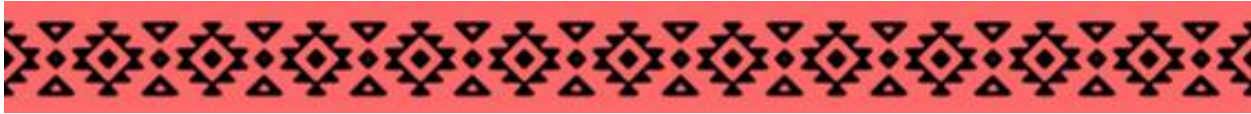


# FIRST MESA ELEMENTARY SCHOOL



## 2023-2024 STUDENT HANDBOOK

*"Building a Ladder to Success"*



*Dear Students and Parents,*

*First Mesa Elementary School welcomes you to the 2023-2024 school year. It is our belief the closer parents are to the education of their children, the greater the impact is on their children's academic, cultural, social, emotional, and physical development. We take to heart the statement, "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 staff is committed to ensure your child receives the educational services that will allow growth and progress. By placing your child in our school, you have made a step to involve yourself in his/her education activities. This commitment requires you as a parent to collaborate with the teachers and attend the parent meetings to ensure we are providing the best educational opportunities for your child to succeed.*

*This Student/Parent Handbook is to familiarize you and your child (ren) with the programs offered at First Mesa Elementary School and the expected behavior.*

*Please read the Handbook with your child. We expect this school year to be an enjoyable, positive, and productive year for your child.*

*Sincerely,  
Alma Siquah,  
Former Chief School Administrator/Principal*

*Concurred by Dianne Lomahaftewa-Albert,  
2023-2024 FMES School Principal*

## Table of Content

I.	Vision/Mission Statement	pg. 5
	A. Objectives	
	B. Student Rights and School Responsibilities	
	1. Student Rights	
	2. School Responsibilities	
	C. Guidelines for Reporting Alleges Child Abuse	
II.	Student Enrollment and Attendance	pg. 9
	A. Student Enrollment	
	B. Student Immunization	
	C. Attendance Policy	
	D. Tardy	
	E. Absences	
	F. Student Check-out	
III.	General Rules and Policies	pg. 12
	A. School Rules-Values and Expectations	
	1. 3 B's	
	B. Playground Rules/Consequences	
	C. Cafeteria Rules/Consequences	
	D. Bus Rules/Consequences	
	1. Bus Guidance	
	2. Bus stop conduct	
	E. Bus Drop off or pick up policy.	
	F. Bus change	
	G. Student Dress code	
	H. Library use	
	I. Holiday & Birthday Celebrations	
IV.	Athletic Polices	PG.16
	A. General rules	
	B. Eligibility procedures	
	C. Spectator Conduct Policy	
	1. Rules of conduct	

- V. Discipline pg. 18  
A. Student Rights  
B. Student Due Process  
C. Short- and Long-Term Suspension  
D. School discipline matrix

- VI. General Report and Policy pg. 23  
A. Report Cards/Conferences/Grades  
B. Honor Roll Criteria  
C. Progress Reports  
D. Homework Policy  
E. Promotion/Retentions  
F. Withdrawals

- VII. Student Safety Policies pg. 26  
A. Visiting Campus Policy  
B. Illness/Injuries  
C. Medication Policy  
D. Lice  
E. Fire Drills  
F. Bomb Threat/Lockdown Drills  
G. Snow Days/Emergencies  
H. Office Telephone Privileges  
I. Siva (Incentive) program  
J. Daily full day schedule  
K. Daily half day schedule/Enrichment full day schedule  
L. Student and parent pledge  
M. FMES daily pledge

**SIGNATURES REQUIRED ON FORMS AND RETURNED BACK TO FMES**

- VIII. Internet use/Technology policy pg. 29  
A. Student internet access agreement form  
B. Parent compact form  
C. Student & parent handbook acknowledgement

# FIRST MESA ELEMENTARY SCHOOL

## SECTION I

### MISSION 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*

**SCHOOL BOARD MEMBERS**

Modonna Huma-Dawasevaya - President  
Gloria Lomayestewa– Vice President  
Mackenzi Navenma - Member  
Sandra Ami – Member  
Ryan Pawesiema - Member

School board meetings are scheduled on the first Wednesday of each month in room 412, School Board Room or other designated location as announced on the board agenda.

Meetings will also be available through zoom with the following link:

<https://us02web.zoom.us/j/84183567263?pwd=b2RXRGN2NzVuUXZGT3JHa2hzclE1dz09>

**FIRST MESA ELEMENTARY SCHOOL ADMINISTRATION**

Dianne Lomahaftewa-Albert, Chief School Administrator  
Nillarita Tso, Administrative Assistant  
Wilma Dengavi, Business Manager  
LyAnn Naha, School Registrar  
Gloria Lomahaftewa, Front Desk Receptionist  
Timothy Sahneyah, Information Technology Manager

**TRANSPORTATION**

Roderick Poneoma, Transportation Supervisor  
Melinda Gonnig, Bus Driver  
Raymond Jim, Bus Driver

**FOOD SERVICE**

Emily Mutz, Food Service Manager  
Deyonna Lomayestewa, Food Service Worker  
Joyce Tenorio, Food Service Worker

**SUPPORT STAFF**

Annalese Nasafotie, School Nurse  
Pamela Namingha, Parent Liaison  
Ronald Lopez Jr., Behavior Intervention Technician

**FACILITIES/MAINTENANCE**

Larson Bahnimptewa, Facilities Manager  
Ernestine Beatty, Custodian  
Wuan Jacket, Custodian  
Raymond Toney - Custodian  
(Vacant) – Quarters/Groundskeeper

### **TEACHING STAFF**

Vell Joshevama-Davis	Kindergarten
Susan Ross	1 <sup>st</sup> Grade
Sonja Dawavendewa	2nd Grade
Lorisa Qumawunu	3rd Grade
April Benoist	4th Grade
Francelia Tom (Interim)	5th Grade
Maria Marticion	6th Grade
Samuel Tenakhongva	Computer Teacher
Rachel Adams-Kuyvaya	K-6 Special Education Teacher
Francelia Tom	Lead/Gifted and Talented Teacher
Shereen Susunkewa	Hopi Lavayi and Culture
Desiree Hawk	Physical Education Technician
Kristen Silas	Library Technician

### **TEACHER ASSISTANTS**

Ruby Starks	Ashleigh Rhodes
David Lalo Jr.	Allison Dedman
Marlena Pawesiema	Angelena Bahe
Genevieve Joseyesva	Jennifer Lomayaktewa
Kayla Lomayestewa	Calvin 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 spokesperson 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/Online 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 (Pas’Nangwa), treat others with dignity (Kyaf’tsi), be professional (Nami’ nangwa) and remember the public is evaluating us.

## **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 academics.
- b. Instill confidence and self-esteem in each student by stressing his/her individual self-worth.
- c. Encouraging pride and respect in everyone'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.
- provide input for the school curriculum where applicable.

### **School Responsibilities**

- Every parent/guardian will receive a copy of the FMES Handbook. The Student-Parent sign-off sheet shall be completed and returned to the school office within ten school days of receipt.
- Students are entitled to have concerns heard and protected from prejudice, unjust and inconsistent treatment.
- Any student who feels he or she is not treated right may report the problem to a teacher, counselor, or principal.
- Disciplinary policies and procedures are for all students



### **Guidelines for Reporting Alleged Child Abuse**

It is mandatory to report all alleged cases of child abuse. **It is 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. **THE INDIAN CHILD PROTECTION AND FAMILY VIOLENCE PROTECTION ACT.** (Public Law 101-630, Title IV, Section 404, reporting Procedures) mandates reporting.

1. The Guidelines apply to employees of 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
6. Affidavit of Temporary Guardianship if applicable

A student may be considered for enrollment if they were expelled from another school only after the Chief School Administrator and the school board review the incident.

#### **STUDENT IMMUNIZATION**

A record of immunizations is required at the time of enrollment. Students who enroll and determined by HIS to have an incomplete immunization record will remain at home until such time IHS verifies that all immunizations are current.

## **ATTENDANCE POLICY**

The Hopi Children's Code states all 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 1<sup>st</sup> - 3<sup>rd</sup> – 810 hours Grades 4<sup>th</sup> - 8<sup>th</sup> – 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 (183) school days in the 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 in the Native American Student Information System (NASIS). Attendance is 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. Only the following can **be excused** (any absence not listed is unexcused):

1. Family emergency. (COVID related-quarantine, positive or testing.)
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.

**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 assignment.

## **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**

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 Shall not apply to COVID related issues unless student is failing.	Home Visit by Parent Liaison to schedule a Parent/Teacher Conference Attendance Contract to Improve Attendance.

## SCHOOL HOURS

Checking your student 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 Positive 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** Shall not apply to COVID related issues unless student is failing.

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 <sup>th</sup> Day

## Unexcused Absences

Shall not apply to COVID related issues unless student is failing.

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 POLICY

A student are 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. If the individual appears to be intoxicated, the student is not released. Only the legal guardian adds or deletes names to the checkout list in person.

Only, individuals listed on the checkout sheet are able to check out a student. A release form is issue 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.

Checking your student out during school hours take away the required instructional minutes for the day. A full day of attendance is 4.75 Academic Hours.

A student may be checked out only by an authorize person 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.

## **SECTION III GENERAL RULES AND POLICIES**

### SCHOOL RULES- Values and Expectatio

1. Listen and respect the speaker and treat others with kindness.
2. Respect everyone's personal space.
3. Report any incident that may cause injury or harm to a student.
4. Use or possession of tobacco products, alcoholic beverages, illegal drugs and/or paraphernalia, weapon, firearm and fireworks on the bus or within the boundaries of FMES is reported to Law Enforcement Services.
5. Take care of the school facilities and its equipment (playground/athletic equipment, desks, etc.) Keep our campus clean and litter free each day.
6. Cell phones, music equipment or personal game systems are not allowed.
7. GUM-CHEWING is discouraged.
8. BULLYING is address as soon as possible. This includes verbal, physical, emotional, cyber, and social abuse to any student or staff.
9. Appropriate hygiene and cleanliness.
10. Listen, respect the speaker, and treat others with kindness.



## *1 am a First Mesa Elementary School Indian*

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 them and other students.
  - Student and Parent Pledge:
- Daily Pledge: Be SAFE, BE RESPONSIBLE, BE RESPECTFUL

### **PLAYGROUND RULES**

1. Safety First!
2. Listen to staff on duty.
3. Stay within the fenced boundaries of our school.
4. Use equipment safely and correctly.
5. Give everyone a chance to play and show good sportsmanship.

### **CAFETERIA**

Breakfast is served to all students starting at 7:30 a.m. to 8:00 a.m. Lunch starts at 11:30 a.m. (K thru 6). Half-day lunch is at 11:45 a.m. for all grades.

### **Cafeteria RULES**

1. Listen to the staff on duty.
2. Walk and stand in line quietly.
3. Keep all your food on your plate.
4. Use equipment safely and correctly.

### **BUS RULES**

1. The bus driver has complete authority on the bus.
2. Listen to the staff on the bus.
3. Be kind and show respect for the driver and other students.
4. Bullying is not tolerated.
5. Remain seated and keep all body parts inside the bus at all times.
6. Use indoor voices.
7. Do not throw things in or outside the bus.
8. Keep aisles clear of your feet and backpacks.
9. No eating and drinking; keep the bus clean.
10. Stay behind the white line.
11. No glass and personal sports equipment (basketballs, footballs, etc.) on the bus.

## **BUS GUIDANCE**

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**

Students should arrive at the bus stop five minutes before the scheduled bus arrival time. Parents and Guardians are strongly encouraged to accompany their younger students to and from the bus stop.

1. Students are expected to respect people and property both on the bus and around the bus stop.
2. Students may board or exit only at assigned FMES bus stops. If a student should miss the bus,
3. it is advised that a parent/guardian take him/her to the next designated bus stop or directly to the school.
4. Students are to stand 10 feet from the approaching bus, and wait for the bus to make a complete stop.
5. Once the bus driver has given the signal to begin loading the bus students are expected to load or unload in an orderly manner.
6. Always cross in front of the bus. Failure to cross in front of the bus could result in an accident or injury.
7. Students dropped off by private vehicles **MUST** be escorted into the building.

## **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 is 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 is reported to the principal.

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.

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.

## **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 must be 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.

### **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 is permitted. No open, mid-riff, sheer without under shirt, and/or low-cut blouses/shirts and high-rise short cuts shall be worn. Dress appropriately for weather conditions.

### **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.

### **Holiday & Birthday 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, and to adhere to the designated time allotted for parties.

## **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 (1<sup>st</sup> grade 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 is 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 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 excuse 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 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 student's 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.

\*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**

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

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

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.

If a student faces possible suspension or expulsion, the appropriate due process procedure will be implemented. The following provides students and parents with an overview on behaviors that may result in Suspension or Expulsion:

- Violation of Federal, State, or Tribal Laws.
- Refusal to attend classes regularly and to follow the rules and regulations of the school.
- Willful destruction or damaging of school property.
- Breaking the rules that endanger the health and safety of staff and students.
- Possession and use of alcoholic beverage, tobacco or drugs taken for non-medical purposes.
- Verbal, physical, emotional, cyber and social abuse to any student or staff.

**SHORT TERM SUSPENSION** – A short term 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-term 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 will decide that a short-term 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.

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 at least five (5) working days prior to the hearing.

## FIRST MESA ELEMENTARY SCHOOL BEHAVIOR MATRIX

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.

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.**

INFRACTIONS	CONSEQUENCES	CONSEQUENCES	CONSEQUENCES
LEVEL ONE	First Offense	Second Offense	Third Offense
<ul style="list-style-type: none"> <li>• Classroom disruptions</li> <li>• Use of profanity</li> <li>• Insubordination I (not causing physical harm or a threat)</li> <li>• Possession of electronic devices including, but not limited to, cell phones, music equipment and/or personal game systems.</li> <li>• 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).</li> </ul>	<ul style="list-style-type: none"> <li>*Verbal warning by staff.</li> <li>*Items confiscated.</li> <li>*Confiscated items /electronic devices may be returned to student at the end of the day.</li> </ul>	<ul style="list-style-type: none"> <li>*Parent contact documented.</li> <li>*Items confiscated.</li> <li>*Parent, staff, and student conference may be required.</li> <li>*Parent/guardian will be required to pick up confiscated items/electronic device.</li> </ul>	<ul style="list-style-type: none"> <li>Items confiscated.</li> <li>*Conference with parent, student, staff &amp; CSA.</li> <li>*Confiscated items/electronic devices will be held until the end of the semester.</li> </ul>
<b>Requirement to complete additional course work, learning modules and/or written assignment; possible consequence for all infractions at all level</b>			
LEVEL TWO			
<ul style="list-style-type: none"> <li>• Leaving school grounds or online education/distance learning without permission and/or supervision.</li> <li>• Major school disruptions at school, at school activities, functions or events or while being transported to or housed at school related</li> </ul>	<ul style="list-style-type: none"> <li>*Verbal warning by staff.</li> <li>*Written warning and parent notification by staff (Phone call documented).</li> </ul>	<ul style="list-style-type: none"> <li>*Conference with student, parents, staff &amp; CSA.</li> <li>*Refer to counselor or Behavior Intervention Technician.</li> </ul>	<ul style="list-style-type: none"> <li>*Suspension-In School or Out of School.</li> <li>*Written referral &amp; parent notification by staff (NASIS).</li> </ul>

<p>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> <ul style="list-style-type: none"> <li>• Academic dishonesty (e.g., cheating, lying &amp; forgery).</li> <li>• Vandalism, graffiti &amp; theft.</li> <li>• Insubordination II (causing harm or a threat).</li> <li>• 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.</li> <li>• Verbal abuse/profanity towards a student or staff member.</li> <li>• Threats, intimidation, bullying &amp; assault without physical contact of student or staff.</li> </ul>	<p>*Conference with student and reporting staff member. *Restitution and/or other forms of compensatory measures that FMES deems appropriate.</p>	<p>*Restitution and/or other forms of compensatory measures that FMES deems appropriate. *Suspension consideration (In-School or Out of School).</p>	<p>*Restitution and/or other form of compensatory measures that FMES deems appropriate. *Parent, staff, student &amp; CSA conference required.</p>
---	---	--	--

**Requirement to complete additional course work, learning modules and/or written assignment, possible consequence for all infractions at all levels.**

**LEVEL THREE**

<ul style="list-style-type: none"> <li>• False fire or other types of alarm or general threat.</li> <li>• Physical assault toward a student or staff member regardless of where, when, or how it occurs.</li> <li>• Sexual harassment of student or staff regardless of where, when, or how it occurs.</li> <li>• Possession of/use of controlled substances, alcohol, tobacco, paraphernalia &amp; other illegal substances on school campus, at school activities, functions or events and while being transported</li> </ul>	<p>*Written referral and documented parent notification by staff (NASIS). *Parent, staff, student &amp; CSA conference required. Referral to counselor. *In School Suspension (3-5 days).</p>	<p>*Parent, student, staff &amp; CSA conference required. *Out of School Suspension by CSA. *Restitution and/or other form of compensatory measures that FMES deems appropriate. *Police report</p>	<p>*Parent, student, staff &amp; CSA conference required. *Police contact *Restitution and/or other form of compensatory measures that FMES deems appropriate. *Possible recommendation by CSA to</p>
---	---	---	---

<p>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> <ul style="list-style-type: none"> <li>• Possession of matches, lighters, fireworks, other igniters, or similar devices.</li> <li>• Destruction of school property.</li> <li>• Violation of Student Behavior Contracts.</li> </ul>	<p>*Restitution and/or other form of compensatory measures that FMES deems appropriate. *Police report</p>		<p>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"> <li>1. Physical assault of a student or staff member resulting in serious bodily harm.</li> <li>2. Arson</li> <li>3. Buying, distribution and/or the sale of any controlled substances, alcohol, non-prescription medication, paraphernalia 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.</li> <li>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.</li> <li>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.</li> <li>6. Bomb threat regardless of where, when, or how it occurs.</li> <li>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...</li> </ol>	<p>*Parent, student, staff &amp; CSA conference required. *Restitution and/or other form of compensatory measures that FMES deems appropriate. *Police report *Long term suspension (10 plus days) or expulsion. *Requirement to complete additional course work, learning modules and/or written assignment, possible consequence for all infractions at all levels.</p>
---	---

**\*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/guardian's 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.**

## **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.**





## **HOMEWORK POLICY**

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

1. Homework help is not offered at any FMES afterschool activity/program. All homework will need to be completed at home with the guidance and responsibility of the child and parent or family member. *Students will be signed up for tutoring in any or all core subject areas at the teacher's recommendation.*

- a. Homework: practice skills that 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 <sup>nd</sup>	10-30 minutes maximum
3 <sup>rd</sup> -6 <sup>th</sup>	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.*

Parents are encouraged to contact the teacher if they are unclear about how the homework is to be done, and to explain the purpose or its context.

3. 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.

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.

The second grading period requires students who are achieving below expectations 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.

FMES may, at FMES's sole discretion, retain a student with ten (10) consecutive or twenty (20) total days of absences.

## **WITHDRAWALS**

If a student withdraws from school, the parents/guardians must come into the school office to complete the necessary forms. The student's teacher should also be informed of the planned withdrawal 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 every other Wednesday. First Mesa Elementary School also shares your concern for student safety. Therefore, all visitors are required to sign in at the office. Your child will be called to meet you in the front or you may be escorted to your designated areas during school hours.

**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. This procedure will resume once the safety measures are cleared and COVID 19 numbers are down.

### **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/guardian's 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 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.

LICE-FMES takes lice cases seriously. If a student is suspected of having head lice, the FMES nurse will indicate what action needs to be taken. A letter will be sent home indicating school actions. In severe cases, parents will be called for student pick-up immediately.

***NO Staff member maybe administer Medication to student(s).***

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 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. These include, but are not limited to:

- Behavior: Praising People, Courteous, Polite, Helpful
- School: Good Attendance, Turning in Homework, Good Listener, Organized
- Participation: Honor Roll, Perfect Attendance, Sportsmanship, Extra Curricular Activities

## I am a First Mesa Elementary School Indian

In an effort to further unite our school, emphasize the positive behaviors, and help students become proactive with regard to daily issues with themselves and others, First Mesa Elementary School will adhere to the 3-B's:



**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 leader

I accept responsibility and I love the challenge.

## **SECTION VIII**

### INTERNET USE/TECHNOLOGY POLICY

#### **FMES TECHNOLOGY ACCEPTABLE USE AGREEMENT**

The Acceptable User Agreement provides students, families and staff with an understanding of the behaviors expected while using electronic devices belonging to First Mesa Elementary School (FMES) and personal electronic devices (PEDs) using the FMES network. Signing of the Acceptable Use Agreement indicates acceptance of and agreement to adhere to the expectations outlined in this document. Any use of the schools equipment or accessing of the network implies agreement to and acceptance of the conditions outlined in this document.

#### **General Provisions**

- All activities occurring on the FMES network are intended for educational use and are subject to monitoring and retention.
- Access to all online content on the FMES network is subject to compliance with school policies, federal and state regulations, and the Children’s Internet Protection Act (CIPA).
- Attempts to circumvent the network filter are prohibited.
- Passwords are not to be shared with others.
- Users who engage in activities that result in the destruction of, loss of, damage to the school’s equipment may be held financially responsible for the device repair or replacement.
- The school reserves the right to confiscate any electronic devices and to revoke usage privileges for anyone in violation of policies and procedures detailed in and/or in the spirit of the Acceptable Use Agreement.

#### **Device as an Academic Tool**

It is understood that electronic devices are intended for educational use. Additionally, devices must comply with the following:

1. Screensavers, backgrounds and displays must be in alignment with the generally accepted understanding of school appropriate content. Disputes related to determinations of school appropriate content will be resolved by the site level administrator.
2. Any non-school related music, games, or other activities are prohibited during school hours, unless otherwise authorized by a site level authority.
3. Only games and applications which in no way contradict the accepted understanding of school appropriate content are allowed at any time.
4. Overwriting of content will occur during update and maintenance of devices belonging to FMES. FMES makes no guarantee that content will be preserved.
5. All education related content should be saved on school servers, drives, or other appropriate off-device storage.
6. Storage space will be allocated for educationally related use only.
7. FMES technology staff cannot provide support for off-site technical matters, websites and applications not of its creation, or non-school issued equipment.

## **Web 2.0/Social Media Use**

FMES may provide users with access to websites or tools that allow communication, collaboration, sharing and messaging among users.

- Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline.
- Posts, chats, sharing and messaging may be monitored.

## **Cyberbullying**

Cyberbullying is defined as the use of digital technology and electronic communication to deliberately and repeatedly intimidate, harass, embarrass, humiliate, torment, threaten, pick on or intimidate another person to bully, typically by sending messages of a threatening or intimidating nature. Cyberbullying can happen through email, chatrooms, digital classrooms and assignments, through texting, on social media, while gaming, educational apps, online apps, instant messaging, and through photo sharing.

- Engaging in and/or participating in cyberbullying is prohibited.
- Cyberbullying will be subject to disciplinary action.

## **Document and File Storage**

FMES offers both local and cloud storage for the students and employees.

- Cloud storage is intended for the convenience of teachers and students as they store classroom work and other publicly available electronic files.
- Local storage is intended for sensitive documents and files including anything specific to a student or employees personal information.
- Examples of files appropriate to store to the cloud include:
  1. Student work, lesson plans, assignment details.
  2. Class notes, newsletters, school calendars.

Examples of files that should NOT be saved to the cloud storage include but are not limited to:

- Any files containing personally identifying information such as social security numbers, addresses, grades, medical data, or behavioral information.
- Should there be a question as to whether a file is appropriate for cloud storage, contact the Technology Department, or err on the side of caution and save only to the local file server container.

## **Prohibited Uses and Right of Inspection**

FMES reserves the right to examine the contents of the file server, email, computers, and mobile devices used by FMES students or staff. Random audits of all resources owned by FMES will occur and should be expected by all users. Detailed examination of personal electronic devices will occur when there is reason to suspect an activity or material that violates any of the school's code of conduct or the law. The following are explicitly forbidden at all times while using any FMES device, and when using any device while on school property, when representing FMES in any capacity, and/or when attending or participating in a school event.

I acknowledge that the following uses of issued device(s) are strictly prohibited, and I may be held responsible for engaging in and subject to disciplinary action for any of the following:

- Accessing, sending, uploading, or distributing materials that may be deemed illegal, defamatory, abusive, offensive, threatening, pornographic, obscene, or sexually explicit.
- Engaging in illegal activities. Engaging in activities in violation of copyright or trademark laws.
- Taking photos or recording anyone without their express permission.
- Using any recording device in areas assumed to be private such as bathrooms, locker or changing, regardless of intent.
- “Hacking.” Hacking includes malicious use of the FMES network or property with personal devices or with devices belonging to FMES to develop programs or infiltrate a computer or computer systems and/or damage network or device components.
- Attempting to gain unauthorized access to any wireless network, school owned device, or account.

### **Limitation of Liability**

FMES makes no warranties of any kind, express or implied, that the functions or the services provided by or through FMES will be error free or without defect. FMES will not be responsible for any damage users may suffer including, but not limited to, loss of data or interruption of services.

FMES is not responsible for financial obligations arising through the unauthorized use of the system. The FMES website, intranet, and network are to be used for educational purposes only. These resources will contain links to other sites that may be of educational interest to employees and students. FMES is not the author of or otherwise associated with linked sites and is not responsible for the material contained in or obtained by these linked or searched sites.

### **Violations of the Acceptable Use Agreement**

Violations of this Acceptable Use Agreement may have disciplinary repercussions, including but not limited to:

- Suspension of network, technology, or computer privileges (all users)
- Loss of device for a determined period of time (students)
- Notification of parents (students)
- Detention or suspension from school and school-related activities (students)
- Legal action and/or prosecution (all users)
- Financial restitution (all users)
- Confiscation of personal electronic devices.

### **Network Etiquette**

Students and staff are expected to abide by the generally acceptable rules of network etiquette:

- Be polite and use appropriate language. Do not send, or encourage others to send, abusive messages.
- Be brief.
- Strive to use correct spelling and make messages easy to understand.

- Use short and descriptive titles for articles.
- Post only to known groups or persons.
- Respect privacy. Do not reveal any home addresses or personal phone numbers or personally identifiable information.
- Avoid disruptions. Do not use the network in any way that would disrupt use of the systems by others.
- Report any misuse to the teacher, administration, or system administrator, as is appropriate.
- Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- Abide by all copyright and trademark laws and regulations.
- Do not attempt to harm, modify, add/or destroy software or hardware nor interfere with system security.
- Students/staff will keep logins, passwords and personal data confidential.



FIRST MESA ELEMENTARY SCHOOL  
P.O. BOX 750  
POLACCA, ARIZONA 86042  
PHONE #: (928) 737-2581  
Signature of Agreement

**Student Acknowledgement**

I understand and will abide by the rules stated in the Technology Use Agreement when using all computer and electronic devices and resources owned by FMES. I further understand that violations of the rules stated in the Agreement may result in disciplinary action and my use of the technology resources may be suspended or permanently revoked.

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_  
(Please print)

Date: \_\_\_\_\_ Grade: \_\_\_\_\_ School: First Mesa Elementary School

**Parent or Legal Guardian Acknowledgement:**

As a parent or legal guardian of {print name of student} \_\_\_\_\_,  
I have received, read and agree with the terms of the Technology Acceptable Use Agreement. I understand that this access is designed for educational purposes. I agree and accept full responsibility for supervision if, and when, my child's use of the electronic services is not in a school setting. I hereby give my permission to have my child use the electronic information services.

Parent/Guardian Name: \_\_\_\_\_  
(Please print)

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FMES Tag Number:	Item Description	Device Brand/Model:	Serial Number	Date Issued:

**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 2022-2023 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 \_\_\_\_\_

STUDENT \_\_\_\_\_ GRADE \_\_\_\_\_ DATE \_\_\_\_\_

STUDENT \_\_\_\_\_ GRADE \_\_\_\_\_ DATE \_\_\_\_\_

STUDENT \_\_\_\_\_ GRADE \_\_\_\_\_ DATE \_\_\_\_\_

Teacher (s): \_\_\_\_\_

Teacher (s): \_\_\_\_\_

Teacher (s): \_\_\_\_\_

Teacher (s): \_\_\_\_\_

Teacher (s): \_\_\_\_\_

Teacher (s): \_\_\_\_\_

Teacher (s): \_\_\_\_\_