



Parent and Student Handbook

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**CHECK GRADES AND ATTENDANCE ONLINE USING THE RENWEB
PARENT PORTAL**

via the following website:

<https://logins2.renweb.com/logins/ParentsWeb-Login.aspx>

Students and Parents can access individual teacher's Grade Books, lesson plans, grades, and attendance on this site.

**iLEARN ACADEMY CHARTER SCHOOL
STUDENT HANDBOOK**



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**WELCOME TO
iLearn Academy Charter School
Established 2015**

iLEARN ACADEMY CHARTER SCHOOL MISSION STATEMENT

iLearn Academy Charter School, instills in its students the standards for academic scholarship, integrity, leadership, and responsible citizenship utilizing technology to propel students to be innovative, inventive, and imaginative (i3) global thinkers.

SCHOOL MOTTO

We are i³.L.E.A.R.N.

SCHOOL LEARNER GOALS

- i³** – Innovative, Inventive, and Imaginative Global Thinkers
- L** – Lifelong Learners
- E** – Effective Communicators and Collaborators
- A** – Academic Achievers
- R** – Responsible Citizens
- N** – Noble Leaders

SCHOOL LEARNER GOALS

The overall goals of iLearn Academy Charter School (iLACS) are best defined by the School Learner Goals that were created by the iLACS community. These goals, aligned with the school Mission Statement, clarify how the six values relate to the instructional and curricular focus of iLearn Academy Charter School.

1. We believe that we can effect change within our community by being Innovative, Inventive, and Imaginative Global Thinkers.

iLACS Students are i³ (Innovative, Inventive, and Imaginative) Global Thinkers who

- identify and solve problems creatively and effectively
- interpret, evaluate, and reflect on learning
- demonstrate intellectual curiosity and discipline
- develop informed opinions while remaining open to other global views
- recognize global issues and their impact on individuals and communities
- apply classroom skills to real life situations in order to solve problems and make thoughtful decisions

2. We believe that fostering a love for lifelong learning is key to being successful in the future.

iLACS Students are Lifelong Learners who

- develop skills and techniques to equip them for a lifetime of learning
- persevere in problem solving
- set high standards and engage in continuous improvement

3. We believe that we can do more by working together rather than working by ourselves.

iLACS Students are Effective Communicators and Collaborators who

- speak, read, present, and write effectively in the English language
- read critically and extensively for a variety of purposes
- listens to the opinions and views of others openly
- use technology and digital resource to enhance communication
- effectively share information and responsibilities
- respect and value diversity
- develop and maintain positive relationships within diverse settings

4. We believe that each of us can learn and that in school, we grow to become all that we can be.

iLACS Students are Academic Achievers who

- are driven towards academic excellence in English Language Arts, Math, Science, Social Studies, and Engineering and Technology
- use technological tools effectively, creatively, and responsibly
- meet the expected levels of competency as measured by school-wide and district-wide assessments
- remain lifelong learners

5. We believe that what we learn is not only for ourselves but to be used to help others and make a better world.

iLACS Students are Responsible Citizens who

- develop integrity and character to become responsible individuals
- respect themselves, respect others, and respect the environment
- shows respect for personal property and the property of others
- accept responsibility for his/her own actions
- behave appropriately and resolve conflict in a constructive manner
- contribute to society and work cooperatively with others

6. We believe that we should be respectful in everything we do and shine as a good example to those around us.

iLACS Students are Noble Leaders who

- are aware of themselves, others, and the world around them and are respectful in making decisions
- are attentive and mindful of the needs and opinions of others
- are always willing to provide a helping hand wherever the need arises
- set a good example for their peers to follow

SCHOOL GOALS

Goal I

To commence operation of a charter school to provide rigorous academic curriculum for Kindergarten through 5th grade.

Goal II

To enrich student learning in all core subject content areas, with a special emphasis in technology, science, and math.

Goal III

To provide individualized attention through the utilization of technology for each student to ensure success.

DAILY PLEDGES AND ANTHEMS

PLEGDE OF ALLEGIANCE

I pledge allegiance to the flag, of the United States of America, and to the Republic for which it stands, one nation under God, indivisible with liberty and justice for all.

THE STAR SPANGLED BANNER

*Oh! Say can you see,
By the dawn's early light,
What so proudly we hailed,
At the twilight's last gleaming,
Whose broad stripes and bight stars,
Thru the perilous fight,
O'er the ramparts we watched,
Were so gallantly streaming
And the rockets red glare,
The bombs bursting in air,
Gave proof to the night,
That our flag was still there,
Oh, say, does that
Star spangled banner yet wave
O'er the land of the free
And the home of the brave*

GUAM HYMN

*Fanoge Chamoru, Pot I tano'ta
Kanta I matuna-na gi todu I lugat
Para I onra, para I Gloria
Abiba I isla sin parat
Para I onra, para I Gloria
Abiba I isla sin parat*

*Todu I tempo I pas para hita
Yan ginen I langet na bendison
Contra I peligro, na fansafu ham
Yu'os protehi I islan Guam
Contra I peligro, na fansafu ham
Yu'os protehi I islan Guam*

GUAM PLEDGE: INIFRESI

*Ginen i mas takhelo' gi Hinasso-ku,
i mas takhalom gi Kurason-hu,
yan i mas figo' na Nina'siñã-hu,
Hu ufresen maisa yu' para bai hu
Prutehi
yan hu Difende i Hinengge,
i Kottura,
i Lengguañi,
i Aire,
i Hanom yan i tano' Chamoru,
ni'Irensiã-ku Direchu ginen as Yu'os
Tãta.
Este hu Afitma gi hilo' i bipblia yan i
banderã-hu,
i banderan Guãhan.*

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2023-2024 SCHOOL CALENDAR



iLEARN ACADEMY CHARTER SCHOOL CALENDAR OFFICIAL SY2023-24 CALENDAR

August 3 - 4	Thurs - Fri	Parent Orientation via Zoom 9:00am (Aug 3. K-2 nd , Aug 4. 3 rd -5 th gr)
August 4	Friday	Teacher Workday #1
August 7-8	Mon – Tues	Teacher Professional Dev #1 & #2
August 9	Wednesday	Kinder – 1 st Grades First Day of School/ First Quarter
August 10	Thursday	2 nd – 5 th Grades First Day of School, ASP Starts
September 4	Monday	Labor Day – NO SCHOOL
September 18	Monday	Parent Teachers Conference via Zoom – NO SCHOOL
October 9-13	Mon – Fri	ONLINE SESSIONS 8:00am-12:00pm – Students remain home and meet online*
October 12	Thursday	First Quarter Ends
October 13	Friday	Second Quarter Begins
November 2	Thursday	All Soul's Day – NO SCHOOL
November 3	Friday	Teacher Professional Dev #3 – NO SCHOOL
November 10	Friday	Veterans Day Observed – NO SCHOOL
November 23-24	Thu-Fri	Thanksgiving Break – NO SCHOOL
December 7	Thursday	Teacher Workday #2 – NO SCHOOL
December 8	Friday	Santa Marian Kamalen Day – NO SCHOOL
Dec 18 – Jan 1	Mon – Mon	Christmas Break – NO SCHOOL
January 2-3	Tues – Wed	Teacher Professional Dev #4 & #5 – NO SCHOOL
January 4	Thursday	Back to school
January 10	Wednesday	Second Quarter Ends
January 11	Thursday	Third Quarter Begins
January 15	Monday	Martin Luther King Jr. Day – NO SCHOOL
February 12	Monday	Parent Teachers Conference via Zoom – NO SCHOOL
February 13-16	Tues - Fri	ONLINE SESSIONS 8:00am-12:00pm – Students remain home and meet online*
March 4	Monday	Guam Heritage Day – NO SCHOOL
March 18	Monday	Third Quarter Ends
March 19	Tuesday	Fourth Quarter Begins
March 25 - 29	Mon – Fri	Easter Break – NO SCHOOL
April 22	Monday	Teacher Prof Dev #6 – HALF DAY, school ends at 11:00am, NO BUS, NO ASP
May 21	Tuesday	Kindergarten Graduation iLearn Gym (Time TBA), ASP Last Day
May 22	Wednesday	5 th Grade Graduation iLearn Gym (Time TBA)
May 23	Thursday	1 st – 4 th Grade Honor Assembly, LAST DAY OF SCHOOL
May 24	Friday	Teacher Workday – 4 th Quarter Grades Due
May 27	Monday	Memorial Day – Office Closed

**Online class sessions ensure that students can quickly transition to an online platform should government declaration of school closure occur. Dates may change depending on situations such as flu season.*

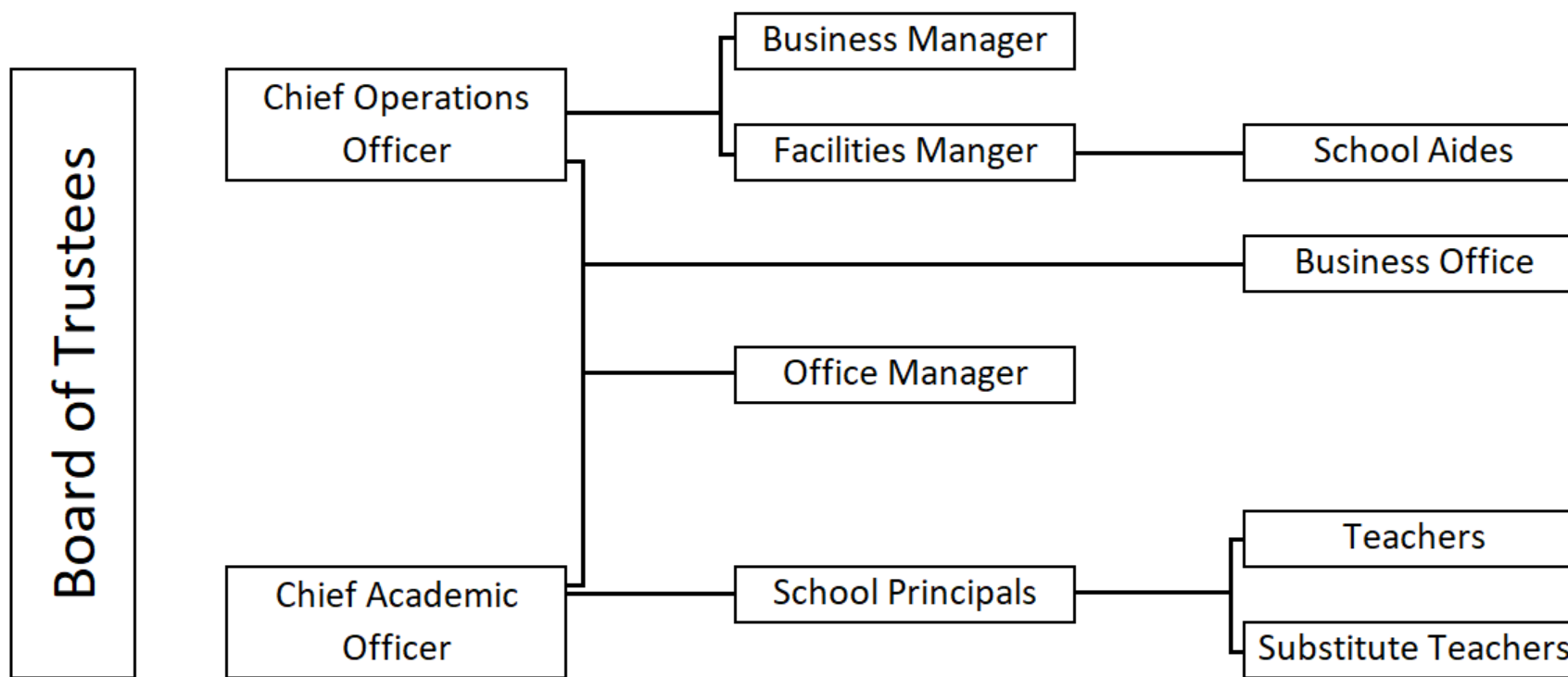
BELL SCHEDULE

All Students
7:45am-2:45pm

**Student drop off begins at 7:00am*

ORGANIZATIONAL CHART

For addressing and resolving school-level issues, or if you have questions or concerns about your student at iLearn Academy Charter School, please contact the local official before proceeding to the higher authorities.



CONTINUOUS SCHOOL IMPROVEMENT (CSI)



The strategic planning for ongoing improvements is a collaboration of the administrative staff and faculty. The administrative staff collects observations and communications from parent stakeholders when collaborating and implementing the improvement plan. Communication of these plans and progress are done through our RenWeb system.

CAMPUS

iLearn Academy Charter School is a drug-free and weapon-free campus. iLearn Academy Charter School reserves the right to search, or in the alternative, to have any person removed from campus.

To ensure the safety and well-being of our faculty, staff, and students, during school hours, iLearn Academy Charter School is a **closed-campus**. Visitors of any kind will not be permitted on campus at any time.

Once a student is on campus, he or she will not be allowed to leave the school grounds. Parents and Guardians may take their child off-campus during school hours by following our *Early Pick Up* Policy, as described in the *Attendance* section below.

ENROLLMENT/ADMISSION POLICY

As a public charter school, iLearn Academy Charter School is tuition-free and enrolls or admits students on a first come, first served basis. Based on the enrollment cap for the current school year, iLearn Academy does not turn away any student that is eligible to attend, based on age or prior academic history, until the cap is met. Once met, all interested students are then placed on to a waiting list until an opening is available.

ACADEMIC GUIDANCE

HOMEWORK

iLearn Academy Charter School, as a whole, understands the importance of building family relationships within the home after school hours. As such, our homework policy is to assign minimal to no homework assignments, at the discretion of each homeroom teacher. While this is our commitment, should the need arise for assignments to be assigned as homework, they are assigned for the following reasons:

1. Reinforce what the child is being taught by:
 - a. Providing practice of a learned skill
 - b. Providing practice in a weak area
 - c. Providing practice in researching information
 - d. Extending interest
 - e. Extending knowledge
2. Developing a positive attitude toward school
3. Developing good work and study habits
4. Encouraging creative activities

Following are the responsibilities regarding homework for both Parent and Student:

1. Check RenWeb regularly
2. Check homework daily
3. Confer with teacher if child is unclear about assignments
4. Show interest
5. Assist in planning time
6. Provide proper atmosphere
7. Provide necessary supplies
8. Listen to your child

LATE WORK

Late work is generally not accepted although exceptions may be considered. Please confer with each teacher.

ACADEMIC INTEGRITY

Cheating on an assignment, test, project, or term paper is unacceptable. Plagiarism is cheating and will not be tolerated. The student will receive an automatic zero for the assignment, test, project, or term paper and will be unable to make-up that grade. Further disciplinary action may be carried out by the Administration following Discipline Procedures guidelines.

Should cheating occur again, the student will fail the course for the semester.

GRADE POINT AVERAGE (GPA)

Elementary

Grades K – 5th utilize the following grading scale:

A	90- 100	Excellent
B	80- 89	Good
C	70- 79	Average
D	60- 69	Below Average
U	0- 59	Unsatisfactory

HONOR ROLL

Final semester grades are used to determine the Honor Roll selection. **Students who have any D's or F's will not be considered for the iLearn Academy Charter School Honor Roll.** Scholastic achievement, and other awards, are recognized within the following framework:

1. Principal's List

- Straight A's in all subjects
- No B's (89% and below)

2. A Honor Roll

- Average of 90% or higher from all subjects
- No C's (79% and below)

3. B Honor Roll

- Average of 80% or higher from all subjects
- No D's (69% and below)

Honor Roll is awarded the week before school ends and is a cumulative score based on the latest progress report.

PROGRESS REPORTS

Progress Reports are emailed mid-quarter for quarters 1-4. Parents may also directly access student grades and attendance in RenWeb.

REPORT CARDS

Report Cards are issued quarterly. In addition to the quarterly grades, report cards include the final semester grade at the end of the second and fourth quarters. Please refer to the school calendar for the end-of-the-quarter dates.

It is the responsibility of the parent and student to check the student's progress through RenWeb regularly. Should a parent or student see a problem with grades, they should contact their teacher immediately via email or phone. Parents and students should not wait until report card distribution to question a grade.

TRANSFER/WITHDRAWAL

Notice of withdrawal must be made to the main office. Upon completion of the withdrawal packet and requirements, the office will contact the parent when the documents are ready to be picked up.

If a student withdraws at any time prior to the end of the semester, they will receive their grades as of the time of their departure. These withdrawal grades do not include semester credit.

TECHNOLOGY AND THE SCHOOL

Education in the 21st Century is evolving as the majority of the students today are digital natives – an individual who is born or brought up during the age of digital technology and are therefore familiar with computers and the Internet from an early age. As a result, the way in which students are learning today is different and here at iLearn Academy Charter School we strive to address their learning needs through the use of technology.

iPAD DISTRIBUTION AND USE

Students enrolled at iLearn Academy Charter School are equipped with **an iPad to be used for educational purposes only**. Student use of iPads during the school day is intended to support academic goals by giving students endless access to valuable information geared toward advancement in education with the help of technology-based resources. These resources include, but are not limited to: curriculum use; reading comprehension programs; coding programs; reading programs; mathematics and science programs; and access to websites that are appropriate and support student learning. Security passcodes will not be released for student and/or parent use.

The allowance of iPads to be sent home after the school day ends is left to the discretion of the teaching team. Should iPads not be allowed to be sent home, this policy must be adhered to as each iPad is the property of iLearn Academy Charter School.

The Children's Internet Protection Act (CIPA) was enacted by Congress in 2000 and was created to address concerns about children's access to obscene or harmful content over the Internet. As a result, CIPA imposes certain protection measures on schools to block or filter any and all Internet access to pictures that are obscene or harmful to minors in any way. iLearn Academy Charter School imposes these protection measures on our school-issued iPad devices and restrict student access to any and all sources that may be used to access inappropriate websites and content. As the iPad device is to be used to enhance student learning through educational programs and resources, access to websites such as social media and others is prohibited.

PERSONAL DEVICES ON-CAMPUS

This policy governs students' possession and use of cell phones and other personal electronic devices, notwithstanding any other school policy governing searches or discipline.

Possession and Use of Personal Electronic Devices on School Grounds

Students may possess and use personal electronic devices, including cell phones, on school grounds and at school events provided that usage does not disrupt the educational program or school activity and is not illegal or a violation of the code of conduct, such as cheating on assignments or tests.

Electronic devices shall be turned off and kept out of sight during class time and at other times as directed by school staff. School staff may grant permission, in individual cases, for a student to have her cell phone on, for reasons of medical necessity or other serious needs. Students shall not be prevented from using cell phones in case of an emergency, unless that use interferes with school staff or others effectively communicating safety instructions.

Discipline for Violations

Violation of this policy may be treated as a disciplinary offense under the school's written code of conduct. The code shall set out progressive discipline for such violations, providing for a reprimand or an order that a student turn off her electronic device, for a first offense, and, for subsequent offenses, for school staff to confiscate the device and return it to the student at the end of the class period, school day or activity. Students may be subject to other disciplinary measures when their use of an electronic device violates other provisions of the school's code of conduct; for examples, rules against cheating and plagiarism.

Searches of Personal Electronic Devices

Students retain an expectation of privacy in their cell phones and electronic devices. As the Supreme Court has recognized, students do not shed their constitutional rights when they go to school.

Searches Conducted by School Officials

A school official may search an individual student's cell phone or electronic device only when she has a reasonable and individualized—focused on the individual student—suspicion that the search will reveal evidence that the student violated a school district policy pertaining to the conduct of students, as published and made available by the school. Simple possession or use of a cell phone or electronic device in violation of a school rule is insufficient justification for a search of the device.

Reasonable suspicion must be based on specific and objective facts that the search will produce evidence related to the particular alleged violation. Reasonable suspicion cannot be based on curiosity, rumor, hunch, mere disruptive activity, attempts to hide personal possessions, or

invocations of a student's constitutional rights. Searches of an individual student's cell phone or electronic device may not be conducted in order to search for evidence of another student's or students' violations.

Prior to conducting any search of a student's personal device, school staff shall: (1) document the individualized facts that constitute the reasonable suspicion justifying the search; (2) notify the student and the student's parent or legal guardian of the particular suspected violation and the type of data to be searched for as evidence of the violation; and (3) provide the student's parent or legal guardian the opportunity to be present during the search. The search must be limited in scope to locating evidence of the suspected policy violation and must be terminated when any such evidence has been located.

It shall be a violation of this policy to copy, share, or in any way transmit any information from a student's cell phone or electronic device unless that action is directly related to the stated justification for the search and is necessary for the proper handling of any related disciplinary proceeding.

Searches Involving Law Enforcement

School officials shall not perform searches of student devices at the instigation, request, direction, or on behalf of law enforcement officials except (1) when there is an imminent threat to life or safety, as outlined below, or (2) when a law enforcement official presents a probable cause warrant specifying the particular item(s) to be searched and/or seized. Except as outlined below, school officials shall not disclose any part of a student's digital information, including information accessed from a student's personal device, to law enforcement absent a probable cause warrant stipulating the particular information to be searched and/or seized. For the purposes of this policy, the School Administrators are considered law enforcement, not school officials.

Requiring search warrants for investigations of possible criminal violations protects the integrity of the criminal justice process, the student's rights, and the staff's interests.

Searches in Case of Emergency

When there is an immediate threat to life or safety, school staff or law enforcement officials may search a student's device without providing advanced notice or obtaining a warrant.

Within 72 hours of accessing a device in response to an emergency situation, the school employee or law enforcement official who took that action shall provide a written description of (1) the threat, (2) the reasons for accessing the particular device, (3) a description of the search, and (4) the data accessed and/or seized to the student whose device was searched, to the student's parents or legal guardians, and to the school principal's office.

Log of Searches

The school's Student Affairs Manager (who is responsible for student discipline and behavior) shall maintain a personal device access log in which the following information shall be recorded for each search of a student's personal device by school staff or other public employees:

- The name of the school official or other public employee accessing the device
- The business address and other contact information for the person accessing the device
- The date of access
- The data or functions accessed
- And the basis for the search

The log shall include documentation of searches undertaken in emergencies.

Personal device access logs maintained pursuant to this provision shall not contain any personally identifiable student data, shall be made available to members of the public upon request, and shall be public records subject to the public records law.

Personal Responsibility & Storage of Confiscated Devices

Students are solely responsible for cell phones or electronic devices they bring to school. iLearn Academy Charter School shall not be responsible for loss, theft or destruction of any such device brought onto school property, except that it shall be the responsibility of the school to ensure the safekeeping of any confiscated devices.

Confiscated electronic devices shall be stored by school staff in a secure manner in a centralized location and shall not be available to anyone until they are returned to the student owner or his or her parent or guardian. Confiscated electronic devices must be returned to the student by the end of the school day.

Students and their parents shall be notified of this policy at the beginning of every school year. The school district shall ensure that the policy is distributed to all school staff within 3 months of its adoption and that training is provided at least once per year.

ATTENDANCE

ATTENDANCE POLICY

Students are required to attend 80% of the class time each semester in order to obtain full credit for the semester and school year. Failure to do so may warrant a NO CREDIT for a semester or school year in a particular subject area.

Attendance will be taken at the start of the school day. Students who arrive on campus after **7:55am will be marked tardy, as well as any students who arrive after 8:10am will be marked absent.** Students are expected to attend all classes and parents are encouraged to contact the school if there is a concern regarding attendance. Being present in class is crucial for a student's academic progress therefore it is school policy for the student to remain in school until the end of the school day. However, should a student be required by the parent for personal appointments, it is required for the student to be signed out in the main office.

Communication, before an excessive leave of absence, is crucial. Families must contact the school administrators prior to leaving to discuss any concerns regarding assignments and tests in each class the student will be missing during this time.

CREDIT

Attendance does not differentiate between excused and unexcused absences. The purpose of excused and unexcused is to identify whether or not a student qualifies for make up work and for reporting purposes only.

Elementary No Credit: In order for a student to be promoted to the next grade level, the student must not exceed 18 excused or unexcused absences in a given semester and/or 36 excused or unexcused absences in a given school year.

EARLY PICK-UP

It should be noted that instructional time is officially from 8:13am-2:35pm. If your child has an appointment (medical or dental) and needs to be picked up from school earlier than the 2:30pm dismissal, you must provide at least a 24-hour notice in advance to the school through your child's teacher.

To notify the school of an early pick up, this is the proper protocol to follow:

1. Email the main office as early as possible to inform them of day/time for early pick-up.
2. You will receive a request to fill out an early pick-up form.
3. Once form is filled out, please email back to the office. (Hard copy may be filled at the office upon request).

(Please note: the individual must be registered on RenWeb as an approved pick up contact for your child. If they do not appear on our records, we will not release your child to them).

All individuals arriving on campus to pick up a student early must provide a valid form of identification to present to the office before proceeding with pick up. Failure to do so will result in our school not releasing your child to the individual.

Failing to provide more than a 24-hour notice in advance will result in an Unexcused Absence for your child.

EXCUSED ABSENCE POLICY

An excused absence is an acceptable absence, which is identified as critical to a student's physical, social, or emotional well-being. Examples of an excused absence are as follows:

- Illness of a student
- Medical or Dental appointments
- Death of an immediate family member
- Required court or appearance or other legal proceedings

Absences of three (3) or more consecutive days require a doctor's note.

Absences will also be excused if there is **prior approval** by a parent or an authorized school official. The school principal has the final authority to identify an absence as excused.

Excused absences are of such that the student will be allowed to make up any assignments that were missed during their absence. A student must submit an excuse note upon returning to class in order to receive make-up work. Students will then have the same number of days to make up work assigned during their absence. However, if an assignment is given prior to the absence, the work must be turned in upon return. (Please see example below.)

It will be **the student's responsibility to obtain required assignments** either directly from the teacher or through RenWeb. *The teacher has the right to refuse to grant credit for make-up work if it is not completed within this time frame.*

NOTE: If a note is not provided within three (3) school days, the absence will be considered unexcused and while assignments may be made up, the highest grade they can receive on each assignment submitted is a 70%.

DUE DATE EXAMPLE

WHEN STUDENTS HAVE EXCUSED ABSENCES, it is **their responsibility to ask about and make-up any missed assignments and tests upon their return to school. One day per missed school day is allowed for make-up work.**

Monday	Tuesday	Wednesday	Thursday	Friday
Student is present in class and receives assignments and homework	Student is absent	Student is absent	Student returns – Any assignments that should have been turned in on Tuesday are due , and assignments missed from being absent should be picked up.	
Monday	Tuesday	Wednesday	Thursday	Friday
	Assignments picked up on Thursday are due.			

UNEXCUSED ABSENCE POLICY

An unexcused absence is an absence from school without verification by a parent or an authorized school official. All absences are considered unexcused until formal verification by a parent or an authorized school official is provided to the school. The principal has the final authority to identify an absence as excused.

Examples of unexcused absences include:

- Missing the bus
- Oversleeping
- Non-school sponsored functions
- Missing an assigned class to complete work for another class

Students with unexcused absences may make up work; however, the highest grade they can receive on any assignment submitted from their absence will be a **70%**.

PLEASE BE ADVISED, a note does NOT automatically excuse a student's absence (refer to guidelines).

TRUANCY POLICY

Truancy is not being where you are supposed to be, also known as skipping or ditching. If a iLearn Academy Charter School student is found to not be in school when he or she should be, their attendance record is verified, parents are notified, and appropriate disciplinary consequences will be issued. (Please see Discipline.)

A student may be declared truant if:

- their absence from school has not been verified by a parent
- leaving campus without permission or failing to return after lunch

EXTENDED ABSENCE

Students who know in advance that they are going to be absent (this includes extended family trips) should inform the office as soon as possible prior to the absence. After the principal has approved the extended absence, all of the student's teachers should also be notified and sign a form prior to the student's extended absence. Notification at least **one week** before the scheduled date of absence is required.

DISCIPLINE PROCEDURES

iLearn Academy Charter School's School Wider Discipline Plan

School Wide Discipline Plan:

LION's P.R.I.D.E (Positive Reinforcement, Intervention, and Disciplinary Expectations)

All iLearn Academy Charter School students are expected to behave in a manner that will enhance the welfare and safety of the entire iLearn Academy Charter School community, both on-campus and off-campus. Appropriate behavior enhances learning in the classroom and promotes positive relationships between classmates and teachers. We strive to establish open communication with parents and guardians to develop positive relationships as we partner together in providing a quality education to our students.

Any inappropriate behavior towards a fellow classmate that is conducted off-campus, that is in violation of established school policies, will be dealt with according to the discipline flow chart.

If your child's teacher contacts you about a discipline concern for your child, please be supportive and responsive to work with us, so that your child's behavior has a positive outcome.

DEFINING UNACCEPTABLE BEHAVIOR

All behavior problems are categorized into two main groups: Minor Behavior Problems and Major Behavior Problems (see charts below). A Hierarchy of Interventions is implemented schoolwide to address all behavioral problems.

All Minor Incident Reports are handled by the homeroom teacher or supervising teacher. After a student has three (3) offenses/interventions in the same Minor Behavior Problem, an Office Discipline Referral form is filled out and the student is sent to the Office.

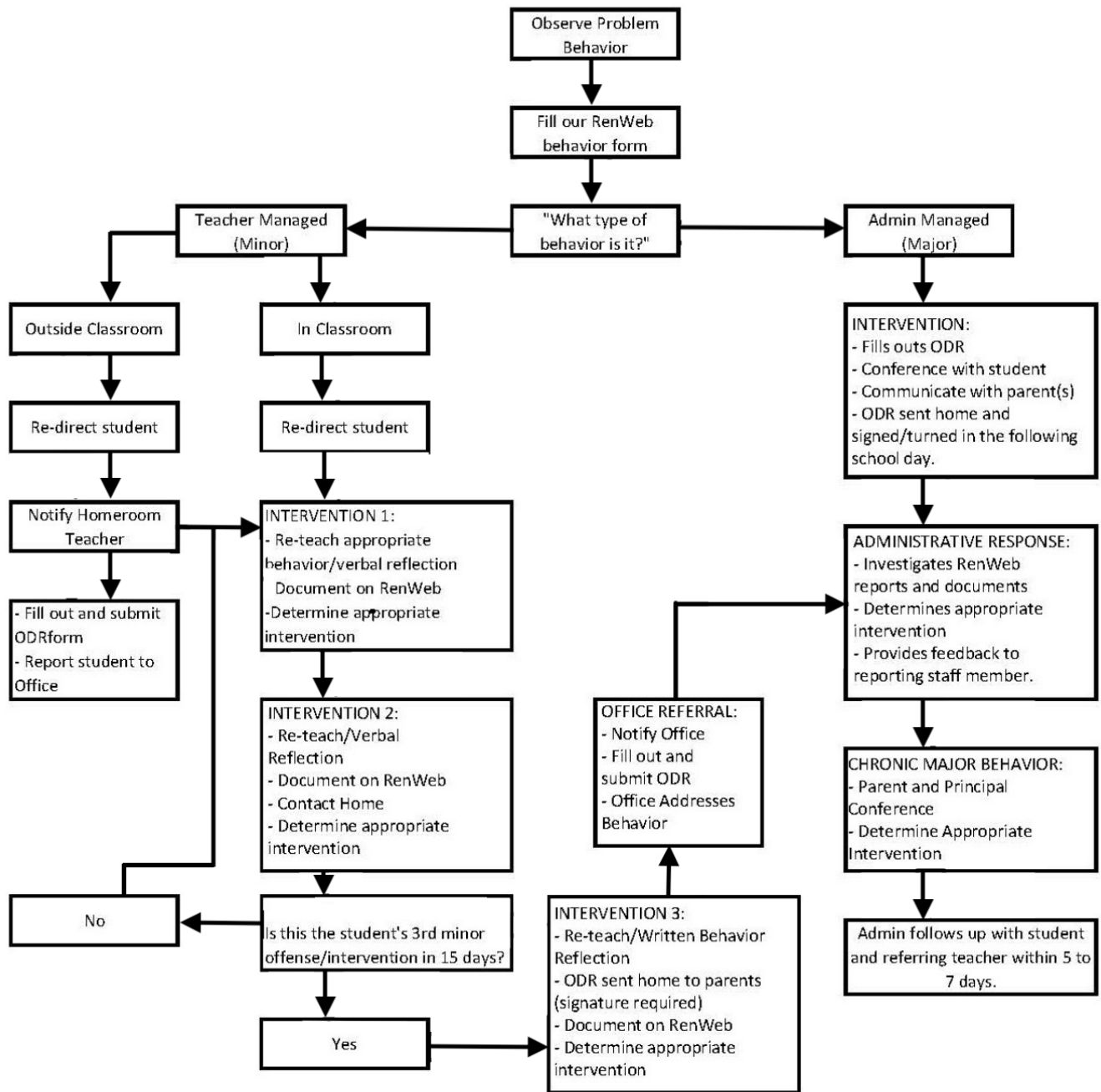
If a student acquires an offense in any Major Behavior Problem, an Office Discipline Referral form is filled out and the student is referred to the administration immediately.

The following tables defines minor and major behavior concerns.

Minor Behavior Problems	
<i>Behavior</i>	<i>Definitions</i>
Minor Inappropriate Language	Verbal or written message that is offensive and inappropriate. <ul style="list-style-type: none"> • Using an inappropriate tone • Using profanity
Minor Physical Aggression	Engages in inappropriate physical contact where injury may occur. <ul style="list-style-type: none"> • Horse playing • Pushing/Shoving
Dress Code	Not dressed in compliance with school dress code policy.
Minor Defiance	Student engages in brief, low intensity failure to comply with school rules or adult directions. <ul style="list-style-type: none"> • Gum chewing • Sleeping in class • Playing/Doodling during instruction • Use of cell phone or electronics when not permitted to
Littering	To throw or leave trash without properly disposing in the identified bin(s).
Minor Disruption	Student engages in brief, low intensity behavior causing an interruption/distraction from instruction or activities. <ul style="list-style-type: none"> • Running • Talking out of turn • Loud talking or yelling • Whistling or making noise
Teasing/Name calling	Making inappropriate gestures or remarks with the intention of hurting or embarrassing others.

Major Problem Behaviors	
<i>Behavior</i>	<i>Definitions</i>
Major Inappropriate	Language/Obscenity Student delivers verbal messages that include excessive profanity, abusive language, or uses obscene gestures.
Physical Aggression	Student engages with others in actions involving physical contact where injury may or does occur.
Cyberbullying or Cyber Misconduct	Impersonation of any individual other than oneself Obscene language Profanity shared via any social media platform Lewd and inappropriate conversations shared via any social media platform
Fighting	Student mutually participates in an incident involving physical violence.
Major Defiance/Disrespect	Student refuses to comply with adult directions or talks back in a rude manner.
Major Disruption	Student engages in and sustains a behavior causing an interruption in a class or activity (sustained loud talking or yelling; noise with materials; or sustained out-of-seat behavior).
Lying/Cheating	Falsifying information to school personnel; serving as an accomplice to illegal acts or behaviors that violate school rules; any fraudulent use of material/information/graphics/electronics for the purpose to gain academic grade or credit.
Out of Bounds/Off limits Area	Leaving campus without permission or being caught in the area of the school that is off-limits due to safety/lack of supervision.
Skipping	Student leaves or misses class without permission.
Contraband * Alcohol, weapons, drugs, flammable devices, explosives, pornography, permanent markers, spray paint, etc.*	To possess, consume, distribute or intend to distribute inappropriate substance, material, device or representation/simulation thereof.
Theft	Possession of having passed on or being responsible of removing someone else's property.
Property Damage	Activity that results in destruction or disfigurement of public and personal property with a value of LESS than \$25.00
Vandalism	Activity that results in destruction or disfigurement of public and personal property with a value of MORE than \$25.00
Harassment/Bullying	Physical, verbal, relational, exclusion, harassment and/or obscene pictures, graffiti or written notes 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. Bullying behavior components: a. Aggressive behavior that involves unwanted, negative actions b. Involves a pattern of behavior repeated over time c. Involves an imbalance of power or strength

HIERARCHY OF INTERVENTIONS



OFFICE DISCIPLINE REFERRAL FORM

Office Discipline Referral

Student's Name _____
Date _____ **Time** _____
Teacher _____
Grade: K 1 2 3 4 5
Referring Staff: _____

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> Playground | <input type="checkbox"/> Hallway |
| <input type="checkbox"/> Multipurpose | <input type="checkbox"/> Restroom |
| <input type="checkbox"/> Hallway | <input type="checkbox"/> Arrival/ |
| <input type="checkbox"/> Classroom | <input type="checkbox"/> Dismissal Other |

Minor Problem Behavior	Major Problem Behavior	Possible Motivation
<input type="checkbox"/> Inappropriate Language <input type="checkbox"/> Physical Contact Defiance <input type="checkbox"/> Disruption <input type="checkbox"/> Dress Code <input type="checkbox"/> Inappropriate Gesture/Remarks <input type="checkbox"/> Tardy <input type="checkbox"/> Electronic Violation <input type="checkbox"/> Defiance <input type="checkbox"/> Other _____	<input type="checkbox"/> Fighting <input type="checkbox"/> Physical Aggression <input type="checkbox"/> Defiance/Disrespect <input type="checkbox"/> Harassment/Bullying <input type="checkbox"/> Property Damage <input type="checkbox"/> Cyberbullying or Cyber Misconduct <input type="checkbox"/> Harassment/Bullying <input type="checkbox"/> Lying/Cheating <input type="checkbox"/> Skipping Class <input type="checkbox"/> Other _____	<input type="checkbox"/> Obtain Peer Attention <input type="checkbox"/> Obtain Adult Attention <input type="checkbox"/> Avoid Peer(s) <input type="checkbox"/> Avoid Adult <input type="checkbox"/> Avoid Task or Activity <input type="checkbox"/> Don't Know <input type="checkbox"/> Other _____
<input type="checkbox"/> Teacher Resolved Comments: _____	Comments: _____	
Others Involved: <input type="checkbox"/> None <input type="checkbox"/> Student <input type="checkbox"/> Teacher <input type="checkbox"/> Staff <input type="checkbox"/> Sibling <input type="checkbox"/> Other <input type="checkbox"/> Substitute		
Administrative Decision		
<input type="checkbox"/> Loss of Privilege <input type="checkbox"/> Time in Office <input type="checkbox"/> Conference with Student <input type="checkbox"/> Parent Contact	<input type="checkbox"/> Individualized Instruction <input type="checkbox"/> In-School Suspension (_____ hours/days) <input type="checkbox"/> Out of school suspension (_____ days) <input type="checkbox"/> Other _____	

Comments - _____

Administrator Signature _____ Date: _____

Student Signature _____ Parent signature _____

- I need to talk to the students' teacher I need to talk to the administrator

SUSPENSION

A student may be suspended from school, only after a parent-principal disciplinary conference. Very specific changes in attitudes and actions will be expected prior to re-admission. A readmission parent-principal conference will be necessary for the student to return to school. Work missed during any suspension will be treated as an unexcused absence, and **no grade higher than a 70% may be received**. Disciplinary probation is invoked when a student is suspended from school.

In-School Suspension: Removal of a student from the classroom. Work assignments are done and are due, but **no higher grade than a 70% will be given**.

EXPULSION

Expulsion will be recommended if it becomes apparent the school will not be able to meet the needs of a student, or that student's behavior is preventing classroom instruction. Expulsion may also be recommended for violation of Major Behavior Problems, unresolved academic or disciplinary probation, or failure to correct the deficiencies specified in probationary admissions. When expulsion is recommended, a date of withdrawal from school will be set and the withdrawal procedure followed. The expulsion date may be immediate. Recommendations for expulsion will require the approval of the Board.

GENERAL POLICIES AND OTHER INFORMATION

VISITORS

For the safety of all students and faculty, iLearn Academy Charter School is a closed campus facility. All entry ways will be locked throughout the day. A keypad located in front of the school's main building is available for assistance. Once permitted inside, ALL visitors MUST sign in with the office. A valid ID will be required to obtain a visitor's badge. Visitors are not permitted in any of the classroom hallways or campus grounds without being escorted by school personnel. Any individual that does not have a pass will be instructed to report to the office or leave the premises. This rule also applies all throughout our daily school hours. Visitors are welcome to visit our school and speak with the teachers and staff members; however, prior arrangements must be made.

MORNING DROP-OFF

iLearn Academy Charter School students may be dropped off at our morning drop-off area no earlier than 7:00 AM. Should you arrive earlier, we kindly request that you refrain from leaving your child unattended. Our staff will be unavailable to conduct and supervise the drop-off procedure until 7 AM.

AFTERSCHOOL PICK-UP PROCEDURE

We kindly request parents/guardians to have their mobile phones readily available during afterschool pick-up. Prior to picking up your child, we ask that you scan a daily QR Code located near the school's entrance. For the safety of everyone, we kindly remind all parents and visitors in the car line to adhere to all Guam residential traffic laws before and after entering the school campus.

For further details on our Afterschool Pick-Up Procedure, please refer to the Pick-Up Section on our school website.

LATE PICK-UP POLICY

In ensuring the safety and well-being of our students is our utmost priority, and we kindly request your cooperation in adhering to the following guidelines and ensure that your child is picked up on time daily. **Students should be picked up no later than 3PM or thirty minutes after dismissal each day.** Late students will be supervised and kept in the front main lobby of the school for a brief period. Please note the school will not have adult supervision after school hours.

Should a student remain on campus past 3pm, the following guidelines will follow:

1. **1st Warning (Courtesy Call):** Any student not picked up at the designated dismissal time, our office will always make a courtesy call (regardless of occurrences) to the contact number provided by the parent/guardian. This call serves as a reminder to arrange for prompt and immediate student pick-up.
2. **2nd Occurrence (Email):** If a student is picked up late for the second time within a reasonable timeframe (typically within a 10-day period), a warning email will be sent from

the office the following day to the parent/guardian. This email emphasizes the importance of timely pick-up and highlights the potential consequences of repeated late arrivals.

3. **3rd Occurrence:** Should a student be picked up late for the third time within a 10-day period, a letter will be sent from the office to the parent/guardian. The letter will indicate that, for any future instances of late pick-up, the student will automatically be a bus rider and will be advised to have your child ride the school bus daily afterwards.
 - a. **Should your child fall under the 3rd occurrence, it will be the responsibility of the parent/guardian to coordinate with the Department of Public Works to identify the appropriate bus number and route.**

One alternative option for parents/guardians is to sign up their child for our After School Program on a quarterly basis. Please be aware that space availability is limited, and enrollment will be on a first-come, first-serve basis. Please contact the office during normal operating hours for more information and availability inquiry.

DRESS STANDARDS

The iLearn Academy Charter School uniform is the school issued uniform top with jeans and closed-toe shoes. These articles of clothing must be iLearn Academy Charter School issued – the only school issued article of clothing at this time is the uniform shirt.

LUNCH

Lunches are \$2.00 per student and come with milk. All lunch purchases will be handled by your child's homeroom teacher. IOUs are not permitted. Should a student not have lunch money on hand, the office will contact the student's parents/guardians for arrangements.

GENERAL INFORMATION

Lost and Found: Lost and found items are located at the front main lobby area. Found items may be given to any staff member. If something is lost, the student may check during break, lunch, or after school for the item. Valuables brought to school are the sole responsibility of its bearer and not the responsibility of the school. If items in lost and found are perishable or begin to mold or are deemed unsafe for the well-being of those around, those items will be tossed out at the end of each school week. Items that remain in lost and found at the end of every semester and before long breaks will be donated to a local charity.

EMERGENCY PROCEDURES

In order to ensure the proper implementation of emergency procedures, iLearn Academy Charter School will conduct safety drills periodically.

Evacuation: *The standard bell signal for an evacuation is a sequence of a short bell ring followed by a long ring and short ring repeated three (3) times.*

The procedures for evacuation outlined below:

- Students should line up single file and quickly walk outside following the exit directions found in each classroom. Teachers will turn off lights and close classroom window and doors.
- File outside quietly. Talking is discouraged as announcements may be made.
- After students have safely exited the building, teachers will take attendance and notify either the Administrator or Head Teacher of missing students.
- Students who are in other areas of the building should leave the building through a direct route as soon as possible and join other students on the football/soccer field.
- The administrator will give the signal to re-enter the building.

Earthquake: Since earthquakes occur without warning, it is important that students know what to do in the event one strikes. *The standard bell signal for an earthquake is a bell signal of three (3) short rings repeated three (3) times.* The procedures for an earthquake outlined below:

- If inside the school or another building, immediately get under any available desk, table, or counter. If possible, cover your head with your arms and remain under cover until the shock stops. Try to stay away from windows, hanging, or tall objects.
- If outside, remain outside and away from all structures and power lines.
- If at school, all students should remain with their teachers until instructions come from an administrator. Everyone will remain on campus unless instructed differently by the administrator. Students on their way to or from school should call their parents to let them know they are safe.

Intruder: We will take every precaution to ensure intruders do not get on campus. The standard bell signal for an intruder is *a bell signal of three (3) short rings repeated three (3) times.* The following are the procedures for an intruder.

- Notify the office if there is a suspected intruder on campus
- If inside the school or another building, immediately get under any available desk, table, or counter. If possible, cover your head with your arms and remain under cover until signal for an all clear has been made. Try to stay away from windows.
- If outside, remain outside and find a safe place away from harm.
- If at school, students should remain with their teachers and wait for instructions from the administrator. Everyone will remain on campus unless instructed differently by the administrator.

Typhoon/ Storm: iLearn Academy Charter School will generally suspend classes when Guam is place in Condition of Readiness-2. School is not ordinarily canceled for a storm-watch warning. However, parents are encouraged to keep students home if they feel the weather conditions are

dangerous. iLearn Academy Charter School will utilize the media to inform students and parents of school cancellation due to impending storms. If an alarm notice goes out through the media, faculty and staff will also make all efforts to contact parents.