



CARLOS L. TAITANO ELEMENTARY SCHOOL
COVID-19
School Re-Entry Plan
SY 2020-2021

Hafa Adai Deerling Family,

This COVID-19 response handbook is a document that provides essential information that you will need to help us achieve our school's vision of having "Every Student... Responsible, Respectful, and Ready for Life".

Carlos L. Taitano Elementary School is committed to educating our students in a safe and healthy environment. The school also strives to keep employees and stakeholders safe. This is a challenging time for our island and adjustments were made as to how we educate our students while maintaining Centers of Disease Control guidelines for social/physical distancing due to the COVID-19. Please read and utilize this response handbook as a reference to understand important policies, protocols, procedures, and other information that are expected to be followed at CLTES in order to maintain safety to the extent possible.

To reduce the possibility of the COVID-19 virus coming on campus, we will limit people on campus to students, employees, service providers, and contractual employees performing their tasks and visitors who have scheduled appointments with the school. Parents/Guardians and other visitors will be serviced outside of the Main Office. There is a designated table and employee that will assist you. Visitors and employees are required to wear a mask and to keep 6 feet apart at all times. If you or your child is sick, please stay home.

Because information and circumstances are constantly changing, this handbook provides the building blocks that may be updated if there is a need to adjust and as new guidance from the Centers for Disease Control, Department of Public Health and Social Services, Governor's Executive Orders, and other entities are provided.

I thank you for your support and understanding as we move forward in educating your child.

Sincerely,

Corina Y. Paulino
Principal, Carlos L.Taitano Elementary School

GENERAL COVID-19 INFORMATION

What is COVID-19?

“A novel coronavirus is a new coronavirus that has not been previously identified. The virus causing coronavirus disease 2019 (COVID-19), is not the same as the [coronaviruses that commonly circulate among humans](#) and cause mild illness, like the common cold.

A diagnosis with coronavirus 229E, NL63, OC43, or HKU1 is not the same as a COVID-19 diagnosis. Patients with COVID-19 will be evaluated and cared for differently than patients with common coronavirus diagnosis.”

From website at:

<https://www.cdc.gov/coronavirus/2019-ncov/faq.html#Coronavirus-Disease-2019-Basics> May 27, 2020.

How do we prevent the spread of the virus?

We use the guideline from the Centers of Disease Control for social distancing, disinfecting, and other protective measures.

If student, employee, or visitor is sick, please **stay home**.

What are changes in school policies in light of Centers of Disease Control (CDC) guidelines and the Governor’s Executive Order and Department of Public Health and Social Services (DPHSS) for social distancing?

Masks/face coverings are mandatory while on campus. We will practice social/physical distancing. Markers are in the classrooms and hallways to remind everyone to stay 6 feet away from each other. In some instances, the DPHSS minimum of 4 ft distancing may be applied. Daily disinfecting will follow CDC/DPHSS guidance.

Parents/Guardians and other visitors will have **limited access on campus**. All services normally handled in the main office will be conducted outside the main office at a designated service table. If parents/guardians need to have their concerns addressed, meetings will be by **appointment only**.

To minimize exposure to our students and teachers, we will NOT entertain visitors in the classrooms unless they are educational service providers.

In the event that any individual who has been on campus is suspected of having the virus or is confirmed to be positive for COVID-19, C.L.Taitano Elementary School will follow the guidance set forth by the CDC and Department of Public Health and Social Services (DPHSS).

If we experience another school closure, students who are in the Traditional (Face-to-Face) Model of Learning will transition to Home Learning. This will allow students to work independently during the days they are not in school with monitoring and assistance from parents/guardians when needed.

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PREVENTION PROCEDURES

From Centers of Disease Control website <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/index.html> on June 11, 2020.

The Novel Coronavirus 2019 or COVID-19 virus is thought to be spread from person to person between people who are in close contact with one another and through respiratory droplets when a person coughs, sneezes, or talks. The following are procedures to prevent the spread.

Hand Hygiene:

1. Wash your hands often with soap and water. If soap and water is not available, use a **hand sanitizer that contains at least 60% alcohol**.
2. Hand washing procedure:
 - **Wet** your hands with clean, running water, turn off the tap and apply soap.
 - ✚ **Lather** your hands by rubbing them together with the soap. Lather the back of your hands, between your fingers, and under your nails.
 - ✚ **Scrub** your hands for at least 20 seconds. To help with timing, sing the ABCs song (1x) or the Happy Birthday song (2x).
 - ✚ **Rinse** your hands well under clean, running water.
 - ✚ **Dry** your hands using a single use paper towel. After drying your hands use the paper towel to turn off the faucet.
 - Key times to wash hands:
 - ✚ **Before, during, and after** preparing food.
 - ✚ **Before and after** eating food.
 - ✚ **After recess and other breaks**
 - ✚ **Before and after** caring for someone who is sick especially with vomiting or diarrhea.
 - ✚ **Before and after** treating a cut or wound.
 - ✚ **After** using the toilet/urinal.
 - ✚ Changing diapers or cleaning up a young child who has used the toilet.
 - ✚ **After** blowing your nose, coughing, or sneezing.
 - ✚ **After** touching an animal, animal feed, or animal waste.
 - ✚ **After** handling pet food or pet treats.
 - ✚ **After** touching garbage.
3. Hand sanitizer procedure:
 - Apply the gel product to the palm of one hand (read the label for correct amount to use).
 - Rub your hands together.
 - Rub the gel all over all the surfaces of your hands and fingers until hands are dry. This should take about 20 seconds.
4. Avoid touching eyes, nose, and mouth with unwashed hands.

Social/Physical Distance:

1. Avoid close contact with people who are sick, even those in your home. Maintain at least 6 feet distance.
2. Put at least 6 feet distance between yourself and other people outside your home when in public.
 - Some people may not display symptoms but may have the virus.

- Do not gather in groups.
- Stay out of crowded places and avoid mass gatherings. (Follow Executive Orders for social gatherings).

Masks/Face Coverings:

1. Wear cloth face coverings or recommended disposable masks in public settings in addition to keeping 6 feet distance.
2. Masks/face covering procedures
 - Wash your hands before putting on your face covering.
 - Put it over your nose and mouth and secure it under your chin.
 - Try to fit it snugly against the sides of your face.
 - Make sure you can breathe easily
3. Washing masks/cloth face coverings
 - Wash after each use.
 - Machine Washing
 - ✚ You can include your face covering with your regular laundry.
 - ✚ Use regular laundry detergent and the warmest appropriate water setting for the cloth used to make the mask/face covering.
 - ✚ Dry mask/face covering after washing. In a dryer, use the highest heat setting and leave the dryer until completely dry. To air dry, leave flat and allow to completely dry. Try to place the mask/face covering in direct sunlight.
 - Hand Washing
 - ✚ Prepare a bleach solution by mixing 5 tablespoons (1/3 cup) household bleach per gallon of room temperature water or 4 teaspoons household bleach per quart of room temperature water. Check to ensure if the bleach is intended for disinfection and that it is not passed the expiration date. Never mix household bleach with ammonia or any other cleanser.
 - ✚ Soak the face covering in the bleach solution for 5 minutes.
 - ✚ Rinse thoroughly with cool or room temperature water.
 - ✚ Dry mask/face covering after washing. In a dryer, use the highest heat setting and leave the dryer until completely dry. To air dry, leave flat and allow to completely dry. Try to place the mask/face covering in direct sunlight.

Cover coughs and sneezes:

1. If you are in a private setting and do not have your mask/cloth face covering, remember to always cover your mouth and nose with a tissue when coughing or sneezing or use the inside of your elbow.
2. Throw tissues in the trash.
3. Immediately wash your hands with soap and water for at least 20 seconds (see hand washing procedure). If soap and water is not available, clean your hands using a hand sanitizer with at least 60% alcohol following hand sanitizer use procedures.

Clean and Disinfect:

1. Clean AND Disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
2. If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection.

3. Then use a household disinfectant. Use EPA-registered household disinfectant and follow recommended procedures.

Monitor your Health:

1. Be alert for symptoms. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19.
2. Take your temperature if symptoms develop. Don't take your temperature within 30 minutes of exercising, after drinking warm liquids, or after taking medications that could lower your temperature.
3. Stay home and/or seek medical attention when sick.

If a student or employee tests positive for the virus, the school will follow the guidelines set forth by the GDOE COVID-19 Handbook.

Preparing to Open :

1. Employees will review the information regarding COVID-19 from CDC and DPHSS Guidelines, GDOE COVID Handbook and information videos.
2. Orientations will be provided parents to parents with information contained in this handbook and other information.
3. The physical environment for social/physical distancing will be marked marked off in offices, classrooms, and other common areas.
 - a. 6 feet apart
 - b. Traffic flow
 - c. Maximum capacity
4. Safety signs will be posted throughout the campus to serve as reminders. Safety signs include
 - No Mask, No Entry
 - Stay home if you are sick
 - Hand washing practices
 - Maximum capacity signs
5. Personal Protective Equipment will be distributed for employee and student use.
6. Rooms for occupancy are decluttered to maximize space.
7. A service table is set up outside the main office area to assist visitors.

SCHOOL ARRIVAL PROCEDURES

The **Main Gate** will be opened at 7:15 A.M. to prepare for student arrivals.

Staff will be stationed around campus to ensure that CDC social/physical distance guidelines are followed.

Parents may walk their child onto the campus but will not be allowed to enter the building or open areas where other students will be passing, waiting, or occupying.

Parent must remain in vehicle when dropping their child to school.

Student Arrival

Bus riders

- Students will be dropped off at the designated Bus drop off area.
- All students will wear a mask or face covering PRIOR TO EXITING the buses.
- Temperature will be taken upon arrival.
- Washing hands or using hand sanitizer will be required upon arrival.
- Students may proceed to cafeteria for breakfast or proceed to their homeroom class waiting area

Car riders

- Students must remain in their vehicles until they reach the drop off point.
- All students will wear a mask or face covering PRIOR TO EXITING the vehicle.
- Temperature will be taken while students are still in vehicle.
- Washing hands or using hand sanitizer will be required upon arrival.
- Parents/Guardians must remain in their vehicle.
- Students may proceed to cafeteria for breakfast or proceed to their homeroom class waiting area

Walkers

- Students will enter from either the front side gate at the bus arrival and departure area or the back gate.
- Temperature will be taken upon arrival.
- Washing hands or using hand sanitizer will be required upon arrival.
- Students may proceed to cafeteria for breakfast or proceed to their homeroom class waiting area.

Employee Arrival

- All faculty and staff will arrive at their designated time. For school employees only, the back gate may be used to enter the campus if arriving before 7:15 a.m.
- Faculty and staff will wear masks or face coverings PRIOR TO EXITING their vehicles. CDC social/physical distance guidelines will be followed throughout the school day.
- An initial preliminary health screening will be conducted before the first official school day.
- Daily temperature checks will be completed upon arrival with employee guidance to report any change in their preliminary health screening questions.

Parent/Visitor Arrival

- Please refer to the section on Parent and Visitor Procedures.

SCHOOL DISMISSAL PROCEDURES

The **Main Gate** will be closed at 2:00 P.M. to prepare for student dismissal.

Staff will be stationed around campus to ensure that CDC social/physical distance guidelines are followed.

Parents and other visitors must remain outside the school gates unless picking up the student by vehicle.

Student Dismissal

Bus Riders

- Bus riders will be provided a bus pass. This is needed to board the bus.
- At the designated time, teachers/staff will escort the bus rider students to the bus area.
- Staff will assist the bus drivers with the following:
 - ✚ Upon request, can provide information on siblings to assist with seating
 - ✚ Only allow students with Bus Passes to enter the bus.

Car Riders

- *After* the buses leave, parents/guardians will drive up towards the front of the school (through main front gate) and **remain in their vehicle**.
- Vehicles will remain in a single line.
- Vehicles must display the car rider placard provided by the school.
- Please wait patiently for your child/children to be escorted to your vehicle.
- Sign out your child from your vehicle.
- Once your child/ren is safely in your vehicle, follow the traffic flow to exit.

Walkers

- Front Gate walkers will be released through the front side gate in the bus arrival/departure area
- Back gate walkers will be released from the back gate

The AFTERNOON ROUTINE will be as follows:

- Each teacher will escort students to the student car rider waiting area, student walkers waiting area, and bus dismissal area following CDC social/physical distance guidelines.
- Each teacher will follow their designated dismissal times to minimize hallway crowding.
- No parents are permitted on campus unless are a part of the car rider pick up line.
- Students walking home will be escorted out the proper gates after buses leave maintaining CDC social/physical distance guidelines.

Employee Departure:

1. Faculty/Staff will leave after buses have left to avoid traffic congestion in the hallways.
2. Faculty/Staff will wash their hands using soap and water prior to exiting the school or use hand sanitizer provided by the school.

Non-Instructional Time

Breakfast/Lunch:

Breakfast time is from 7:15 a.m. -8:15 a.m.

Lunch time is staggered into three (3) lunch periods.

Faculty/Staff

- Faculty and staff will assist with monitoring the number of students entering the cafeteria not to exceed the maximum capacity.
- Faculty and staff will have designated staggered lunch times. Employees may eat in their classrooms or the faculty/staff lounge, keeping to the maximum number of allowable persons in the room while following the CDC social/physical distance guidelines.
- Faculty and staff will wash their hands prior to and entering the faculty/staff lounge or if in their classrooms before and after eating
- Faculty and staff will remove their masks/face coverings using mask removal procedures when eating.
- Faculty and staff will clean and disinfect their eating area when done.

Students

- Wash their hands with soap and water or use hand sanitizer prior to and after eating
- Proceed to the cafeteria in a socially distanced line
- Will be directed to enter the cafeteria and wait at their designated table/desk until instructed to retrieve their food tray,
- Will retrieve their food tray in a socially distanced line
- Proceed to their designated table/desk
- Place their food tray on their table/desk
- Remove their mask before eating
- Place their mask back on when they are finished eating then wait for instruction to dispose of their leftover food and/or return the tray to the scullery.
- Proceed to wash their hands with soap and water or hand sanitizer.

Parents

- Parents who are dropping lunch for their child, will leave it with the employee at the service table.
- Parents are encouraged to allow students to eat the school cafeteria breakfast/lunch and/or let them bring their breakfast/lunches to school with them.
- Parents are not allowed in the cafeteria.

A.M/P.M. Breaks

1. Staff will monitor students to assist with safety protocols for social/physical distancing as much as possible.
2. Students will be allowed to remove their masks/face covering while in the play area to avoid hypoxia.
3. Students will wash their hands with soap and water at least 5 minutes before lunch recess is over.
4. Teachers will pick up their class at the designated wait/holding area.

Common Areas

Restroom:

- Social/physical distance of 6 feet apart
- Use only urinals/toilets/sinks marked for use
- Wash their hands for 20 seconds using soap and water

Hallways:

- Social/physical distance of 6 feet apart when in a moving line
- Social/physical distance of 4 feet apart at student waiting/holding areas
- Follow traffic flow markers
- Pause to allow for others to safely pass if needed

Water Fountain:

- Regular water fountains will be used to refill water bottles.
- No one is allowed to drink directly from the water fountain spout. A water bottle or thermos must be used.
- Students, faculty, and staff are encouraged to bring their own water bottles from home.

Trash cans:

- Students are not required to touch trashcan lids when throwing trash away. Faculty and staff are present to assist with this if needed.

Quarantine Room:

1. Any student or employee who is screened with symptoms related to COVID-19 will be brought to the quarantine room for further screening and monitoring.
2. The school nurse will provide further assessment and will initiate protocols for possible COVID-19 following the GDOE COVID-19 Handbook.
3. Parents of students who are placed in the quarantine room will be contacted and must immediately come to the school to pick him/her up.

CLASSROOM PROCEDURES

Faculty/Staff:

1. All faculty and staff will wear their masks/facial covering while in their classroom with periodic removal to avoid hypoxia and allow for students to remove masks periodically to avoid the same. The periodical removal of masks will occur outside of the classroom while maintaining 6 feet distancing on an as needed basis.
2. They will wash their hands with soap and water or hand sanitizer prior to entering and upon exiting the classroom. .
3. Frequently touched areas in the classroom will be sanitized at a minimum of 2x during the day. Intermediate teachers *may* enlist students to assist with sanitizing their own desks/chairs with teacher monitoring.

4. Faculty will monitor student movement in the classrooms and grant permission for students to leave desks when needed such as for restroom use, sharpen pencil, throwing trash, etc.
5. Each classroom will have a maximum capacity signage posted outside classroom door.
 - The maximum capacity is based on the physical space.
 - Each classroom will mark off 36 square feet of space for each student with traffic flow markings
6. Desks will be arranged faced in the same forward direction
7. Faculty and staff will follow CDC social/physical guidelines and monitor that students are also following the guidelines

Students:

1. All students will wear their masks/facial covering while in their classrooms with periodic removal for a few minutes to avoid hypoxia under the supervision and direction of the teacher. The periodical removal of masks will occur outside of the classroom while maintaining 6 feet distancing on an as needed basis.
2. Students will wash their hands with soap and water or hand sanitizer prior to entering and upon exiting the classroom.
3. Frequently touched areas in the classroom will be sanitized intermittently throughout the day. Intermediate students *may* assist with sanitizing their own desks/chairs with teacher monitoring.
4. Students will not move furniture from their designated locations and will stay at their assigned desks. Students will need their teacher's permission to leave their desks at all times.
5. Students will follow CDC social/physical guidelines while in the classroom and follow markings for flow of traffic.

OTHER Instructional Times Procedures

Library:

- Students will be able to access library services during their scheduled library time.
- Grade level library times are staggered.
- The library will be sanitized before and after each period of servicing students.
- The librarian will reinforce health and safety protocols for students that are aligned with CDC guidelines.

Computer Lab:

- Students will have access to the computer lab upon class appointment. CDC guidelines will be enforced by teacher.
- Mobile lab carts will also be available for daily use in the regular classrooms.
- The computer lab and mobile lap carts will be sanitized before and after every use by the staff/teacher utilizing them.

Chamorro Class:

- Chamorro teachers will service students in the homeroom class as scheduled.

- Chamorro teachers will follow and reinforce health and safety protocols for students that are aligned with CDC guidelines

Gifted and Talented Education (GATE):

- GATE teacher will service students in the GATE classroom as scheduled.
- Classroom will be sanitized before and after each period of servicing students.
- GATE teacher will reinforce health and safety protocols for students that are aligned with CDC guidelines.

English as Second Language (ESL):

- ESL students will be serviced in ESL classroom as scheduled.
- Classroom will be sanitized before and after each period of servicing students.
- ESL teachers will reinforce health and safety protocols for students that are aligned with CDC guidelines.

STUDENT OFFICE VISITS

Sending Students to the School Health Counselor's Office (Nurse):

1. Scheduled Visits
 - Students who are scheduled for medicine or treatment.
2. Unscheduled Visits (emergency level)
 - Students whose injury or illness require the Nurse's immediate attention (but not limited to).
 - ✚ Head injury or other major injury such as swelling
 - ✚ Profuse bleeding
 - ✚ Student passed out
 - ✚ Vomiting or diarrhea
3. Non-Emergency injuries requiring cleansing with soap and water and/or adhesive bandages may be handled in the classroom.
4. Students exhibiting symptoms related to COVID-19:
 - People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms (but not limited to) may have COVID-19:
 - ✚ Fever or chills
 - ✚ Cough
 - ✚ Shortness of breath or difficulty breathing
 - ✚ Fatigue
 - ✚ Muscle or body aches
 - ✚ Headache
 - ✚ New loss of taste or smell
 - ✚ Sore throat
 - ✚ Congestion or runny nose

- ✚ Nausea or vomiting
- ✚ Diarrhea
- The teacher or staff will contact the Nurse and state the nature of the injury/emergency/symptom and receive instruction from the Nurse.
- If necessary, staff member will be contacted to escort the student.
 - ✚ Peers will NOT escort the student.

Sending Students to the Main Office:

1. Teachers will refrain from sending students to the office for non-emergency reasons.
2. If a student is sent to the office, the teacher will contact the office to state the nature of the **emergency** and coordination of services.
3. If a student will be sent back to class, the student will be escorted by a staff member as needed.

Sending Students to the School Guidance Counselor's (Counselor) Office:

1. Scheduled Visits
 - The Counselor will inform the teacher ahead of time if a student is scheduled for a counseling visit.
 - The SGC, staff, or teacher will pick up and drop off the student as needed.
2. Unscheduled Visits (emergency/critical situation)
 - When a student is in need of emergency counseling services, the teacher will contact the Counselor and make arrangements.
 - After the session, the Counselor/staff will walk the child back to class or inform the teacher if the student is unable to return to class

PARENT and VISITOR PROCEDURES

The school will minimize parents and visitors on campus for the health and safety of students and employees. A visitor is defined as any individual who is not listed on C.L.Taitano Elementary School's staffing pattern and/or is an unregistered student of the school.

1. In order for the school staff to attend to students' safety during arrival and dismissal, the school will be open to parents/visitors from 8:45 a.m. to 2:00 p.m. Visitors and parents must be off the campus before the gates are closed at 2:00 p.m. unless there is a scheduled meeting. In this case, visitors and parents must follow CDC guidelines and also remain in the room where the meeting is held until students are completely off campus.
2. Visitors will be serviced at the designated service table outside of the Main Office. Visitors will be required to wait in their vehicles if the visit occurs during times where students are outside the classrooms (eg; lunch and recess times).
3. No visitors or parents will enter beyond the service table unless they are a GDOE employee providing service to the school, contractual employees for repairs or cleaning, and other educational service providers or have a scheduled appointment with the school principal or faculty member.
4. All visitors must sign in and out at the service table.

5. All visitors are required to wear a mask/face covering prior to exiting their vehicle and upon entry to the campus. All visitors will be asked health screening questions upon entry and a temperature screening will be conducted.
6. All visitors will follow CDC social/physical guidelines posted. Markers are placed on the ground to indicate the 6 feet distance requirement
7. School services will occur from the Service Table such as student sign out during the day, attendance verification requests, registrations, withdrawals, learning packet pick up and drop off, etc.
8. **Students being picked up between 8:30 a.m. to 2:00 p.m.** will be escorted to the Main Office. The student(s) will then be released to the parent/guardian/authorized individual on the student emergency card. This person must wait for the student(s) outside the Main Office. Please call at least 1 hour in advance for students being picked up earlier otherwise, we cannot guarantee your child be released to you in a timely manner when you arrive. After 2:00 p.m., individuals will wait in their vehicle or outside the campus until after all students are dismissed.
9. Meetings with the principal or a teacher will be by appointments only. Visits that require entry beyond the Service Table will be handled on a case by case basis.

INSTRUCTIONAL TIME

Due to COVID-19 safety concerns, the Guam Education Board (GEB) has approved the GDOE Model of Learning, three instructional models schedule options for SY 2020-2021. All three models were offered and parents selected the model for their child to participate in:

1. **Home Learning: Online Instruction:** This model of instruction and attendance is 100% online home learning. Students participate in classes online and are required to have a computer or tablet, and reliable internet access. Additionally, though not necessarily required, access to a printer and scanner is beneficial.
2. **Home Learning: Hard Copy Curriculum):** This model of instruction and attendance is for students who would like to do 100% home learning but do not have the equipment to support 100% online work. This would be a home learning model supported by a paper-based or hard copy based curriculum.
3. **Traditional (Face-to-Face):** This model of instruction and attendance will be for students who will be participating in traditional face-to-face classes in school consisting of an A-B-C alternating schedule, where 1/3 of students attend classes on any given school day. The A-B-C alternating schedule entails the following:
 - Students are divided up into approximate sized cohorts (A, B, C). Efforts were made to align schedules of siblings in the same or multiple schools.
 - Cohorts will alternate days for physical attendance on campus.
 - On days when students are not physically on campus, they will have assignments, projects or activities to complete and submit when they return. These assignments, projects, or activities can be provided and completed electronically or through hard copy depending on students' access to equipment and the internet.

- Alternating days will follow the same order and adjust accordingly for holidays.

Fridays will be designated as student interventions and parent support days for any given instructional model.

Changes to selected Models of Learning may be made at the end of the quarter.

Assignments from ALL Models of Learning will be graded.

Children of parents who did not complete the form were automatically enrolled in the traditional face-to-face model.

CLTES

C: Critical Thinkers L: Life Long Learners T: Technology Users E: Effective Communicators S: Socially Responsible Citizens

BOARD POLICIES

In light of the COVID-19 health situation, the Guam Education Policy Board voted to temporarily suspend the following Board Policies for SY 2020-2021:

Board Policy 346- Instructional Subjects and Time on Task for Elementary Schools
Instructional Time Block -300 minutes per day.

Board Policy 381- Service Learning

The Guam Education Board and the Superintendent of the Department of Education shall create the Service Learning Framework in accordance with Public Law 30-53, which states that “each student shall complete seventy-five (75) hours of service learning as a requirement for high school graduation.” This mandate shall be implemented beginning with the 9th grade class in the 2011-2012 School Year.

Board Policy 401 - Uniform Policy

In keeping with the GDOE Vision Statement of being “Responsible, Respectful, and Ready for life,” is it recognized that school uniforms enhance the learning environment. Therefore, “schools may adopt a uniform policy that is supported and embraced by the school committee.” The intent of the 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 harassment.”

Board Policy 411- Attendance

The Board acknowledges that students need to be in school and engaged in learning with their teachers and peers. Excessive absences or tardiness erode this understanding and may lead to incomplete and unsatisfactory work, a reduced capacity to meet curricular standards, and lower course grades. Parents/guardians are partners with the school and faculty ensuring that students attend and arrive in class on time every day of the school year. Therefore, parents shall inform the school immediately when a child does not attend school. School personnel and teachers (to include substitutes or other personnel covering classroom instruction) shall inform parents, as soon as possible, but no later than the end of the school day when a child does not attend class. As partners in education, parents are expected to review their child’s attendance, academics and social behavior on a daily basis using the parent portal.


Board Policy 602 - Adoption of textbooks and instructional materials

Pursuant to 17 GCA (Education), Chap 4 (Curriculum & Texts), SS 4106.1 (Sufficient Textbooks and Supplies), the GEPB establishes the criteria for the selection/adoption of textbooks. The primary goal is to select the textbooks and instructional materials that best support the goals, objectives and the achievement of the standards and to provide for an effective instruction for student learning.

Additionally, the GEB requested that the 35th Guam Legislature introduce legislation to suspend laws relative to instructional hours and service learning requirements due to safety requirements being implemented to prevent the spread of COVID-19.

COMMUNICATION

Communication is critical especially as the COVID-19 situation is continually changing as research in dealing with the virus is ongoing. The following tools will be used to communicate with our families:

Communication Tool	Purpose	How to access the tool
C.L.T.E.S School Phone	For emergencies or communication needing immediate attention.	472-4245 300-4644 300-4645
C.L.T.E.S.website	To provide updated information regarding educational operations, announcements, resources, and other contact information.	Found on the GDOE website at www.gdoe.net . Click on our school logo. 
SwiftK12	To provide short announcements.	Requires current and working parent/guardian contact information.
Guam Department of Education website	To provide district wide information affecting all schools.	www.gdoe.net
Student Planners	For parent and teacher communication regarding child's progress, needs, and announcements	Provided by the school
School email	To provide a contact source for parents/guardians and other stakeholders who may need individual issues and concerns addressed.	cltes@gdoe.net Individual teacher email addresses are provided on the school website or you may call the school to receive it.
Guam Pacific Daily News	To provide reminders and short announcements.	Obtain newspaper or log onto guampdn.com
Other Tools	Other communication tools by individual teachers with their parents/guardians.	Teachers will give instructions for their applications.

“Our very survival depends on our ability to stay awake, to adjust to new ideas, to remain vigilant and to face the challenge of change.” – Martin Luther King Jr.