



GUAHAN ACADEMY CHARTER SCHOOL
STUDENT PLANNER
School Year 2023-2024



Home of the Starfish



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School Wide Learner Outcome

GACS STUDENTS WILL BE:

Goal Oriented Active Communicators Critical Thinkers who Strive for Lifelong Success

GUAHAN ACADEMY CHARTER SCHOOL

CoreTech Buildings C, D, & E Mariner Ave Tiyan, Guam
P.O. Box CS, Hågatña, Guam 96932

Website: www.guahanacademy.org Phone: 979-1065



Jiana M. Sanchez
Principal

Ann Margaret Santiago
Chief Executive Officer

Maria B. Singh
Assistant Principal

Welcome to the Guahan Academy Charter School SY 2023-2024!

It is with great excitement to welcome you back to school. The administration, faculty and staff have purposefully planned and consciously prepared over the summer to provide you with worthwhile activities and a wide range of opportunities. Our focus this year is to improve the academic, health and social services we offer by partnering up with agencies and organizations to further serve you and your families.

As we continue with the Direct Instruction School-Wide Reform Model to move all students' different levels of proficiency closer to performance standards, we also aim to accelerate you all into courses and content areas that would garner success outside of school.

Aside from the school supplies we will provide this school year through the federal grants, here is a student planner which you can use as an organizational tool to assist you in your daily assignments, lessons, and activities. This will also serve as a communication log between your teacher and parents/guardians. Please bring this with you to school daily and use it wisely.

This student planner also contains the school year calendar and a digested Parent-Student Handbook designed as a guide to updated GACS rules and policies. It contains information on parents/students rights, curriculum, grading system, attendance, discipline, safety policies, and student services available in support of your educational growth and overall well-being. I am confident that with the guidance of your caring and devoted teachers and staff, you will reach your full potential.

Again, **WELCOME BACK** and have a blessed school year!

Sincerely,

Ann Margaret Santiago
Chief Executive Officer

VISION STATEMENT

GACS Students will become respectful, responsible and resourceful.

MISSION STATEMENT


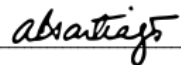
At Guahan Academy Charter School, our mission is to empower our students with proven educational practices and social support to be productive citizens in the community.



**GUAHAN ACADEMY CHARTER SCHOOL
ACADEMIC CALENDAR FOR SCHOOL YEAR 2023 - 2024**

| | | |
|------------------------------|---------------------------|--|
| August 1-10, 2023 | Tuesday-Thursday (8 Days) | PROFESSIONAL DEVELOPMENT - In Service #1 - #8 |
| August 11, 2023 | Friday | PARENT and STUDENT ORIENTATION |
| August 14, 2023 | Monday | FIRST DAY OF CLASSES - 1st QUARTER BEGINS |
| September 4, 2023 | Monday | LABOR DAY - No Classes |
| September 12, 2023 | Tuesday | MID 1st QUARTER (Progress Reports) |
| October 11, 2023 | Wednesday | END of 1st QUARTER |
| October 12, 2023 | Thursday | PROFESSIONAL DEVELOPMENT #9 - No Classes (Report Cards Due) |
| October 13, 2023 | Friday | 1st QTR. PARENT TEACHER CONFERENCE - No Classes |
| 42 INSTRUCTIONAL DAYS | | |
| October 16, 2023 | Monday | 2nd QUARTER Begins |
| November 2, 2023 | Thursday | ALL SOULS DAY - No Classes |
| November 10, 2023 | Friday | VETERANS DAY (Observed) - No Classes |
| November 15, 2023 | Wednesday | MID 2nd QUARTER (Progress Reports) |
| November 23 - 24, 2023 | Thursday - Friday | THANKSGIVING BREAK - No Classes |
| December 8, 2023 | Friday | OUR LADY OF CAMARIN HOLIDAY - No Classes |
| December 18 - 29, 2023 | Monday - Friday | CHRISTMAS BREAK - No Classes |
| January 1, 2024 | Monday | NEW YEAR'S DAY - No Classes |
| January 2, 2024 | Tuesday | PROFESSIONAL DEVELOPMENT #10 - No Classes |
| January 3, 2024 | Wednesday | CLASSES RESUME |
| January 4, 2024 | Thursday | END of 2nd QUARTER/ 1st SEMESTER |
| January 5, 2024 | Friday | PROFESSIONAL DEVELOPMENT #11 - No Classes (Report Cards Due) |
| 42 INSTRUCTIONAL DAYS | | |
| January 8, 2024 | Monday | 3rd QUARTER Begins |
| January 15, 2024 | Monday | MARTIN LUTHER KING JR. DAY - No Classes |
| February 8, 2024 | Thursday | MID 3rd QUARTER (Progress Reports) |
| February 19, 2024 | Monday | PROFESSIONAL DEVELOPMENT #12 - No Classes |
| March 4, 2024 | Monday | GUAM HISTORY and CHAMORRO HERITAGE DAY - No Classes |
| March 13, 2024 | Wednesday | END of 3rd QUARTER |
| March 14, 2024 | Thursday | PROFESSIONAL DEVELOPMENT #13 - No Classes (Report Cards Due) |
| March 15, 2024 | Friday | 3rd QTR. PARENT-TEACHER CONFERENCE - No Classes |
| 45 INSTRUCTIONAL DAYS | | |
| March 18, 2024 | Monday | 4th QUARTER BEGINS |
| March 25 - 29, 2024 | Monday-Friday | EASTER BREAK - No Classes |
| April 1, 2024 | Monday | CLASSES RESUME |
| April 23, 2024 | Tuesday | MID 4th QUARTER (Progress Reports) |
| April 26, 2024 | Friday | PROFESSIONAL DEVELOPMENT #14 - No Classes |
| May 24, 2024 | Friday | LAST DAY OF CLASSES - END of 4th QTR./ 2nd SEMESTER |
| May 27, 2025 | Monday | MEMORIAL DAY - No Classes |
| May 28, 2024 | Tuesday | TEACHER WORK DAY |
| 44 INSTRUCTIONAL DAYS | | |

NOTE: This calendar is subject to be adjusted accordingly in the event make-up days are needed.

| | | |
|----------------------------------|---|--|
| SUMMARY | | |
| 173 Instructional Days |  Fe Valencia-Ovalles Board Chairperson Guahan Academy Charter School Date: March 15, 2023 |  Ann Santiago Chief Executive Officer Guahan Academy Charter Date: March 15, 2023 |
| 2 Parent Teacher Conference Days | | |
| 14 Professional Development Days | | |
| 1 Teacher Work Day | | |
| 190 Days | | |

GUAHAN ACADEMY CHARTER SCHOOL

VISION STATEMENT:

GACS students will become respectful, responsible, and resourceful.

MISSION STATEMENT:

At Guahan Academy Charter School, our mission is to empower our students with proven educational practices and social supports to be productive citizens in the community.

Schoolwide Learner Outcomes

Goal Oriented

*Students will demonstrate organizational and time management skills.
Students will be able to set achievable goals.
Students will monitor and seek to improve academic performances.*

Active Communicators

*Students will listen and express their thoughts effectively.
Students will safely and creatively use technology in communicating their ideas.
Students will work positively in groups with respect to individual differences and needs.*

Critical Thinkers

*Students will develop critical thinking in solving problems.
Students will apply technology to enhance research skills.
Students will be able to use acquired knowledge and skills in their daily lives.*

Strive for Lifelong Success

*Students will take responsibility for their own learning and actions.
Students will actively participate in school and community events.
Students will explore occupation pathways to be productive citizens of the community.*



THIS IS TO CERTIFY THAT

Guahan Academy Charter School

has met the criteria for educational quality
established by the Cognia Global Commission
and is hereby presented this

Certificate of Accreditation

by the North Central Association Commission on Accreditation and School
Improvement, the Northwest Accreditation Commission, and the Southern
Association of Colleges and Schools Council on Accreditation and
School Improvement.



Mark A. Elgart

Mark A. Elgart, Ed.D.
President and CEO, Cognia

VALID THROUGH 6/30/2025



GUAHAN ACADEMY CHARTER SCHOOL

www.guahanacademy.org

P.O.Box CS Hagatna, Guam 96932

Building C, D, E, Mariner Avenue, Tiyan, Guam 96913

(671) 979-1065/6

Office Hours: 7:30 AM- 3:30 PM

Class Hours: 7:45 AM - 2:15 PM

Board of Trustees

| | |
|---------------------|-----------------|
| Fe Valencia-Ovalles | Chairwoman |
| Rosie Tainatongo | Vice Chairwoman |
| Hentrick Eveluck | Treasurer |
| Lou San Nicolas | Trustee |
| Aristedes Erquiza | Trustee |



Administrative Team

| | |
|-----------------------|-------------------------|
| Ann Margaret Santiago | Chief Executive Officer |
| Jiana M. Sanchez | Principal |
| Maria Barque-Singh | Assistant Principal |

This Student-Parent Handbook is specifically designed as a quick reference guide to rules and policies of Guahan Academy Charter School (GACS). The unabridged version may be found on the school's website at www.guahanacademy.org. The school administration has broad authority to amend, introduce, and nullify any provision of the handbook to maintain health and safety standards for our school community. Please be guided by the information in this handbook.

SCHOOL-HOME PARTNERSHIP

The faculty, staff, and administration of GACS are dedicated to the mental, emotional, and physical well-being of each student. We recognize that there must be a partnership between our school, the student and family, and the community to accomplish our mission. Your involvement in this process is strongly encouraged, expected, and appreciated. GACS administration is committed to verifying the facts of an issue and helping our students and parents/guardians find solutions. If you are not satisfied with the resolution of an issue, follow the procedures for parental or student grievances prescribed within this handbook.

Parents/Guardians are responsible for:

- Providing attention and responsiveness to the student's overall attendance and behavior.
- Providing accessibility and communication with all school personnel by notifying us if there is a change of contact number(s) or residence.
- Providing involvement in the student's academic progress.
- Providing support and assistance to the student.
- Providing support and compliance with all school policies and procedures.
- Providing a safe, nurturing home environment in which the student's physical, mental, and emotional needs are met.
- Providing updates to medical and residential information as they change.

Students are responsible for:

- Being present at school regularly.
- Being focused on learning and their academic achievement.
- Being prepared and prompt for class.
- Being respectful and polite.
- Being responsible for one's actions.
- Being aware of and following all school rules and policies.
- Being considerate of others, the environment, and school property.
- Being communicative and working with the school to maintain a safe, clean, and harmonious environment.
- Being a positive and productive representative of GACS.

The school is responsible for:

- Ensuring teachers provide a syllabus at the beginning of each new course, which includes course description, grading system, classroom policies/procedures, teacher contact information, forms of parent communication, and interventions.
- Ensuring teachers maintain records of student work and performance and communicate student progress responsibly to students and their parents/guardians.
- Ensuring counselors keep parents/guardians informed of their child's graduation progress; parents/guardians may request a progress report.
- Ensuring the school nurse keeps the parents/guardians informed of the student's well-being, and that all medical records are intact and accurate.
- Ensuring the school administration establishes, reinforces, and maintains high standards of students' conduct on the campus.
- Ensuring school administration announces any upcoming school events or changes.

PARENTS' RIGHTS & RESPONSIBILITIES

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) is a federal 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, which may include: attendance reports, health files, test results, grade reports, discipline records, and any other information that is gathered about each student and filed year to year. Parents DO NOT have to be shown: a teacher's or counselor's notes, records of school security police and personnel records of school employees.

PROCEDURES FOR REVIEWING RECORDS & OBTAINING COPIES

To review your child's records please make an appointment with your child's teacher, the school counselor, or the principal. 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. Copies of documents within the cumulative folder can be also requested. Duplicate copies can also be requested but with a charge and amount at the discretion of the Business Office. Barring any emergency situation, requests for appointments to review records or make copies should be made 24 hours in advance. Parents will also be given access to ParentsWeb where they can check their child's attendance, grades, and discipline online via the RenWeb school information system.

CORRECTING THE RECORDS

If at any time the information contained in your child's records appears incorrect or false, please provide us with a written explanation of your concern and it will be forwarded to the school administration. Upon further investigation, the administration may grant the removal or revision of such documentation. Otherwise, parents have the opportunity to refute the decision by requesting a meeting with the CEO within ten school days.

CONTROLLING ACCESS TO THE RECORD

The school administrator is responsible for the maintenance of student records, but may delegate this responsibility to appropriate school personnel (i.e teachers, clerks, school aides, and/or the school guidance counselor). School personnel and school district officials have access to these records for purposes of recording information, preparing statistical report

PARENTAL GRIEVANCES

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

1. **Discussion with Teacher** - Discuss the grievance or complaint with the child's teacher first, if it is a pupil-teacher problem. The parent/guardian must, via an Administrator, make an appointment to consult with the teacher at a time that will not interfere with the normal classroom procedures.
2. **Joint Meetings-** If, after consultation with the teacher, the parent/guardian is still not satisfied, he/she may then request a joint meeting with the teacher and an administrator. If after consultation with the teacher and the administrator, the parent/guardian is still not satisfied, he/she may request a joint meeting with the teacher, the administrator, and the Chief Executive Officer (CEO).
3. **Appeal to Board-** If, after a written appeal has been made to the CEO, a satisfactory solution to the problem still cannot be reached, the parent/guardian may submit an appeal, in writing, to the Board of Trustees (BOT).

PARENTAL LIABILITY FOR WILLFUL ACTS OF MINOR CHILDREN (Public Law 33-126)

Any act of willful misconduct of a minor that results in injury or death to another person or in any injury to the property of another *shall* be charged to the parent/guardian having custody and control of the minor for all purposes of civil damages, and the parent/guardian having custody and control *shall* be jointly and severally liable with the minor for any damages resulting from the willful misconduct.

The liability of the parent/guardian having custody and control of a minor *shall not* exceed \$25,000 for each offense of the minor, and in the case of injury to a person, charged liability *shall* be further limited to medical, dental, and hospital expenses incurred by the injured person and attorney fees *not to exceed* \$25,000.

Any act of willful misconduct of a minor that results in the defacement of property of another with paint or a similar substance *shall* be charged to the parent or guardian having custody and control of the minor for all purposes of civil damages, including court costs and attorney fees to the prevailing part, and the parent or guardian having custody and control *shall* be jointly and severally liable with the minor for any damages resulting from the willful misconduct, *not to exceed* \$25,000 for each tort of the minor.

An insurer *shall not* be liable for the conduct charged to a parent or guardian for any amount in excess of \$10,000. Parent or guardian liability *shall not* include “foster parent” unless there is negligence by said foster parent.

GACS CELL PHONE POLICY

In response to stakeholder concerns, a cell phone policy will be implemented to ensure that cell phones are used (1) for educational purposes only, (2) safely and appropriately, (3) within the rules, regulations, and laws that govern GACS and Guam, and (4) in such a manner that at no time will the use of cell phones¹ interrupt instructional time and/or school safety operations.

Cell phones are **NOT** allowed to be turned on or visible during instructional time (between the hours of 7:45 AM and 2:15 PM). There are two instances in which phones may be used by students during instructional time:

- It is used for academic purposes that cannot be met with the school's existing devices (this is *entirely at the discretion of the teacher*, substitute teacher, and/or teacher’s assistant who is currently assigned to the class)
- For students with specific needs that require such devices as prescribed in their Individualized Education Program (IEP), 504 plan, or Individualized Health Plan (IHP)

Otherwise, cell phones must be turned off during instructional time and may not be in use during passing time, break, lunch, in the hallways, in the restrooms, locker rooms, etc. for any reason

The administration may offer conditional usage (e.g. cell phone usage during breaks and lunch if students are not seen using cell phones during instructional time) of cell phones. These conditions must be communicated by the administration to students & parents via written communication and/or an official announcement. The administration may rescind the conditional usage anytime the conditions are violated.

Students may use cell phones to report violence, crimes, or threats to safety.

Cell phones are to be turned off during any school level crisis, drill, or disaster, if directed by the school personnel or is not part of the school emergency and safety protocols and procedures.

Cell phones shall not be used to take pictures of students and/or school personnel or uploaded/posted to internet sites, applications, or social media unless authorized by a school administrator, advisor/teacher, and/or parent/guardian as applicable and appropriate.

Students and parents shall sign an ACKNOWLEDGMENT OF THE GACS CELL PHONE USAGE SOP to authorize the student to possess and use a cell phone on campus.

GACS will not be held responsible for any loss, stolen, or damaged cell phones.

¹ The STANDARD OPERATING PROCEDURE FOR GUAHAN ACADEMY CHARTER SCHOOL: STUDENT CELL PHONE USAGE was amended to include other electronic devices such as speakers, earbuds, and other similar devices..

CONSEQUENCES OF VIOLATIONS:

First Violation: Students will receive a referral for Technology Violation-Level 1 Offense and the phone will be confiscated. Confiscated phones are to be submitted to an administrator immediately with a referral that notates the student's name and grade level. The administrator will be responsible for: 1) Correctly identify the student/owner, 2)the location of where the phone was confiscated and by whom, 3)document contact with the student's parent regarding the confiscation of the phone to include the date and time, and 4) securing the cell phone till released to the student. Students will be able to pick up their cell phones after the instructional day (after 2:15pm). Confiscated cell phones may not be retrieved earlier than 2:15 PM unless the student is being picked up early.

Second Violation: For the second violation, cell phones will be confiscated again and submitted to the administration. Cell phones will be released to parents/guardians at a mandatory conference upon pick up of the cell phone.

Third Violation: Will result in a Defiance/Disrespect/Insubordination-Level 2 Offense. The confiscation will occur as outlined above and parents will be required to pick up the phone during a mandatory parent meeting. The student will no longer be able to bring their phone to school for the remainder of the school year.

Subsequent violations will result in suspension(s).

HEALTH SERVICES / SCHOOL NURSE

The primary function of the school nurse is to provide responsive services to students who are injured or become ill during school. This may also include recommendations and medical referrals for parents/guardians for their child/children. The nurse is also required to keep all medical records intact, accurate, and confidential and inform students, parents, and guardians in regards to health requirements and their child's well-being.

IMMUNIZATIONS

In accordance with federal mandates and Guam Law, Title 10, GCA Chapter 3: Vaccination and Immunization, all students must be up to date with all required immunizations prior to being enrolled in any school within Guam.

DISPENSING OF MEDICATION

The GACS school nurse and administrators (if the nurse is out) can administer prescribed or over the counter (OTC) medication to your child.

For prescription medications, a legitimate doctor's prescription with signature is necessary. In addition, medicine must be provided in a container with a label from the pharmacy indicating the child's name, name of medication, and dosage instructions.

Over the counter medicines (OTC) will be administered ONLY if parents fill out the GACS Medication Consent Form or write an authorization letter authorizing the school nurse or designee to administer meds. Parents must provide medication from home provided in the original container. Parents/Guardian can fill out medication consent provided by the school. These are available at the nurse's office. Students are prohibited from bringing non-prescription drugs to school or transferring any medication (prescription or non-prescription) to other students.

Public Law 34-114², gives parents the option to choose to have the school nurse train school personnel to tend to specific situations that arise when a child needs life-saving medication or attention that is required within minutes.

LICE NOTIFICATION

Centers for Disease Control (CDC) Guidelines state that if a child is found with head lice/nits (eggs) at school, the parents/guardian will be notified via phone call or lice notification letter. If a student is found having nits, they will not be sent home and will be allowed to complete the day. However, if live lice are found, students

² "EVIE YOUNG STUDENT HEALTH SERVICES ACT."

will be sent home. Students will then be given a two-day excused absence to clear any nits/lice. Parents/guardians will be required to accompany their child to school for clearance prior to them returning to class. Absences for more than three days due to live lice or due to repeated lice infestation may be cause for CPS referral.

COMMUNICABLE DISEASE

Parents/guardians are required to report any incidence of communicable disease to the school health office personnel. Communicable disease information will be released to Guam Department of Public Health and Social Services (DPHSS). A student known to have a chronic communicable disease will be assessed to determine whether there is a high risk of spread of disease. When a communicable disease is confirmed, a letter will be sent to all students informing parents/guardians that the school was exposed to the disease.

ILLNESS/INJURY

In the event of injury/illness on campus, the nurse is to be contacted immediately. If a student becomes ill during class, he/she should be given a pass to the nurse's office. Unless it is an emergency, students are not to go directly to the nurse's office without a pass. The nurse will screen the student and contact parents/guardians if necessary. GACS requires calling parents if there is serious injury or illness that occurs at school. Below are reasons for the nurse to contact parents: *Emergency, major head/facial injury, severe pain, fever³, communicable disease⁴, alcohol/drug abuse, continuous diarrhea, asthma attack, continuous stomach ache, allergic reaction, continuous vomiting, parent's request, injury by others, major scrapes, cuts, lacerations, & abrasions, and other concerns⁵*

First aid treatment is given to minor injuries incurred at school. The school nurse or designee will attempt to notify you or your designated emergency contacts at the numbers listed on the emergency form. Report for Injury/Illness Notification (whichever applies) will be provided to parents via students for record keeping purposes. Parents are required to provide doctor's certifications for food allergies⁶, known medical conditions⁷, and physical education exemptions⁸.

PARENTS/GUARDIANS RESPONSIBILITIES

1. Submit and update as needed the **Emergency Information and Health Form (EIHF)** with the Nurse's Office.
2. Provide current and valid emergency contact numbers on file in case of emergencies.
3. Provide a doctor's certification of any physical or medical conditions including any allergies.
4. Present valid photo identification when picking up students due to illness or appointment. Students will only be released to parents, legal guardians, and emergency contact persons who are listed in RenWeb or EIHF.

WHEN SHOULD A CHILD REMAIN HOME?

When a child has a fever, severe coughing, red and running eyes, sore throat, swollen glands in the neck, skin rash, vomiting, diarrhea, aches (such as earache, backache, stomach ache) or severe pain anywhere, these are signs of illness and the child should be kept home from school. If a student is at school and not feeling well enough to stay based on the nurse's assessment, the parent/guardian will be notified and is expected to take the child out of school for at least that day. A student with a fever cannot return to school until the child is fever-free for 24 hours without the use of medication.

³ Greater than 100.0 F

⁴ e.g. as chicken pox, pink eye, etc.

⁵ LICE, frequent visits to the nurse etc.

⁶ The school will not be liable for any injury caused by a food allergy if there is no doctor's certification

⁷ If a student has a chronic medical condition, a doctor's certification is necessary if attendance from school is going to be affected.

⁸ A note from parents/guardians and doctor's certification is necessary to be excused from physical education classes if attendance is going to be affected.

SCHOOL GUIDANCE COUNSELING SERVICES

GACS provides two types of counseling services to students:

Direct Student Services: are in-person interactions between school counselors and students which include the following:

- Individual Student Planning:** The school counselor will coordinate ongoing systemic activities designed to assist students in establishing personal goals and developing future plans.
- Responsive Services:** are activities designed to meet students' immediate needs and concerns. Responsive services may include counseling in individual or small group settings or crisis response.
- Academic Counseling:** scheduling courses, credit recovery opportunities, advanced and remedial course placement
- College/Career Counseling:** guidance in steps to take to prepare for enrollment into colleges or trade schools
- Facilitate Student Assessment:** to include district wide assessments

Indirect Student Services: are provided on behalf of students as a result of the school counselors' interactions with others, including referrals for additional assistance (such as a CST), consultation, and collaboration with parents/guardians, teachers, other educators and community organizations.

- Social/Emotional Counseling:** resolve school-related issues and cope with personal crisis
- Personal Counseling:** coping with personal crises

CURRICULUM

As the first approved charter school on Guam, GACS is the first school on Guam to develop an innovative program of study for students who are significantly behind academically. The program, called the Literacy Institute, will provide comprehensive intervention that will allow students to catch up with their peers within the elementary and middle school years and successfully complete high school, while being prepared to enter the workforce or for post-secondary education.

DIRECT INSTRUCTION

Students from Kindergarten through grade 8⁹ focus on Direct Instruction (DI). “[DI] is a model for teaching that emphasizes well-developed and carefully planned lessons designed around small learning increments and clearly defined and prescribed teaching tasks. There are four main features of DI that ensure students learn faster and more efficiently than any other program or technique available:

- Students are placed in instruction at their skill level
- The program's structure is designed to ensure mastery of the content
- Instruction is modified to accommodate each student's rate of learning
- Programs are field tested and revised before publication.”¹⁰

EDGENUITY

Edgenuity is an online curriculum utilized by GACS in secondary grade levels as a credit recovery program, as well as a blended learning tool. It “partners with schools and districts to bring a world-class learning experience to classrooms of any size and shape using cutting edge digital tools and research-based instructional strategies. Credit recovery courses help high school students recover credits to graduate on time. The self-paced learning and pretesting in our online curriculum allows students to spend more time on what they need and less time on content they've already mastered.”¹¹

SPECIAL EDUCATION SERVICES

Upon enrolling in GACS, parents/guardians should notify the school if their child has an identified disability and/or IEP. If parents/guardians wish to have their child evaluated to determine if their child has a disability affecting their ability to learn, they may request that the school initiate a CST or directly request an evaluation

⁹ as students reach mastery the focus on DI is lessened and they enter the traditional curriculum

¹⁰ Information was quoted from nijdi.org

¹¹ Information was quoted from edgenuity.com

from the Division of Special Education. Anyone can initiate a CST, but for guidance on the procedures and needed forms, please contact the school's Consulting Resource Teacher (CRT).

ENGLISH LANGUAGE LEARNER (ELL) SERVICES

All parents/guardians must complete a home language survey upon enrollment of their child(ren). Students identified as second language learners will be individually assessed and placed within appropriate instructional groups. Students identified as ELL may also receive special accommodations in the classroom and on standardized tests. Translation/interpreting services may be provided upon parental request.

GRADING SYSTEM

Each student receives an academic grade and a citizenship grade. Ultimately, the grading of students is the teacher's responsibility. The grade given is the teacher's evaluation of student progress and achievement. Students are responsible for meeting the course requirements of each class with the teacher's guidance. Teachers will input grades at least on a weekly basis. Students and parents will then be able to see students progress/grades via progress reports or the parent portal via RenWeb.

Should students be failing or near failing, communication efforts should be employed in order to provide interventions and support where necessary. Scheduling of a parent-teacher-student conference, whether via telephone, or in-person, should also be arranged. In the event a student or parent wishes to appeal a grade, the respective student and parent should contact the assigned teacher to schedule a conference to discuss academic/grade concerns. Grade changes are permitted at the discretion of the teacher with approval from an administrator. Grade changes may not exceed ten (10) school days after the end of the semester.

| Percentage/Letter Grade | Description |
|-------------------------|---------------|
| 93 - 100 (A) | Excellent |
| 85 - 92 (B) | Above Average |
| 75 - 84 (C) | Average |
| 65 - 74(D) | Passing |
| 0 - 64 (F) | Failing |

For high schoolers, a failing semester grade does not earn any credit, therefore, the failed course must be retaken or an alternative course taken, if acceptable.

CITIZENSHIP GRADING CRITERIA

Citizenship grades are based on the student's achievement of the GACS SLOs which is evaluated using the GACS SLO Assessment Rubric. Citizenship grades are as followed:

| Letter Grade | Definition | SLO Assessment Score |
|--------------|-------------------|---------------------------------|
| E | Excellent | Exceeding (32-36) |
| S | Satisfactory | Highly Performing (25-31) |
| | | Performing (13-24) |
| NI | Needs Improvement | Improvement Needed (12 & Below) |

HIGH SCHOOL PROGRAM

All highschool students will have a balanced path for college and career readiness. Most GACS credits are transferable¹² to other Guam public high schools (exception of certain off-island courses). The following credits and categories will be required for high school graduation¹³:

| Courses | # of Required Credits |
|--|-----------------------|
| English/Language Arts <i>1 credit per course of English 9, 10, 11, & 12</i> | 4 |
| Math <i>1-Credit-Algebra I 1-Credit- Algebra II</i> <i>1-Credit-Geometry 1-Credit-Applied Math, Trigonometry, other course</i> | 4 |
| Social Studies <i>1 Credit-US History 1 Credit-World Studies (History or Geography)</i> <i>1 Credit-US Government</i> | 3 |
| Science <i>1 Credit-Biology 1 Credit-Physical Science</i> <i>1 Credit-Chemistry, Marine Bio, Physics, and other science course</i> | 3 |
| Health | 1 |
| Physical Education | 1 |
| Fine Arts¹⁴ | 1 |
| Guam History | 1 |
| Chamorro | 1 |
| Electives/Career-Based Courses | 5 |
| TOTAL | 24 |

In terms of high school grade level, each student's grade level is determined by the number of credits he/she has earned and not by the number of years he/she has been attending high school.

In addition, aside from the 24 credits, all high school students are required to earn a total of 75 hours of service learning as dictated by the STANDARD OPERATING PROCEDURE FOR GUAHAN ACADEMY CHARTER SCHOOL SERVICE LEARNING¹⁵ and Guam Public Law 30-53. The chart below outlines the number of credit and service learning hours a student would need to complete in order to be considered of a particular grade level.

| Grade Level | Credits | Target Number of Service Learning Hours | Maximum Number of Service Learning Hours |
|-------------|---------|---|--|
| 9th Grade | 0 - 5.5 | 20 | 20 |

¹² § 12118. Academic Credits; Transfer; 7 Gca Education Ch.12 Guam Academy Charter Schools Act Of 2009

¹³ See the GACS High School Course Catalog for course information and details

¹⁴ Introduction to Art; Art History; Performing Arts; etc.

¹⁵ may be viewed on the school website

| | | | |
|------------|------------|----|----|
| 10th Grade | 6 - 11.5 | 20 | 40 |
| 11th Grade | 12 - 17.5 | 20 | 60 |
| 12th Grade | 18 or more | 15 | 75 |

SERVICE LEARNING REQUIREMENTS¹⁶

Service learning (SL) is defined as a teaching and learning approach that integrates service to the community with academic study to enrich learning, teach civic responsibility, and strengthen communities. This standards-based curriculum must (1) meet the needs of the community, (2) be coordinated with the elementary and/or secondary school, (3) help foster civic responsibility; (4) be used to integrate and enhance the academic curriculum of the students, and (5) provide structured time for the pupils to reflect on their service experience. The following must be considered for service learning activities:

- Activities shall only be with governmental entities and non-profit organizations, unless approved by the GACS Administration to include the *Chief Executive Officer, Principal, and/or the Assistant Principal*.
- Community Service assigned or work performed as part of a penalty or disciplinary action (such as detentions) shall NOT be considered for any hours earned towards SL.
- SL activities through a religiously-affiliated organization is permitted. However, the service shall NOT be religious in nature.
- There shall be NO SL hours earned involving monetary compensation, to include any fundraisers gained for social organizations not related to meeting community needs.
- SL hours shall be recorded on student report cards, credit trackers, &/or transcripts.
- Student-driven SL activities may be created utilizing the Planning, Action, Reflection and Celebration (PARC) Model, which will need to be approved by a school-based authorized personnel or the SL website (<https://www.guamservicelearning.com/>).
- The Student Service Learning Log Form (Form B) will be used to keep track of all SL.
- SL hours earned shall be documented on RenWeb by homeroom teachers on a quarterly basis as certified by the appropriate officials. Students will submit Form B to their homeroom teachers on the last day of each quarter¹⁷ who will input hours and ensure documents are properly filed.
- Students will seek out SL events and be responsible for completing SL hours in a timely fashion to include proper documentation¹⁸

GRADUATION PROGRESS & CREDIT CHECK

Guidance counselors will provide and review graduation progress reports with all students during the 1st and 3rd quarters in a designated class period of their sophomore year and beyond. Students should take personal responsibility for the tracking of their progress through the GACS Credit Tracker and documentation of service learning hours. To balance their records, students (and/or parents/guardians) may request for an updated graduation progress report that details the student's graduation status. Counselors will contact students who have failed one or more classes to develop a personalized graduation plan.

SENIORS

Clearance & Obligations

Seniors should be in constant contact with their respective counselors to ensure that they are on track to graduate. Additionally, all efforts should be made to clear any obligations as soon as possible to prevent

¹⁶ NOTE: Current freshmen (Class of 2026) will require the completion of all 75 SL hours. Sophomores (Class of 2025) will require 55 SL hours to graduate. Juniors (Class of 2024) will require 35 SL hours to graduate, and seniors of the graduating class of 2023 will be required to earn 15 SL hours to graduate.

¹⁷ Accepting the SL forms for tracking via RenWeb is ultimately at the discretion of the homeroom teacher. Current SL hours must be logged into report cards. Early submissions are acceptable if the student completes the yearly target number of SL hours. Late submissions will be at the discretion of the teacher.

¹⁸ NOTE: Activities on the SL website have specific criteria that may not reflect the log form.

possible roadblocks as graduation nears. Such obligations include: school issued books/materials, athletic equipment, and/or financial obligations.

Graduation Ceremony

Participation in the graduation ceremony is a privilege and not a right; therefore, students may be banned from participation should dress codes, protocols, school rules and policies, Guam laws, or board policies be violated. Additionally, seniors who incur a disciplinary referral/action during the 4th quarter may not be able to participate in the graduation ceremony. This rule also applies to all other promotional ceremonies to include the Kindergarten, 5th grade, and 8th grade ceremonies.

PROMOTION, PLACEMENT, & RETENTION POLICY¹⁹

[GACS] recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at various stages of their growth. It shall be the policy of the Board that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development. Such a pattern should coincide with the system of grade levels established by the Board and the instructional objectives established for each child. A student will be promoted to the succeeding grade level when he/she has:

1. Completed the course/government-mandated requirements at the presently assigned grade
2. In the opinion of the professional staff, achieved the instructional objectives set forth for the present grade
3. Demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade
4. Demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade

A student may be retained at his/her current grade level when he/she has

1. In the opinion of the professional staff, failed to demonstrate proficiency [the core subjects of English, math, and/or reading]
2. In the opinion of the professional staff, failed to achieve the instructional objectives set forth at the current grade level that are requisite for success at the succeeding grade level
3. Scored at the below basic level on any State-mandated proficiency test

A student may be placed at the next grade level when retention would no longer serve any good purpose.

ATTENDANCE POLICIES & PROCEDURES

ATTENDANCE LEADS TO ATTAINMENT!

A student's performance and academic success is highly impacted by the amount of time he/she spends in the classroom. Being in the classroom ready to learn is a vital step for a student to succeed. Families are strongly recommended to consider the effects of absences on their child's learning and academic performance. Guam Public Law 34-104 requires students who are 5 years of age and have not reached the age of 18 years to enroll and attend school full-time. Please note that disciplinary action will be enforced if attendance policies are violated. *Each instructional day begins at 7:45 AM and ends at 2:15 PM.*

ATTENDANCE PROCEDURES

The teacher or their assistant will take attendance at the beginning of every class period. When the tardy bell rings, teachers or their assistant will mark students as P (Present), TE (Tardy Excused), TU (Tardy Unexcused), ADT (Absent Due to Tardy), AE (Absence Excused), or AU (Absence Unexcused), and record student's attendance in RenWeb.

¹⁹Source: *The GACS Policy Manual SY 2013-2014*

EXCUSED STUDENT ABSENCES

Absences incurred for any of the following reasons are to be considered as excused absences. However, the school administrator shall have the discretion to decide whether an absence is considered excused. Excused absences are noted below:

- Illness. Students who are sick should be kept home to avoid spreading their illness to others. However, a student who is absent for three or more consecutive days due to illness is required to present a written certification from a physician attesting to the nature of the illness and the duration for which the student should be excused from school. In addition, school administrators may require written certification from a physician for any number of days of absences due to illness if a student's past attendance records show patterns of illness or reasons for absences due to illness, which the administrator finds questionable.
- Scheduled medical or dental visits.
- Death in the immediate family. Immediate family is defined as mother, father, stepmother, stepfather, guardian or caretaker, brother, sister, stepbrother or stepsister, spouse, grandparent, and child²⁰.
- Required appearances at court or other legal related proceedings.
- Lack of available bus transportation, provided the student relies on bus transportation to come to school.
- Off-island travel, which has the prior approval of the school administrator.
- Natural catastrophe or disaster.
- When absence is addressed in a student's Individualized Education Plan (IEP) and/or Educational Accommodation Plan (EAP).
- Observance of holidays recognized by a religion of which the student is a member. Parents shall present evidence of religious affiliation.
- Students having, or suspected of having, a communicable disease²¹ (defined by Center for Disease Control) or infestation which can be transmitted are to be excluded from school and are not allowed to return to school until they no longer present a health hazard. Students are allowed a maximum of three excused days of absence for each infestation and must be cleared by the school health counselor. Upon return to school, students diagnosed with a communicable disease require clearance from a medical doctor or health professional.
- Participation in authorized school-related activities or compliance with administrative actions taken by the school, such as field trips, conferences, called by administrators, counselors, or nurse, suspensions, going home because of illness or injury, etc.
- Observance of holidays recognized by a religion of which the student is a member.

PARENT NOTES FOR EXCUSED ABSENCES

A student who is absent will be issued an admit slip provided he/she brings a parent note, and the absence does not exceed two consecutive days at any given time. Parents must furnish and sign these notes of absence. The excuse note must include the following information:

- Student's first and last names (avoid nicknames)
- Date(s) or periods of absence
- Reason(s) for absence
- Parent's/Legal guardian's full name
- Parent's/Legal guardian's signature
- Daytime contact number for verification purposes

Parents/Guardians are limited to write six (6) notes to excuse their child for missed instructional day per semester. Students are prohibited from writing any notes to excuse themselves unless they are 18 years of age or older.

²⁰ SOURCE: 5 GCA §5601 (g)

²¹ Examples of communicable diseases and infestations include, but are not limited to, fleas, head lice, ringworm, impetigo and scabies.

PRE-ARRANGED ABSENCES

Students who are required to be absent from school for an extended length of time for emergencies (death of an immediate family member, medical referrals, etc.) may request for a pre-arranged absence. Examples of approved requests for pre-arranged absences may include illness, extensive medical procedures, serious injuries - accompanied by a doctor's note, off-island travel that is related to medical reasons, and/or the death/funeral of an immediate family member. Pre-arranged absences for vacations and other personal events will not be approved by administration. Excused and approved pre-arranged absences will not count towards a student's total number of absences for the quarter/semester. Most pre-arranged absences will not exceed 10 school days, but exceptions may be made as per administration discretion. Absences in excess of the pre-arranged absence dates will be recorded as absent-unexcused (beyond 10 days). Conditional approval may be granted pending the school receiving evidence justifying the request (airline ticket, funeral announcement, medical referral, etc.).

MAKE-UP WORK/ADVANCED ASSIGNMENTS

A student is entitled to make-up work only for those days covered by an excused admit slip. It is the teacher's discretion to allow for appropriate time for the submission of any make-up work. In the case of a pre-arranged absence, a student may request for assignments in advance, provided that approval has been granted by the school administration, but the teacher has the discretion to provide work then or upon return.

ATTENDANCE POLICY- ABSENCES

Below are the progressive actions to be taken in relation to student unexcused absences:

1. Three (3) unexcused absences

Intervention 1

- Teacher calls parent
- NOTE: Three consecutive absences requires a doctor's excuse note

2. Four (4) Unexcused absences

Intervention 2

- Teacher refers the student to the Attendance Office
- Attendance officer calls home for a Parent-Teacher Conference (PTC)
- If contact is not made, a home visit will be conducted.

3. Six (6) Unexcused absences

Intervention 3

- Teacher refers to Attendance Office for the second time (2x)
- Attendance officer calls home for a PTC (2x)
- If contact is not made, a home visit will be conducted.
- Parent Shadow for three (3) days: *Refusal or unable to fulfill = Attendance Contract Implemented (Next 3 absences = will result in NC and/or dismissal) *Student is sent back to District Home School

4. Nine (9) Unexcused absences

Intervention 4

- Teacher refers to Student to the Attendance Office for the third time (3x)
- Attendance Officer calls for a Parent-Teacher Conference (3x)
- Attendance Contract is implemented
- After School Detention
- Refusal or unable to fulfill = will result in dismissal *Student is sent back to District Home School (CPS referral will be submitted for truancy.)

ATTENDANCE POLICY- TARDIES

Below are the progressive actions to be taken in relation to student unexcused tardies:

1. Three (3) unexcused tardies equal to one (1) unexcused absence

Intervention 1

- Teacher calls parent

2. Six (6) unexcused tardies equal to two (2) unexcused absences
Intervention 2
 - Teacher calls parent for the second time
3. Nine (9) unexcused tardies equal to three (3) unexcused absences
Intervention 3
 - Teacher refers to SSO/Attendance officer using the OTR
 - Attendance officer calls for a PTC
 - Student will be counseled
4. Twelve (12) unexcused tardies equals four (4) unexcused absences
Intervention 4
 - Teacher refers to SSO/Attendance officer using the OTR for the second time
 - Attendance officer calls for a second PTC
 - Attendance Contract is implemented
 - Next unexcused tardy which will equal thirteen (13) unexcused tardies and will result in dismissal. Student is sent back to District Home School.

For dismissals due to absences and tardies, elementary and middle school students who are dismissed from GACS and wish to return will be considered for re-enrollment after they have moved on to the next level of schooling (middle and high school). Previously dismissed high school students will not be allowed to re-enroll.

EXCESSIVE ABSENCES & “NO CREDIT” (NC)

Students with an excess of 9 unexcused absences will not receive credit regardless of passing grade.

INVOLUNTARY WITHDRAWAL & NC

An involuntary withdrawal is the process of withdrawing a student from courses of the school without prior consent/notice from student and/or parents. Students who are 18 years of age and older may be involuntarily withdrawn for the class/school due to one of the following:

- 9 unexcused absences within one semester
- 12 total absences in one semester (excused and unexcused)
- Failure to comply with Attendance Contract
- No contact with school within first five days of instruction

EXPULSION/DISMISSAL & NC

Expulsion/dismissal happens when a student is denied continued enrollment with the school. Students who are 18 years of age or older may be voluntarily expelled/dismissed from the school with the final determination made by the administration, for the following:

- 9 unexcused absences within one semester
- 12 total absences in one semester (excused and unexcused)
- Failure to comply with Attendance or Behavior Contracts
 - Nullifies the documented intervention requirements for dismissal
- By order of the Family Court
 - Court order of removal will supersede all agreements and contracts unless proven unlawful

STUDENT DISCIPLINE

GACS students are expected to exhibit good behavior and adhere to all school rules and policies in the following jurisdictions:

- All areas and at any time on campus
- All school-related activities (i.e. field trips, dances, car washes, etc.) regardless of location
- All school bus stops and buses
- At any time and place that the school determines the safety and well-being of other students are at risk by another student's actions

While GACS holds these expectations, we understand that making mistakes is part of the learning process when developing the whole child and we have developed our discipline procedures and interventions to guide students accordingly. School personnel are trained annually and are proficient with using these procedures. School personnel are also aware that a student's failure to perform academically is not a behavioral offense, as well as of students receiving special education services or Section 504 accommodations when addressing student behavior. Teachers have developed interventions and address these issues at the classroom level.

When a student does not conduct themselves accordingly, a student may receive an ODR which aligns with student conduct policies and procedures and is used to document student behavior infraction, and intervention and consequence assigned by the school administrator. It is also a communication tool between parents, teachers, students, and administration. All school personnel are authorized to use the ODR, however, the school administrator is the only person responsible for investigating and adjudicating major offenses. Depending on whether facts support the initial charge, the administrator can lower or increase the charge. The backside of the ODR is a Behavior Incident Report (BIR) which notates classroom violations and interventions of the teacher to remedy the behavior before it becomes a referable offense.

DISCIPLINARY LEVELS OF OFFENSES & PROBLEM BEHAVIOR DEFINITIONS

The following information defines the common problem behaviors noted on the ODR:

| PROBLEM BEHAVIOR | DEFINITION |
|--|---|
| <i>LEVEL ONE: MINOR OFFENSES</i> | |
| 4 Minor Classroom Infractions | Student has 4 or more documented minor offenses recorded on the backside of the BIR. |
| Abusive Language/Gestures/Profanity | Verbal/written messages or physical expressions which are offensive and inappropriate but are immediately correctable. |
| Disruptive Behavior | Behavior causing an interruption/distraction from instructional time/other regularly scheduled activity. |
| Tardy (3 Unexcused) | Arrives after the class has started. The first 3 violations are considered behavioral incidents. |
| Dress Code Violation | Not dressed in compliance with school dress code policy. |
| <i>LEVEL 2-MAJOR OFFENSES</i> | |
| 3 Level1 Infractions | Student has 3 or more documented Level 1 Offenses recorded in the Level 1 section of the ODR. |
| Physical Aggression | Engages with others or self in actions involving physical contact where injury will occur. |
| Defiance/Disrespect/Insubordination | Does not comply with adult direction; lack of respect or courtesy. |
| Property Damage/Vandalism | Activity that results in destruction or disfigurement of public and personal property with a value of less than \$25.00. In the case of a minor, the parents or the legal guardian shall be jointly liable with the minor for the payment of all fines. |
| Theft | Possession of, having passed on, or being responsible for taking or removing someone else's property. |

| | |
|---|--|
| Instigating a Fight | Behavior that provokes or may lead to physical contact. |
| Skiping | Student leaves class/activity without permission or fails to attend class. |
| LEVEL 3- MAJOR OFFENSE | |
| 3 Level 2 Infractions | Student has 3 or more documented Level 2 Offenses recorded in the Level 2 section of the ODR. |
| Bullying* | Aggressive, repeated behavior that involves a real or perceived power imbalance. These behaviors place others in fear for their safety, loss of dignity, or have the effect of demeaning them based on their race, religion, color, national origin, age, sex, sexual orientation, disability, or other personal characteristic. |
| Cyberbullying | Disrespectful messages and/or threats that place others in fear of their safety, loss of dignity or have the effect of demeaning them based on their race, religion, color, national origin, age, sex, sexual orientation, disability, or other personal characteristic through email, instant messaging, chat room exchanges, website posts, or digital messages or images sent to a cellular phone or electronic device. |
| Use/Possession/Distribution of Tobacco Products | Use of/possession of/distribution of/intent to distribute any tobacco product on school property or at school events. |
| Use/Possession of Weapon* | Use of/possession of/distribution of/intent to distribute any weapon representation/simulation thereof, or other objects readily capable of causing bodily harm, on school property or school events. |
| Use/Possession/Distribution of Alcohol Products* | Use of/possession of/distribution of/intent to distribute alcohol on school property or at school events. |
| Endangers/Fighting* | 2-3 students engage in actions involving serious physical contact where injury may occur. |
| Assault/Battery* | Intentional attempt, using violence or force, to injure or harm another person; violent behavior that causes harm toward and/or fear with another person. |
| Use/Possession/Distribution of Drugs* | To possess, consume, distribute or intend to distribute any illegal drug(s), prescription drug(s) not prescribed for him/her, or representation/simulation thereof. |
| Sexual Harassment* | To deliver unwelcome sexual advances, requests for sexual favors and/or other verbal or physical conduct of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's academic performance creating an intimidating, hostile, or offensive learning environment. |
| Sexual Assault* | The use of force or coercion for sexual contact, such as sexual grabbing, kissing, fondling, and/or rape; the intentional touching of another's intimate parts or clothing covering the intimate parts for the purpose of sexual gratification. |
| Harassment* | Unwanted or unwelcome behaviors include which are meant to place others in fear of their safety, loss of dignity or have the effect of demeaning them based on their race, religion, color, national origin, age, sex, sexual orientation, disability, or other personal characteristic. |
| Sexting | The use of a computer or any telecommunications device by a minor to recklessly or knowingly create, receive, exchange, send, disseminate, transmit or possess a photograph, video, depiction or other material that shows himself or herself, or of another minor, in a state of nudity. |

DISCIPLINE CONSEQUENCES

In the event proper behavior is not exhibited, disciplinary action will be taken. Disciplinary action may include, but is not limited to and will match the offense that had occurred:

| | | | |
|--------------------------|--|--------------------|-------------------------|
| <i>Counseling</i> | <i>Parental notification</i> | <i>Work detail</i> | <i>Parent shadowing</i> |
| <i>Community service</i> | <i>Suspension²²</i> | <i>Expulsion</i> | <i>Detention</i> |
| <i>Behavior contract</i> | <i>Referral: outside agency²³</i> | | |

Further, parents of students who have violated school rules will be offered alternative retribution agreements. That is, in place of suspension, the student may be offered the opportunity to participate in other project activities such as:

| | | |
|--|-----------------------------------|-------------------------|
| <i>Parent and Family Support Group</i> | <i>Parent Volunteer</i> | <i>Attend workshops</i> |
| <i>Participate in focus group</i> | <i>Have families take surveys</i> | |

PROHIBITED ACTIVITIES

PROHIBITED ITEMS ON CAMPUS

GACS is a Drug-Free Zone, a Gun-Free Safe School Zone, and a smoke-free campus. The possession, use, sale, or distribution of unauthorized illicit drugs, including alcohol, all controlled substances, and drug use paraphernalia, including prescription and over-the-counter medications; weapons of any type; and all tobacco products is prohibited. Students and parents are reminded that while the following prohibitions are violations of GACS policies, some are also violations of local laws and legislation. Violators are subject to disciplinary and/or legal action.

GUNS & OTHER DANGEROUS WEAPONS

Public Law 27-116, also known as The Guam Gun-Free School Zone Act Of 2004 reads, “Any person who possesses a firearm in a place that the person knows, or reasonably should know, is a school zone [...] shall be punished as specified in Subdivision § 71.60. Furthermore, immediate suspension and a complete investigation will be conducted if any student (on campus or riding a school bus) is found in possession of any instrument in which the Principal or her designee determines to be a dangerous and/or deadly weapon²⁴. If the instrument is used to threaten or attack another person while on campus or at any school-related activity, the student shall be referred to the Guam Police Department, as well as receive disciplinary action from the school”.

DRUGS²⁵, ALCOHOL²⁶, & TOBACCO²⁷ PRODUCTS

GACS seeks to promote individual wellness, as well as in providing a safe and healthy environment for learning and development of our students. In that interest, smoking and possession of tobacco products²⁸, drugs/illegal substances, as well as alcohol by all students is strictly prohibited at all times on any school property, in all school buses and at school activities, both on and off-campus. Furthermore, smoking, vaping, and consumption of alcohol by adults (visitors and employees) is strictly prohibited on campus. GACS is committed to the improvement of the health and safety of students and employees. Smoking is not permitted in any building, shelter, indoor and outdoor athletic facility, indoor and outdoor seating area including and not limited to athletic fields, at open-air presentations or performances, outdoor dining areas, and GACS-owned or operated transportation. GACS prohibits smoking or carrying of any ignited tobacco containing products, within a 50 foot perimeter, to all facilities owned, operated or leased by GACS, at any GACS-sponsored event or program, or in any vehicle owned, operated or leased by GACS.

OTHER PROHIBITED ITEMS

²² May include in-school or out-of-school

²³ Sanctuary, Inc., CPS, GPD, etc.

²⁴Source: BOE B.P. 425: DANGEROUS WEAPONS & CODE 58 Use/Poss. of Firearm /Explosives 9 GCA CRIMES AND CORRECTIONS CH. 16 CRIMINAL HOMICIDE: Deadly weapon means any firearm, or other weapon, device, instrument, material or substance, whether animate or inanimate, which in the manner it is used or is intended to be used is known to the defendant to be capable of producing death or serious bodily injury (E.g. Guns, starter guns, sports equipment such as baseball bats, bombs, kitchen knives, broken bottles, tools, grenades, axes, gardening tools, vehicles, brass knuckles, nunchucks, baton, etc.)

²⁵ Source: 9 GCA CRIMES & CORRECTIONS CH. 67 GUAM UNIFORM CONTROLLED SUBSTANCES ACT “Use of a Minor in Drug Operations Act”.

²⁶ Source: CODE 14 Use/Poss. /Distribution of Alcohol 11 GCA FINANCE & TAXATION CH. 3 ALCOHOLIC BEVERAGE CONTROL

²⁷ Source: CODE 13 Use/Poss./ Distribution of Tobacco Product 11 GCA FINANCE & TAXATION CH. 6 TOBACCO CONTROL ACT OF 2006 & BOE B.P. 430

²⁸ Electronic cigarettes, vapor pens, hookah related products & all other nicotine products or substitutes are considered “tobacco products”

Due to an influx in occurrence of disciplinary issues and/or nurse visits involving these items, the following items will not be allowed on campus:

- Celebratory-type material such as, but not limited to, fireworks, poppers, smoke/stink bombs, flares, whistles, pakpaks, etc.
- Bandanas of any color or headwear (hats, beanies, or other item that conceals the head)*
- Sunglasses, shades, or any other item used to conceal the eyes*
- Earbuds, headphones, or speakers of any kind*
- Water pistols; any other projectile shooter; facsimile of guns; or toys and accessories that could be used as a weapon such as, but not limited to, large belt buckles, chains, large keychains, yo-yos, sling shots, etc.
- Animals*
- Gambling devices or unusually large sums of money
- Pornographic material such as, but not limited to magazines, video files, access to or promotion of viewing through knowledge and/or distribution of internet sites, etc.
- Recreational items for leisure to include, but not limited to, rollerblades, roller skates, heelys, blades, skateboards, portable chairs, hammocks, or other items that require set-up or may hamper with existing structures²⁹
- Writing implements that might be used to deface school property such as, but to limited to - spray paint, permanent markers, correction pens, etc.
- Spicy snacks (i.e. Hot Cheetos, etc.), sodas, energy drinks, or other caffeinated beverages.

In addition to the items listed here, the school administration retains the right to confiscate any item that might jeopardize the safety or well-being of the students and/or the school community and/or disrupts or interferes with school operations. Items that are confiscated that are not illegal may be returned only to the parent or guardian. The school will not be responsible for the loss or damage of confiscated items. GACS is not liable for any personal items that are stolen, lost, or damaged.

*Medical exemptions can be made with administration knowledge and approval

STUDENT DRESS CODE & UNIFORM POLICY

GACS has adopted a uniform policy inclusive of an official GACS polo shirt and khaki or black bottoms ***ONLY***. Appropriate school uniform attire is as follows:

- Official uniform top for students kindergarten to 12th grade
- Black or khaki bottom (appropriately sized)
 - Uniform bottoms must not be excessively tight or constrictive
 - Proper undergarments must be worn and not visible
 - Bottoms with holes or are ripped that exposes the skin, tights, or leggings are ***NOT*** allowed
- Closed toe shoes
- Sweaters, cardigans, and jackets are allowed, but ***hoodies are not allowed***

Moda Gino's is the new vendor for GACS uniforms and they carry a wide range of sizes of tops and bottoms to meet the needs of all of our students. Both the previous uniform color and current new uniform color will be accepted in SY 2023-2024. The intent of the policy is to promote appropriate attire, unity and pride, safety and security of all school personnel, minimize or eliminate any socio-economic distinction, and promote an environment free of harassment. Students are expected to wear the official school uniform every day to school with the exception of school-sponsored dressdown or spirit days.

Students whose personal attire distracts the attention of other students or teachers from school work, or can be hazardous to themselves or others in the course of school activities, shall be required to make the necessary alterations as the principal or designee may judge necessary to maintain social standards appropriate to a

²⁹ Exemptions may be made only through administrative approval and for school-sanctioned activities

proper learning atmosphere. The following are minimal expectations for dress while in uniform and during school-sanctioned dressdown/spirit days:

- Clothing should be free from inappropriate/offensive messages and/or images. Clothing should not display images or messages that promote alcohol, tobacco, drugs, promiscuity, vulgar language, or violence.
- Shorts, skirts, and dresses should be at least mid-thigh length or below fingertips when arms are at their side.
- Students shall wear clothing that allows for reasonable movement without inappropriate exposure. Students are not allowed to wear revealing clothes, blouses, spaghetti straps, midriffs, mini-skirts, or high heels.
- Hats or other head-coverings should not be worn inside the building (except on “Hat Day” or “Accessory Day” or religiously affiliated head-coverings)
- Sunglasses are prohibited with the exception of prescription sunglasses
- Reasonable care and neatness in regard to dress and appearance is encouraged for all students.
- Sweaters without hoods are encouraged and allowed to be worn. **Hoodies are not permitted.**
- Wear closed-toed shoes at all times.
- Not wear any types of clothing or accessories that may be related to a group or gang which may provoke others to violence or to be intimidated by fear of violence.
- Not wear any types of clothing or accessories that are deemed by the school as a concern or danger to self or others.

Any student that is not in compliance with the school uniform policy or is not dressed according to the dressdown expectation or theme will be required to change into appropriate clothing or make arrangements by calling parents/guardians to have appropriate clothing brought to school immediately or to pick-up their child. Excessive uniform violations may result in suspension. Should families be facing hardships or difficulties in obtaining a uniform for their child, it is the parent’s responsibility to make contact with the administration to find a solution.

USE OF SECURITY CAMERAS FOR SAFETY PURPOSES

Surveillance cameras were installed and are being used to support our efforts in securing a safer school environment. The security system would enable the school to monitor and ensure public safety for all stakeholders and be used as a deterrent to acts of vandalism, diminish the potential for property loss, or destruction of school property.

Security camera systems are installed in the public areas only. These areas may include school grounds, exterior entrances or exits to school buildings and larger gathering spaces, such as classrooms corridors, hallways, breezeways, cafeteria, lobby, and main entries. The administrative offices and restrooms are excluded from security camera placement. Security camera usage is prohibited in any space where there is a reasonable expectation of privacy. The security camera live feeds are secured and authorized access is provided only to designated IT personnel and school administrators. Video recording may be shared with law enforcement officers, as warranted in police investigation of school-related cases.