDY. Students MUST report to the office to obtain a tardy pass before reporting to their respective classrooms. Parents are encouraged to take advantage of the bus system to ensure their child arrives at school on time. Tardiness will be documented and reported. The teacher will contact the parents of students having 3 unexcused tardies.

Late arrivals due to medical or dental attention will warrant an "excused tardy," provided that adequate documentation is furnished. Failure to provide written documentation from a medical or dental facility will otherwise constitute an "unexcused tardy." Any tardy will disqualify a student from the Perfect Attendance recognition.

Report Cards & Mid-Quarter Progress Reports

Report cards for kinder through fifth grade will be issued at the end of each quarter. Parent conferences will be held after the first and third quarter. However, other meetings can be scheduled throughout the school year as needed.

Progress reports will be sent out in the middle of each quarter. Parents will be asked to sign the report and return it to their child's teacher the following school day. Conferences with teachers may be arranged with the office if needed.

Withdrawals/Transfers

If you wish to withdraw/transfer your child(ren) from school, please come in and speak with the registration clerk. You will be asked to fill out the Withdrawal Request form. Please allow 3 WORKING DAYS for processing. Parents will not be permitted to hand-carry school records from Adacao Elementary School.

Student Dress Code

Board Policy 401

In line 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. School uniforms are highly encouraged for students to wear on a daily basis. Dress ware must be appropriate and non-revealing in nature (no spaghetti strap, short shorts/cut offs, etc.). For safety purposes, closed-toed shoes are best footwear.

Articles Prohibited On Campus

Items that may be hazardous, harmful to others, or may interfere with school operations are strictly prohibited. Such items include, but are not limited to: expensive jewelry, electronic games, mp3/cassette/CD players, playing cards, knives, matches, lighters, cigarettes, cameras, rollerblades, toy guns, cell phones, pagers, and other handheld devices (i.e. PSP, DSI, etc.). These items will be confiscated if found in a student's possession. Confiscated items will be returned solely to the parent/guardian(s) of the child. All unclaimed confiscated items will be disposed of at the end of the school year. *The school and the Guam Department of Education will not be held liable for any stolen items brought from home to school.* We encourage all our parents to speak to their children regarding this matter.

Return Check Policy

There is a \$25.00 service charge for every returned check. Return check payments must be made in cash.

Classroom Visits

Parents who wish to visit their child's classroom must schedule an appointment with the teacher/office prior to the visit. All visitors must report to the main office to obtain a VISITOR'S PASS prior to entering the classroom setting.

Visitors on campus: CAMPUS SECURITY PROCEDURES

In order to ensure the safety of all our students, faculty, and staff members, we have implemented a Campus Security System. When on campus, all visitors must abide by the following:

- ✓ All visitors must proceed to the Main Office to sign in.
- ✓ All visitors must provide an official form of identification to the school's main office. ID will be held in the main office until the visitor returns pass and signs out. Visitors without proper identification will not be allowed on campus.
- ✓ Visitors without proper identification will not be allowed on campus.
- ✓ Visitors must obtain a Campus Pass from the Main Office and keep the pass in their possession at all times.
- ✓ A Campus Pass will be issued. Visitors must go directly to the area noted on the pass and leave promptly when their time expires.
- ✓ All visitors must return the Campus Pass to the school's Main Office before leaving the premises.

Students that are not officially enrolled in Adacao Elementary will not be permitted to linger on the school premises. This includes siblings of students currently enrolled.

***** In the event of an organized activity scheduled during the instructional day (i.e. Christmas program, award ceremonies, etc.) visitors will be allowed on campus but are expected to leave the premises after the event.**

Note: The Guam Police Department will be notified of any visitors, parents or guardians that are in violation of and/or are not compliant with our Campus Visitors Procedure.

Lost and Found Articles

- ◆ Lost articles will be placed in the main office.
- ◆ Lost articles may be claimed in the office during recess or after dismissal in the afternoon.
- ◆ Articles left after 30 days will be disposed of.

Student Off-Campus Requests

Parents who wish to pick up their child(ren) to conduct off-campus business (i.e. medical, dental, or other bona fide reasons) must report to the main office first. Parents or authorized individuals must be listed on the student's emergency card in order to sign out a student.

Student Off-Island Requests

The Principal has the authority to approve or disapprove student absences for off-island requests. Procedures for such requests are as follows:

- Complete a Pre-arranged Off-Island Form and submit it to the Main Office five (5) working days prior to departure. **Submit copies of doctor's notes, etc.
- The school administration considers the teacher's input on student progress and attendance in determining the approval or disapproval of the request. **An off-island request is not automatically excused.**
- If your child has received a truancy report, this report will affect the administrator's approval.
- If a child is to be out for a prolonged period (10+ days), he/she may need to withdraw from school and enroll elsewhere. Otherwise, a doctor's certification is required to justify the absence(s).

Student Withdrawal Procedure

Parents who wish to withdraw their child(ren) from Adacao Elementary during the school years must complete a Withdrawal Request/Transfer Form in our main office. Please allow up to 3 working days to process such a request. The request includes the following process:

- Upon submission of the request, the Withdrawal/Transfer Form is forwarded to the classroom teacher.
- The teacher will record all necessary grades and attendance information and 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 have been obtained, the classroom teacher will submit the Withdrawal/Transfer Form, workbooks (for students transferring to another public school in 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 textbooks or library books missing or damaged. The price for books may be obtained from the bookroom clerk.
- In the event of a lost or damaged book, Withdrawal/Transfer forms will be held until all fines are cleared. Parents will receive prior documentation indicating the lost or damaged item, and a description of the fine. The Librarian will be responsible for the collection of all fines or charges.

NOTE: If the student transfer is effective before the end of the First Quarter, only the Withdrawal/Transfer form will be released to the parent.

Student Verification

Requests for Student Verification Forms must be submitted in advance. Processing requires a 24-hour turn-around time to be completed. Persons requesting student verification must provide the forms from the requesting organization. The release of such documents will only be granted to authorized individuals.

Celebrations/Party Requests (Birthday, Awards, etc.)

All requests to hold celebrations during school hours must be pre-approved by the administration five (5) days before the event.

In compliance with Federal Regulations/Food & Nutrition Program, we will not be able to approve parties with food items. We highly encourage parties with fun-filled activities such as bubble making, painting, coloring activities, using playdough, or games conducted indoors and outdoors. **Only non-food party favors or gifts will be exchanged on campus.** We understand that our school policy is stringent in nature and we were advised to avoid all foods being served and brought to school other than what has been approved by the district office. This policy is to ensure the health and safety of our students.

Parents will be expected to complete the Celebration/Party Request Form and submit it to the classroom teacher. The teacher will forward the form to an administrator for approval. Parents will be notified upon approval. Parents must be present during all celebrations and are responsible for the clean-up and removal of all celebration debris 30 minutes prior to the dismissal bell. Your support and cooperation in this decision will be greatly appreciated.

School Supplies

In order to assist our teachers in educating your child this school year, we humbly ask for your support in providing much-needed school supplies. The following is a basic school supply list. (Note: These items may vary with your child's teacher.)

- filler paper/Kindergarten writing papers **
- 2 pkg. #2 pencils **
- 2 red pencils/pens
- 6 composition notebooks
- 1 box crayons/color pencils/markers
- 1 scissor (blunt/safety edge)
- 2 folders/1 binder
- 1 school bag (NO ROLLER BAGS ALLOWED)
- 1 white eraser
- 1 bottle of hand sanitizer
- 1 box of Kleenex tissue

** Please note that items marked with an asterisk (**) may need to be replenished at a later date.

School Sponsored Club and Organizations

We encourage all our students to partake in our school's clubs and organizations. These activities help build good working and learning relationships with other students, faculty, and staff members.

Fund Raising

Grade levels may periodically schedule fundraising events to defray the cost of planned activities. The parents' role is a very important part in all our fundraising events. Parents are highly encouraged to participate in these activities. Events include, but are not limited to: bake sales, car washes, etc. Please refer to our newsletters for further updates regarding fundraising activities planned.

Registration and Health Cards

A current registration and health file will be maintained by the office clerk and school health counselor. In the event of an EMERGENCY, these cards are vital for our office to contact parents whenever necessary. Parents are reminded to update contact numbers and health conditions throughout the school year.

Fieldtrips and other School Related Activities

Fieldtrips/school activities are considered enrichment privileges to classroom instruction. Students who have been referred to the Principal's Office for misbehavior will not be allowed to participate in any fieldtrips/school activities without an administrator's approval. In certain circumstances, parent shadowing may be required. All participating students must be current with all academic requirements and are adhering to all our school/classroom rules. For safety purposes, all participating students will be required to utilize the school uniform and follow school rules accordingly.

Positive Behavior Intervention Support Program

Using the **Positive Behavior Interventions and Supports (PBIS)** framework, teachers in grades Kinder through 5th taught behavioral expectations and character lessons for 30 minutes weekly to address student behaviors. Our **SWIS** data and the **Team Initiated Problem Solving (TIPS)** process assisted the **School Climate Cadre** to address student behaviors and initiating appropriate interventions. To further provide support to sustain a positive and safe learning environment, once a month the school is transformed into **Harry Potter’s School of Hogwarts** to promote school spirit and positive student behaviors by rewarding students who exhibit our school expectations to be safe, respectful, and responsible. Students are given Hilitai coupons that are redeemable for prizes from our Harry Potter carts that travel throughout the school.

In addition to these supports and interventions, our school promotes the program “**The Leader in Me: 7 Habits to a Happy Child**” by **Franklin Covey**. This program teaches 21st-century leadership and life skills to students and creates a culture of student empowerment based on the idea that every child can be a leader. Each month, our school guidance counselor teaches a lesson to every K-5th grade class using “*The Leader in Me*” stories. These stories focus on 7 habits that promote leadership and positive interactions among our students.

Lani Kate Curriculum

Pursuant to Public Law 31-97, entitled the Lani Kate *Prutehi Y Famagu'on-ta* Act, the Department of Education (DOE) in collaboration with the Attorney General and other Government Agency partners have selected a curriculum designed to teach children about sexual assault and sexual violence in order to increase awareness among young people and to empower them with knowledge about their rights and the law. Adacao Elementary teachers will annually/weekly teach the curriculum in their class



ADACAO ELEMENTARY School-wide Expectation

	BE SAFE	BE RESPECTFUL	BE RESPONSIBLE
Classroom	<ul style="list-style-type: none"> • Enter and exit quietly • Walk at all times • Keep hands and feet to yourself 	<ul style="list-style-type: none"> • Use appropriate language • Take care of school property • Listen and follow directions 	<ul style="list-style-type: none"> • Come prepared • Stay on task • Give your best effort • Be an active listener
Hallways/ Indoor Recess	<ul style="list-style-type: none"> • Keep supplies/objects in bags • Walk to and from destination • Shoes on blue • Tell an adult when someone needs help or gets hurt 	<ul style="list-style-type: none"> • Use good manners • Keep your personal space • Line up in single-file line • Follow adult instructions 	<ul style="list-style-type: none"> • Throw trash in bin • Stay in designated area • Report to class on time • Get a pass if leaving designated area
Playground	<ul style="list-style-type: none"> • Play in designated areas • Use equipment properly 	<ul style="list-style-type: none"> • Use kind words and actions • Take turns—share with others • Show good sportsmanship 	<ul style="list-style-type: none"> • Keep playground clean • Return equipment • Line up when whistle blows
Cafeteria	<ul style="list-style-type: none"> • Stay seated while eating • Follow rules and routine • Report spills 	<ul style="list-style-type: none"> • Use inside voices • Keep food in mouth and on tray • Say excuse me, please, and thank you 	<ul style="list-style-type: none"> • Have tickets or lunch money • Keep area clean • Stay in designated area until dismissed
Restroom	<ul style="list-style-type: none"> • Walk in and out • Leave bags outside restroom • Report accidents and damaged plumbing 	<ul style="list-style-type: none"> • Give others space • Wait your turn 	<ul style="list-style-type: none"> • Use restroom properly • Flush toilet • Wash hands with soap • Go back to assigned area
Library	<ul style="list-style-type: none"> • Use quiet feet and steady hands • Follow adult directions 	<ul style="list-style-type: none"> • Speak softly • Take turns • Read silently • Raise hands for adult attention 	<ul style="list-style-type: none"> • Treat books with care • Fill out card when checking out book(s) • Return books when due
Office	<ul style="list-style-type: none"> • Ask for help • Sit and wait patiently 	<ul style="list-style-type: none"> • Use kind words and actions • Use inside voices 	<ul style="list-style-type: none"> • Bring folder/pass • State your purpose • Go back to assigned area
Assembly	<ul style="list-style-type: none"> • Keep hands and feet to yourself • Sit properly 	<ul style="list-style-type: none"> • Stay seated • Focus on speaker/event • Use kind words and actions 	<ul style="list-style-type: none"> • Participate when asked • Listen when someone is speaking • Stay with your class
Field Trip	<ul style="list-style-type: none"> • Stay with group • Follow directions • Be alert • Wear proper attire/shoes 	<ul style="list-style-type: none"> • Take care of yourself, others, and the environment • Use inside voices and kind words 	<ul style="list-style-type: none"> • Have permission forms • Bring lunch/snacks • Be aware of surroundings • Wait patiently
Arrival/ Departure	<ul style="list-style-type: none"> • Walk quietly • Wait to be called • Stay at assigned area 	<ul style="list-style-type: none"> • Follow directions • Speak softly • Keep hands and feet to yourself 	<ul style="list-style-type: none"> • Be on time • Be alert while waiting for your ride
Home/ Community	<ul style="list-style-type: none"> • Follow all rules 	<ul style="list-style-type: none"> • Use kind words and actions • Help when needed 	<ul style="list-style-type: none"> • Clean up after yourself • Reduce, Reuse, Recycle

Please remind your child that the use of the playground is a *privilege*. We always stress the importance of safety for all students and these rules must be followed.

Our school has an average student population of 500+ students. Adacao Elementary strives to ensure that every student is provided a safe environment that is harmonious and conducive to quality education. To accomplish this, a discipline program has been formatted to encourage students to become responsible citizens. If students are safe, happy, and productive, we as stakeholders must work together to accomplish this goal. Everyone must know and understand their responsibilities and accept them. In doing so, we will provide the best possible educational environment for all students.

Parent Responsibilities:

- Insist on regular school attendance;
- Teach your child(ren) respect for authority;
- Teach your child(ren) respect for personal property;
- Teach and ensure your child(ren) perform proper personal hygiene at all times (shower every morning, brush teeth, comb hair, etc. prior to coming to school);
- Ensure that your child(ren) wears clean uniform/clothes daily to school;
- Know and understand the rules of the school;
- Be involved by attending parent/teacher conferences and school functions
- Be sure your child(ren) is ready to learn by:
 - a. having a good night’s rest;
 - b. providing needed school supplies;
 - c. bringing your child(ren) to school on time if private transportation is used;

Student Responsibilities:

- ❖ Attend school regularly;
- ❖ Be on time and ready to learn;
- ❖ Respect authority
- ❖ Follow school and classroom rules

STUDENT DISCIPLINE

To ensure the safety and welfare of our school community, students are expected to adhere to the rules and regulations of Adacao Elementary. All faculty, staff, and administration personnel have the responsibility to assure that all students know and understand the rules of the school. Parental support is greatly needed. Appropriate consequences will be applied to student infractions. However, any injury resulting from physical bodily harm may constitute a major offense.

The following is a listing of the minor and serious offenses that would require immediate intervention from the faculty, staff, and administrators. Please go over these offenses with your child. Advise your child -that if they have a problem while in school, they should seek help from an adult on campus.

Minor Offenses:

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Being Off-task; 2. Chewing gum; 3. Coming to class late; 4. Disturbing other/class; 5. Horse playing, 6. No textbook/supplies/homework; 7. Getting out of seat without teacher’s permission; | <ol style="list-style-type: none"> 8. Running in the classroom 9. No uniform; 10. Talking out of turn 11. Throwing around trash during class 12. Using vulgar language 13. other: _____ |
|---|---|

Serious Offenses:

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Academic Dishonesty 2. Sexual and/or racial harassment, 3. Urging other to break school rules; 4. Leaving class without permission 5. Fighting/Assault 6. Insubordination 7. Endangering other’s health and safety 8. Possession or use of weapons or explosives 9. Possession or use id alcoholic beverage; 10. Possession or use of tobacco products 11. Bullying/Cyber bullying | <ol style="list-style-type: none"> 12. Making threats to do immediate harm; 13. Instigation; 14. Forgery/fraud; 15. theft; 16. Vandalism and/or damage of school property; 17. Extortion/Bribery; 18. No show on work detail/detention; 19. 3 minor offenses – repeated offenses; 20. Throwing objects that may cause damage/injury. |
|---|---|

Consequences

Minor Offense—1st, 2nd, and 3rd Offense:

1. Warning/Counseling
2. Detention
3. Note sent to parent(s)
4. Parent(s) contacted

Serious Offense:

1. Counsel by Administrator
2. Parent conference scheduled;
3. Work Detail/ Lunch Detention
4. Suspension
5. Parent shadowing
6. Referral to: Counselor, Outreach Program, Attendance Officer, or Peer Mediation, and
7. Behavior Contract

Note: Consequences for serious offenses are the the discretion of the administrator. Offenses are annotated in the Guam Code Annotated and Board Policy 4051XD. Consequences as cited in the Department of Education Student Procedural Assistance Manual (SPAM) will be as followed.

Bus Rules

In order to ensure the safety of all, students utilizing the government bus system must comply with the rules. Please review the following Bus Rules with your child(ren):

1. Students being transported are under the direct authority and responsibility of the bus driver.
2. Upon arrival on the school campus, students become the immediate responsibility of the school principal.
3. Students shall be courteous to the driver, fellow students, and to motorists.
4. Students may be assigned seats by the driver.
5. Students may not save seats.
6. Students shall be waiting at the bus stop and ready to board the bus upon arrival.
7. Students must ride the bus to which they are assigned.
8. Students shall remain seated at all times while the bus is in motion.
9. Students shall not extend hands, feet, heads or arms outside the bus windows.
10. Students shall converse in normal tones - indoor voices. Loud or vulgar language is prohibited.
11. Students shall not deposit refuse/trash of any kind on the bus. Students are responsible for disposing of trash at home.
12. Damaging the bus in any way is prohibited and punishable by loss of use of the bus. Students/parents are responsible for any damages done on the bus.
13. Students living across the highway from where the bus stops, must wait on their side until the bus comes and the driver signals them to cross the street.
14. Students shall not grab or take any article belonging to someone else.
15. Students shall not throw any objects out the window of the bus.
16. Students shall refrain from any rough playing on the bus or at the bus stops.
17. Students refusing to promptly obey regulations will forfeit the right to ride the bus.
18. Student helpers may be assigned by the principal to aid in carrying out the above regulations pertaining to the safety of all bus passenger/riders. If selected, the guard will be under the direct jurisdiction of the bus driver and shall have no disciplinary authority.
19. Violation of the rules by students will be reported by the bus driver to his supervisor and the principal concerned.

Failure to adhere to the aforementioned rules will result in the following consequences:

- ◆ First Offense: A written or oral reprimand by the Bus Driver. A copy of the reprimand and charges will be given to the school principal for filing purposes.
- ◆ Second Offense: Forfeiture of school bus use. Privileges are to resume only after a conference between the offender's parents, principal, and the bus driver has occurred.
- ◆ Third Offense: Forfeiture of school bus used for the remainder of the school year.

NOTE: Bus Drivers have the authority to maintain the order of their buses. They do not have the authority to exclude a student from riding without due process. Drivers are responsible for student discipline based on infractions of bus rules. Such infractions will be documented and a copy will be forwarded to the principal.

School Guidance Counselor

What The COUNSELOR Can Do For You:

As part of the support staff at Adacao Elementary, your child's School Counselor is professionally trained to assist students' learning.

Your school counselor:

- Works with individuals and groups.
- Performs classroom guidance.
- Reviews test results to understand your child's progress and ability.
- Helps children cope with an emotional crisis.
- Helps children get along with others.
- Encourages students to recognize and make the best use of their abilities.
- Helps students overcome learning problems.
- Prevents major problems before they occur.

More importantly, your school counselor works to enhance your child's self-esteem.

Why is this so important?

Self-esteem is the foundation on which all human success is built. It is the most valuable characteristic that aids in the effective prevention of any serious emotional, behavioral, or learning problem. It is the key to a happy and successful life.

School Health Counselor (Nurse)

Our school health counselor is available to assist our students with any ailment they may encounter while in school. Health counselors are available from 8:00 a.m. – to 2:43 p.m. daily. Services provided by the school health counselor include:

- Vision, hearing, dental, and periodic head-lice assessments in which all parents and teachers will be notified of any concerns.
- Administer prescription medication as directed, but only upon completion of proper documentation. Please note that all medication must be submitted to the nurse's office for proper storage. In the absence of the school health counselor, only an administrator will be authorized to administer such medication. No other individual (teacher or staff member) will be allowed to administer medication.
- Investigates student referrals: If a child exhibits classroom problems, they may be related to health problems, vision, hearing, dental, hyperactivity, or 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.

SCHOOL PROGRAMS and SERVICES

Library

The library and its services are available throughout the school day; however, occasional closure may exist to support special activities, workshops, or other events. Each class will be allotted a minimum of thirty minutes of visitation per week, with students permitted to check out materials with our school librarian. Materials must be returned upon the student's next weekly visit to the library.

LOST BOOKS

Students are responsible for any material checked out from our school library. Failure to return materials in a timely manner will result in the loss of privilege in borrowing further materials. Lost materials will be subject to a fine that will be determined by our school librarian. Parents will be notified in the event a student has lost or misplaced any materials on loan. All library fees will be collected by our school librarian. Payments can be made via cash or checks made payable to Adacao Elementary School.

G.A.T.E.

(Gifted and Talented Education Program)

Students eligible for the Gifted and Talented Education program will receive enrichment in all content areas. Procedure for eligibility requirements include:

- NOMINATION must be submitted by teachers, counselors, parents, peers throughout the year.
- A student must have achieved the minimum norm composite score of 80 percentile in the NATIONAL STANDARDIZED ACHIEVEMENT TEST SCORE.
- The completion of the TEACHER RATING SCALE.
- PARENTAL PERMISSION FOR TESTING.

Head Start

Adacao Elementary proudly houses a federally-funded program for students who have met the established criteria as defined by the Guam Public School System.

L.O.T.E/E.S.L. Program

(Language Other Than English) (English as a Second Language)

Students who have been identified as second language learners will receive services that will assist in the development of their English Language Skills, particularly in the areas of listening, speaking, reading, and writing.

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 language proficiency. The LAS Test will be administered to the following students:

- a. Students who have completed a Home Language Survey containing 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.

Testing Procedure: LAS Links Tests

There is one placement test:

LAS Links Placement Test – Kindergarten to Fifth Grade

There are two forms of the formal test:

LAS Links Form A = Administered as an entrance test

LAS Links Form B = Administered as an exit test

Determining ESL Eligibility

A student who meets the following criteria is identified as limited English Proficient and thereby entitled to ESL services: Level 0-1 Non English Speaker
Level 2-3 Limited English Speakers
Level 4-5 Proficient English Speakers

Notification of Eligibility to Parent/Guardian

Notices will be sent home regarding a student's eligibility to participate in the program.

Parents must acknowledge with a legitimate signature. Students will receive services upon receipt of the proper documentation.

Exemption from LAS Links K-12 Assessment

Students may exit the ESL Program if:

LAS Links Overall Post-Test score is Level 4-5

Reading Level is 4-5, (FEP) Fluent English Proficient

Writing Level is 4-5, (FEP) Fluent English Proficient

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

Most recent score on a standardized test is in the 30th percentile or above on a national norm referenced assessment.

ESL teacher recommends exiting based on documentation

Based upon the students level:

FEP = Level 4-5; the student is Fluent and no longer in need of ESL services

LEP = Level 1, 2, & 3; the student is Limited English Proficient and will continue ESL student services to enhance his/her Reading/Writing Skills. * *We must make every effort not to segregate ESL students from the students in the regular classroom.*

Special Education

All students will be placed in the least restrictive environment. In the event, a child has been identified with a disability, the child's Individual Educational Plan (I.E.P.) Team will determine if he/she is in need of special services that can be accommodated in the special Education/Resource Room. If the child has been identified as needing such services, he/she is expected to be placed in this room for the number of minutes required as outlined in their I.E.P. In the event a child demonstrates adequate progress, the team can re-evaluate the I.E.P. to determine if the child can return to the mainstream classroom.

EMERGENCY PROCEDURES

Emergency Closing/Evacuation of School

In the event of a natural disaster, loss of utilities (to include power or water for a lengthy amount of time), or other unforeseen circumstances, Adacao Elementary will notify parents of school closure after receiving directives to shut down its operations.

The office will:

- Coordinate evacuation/dismissal with GDOE-Central Office
- Inform the media to assist in conducting public service announcements regarding school closure and procedures
- Arrange for bus transportation for immediate pick-up
- Contact parents of car-riders to arrange for immediate pick-up

Emergency drills will be held periodically within the school year. Such drills are necessary to ensure adequate preparation for all parents, guardians, faculty, staff, and students in the event of an emergency. Please take note of the following evacuation/emergency procedures that must be adhered to:

Fire/Bomb/Evacuation Drills

Evacuation:

1. All pupils, teachers, and staff are required to evacuate the building in an expeditious and orderly manner to their designated area as defined in the Evacuation Plan.
2. Everyone will remain outside until the clear signal is given to return back into the classroom/campus.

Earthquake Procedures

Drills will be scheduled with advanced notice given to the faculty. The typical bell signal for an earthquake drill consists of intermittent rings. Following the teacher's command, students will:

1. Immediately **TAKE COVER** under desks or tables. **HOLD** the legs of the desk or table and **TURN AWAY FROM WINDOWS**.
2. Remain in a sheltered position for at least 60 seconds.
3. Be silent and listen to further instructions.

During the earthquake drill, teachers will:

- 1) Take cover.
- 2) Talk calmly to students.
- 3) Review procedures for evacuating the classroom.
- 4) Listen for the Fire/Evacuation signal
- 5) Evacuate the classroom and report to the designated area outlined in the Evacuation Plan
- 6) Take roll call of students
- 7) Report class status to appropriate personnel

In the event of an actual earthquake, all individuals should wait at least 5 minutes to ensure movement has ceased. Evacuate the building as instructed. Should there be injury involved, the teacher must wait until the evacuation signal is issued in order to proceed in assisting the injured person/student and call for assistance.

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:

For Students:

- a. Car-riders/walkers will be released immediately upon arrival of authorized parents/guardians.
- b. Bus riders will immediately be transported home.

To Parents/Guardians:

1. Listen to the radio/media for any information pertaining to the storm updates
2. 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.)
3. 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.
4. Listen to the radio/media for any news on when school operations will resume.

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

Recess Before Lunch (RBL)

Adacao Elementary School will be implementing "Recess Before Lunch." Before eating lunch, certain grade levels will be assigned to the playground for play and then be brought to the cafeteria to eat. A rotating schedule will allow the grade levels to switch who receives RBL week to week. We have observed the following benefits of implementing this program over the past few years:

- Students are likely to eat more since they are not in a hurry to play outside.
- Our cafeteria is observed with a calmer and less disruptive atmosphere, as children are more focused on lunch.
- Students are ready to learn as they return to their classrooms feeling fuller and settled.

School Re-Entry Plan

Our school safety protocols and procedures comply with COVID-19 screening, testing, contact tracing, and quarantine protocols provided by the Guam Department of Public Health and Social Services (DPHSS) and the Centers for Disease Control and Prevention (CDC).

A School Point of Contact (POC) is designated to coordinate the school's COVID-19 screening, testing, case investigation, contact tracing, quarantine, and monitoring of COVID-19 positive individuals with DPHSS.

Reopening our school safely during the COVID-19 pandemic requires effective strategies and resources to ensure the health and safety of our school community. Consistent implementation of these effective prevention strategies will reduce the transmission of COVID-19 and lead to an increase in in-person learning, which is the purpose of this plan.

What Do We Know About COVID-19?

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus.

URL: <https://www.who.int/health-topics/coronavirus#tab>

COVID-19 is spread mainly by respiratory droplets released when people talk, cough, or sneeze. The virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Personal prevention habits, environmental cleaning, and disinfection are essential practices.

Any location where people gather poses a risk for COVID-19 transmission. As the medical community learns more about this virus, symptoms may appear 2-14 days after exposure. Individuals with these symptoms may have COVID-19:

- Shortness of breath or difficulty breathing
- Cough
- Fever (100.4 or greater) or chills
- Congestion or runny nose
- Headache
- Fatigue
- Muscle or body aches
- New loss of taste or smell
- Sore throat
- Gastrointestinal symptoms such as nausea, vomiting, or diarrhea

School Visitor Procedures

For the health and safety of our students and employees, visitors will be limited on campus. We are highly encouraging the use of emails, communicating by phone, writing parent notes, and scheduling appointments.

1. All visitors are required to wear a mask or face covering. Health screening questions will be asked upon entry, and a temperature screening will be conducted.
2. All visitors will follow CDC social/physical protocols. Social distancing markers are visible throughout the campus floors indicating the appropriate spacing between individuals.
3. No visitors will enter the campus beyond the designated locations unless they are a GDOE employee, a contractual employee providing building repairs or cleaning, or an educational service provider.
4. All services usually handled at the main office can be accomplished online by email, telephone, or appointment.
5. Meetings with the principal, assistant principal, or teacher will be by appointment unless an emergency occurs.

School Health and Safety Practices to Reduce the Spread of COVID-19

Health and safety practices are essential to minimize our risk of exposure to COVID-19. These practices are prevention strategies our school will be implementing throughout the school year.

Students

- Before students leave home, we are recommending their temperatures be checked.
- If students are feeling sick, they should stay home.
- Upon arrival at school, school staff will be conducting a quick health screening check. If a student's body temperature is below the recommended temperature, they can enter the campus. If a student's body temperature is 100°F and above, the student will need to return home.
- Students must wear a protective mask throughout the school day.

The purpose of wearing a mask while at school is for two main reasons:

1. To prevent the spread of droplets and
2. To help individuals from touching their faces.

School Bus Boarding Procedures

1. Buses are cleaned and disinfected before the intake of students.
2. If a bus reaches its maximum passenger capacity, students will be advised to wait for the next available bus.
 - Based on the 80% maximum bus capacity, an 84-passenger bus can only transport 64 students, a 77-passenger bus can only transport 61 students, and a 60-passenger bus can only transport 48 students.
3. Students must wear face masks at all times.
4. Hand sanitizers and face masks will be available on school buses.
5. Eating and drinking are prohibited on school buses.
6. Students sit in assigned seats on the bus. Members of the same household will be able to sit together.
7. When students de-board the bus, those seated at the front of the bus will exit first.
8. Buses are cleaned and disinfected after student drop off.

School Arrival Procedures & Screening for COVID-19

1. All students must wear masks or face coverings before exiting the buses or private vehicles. Parents/guardians will remain in their cars until a quick temperature check.
2. Students will be screened before entering the school building. There will be a screening station with a temperature check and a shoe mat for disinfection.
3. Student items dropped off by parents in the main office or received by the teacher must be sanitized using a disinfectant spray.

Student Breakfast & Lunch Meals

If our school cafeteria meets its maximum occupancy, student meals will be delivered and served in classrooms.

1. Students will wash their hands with soap and water before and after eating.
2. Students will enter the cafeteria following the traffic flow markers.
3. Students will be assigned a seat number. The assigned seating will help the school identify students within proximity if contact tracing is required.
4. Classes/cohorts will be 6 feet apart in the cafeteria.
5. Students will remove their masks/face coverings while eating.
6. Students will put their mask/face covering back on after eating and return their trays to the scullery following traffic flow markers and social/physical distance guidelines.
7. Designated school staff will monitor students during breakfast and lunchtime.

School Physical Distancing Practices on Campus

- Provide social distancing floor/seating markings in waiting and reception locations.
- We are limiting visitors and activities on campus.
- Discontinuing in-person activities that involve large groups of people or activities that do not allow for social distancing.
- Designate entrance and exit doors on campus to reduce the chance of people meeting face to face.
- Designate hallways as one-way routes.
- Rearranging the school cafeteria seating to ensure the students are 3 to 6 feet away while eating.
- We are placing physical barriers for protection at reception desks or similar areas.
- We are keeping students and teachers in small cohort groups as much as possible throughout the school day.
- Arrange furniture, desks, or seating in classrooms to be 3 to 6 feet apart.
- We are reducing the number of students in each class.
- We are removing nonessential furniture in classrooms.
- Staggering student recess schedules to reduce the number of students in the hallways and restrooms.
- Staggering student lunch schedules to reduce the number of students in the cafeteria.

Face Covering on Campus

Wearing a face covering helps reduce the spread of COVID-19. The school will ensure all students, employees, and visitors wear face coverings while on campus. Teachers will be sharing further guidance and information on the proper use, wearing, removal, and cleaning of face coverings.

Cleaning and Hygiene

Our school encourages routines with frequent hand washing throughout the school day. Our teachers will be teaching healthy hygiene practices that reduce the transmission of the virus. Here are a few of these hygiene practices:

- Teaching and reinforcing handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizers that contains at least 70% alcohol.
- Scheduling critical times during the school day for handwashing (before and after handling food, using the toilet, touching objects, and blowing nose or coughing).
- Stationing hand sanitizers at various locations on campus.
- We are establishing a scheduled time for teachers and support staff to routinely disinfect high-touch areas on campus.

Student Use of Restrooms

Students will adhere to CDC social/physical distance guidelines when entering the restrooms. Urinals, toilets, and sinks will be marked for use to ensure 6 feet distance. Students will wash their hands before exiting the restroom. There will be a class schedule for restroom use to ensure proper disinfection of identified high-touch areas.

Student Use of Water Stations

Water stations will be made available on campus. Students are encouraged to bring their water bottles or containers from home to refill at a water station.

In the event water stations are inoperable, the school's water fountains will be managed and handled by school staff. Students will use their water bottles or containers from home to refill at the water fountains.

Classroom Procedures

1. All students will wear their masks/face covering while in their classroom.
2. Students will wash their hands with soap and water or disinfect with hand sanitizers before entering the classroom.
3. Students will remain at their assigned desks.
4. Students will keep a minimum of 3 feet or, to the greatest extent, possible social distancing at all times.

School Dismissal Procedures

1. To minimize crowding in the hallways, K-5th homeroom teachers will remain in their classrooms during dismissal while school staff or designated personnel pick up and escort their students to the car rider, walker, and bus dismissal locations. School staff will ensure students are following CDC social/physical distance guidelines.
2. Parents/guardians will be able to pick up their children at the designated pick-up location on campus. Students will be escorted to their vehicles while parents/guardians remain in their cars.
3. School staff will escort student walkers to the gate.

Afterschool Bus Procedures

1. When student bus riders are released from class, they will proceed to their assigned seating in the hallways.
2. Student assigned seating in the hallway will be 3 feet apart unless students are from the same household.
3. Upon boarding the bus, students will sit in designated seats.
4. To help reduce contact, students seated at the rear of the bus have stops at the end of the route. Students sitting at the front of the bus have stops at the beginning of the route.
5. When students are de-boarding the bus, those seated at the front of the bus will exit first.
6. Buses will be cleaned and disinfected upon completion of each route.

Isolation Room for Students or Employees Exhibiting COVID-19 Symptoms

1. Any student exhibiting symptoms related to COVID-19 will report to the isolation room for screening and monitoring.
2. The school nurse will provide a health assessment and initiate COVID-19 protocols.

School Screening Testing

1. For early detection and intervention of COVID-19 cases, a layered prevention strategy is to conduct screening testing to identify asymptomatic infected individuals.
2. Schools will obtain parental consent for minors for screening testing when DPHSS establishes written guidance on testing protocols.
3. School students and employees identified during screening testing as positive for COVID-19 will be reported to DPHSS.
4. The school contact tracing team will work with DPHSS in these school case investigations.

COVID-19 Symptomatic Protocols

The following procedure will occur when a student or employee exhibits COVID-19 symptoms:

- 1) The student or employee will report to the COVID-19 Isolation/Quarantine Room located in A-wing for a health screening and assessment.
- 2) The school nurse will conduct the health assessment.
- 3) If health concerns are identified, the school nurse will contact the parents or guardians to inform them of their child's health assessment and arrange a pick-up.
- 4) If any student or an employee is exhibiting symptoms, they should seek a medical evaluation to determine if testing is appropriate.

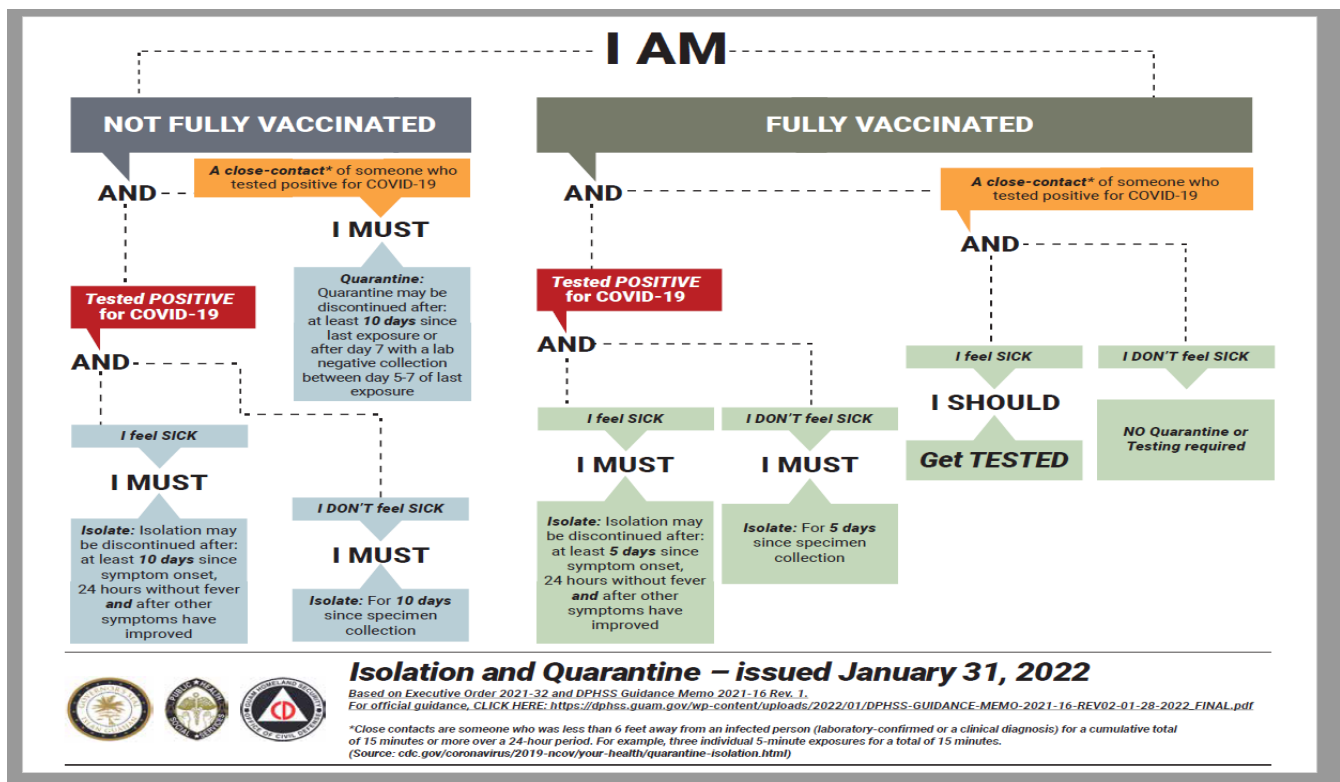
Positive COVID-19 Cases, Contact Tracing, Close Contacts & Monitoring

The following procedure will occur if a student or employee tests positive for COVID-19 or a student or employee is identified as close contact.

- 1) The student's parent or the employee should contact the school if they test positive for COVID-19.
- 2) The school administrator and the school nurse would utilize the contact-tracing tool to determine critical contacts on campus if the student or employee was on campus two days before testing positive.
- 3) All students and employees identified as having direct/close contact (within 6 feet of the positive reactor for at least 15 minutes) will be part of the contact tracing.
- 4) The school will follow DPHSS guidance and initiate the gathering of important information on possible contacts.
- 5) When the school receives information on students or employees infected with COVID-19, the information will remain confidential.
- 6) If the school or DPHSS identifies a student or employee as close contact, the individual will need to quarantine.

Isolation & Quarantine

Quarantine Requirements: Chart



The school nurse and school principal may clear close contacts with ongoing exposure based on the DPHSS time frame guidelines.

- a. Unvaccinated/Not fully vaccinated quarantine for 10 days after the last date of exposure. Can test day 5-7 and return to school/work on day 8 with a negative result.
- b. Fully vaccinated, no quarantine time indicated, unless the individual presents with COVID-19-like symptoms.
- c. Healthcare professionals no quarantine unless symptomatic; test immediately. Asymptomatic individuals test days 3-4.

Exempt from Quarantine close contacts who qualify for an exemption from quarantine and COVID-19 testing:

- a. Individuals who have tested positive for COVID-19 within the past 90 days and recovered with no new symptoms.
- b. Fully vaccinated individuals with no symptoms of COVID-19
- c. In the K-12 grade indoor classroom settings, students between 3 to 6 feet of a confirmed positive COVID-19 student, if both the index and the exposed student correctly and consistently wore well-fitted masks the entire time. This exception does not apply to adults in the classroom setting.

Ongoing Household Exposure Those Individuals Identified as Close Contacts with Ongoing household exposure:

- a. Inform individuals to request DPHSS clearance via email. Schools will not have access to positive cases at their respective homes. Submit DPHSS Clearance Letter to the nurse or school principal when returning from isolation or quarantine.

- b. Unvaccinated/Not fully vaccinated quarantine immediately and until 10 days after the end of the isolation period for individuals with COVID-19, or 7 days if tested negative. Test immediately and 5-7 days after the last date of exposure (the end of the isolation period for the index case).

Clearances

On January 18, 2022, DPHSS issued an amendment for Clearance from Isolation or Quarantine, indicating a DPHSS clearance letter is not required at the end of isolation or quarantine. However, clearance letters will still be available to individuals upon request—email request to covidclearance@dphss.guam.gov.

Email requests must include Full name, date of birth, test date and location, telephone contact information and email, and vaccination status (brand of vaccine, dates administered, and booster date received).

Students or employees identified as close contacts (with no ongoing exposure) by the GDOE contact tracing team must have the following information available to clear: Full name, date of birth, date of exposure and location, vaccination status (brand of vaccine, dates administered, and booster date if received) and no COVID-19 like symptoms.

School Closure Determination

- Using the school's Pandemic Risk Assessment Matrix (P-RAM) score, the school will inform the parents and employees of one of the following: 1) Continue Operations, 2) Partial Shutdown indicating which classrooms with students and employees are affected will be announced or if the school has a 3) Complete Shutdown.
- The school administrator will notify school employees of the P-RAM score and GDOE District Office's final determination on school operations.
- Our Swift K12 school notification system will be sent through email and phone voice messaging to parents, informing them of the positive COVID-19 case(s) and other important school information on closures.
- Headstart and K- 5th-grade teachers will send an email, online messaging, text message, or call their respective parents with the same message broadcast.
- The school administrator will coordinate with a cleaning team to start cleaning areas at least 24 hours after the infected person(s) is on campus.
- GDOE, in collaboration with DPHSS, will determine the length of time a school is closed for sanitization and cleaning.

Other guidance and protocols will follow the GDOE COVID-19 Handbook.

COMMUNICATION

Communication is critical during the COVID-19 pandemic. The following platforms or tools listed represent the various forms of communication we provide for our school families.

Communication Tool	Purpose	How to access the tool
Adacao Elementary Phone	For emergencies or communication needing immediate attention.	300-6500
Adacao Elementary Website	To provide updated information regarding educational operations, announcements, resources, and other contact information.	aeshilitais.weebly.com
SwiftK12	To provide short announcements.	Requires parent/guardian updated contact information.
Guam Department of Education website	To provide district-wide information affecting all schools.	www.gdoe.net
Student Planners Homework Binders/Folders	Parent and teacher communication regarding the child's progress, needs, and announcements.	Provided by Teacher
School email	To provide a contact source for parents/guardians and other stakeholders who may need individual issues and concerns addressed.	adacaoelementary@gmail.com
Social Media	Facebook: Adacao Elementary School Instagram: gumahilitai	
Other Tools	Other communication tools by individual teachers with their parents/guardians.	Teachers will give instructions for their applications.

