

FIRST MESA ELEMENTARY SCHOOL



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EMPLOYEE HANDBOOK

“Building a Ladder to Success”

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FIRST MESA ELEMENTARY SCHOOL

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 Members

Anthony Dukepoo, President
Mackenzi Navenma, Vice President
Keesha Talayumtewa, Member
Romalita Laban, Member
Dione Naha, Member

School board meetings are scheduled on the first Wednesday of each month in room 412 or an alternate location is announced on the board agenda.

The purpose of this handbook is to help staff become familiar with school procedures. It is by no means meant to have all the answers, nor does it define all aspects and responsibilities of school personnel.

FIRST MESA ELEMENTARY SCHOOL ADMINISTRATION

Alma Siquah - Chief School Administrator
Assistant Chief School Administrator - Vacant
Nillarita Tso - Administrative Assistant
Marilyn Lomahaftewa - Business Manager
LyAnn Naha - School Registrar
Gloria Lomahaftewa - Receptionist
Oliver Manygoats - Information Technology Manager

TRANSPORTATION

Roderick Poneoma – Transportation Supervisor
Melinda Gonnie -Bus Driver
Raymond Jim – Bus Driver

FOOD SERVICE

Emily Mutz - Food Service Manager
Deyonna Lomayestewa - Food Service Worker
Raymond Toney – Food Service Worker

SUPPORT STAFF

Annalese Nasafotie, School Nurse
Pamela Namingha, Parent Liaison
Juan Ibarra, Behavior Intervention Technician

Facilities/Maintenance

Ernestine Beatty, Custodian
Wuan Jacket, Custodian
Vacant - Custodian

Quarters/Maintenance

Shawn Tootsie – Quarters Manager
Larson Bahnimptewa – Quarters/Groundskeeper

TEACHING STAFF

Vell Joshvama-Davis	K
Rachel Adams-Kuyvaya	1
Lorisa Qumawunu	2
Sonja Dawaventewa	3
Michelle Powskey	4
Alejandro Anora	5
Maria Marticion	6
Samuel Tenakhongva	Computer Teacher
Vacant	K-6 Special Education Teacher
Francelia Tom	Lead Teacher & Gifted and Talented Teacher
Shereen Susunkewa	Hopi Language and Culture
Desiree Hawk	Physical Education Technician
April Silas	Library Technician
Contracted Services	School Counselor

TEACHER ASSISTANTS

Ruby Starks	Kristen Silas
David Lalo Jr.	Allison Dedman
Marlena Pawesiema	Jory Qotswisiwma
Angelena Bahe	Genevieve Joseyesva
Jennifer Lomayaktewa	Kayla Lomayestewa

PUBLIC RELATIONS

In a democracy, the good will of the public is essential for the ultimate success of any organization. Every member and employee of the school is a salesperson for the school and its programs every hour of every day. The professional educator should present the school to the public in the best possible light to gain all possible moral, intellectual and positive support. Meet as many parents as you can. Invite parents to visit your classroom/On Line Learning before or during regular school hours. Approach them as partners and friends.

Remember we are ambassadors for education and for First Mesa Elementary School, we chose a noble profession. When greeting parents or when greeted by parents, in the community or outside of the regular instructional day, please be an ambassador. Be kind, treat others with dignity, be professional and remember the public is evaluating us.

PROFESSIONAL STANDARDS AND EXPECTATIONS

Staff Code of Conduct

Working with children is a serious matter, we are entrusted by parents and other state law makers to serve and meet the needs of the children. This is the foundation, which supports our mission, our work and our success. Devotion is a requirement with professionalism and it is our duty to guide, challenge, and direct childhood development without compromised. We are mentors and role models; we serve the most fragile of society. We serve children!

Teachers are expected to conduct themselves with pride, to provide a quality environment and academic success and social development. Teachers should conduct themselves with courage, faith and commitment to give the best that is within our grasp so that others may extend their reach. According to a historical statement from Christine McAuliffe “We touch the future, we teach!”

Working hours are 7:30 a.m. to 4:00 p.m. All staff members are required to wear a FMES badge and a mask during working hours.

Employees are responsible for clocking in and out on time. It is unacceptable to clock in or out for another employee. Clocking in after 7:30 a.m. will automatically start the procedures for Section 7.01 Disciplinary Action D. In addition, review the Table of Disciplinary Penalties in F which specifically addresses unauthorized absence from ones duties.

We are to be prompt in all responsibilities for the welfare of the students.

Daily check in for “On Line Learning” are as follows. Teaching staff checks will be completed by Mrs. Tom. Administration, Food Service, Support and Transportation staff will check in with Ms. Sinquah. Facility and Quarters staff will check in with Mr. Tootsie.

Decisions

Every opportunity for staff input is considered. However, final decisions are the responsibility of the Chief School Administrator and School Board. Each employee is expected to respect all final decisions.

Supervision

We are accountable to provide student safety and security. We are required to conduct ourselves with the welfare of the children including academic, social, emotional and physical welfare above all else.

Please report to your duty five to ten minutes before your duty starts. The academic day starts at 7:30 a.m. and ends at 4:00 p.m. Employees are expected to be on time for extra-curricular assignments, meetings, and conferences. Promptness is a requirement in a professional environment and both are inseparable. Please be prompt and professional.

Dress Code

Teachers are expected to create a positive classroom climate which supports academic achievement. As mentors and role models for children, we must understand that children do learn through observation.

Proper attire is expected and includes tasteful, professional dress in keeping with standard business practice. Dress pants, jackets, sweaters, skirts, pant suits, blouses, dress shoes, dress shirts, sports shirts, ties, tasteful jewelry and accessories are encouraged. Please do not wear old, faded, torn or frayed jeans,

tennis shoes, athletic clothing, short pants, flip flops, baggy pants, collarless shirts, T-shirts, clothing with inappropriate advertises, or revealing attire. Tattoos and hickies are to be covered.

Security

Lock your classroom as you leave the room. Do not leave valuables of any kind lying about your classroom. Students are NOT to be in the buildings until 7:30 a.m. unless they are under the supervision of a staff member. *Children of staff members are not allowed to remain in the workplace before and after school.* Close the windows turn out the lights and lock the door when you leave your room. Ensure the doors are locked before you leave.

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. (See EMERGENCY PROCEDURES pg. 29.)

Bomb Threats/Lock Down Drills

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. (See EMERGENCY PROCEDURES pg. 29.)

Snow Days and Emergencies

Information on school closing or delayed opening will be broadcast on FMES One-Call system. Information will be as early as possible for school delays, school closures and snow days. Inform the Registrar with updated primary contact numbers. 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.

Classroom Management

The following list of items is to be posted in each classroom;

- Emergency Procedures Plan
- Classroom Rules
- Playground Rules
- First Mesa Elementary School Mission Statement

Student Discipline

Appropriate classroom management techniques help control unwanted discipline problems. All teachers including special area teachers are to handle discipline problems in the classroom. Students are not to be sent back to the regular classroom by special areas teachers due to behavior. If the problem is not corrected, the next step is to contact the parent/guardian and document the contact. The Discipline Referral Form is to be completed and the **staff member completing the form is to contact Parents/Guardians before submitting the referral.** IF A STUDENT BECOMES IRRATE OR POSES A DANGER TO HIM/HERSELF OR TO OTHER STUDENTS, CONTACT THE OFFICE IMMEDIATELY and remove the students from the area.

SIVA Program (Incentive)

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. Parents In Education will determine specific areas and may change areas for rewards.

Behavior:

Praise People
Courteous
Polite
Helpful

School:

Good Attendance
Turning in Homework
Good Listener
Organized

Participation:

Honor Roll
Perfect Attendance
Sports
Extra-Curricular Activities

Visitors to School

At this time, no visitors will be allowed into the building unless a meeting was scheduled with the Chief School Administrator. The requirement exists to ensure the safety of the students and staff at First Mesa Elementary School.

The following is to be the procedure once the safety precautions and COVID 19 numbers are down for school year 2022-2023. Visitors must check-in at the office upon arrival. Visitors will be given a visitor pass from the office. Anyone who does not have a visitor pass must be directed to the office. All parents, guests, and visitors must check in at the school office prior to visiting any classroom or department.

Holiday Celebrations

Classroom parties are held for Halloween, Christmas, and Valentine’s Day. Birthday parties are held the last Friday of each Month. These parties will be after 2:00 p.m. Please remember our commitment to Health and Fitness, encourage parents/guardians to provide healthy snacks.

Confidentiality

Student and parent information is confidential. Information should only be shared in a constructive manner with persons who have direct contact or provide direct services to the student. It is essential to implement the confidentiality requirements in our conversations. As professionals, we are to refrain from negative comments about families, students or school issues. Student issues will not be discussed in public places, personal email, face book, texting and other means of social media. Staff who violate confidentiality will be dealt with accordingly. It is a good practice to make corrections in privacy and praise in public. All employees are required to sign a confidential agreement.

Escorting Students

Teachers or Teacher Assistants must escort the students to and from the lunch line area, P.E., Hopi Language, Library, Computer Lab, to the bus and other special events. A class or individual student is NOT to be left unattended or unsupervised in the course of a school day. Emergencies can be handled by contacting the office or the teacher next door.

Classroom Dismissal

Classes are to be dismissed at 3:00 p.m. Make every effort to avoid early or late dismissals. Teachers are responsible to ensure all students have safely boarded the buses before leaving the bus area. Buses **will not** be called back if your class misses the bus. It is the teacher’s responsibility to monitor the students, inform parents, and make arrangement for students to be picked up if you miss the bus departure time. Adjustments are to be made according to the changes of the daily schedule.

Bus Dismissal

All buses are to leave on schedule at 3:10 p.m. Buses are to be in place 15 minutes before departure time. Bus drivers must be on board ready to receive students.

Afterschool Cancellation

No child may be sent home without office authorization. The teacher or school nurse will inform the CSA or person in charge before a child is released to go home. Communicate with the Chief School

Administrator before cancelling any afterschool activity. If an afterschool activity is cancelled, it is your responsibility to communicate with each parent. No child is to be picked up without office authorization.

Homework

Required: Reading at least 20 minutes a day at home. Student mastery of the educational process requires more than just classroom activities. Research shows students should have homework. Most parents and guardians are willing to help students at home when they know they can help. Homework should be used to reinforce what the individual student has learned and practiced in class. It should be familiar material or an activity the student will be able to successfully complete. When teachers feel a student needs help at home, arrange for a conference with the parent or guardian. Explain what the needs are and get everyone involved.

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

K-2nd = 10-30 minutes maximum

3rd-6th = 30-45 minutes maximum

**Reading: All students are to read each day according to the amount of time set by the teacher. Students will log reading time using their teacher's provided form.*

2. Homework, if used in computing an overall grade, can only account for 5% of the student's grade.

Injuries

If a child is injured, the person supervising the activity (Classroom or playground) is responsible for completing and submitting the Student Injury Report Form before they leave for the day. You are also required to call the parents to report minor injuries. The Nurse will contact the parents for serious injuries or illness. Do not second guess yourself regarding an injury, send the injured child to the nurse. Please inform the CSA or person in charge of a serious injury. THE PERSON SUPERVISING THE ACTIVITY IS LEGALLY RESPONSIBLE FOR ANY NEGLIGENCE.

Medication

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.

Funds

Funds may not be solicited from children. For example, letters to parents requesting students to pay for meals or entry fees is not permitted.

All funds are to be turned into the Business Manager the day funds are received. Cash and checks turned into the Business manager requires a receipt. Money collected should NOT be left in the classroom. First Mesa Elementary School does not take the responsibility for loss funds. It is the sole responsibility of a staff member who is entrusted with the funds to replace all lost funds. Two or more individuals are to count funds at all times and obtain a receipt for the funds.

Sales at School

All fundraising projects are for students and are to be cleared with the Chief School Administrator two weeks prior to the activity. Food items for fundraising are to meet the Wellness Plan requirement and

are only available after lunch. All groups are responsible for trash clean up on the school campus after the sale.

Each club/organization shall have their plan of operation approved by the School Student Council and Chief School Administrator before the club/organization raises funds and expend funds.

Each special group is required to clean up the concession stand and remove all food items at the end of a particular function. The person requesting the special activity is the person responsible to ensure the concession room is cleaned and all food is removed. Do not leave food in the cooler.

Food and drinks are permitted in the cafeteria area or in the classroom for special supervised activities only.

Field Trips

School wide field trips are arranged by the administration. Students who follow the school rules, attend school daily, and are in good academic standing in the core subjects are eligible for the field trips. Students who are not practicing good behavior prior to a class field trip may not be eligible for the trip.

Background checks for all parent/guardian chaperones must be completed and cleared before the field trip. The background checks may take up to 3 months to clear, so plan ahead to avoid last minute changes. For your information the bus driver IS NOT a Chaperone.

Student Withdrawal

Forms are available in the front office. Do not drop a student unless notified by the office. If a student withdraws from school, the parents/guardians are required to complete the necessary forms. The student's teacher will 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 to do so may result in non-release of student records.

New Student Enrollment

All students are to enroll through the office. Do not accept a child without proper documentation from the office.

Evaluation of Students

Formal and/or informal assessments are methods of evaluating to demonstrate mastery. Teachers and Teacher Assistants are required to monitor their students during all testing sessions unless you are excused by the person in charge of testing. Report cards are to be issued to parents/guardians at the end of each grading period.

Recording Requirements

Student records are vital to the educational system and maintaining student records is required of all staff. Report cards, assessment data, lesson plan books, daily attendance records and grade books are all legal documents and must be current. These are to be submitted to the CSA at the end of the year. Teachers are expected to maintain all student records.

Student folders cannot be taken from the office. Teachers are required to sign student folders out and initial upon returning. Student folders cannot be kept overnight. Please do not photo copy any part of the permanent record. Refrain from discussing personal sections with others.

Attendance

In accordance with the Hopi Children's Code, students are required by law to attend school. 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 1st - 3rd – 810 hours

Grades 4th - 8th – 900 hours

Regular school attendance is an important part of obtaining a quality education. First Mesa Elementary School (FMES) has set minimum attendance requirements. There are one hundred eighty (180) school days set in the school calendar for the academic year. Students are required to be in school a minimum of one hundred sixty (160) days per school year to meet the required instructional hours set forth. Attendance is automatically calculated on the Native American Student Information System (NASIS). Attendance is taken twice a day: after breakfast and after each grade level scheduled lunch periods.

It is the responsibility of the parent/guardian to notify the school as soon as possible if a student will be absent. You may call the Attendance Line at **928-737-2581**.

Written notification by the parent/guardian is required immediately 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 (requires a note from a parent/guardian).
**Immediate family is parents and siblings only.*
5. Participation in cultural/religious ceremony (requires a note from a parent/guardian).
6. School sponsored activities (copy of an approved Field Trip request).
7. Other legitimate reason as approved by CSA/Principal.
8. Quarantine for exposure to COVID 19.

Excuses are subject to change.

Furthermore, parent(s)/guardian(s) are strongly encouraged to keep their students home if they are ill, feverish, exposed to COVID 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.

TARDY

Students will be considered tardy 15 minutes after the start of the scheduled day. Students who have frequent tardy days disrupt the education of a student and that of his/her classmates.

Excused and Unexcused Tardy Days will be handled as described below:

2 Days Total – Unexcused	Registrar to contact Parents/Guardians and document.
3 Days Total – Unexcused	Home Visit by Parent Liaison with documentation.
8 Days Total - Unexcused & Excused	Home Visit by Parent Liaison to schedule a Parent/Teacher Conference Attendance Contract to Improve Attendance.

School Hours

Checking students out during school hours, results in less instructional minutes for the day. Students are considered to have a full day of attendance when they have reached 4.75 Academic Hours.

ABSENTEEISM AND CHRONIC ABSENTEEISM

First Mesa Elementary School strives to encourage Daily Attendance and to promote good habits that will help students become successful. Therefore, FMES will work with families to help provide the best educational opportunity for all students.

Consecutive Unexcused Absences will be handled as described below:

Day 2 Consecutive – Unknown Reason	Phone Call from Registrar.
Day 3 Consecutive – Unknown Reason	Home Visit by Parent Liaison with documentation.
Day 5 Consecutive – Unknown Reason	Home Visit by Parent Liaison with documentation. Referral to Hopi Child Protective Services
Day 6 plus - Unknown Reason	Referral to Hopi Child Protective Services Dropped from enrollment on 10 th Day

Unexcused Absences & Excused Absences resulting in more than 10 Days will be handled as described below:

2 Days Total – Unexcused	Phone Call from Registrar.
3 Days Total – Unexcused	Home Visit by Parent Liaison with documentation.
5 Days Total - Unexcused & Excused	Home Visit by Parent Liaison with documentation for Parent/Teacher Conference. Contract to Improve Attendance.
10 Days Plus Total – Unexcused & Excused	Referral to Hopi Child Protective Services More than ten (10) days absence may result in retention, non- promotion or possibility of suspension of the student.

Student Check Out

A student can be checked out ONLY by parent/guardian or by authorized persons listed on the Student Check Out form. NO EXCEPTIONS! *This is to ensure your child's safety.* Identification may be required and if the individual appears to be intoxicated, the student will not be released. Only the legal guardian can add or delete names to the checkout list in person.

Only, individuals 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 is required.

Report Cards

Report Cards are issued to the students at the end of each nine weeks. Report cards will be marked in a manner to reflect uniform standards. Turn in your report cards at least one day before it is due to go home to the Chief School Administrator to review prior to sending to parents.

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

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

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

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

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.

Primary Grades (K-5th)	
Highly Proficient	High Honor Roll
Proficient	Honor Roll

6th Grade

3.6-4.0

3.0-3.5

High Honor Roll

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).

Communication with Parents

Teachers are encouraged to communicate with the parents of a student who may be struggling academically, or has behavior concerns, and/or needs parental assistance. Make every attempt to send at least one positive note to the parent/guardian for each student on a monthly basis. Documentation is required for all parent contacts.

Parent Teacher Conferences

Parent Teacher Conferences will be scheduled and conducted according to the school calendar. Additional conferences can be scheduled on an as needed basis. A signed copy of parents/guardians who attend the conference is to be turned into the Chief School Administrator Assistant. Conferences can be scheduled on line, phone calls or in person.

Retention

The 1st grading period is the time for teachers to inform the parents/guardians of students who are experiencing difficulty with learning or behavior. Work with the parents to assist the student with attaining expected achievement levels. The teacher is to document meetings and provide the CSA with a copy and the end of the school year.

Second grading period is the time parent/guardians of students who continue to achieve below expectations are required to meet with the teacher. A copy of the letter for a parent meeting is to be turned into the CSA. The teacher and parents will discuss a plan of action to assist the student. **At this stage, a packet to the Child Study Team should be submitted.**

By the end of the 3rd 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.

Special Area Classes

Students are not to be denied any special area class to complete regular school work. These special area classes are considered part of the curriculum.

Child Study Team

A Child Study Team consists of the CSA, teachers, teacher assistants, and other faculty members. The team leader is a teacher. The Team will review all referrals made by teachers and provide alternate strategies/methods before a recommendation can be forwarded to the special education department.

IDEA

Special education services are provided to students who qualify. Services are provided using the least restrictive placement in both a pull out and inclusion model.

Suspected Child Abuse/Neglect (SCAN)

Public Law 101-630 requires any person identified as a Mandatory reporter who knows or has a reasonable suspicion that a child has been abused in Indian Country, to report the information to the local protective services agency or local law enforcement agency.

Public Law 101-647 requires that any person who, while in a professional capacity or activity on Federal land or in a federally operated facility, learns of facts that give reason to suspect that a child has suffered an incident of child abuse, shall as soon as possible make a report of the suspected abuse to the agency designated to receive the report.

A Scan Report is to be completed when a mandated reporter, while engaged in a professional capacity or activity, learns of facts that give reason to suspect a child has suffered an incident of child abuse. The Mandated Reporter does not have to prove the suspected child abuse has occurred when making a report, but they are to describe the behavior or physical signs that led them to suspect a child was abused. Persons who make a report of child abuse based upon their reasonable belief and in good faith are immune from civil and criminal liability.

Do not share with other employees. You may speak with the CSA or the person in charge if you have questions.

Student Council

Student Council consist of students in 4th through 6th grade. The sponsors schedule dates and times for student council meetings and elections.

Parent Organization

Teachers are required to make every effort to attend the meetings. Parents have questions and if you are present you are able to answer their questions and concerns.

Chain of Command

All employees are under the direct supervision of the Chief School Administrator or the Chief School Administrator Assistant in the absence of the CSA.

A number of employees are under immediate supervisors. The Chief School Administrator is the overall supervisor and the decision maker of day to day functions and the final step before the Governing Board.

It is expected of the staff to resolve issues at the lowest level possible. If the problem cannot be resolved at the lowest level, it should be referred to the Chief School Administrator. An individual has the right to bring the issue before the Governing Board if they feel the problem was not resolved with the CSA. The Governing Board will make the decision to address the issue or not.

Staff Meetings

A staff meeting is scheduled once a month. The CSA or CSA Assistant or a delegated staff member may call a staff meeting on an as needed basis.

Open Door Policy

The CSA will adhere to an open door policy. However, to insure your voice will be heard, please schedule time with the Administrative Assistant/Human Resource. Staff Meetings are structured in a constructive manner to encourage positive contributions and clear understanding.

Inclement Weather

The Chief School Administrator will determine Indoor Recess. All duty and special area class schedules are to be created by the CSA Assistant and the Lead Teacher.

ALL STAFF MEMBERS ARE REQUIRED TO BE ON TIME FOR DUTY ASSIGNMENTS.

It is your responsibility to find someone to take your duty if you know in advance and call in. Please include duty times and locations in your lesson plan for your substitute.

The name of your duty replacement is to be submitted with your leave request along with your immediate supervisor's signature. Your immediate supervisor's signature is required to ensure they are aware you are requesting for leave. The CSA will approve or deny your leave request.

Description of duties and responsibilities

AM Bus:

Monitor(s) are responsible for meeting buses at designated school drop off point by 7:30 a.m. to ensure students vacate the buses in a safe and responsible manner. Monitor(s) should also ensure students are entering the school building in an orderly and safe fashion. Monitor(s) duty is to conclude after all buses have been vacated.

Recess:

Monitor(s) are responsible for ensuring the safety of all students while they are on the playground and required to have a whistle within their possession while on duty. Monitors are required to walk throughout the entire playground area to ensure rules and safety measures are being followed. If a monitor were to notice a damaged piece of equipment or any situation requiring maintenance personnel (i.e. animal removal), they should complete a maintenance repair/request form located in the main office. During duty, if any type of student injury occurs and the student is sent to the school nurse, monitor(s) must complete a Student Injury Form and route to nurse immediately following the incident. Monitor(s) duty will conclude at the end of recess.

Hall Monitor:

Monitor(s) are responsible for ensuring student safety throughout the common areas of the school as they navigate from the bus to cafeteria and other areas throughout the school. Monitor(s) should be aware of and remind students of physical contact while in line as well as in passing. If a monitor were to notice a damaged piece of equipment or any situation requiring maintenance personnel (i.e. animal removal), they should complete a maintenance repair/request form located in the main office. During duty, if any type of student injury occurs and student is sent to the school nurse, monitor(s) must complete a Student Injury Form and route to nurse immediately following the incident. Monitor(s) duty will conclude after all students have exited the cafeteria and other common areas.

Cafeteria Monitor:

Monitor(s) are responsible for ensuring and creating a safe eating environment for all students, staff and visitors. Monitor(s) will assist in supporting positive behavior from students while in line and seated, assigning seating, helping students with trays if necessary and any other minor incidents that may occur (i.e. mopping up spills). It is recommended that monitor(s) move throughout the cafeteria to ensure all students are practicing good cafeteria behavior and to also attend to any issues that may arise. Monitor(s) duty will conclude after recess monitor has arrived to escort students to the playground or other school common areas.

The first month of school (August) the students will have breakfast and lunch in their classrooms. Recess is to be shared among the grades. Kindergarten & First Grade at the Kindergarten playground. Second & Third grade and fourth thru 6 grade at the regular playground.

Substitute:

The substitute is designated as the on-call person in the case of a staff member not being able to fulfill their assigned duty. The substitute will be the first option to fulfill any duties. If you are requesting leave,

your substituted should be written on your leave slip. If you have duty, please submit your place of duty on your leave request. Calling in sick, please communicate with the person who will replace you for duty.

All Duty Requirements:

- Be prompt to duty and work your assigned area throughout the time you are assigned, being on time ensures everyone will be working an equal amount of time at their assigned duty.
- Report any incidents to the proper person in a timely manner.
- Ensure that students are supervised by a staff member at all times.
- Know all safety procedures including evacuation routes.
- NO CELL PHONES ALLOWED IN YOUR POSSESSION WHILE ON DUTY. Although some messages are of importance, the main priority is ensuring the safety and well-being of students, staff and visitors.
- Have a positive attitude and take each opportunity as a monitor to have positive interactions with students, staff and visitors.

Recess/Playground Staff Guidelines

Playground rules and consequences are in the Student Handbook. Please review the rules daily the first few weeks of school and periodically throughout the school year. Staff are liable and responsible for students at all times so be prompt to duty. Students are never to be left unattended at the playground at any time. Staff members are to monitor students at all times.

If you are unable to cover you duty for any reason, it is your responsibility to find someone to cover your assigned duty. **No child shall be denied recess.**

Staff Conduct with Students

Employees are expected to exercise general supervision over the conduct of students, not only while in the classroom, but also before and after school, and during recess. At all times teachers and other staff members will accord students the dignity and respect that they deserve.

Students are REQUIRED to regard all school employees as individuals who are employed to provide direct or indirect contributions to learning. While students are to have some latitude in making choices for themselves, they shall be REQUIRED to respect the rights of all school employees and other students, and interference with those rights will not be tolerated.

Students shall not have the right to interfere with the efforts of instructional staff members. Nor shall a student have the right to interfere with the motivation to learn or the learning activities and efforts of other students. No student shall have the right to interfere with or disrupt any employee's work activities.

All personnel employed by First Mesa Elementary School are expected to relate to students of the school in a manner that maintains social and moral patterns of behavior consistent with community standards and acceptable professional conduct.

Relationships between staff members and students that include "dating" courtship or romantic involvement" are prohibited. These behaviors deviate from ethical or professional standards and shall be deemed unacceptable and contrary to the expectations of the First Mesa Elementary Governing Board.

Staff/student relationships shall reflect mutual respect between staff members and students and shall support the dignity of the entire professional and educational process.

Violations of the above shall be considered serious and may result in severe disciplinary action.

Lesson Plans

Adequate planning means effective teaching. Teachers are required to plan their lessons by the week. A planning week should extend from Monday to Friday. The classroom teacher is responsible for providing lesson plans clearly written for a substitute teacher if one is required (more information below). These plans should include any duties scheduled for the day. Lesson Plans are due every Friday. Email your lesson plans to the Chief School Administrator Assistant and the Lead Teacher.

Behavior Intervention Technician, Parent Liaison, and Nurse are to submit weekly reports every Friday to the CSA at a.sinquah@fmesschool.com.

Classroom Visitations

Each classroom will be visited by the Chief School Administrator, Chief School Administrator Assistant and the Lead Teacher on a regular basis. If you have a special activity in your room and would like the CSA or the Assistant CSA to observe, notify the Administrative Assistant/Human Resource in the front Office.

This procedure will resume once the safety measures are cleared and COVID numbers are down. Encourage visits by parents to observe or assist with activities. All visitors are required to check in at the Office before coming to your classroom. If you observe a visitor on campus without a VISITOR'S BADGE, ask the individual to check in at the Office immediately. Notify the Office of any individual without a badge.

Substitutes

Leave slips should have the name of your substitute prior to submission. Lesson plans are to be written for a substitute to following: (1) lesson plans, (2) lunch numbers (3) attendance book (4) daily schedule (5) list of students who receive special education services and (6) ample work for all the students. Our goal is to have a day of learning for our students.

Leaving Campus Early

OCCASIONALLY IT IS NECESSARY FOR STAFF MEMBERS TO LEAVE SCHOOL DURING THE SCHOOL DAY, OR BEFORE 4:00 P.M. **Prior approval** is required from the CSA or the person in charge.

Overtime

All overtime is to have **PRIOR approval by the Chief School Administrator**. You will not be paid if proper approval was not presented to the CSA. Certified teachers and exempt staff are not eligible for overtime.

Leave Procedures

All Leave slips must be submitted five (5) days in advance to the Chief School Administrator who will inform your immediate supervisor and lead teacher. The following areas are to be completed before submitting your leave slip to the CSA.

- a. Substitute Coverage
- b. Duty Coverage
- c. RTI Coverage
- d. Date Immediate supervisor was informed

After Leave slips are received, it is your responsibility to inform your immediate supervisor and the lead teacher your Leave was approved. The CSA is solely responsible for approving or denying all leave

requests. The Administrative Assistant/Human Resource will log in your request and return the slip to your employee box.

It is your responsibility to follow up on the status of your leave request. Please do not make an assumption that turning in your leave slip is an automatic approval.

Personal Leave **will be denied three days prior and three days** after a school holiday and **Teacher In-service days**. **All leave requests are to be submitted using the In House fmesschool.com email.**

Payroll

The pay period is bi-weekly. Every other Thursday is the regular payday.

Time Cards

Time cards are the basic source documentation that is used to pay employees, therefore, it is important that time cards are accurate. Each employee is responsible for ensuring the time for clocking in and out is posted on the card. If either is missing or incorrect, it is to be corrected and signed by the CSA immediately. If you leave the building for lunch, you are to clock out and clock back in upon your return.

Time Sheets

Time sheets are created using time card information and are scheduled to be placed in employee boxes Monday by 12 noon. Time sheets are due by 4:00 p.m. the same day. Time sheets are reviewed by the Business Manager and submitted to the CSA for approval.

Pay Dates

Payroll checks, pay stubs and time-sheets are disbursed in the morning by the Administrative Assistant/Human Resource every other Thursday according to the pay schedule. Employee signature is required for your payroll information. Written permission to authorize another individual to pick up an employee's pay information is required.

Payroll Record Changes

Changes to taxes, direct deposits, deduction and any other items are to be submitted to the Business Manager on the same schedule as time-cards to allow time for input.

Supplies and Materials

A budget for supplies and teaching materials will be determined according to the annual budget. Many individual teachers will order for their classrooms. The Lead Teacher will order for the entire grade levels. Careful management is required as funds are limited, supplies and teaching materials should be used conservatively. ALL REQUISITIONS are submitted to the CSA for approval. DO NOT purchase anything without a Requisition. Staff members who purchase first and expect the P.O. to follow will pay for all supplies and may face disciplinary action.

Student desks, work tables, bulletin boards, shelving, cabinets will be ordered as approved by the CSA. Any minor repairs to student furniture, desks, can be completed by our custodial team. Please complete the custodial Work Order Form available in the front office.

Copy paper, student supplies (pencils, folders, erasers, crayons, notebooks, and paints) are also available.

Requisitions

Requisitions will be prepared by the person requesting the purchase of items with number of items and amount for each. The requisition is routed to the CSA. The CSA will approval/disapprove and forward to

the Administrative Assistant/Human Resource for a requisition number and forwarded to the Business Manager. The Business Manager will procure the items.

Payment by Credit Card

Credit Card payments are made by the CSA and Business Manager only. A Credit card must have an accompanying receipt and requisition for all purchases and payments.

Payment by Check

Payment will be made with the following basic payment documentation.

Approved Requisition

Invoice/Receipts

Delivery/Receiving/Packing Slip and signature with date by receiver.

Telephone Usage

Cell phones and other forms of media are not permitted during student instruction time, student testing, staff meetings and assigned duties. Misuse of personal cell phones may result in loss of telephone privileges and or disciplinary action.

Telephone calls or messages received by the Receptionist during scheduled classrooms hours provided to you via fmesschool.com email. Please make a point to review your email during the day. Emergency calls will be delivered immediately.

Internet Policy

The use of the Internet shall be in support of education, research and the educational goals of the School Board. All staff members are required to follow the guidelines and procedures for appropriate use. Each user will be required to sign a user's agreement and complete all required BIE assessments before using the computers.

Keys

Keys are issued to teachers for their classroom. Each teacher is responsible to lock classroom doors at all times if not occupied. It is your responsibility to ensure all doors inside and outside are locked if you are in the building after hours. (Check all doors before you leave the building) Advance permission is required to work after hours and on weekends. All keys are inventoried and must be returned at the conclusion of the school year.

Travel Request

Travel request for over 150 miles and/or overnight is approved by the governing board. A complete Travel Request Form with necessary attachments must be submitted for approval before the first Wednesday of each month and ten (10) days before the travel date. All staff and school board members who cancel non-refundable hotel reservations, airline tickets or registration fees, shall be required to repay the fees. Unpaid travel will be deducted through payroll if necessary.

All travel requests require the TRAVEL/VEHICLE REQUEST FORM AND WORKSHEET. The form is to be completed and submitted to the CSA for School Board approval. School board meetings are the first Wednesday of each month. Items to be completed before turning in your request are as follows;

Estimation of hotel cost.

Resort Fee

Registration Fee

Airline Ticket

Cab or Shuttle Fees

You are responsible for all your travel arrangements. Specifically, hotel reservations are the responsibility of the employee.

Authorization

The CSA is authorized to approve local travel which is 150 miles one way and no overnight. Extended travel (over 150-miles and/or requires an overnight stay) requires FMES Governing Board Approval. The CSA will route the request to the Board for their consideration.

Travel Arrangements

Approved requests are routed to the Business Manager include the following;

A signed Travel Authorization and requisitions for the items included listed in the Travel Request.

Hotel reservations with the total for the duration of the request.

Requisition are routed to the Business Manager who will complete the Registration Fee and check.

Travel Per Diem

After arrangements are made, the traveler will receive a confirmation of the Registration payment and a check including estimated cost for the travel.

Traveler will receive and sign for the check, receive a copy of the registration payment, the original filed by the Business Manager and accounts payable files.

Workshop/Training/Conference Summary

Within five days of returning from the trip, a Workshop/Conference Summary is required. Three or more days, three (3) training Summaries required. Two or less days, only one Summary required. Hotel receipts are to be submitted to the Business Manager.

Guest Speakers

All guests, lecturers, consultants or any type of visitor should be approved by the CSA. Please submit a written request to the CSA at least two weeks prior to the scheduled speaker. All outside speakers must address a unit for learning and their address should be relevant to the curriculum. Teachers are required to remain in their classroom with the guest speaker.

Films, Videos

Only films that are rated "G" are allowed to be shown in classrooms. Any violation of this policy may result in disciplinary action. Teachers are expected to preview all films prior to their use in the classroom. Parental consent must be given in each case prior to student s viewing of any films without a "G" rating. All films are to be documented in your lesson plans.

Accidents – All Staff

Injuries received while on the job are to be reported immediately to the Chief School Administrator or Person in Charge. Injured employees are required to inform the CSA or Person In Charge prior to receiving a medical exam unless the injury requires immediate medical attention. Medical exams are required to be on the same day of the injury or accident. Workers Comp forms are available at the Administrative Assistant/Human Resource office.

No Water or Electricity

In the event the school does not have any water or electricity in the morning before we report to work, it will be a 2 hour delay. Staff should make their way to work 30 minutes before the students arrive at the

school. If the delay is 2 hours for water or heat, we will automatically start on line learning at 9:00 a.m. School will be cancelled if the electricity is off for 2 hours.

Evaluation

Observations and evaluations for teachers are to be scheduled by the Chief School Administrator and Chief School Administrator Assistant. A conference will be scheduled after each observation. The primary purpose of classroom observations is to assist with instruction.

Correspondence

Correspondence from parents/guardians in reference to students will be relayed to the respective teacher immediately and turned into the office.

All incoming correspondence and questions should be directed to the receptionist for log in and routing to appropriate destinations.

All notices and letters are to be signed by the Chief School Administrator or person in charge. Notices should be posted on the appropriate bulletin board. **All notices and letters are to be cleared and signed by the CSA or person in charge.**

Mailboxes

Please check your boxes and emails for messages on a daily basis when you arrive and before you leave campus.

Technology/Electronic

The use of the School's electronic information system is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges and further disciplinary action. The cancellation of this privilege may be appealed through the staff appeal process for reprimands. Any staff member may recommend that the Technology Coordinator deny, revoke or suspend a specific student account. Any supervisor may recommend that the Technology Coordinator deny, revoke or suspend a specific staff member's account. The Technology Coordinator shall, prior to denial, suspend the account, inform the Chief School Administrator of the Technology Coordinator's intended action in writing and may only take such action upon the Chief School Administrator's approval. All FMES employees are expected to read and sign the internet and electronic mail agreement. In addition, all staff members who do not have internet service at home will be issued a Hot Spot.

Social Media Policy

Any of your participation in, communicating, communication pursuant to or interaction with any social media or social networking that adversely affects: your job performance; the performance of fellow School staff; any other persons, companies, groups, or families associated with the School; the students; the School, or otherwise disrupts the operation of the School or adversely affects the School's reputation in the community, shall be grounds for disciplinary action up to and including termination. Inappropriate postings or communication pursuant to social media or social networking of any type, that may include discriminatory remarks, harassment, threats of violence or similar inappropriate or unlawful conduct or postings which may otherwise disrupt

the operation of the School shall likewise not be tolerated and may, in addition to being violations of other School policy related to harassment or discrimination, independently subject you to disciplinary action up to and including termination.

Do not denigrate or insult others including students, staff, administration, board members, government, parents, governmental officials, and other such persons or other Schools. Do not use ethnic slurs, innuendos, obscenities, violent terminology or any other inappropriate content. Do not post inappropriate photos or other communication that may violate the Family Educational Right to Privacy Act (FERPA), other School policies, community norms, decency norms, or contain material related to drugs or alcohol, or sexually or otherwise inappropriate materials. In your communications, represent the School, students and parents you serve in the best light. Respect the privacy and feelings of others. Under no circumstances should offensive comments be made about students, staff, including administrators, board, or the School in general. In addition to this policy, any such negative comments as noted above may also constitute cyber-bullying or other forms of discrimination or harassment under School policies and be grounds for disciplinary action under those policies. Refrain from commenting on or forwarding unsupported information and rumors. Do not post photos or movies of fellow employees, School activities, or students without the permission of the employees and parents of students.

FIRST MESA ELEMENTARY SCHOOL BEHAVIOR MATRIX			
<p>This Behavior Matrix is to be used as a guide. The actual consequence for any infraction will be based upon the unique facts and circumstances of incident, discipline history, 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 rigid rules or regulations, but as a guideline that should be considered with all the above factors in determining the consequences for the specific action.</p> <p>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 the consequences should be implemented or recommended to be implemented in any specific situation. All consequences shall be implemented on a case by case basis.</p>			
INFRACTIONS	CONSEQUENCES	CONSEQUENCES	CONSEQUENCES
LEVEL ONE	First Offense	Second Offense	Third Offense
<ol style="list-style-type: none"> 1. Classroom disruptions 2. Use of profanity 3. Insubordination I (not causing harm or a threat) 4. Possession of electronic devices including, but not limited to, cell phones, music equipment and/or personal game systems. 	<p>*Verbal warning by staff.</p> <p>*Items confiscated.</p> <p>*Confiscated items /electronic devices may be returned to student at the end of the day.</p>	<p>*Parent contact documented.</p> <p>*Items confiscated.</p> <p>*Parent, staff, and student conference may be required.</p> <p>*Parent/guardian will be required to pick up confiscated</p>	<p>Items confiscated.</p> <p>*Conference with parent, student, staff & CSA.</p> <p>*Confiscated items/electronic devices will be held</p>

<p>5. Possession of any other items that do not contribute to a positive, healthy, and safe learning environment at school, at school activities, functions, or events and while being transported to or housed at school related activities, functions or events (not to include items listed under infraction levels 2, 3, and 4).</p>		<p>items/electronic device.</p>	<p>until the end of the semester.</p>
<p>Requirement to complete additional course work, learning modules and/or written assignment; possible consequence for all infractions at all levels.</p>			
<p>LEVEL TWO</p>			
<p>1. Leaving school grounds or online education/distance learning without permission and/or supervision.</p> <p>2. Major school disruptions at school, at school activities, functions or events or while being transported to or housed at school related activities, functions or events or disruptions arising from electronic, telephonic and other types of activity wherever they may occur if there is a nexus to the school, its operations, students or staff.</p> <p>3. Academic dishonesty (e.g., cheating, lying & forgery).</p> <p>4. Vandalism, graffiti & theft.</p> <p>5. Insubordination II (causing harm or a threat).</p> <p>6. Possession, accessing and/or distributing obscene material at school, at school activities, functions or events and while being transported to or housed at school related activities, functions or events or arising from electronic, telephonic and other types of activity wherever they may occur if there is a nexus to the school, its operations, students or staff.</p> <p>7. Verbal abuse/profanity towards a student or staff member.</p> <p>8. Threats, intimidation, bullying & assault without</p>	<p>*Verbal warning by staff.</p> <p>*Written warning and parent notification by staff (Phone call documented).</p> <p>*Conference with student and reporting staff member.</p> <p>*Restitution and/or other form of compensatory measures that FMES deems appropriate.</p>	<p>*Conference with student, parents, staff & CSA.</p> <p>*Refer to counselor or Behavior Intervention Technician.</p> <p>*Restitution and/or other form of compensatory measures that FMES deems appropriate.</p> <p>*Suspension consideration (In School or Out of School).</p>	<p>*Suspension-In School or Out of School.</p> <p>*Written referral & parent notification by staff (NASIS).</p> <p>*Restitution and/or other form of compensatory measures that FMES deems appropriate.</p> <p>*Parent, staff, student & CSA conference required.</p>

physical contact of student or staff.			
Requirement to complete additional course work, learning modules and/or written assignment; possible consequence for all infractions at all levels.			
LEVEL THREE			
<ol style="list-style-type: none"> 1. False fire or other types of alarm or general threat. 2. Physical assault toward a student or staff member regardless of where, when or how it occurs. 3. Sexual harassment of student or staff regardless of where, when or how it occurs. 4. Possession of/use of controlled substances, alcohol, tobacco, paraphernalia & other illegal substances on school campus, at school activities, functions or events and while being transported to or housed at school related activities, functions or events or at other times and places if there is any nexus to school activities. 5. Possession of matches, lighters, fireworks, other igniters or similar devices. 6. Destruction of school property. 7. Violation of Student Behavior Contracts. 	<p>*Written referral and documented parent notification by staff (NASIS).</p> <p>*Parent, staff, student & CSA conference required.</p> <p>Referral to counselor.</p> <p>*In School Suspension (3-5 days).</p> <p>*Restitution and/or other form of compensatory measures that FMES deems appropriate.</p> <p>*Police report</p>	<p>*Parent, student, staff & CSA conference required.</p> <p>*Out of School Suspension by CSA.</p> <p>*Restitution and/or other form of compensatory measures that FMES deems appropriate.</p> <p>*Police report</p>	<p>*Parent, student, staff & CSA conference required.</p> <p>*Police contact</p> <p>*Restitution and/or other form of compensatory measures that FMES deems appropriate.</p> <p>*Possible recommendation by CSA to Governing School Board for long term (10 Days) suspension or expulsion.</p>
Requirement to complete additional course work, learning modules and/or written assignment; possible consequence for all infractions at all levels.			
LEVEL FOUR – Refer to the CSA			
<ol style="list-style-type: none"> 1. Physical assault of a student or staff member resulting in serious bodily harm. 2. Arson 3. Buying, distribution and/or the sale of any controlled substances, alcohol, non-prescription medication, paraphernalia and/or other illegal substances at school, 	<p>*Parent, student, staff & CSA conference required.</p> <p>*Restitution and/or other form of compensatory measures that FMES deems appropriate.</p> <p>*Police report</p> <p>*Long term suspension (10 plus days) or expulsion.</p> <p>*Requirement to complete additional course work, learning modules and/or written assignment; possible consequence for all infractions at all levels.</p>		

<p>at school activities, functions or events and while being transported to or housed at school related activities, functions or events or at other times and places if there is any nexus to school activities.</p> <ol style="list-style-type: none">4. Under the influence of a controlled substance, alcohol, non-prescription medication and/or other illegal substances at school, at school activities, functions or events and while being transported to or housed at school related activities, functions or events or at other times and places if there is any nexus to school activities.5. Possession of a dangerous weapon or instrument at school, at school activities, functions or events and while being transported to or housed at school related activities, functions or events or at other times and places if there is any acts US to school activities.6. Bomb threat regardless of where, when or how it occurs.7. Sexual assault or sexual abuse of student or staff at school, at school activities, functions or events and while being transported to or housed at school related activities, functions or events or at other times and places if there is any nexus to school activities..	
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***Any other conduct or behavior that is detrimental to a positive and safe school environment will be determined by the appropriate staff and may be subject to corrective action per the guidelines of our Behavior Matrix or as determined by the administration.**

Insubordination includes the following:

*** Resistance to or defiance of person(s) in charge.**

***Refusal or failure to obey reasonable instructions from a staff member that is detrimental to a positive and safe school environment.**

*** Any other behavior/actions that results in the actual disruption or stoppage of schoolwork and/or school activities.**

***When restitution is necessary, it shall be the parents/guardians responsibility to ensure that all restitution due to FMES is paid in full and in a timely manner. It will be the school's responsibility to follow-up and contact parents/guardians regarding restitution. Contracts regarding restitution shall be created for the assurance of payment accompanied with a "breach of contract clause" which may result in additional penalties.**

***Any infraction that involves technology equipment belonging to FMES and/or personal electronic devices (PEDs) or using the FMES network shall be addressed utilizing the FMES TECHNOLOGY ACCEPTABLE USE AGREEMENT.**

Requirement to complete additional course work, learning modules and/or written assignment may be imposed for any infraction.

EMERGENCY PROCEDURES

Fire alarm is activated automatically or by first person to notice smoke/fire.

Chief School Administrator, Maintenance, or person in charge.

1. Investigate the cause of the alarm.
2. Coordinate with local authorities.
3. Call Hopi Law Enforcement Service (928) 734-7340

Teachers and Staff

1. Shut off all lights.
2. Close all doors and windows.
3. Take student roll book and color cards to designated assembly area.
4. Lead students safely outside-evacuation plan will be followed.
5. Account for all students & maintain order of all students.
6. Hold up color card to account for students.
7. Remain with students until either picked up by a parent/guardian, transported home by bus or return to classroom.

Students

1. Follow your teacher's instruction.
2. Line up in orderly fashion and walk out of the building.
3. Remain in safe areas until teacher gives you additional instructions.

DISASTER

Warning will be given by school intercom or by a runner.

Chief School Administrator, Maintenance, or person in charge.

Announce warning using intercom.

Coordinate evacuation (if time Permits)

Coordinate with local authorities

Direct Food Service personnel to inventory and ration food for extended stay.

Direct custodial staff to provide safe drinking water and toilet facilities.

Teachers and Staff

Close all doors and windows.

Classes will remain in their rooms during lockdown.

Stay away from windows and take cover as you would for earthquake drill until an “all clear” is given.

Place your cards in view on window.

Maintain control of classes and account for all students during the period of designated protective shelter for each building.

If and when the building is being evacuated, maintain order during the period of release to parents or responsible adult.

Students

Follow the teacher’s instructions

Classes are to remain in their designate classroom areas.

DO NOT look out the windows or stand by the window areas.

Curl up into a ball covering your face with arms and hands.

If time permits, all students will return home by bus or parent pick up.

BOMB THREAT

Person who takes the initial call.

1. Notify the Chief School Administrator or the person in charge.
2. Talk to no other individual unless instructed by the person in charge.
3. Leave the phone off the hook. **DO NOT HANG UP!**
4. Use appendix (a) Bomb Threat form to help with answers for authorities.
5. Do not activate fire alarm, silence all hand held or mobile radio traffic.
6. **TURN OFF ALL RADIOS!**

Administration

1. Immediately send a message to every classroom to inform the teachers to evacuate immediately.
2. Notify Hopi Law Enforcement Service (928) 734-7340
3. Follow the authorities’ consultation, to dismiss school or wait until the search is completed.
4. The Chief School Administrator and office personnel are to be on stand-by alert to assist law enforcement officials.

Teachers

1. Make a visual check of classroom.
2. Take roll book to assembly area.

3. Escort students safely outside.
4. Close all windows and leave doors unlocked.
5. Take roll and account for all students.
6. Show you color card to the person in charge.
7. Maintain order of students.
8. Chief School Administration or Safety Officer will be responsible for the implementation of procedures for staff.
9. Teachers are to remain in the designated area with students until Chief School Administrator has cleared them to return.

Students

1. Follow all of the teachers' instructions.
2. Remain calm and orderly.

GAS LEAK/CHEMICAL SPILL

Warning will be given by school intercom or by a runner.

Chief School Administrator, Maintenance, or person in charge.

1. Investigate the cause of the alarm.
2. Coordinate with local authorities.
3. Call Hopi Law Enforcement Service (928) 734-7340

Teachers and Staff

1. Shut off all lights.
2. Close all doors and windows.
3. Take student roll book and color cards to designated assembly area.
4. Lead students safely outside-evacuation plan will be followed.
5. Account for all students & maintain order of all students.
6. Hold up color card to account for students.
7. Remain with students until either picked up by a parent/guardian, transported home by bus or return to classroom.

Students

1. Follow teacher/staff member's instruction.
2. Line up in orderly fashion and walk out of the building.
3. Remain in safe areas until teacher gives you additional instructions.

VIOLENT INTRUDER IN THE BUILDING

Violent Intruder in the Building is used to describe:

1. Intruder (s)
2. Violent Student or Staff Member
3. Hostage – Taking

If a violent or potentially violent situation develops, teachers and staff will be instructed to do one of the following by the Chief School Administrator or person in charge:

1. Lock Down
2. Assess the situation
3. Alert Security
4. Call Hopi Law Enforcement Service (928) 734-7340

BAD WEATHER

Warning will be given by school intercom or a runner will be sent to each classroom.

High Winds/Tornado

All staff and students will go to the nearest interior hallway.
Teachers are to account for students by show of color cards.

Flooding/Snow Storm

In the event roads may be closed and the school is unable to provide transportation home, students may be accommodated in the cafeteria.
Conduct school as usual until directed by the Chief School Administrator.

Power Outage/Utility Problems

Chief School Administrator will communicate with the proper utility authorities and make a decision to dismiss school or not.

CHILD ABDUCTION

Upon being informed of a Child Abduction;

1. Notify the Chief School Administrator or person in charge.
2. Chief School Administrator or person in charge will call for police.
3. An incident recorder will start recording all information.
 - a. Time it was reported.
 - b. Who reported the incident?
 - c. What happened?
 - d. When the incident occurred?
 - e. Where the incident occurred?

Provide the most current information for the police and investigator on the situation. Check with the front office to see if a photo of the student is available for identification purposes.

In the event that a parent(s) or guardian(s) have a court restraining order in place, check with the office or Chief School Administrator, before releasing the student. The front office and each classroom teacher should have this information on file with individual student information or check out information.

This Handbook is Subject to Revision.
(Sign and return this page to the Administrative Assistant)

Staff Acknowledgement

I have read and understand the instructions and recommendations expressed in the 2022-2023 Staff Handbook. I understand that the Handbook is not all-inclusive and revisions may be made during the school year.

The Policy Manual contains important information about the school. I understand I should consult my supervisor regarding any questions not answered in the Manual.

Since the information, policies, and benefits described in the Staff Handbook and Policy Manual are necessarily subject to change, I acknowledge revisions may occur. All such changes will be communicated through official notices, and I understand revised information may supersede, modify, or eliminate existing policies and or procedures. Only the Board has the ability to adopt any revisions to the policies.

Furthermore, I acknowledge this Handbook and Policy Manual, and the revisions to it are a part of my contract of employment with the school. *I understand it is my responsibility to read and comply with the policies contained in the Policy Manual and any revisions made to it.*

EMPLOYEE'S SIGNATURE

DATE

EMPLOYEE'S NAME (Printed)

EMERGENCY TELEPHONE NUMBERS

Hopi Law Enforcement Services	928-734-7340
Hopi Fire Department	928-734-7340
Hopi Health Care Center	928-737-6000
Child Protective Service (CPS)	928-205-9760
	928-401-7557
Director of CPS Lori Joshwesima	
FMES Chief School Administrator.....	928-675-9088
FMES Facility Manager.....	928-613-1001