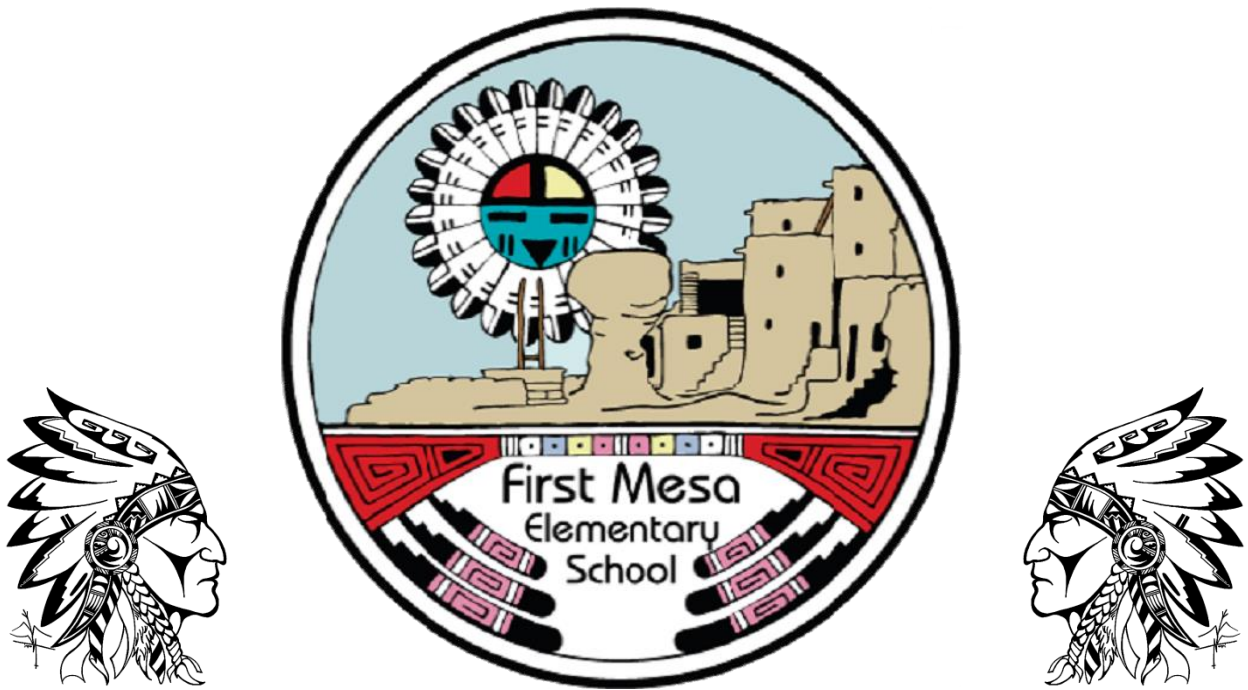


First Mesa Elementary School



2016-2017

**Student & Parent
Handbook**



Dear Students and Parents,

The staff and administration at the First Mesa Elementary School welcomes you to the 2016-2017 school year. We encourage parents and the community to visit their child's school and to communicate with teachers and administration. It is our belief that the closer parents are to the education of their children, the greater the impact on their children's academic, cultural, social, emotional, and physical development. As the saying states, "It takes a village to raise a child".

Our school is a place where parents, students, and staff work together to create a clear, safe and orderly environment for learning. Our teaching staff is committed to ensuring your child receives the educational services that will allow for their growth and progress. By placing your child in our school, you have made a step in involving yourself in his/her activities. This commitment requires the involvement of you as the parent. Meeting your child's teacher, visiting the school and participating in school activities will keep you informed of your child's progress in the classroom. Most importantly, let your child know you have confidence in his/her ability to succeed. We expect this will be an enjoyable, positive, and productive year for your child. Collaboration can bring another successful year.

This Student/Parent Handbook is provided to familiarize families with the programs offered at First Mesa Elementary School and expected behavior. Policies outlined are designed to promote student growth and provide for student safety. In the event there is, information that is not covered in the guide, please check with the office. Your suggestions for improving our school are always welcomed. Please read and share this with your child.

Sincerely,

*Alma Siquah,
Chief School Administrator*

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FIRST MESA ELEMENTARY SCHOOL

SECTION I

MISSION AND VISION STATEMENT

"First Mesa Elementary School is Academically Inclined to Building a Ladder to Success"



VISION

"BUILDING A LADDER TO SUCCESS"

First Mesa Elementary School - School Board & Staff

GOVERNING BOARD MEMBERS

Lucille Sidney, President

Priscilla Pavatea, Vice-President

Judy Talawyma, Member

Angeline Joseph, Member

Jeremy Naha, Member

Governing board meetings are scheduled on the first Wednesday of each month at the assigned School Board Room, or other designated location as announced on the board agenda.

FIRST MESA ELEMENTARY SCHOOL ADMINISTRATION

Alma Siquah, CSA/Principal

LaRae Humeyestewa, Administrative Assistant

Wallace Youvella Jr., Business Manager

Sasha Charley, Assistant Business Manager

Dione Naha, School Registrar

Elayna Collateta, Receptionist

Gary Elthie, Information Technology Manager

TRANSPORTATION

Shawn Tootsie, Transportation/Residential Supervisor

Rodrick Poneoma, Bus Driver

Milton Honawa, Bus Driver

Anthony Fred, Bus Driver

FOOD SERVICE

Emily Mutz, Food Service Manager

Wilmer Kavena III, Food Service Worker

SUPPORT STAFF

Regina Johnson, Nurse

Polly Povatah-Masaquaptewa, Parent Liaison

Stacie Tsingine, Intervention Educator

FACILITIES/MAINTENANCE

Mark Talaswaima, Custodian

Elvis Lomahoema, Custodian

Gary Setalla, Facilities

TEACHING STAFF

Rachael Talayumptewa, Kindergarten Teacher
Kristy Pavatea, Kindergarten Teacher Assistant

Charlene Youvella, First Grade Teacher
Elnora Monongye, First Grade Teacher Assistant

Vacant, Second Grade Teacher
Wyman Navenma, Second Grade Teacher Assistant

Samantha Antone, Third Grade Assistant
Lendrick Lomayestewa, Third Grade Teacher Assistant

Samuel Tenakhongva, Fourth Grade Teacher

Mackenzi Navenma, Fifth Grade Teacher

Bryant Honyouti, Sixth Grade Teacher

Sacheen Chapella, 4-6 Teacher Assistant

Casey Ambrose, Special Education Teacher
Crystal Quanimptewa, Special Education Teacher Assistant
Krystal Koohoeyeoma, Special Education Teacher Assistant
April Silas, Special Education Teacher Assistant
Marlena Huma, Special Education Teacher Assistant
Povi Lomayaoma, Special Education Teacher Assistant

Francelia Tom, Lead Teacher/Gifted and Talented Teacher

Bernita Duwahoyeoma, Hopi Language and Culture Teacher

Nicole Tsingine, Physical Education/Health Teacher

Jennifer Himel, Library Technician

Stephanie Loyer-Burns, Counselor

Vacant, Computer Teacher

OBJECTIVES

First Mesa Elementary School (FMES) will provide opportunities for each child to develop his/her maximum potential.

- a. Place special value on developing quality communication and computational skills in all academic areas.
- b. Instill confidence and self-esteem in each student by stressing his/her individual self-worth.
- c. Encouraging pride and respect in each individual's cultural heritage and spiritual values.
- d. Develop enjoyment of learning and using information to solve problems.
- e. Educate to maintain a healthy, mind, and body.
- f. Teach students how to apply their social skills in everyday living.
- g. Integrate diverse cultural values.
- h. Instill methods of learning to assist with lifelong learning.
- i. Provide opportunities for students to explore and develop his/her intellectual and creativity.
- j. Provide opportunities for students to utilize the natural resources of their community.
- k. Provide each student with real-life opportunities to become critical thinkers, exercise individual freedom and practice the democratic process.
- l. Prepare our students to become productive members of society.

STUDENT RIGHTS AND SCHOOL RESPONSIBILITIES

Every Student has the right to:

- a meaningful and quality education that is challenging and fair;
- a reasonable degree of privacy; FERPA
- be in a safe and secure environment;
- due process;
- hold personal beliefs and cultural practices;
- make decisions and provide input into the school curriculum where applicable.

School Responsibilities

- Every parent/guardian will receive a copy of the FMES Handbook. The Student-Parent sign-off shall be completed and returned to the school office within ten school days of receipt.
- Students are entitled to have their concerns heard and to be protected from prejudice, unjust and inconsistent treatment.
- Any student who feels he/she is treated unfairly may report the problem to a teacher, counselor, or principal.
- Disciplinary policies and procedures will be applied taking into account factors that affect a student.

Guidelines for Reporting Alleged Child Abuse

It is mandatory to report all alleged cases of child abuse. **It is the policy that any suspected cases of child abuse will be reported.** All employees have a mandatory responsibility to promptly report alleged incidents of abuse and/or neglect. This action is required by **THE INDIAN CHILD PROTECTION AND FAMILY VIOLENCE PROTECTION ACT.** (Public Law 101-630, Title IV, Section 404, Reporting Procedures).

1. The following guidelines apply to education employees who are employed at FMES.
2. "...Education employees who know or who have reasonable suspicion concerning child abuse incidents **shall immediately report such or actions to Child Protection Services and Hopi Law Enforcement. Hopi Children's Code Ordinance 35.**"
3. Any person making such a report based on their reasonable belief and in good faith shall be immune from civil or criminal liability (Pub. Law 100-630, Title IV, Section 404(d)).

SECTION II

STUDENT ENROLLMENT AND ATTENDANCE

STUDENT ENROLLMENT

A child must be 5 years of age by September 01, to enroll at FMES.

All students must have the required registration forms and documents prior to the first day of school. Documents should include:

1. Birth Certificate
2. Updated Immunization Records
3. Certificate of Indian Blood/Tribal Enrollment Document
4. Grade Report if transferring from another school.
5. Physical Examination

A student who has been expelled from another school will be considered for enrollment after the Chief School Administrator and the school board review the incident report that lead to his/her expulsion.

STUDENT IMMUNIZATION

A record of immunizations must be presented to FMES at the time of enrollment. Students who enroll and are later determined by IHS to have an incomplete immunization record will be sent home until such time IHS verifies that all immunizations are current.

ATTENDANCE POLICY

The Code of Federal Regulations 39.214 states that a full time program provides the following number of instructional/student hours per the academic school year: Kindergarten -720 hours, Grades 1-3 – 810 hours, and Grades 4-8 – 900 hours.

Regular school attendance is an important part of obtaining a quality education. First Mesa Elementary School (FMES) has set minimum attendance requirements.

Attendance is automatically calculated on the Native American Student Information System (NASIS). .
*Attendance is taken twice a day at **8:05 a.m.** and after each grade level scheduled lunch periods.*

TARDY

Students will be considered tardy at 8:15 a.m.

Three (3) consecutive unexcused tardy days will result in a telephone call from the Parent Liaison.

Five (5) consecutive unexcused tardy days require a visit from the Parent Liaison and shall require an attendance contract signed by parent and student.

Frequent tardy days disrupt the education of a student and that of his/her classmates.

ABSENCES

Checking your student out during school hours take away the required instructional minutes for the day. If a student is checked out before 12:45 p.m., he/she will be counted absent for the afternoon attendance.

1. Two (2) consecutive day's absence, the classroom teacher will contact the parent/guardian via telephone.

2. Three (3) unexcused days absent, the Registrar will call and send a certified letter home; the parent/guardian and student will be required to complete the First Mesa Elementary School Attendance Agreement if determined by the registrar.
3. Five (5) unexcused days absent will result in the automatic referral to the Chief School Administrator. The Registrar, Teacher of the student, Intervention Educator, Parent Liaison, CSA and the School Counselor will determine a plan of action.
4. Ten (10) days absence may result in retention, non-promotion or a possibility of suspension of the student. If all efforts to resolve absentee problem fails, referrals will be made to Hopi Child Protection Services.
5. If a student is absent **ten (10) consecutive enrollment days**, he/she will be dropped from enrollment on the **10th** day.

It is the responsibility of the parent/guardian to notify the school if a student has been or will be absent. **Written notification by the parent/guardian is required upon his/her return to school.**

It is understood that at times students will miss school. Students will be excused for the following reasons (any absence not listed is unexcused):

1. Family emergency.
2. Illness (3 consecutive days or more will require a doctor's statement & a note from a parent/guardian).
3. Medical appointment. (An appointment document is required).
4. Death in *immediate family/bereavement (require a note from a parent/guardian).
**Immediate family is parents and siblings only.*
5. Participation in cultural/religious ceremony (require a note from a parent/guardian).
6. School sponsored activities (copy of an approved Field Trip request).

*Extended traditional ceremonies will require a five (5) day written notification from parent/guardian prior to the date of the event. Written notification shall include the date(s) of the cultural/religious activity with a signature of the parent/guardian. No telephone arrangements are accepted.

Furthermore, parent(s)/guardian(s) are strongly encouraged to keep their students home if they are ill, feverish, or have a contagious medical condition.

Students have a minimum of one (1) day for each absent day to make up missed work. Please contact your child's teacher directly to collect missed assignments.

STUDENT CHECK OUT POLICY

A student checkout is parent/guardian or by authorized persons listed on the Student Check Out forms. **NO EXCEPTIONS! *This is to ensure your child's safety.*** Identification may be required. Only the legal guardian can add or delete names to the checkout list in person.

Only, person(s) listed on the checkout sheet are able to check out a student. A release form for the student is issued by the office and given to the student's classroom teacher. In cases of guardianship, temporary custody, court ordered custody, foster parent and social service placement, an **official document** from the appropriate institution are required.

SECTION III

GENERAL RULES AND POLICIES

SCHOOL RULES

1. Listen to and respect the speaker.
2. Respect each individual's personal space.
3. Report any incident that may cause injury or harm to a student.
4. NO use or possession of tobacco products, alcoholic beverages, illegal drugs and/or paraphernalia. Use or possession of any of the foregoing will be reported to Law Enforcement Services.
5. NO possession of a weapon, firearm and fireworks on the bus or within the boundaries of FMES. Use or possession of any of the foregoing will be reported to Law Enforcement Services.
6. Take care of the school facilities and its equipment (playground/athletic equipment, desks, etc.)
7. Keep our campus clean and litter free each day.
8. NO cell phones, music equipment or personal game systems are allowed.
9. NO GUM-CHEWING will be allowed.
10. NO BULLYING. This includes verbal, physical, emotional, cyber, and social abuse to any student or staff.
11. Treat others with kindness.

STUDENT DRESS POLICY

FMES supports drug free lives, healthy relationships and a nurturing supportive community. No member of the FMES community will wear clothing that depicts alcohol, drugs, sexually suggestive or gang related scenes or messages. No gang attire shall be worn. No open, mid-drift, sheer without under shirt, and/or low-cut blouses/shirts and high-rise short cuts shall be worn.

PLAYGROUND

RULES

1. Obey instructions of staff on duty.
2. Stay within the fenced boundaries of our school;
3. Sit properly on the swing.
4. Be careful when tossing or throwing balls and other toys.
5. No rock, dirt, or snowball throwing.
6. Only one student may go down the slide.
7. Play without pushing, tripping, or hitting.
8. Give everyone a chance to play.
9. Use good sportsmanship in ALL games played.
10. Line up with your class at the end of recess.

CAFETERIA

Breakfast is served to all students between 7:30 a.m. and 8:00 a.m. Lunch is served between 11:30 a.m. K-3 and 12:30 p.m. 4-6 grades. Every Wednesday, ALL classes will eat together at 11:45 a.m.

RULES

1. Listen to the staff on duty.
2. Walk and stand in line quietly.
3. Eat what you can.
4. Keep all your food on your plate.
5. Leave playing equipment at the back of the cafeteria.
6. Return your tray and silverware to the kitchen.
7. Scrape the food into the trash, without banging the tray against the trashcan.

BUS RULES

GUIDELINES

Bus rules are to keep every student safe. Riding the school bus is a privilege, not a right; any infraction of the rules will result in discontinuation of bus riding privileges.

BUS STOP CONDUCT

- a. Students should arrive at the bus stop five minutes before the scheduled bus arrival time. Parents/Guardians are strongly encouraged to accompany their younger students to and from the bus stop.
- b. Students are expected to respect people and property both on the bus and around the bus stop. Parent/Guardians are monetarily responsible for the destruction of or defacement of public and private property by their students either on the bus or around the bus stop. Student's misconduct on the bus or within the vicinity of the bus stop may result in a temporary loss of bus privileges. In such an event, parents are responsible for finding alternate means of transportation for the duration of the bus suspension as the student is expected to attend school.
- c. Students may board or exit only at their assigned bus stop. If a student should miss the bus, it is advised that a parent/guardian take him/her to the next designated bus stop or directly to the school.
- d. Students are to stand 10 feet from the approaching bus, and wait for the bus to make a complete stop. Once the bus driver has given the signal to begin loading the bus the students are expected to load or unload in an orderly manner.
- e. Always cross in front of the bus. Failure to cross in front of the bus could result in an accident or injury.
- f. Students dropped off by private vehicles shall be escorted into the building.

BUS RIDING RULES

- a. Students shall follow all bus rules and instructions of the driver.
- b. Be courteous and show respect for the driver and other students.
- c. Harassment (teasing, pushing, intimidation, or fighting) will not be tolerated.
- d. Remain seated at all times.
- e. Use indoor voices.
- f. Keep all body parts inside the bus.
- g. Do not throw things in or outside the bus.

- h. Keep aisles clear at all times. Keep your feet and backpacks out of the aisle.
- i. Help keep the bus clean
- j. No eating and drinking.
- k. Stay out of the driver's vicinity.
- l. No glass is allowed on the bus.
- m. No basketballs, baseballs, softballs, tennis balls, footballs, or any other type of playground ball is allowed on the bus.
- n. Students will be assigned a seat on the bus and they are expected to sit in their assigned seat.
- o. The bus driver has complete authority on the bus.

CONSEQUENCES

First Incident	The bus driver will give a verbal warning to the student.
Second Incident	Seat Reassignment
Third Incident	Parent/Guardian Contact
Fourth Incident	Behavior Referral: The student will be referred in writing to the principal a meeting with parents will be scheduled, and possible disciplinary action may occur.

Major offenses and threats to student(s) or bus driver's safety will be referred to the principal.

BUS "DROP OFF" OR "PICK UP" POLICY

IN ORDER TO PROTECT STUDENTS FROM HARM, NO STUDENT IS PERMITTED TO BE ON CAMPUS BEFORE 7:30 A.M. NO STAFF IS AVAILABLE TO MONITOR YOUR CHILDREN. REPORTS WILL BE MADE TO THE APPROPRIATE AUTHORITIES (LAW ENFORCEMENT AND/OR CHILD PROTECTIVE SERVICES) SHOULD OCCURENCES BECOME EXCESSIVE.

BUS CHANGE POLICY

Students will be picked up and dropped off at their designated bus stop. Parents/guardians requesting their child to be dropped off or picked up at a bus stop other than their primary bus stop **must:**

1. For AM, pick up changes: send a note prior to the change.
2. For PM drop off change: send a note a day prior or no later than 12:00 p.m. (10:00 a.m. on Wednesday half days) on the day the student is to be dropped off.
3. No telephone calls accepted unless it is an extreme emergency.
4. Notes/faxes for changes in afternoon drop off request received by the school prior to 12:00 p.m. unless it is an emergency.

5. Emergency changes after the cut off time must be approved by the principal or acting principal.
6. Bus changes are limited to two per week. Additional changes beyond the two will require Bus Transportation Supervisor approval.

LIBRARY USE POLICY

Library hours are determined by the daily class schedule Monday through Friday. The library is available for students and staff.

Any person who borrows material from the library and does not return this material by the due date will not be allowed to check out additional materials until the item(s) is returned.

SECTION IV

FMES ATHLETIC POLICY

Participating in extra-curricular activities, such as sports have increased student self-esteem, thereby increasing self-confidence in the classroom with the desired effect of raising academic achievement. As a result, FMES currently participates in the Hopi Elementary Athletic League (HEAL).

The First Mesa Elementary School Board has adopted the following policy:

- A. First Mesa Elementary School believes that extra-curricular athletics are an important part of the school system. The following "Participation" policy shall apply:
 1. Students who are enrolled in the 3 - 6 grades (1st and 2nd grades for cheerleading) are eligible to participate in athletic activities provided the league rules allow for this practice. Prior to participation students must have a physical examination and the completed examination form must be on files at First Mesa Elementary School.
 2. All Participants that make the team rosters will "participate" at each game/activity. The main emphasis with regard to sports participation will be teaching our students the value of teambuilding, hard work and self-worth. Developmentally appropriate skill building will also be emphasized.
 3. Student rosters will consist of *eligible* students only. Current HEAL policies will be followed. Students that are deemed *ineligible* at each weekly check will not participate in that week's game; this does not prohibit student from attending practice. The eligibility policy is provided at the end of this section.

- B. The coaches will teach and coach basic skills to better prepare students for Jr. /Sr. High levels of sports with emphasis on participation, skill development and sportsmanship.
- C. We encourage participation by all eligible students and want each child to represent First Mesa Elementary School with pride and a sense of sportsmanship.

GENERAL RULES

1. In order to participate in sports at First Mesa Elementary School, the following must be on file at the school: birth certificate, a record of current sports physical examination and parental permission (signed statement).
2. The student must maintain a minimum of a “C” (2.0 minimum) average in the core academic areas. Core Academic subjects are language, reading and math.
3. All athletes shall attend all practice sessions, unless excused. Failure to attend two (2) practices without an excused could result in reduced playing time as determined by the coach.
4. All athletes shall travel to games/tournaments on the school bus as a team. Parents/guardians may check out their child (ren) after the game if they attend at the game/tournament. Only the designated checkout people are allowed to check out students after the activity. Should the necessity arise for parents to designate someone other than those listed on the checkout sheet to check out their child, the designation will only be accepted in writing and will be effective only for the current activity. Parent/guardians must use the sign out sheet provided by the coaches.
5. Any athlete suspected of using drugs, alcohol, tobacco, involved in theft or vandalism of property, bullying, fighting or any other major and/or repetitive offense will be referred for appropriate disciplinary action, including removal from the team.
6. Any athlete who commits a major offense could be ineligible for the remainder of that sport and possibly the sport following. The Chief School Administrator makes this determination. Due process protection will be accorded students.
7. If parent(s)/guardian(s) have an issue regarding a player or sport activity, they are encouraged to address the coach first prior to speaking to the school CSA or school board.
8. All equipment and jerseys are turned in at the end of each season.

ELIGIBILITY PROCEDURE

1. As stated previously a student must be in good academic standing as determined by the classroom teacher in the core academic subjects (these are math, language and reading to be eligible for interscholastic sports and approved extracurricular activities.)
2. Eligibility lists will be given to the coaches and teachers on the Monday of each week. Eligibility in the finals for all sports shall follow the same eligibility guidelines.

3. It is the students responsibility to maintain their grade and request additional assistance if needed.
4. It is the coaches/sponsors responsibility to turn in their eligibility list to the front office prior to the events or sports contests.

SPECTATOR CONDUCT POLICY
HOPI ELEMENTARY ATHLETIC LEAGUE

RATIONALE

In order to encourage good sportsmanship and positive role models for the children participating in the Hopi Elementary Athletic League (H.E.A.L), it has become necessary to establish and implement the following rules of conduct for spectators of athletic events.

RULES OF CONDUCT

All spectators at Hopi Elementary Athletic League events shall be aware of and adhere to the following rules of conduct:

1. Any type of threat, assault or insult toward any participating member of H.E.A.L., will not be tolerated.
2. Any negative, gesture made toward any participating member of H.E.A.L., will not be tolerated.
3. Any type of profanity used at any time during any H.E.A.L., activity will not be tolerated.
4. As stated per school policy, any spectator under the influence of drugs or alcohol at H.E.A.L., sponsored activities is prohibited and will not be tolerated.
5. Any action performed by a spectator which is not listed above and which purposely has a negative impact upon the athletic even and/or numbers of the H.E.A.L., will be referred to the Chief School Administrator and/or School Board.

*The HEAL Spectator Conduct Policy can be read in its entirety upon request.

SECTION V

DISCIPLINE

STUDENT RIGHTS

Every student is entitled to due process in every instance of disciplinary action for alleged violation of school regulations for which the student may be subject to penalties of suspension or expulsion.

Discipline action for infractions of the behavior code should be not related to grades, promotion, or academic awards, unless related to academic dishonesty or other violations.

DUE PROCESS

1. Relative to student discipline, due process means that school officials must follow certain notice and hearing procedures before a student can be suspended or expelled. In some situations, there are also procedures that students may follow if they do not agree with the school's actions. Hopefully, students will never be in a situation where due process procedures are needed.

If a student with a possible suspension or expulsion, the appropriate due process procedure will be implemented. The following summary provided an overview to acquaint students and parents with the existing procedures.

2. Behavior That May Result in Suspension or Expulsion
 - Violation of Federal, State, or Tribal Laws.
 - Refusal to attend classes regularly.
 - Refusal to obey the rules and regulations of the school listed in this section.
 - Violation of the rights of others.
 - AWOL
 - Willful destruction or damaging of personal or school property.
 - Repeated and pronounced violations of rules for health and safety of staff or student in danger.
 - Possession and use of alcoholic beverage, tobacco or drugs taken for non-medical purposes.
 - Student abuse violations. This includes all forms of bullying, harassment and physical altercations.

3. Suspensions

SHORT-TERM SUSPENSION – A short suspension is ten (10) days or less. The notice and hearing required for a short-term suspension is more informal. There is no right to appeal a short suspension.

The Chief School Administrator has the authority to suspend a student for ten (10) days or less. When a short-term suspension is the anticipated disciplinary action, an informal hearing between the CSA, student and any other appropriate persons will be conducted. The CSA will verbally inform the student of the alleged behavior that is considered a violation of the rules. The student will be given an opportunity to respond. If, after the hearing is completed, the CSA decided that a short suspension is appropriate, the suspension will begin the next school day.

The CSA may impose a short-term suspension or recommend a long-term suspension. The short-term suspension will nevertheless take place.

The CSA may immediately suspend a student when the student's presence creates a danger to any student or school personnel. As soon as the danger subsides, the due process procedures for short-term suspension shall be initiated.

LONG – TERM SUSPENSION – A long-term suspension is eleven (11) days or more. In addition to composing a short-term suspension, the CSA may recommend that a long-term suspension be imposed. The CSA has the authority to impose a long-term suspension following appropriate due process.

Notice shall be given the student and the parent/guardian that the CSA is recommending student suspension for eleven (11) days or more. The student and parent/guardian shall be given notice of the applicable due process procedures. The parent/guardian may meet with the CSA to discuss the situation in an informal setting. The parent/guardian must be given notice that such a meeting is requested, an appointed hearing officer will hold the hearing at the school. A long-term suspension shall take effect upon receipt of the hearing officer's decision, subject to appeal to the Governing Board.

4. Expulsion – means the permanent withdrawal for the privilege of attending a school, unless the Governing Board reinstates that privilege.

Only the Governing Board can expel a student. Expulsion shall take effect only after a formal hearing is held and the Governing Board has made a decision to expel.

The parent/guardian and any student subject to expulsion shall be given written notice of the date, time and place for the hearing at least five (5) working days prior to the hearing.

FIRST MESA ELEMENTARY SCHOOL DISCIPLINE MATRIX

This Behavior Matrix is to be used as a guideline and not applied as strict rules. The actual consequence for any infraction will be based upon the unique facts and circumstances of each incident, disciplinary history, other relevant factors and what is in the best interest of all parties with primary consideration to the health, safety and welfare of the students, staff and property of FMES. Therefore, this Matrix is not to be used as ridged rules or regulations, but as a guideline that should be considered with all of the above factors in determining the consequences for specific action.

The consequences listed under each offense and each level and identified by an asterisk are alternative recommended consequences, in that, one or more of the consequences may be appropriate under the circumstances. Listing the consequences does not imply nor should it be interpreted to mean that all of the consequences should be implemented or recommended to be implemented in any specific situation.

INFRACTIONS	CONSEQUENCES	CONSEQUENCES	CONSEQUENCES
LEVEL ONE	First Offense	Second Offense	Third Offense
<ol style="list-style-type: none"> 1. Unprepared for class. 2. Use of profanity 3. Minor classroom disruption 4. Cheating/lying/forgery 5. Inappropriate behavior in an educational setting 6. Possession of an electronic device including cell phone 	<ul style="list-style-type: none"> *Verbal warning by teacher *Confiscated by Teacher-Conference with parent *Confiscated by CSA & Conference with parent 	<ul style="list-style-type: none"> *Written warning and parent notification by teacher * Parent/Teacher conference required 	<ul style="list-style-type: none"> *Written warning and parent notification by teacher *Parent/Teacher Conference
LEVEL TWO			
<ol style="list-style-type: none"> 1. Threats, intimidation, bullying, assault without physical contact 2. Leaving school grounds 3. Major classroom/lunch room/assembly disruption 4. Accessing, possessing or distributing obscene materials 	<ul style="list-style-type: none"> *Conference with student by Teacher *Parent notification by Teacher *Conference with student, parents, teacher & CSA 	<ul style="list-style-type: none"> *Conference with student by Teacher Parent notification by Teacher *Refer to counselor *In-School Suspension 	<ul style="list-style-type: none"> *Parent notification by Teacher *Parent/Teacher conference required CSA notified Refer to CSA Possible recommendation for in school detention.

LEVEL THREE			
<ol style="list-style-type: none"> 1. Vandalism/graffiti 2. False fire or other type of alarm or general threat. 3. Theft 4. Fighting/assault 5. Sexual Harassment 6. Verbal abuse/profanity toward a teacher or staff member 7. Possession/use of controlled substances, alcohol, tobacco, paraphernalia, & other illegal substances. 8. Trespassing on school grounds when suspended. 9. Possession of matches, lighters, other igniters, or similar devices. 	<ul style="list-style-type: none"> *Parent conference required *3-5 in school detention. *Police contact *Refer to counselor 	<ul style="list-style-type: none"> *Parent Conference with CSA required. *5 days detention or out of school suspension by CSA *Police contact *Restitution with vandalism and /or graffiti 	<ul style="list-style-type: none"> *Parent Conference with CSA required *5 days in school suspension *Possible recommendation by CSA to Governing School Board for long-term (5-10 days) suspension or expulsion
LEVEL FOUR			
<ol style="list-style-type: none"> 1. Physical assault of a student, teacher or staff member resulting in serious bodily harm 2. Arson 3. Buying/distribution/passion with intent to sell controlled substances, alcohol, paraphernalia, and other illegal substances 4. Eluding or hiding from authorities. 	<ul style="list-style-type: none"> *Parent conference with CSA required Police contact *5-10 days out of school suspension by CSA *Possible recommendation by CSA to Governing School Board for expulsion. 		
LEVEL FIVE		Refer to Principal	
<ol style="list-style-type: none"> 1. Possession of a dangerous weapon or instrumentality 2. Bomb threat 3. Sexual abuse 	<ul style="list-style-type: none"> *Parent notification Police contact *Recommendation by CSA to Governing School Board for expulsion. 		

SECTION VI

GENERAL REPORT CARD POLICY

REPORT CARDS/CONFERENCES/GRADES

Report cards are issued at the end of the nine (9) week grading period. Parent-Teacher Conferences are scheduled according to the yearly calendar. Parent/Teacher communication is strongly encouraged by First Mesa Elementary School. **You are encouraged to set-up additional conferences with your student's teacher when necessary.**

Report card rubrics are based on Common Core grading (K-2nd), AZ Merit (3rd-5th), and traditional percentile grading (6th grade).

A. Grading System – Primary Grades (Kindergarten – 2nd):

4 = 90-100%	Exemplary
3 = 70-89%	Proficient
2 = 50-69%	Developing
1 = 0-49%	Emerging

B. Grading System – Primary Grades (3rd– 5th):

4 = 90-100%	Highly Proficient
3 = 70-89%	Proficient
2 = 50-69%	Partially Proficient
1 = 0-49%	Minimally Proficient

C. Grading System – Sixth Grade

A = 90-100%	Highly Proficient
B = 80-89%	Proficient
C = 70-79%	Partially Proficient
D = 60-69%	Minimally Proficient
F = 0-59%	Falling Far Below

HONOR ROLL CRITERIA

In the interest of recognizing the importance of student success and hard work, FMES will distinguish students who have worked diligently and consistently during any 9-week period. Honor roll criteria will be averaged by the teacher prior to Parent/Teacher Conferences. A list of honor roll students shall be submitted to the main office for publication and recognition.

HONOR ROLL CRITERIA

Primary Grades (K-5th)

Highly Proficient	High Honor Roll
Proficient	Honor Roll

6th Grade

3.6-4.0	High Honor Roll
3.0-3.5	Honor Roll

PROGRESS REPORTS

At a minimum, progress reports will be prepared in the middle of each grading period. This report should detail all work the student has not completed and assess what the student has achieved in each of the core academic areas (language arts, math and science).

HOMEWORK

There appears to be some benefit to students if homework is with certain parameters and goals in mind. First Mesa Elementary School has incorporated these parameters into its homework policy as follows:

1. All homework is completed at home under the guidance of the child's parent/guardian or family member. *Teachers may sign up students for tutoring in core subject areas.*
 - a. Homework: practice on skills the student has learned in the classroom.
 - b. Tutoring: small group instruction with certified personnel.

2. The average amount of time for homework per evening is:

K-2 nd	=	10-30 minutes maximum
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3rd-6th = 30-45 minutes maximum

**Reading: All students are recommended to read an amount of time given by their teacher. Students will log reading time using their teacher's provided form.*

3. The student's teacher about the classroom context for homework should inform parents.
4. If students are absent from school they are entitled to one (1) day for everyday missed to make up their assignments. Homework given as makeup should be reviewed with the student and assured that concepts were taught prior to sending work home.
5. Homework, if used in computing an overall grade, can only account for 5% of the student's grade.

PROMOTION/RETENTION

During the course of the school year, in the event that a student is experiencing challenges that require an individualized educational strategic plan in core subject areas, the following steps will be taken.

At the end of the first grading period, each teacher will share with the parents/guardians the difficulty their child is experiencing. They will discuss ways to assist the student to attain expected achievement levels in order to be promoted to the next grade level.

At the end of the second grading period, students who are achieving below expectations will be required to meet with the teacher. The teacher and parents will discuss actions to assist the students. At this stage, a packet to the Child Study Team is to be submitted.

By the end of the third grading period, each student who is not achieving at expected levels will receive written notification of possible retention. The teacher will make the final recommendation for retention after consultation with the CSA. No decision for retention will be made if prior actions have not included parent involvement.

WITHDRAWALS

If a student withdraws from school, the parents/guardians must come in to the school office to complete the necessary forms. The student's teacher should also be informed of the planned withdraw so the student's belongings can be gathered. At this time, textbooks, library books, uniforms and other property of the school should be returned before the child leaves the school. Failure may result in non-release of student records.

SECTION VII

STUDENT SAFETY POLICIES

VISITING CAMPUS POLICY

First Mesa Elementary School recognizes the importance of parental involvement. The staff and administration urge you to visit classrooms, serve on committees, and participate in FMES workshops and in-services held on ALL Wednesdays. First Mesa Elementary School also shares your concern for student safety. Therefore, all visitors are required to sign in at the office. A pass is required to enter the building.

All parents, guests, and visitors must check in at the school office prior to visiting any classroom, etc.

The requirement exists to ensure the safety of the students at First Mesa Elementary School.

Visitor parking is located on the east side of the main entrance of the facility. There will be no overnight parking allowed on facility grounds. Any vehicle parked without authorization will be towed away at the expense of the owner.

ILLNESSES AND INJURIES

FMES encourages families to keep their child/children at home if they are ill or if they have a contagious medical condition. If an illness or injury occurs at school, we will notify the parents/guardians in a timely manner. It will be the parents/guardians responsibility to take the student to the clinic or hospital. In the event parents/ guardians cannot be reached FMES will contact other listed on the checkout sheet.

Only authorized persons (those listed on checkout sheet) may check out students for any purpose. If an accident occurs while on a field trip, the teacher, acting will seek proper medical assistance for your child, (ren) and parents will be notified as soon as possible.

In the event of an emergency or if the parents/guardians cannot be reached, school official(s) will take the child to the clinic or hospital or will call paramedics to transport. The school must be provided with a telephone number where parents/guardians can be reached or a message can be relayed to them.

If a student is suspected of, having head lice a FMES staff member indicating what action needs to be taken will take a letter home. In severe cases, a student will be taken home immediately.

No staff member may administer medication to students, unless authorized in writing by the parent/guardian and then only for prescription medication. Medication must be in a prescription bottle that is current with the doctor name, dose and kind of medication clearly marked on the container.

It is the responsibility of the parents/guardians to keep their child/children's immunization card up-to-date.

MEDICATION POLICY

Only medication prescribed by a physician is accepted at the school. Students who are to be given medicine by the School Nurse are to have a signature on file from the physician and parents. Medication is accepted only from parents. The School Nurse is the only person authorized to dispense medication for both students and staff.

- Medication **MUST** be in its original prescription bottle with current information (doctor's name, dosage, medication name, date medication was dispensed) noted on the container.
- Parent/Guardian must submit a REQUEST TO ADMINISTER MEDICATION form before medication can be administered to a student.
- A written medication log shall be maintained for every student who requires medication.
- Parents are to hand-deliver medication and complete the necessary paperwork for their child to receive the specified medication. **STUDENTS SHOULD NOT TRANSPORT THEIR OWN MEDICATION TO SCHOOL.** This includes cough drops, inhalers and other common or over-the-counter medicines.

FIRE DRILLS

First Mesa Elementary School conducts monthly fire drills. The fire exits are posted in each classroom indicating the safest routes to vacate. All students must vacate their classroom quickly and quietly with their teacher.

BOMB THREATS/LOCK DOWN

At certain times, it may be necessary to evacuate the school due to a bomb threat. It may also become necessary to lock down the school due to an intruder or an unsafe situation. Bomb Threats and Lock Down drills are in place.

SNOW DAYS AND EMERGENCIES

Information on school closing or delayed opening will be broadcast on radio stations KUYI (88.1FM), KAFF (92.9FM) and the FMES one-call system. Information will be aired as early **as possible** for school delays, school closures and snow days. Parents please keep the Registrar updated with your primary contact number. Our goal is to protect and maintain a safe environment for our students. In cases where the school must close after classes begin, the school will utilize the one-call system and notify the radio stations noted above.

OFFICE TELEPHONE PRIVILEGE

The telephones in the main office and classrooms are for business matters and emergencies only. All student requests to use the telephone should use good judgment in requesting use of the telephones.

SIVA (INCENTIVE) PROGRAM

We will incorporate an incentive program that promotes positive student behavior and performance. Students will be rewarded for displaying positive and exemplary behaviors as well as good work and study habits here at FMES.

Behavior:

Praise People
Courteous
Polite
Helpful

School:

Good Attendance
Turning in Homework
Good Listener
Organized

Participation:

Honor Roll
Perfect Attendance
Sports
Extra-Curricular Activities

DAILY SCHEDULE

7:30 a.m. – 8:05 a.m. <i>Monday & Friday</i> <i>Tuesday & Thursday</i>	Breakfast – ALL GRADES/ALL STUDENTS <i>Morning recess immediately after breakfast.</i> <i>Morning Circle in Dawa Area (7:30-7:40 a.m.)</i>
8:05 a.m. – 8:25 a.m.	Daily routines & attendance
8:30 a.m.-9:00 a.m.	K-1 Math/Reading RTI
8:30 a.m.-9:15 a.m.	2-6 Math/Reading RTI
9:00 a.m. – 11:15 a.m.	K-1 ELA Block
9:15 a.m. – 11:15 a.m.	2-6 ELA Block
11:15 a.m. – 11:30 a.m.	K-6 D.E.A.R. (Drop Everything And Read)
11:30 a.m. – 11:50 p.m.	4-6 Independent Student Work
11:30 a.m.-12:10 p.m.	K-3 Lunch/Recess
11:50 a.m.-12:25 p.m.	4-6 Lunch/Recess
12:15 p.m. – 1:40 p.m.	K-3 Math Block
12:35 p.m.-1:40 p.m.	4-6 Special Area Classes: Library, P.E., Hopilavayi, Behavior Intervention
1:45 p.m. – 2:50p.m.	K-3 Special Area Classes Library, P. E., Hopilavayi, Behavior Intervention
1:45p.m. – 2:45 p.m.	4-6 Math Block
3:00 p.m.	Students Released
3:15 p.m.	Bus Departure

*TIME SCHEDULES MAY CHANGE DUE TO UNFORESEEN CIRCUMSTANCES.

HALF-DAY SCHEDULE

7:30 a.m.-8:05 a.m.	Breakfast – ALL grades/students
8:05 a.m.-8:25 a.m.	Daily Routines and Attendance
8:30 a.m.-9:00 a.m.	K-6 Math/Reading RTI
9:00 a.m.-10:00 a.m.	K-6 ELA Block
10:00 a.m.-11:00 a.m.	K-6 Math Block
11:00 a.m.-11:45 a.m.	K-6 Science, Social Studies, Art, & Music
11:45 a.m.-12:20 p.m.	K-6 Lunch
12:20 p.m.	Students Released
12:30 p.m.	Bus Departure

*TIME SCHEDULES MAY CHANGE DUE TO UNFORESEEN CIRCUMSTANCES.

I am a First Mesa Elementary School Indian

In an effort to further unite our school, and emphasize the positive behaviors, First Mesa Elementary School will adhere to the 3 B's.

- The “**3 B's: Be safe, Be Respectful, & Be Responsible**”. The “3 B's” help the students become more proactive with regard to daily issues with both themselves and other students.
- **Student and Parent Pledge**
- **Daily Pledge**

BE SAFE

BE RESPECTFUL

BE RESPONSIBLE

Student and Parent Pledge

STUDENT PLEDGE

I promise to...

- *attend school regularly
- *work hard and do my best in class
- *ask for help when I need it
- *respect and cooperate with other students and adults
- *follow the rules and guidelines in my classroom and throughout the school

PARENT PLEDGE

I promise to...

- *have high expectations for my child as an individual
- *help my child attend school daily and be on time
- * help my child learn to resolve conflicts in a positive manner.
- *communicate and work with teachers and staff
- *find a quiet place for homework and ensure homework is completed.
- *respect school staff and cultural differences of others
- *adhere to the guidelines and the policies of the FMES handbook



FMES DAILY PLEDGE

Today is going to be a great day.

I thank the Creator for waking me up today.

I am going to school so I can learn, go to college, and be the leader that the Creator has made me to be.

Today I will be empowered by my teachers, with the tools to be successful within my village and throughout the country.

I will apply myself daily.

I study and ask questions when I don't understand.

When I'm confronted with a problem or conflict, I think before I react.

I will ignore all negative influences in the classroom and throughout the school day.

I'm extremely proud to be the next generation of Hopi and Tewa leaders.

I accept responsibility and I love the challenge.

SECTION IX

INTERNET USE/TECHNOLOGY POLICY

ACCEPTABLE USE POLICY

Students and Parents:

Please Read this Acceptable Use Policy and sign the Internet Access Agreement. Return the signed Internet Access Agreement to the school secretary. Internet use is forbidden until this agreement is signed and processed.

GOALS

First Mesa Elementary School offers its student and staff access to the Internet in all of its classrooms and its computer lab. While the internet offers great opportunities for educational use, it also contains the possibility of misuse; and it is our mission to assist other children, parents, and staff in making correct and informed decisions regarding the use and the value of the information they discover.

The purpose of this document is to set our Goals and Beliefs and to establish a policy of acceptable usage. Procedures will cover the legal issues of Accountability, Risk, Benefits, Responsibility of Users, and the use of an Internet Agreement for students, parents, and staff.

BELIEFS

- At First Mesa Elementary School, access to the Internet is a privilege provided to enhance education: it is not a right.
- Access to the Internet carries responsibilities that should be observed at all times.
- With responsible use of the Internet, equal access to information is assured for all students. First Mesa Elementary School endorses the use of the internet as an educational tool.
- Publications showing pornographic, explicit, violent, or illegal activities are NOT permitted on computers at First Mesa Elementary School.
- Children should be made aware that not all information on the Internet is necessarily correct or accurate and be encouraged to be discerning and critical in their usage and evaluation of material viewed.
- All users should be aware of the laws of copyright and our policy regarding these and abide by them. Plagiarism is unacceptable. We endeavor at all times to abide by the Copyright laws regarding publishing of material and images from other sources.

- Harassment, swearing, and other offensive behavior are not acceptable Internet usage. This includes cyber-bullying.

ACCOUNTABILITIES

The Principal and staff should respond appropriately to:

- Ensure students and parents or guardians are aware of the risks and benefits associated with the usage of Internet services, and the measures in place to minimize these risks.
- Obtain from parents or guardians their written agreement prior to the student accessing Internet services under the conditions set forth by the school.
- Limit access to illegal, dangerous, or offensive materials by education the students in their responsibility as users to avoid and report any offensive material they may come across and ensure appropriate supervision of children at all times, while using the Internet.
- Prepare student to cope with unanticipated access to such material by discussion of their responsibilities and rules for reporting and avoiding this occurrence.
- Ensure that provision of Internet services does not compromise school strategic databases and that individual privacy is respected at all times.

CHALLENGES

- Unlike the information in an encyclopedia, the information on the Internet is not well selected, nor well organized. Children need to be taught to be selective and use various Search Engines correctly to minimize the wastage and frustration with Internet usage.
- While we have taken measures to block inappropriate sites, no filtering system is perfect. There is information on the Internet that is illegal, dangerous, and/or offensive. Instances of sexual harassment and copyright violation have arisen from the use of material available on the Internet. Children should be continually warned to report problems and the opportunity taken for discussion on topical subjects that arise from publicity of these issues.
- Programs and application files (such as word processing documents) arriving through the Internet or unauthorized sources (such as storage devices brought from home) may contain viruses.

BENEFITS

- Access to services provided through the Internet will enable First Mesa Elementary School to enhance teaching, learning, and support its staff in carrying out their duties (i.e. addressing the Common Core Standards for Technology).
- The Internet provides both information sources and communications with peers or experts. Information on the Internet is often the most current available.
- Teachers and students can access rich educational and cultural resources (including text, sounds, pictures, and video) that would otherwise be unavailable.
- Students will be able to learn and develop research skills that will enable them to become independent, lifelong learners.

RESPONSIBILITIES OF USERS

STUDENTS

- Internet access is provided to students for educational purposes only. Private usage should be arranged elsewhere.
- Students should focus on the task to avoid wasting time and other resources by becoming distracted by the wide variety of materials available.
- They must avoid inappropriate content, especially materials that are illegal, dangerous, or offensive including those that promote hatred, bigotry, racism, violence, and illicit drug usage.
- Students should be courteous in their communications with others. Without voice or body language cues, words might be taken out of context and become offensive.
- Students should immediately report to a staff member any offensive content or abusive behavior directed at them.
- Students should not reveal personal information about themselves or others including addresses, telephone numbers, and credit card numbers.
- Students should respect the privacy of others.
- Students should respect the expensive equipment provided for their use by not vandalizing, disrupting, or harming equipment.
- Appropriate consequences, such as rescinding computer privileges and/or appropriate restitution, may result if students are not using computer properly.

NOTE: Upon reading and accepting the First Mesa Elementary School Student/Parent Handbook, apply all signatures to the next two pages and return to your child(ren)'s teacher.

FIRST MESA ELEMENTARY SCHOOL
INTERNET ACCESS AGREEMENT

STUDENT

I have read and agree to follow the First Mesa Elementary School Acceptable Use Policy. I understand that the Internet can connect me to vast amounts of useful information stored on computers around the world. While I have access to the Internet

- I will use it only for educational purposes
- I will be courteous and use appropriate language
- I will not look for anything that is illegal, dangerous, or offensive
- If I accidentally come across something that is illegal, dangerous, or offensive, I will turn off my screen and immediately, quietly inform my teacher or staff supervisor.
- I will not reveal home addresses or phone numbers – mine or anyone else’s
- I will not cyber-bully through the use of the Internet to intentionally hurt or offend anyone else
- I will not download material
- I will not claim the work of others as my own (this is plagiarism)
- I will respect the privacy of others
- I will respect the expensive equipment provided for my use by not vandalizing disrupting, or harming equipment

I understand that if the school decides I have broken these rules, appropriate action will be taken. This may include, but is not limited to, loss of my Internet privileges and/or contacting my parents/guardians and/or reporting the incident to appropriate law enforcement authorities in the case of illegal activities.

Student’s Name: _____

Student’s Grade and Teacher: _____

Student’s Signature: _____

PARENT/GUARDIAN

I understand that the Internet can provide students with valuable learning experiences. I also understand that the Internet gives access to information on computers around the world; that the school cannot control what is on these computers; and that a very small part of that information can be illegal, dangerous, or offensive.

By signing I give my permission for my child to access the Internet at school to enhance his/her education.

Parent/Guardian’s Name: _____

Parent/Guardian’s Signature: _____ Date: _____

FIRST MESA ELEMENTARY SCHOOL
PARENT COMPACT FORM

I AS A PARENT/GUARDIAN WILL BE RESPONSIBLE FOR:

- ❖ Sending my child to school on time each and every school day;
- ❖ Encouraging my child to do his/her best in school;
- ❖ Modeling a respect for learning;
- ❖ Encouraging my child to respect school staff, other students, and themselves;
- ❖ Becoming more involved in my child’s school academics and activities;
- ❖ Praising my child’s achievements for a successful year;
- ❖ Becoming more involved with my child’s homework and setting a designated place;
- ❖ Providing quality reading time with my child;
- ❖ Returning all necessary paper work with parent/guardian signature(s).

SIGNATURES

PARENT/GUARDIAN _____ DATE _____

STUDENT _____ GRADE _____ DATE _____

STUDENT _____ GRADE _____ DATE _____

STUDENT _____ GRADE _____ DATE _____

STUDENT _____ GRADE _____ DATE _____

ACKNOWLEDGEMENT

RECEIPT

FIRST MESA ELEMENTARY SCHOOL

STUDENT & PARENT HANDBOOK

We _____ and _____
(Parent/Guardian Name) (Student Name)

Have received and read a copy of the 2016-2017 First Mesa Elementary School Student Handbook and agree to abide by the policies set forth.

SIGNATURES

PARENT/GUARDIAN _____ DATE _____

STUDENT _____ GRADE _____ DATE _____

STUDENT _____ GRADE _____ DATE _____

STUDENT _____ GRADE _____ DATE _____

STUDENT _____ GRADE _____ DATE _____

Teacher (s): _____