



# DEPARTMENT OF EDUCATION OFFICE OF THE SUPERINTENDENT

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**JON J. P. FERNANDEZ**  
Superintendent of Education

## STANDARD OPERATING PROCEDURES

SOP#: 200-006

**SUBJECT:** Online Parent-Teacher Communications

**EFFECTIVE DATE:** August 17, 2013

**INQUIRIES:** Deputy Superintendent, Educational Support and Community Learning

**I. REFERENCES:**

Board Policy 411:	Attendance and Grading
Board Policy 726:	Education Technology Use Policy
Board Policy 350:	Uniform Grading and Credit System
Board Policy 346:	Instructional Subjects and Time on Task for Elementary Schools
Board Policy 338:	Middle School Curriculum Requirements
Board Policy 351.4:	High School Graduation Requirements
Board Policy 330:	Entrance and Attendance Ages: Registration and Removal

**II. APPLICABILITY:** All schools within the Department of Education

**III. PURPOSE:** PowerTeacherGradebook is designed as a vehicle for effective, on-going, and open communication between the school and home. In doing so, PowerschoolGradebook allows for teachers to input grades and attendance and other pertinent academic information. The web-based, integrated program's transparency allows for parents/guardians to view grades, attendance, and teacher comments. The program also allows parents to maintain email communications with their child's teachers.

PowerTeacherGradebook serves as an informational resource for schools in their efforts to provide appropriate interventions for students requiring remediation and is effective in truancy prevention. With the use of technology, this program allows parents to receive timely information of their child's academic progress and daily attendance, thus strengthening the home-school connection.

Schools that employ a challenging curriculum and reinforce high expectations for academics, behavior, and social responsibility are schools that motivate students to attend. Therefore, every teacher in the Department of Education will be responsible to input grades and attendance on a daily basis as in part of their professional accountability

**IV. PROCEDURES:**

**ATTENDANCE:**

1. Attendance should be recorded daily per period in PowerTeacher.
2. Attendance records are to be updated daily (i.e. Unexcused Absence to Excused Absence or Absent to Tardy.)

**GRADES:**

1. PowerteacherGradebooks are to be updated weekly at minimum.
2. Teachers are to input all assignments, tests, quizzes and any other components that determine the students' grades.

**EMAILS**

1. Emails from parents/guardians should be responded to within forty-eight (48) hours.
2. Published email addresses, such as on school newsletters, course syllabi, school websites, etc., are to be Department of Education issued email addresses.

**V. RESPONSIBILITIES:**

- FSAIS will provide annual training to schools.
- School administrators shall ensure that the school community understands applicable board policies and this Standard Operating Procedure (SOP).
- School administrators shall periodically monitor teacher compliance of this SOP.
- School administrators shall provide support for teachers to attend training.
- Teachers will understand this SOP and applicable board policies.
- Teachers will attend training.
- Teachers will comply with this SOP.

**VI. INTERNAL CONTROL:**

The Deputy Superintendent of Assessment and Accountability will monitor compliance with applicable board policies and this SOP.

**VII. TRAINING:**

School administrators shall conduct annual training of this SOP.

**VII. PENALTY:**

Failure to adhere may result in disciplinary action in accordance with policies, rules, regulations, and procedures of the Department of Education and the Department of Administration.

**VIII. EFFECTIVE DATE:**

Upon date of approval and signature, unless otherwise noted.

**IX. CHANGE(S):**

Changes to this policy shall be effectuated by the Superintendent of Education.

(  ) APPROVED

(  ) DISAPPROVED

  
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JON J. P. FERNANDEZ  
Superintendent of Education

8/7/13  
Date