



# Employee Handbook

**2018**

**2017**



**"Building a Ladder to Success"**

Art by: Jakob Norris-former 6th grade student

July 4 - Independence Day	JULY 2017							JANUARY 2018							1 – New Year's day 3– School resumes 15 – Martin Luther King 18– Winter program 31– Student achievement Night 31-HALF DAY 12:45 ID=20
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
							1		1	2	3	4	5	6	
	2	3	4	5	6	7	8	7	8	9	10	11	12	13	
	9	10	11	12	13	14	15	14	15	16	17	18	19	20	
	16	17	18	19	20	21	22	21	22	23	24	25	26	27	
	23	24	25	26	27	28	29	28	29	30	31				
1– Staff report to work 7– Student's 1 <sup>st</sup> day 10 – Pueblo Revolt 14 to 25 –BOY Assessments 30-HALF DAY 12:45 ID=18	AUGUST 2017							FEBRUARY 2018							7-HALF DAY 12:45 Feb. 19– President's Day Break Day- TBA 2 hr. delay following break day ID=18
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4	5					1	2	3	
	6	7	8	9	10	11	12	4	5	6	7	8	9	10	
	13	14	15	16	17	18	19	11	12	13	14	15	16	17	
	20	21	22	23	24	25	26	18	19	20	21	22	23	24	
	27	28	29	30	31			25	26	27	28				
4 – Labor Day 13-Fall Festival 13-HALF DAY 12:45 ID=20	SEPTEMBER 2017							MARCH 2018							16– End of 3rd Qtr (50) 19 to 23-Spring Break 28 @ 4-7pm-Parent/Teacher Conf. 28-HALF DAY 12:45 29@ 4-7pm-Parent/Teacher Conf. 27-Sports Banquet ID=17
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1	2					1	2	3	
	3	4	5	6	7	8	9	4	5	6	7	8	9	10	
	10	11	12	13	14	15	16	11	12	13	14	15	16	17	
	17	18	19	20	21	22	23	18	19	20	21	22	23	24	
	24	25	26	27	28	29	30	25	26	27	28	29	30	31	
6– End of 1 <sup>st</sup> Qtr. (47) 11 @ 4-7pm-Parent/Teacher Conf. 11-HALF DAY 12:45 12 @ 4-7pm-Parent/Teacher Conf. 18-Native Pageant 20-Make up day or Break day 25-Indian Day 25-HALF DAY 12:45 ID=21	OCTOBER 2017							APRIL 2018							3-AZ Aims Science 4 <sup>th</sup> Grade 16 to 27-AZmerit ID=21
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
	1	2	3	4	5	6	7	1	2	3	4	5	6	7	
	8	9	10	11	12	13	14	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	22	23	24	25	26	27	28	
	29	30	31					29	30						
10 – Veteran's Day Holiday(Obs) 11 – Veteran's Day 23 – Thanksgiving Holiday 22 to 24-Thansgiving break ID=18	NOVEMBER 2017							MAY 2018							16-HALF DAY 12:45 16-Academic Banquet w/data 18– End of 4th Qtr (40) 18– Last day of school 18– 6 <sup>th</sup> gr. promotion 18 – Last day for staff May 28 – Memorial Day ID=14
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
				1	2	3	4			1	2	3	4	5	
	5	6	7	8	9	10	11	6	7	8	9	10	11	12	
	12	13	14	15	16	17	18	13	14	15	16	17	18	19	
	19	20	21	22	23	24	25	20	21	22	23	24	25	26	
	26	27	28	29	30			27	28	29	30	31			
1-HALF DAY 12:45 2-Staff Winter Work Session 19– End of 2 <sup>nd</sup> Qtr.(49) 20 <sup>th</sup> to 3rd-Christmas break 25-Christmas Holiday ID=13 4 to 15-MOY Assessments	DECEMBER 2017							JUNE 2018							Half Days/Prof. Dev 193 Certified Contract days 180 Instructional days 9 Federal/Tribal Holidays 4 Non Instructional days End of Quarter Gov. Board meeting-1 <sup>st</sup> Wed. P.I.E meeting-1 <sup>st</sup> Monday
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1	2						1	2	
	3	4	5	6	7	8	9	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	24	25	26	27	28	29	30	

## Table of Contents

School Year calendar .....	2
Mission and Vision Statement .....	5
Employees of FMES .....	6
Public Relations .....	8
Professional Standards and Expectations .....	8
Teacher code of conduct .....	8
Decisions .....	8
Supervision .....	8
Dress Code .....	9
Security .....	9
Fire drills .....	9
Bomb threats/Lock down drills .....	9
Snow days and emergencies .....	9
Classroom management .....	9
Student discipline .....	9
SIVA program .....	10
Visitors .....	10
Holiday celebrations .....	10
Confidentially .....	10
Escorting students .....	10
Classroom dismissal .....	10
Bus dismissal .....	11
Afterschool cancellation .....	11
Homework .....	11
Injuries .....	11
Medication .....	11
Funds .....	11
Sales at school .....	12
Fieldtrip .....	12
Student withdrawal .....	12
Admission of student .....	12
Recording requirements .....	12
Attendance .....	12
Tardy .....	13
Student checkout .....	14
Report cards .....	14
Honor roll criteria .....	15
Progress reports .....	15
Communication with parents .....	15
Parent teacher conferences .....	15
Retention .....	16
Special area classes .....	16
Child study team .....	16
IDEA .....	16
Suspected child abuse/Neglect (SCAN) .....	16
Student Council .....	16
Parent Organizations .....	17

Chain of command .....	17
Staff meetings.....	17
Open door policy .....	17
Duty assignment.....	17
Description of duties and responsibilities .....	17
Inclement weather .....	18
Recess/Playground staff guidelines.....	18
Staff conduct with students.....	18
Lesson plans.....	19
Classroom visitations .....	19
Substitutes.....	19
Leaving campus early .....	19
Overtime.....	19
Leave procedures .....	20
Payroll.....	20
Supplies and materials .....	20
Telephone usage .....	20
Internet policy .....	20
Keys.....	20
Travel Request.....	20
Workshop/Training summary.....	21
Films/videos .....	21
Accidents-All Staff .....	21
Evaluations .....	21
Newsletters .....	21
Correspondence .....	21
Mailboxes .....	21
Technology/Electronic .....	22
Social Media policy.....	22
Fire evacuation procedure .....	23
Disaster procedure .....	24
Evacuation procedure .....	25
Bomb threat .....	26
Gas leak/Chemical spill procedure .....	27
Lock down procedure.....	28
Active shooter procedure .....	29
Violent intruder in the building procedure .....	30
Child abduction .....	31
Staff Acknowledgement form (submit form for personnel file).....	32
Emergency telephone numbers.....	33

# 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

*Priscilla Pavatea, President*  
*Judy Talawyma, Member*  
*Angeline Joseph, Member*  
*Jeremy Naha, Member*  
*Vacant - Member*

School board meetings are scheduled on the first Wednesday of each month in room 412 or at another designated location as 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 DAY SCHOOL ADMINISTRATION

Alma Siquah- CSA/Principal  
LaRae Humeyestewa- Administrative Assistant  
Sasha Charley- Business Manager  
Dione Naha-School Registrar  
Elayna Collateta-Receptionist  
Gary Elthie-Information Technology Manager  
Shawn Tootsie-Facility/Maintenance Manager

## TRANSPORTATION

Rodrick Poneoma-Transportation Supervisor  
Melinda Gonnig-Bus Driver  
Darrell & Merrian Diaz-Substitute Bus Drivers

## FOOD SERVICE

Emily Mutz, Food Service Manager  
Wilmer Kavena III, Head Cook

## SUPPORT STAFF

Annalese Nasafotie, School Nurse  
Polly Povatah-Masaquaptewa, Parent Liaison  
Stacie Tsingine, Intervention Educator

## Facilities/Maintenance

Mark Talaswaima, Custodian  
Brent Charlie, Temporary Custodian  
Gary Satella, Facility

## TEACHING STAFF

Rachael Talayumtewa	K
Michele Powskey	1
Samantha Antone	2
Mackenzi Navenma	3
Samuel Tenakhongva	4
Rachel Adams-Kuyvaya	5
	6
Emerilita Temonio	K-6 Special Education Teacher
Maria Gallares	K-6 Special Education Teacher
Francelia Tom	Lead Teacher & Gifted and Talented Teacher
Bernita Duwahoyeoma	Hopi Language and Culture
Nicole Tsinigine	Physical Education Teacher/Health Educator
Jennifer Himel	Library Technician
Stacie Tsingine	Intervention Educator
Maybelle Cody McCabe	School Counselor
Alferda Malone	Computer Technician

## TEACHER ASSISTANTS

Angelena Bahe	Crystal Quanimptewa
Joshua Honawa	April Silas
David Lalo Jr.	Allison Dedman
Marlena Huma	Povi Lomayaoma
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 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 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

### Teacher Code of Conduct

Working with children is a very serious matter, we are entrusted by their parents and other state law makers to serve as their care givers and provide for their needs. This is the foundation, which supports our mission, our work and our success. Devotion is a requirement, professionalism and duty to guide and challenge, to lead and direct childhood development cannot be 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 p.m. to 4:00 p.m. All staff members are required to wear a FMES badge during working hours.

Employees are responsible for clocking in and out. It is unacceptable to clock in or out for another employee.

### 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. Teachers are to be prompt in all responsibilities for the student welfare. Please report to you 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. Teachers 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; be professional.

### Dress Code

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

Our appearances do impact student development, please dress professionally. 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 are to be covered as much as possible.** Please create a professional look in all areas, we are professionals and we do have class.

### Security

Lock your classroom if you are not there. 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. 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.

### 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.

### 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 should handle classroom 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 the parents before submitting the referral. IF A STUDENT BECOMES IRRATE OR POSES A DANGER TO HIM/HERSELF OR TO OTHER STUDENTS, CONTACT THE OFFICE IMMEDIATELY.

#### 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.

#### 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

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

#### 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 and 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 remember the confidentiality requirements in our conversations. As professionals, we are to refrain from making negative comments about families, students or school issues. Student issues will not be discussed in public places, email, face book, and texting. Staff who violate confidentiality will be dealt with accordingly. It is a good practice to make corrections in privacy and praise in public.

#### Escorting Students

Teachers or Teacher Assistants must escort the students to and from the lunch line area, P.E., Hopi Language, Library, Computer Lab, Intervention Education and other special events. Teachers must also accompany their students to the buses following dismissal. Teacher Assistants are to remain in the Hopi Language Class to assist the teacher.

A class or individual student shall NOT 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.

#### Bus Dismissal

All buses are to leave on schedule at 3:15 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. If an afterschool activity is cancelled, it is your responsibility to communicate with each parent. Communicate with the Chief School Administrator before cancelling any afterschool activity. 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 not be material which is unfamiliar or which the student may not 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-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.*

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 filling out an accident report before they leave for the day. Do not second guess yourself regarding an injury, send the injured child to the nurse. A majority of the injuries are minor but let the nurse determine the severity. Please inform the Principal/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 by the next business day. 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

Any fundraising projects are to be cleared with the Chief School Administrator **two weeks prior to the activity**. Food and drinks are permitted in the cafeteria area or in the classroom for special supervised activities only. 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 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.**

### Field Trips

Classes may take one educational field trip per year excluding other field trips arranged by the administration. 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. The background checks may take up to 3 months to clear, so plan ahead to avoid last minute changes.

Bus drivers WILL NOT be used as 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 must come in to the school office to complete the necessary forms. The student's teacher should also be informed of the planned withdraw so the student's belongings can be gathered. At this time, textbooks, library books, uniforms and other property of the school should be returned before the child leaves the school. Failure may result in non-release of student records.

### Admission of Student

All students are to enroll through the office. Do not accept a child unless they have a note from the office.

### Evaluation of Students

Formal and/or informal assessments are methods of evaluating to demonstrate mastery. 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, grade books are all legal documents and must be current. These are to be submitted to the principal at the end of the year. Teachers are expected to maintain all student records.

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

### Attendance

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

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

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

#### Tardy

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

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

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

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

#### Absences

If a student is checked out before 12:45 p.m., he/she will be counted absent for the afternoon attendance.

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

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

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

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

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

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

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

#### Student Check Out

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

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

#### 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-2<sup>nd</sup>), AZ Merit (3<sup>rd</sup>-5<sup>th</sup>), and traditional percentile grading (6<sup>th</sup> 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	High Honor Roll
3.0-3.5	Honor Roll

**Progress Reports**

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

**Communication with Parents**

Teachers are encouraged to communicate with the parents of a student who may be struggling academically, or has behavior issues, 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.

### Retention

At the end of the 1<sup>st</sup> grading period, each teacher will share with the parents/guardians the difficulty their child is experiencing and discuss ways to assist the student to attain expected achievement levels in order to be promoted to the next grade level. The teacher will document this meeting and provide the CSA with a copy.

At the end of the 2<sup>nd</sup> grading period students who are achieving below expectations will be required to meet with the teacher. The teacher and parents will discuss actions to assist the students. At this stage, a packet to the Child Study Team is to be submitted.

By the end of the 3<sup>rd</sup> 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. A copy of the formal letter is located in your binder. Provide a copy of the letter to the CSA.

### Special Area Classes

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

No child shall be denied recess.

### 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 reviews all referrals made by teachers and provides 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, must 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 will 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.

### Student Council

Student Council is for 4<sup>th</sup> through 6<sup>th</sup> grade students. A sponsor is to schedule dates and times for student council meetings.



## Parent Organization

Teachers are required to attend at least four meetings.

## Chain of Command

All employees are under the direct supervision of the Chief School Administrator. A number of employees are assigned an immediate supervisor. Check the Chain of Command chart on page 01. 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 for 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 delegated staff member may call a staff meeting on an as needed basis.

## Open Door Policy

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

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

It is your responsibility to find someone to take your duty if you know in advance that you will not be here. Please include duty times and locations in your lesson plans for your substitute, take care to inform your replacement of your duty in advance. The name of your duty replacement is to be submitted with 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 bus in a safe and responsible manner. Monitor(s) should also ensure students are entering school building in an orderly and safe fashion. Monitor(s) duty will 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. It is recommended that monitor(s) float 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 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 playground or other school common area.

**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 a regularly scheduled monitor cannot be able to carry out. If you are to require a substitute, refer to the weekly schedule to identify the substitute, and if they are available to cover your duty include their name on your leave slip prior to submitting. If substitute is not available, contact the front office to identify a staff member who may fill in for you.

**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.
- Refrain from using electronic devices while on duty (i.e. cell phone for texting, messaging etc). 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.

**Inclement Weather**

The Chief School Administrator or person in charge will determine Indoor Recess. Lunch duties will remain the same.

**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 your duty for any reason, it is your responsibility to find someone to cover your assigned duty.

**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 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 in enough detail for a substitute teacher when one is required (more information below). These plans should include any duties scheduled for the day. A Substitute Packet must be submitted to the Principal/CSA prior to leave or an absence. Lesson Plans should be emailed to the Principal on Friday or Monday before 4:00 p.m. at [Alma.Sinquah@bie.edu](mailto:Alma.Sinquah@bie.edu).

#### Classroom Visitations

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

**Text the CSA at 928-675-9088 immediately if you are unable to report to work. Your message should reach the CSA before 7:30 a.m.** A substitute should be able to find the following: (1) lesson plans, (2) lunch numbers (3) attendance book (4) daily schedule (5) which students are to leave for special instruction and (6) ample work for the students. We want students to have a day of learning.

#### 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 to be requested from the Principal/CSA or the person in charge.

#### Overtime

All overtime is to have **PRIOR** approval by the Chief School Administrator. Certified teachers and exempt staff are not eligible for overtime.

### Leave Procedures

Employees requesting leave must fill out the Leave Form five (5) days in advance. Teachers who will need a substitute must inform the Receptionist of their leave request. Personal Leave **will be denied three days prior and three days** preceding a school holiday and **Teacher In-service Wednesdays**.

### Payroll

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

### 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. Team leaders will order for the entire grade levels. Careful management is required as funds are limited, supplies and teaching materials should be used conservatively. ALL PURCHASE ORDERS are submitted to the Business Manager and approved by the Principal/CSA. DO NOT purchase anything without a Purchase Order. 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 Principal/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.

### Telephone Usage

Telephones are for use by staff only. Cell phones are not to be used during instructional time or during your duty assignments.

All telephone messages received by the front office during scheduled classrooms hours are redirected to your voicemail. Emergency calls will be delivered immediately.

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

### 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 for each classroom. Each teacher is responsible for locked 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), All keys are inventoried and must be returned at the conclusion of the school year.

### Travel Request

**Travel request for over 150 miles is approved by the governing board. A complete Travel Request Form with necessary attachments must be submitted for approval and process 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.

### Workshop/Conference Reports

All staff members are required to submit a written report to the CSA. A **workshop/conference summary form is provided with the travel itinerary** upon approval of your request. **A summary sheet for each day is required if a workshops/conferences is three days or more.**

### Guest Speakers

All guests, lecturers, consultants or any type of visitor should be approved by the CSA. Please submit a written request to the Principal 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 Business Manager. Injured employees are required to inform the CSA and Business Manager 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.

### Evaluation

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

### Newsletters

A monthly Newsletter will be published the first Thursday of each month. The purpose is to maintain good communication between home and school. All classes including special areas classes are required to submit a short article monthly. Please turn in all articles to the Parent Liaison for publishing. The newsletter is an excellent opportunity **to create a positive image of our school.**

### 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 in the workroom. **All notices, which circulate through the school, must 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, revocation or suspension of an 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.

### 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, 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.

# FIRE EVACUATION 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 Fire Department (928) 738-2233

**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.



# **EVACUATION PROCEDURES**

## **Upon being informed of an evacuation:**

1. No two way Radios are to be used.
2. No Cell Phones are to be used.
3. No Electronic devices of any type are to be used.

## **All areas of the buildings are to be evacuated.**

1. All instructional staff will proceed to the designated areas with their students, by exiting through the nearest exit, and stay as far away from the building as possible.
2. Teachers are to take attendance books, lesson plans, and other instructional material in order to continue the lesson in progress, if possible.
3. Teachers are responsible for the safety of their students and should account for every student assigned to them.
4. Show your color card to the person in charge.
5. All classes are to remain in their designated area until released by the administrator in charge.
6. The Safety Committee must be prepared to facilitate a search of the buildings as needed.

# 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 Police (928)738-2233.
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 Fire Department (928) 738-2233

## **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.

# **LOCKDOWN PROCEDURES**

1. Upon being informed of **LOCK DOWN**, you will lockdown your classroom with all students inside and wait for further instructions.
2. Upon notification, you will follow all instructions from the Chief School Administrator. If asked to evacuate, teachers are to remain with students at all times. Teachers are to maintain an accurate attendance record of students at all times.
3. Remain with your students in your designated areas and keep your students under safe control.

## **Teachers**

1. Teachers will account for all students in their immediate care.
2. Display color card in window to account for students.
3. Close and Lock classroom doors and windows.
4. Follow complete instructions from the Chief School Administrator.

## **Students**

1. Remain in your classroom.
2. If not in a classroom, report to the nearest designated classroom.
3. If you see a suspicious or threatening stranger, notify the nearest adult or teacher of the situation.
4. DO NOT talk to or leave the school area with any strangers.

# ACTIVE SHOOTER

**Chief School Administrator or person in charge shall initiate the following steps.**

1. Take immediate action to protect students and staff by announcing **“ACTIVE SHOOTER”** over the school intercom system.
2. Chief School Administrator or person in charge shall notify the Hopi Police Department 928-738-2234. Ensure the police dispatcher is clearly advised there is an ACTIVE SHOOTER. Provide the name, location and telephone number of the school. If the CSA has a cell phone, provide the number to the police. The CSA must keep the cell phone on and in his/her possession.
3. Activate the plan for **“LOCKDOWN PROCEDUES”**, instruct students and staff to **DROP FLAT TO THE GROUND**. Stay away from the doors and remain as quiet as possible. All classrooms and office doors should be locked from the inside if possible.
4. Upon the arrival of the police, they will assume jurisdiction over the situation. Be prepared to report as much specific information regarding the event (i.e. number of gunmen, location, and number of injured persons). All persons are to remain in place until they receive instructions from the police.
5. Notify the appropriate Education Line Officer (ELO) and Tribal Officials.

# **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 Police Department 928-738-2233

## **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 2017-2018 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 Tribal Police .....	928-738-2233
Hopi Rangers .....	928-734-7350
Hopi Fire Department .....	928-738-2233
Hopi Emergency Medical service .....	928-7380911
Poison Control Center (Arizona) .....	800-362-0101
Hopi Health Care Center .....	928-737-6000
F.B.I. Flagstaff .....	928-774-0631
CPS .....	928-737-1800
FMES Chief School Administrator.....	928-675-9088
FMES Facility Manager.....	928-613-1001