

Guam Department of Education



*Accredited by Accrediting Commission for Schools,
Western Association of Schools and Colleges (WASC)*

PARENT-STUDENT HANDBOOK School Year 2021-2022

194 Chalan Kasperbauer Dededo, GU 96929

Tel: (671) 632-9361

<https://www.finelementary.weebly.com>

[email address: fes@gdoe.net](mailto:fes@gdoe.net)

Office Hours
Monday-Friday
7:30 a.m. -3:30p.m.

School Hours
Monday-Friday
8:30 a.m. - 2:43 p.m.

ASPIRE Hours
Monday-Friday
2:43 p.m. -5:00 p.m.

Administrators' Message

Buenas yan Hafa Adai! Welcome to Finegayan Elementary School. School year 2021-2022 will be another exciting educational journey filled with new normals. We will continue to venture into an uncharted territory with the current COVID-19 pandemic. Together with our hard-working and dedicated Faculty and Staff, we are prepared to keep our students safe and healthy physically and emotionally to reach their full academic potential. We stand behind our mission to prepare all students in meeting the challenges in an ever-changing global society.

As we move forward to the new school year with Face-to-Face and Online Model of Learning, we believe that every child can succeed and that the cooperation between home and school builds trust and self-esteem in students. With the goal of continuing to advance the culture of excellence at Finegayan Elementary as a WASC accredited school, we are devoted to exploring new and innovative ideas to meet the needs of all students, teachers & staff. We will continue to build relationships with our parents and community members to establish a strong family and community engagement.

This parent-student handbook is a compilation of board policies and general school rules and procedures which will ensure that all our students and stakeholders are aware of the expectations at Finegayan Elementary School. Our FES Pandemic Re-entry Plan, which is available in our school website, had been approved by DPHSS. We highly encourage you and your child to review the handbook, the re-entry plan and understand the contents. Feel free to contact us should you have any question, concern or need clarification. We look forward to a productive and memorable school year!

Si Yu'os Ma'ase
Maraming Salamat Po
Kinisou Chapur

Marites D.C. Garcia, M.Ed.
Principal
mdcgarcia@gdoe.net

Gerardo P. Galang, M.Ed.
Assistant Principal
gpgalang@gdoe.net

***“Education is the most powerful
weapon which you can use to
change the world.”***
NELSON MANDELA

*** FES Administration reserves the right to change or modify the handbook contents based on amendments aligned with Board Policy and/or the department Standard Operating Procedure (SOPs.) ***

Table of Contents

Parents Educational Rights	04
Parental Grievance Procedure	05
Finegayan Elementary School & Mission Statement	06
School Wide Learners Outcome (SLO)	07
FES PBIS School-wide Behavior Expectation Matrix	08
Bell Schedule and General Office Procedures	09-11
Public Law and School Board Policies Governing Schools	11-14
General School Procedure	14-20
Students Services	20-21
Emergency Procedures	21-23
Parents Communication	23
Acceptable Use of Technology Policy	24
Acceptable Use of Technology & Media Permission Forms	25
Food Waiver Form	26
PARENT-STUDENT HANDBOOK CONTRACTUAL AGREEMENT	26



Parent Educational Rights

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

Procedures for Seeing Records:

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

Correcting of Records:

If you think the information is misleading or false, please provide a written explanation of your reason and request to the School Administrator to have it removed. If the School Administrator disagrees with the request, you have the right to request for a hearing within ten (10) school days.

Controlling Access to the Record:

The School Principal is responsible to maintenance of these records, however, delegates this responsibility to appropriate school personnel (i.e. teachers, office personnel, and the school guidance counselor). School personnel and 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 to get your permission before releasing any information.

Enforcing Your Rights:

If the school refuses to let the parent/legal guardian see and/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 in enforcing parents' rights, please contact the school 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. Administrator Meeting

If after meeting 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 administrator. If, after the joint meeting the parent is still not satisfied, he or she may request to meet with the Deputy Superintendent of Educational Support and Community Learning (ESCL).

3. Appeal to the Superintendent of Education

If the parent or guardian, teacher, principal and Deputy Superintendent, ESCL are unable to arrive at a satisfactory understanding of the concern, the parent or guardian may then appeal, in writing, to the Superintendent of Education.

4. Appeal to the Guam Board of Education

If after written appeal has been made to the Superintendent of Education and a satisfactory understanding have not been met to address the concern, the parent or guardian may submit an appeal, in writing to the Guam Education Board.

- A. The Superintendent of Education will facilitate the appeal to the Guam Board of Education and will notify all persons involved in the case.
- B. If in his/her appeal or complaint, the parent or guardian makes allegations or accusations against the teacher, staff member, or the school administrator, the Superintendent of Education shall be responsible for furnishing a copy of the allegations and accusations to the accused. The teacher, principal or other staff member, is he/she desires, may submit a written reply or report to the Guam Board of Education.
- C. All parties to dispute shall be entitled to a personal hearing before the Guam Education Board. At this hearing, discussion must be limited to the points contained in the written appeal or complaint.



Finegayan Elementary School (FES), home of the Flying Fish, is one of nine elementary schools in the Lagu Region of the Guam Department of Education. It is the largest elementary school on the island of Guam. The school is located in the heart of Dededo, the island's most populated village, situated in the northern part of Guam. Since FES opened its doors in 1972, there is much to be appreciated about the culturally diverse faculty, staff, and families that make up the elementary school. The school community reflects the multicultural nature of Guam with many different languages spoken among the student population. FES perseveres in providing effective learning outcomes for all students by providing various opportunities to learn, grow, and appreciate the true meaning of a life-long learner.

GDOE Vision

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

Mission Statement

To prepare all students to succeed in meeting the challenges in an ever-changing global society.

School-Wide Expectations

Be SAFE, Be RESPECTFUL, Be RESPONSIBLE

DOE INSTRUCTIONAL PHILOSOPHY

Commitment to the 9 Guiding Principles

- | | |
|-------|--------------------------------------|
| I. | Human Compassion |
| II. | Interpersonal Relationships |
| III. | Civic Responsibility |
| IV. | Productive and Responsible Consumers |
| V. | Career Oriented |
| VI. | Effective Time Management |
| VII. | Caring and Safe Environment |
| VIII. | Professionalism |
| IX. | Quality Instructional Environment |

SCHOOLWIDE LEARNER OUTCOMES

G.U.I.H.A.N.

Gain Knowledge

- ✓ Students will be literate.
- ✓ Students will compose written work correctly.
- ✓ Students will demonstrate grade level reading and math skills with competency.
- ✓ Students will demonstrate proficiency of world studies standards.

Utilize Technology

- ✓ Students will apply efficient usage of learning tools in content areas.
- ✓ Students will demonstrate effective usage of computers and the Internet.

Increase Communication and Social Skills

- ✓ Students will listen effectively.
- ✓ Students will interact responsibly with peers and others.
- ✓ Students will speak effectively.

Help Create a Productive Learning Environment

- ✓ Students will follow classroom and safety rules.
- ✓ Students will be prepared for class.
- ✓ Students will respect fellow peers and property.
- ✓ Students will help keep their classroom safe and clean.
- ✓ Students will participate in class activities.
- ✓ Students will be responsible citizens.

Actively Solve Problems

- ✓ Students will demonstrate usage of learning strategies.
- ✓ Students will work cooperatively with peers.
- ✓ Students will utilize learning resources appropriately.
- ✓ Students will self- correct errors/difficulties with learning and school issues.
- ✓ Students will explain understanding of outcomes/predictions.
- ✓ Students will find alternative solutions to a problem.
- ✓ Students will take responsibility for their actions.

Nurture Cultural Differences




- ✓ Students will demonstrate tolerance of others' cultural differences.
- ✓ Students will be exposed to other cultures.
- ✓ Students will respect the similarities and differences of other cultures.



POSITIVE BEHAVIORIAL INTERVENTIONS & SUPPORT

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 more challenging behaviors. The PBIS approach promotes a school-wide discipline system that addresses the entire school—in and outside the classroom. This is more explicitly stated in the School-Wide Behavior Expectations matrix below:

FES SCHOOL-WIDE EXPECTATIONS

EXPECTATIONS	HALLWAY RULES	PLAYGROUND	CAFETERIA	RESTROOM	BUS WAITING	BUS RIDE	CLASSROOM
BE SAFE 	>WALK AT ALL TIMES. >STAY ON WALKWAY. >USE HANDRAILS WHEN USING STAIRS. >KEEP ALL BODY PARTS AND PERSONAL ITEMS TO YOURSELF.	>USE PLAYGROUND EQUIPMENT PROPERLY. >STAY IN PLAYGROUND AREA. >KEEP ALL BODY PARTS TO YOURSELF.	>WALK AT ALL TIMES. >QUIETLY STAY IN LINE. >KEEP ALL BODY PARTS TO YOURSELF.	>USE EQUIPMENT PROPERLY. >WALK AT ALL TIMES. >KEEP ALL BODY PARTS TO YOURSELF.	>WALK TO YOUR ASSIGNED BUS LINE. >SIT QUIETLY IN LINE. >FACE FORWARD.	>WALK AT ALL TIMES. >STAY SEATED UNTIL BUS STOPS AND THE BUS DRIVER TELLS YOU TO EXIT. >KEEP ALL BODY PARTS AWAY FROM THE AISLE WAY AND WINDOWS.	>WALK. >USE SCHOOL FURNITURE AND MATERIALS PROPERLY. >KEEP ALL BODY PARTS TO YOURSELF.
BE RESPECTFUL 	>WALK QUIETLY. >USE NICE WORDS. >EXCUSE ME, THANK YOU, PLEASE.	>TAKE TURNS, SHARE PLAYGROUND EQUIPMENT. >BE FRIENDLY TO OTHERS. >USE APPROPRIATE LANGUAGE. >LISTEN TO SCHOOL AIDES.	>USE INDOOR VOICES. >USE APPROPRIATE LANGUAGE. >KEEP YOUR FOOD AND DRINK TO YOURSELF.	>KNOCK ON THE DOOR. >LISTEN FOR A RESPONSE. >ENTER STALL IF EMPTY. >BE MINDFUL OF OTHER'S PRIVACY.	>SIT QUIETLY IN LINE UNTIL AIDE RELEASES YOU TO THE BUS. >KEEP ALL BODY PARTS TO YOURSELF. >LISTEN AND FOLLOW DIRECTIONS FROM SCHOOL PERSONNEL	>USE INDOOR VOICES. >USE APPROPRIATE LANGUAGE. >BE COURTEOUS TO OTHERS.	>USE INDOOR VOICES. >USE APPROPRIATE LANGUAGE. >LISTEN ATTENTIVELY TO TEACHER AND OTHERS. >USE APPROPRIATE HAND SIGNALS TO RESPOND. >TAKE TURNS.
BE RESPONSIBLE 	>BE AT YOUR ASSIGNED AREA. >HAVE A PASS WITH YOU. >BE ON TIME.	>USE RESTROOM/ DRINK WATER BEFORE RECESS ENDS. >LINE UP WHEN WHISTLE IS BLOWN. >BRING ALL PERSONAL ITEMS WITH YOU.	>FOLLOW ADULT DIRECTIONS. >LINE BOOK BAGS NEATLY ON FLOOR. >CLEAN UP YOUR AREA/THROW TRASH. >DISPOSE FOOD TRAYS AND UTENSILS IN SCULLERY AREA.	>USE >FLUSH >WASH >GO >KEEP RESTROOM CLEAN.	>REPORT TO YOUR AREA PROMPTLY. >KEEP ALL PERSONAL ITEMS WITH YOU. >KEEP ALL FOOD AND DRINK ITEMS IN YOUR BAG. >KEEP YOUR AREA CLEAN.	>BE ON TIME. >KEEP ALL SCHOOL ITEMS WITH YOU. >GET DOWN AT YOUR RIGHT BUS STOP.	>BRING SCHOOL SUPPLIES/MATERIALS DAILY. >TURN IN HOMEWORK OR ASSIGNMENTS WHEN DUE. >ARRIVE TO CLASS ON TIME. >KEEP DESK AREA NEAT AND ORDERLY. >THROW TRASH IN TRASH BINS.

BELL SCHEDULE



7:15am	Main Gate opens for busses
7:30am	Main Gate opens for car riders
7:30am-7:45am	Side gate opens for walkers (Kasper side)
7:50am-8:05am	Side gate opens for walkers (Fern side)
7:20am-8:20am	Breakfast service *Early Bird Tutoring Program*
8:20am	Warning Bell
8:25am-8:30am	Homeroom
8:30am	INSTRUCTIONAL BLOCK BEGINS
9:45am- 10:00am	Recess-Primary (Pre-K, K, 1 st , 2 nd)
10:15am-10:30am	Recess-Intermediate (3 rd , 4 th , 5 th)
10:40am-11:25am	Lunch-HS, Pre-K, Kinder
11:00am- 11:45am	Lunch-1st grade
11:20am- 12:05pm	Lunch-2nd grade
11:40pm –12:25pm	Lunch-3rd grade
12:00pm-12:45pm	Lunch-4th grade
12:20pm-1:05pm	Lunch-5th grade
2:43pm	INSTRUCTIONAL BLOCK ENDS
2:43pm	Dismissal
2:45pm – 5:30pm	*ASPIRE Program*
Staggered Dismissal Procedure begins	
2:20pm	HS & Pre-K
2:25pm	Kinder & 1st grade
2:30pm	2nd grade & 3rd grade
2:35pm	4th grade & 5th grade

GENERAL OFFICE PROCEDURES

CLASSROOM VISITS:

Classroom visits are not allowed during the pandemic. After the pandemic, parents/guardians who wish to visit their child's classrooms must make an appointment with the child's teacher prior to the visit. Upon the visit, the procedures for VISITORS ON CAMPUS must be followed.

VISITORS ON CAMPUS (100% I.D. check will be enforced):

Parents and Guardian are recognized as visitors on the DOE campus. You are welcome for purposeful visits. However, to ensure the safety of all students you shall abide to the following:

- Visitors must undergo health screening including temperature check, sign in with contact information and provide proper picture identification (Driver's License, Passport, Guam ID, etc.). A visitor's pass will be given in exchange for ID.

- The Visitor's Pass will be issued with an allotted time and approved area on campus.
- Visitors must go directly to the area noted on the pass and leave promptly when their time expires.
- All visitors must return Visitor's pass to the school's Main Office/screening area to retrieve their ID, sign out, and proceed to leave the campus premises.
- Students are not allowed to bring their siblings who are not currently enrolled at FES
- If an item is to be dropped off to a student, it will be received in the screening area/main office and delivered to the student's classroom. Instructional time is sacrosanct. No drop-off of items will interrupt instructional time, therefore, we encourage that you send any item with your child in the morning.
- During the pandemic, no visitors are allowed in the classrooms unless they are GDOE service provider.

NOTE: "Any person found on a school campus without the permission from the school principal shall be guilty of a misdemeanor and is punishable by imprisonment not exceeding thirty days (30) days or by a fine not exceeding three hundred (\$300.00) or both such fine and imprisonment" (Gov. Code of Guam, Section 11503).

CAMPUS HOURS

Campus gates open at 7:30am. Students are not allowed on campus before this time. Main drop-off and pick up of all students will be at the front canopy. The school day ends at 2:43pm. Bus riders, walkers, car riders and after school program students are to line up in their designated areas following our physical distancing safety protocols. All car riders must be picked up no later than 3:15pm.

EMERGENCY PHONE CALLS

In case of an emergency, we will be utilizing phone calls to reach parents/guardians. Therefore, it is **IMPORTANT** that you keep an up-to-date emergency number on file in the school's main office, Nurse's office and teacher. The person designated as your emergency number should be someone who can reach the school in a reasonable amount of time. If the person designated as your emergency contact cannot be reached, our only recourse is to use our judgment in getting medical attention for an injured child. In addition, we may send out an Outreach Social Worker or Community Program Aide to your home.

REGISTRATION – When registering students, parents must present the child's latest report card, withdrawal papers from the previous school, health record (including the immunization record and health exam record done within one year of the registration), birth certificate, utility bill, rental/lease agreement confirming street address, or mayor's verification and a map showing the place of residence. Registration will be completed when all necessary documents are submitted. Families renting in the attendance areas for the school are required to submit updated mayor's verification prior to the new school year.

ATTENDANCE AREAS/OUT-OF-DISTRICT STUDENTS (OOD)

Priority for enrollment will be given to students living with the FES Attendance Areas. Out-of-District requests must be approved by the school principal, depending on availability of space, the child's academic standing, behavior, attendance and parent's involvement in the school. Student withdrawals can take place at any given time during the school year. Out-of-district students must withdraw at the end of each school year. Approvals are granted for one school year, therefore, parents must reapply for Out-of-District approval before the start of each school year (Board Policy 318).

EARLY STUDENT RELEASE

Students leaving campus prior to the end of the school day must be checked out at the main office/screening area by the parent/guardian. In Addition, students being sent home by the Nurse due to illness will also need to be signed out with the Nurses at the screening area. No student will be released to any person who is not listed on the emergency information sheet. Please provide a valid picture ID when picking up your child.

STUDENT WITHDRAWAL

If you plan to withdraw your child/ren, notify the school at least **3 working days** to prepare the documents. These documents may be picked up on the last day of attendance at FES. Parent/legal guardians will be notified of any lost books, equipment or debts which the student is responsible for.

CHANGE OF ADDRESS OR PHONE NUMBER

Inform the school if you have changed your address or phone number. Updating addresses and phone numbers is important. The safety of your child may depend on how quickly we can contact/communicate with you. If you have moved to another attendance area, please let us know. Your child will need to be enrolled at the school in their attendance area. There will be times in which residence will be verified thru a home visit by the school social worker and administrator.

VERIFICATION OF ENROLLMENT

Student verification is available upon request via email at fes@gdoe.net or in-person. Parents/Guardians must present show proper identification upon request and pick-up. Student verification may be picked up the next day. Request will be accepted over the phone; however, proper identification will need to be provided upon release. Student Enrollment Verification forms are official documents from the school's system and must be picked up from the main office.

HEALTH EMERGENCY CARD AND COURT DOCUMENTS

Parents will be required to fill out the health emergency card and to keep their child's Student Information sheet updated. This form indicates emergency contact numbers for the main office and Nurse. People listed are the **ONLY** authorized individuals the school will release your child to during the school day. Court documents on restraining orders or custody issues need to be kept on file with the child's cumulative folder.

ARTICLES PROHIBITED ON CAMPUS

Items which may be hazardous, harmful to others, or which may interfere with school operations are prohibited. The following is a sample list of items that are prohibited: expensive jewelry, electronic games, playing cards, knives, matches, lighters, cigarettes, e-cigarettes, cameras, roller blades, toys, and items that are deem offensive. Cell phones are prohibited unless they have been registered in the Main Office with the school administrator. All 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 highly encourage all parents to speak to their child regarding this matter.

LOST AND FOUND ITEMS

When items (excluding clothing and lunch pails) are found, they are submitted to the office and placed in the lost & found box. Lost items may be claimed in the office during recess or before dismissal in the afternoon. Any clothing and lunch pails not claimed after 5 days will be appropriately disposed of. **All items brought to school should be clearly identified with the student's name and grade. This will expedite the return of items to the rightful owner.**

BOARD POLICIES GOVERNING THE SCHOOL

Uniform Policy (BP 401)

The intent of this policy is to promote the following: improve student behavior, promote appropriate attire, promote unity and pride, promote safety and security of all school personnel, minimize and or eliminate any socio-economic distinction, and promote an environment free of harassment. ***Exemptions will be granted for the following:*** Medical Reasons: Examples of medical reasons include, but not limited to, allergic reaction to material and other physical limitations preventing the wearing of the school uniform. Requests

for medical exemptions must be accompanied by a Doctor's certification. (GEB may waive BP401)

****Please be guided by the following:**

- No hats or Bandanas are to be worn on any school campus.
- Students are not to be penalized for not wearing vendor specific pants/shorts/skorts provided as long as they are the same color (black).
- Students who are not in school uniform will be subject to conferences, parental conferences, and loss of recess.
- Students will not be suspended because of uniform violations.
- Students may wear any color undershirt (unless there is a reason to believe the color is gang affiliated) as long as there is no obscene language or pictures on the shirt.
- Students are not allowed to wear revealing clothes, blouses, spaghetti straps, and high heels.
- For safety reasons, no open toe shoes, sandals, or slippers are allowed.

GUN-FREE SCHOOL ZONE (PL 27-115)

It is illegal to bring guns on school grounds. For the safety and protection of all our students, parents, official visitors and staff members on campus, possession and use of firearms will be reported immediately to the Guam Police Department and school administrators. The law clearly states that it is a "felony" to carry a firearm "in or on the grounds of a public or private school". **Exemptions** are for a full-time paid peace officer of another state or the Federal government who is carrying out official duties while in Guam, any person summoned by any of these officers to assist in making arrests or preserving the peace while he or she is actually engaged in assisting the officer, a member of the military forces of Guam or of the United States who is engaged in the performance of his or her duties, or an armored vehicle guard engaged in the performance of his or her duties.

Additional exemptions are for on-duty security guard authorized to carry a loaded firearm, provided the security guard is an employee of an entity contracted by the school for security purposes.

SUSPENSIONS/EXPULSIONS (BP 405)

All suspensions must be initiated by a school principal as an exercise of administrative authority. No out of school suspension may last longer than twenty school days.

STUDENT CELL PHONE USE ON CAMPUS POLICY (BP 406)

It is the policy of GDOE that the use of cellular phones by students is a privilege that is allowed on school campuses within the parameters of this policy. The purpose of this policy is to ensure that student possession and use of cellular phones does not interfere with academic instruction, does not disrupt school operations, and its use is not in violation of the law. Upon entering the school grounds, students are shall keep cellular phones in silent mode or turn them off at all times. Cellular phones are only allowed to be turned on after the instructional day – (i.e. after exiting the walker gate or after disembarking from the school bus.) Students are not allowed to use camera features including videotaping on their phone, in the classroom, in restrooms, and/or dressing areas. Please note that capturing images that may intrude upon the privacy of others is strictly prohibited. Text messaging during the school day is also prohibited. Students who are caught in violation of school policy regarding cellular phones may have their phones taken away or phone privileges revoked. Any transmission of information that violates state and/or federal law is strictly prohibited. Note that possession and use of a cellular phone on school premises is a privilege that can be revoked at any time for failure to comply with rules and standards. Furthermore, cellular phone privileges may be revoked at any time at the discretion of the administrator or other authorized administration personnel.

All cell phones must be registered with the school administrator prior to being brought to school!

1. Request for Cell Phone Authorization Form from Home room teacher.
2. Complete and submit form to Home room teacher.
3. Teacher will submit form for approval to the School Principal. (Please allow for 2 days review).
4. Approval or Denial response in writing will be given to student to relay to parents.

Consequences for violation of policy/contract:

1. FIRST OFFENSE – Student shall receive a warning
2. SECOND OFFENSE – The device will be confiscated for the day. Parents will be contacted of the offense. Device will be returned to the student at the end of the day.
3. THIRD OFFENSE – The device will be confiscated. Student will receive detention. Device shall be picked up by a parent and meet with school administrator.
4. FOURTH OFFENSE – PRIVILEGE REVOKED.

Offenses related to cyber bullying, sexual harassment and/or sexting, will be an automatic SUSPENSION and privilege revoked.

PREVENTION AND INTERVENTION AGAINST HARASSMENT, INTIMIDATION OR BULLYING, CYBERBULLYING, SEXTING, AND SEXUAL HARASSMENT (BP 409)

It is the policy of the Guam Education Board to ensure that students who attend the Department of Education (DOE) are safe, secure, and can count on being treated with respect. Schools shall be free from harassment, intimidation or bullying, cyber bullying, sexting and sexual harassment and shall provide an environment that is conducive to learning. School administrators shall ensure that the school environment is free of any threat while attending school and any school sponsored activities. This requires a fundamental change in the way that administrators and employees in the DOE view harassment, intimidation or bullying, cyber bullying, sexting and sexual harassment. The school principal and employees must recognize that minor events, which do not rise to the level of violations of school rules or a crime, may still create an environment which makes students feel uncomfortable or even terrified at the prospect of attending school. This policy is to allow students active participation in school affairs without fear and threat of harassment, intimidation or bullying, cyber bullying, sexting and sexual harassment.

DANGEROUS WEAPONS (BP 425)

Any student, while at a school site or riding on a school bus is found possessing an instrument which the Principal or his designee determines to be a deadly weapon shall be suspended immediately and a complete investigation shall be conducted. If it is determined that possession of an instrument is illegal under the laws of Guam, or if the student threatens or attacks another person with it on campus or at a school related activity, the student shall be referred to the Guam Police Department and dealt with according to the provisions of Board Policy 405.

SMOKING POLICY (BP 430)

Students' caught smoking or possessing tobacco products, to include e-cigarettes or vapors, on school grounds will be disciplined accordingly. ABSOLUTELY no smoking or tobacco products are allowed on campus.

COMPULSORY SCHOOL AGE (Title XIII GCA)

"Each parent, guardian or other person having control or charge of a child between the ages of five and eighteen years of age MUST send his/her child to a public or private full-time school, during the time such school are in session. Failure to comply with this policy will result in a referral to the court system for appropriate action."

STUDENT SEARCH & SEIZURE (BP 407)

The Department of Education is tasked with the responsibility of providing a safe environment that is conducive to learning. In order to fulfill this duty, DOE must protect the moral, health and safety of the students in our public schools. The following standard operating procedure has been created to show respect, dignity and privacy of our students to the fullest extent possible. Three kinds of searches are authorized:

- Searches based on a reasonable suspicion that a particular student or group of students is in possession of contraband.
- Random searches of student vehicles parked on school property and school lockers may be conducted according to procedures developed by the Superintendent and provide notice to students and parents of the possibility that searches may be conducted for student safety.
- Blanket administrative searches are necessary to ensure the health, safety and well-being of all DOE stakeholders.

CONTROL OF UNAUTHORIZED DRUGS & ALCOHOL BEVERAGES (BP 420)

It is prohibited for students to possess actual or suspected, use and distribute illegal drugs, unauthorized medication and alcoholic beverages on campus. Students will be disciplined accordingly.

STUDENT ATTENDANCE AREA (BP 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 Finegayan 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.

ABSENCES (BP 411)

Failure to attend school regularly negatively impacts academics. All students are urged to attend school daily unless there is a good reason for being absent. The following reasons are considered **excused absences: illness of student, medical/dental appointments, death in the immediate family, court appearances, and natural disasters.** Upon returning to school following an absence, an excuse note must be submitted. **Students absent from school for 3 or more consecutive days, requires a doctor's excuse note (Public Law 26-104). NOTES MUST BE SUBMITTED TO HOMEROOM TEACHER BY THE SECOND DAY after the absence. After two days, NO NOTES WILL BE ACCEPTED. ABSENCE WILL BE CONSIDERED UNEXCUSED.** 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. Habitual or patterned 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.

TARDINESS

Any student who arrives to the classroom after 8:30 AM 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. Your child will be considered "*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. Tardiness will be documented and reported in the ODR Behavior Incident log.

FOOD AND NUTRITION SERVICES MANAGEMENT (BP 705)

Foods of Minimal Nutritional Value (FMNV) are prohibited from being SOLD, GIVEN AWAY or PROMOTED at any time during school hours of operation and during all sanctioned student extracurricular events.

CONTROL OF COMMUNICABLE DISEASES (BP 336.3)

Students found with head lice will not be allowed to come to school until he/she is treated and cleared by the school Nurse/designee. Student will be given only two days of excused absences for treatment. All other absences will be unexcused.

GENERAL SCHOOL PROCEDURES

ASSERTIVE DISCIPLINE PLAN

FES has an average student population of 880+ students. Because of this large student count, we need to ensure that every student is provided a safe environment that is harmonious and conducive to quality education. To accomplish this, we have written a discipline program that encourages students to become responsible citizen. If students are to be safe, respectful and responsible, we must work together to help our students accomplish this goal. Everyone must know, understand their responsibilities and accept them. In doing so, we provide the best possible educational environment for all students.

Parent Responsibilities:

- Insist on regular school attendance;
- Teach your child respect for authority;
- Teach your child respect for personal property;
- 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);
- Ensure that your child wear clean uniform/clothes daily to school;
- Know and understand the rules of the school;
- Be involved by attending parent/teacher conferences and school functions; and
- Be sure your child is ready to learn by:
 - a. having a good night's rest;
 - b. providing needed school supplies;
 - c. bringing your child to school on time if private transportation is used;

Student Responsibilities:

- ❖ Come to school daily and on time.
- ❖ Follow all Pandemic safety protocols (Wear a face mask, Wash your hands and Watch your distance)
- ❖ Respect the rights and property of others.
- ❖ Respect people in authority at the school.
- ❖ Know, understand and observe your classroom rules and the school-wide rules.
- ❖ Have the desire to learn and respect one's work.
- ❖ Encourage your parents to be involved with school functions such as conferences, PTO meetings and assemblies.
- ❖ Set aside a time and place for quiet study.
- ❖ Remember that if you are weak in a skill, it is not a bold failure. Realize that you will achieve mastery when you work hard for it.
- ❖ Think positive in all your efforts. It works!
- ❖ Be reasonably quiet and non-disruptive in the classrooms, cafeteria and on school busses.
- ❖ Keep your language and actions respectful.

School Responsibilities:

- ✓ Create a safe, clean and fun teaching-learning environment.
- ✓ Inform parents regarding student achievement, behavior and academic development.
- ✓ Be fair, firm and consistent in enforcing school rules.
- ✓ Give positive reinforcement for acceptable behavior.
- ✓ Guarantee student rights and privileges to those who demonstrate their willingness to abide by school rules.
- ✓ Communicate with the community about school learning programs.

OFF-LIMIT AREAS (students only)

There are certain areas on campus where students are not permitted to be in. Take note of the following:

1. In the classroom without adult supervision.
2. Inside the custodians rooms, electrical rooms, storage rooms.
3. In the cafeteria cooking facility.
4. In the Faculty/Staff Lounge.
5. Other areas marked "OFF LIMITS TO STUDENTS/CHILDREN".

CAMPUS ENVIRONMENT

Everyone on campus is expected to contribute their share toward maintaining a well-kept, clean, and orderly building and grounds. Trash needs to be disposed of properly.

CAFETERIA RULES

Specific conduct is required in the cafeteria; please adhere to the following rules:

1. Enter the cafeteria quietly and in a straight line.
2. Follow physical distancing.
3. Eat quietly and use indoor voice. No yelling.
4. Walk in the cafeteria, absolutely no running or playing is allowed.
5. Return all lunch trays to the proper disposal area.
6. Dispose all trash in the trash cans.



SCHOOL MEALS

Finegayan Elementary School is one of the participating schools in the National School Lunch and School Breakfast Programs called the Community Eligibility Provision (CEP). This means all enrolled students of Finegayan Elementary School are eligible to receive a healthy breakfast and lunch at school at **NO COST** to the student. Students are encourage to eat breakfast and lunch in our school cafeteria. Meals are prepared by SODEXO.

- **Dropped-off lunches:** Due to safety concern during the pandemic, **NO dropped-off lunches** will be allowed. It is important to decide either to pack the lunch in the morning or allow the child to eat the school meal. Students are **not allowed** to share their snacks and lunches in order to prevent allergic reactions and avoid the spread of germs and bacteria.
- **SNACKS OR DRINKS:** Students must eat their snacks and meals in the cafeteria or their designated areas during recess/lunch.

MORNING DROP OFF PROCEDURES

Gates open at 7:30am, no earlier. “Drive thru and Drop-off” system.

- In the morning, pull over to the curb just in front of the school canopy. Let your child out on the curb side of the car, then proceed down and around the lane towards the exit gate. Do not leave your car parked along the curb or take too much time at the curb. There is a school staff on the curb to keep the line moving.
- Symptom screening, temperature check and hand sanitizing will be conducted prior to your child exiting the vehicle. Remember that you should not let your child out of your car from the outside lane.
- If you do need to pass the curbside traffic in the outside lane, proceed slowly and cautiously. Follow the staff traffic direction.

AFTER SCHOOL PICK UP PROCEDURES

“Drive thru and Pick up” system.

- If you are picking up your child after school, the car pickup line begins at the tree approximately 100 feet from the front entrance gate. A sign designates the start line. The car line-up will continue down Chalan Kasperbauer and around Artero Drive across the daycare. Car riders will be released after the first round of school busses are released, at approximately 2:50pm. **Follow the direction of our staff. Be attentive and courteous for the safety of all.**
- After the first line of cars are loaded and moved out of the lot, the next group of cars will be signaled to enter as a group. When that group is all stopped, then the process will be repeated. Students will not be released for pick-up until the line of cars had stopped and ready to be loaded.
- When your child is loading, be expeditious. If you are the one waiting behind a parent who is taking an inordinate amount of time to pull out, kindly be patient. Safety is always a priority.
- We encourage parents to place a placard with their child’s name on the windshield for expeditious process.

Other points to remember:

- Car riders are dismissed from their classroom and escorted to front canopy. Bus riders are loaded onto the busses at the back gate (bus entrance)
- Do not park your car in a lot space and come get your child. This is not allowed. Dismissal will be most efficient and safe if everyone will stay in the traffic flow line.
- If you are waiting outside the Kasperbauer walker's gate to pick up your child, park across the fence line close to the daycare in order to avoid interfering with the traffic flow. Do not motion your child to come to you. The adult on duty will be stopping traffic flow in order to release students safely across the crosswalk.
- If you are waiting outside the Fern Terrace walker's gate to pick up your child, park by the basketball court or you may walk to the open area to wait for your child. The adult on duty will release your child.

BUS SERVICES

Riding the bus is a privilege. Students are expected to show respect and follow the direction of the bus driver. Students must be considerate to everyone in the bus. Safety can be achieved by following proper behavior and bus safety expectations. The following rules must be followed:

- While in the bus, students are under the direct authority of the bus driver.
- Be courteous to the driver, students and passerby.
- When the bus is in motion remain seated at all times.
- Keep hands, heads and arms inside the bus.
- Maintain social/physical distancing unless seated with a family member.
- Converse in normal tones; loud vulgar language is prohibited.
- Do not leave a mess or trash inside the bus.
- Do not throw any articles in or out of the bus.
- Shouting and horseplay in the bus are prohibited.
- Eating and drinking, smoking inside the bus are prohibited.
- Follow the bus COVID safety mitigation protocol.

Refusal to obey the driver's instruction and violation of the above may result in a disciplinary actions.

TRANSPORTATION

At the beginning of the School Year, parents are required to inform the Homeroom Teacher of the mode of transportation for their child after school. Mode of transportation must also be indicated in the health emergency card. The school will compile a list of students in order to account for and place students at their appropriate dismissal area.

A note must be sent with the child to the Homeroom Teacher if there is a change in the mode of transportation after school. This notification will help ensure the student is dropped off at the appropriate departure area.

ABSOLUTELY NO TELEPHONE REQUEST OR MESSAGES WILL BE HONORED.

PRE ARRANGED/OFF-ISLAND LEAVE REQUEST

The Principal has the authority to approve advanced absence(s) due to off-island or any other reasons. Kindly take note of the following:

- Complete a Pre-arranged Absence/Off-island Form and submit it to the Main Office five (5) working days prior to departure with the 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 (25+ days), he/she may need to withdraw from school. Otherwise a doctor's certification is required to justify the absence(s).

STUDENTS LEAVING CAMPUS

Parents picking up students to go off campus for medical or other reasons must sign out their child in the office campus ledger in the screening area. Photo ID is required. *Advanced requests (via calls/letters) to teacher to send student to the office PRIOR to being sign-out will not be accepted.*

REQUEST FOR PLACEMENT IN A SPECIFIC TEACHER

This request will not be entertained. Under no circumstance is a student be transferred from one room to another without the approval of a school administrator. The administration considers it their responsibility to transfer a student from one room to another if it is deemed necessary and such a move is in the best interest of the child. Parents will be notified of any classroom reassignments concerning their child.

CURRICULUM

Finegayan Elementary School follows the Guam Department of Education Content Standards and Performance Indicators, which are aligned with the Common Core State Standards (CCSS) and Next Generation Science Standards (NGSS). FES continues to align thematic units and lessons, adopted textbooks and assessments with the adopted standards. Various strategies to conduct lessons and manage classroom and student groups are utilized throughout the grade levels including but not limited to the use of technology and Classroom Instruction that Works (CITW). Multiple assessments are administered to monitor student performance.

CHAMORU LANGUAGE AND CULTURE

The program is mandated by law and teaches the Chamoru language and culture of Guam in grades Kindergarten – Fifth for 20 – 30 minutes daily. A quarterly syllabus will be provided to all students.

ENGLISH AS A SECOND LANGUAGE (ESL)

The ESL program provides supplementary instruction to those students who speak languages other than English and have no or limited English speaking and/or writing skills. Eligible students can be either serviced under the following: Sheltered, Pull out or consultation.

SPECIAL EDUCATION

This program provides services for students who are identified with special educational needs. The amount of time spent in the resource room is dependent on the Individual Education Plan (IEP) prepared for each student. Resource room teachers also provide consultative and monitoring services to the student's regular classroom teacher. The program provides services such as specialized reading, language, and math instruction, speech and language therapy, occupational therapy, physical therapy, vision services, and leisure education.

GATE (Gifted and Talented Education)

Students identified for the GATE program attend classes for three hours per week for specialized instruction. Identification is based on an achievement test score (nationally normed), a rating by the child's teacher and two intelligence tests.

LIBRARY

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.

- 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 returned the next school day
- All library fees and repayment of books are to be paid with the Librarian.

ASPIRE-Early Bird and/or After School Program for Instructional Remediation & Enrichment

Students who are in need of remediation or enrichment in Reading, Language & Math skills may be eligible for ASPIRE program before and/or after school. Teachers will refer and communicate with parents regarding the availability and eligibility.

HEADSTART

A federally-funded, pre-school program for students (4 years old) who meet the established criteria. The criteria is set forth by the Guam Headstart program located at Tiyan.

PRE-KINDERGARTEN

The goal of the Pre-kindergarten program is to provide a high quality early learning experience for young children, which will prepare them to enter Kindergarten ready to learn and lay the foundation and/or school readiness indicators. FES is one of the pilot school for Universal PreK Program.

POWERSCHOOL PARENT PORTAL

Parents may access their child's grades, attendance record and email the teachers through the Parent Portal. Visit the Main Office for your username and password or you may email fes@gdoe.net

GRADING & REPORT CARDS/PROGRESS REPORTS

Academic grades are based on attainment of grade level skills as set forth by the Guam Education Board. Children who are enrolled in special programs are graded accordingly to their program standards. Report cards are issued quarterly. On the 1st and 3rd quarters, progress reports are given. During the 2nd and 4th quarters, report cards for semester grades will be given. Parents should maintain open communication between the home and school.

PARENT-TEACHER CONFERENCES

Regular scheduled conferences are held during the year—usually about a week after the close of the first (1st) and third (3rd) quarter of each grading period. Parents are highly encouraged to attend these conferences to discuss their children's progress with the teacher. Other arrangements may be made by either the teacher or the parents for individual conferences as the need arises. Some Tips for parents when having Parent-Teacher Conferences:

- Prepare in advance. Write down anything you want to tell the teacher to help them better understand your child.
- Decide what questions you'll ask about subjects being studied now or planned for the future, about how your child is doing academically and socially, etc.
- Make appointments with any specialist who worked with your child, so you can talk with them during the conference.
- Ask your child if there is anything he/she would like you to discuss with the teacher.
- Be polite, pleasant and prompt. It is important to develop a good relationship with your child's teacher(s). Listen carefully to any recommendations.
- Ask the teacher how you can help your child overcome weak areas and build strengths.
- Don't be afraid to discuss any concerns. The staff or counselor can refer you to community resources, if needed.

FIELDTRIPS

Fieldtrips are considered enrichment to classroom instruction.

- School and classroom rules must be followed on fieldtrips
- Students are required to wear the school uniform and follow dress code procedures (closed-toe shoes)

- Students without a written consent form will not be allowed to participate. Permission given over the phone will NOT be accepted.
- Fieldtrip will be withheld from students who have been referred to the office for major disciplinary infractions at the teachers and/or administrators discretion.
- At the discretion of the teachers, parents may be asked to accompany the child on the field trip to ensure the child will act appropriately or the student may be placed in another class, on campus, for the duration of the field trip.

DISTRICT WIDE ASSESSMENT

This school year, all DOE students in grades one thru five will be administered a norm referenced tests: Smarter Balance. AIMSWEB Plus benchmark assessments are given to students in Kinder-5th grade for fall, winter, and spring in Reading and Math.

HOMEWORK

Homework will be assigned by the classroom teacher. Monitor your child's homework planner and sign off as required by teacher. Purpose of homework:

- Reinforce what the child has been taught by teacher;
- Providing practice of a learned skill;
- Extending knowledge and interest;
- Providing practice in researching information;
- Providing drill in weak areas;
- Developing positive attitudes towards school;
- Develop good work/study habits;
- Encouraging creative activities.

Parental Responsibility Regarding Homework Requires That A Parent:

- Check homework daily;
- Confer with teacher if child is unclear about assignment;
- Show interest. Take assignments as a serious matter;
- Answer questions;
- Assist in planning time;
- Provide proper atmosphere, remove distractions: i.e. radio/TV/mobile devices
- Provide necessary supplies; designate a quiet "homework area" in your home.
- Look at finished assignments for: neatness, accuracy and completeness
- Listen to your child;
- Sign or initial the Homework Planner/Log when you child completes the assignments.

STUDENT TEXTBOOKS

The Department of Education provides textbooks and workbooks to students for their use. Students assume full responsibility for issued books. Books are issued by the subject teacher and must be returned in the same condition to the same teacher upon completion of the school term, withdrawal from school, or transfer to another teacher. Students are responsible financially if they lose or damage any textbook or workbook issued to them. Charge for lost books or workbooks will be assessed at the current book price. A notice, which includes the price for replacing the book, will be sent home via your child.

CLASS PARTIES

No birthday parties will be approved. Birthday celebrations not only interrupt classroom instructional time, but will violate a policy in the serving of food items in classrooms-DPHSS sanitation.

STUDENT SERVICES

SCHOOL GUIDANCE COUNSELOR

As part of the support staff at FES, the School Guidance 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

Your Counselor is:

- Helping children cope with social and emotional crisis
- Helping children get along with others
- Encouraging students to recognize and make the best use of their abilities
- Helping students overcome learning problems
- Preventing major problems before they occur

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

SCHOOL HEALTH COUNSELOR (NURSE)

A registered nurse and licensed practical nurse is on duty in the Nurse's Clinic the same hours as teachers. They are available to assist our students with any ailment they may encounter while in school. In case of illness or injury, the nurse must be contacted immediately. The nurse will contact the authorized person(s) to pick up the student if necessary. Ensure that emergency cards are completed and updated to ensure that we are able to contact parents immediately during emergencies.

They perform the following:

- Vision, hearing, dental and lice checks annually. Your child's teacher will be notified of failures.
- Dispenses prescription medication only after parents have completed the required form. All medication is to be stored in the nurse's office. **Administrators and Teachers are not to administer 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.

MEDICATIONS: Internal medicine can be administered by the school nurse to any student when written permission is provided by parent/guardian. Written permission shall include doctor's verification of the type of medication, dosage and why the medication has to be prescribed. The medication must be received in a container appropriately labeled. **DO NOT SEND Over the Counter (OTC) medicine with your child.**

EMERGENCY PROCEDURES

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 situation. Upon these situations, we will require for FES to close. Once the department decides to close the school:

The school will:

- coordinate evacuation/dismissal with DOE-Central Office
- update the media with closing schedules and procedures

- arrange for bus transportation for all bus riding students
- contact parents of students, who are car riders by phone to pick up students.

Emergency drills will be held monthly within the school year. This is to ensure that all parents, guardians, faculty, staff and students know what the fire, earth quake, and typhoon procedures are. The following are the basic emergency drills that our school's faculty, staff and students must follow:

FIRE/EVACUATION DRILLS

When evacuating:

1. All pupils, teachers and staff are required to evacuate the building in an expeditious and orderly manner to the place indicated on the Evacuation Chart.
2. Everyone will remain outside until the clear signal is given to return back into the classroom/campus.

EARTHQUAKE DRILL PROCEDURE

Drills will be scheduled with notice to the faculty. The usual signal is a series of short whistle blows or short bells. Following the teacher's command, students will find covered shelter and follow the DROP, COVER, and HOLD and Evacuate.

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 classroom to the assigned safe area of the school
6. Take roll call of students
7. Report class status.

In case of an actual earthquake:

- Wait at least 5 minutes to be certain the shaking has stopped
- Evacuate the building as in the drill earlier if signaled
- Should there be injury involved with any student, the teacher is to wait until evacuation signal is issued to proceed in assisting the injured person/student and call for assistance.

TYPHOON PROCEDURE

(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:

- 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.

To Parents/Guardians:

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

- If your child is bus riders, please be home to receive your child 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.
- Parents are also encouraged to sign up for the mobile PDN alert to be notified through your phone. Visit the PDN website.

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

SHELTER-IN-PLACE/ LOCK DOWN

At times it may become necessary to shelter all students in their classroom or current location. The principal will initiate this call and announce when normal routines may continue. Periodic drills will be conducted.

BOMB THREAT

If the school should receive a call relative to the presence of a bomb, the principal will conduct a risk assessment and Guam Emergency Responders will be called. The principal in conjunction with emergency responders will determine if evacuation is necessary and appropriate. If evacuation is necessary, regular fire drill procedures will be initiated at that time. Entry to the building will be prohibited for all personnel and students until Guam Fire Department has granted clearance.

PARENT COMMUNICATION

Communication between the home and school is an essential part of the elementary program. You are encouraged to contact your child's teacher, counselor, assistant principal, principal or any specialist if you have any questions, concerns and compliments about your child's progress in school. There are a number of ways for parents to receive information about their child's progress and school:

- **PARENTS/STUDENTS ORIENTATION** is scheduled before school begins to provide parents and students with general information regarding the school policies and expectations.
- **BACK TO SCHOOL NIGHT/OPEN HOUSE** is a time set aside for the month of August or September for parents to visit their child's school and meet with teachers. Curriculum, grading practices, homework policies and general expectations are explained by each teacher. This is **not** a time for individual parent/teacher conferences.
- **PARENT-TEACHER CONFERENCES** provide opportunities for teachers to share information with parents about their child's progress in school. The parent/teacher conferences is an important means of reporting to parents and guardians. These conferences are scheduled in the fall and spring of the school year. Additional conferences may be held at the request of the parent or teacher anytime during the year.
- **HOMEWORK PLANNER** is used as directed by teacher. Please see the grade level syllabus on the expectations.
- **EMAIL** contact is highly encouraged. Phone messages can be left during the day and will be placed on the teacher's box. No transfer of phone calls to the teacher's classroom during instructional time.
- **SWIFTK12** is used to disseminate mass information to parents via text or email.
- **NEWLETTERS** from the school are sent home with students monthly to provide timely information about school, classroom and district activities.
- **POWERSCHOOL PARENTPORTAL** real-time access to your child's attendance, grades and teachers' email. Email the computer operator fes@gdoe.net for your secured username and password.

- **FES FATE (Families and Teachers Empowered)-PTO** can provide valuable support and service to students and staff. Parents are encouraged to become active members and attend monthly meetings.
- **FES WEBSITE-** www.finelementary.weebly.com
- **FES Email address-** fes@gdoe.net
- **FES phone number** (671) 632-9361
- **GUAM DOE WEBSITE-** <http://www.gdoe.net> provides general information about the GDOE School District and its programs.

Finegayan Elementary School ACCEPTABLE USE OF TECHNOLOGY POLICY

Finegayan Elementary School has established a computer network and is pleased to offer Internet access for student use. 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 FES 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 above.

Unacceptable Uses

1. The network may not be used to download, copy, or store any software, shareware, or freeware without prior permission from the network administrator.
2. The network may not be used for commercial purposes. Users may not buy or sell products or services through the system without prior permission from the network administrator.
3. Use of the network for advertising or political lobbying is prohibited.
4. The network may not be used for any activity, or to transmit any material, that violates United States or local laws. This includes, but is not limited to, illegal activities such as threatening the safety of another person or violating copyright laws.
5. Network users may not use vulgar, derogatory, or obscene language. Users may not engage in personal attacks, harass another person, or post private information about another person.
6. Network users may not log on to someone else's account or attempt to access another user's files. "Hacking" or otherwise trying to gain access to another person's or organization's computer system is prohibited.
7. Network users may not access Web sites, newsgroups, or chat areas that contain material that is obscene or that promotes illegal acts. If a user accidentally accesses this type of information, he or she should immediately notify a teacher, librarian, and/or network administrator.
8. Network users may not engage in "SPAMming" (sending an email to more than 10 people at the same time) or participate in chain letters.

Safety Guidelines for Students

1. Never give out your last name, address, or phone number.
2. Never agree to meet in person with anyone you have met online unless you first have the approval of a parent or guardian.
3. Notify an adult immediately if you receive a message that may be inappropriate or if you encounter any material that violates this Acceptable Use Policy.

4. Your parents should instruct you if there is additional material that they think it would be inappropriate for you to access. FES expects you to follow your parent's wishes in this matter.

Disclaimer

The internet is on regulated medium with no guarantee of accuracy, completeness, currency or even truthfulness. Finegayan Elementary School has no control over the information accessed through the internet and cannot be held responsible for its content.

Internet Access is a Privilege

Internet access and use of the computer network is provided as privilege to the students and this Acceptable Use Policy provides an opportunity to educate the students on their responsibilities as users. This Acceptable Use Policy is in compliance with Guam and U.S. Telecommunication Rules and Regulation.

ACCEPTABLE USE OF TECHNOLOGY FORM

SY 2021-2022

Please submit by Monday, August 23, 2021

Parent/Guardian Permission

I have read and understand the information about appropriate use of the computer network at FES (indicated in the school planner p. 18) and I understand that this form will be kept on file at the school. I give my child permission to access the network as outlined on the Finegayan Elementary School Acceptable Use Policy.

Student's name (print) _____ Room #: _____

Student's signature _____ Date _____

Parent/Guardian's name (print) _____

Parent/Guardian's signature _____ Date _____

FES plans to publish student work (writing, drawings, etc.) occasionally on the Internet and it will be accessible on a World Wide Web server. If you would prefer that your child's work **NOT** be included, please initial here: _____

FES plans to publicize school activities in newspapers, magazines and/ or the Internet, by including some images of our school and classrooms that may contain images of students. If you would prefer that your child's image **NOT** be included, please initial here: _____.

MEDIA PERMISSION FORM

SY 2020-2021

From time to time during the school year, the local media (TV, printed-newspaper/magazines) may be at Finegayan Elementary School to cover various functions. On occasion, while covering these events, children are interviewed, photographed and/or filmed.

Please check the appropriate box, sign below and return this form to your child's homeroom teacher by Monday, August 23, 2021.

☐ I give permission for my child to be interviewed/photographed/filmed by the media at Finegayan Elementary School.

☐ I do not give the media permission to interview/photograph/video my child at Finegayan Elementary School.

Print Child's Name _____ Room# _____

Parent/Guardian Name (Print)

Parent's/Guardian's Signature

Date

FES FOOD WAIVER FORM
SY 2021-2022

Finegayan Elementary School encourages all families to practice safe food handling and preparation of all foods bought to school.

However, because our school cannot account for how foods may be prepared or stored at home, we reserve the right not to be held liable for any illness that may result from foods prepared, cooked and/or brought from home. By signing below, you agree to release Finegayan Elementary School from any lawsuits or medical expenses that may result from foods brought into school.

Should you decide NOT to have your child participate in his/her classroom event that involves food, please check the appropriate box below and have your child return this form to his/her teacher.

☐ I acknowledge that I will not hold Finegayan Elementary School liable for any medical expenses that may occur from foods prepared and/or cooked from home.

☐ I do not want my child to participate in his/her classroom event that involves food.

 Student's Name (print) Room # Date

 Parent's Name (print) Parent's Signature Date

PARENT-STUDENT HANDBOOK CONTRACTUAL AGREEMENT

The purpose of this handbook is to provide information to all stakeholders—parents, students, teachers, and the community of current Standard Operating Procedures and of policies of the school and its district.

We ask that upon reviewing this handbook, you submit the perforated receipt below to your child's teacher. This receipt is a contractual agreement between you and the school. This agreement cites that you have read the handbook, are committed to it, you are supportive to the full implementation of the SOP and policies of Finegayan Elementary School.

I, the parent/legal guardian of: _____, Grade: _____ and in Room # _____, have read the Finegayan Elementary Parent and Student Handbook and have discussed its content with my child. I promise to support the Standard Operating Procedures and policies of the school and of its district found in this handbook.

I also acknowledge that one Parent and Student Handbook is provided to each student attending Finegayan Elementary School. Should this booklet get lose or damaged, I agree to pay a \$5.00 replacement charge for every handbook replacement request made.

 Parent/Guardian's Name and Signature
 (Please print & sign)

 Date