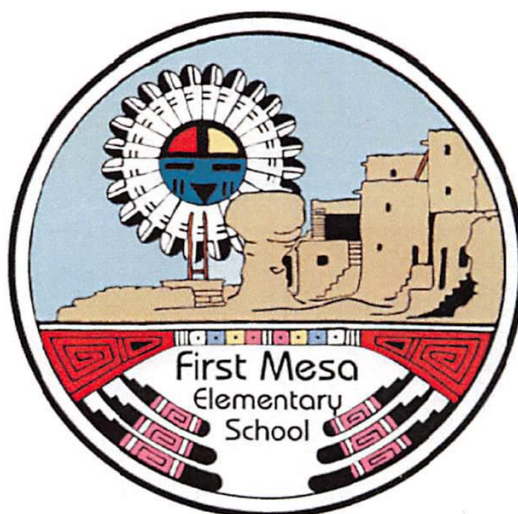


# FIRST MESA ELEMENTARY SCHOOL



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## STUDENT HANDBOOK

*" Building a Ladder to Success "*



*Dear Students and Parents,*

*First Mesa Elementary School welcomes you to the 2019-2020 school years. 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 parent to collaborate with the teachers and to attend the parent meetings to ensure we are providing the education opportunities for your child to succeed.*

*This Student/Parent Handbook is provided 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  
Chief School Administrator*

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# FIRST MESA ELEMENTARY SCHOOL

## SECTION I

### MISSION AND VISION STATEMENT

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



## VISION

*"BUILDING A LADDER TO SUCCESS"*

***First Mesa Elementary School - School Board & Staff*****SCHOOL BOARD MEMBERS**

*Priscilla Pavatea - President*  
*Judy Talawyma – Vice President*  
*Romalita Laban - Member*  
*Keesha Talayumtewa - Member*  
*Anthoney Dukepoo - 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.

**FIRST MESA ELEMENTARY SCHOOL ADMINISTRATION**

*Alma Siquah - CSA/Principal*  
*Nillarita Tso - Administrative Assistant*  
*Wilma Dengavi - Business Manager*  
*Elayna Mahle - School Registrar*  
*Yvette Honanie - Receptionist*  
*Oliver Manygoats - Information Technology Manager*  
*Shawn Tootsie – Quarters Manager*  
*Larson Bahnimptewa – Housing Maintenance Technician*

**TRANSPORTATION**

*Rodrick Poneoma - Transportation Supervisor*  
*Merlinda Gonnies - Bus Driver*  
*Raymond Jim Bus Driver*  
*Darrell Diaz - Substitute Bus Drivers*

**FOOD SERVICE**

*Emily Mutz - Food Service Manager*  
*Clarice Begaye - Food Service Worker*

**SUPPORT STAFF**

*Annalese Nasafotie - Nurse*  
*Trudy Nasetoynewa - Parent Liaison*  
*Jack Harding Jr. – Behavior Intervention Technician*

**FACILITIES/MAINTENANCE**

*Mark Talaswaima - Custodian*  
*Ernestine Beatty - Custodian*  
*Vacant - Facilities*

**TEACHING STAFF**

***Rachel Adams-Kuyvaya, Kindergarten***

***Michelle Powskey, First Grade***

***Lorisa Qumawunu, Second Grade***

***Sonja Dawaventewa, Third Grade***

***Vacant, Fourth Grade***

***Elnora Monongye, Fifth Grade***

***Thurman Tacheenee, Sixth Grade***

***Emerilita Temonio, Special Education***

***Francelia Tom, Lead Teacher & Gifted and Talented***

***Samuel Tenakhongva, Computer Teacher***

***Ruth Kewanimptewa, Hopi Language and Culture Teacher***

***Desiree Hawk, Physical Education Technician***

***April Silas, Library Technician***

***Marlena Huma, Teacher Assistant***

***Calvin Lomayestewa, Teacher Assistant***

***David Lalo, Jr, Teacher Assistant***

***Allison Dedman Teacher Assistant***

***Povi Lomayaoma Teacher Assistant***

***Ruby Starks Teacher Assistant***

***Kristen Silas Teacher Assistant***

***Pamela Namingha, Teacher Assistant***

***Angelina Bahe, Teacher Assistant***

***Jory Qotswisiwma, Teacher Assistant***

## OBJECTIVES

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

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

## STUDENT RIGHTS AND SCHOOL RESPONSIBILITIES

### Every Student has the right to:

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

### School Responsibilities

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



## Guidelines for Reporting Alleged Child Abuse

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

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

## **SECTION II**

### STUDENT ENROLLMENT AND ATTENDANCE

#### STUDENT ENROLLMENT

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

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

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

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

## STUDENT IMMUNIZATION

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

## ATTENDANCE POLICY

In accordance with the Hopi Children's Code, students are required by law to attend school.

The Code of Federal Regulations 39.214 states that a full time program provides the following number of instructional/student hours per the academic school year:

Kindergarten—720 hours

Grades 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 (180) school days set in the school calendar for the academic year. Students are required to be in school a minimum of one hundred sixty (160) days per school year to meet the required instructional hours set forth. Attendance is automatically calculated on the Native American Student Information System (NASIS). Attendance is taken twice a day: after breakfast and after each grade level scheduled lunch periods.

It is the responsibility of the parent/guardian to notify the school as soon as possible if a student will be absent. You may call the Attendance Line at **928-737-0133**.

Written notification by the parent/guardian is required immediately upon his/her return to school.

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

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

**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.

**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.

**TARDY**

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

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

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

**SCHOOL HOURS**

Checking 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** will be handled as described below:

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

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

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

## STUDENT CHECK OUT POLICY

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

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

Checking your student out during school hours take away the required instructional minutes for the day. Students are considered to have a full day of attendance when they have reached 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 Expectations

1. Listen to and respect the speaker and treat others with kindness.
2. Respect each individual'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 will be 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 not permitted.
8. BULLYING is not allowed. This includes verbal, physical, emotional, cyber, and social abuse to any student or staff.
9. Appropriate hygiene and cleanliness.

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

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

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

**BE SAFE**

**BE RESPECTFUL**

**BE RESPONSIBLE**

#### 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). Each Wednesday Half-day lunch is served at 11:45 a.m. for all grades.

**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 will not be 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.) are allowed 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/Guardians are strongly encouraged to accompany their younger students to and from the bus stop.

- a. Students are expected to respect people and property both on the bus and around the bus stop.
- b. Students may board or exit only at assigned FMES bus stops. If a student should miss the bus, it is advised that a parent/guardian take him/her to the next designated bus stop or directly to the school.
- c. Students are to stand 10 feet from the approaching bus, and wait for the bus to make a complete stop. Once the bus driver has given the signal to begin loading the bus students are expected to load or unload in an orderly manner.
- d. Always cross in front of the bus. Failure to cross in front of the bus could result in an accident or injury.
- e. 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 will be referred in writing to the principal a meeting with parents will be scheduled, and possible disciplinary action may occur.

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

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 drugfree lives, healthy relationships and a nurturing supportive community. No member of the FMES community will wear clothing that depicts alcohol, drugs, sexually suggestive or gang related scenes or messages. No gang attire shall be worn. No open, mid-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.

## 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 team building, hard work and self-worth. Developmentally appropriate skill building will also be emphasized.
  3. Student rosters will consist of *eligible* students only. Current HEAL policies will be followed. Students that are deemed *ineligible* at each weekly check will not participate in that week's game; this does not prohibit student from attending practice. The



eligibility policy is provided at the end of this section.

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

## GENERAL RULES

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

## ELIGIBILITY PROCEDURE

1. As stated previously a student must be in good academic standing as determined by the classroom teacher in the core academic subjects (these are math, language and reading to be eligible for interscholastic sports and approved extracurricular activities).
2. Eligibility lists will be given to the coaches and teachers on the Monday of each week. Eligibility in the finals for all sports shall follow the same eligibility guidelines.
3. It is the 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 event and/or members of the H.E.A.L., will be referred to the Chief School Administrator and/or School Board.

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

### **SECTION V**

#### **DISCIPLINE**

#### **STUDENT RIGHTS**

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

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

## DUE PROCESS

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.

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

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

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

# FIRST MESA ELEMENTARY SCHOOL DISCIPLINE MATRIX

This Behavior Matrix is to be used as a guideline. The actual consequence for any infraction will be based upon the unique facts and circumstances of each incident, disciplinary 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 ridged rules or regulations, but as a guideline that should be considered with all of the above factors in determining the consequences for specific action.

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

INFRACTIONS	CONSEQUENCES	CONSEQUENCES	CONSEQUENCES
LEVEL ONE	First Offense	Second Offense	Third Offense
1. Use of profanity 2. Classroom disruptions 3. Cheating/lying/forgery 4. Possession of an electronic device including cell phones, music equipment or personal game systems.	*Verbal warning by staff	*Parent contact documented. *Parent, staff, and student conference may be required	*Confiscated by Staff * Conference with parent, student, staff, & CSA.
LEVEL TWO			
1. Threats, intimidation, bullying, assault without physical contact 2. Leaving school grounds without supervision. 3. Major disruption in school related settings or activities. 4. Accessing, possessing or distributing obscene materials 5. Vandalism, graffiti & theft 6. Verbal abuse, profanity toward a student or staff member.	*Verbal warning by staff *Written warning and parent notification by staff (phone call documented) *Conference with student and reporting staff member	* Conference with student, parents, staff & CSA. *Refer to counselor or Behavior Intervention Educator *Restitution with vandalism, graffiti, and/or theft.	Suspension In School or Out of School. *Written referral & parent notification by staff (NASIS) *Parent, staff, student, & CSA Conference required
LEVEL THREE			
1. False fire or other type of alarm or general threat. 2. Sexual Harassment 3. Physical assault toward a student or staff member 4. Possession/use of controlled substances, alcohol, tobacco, paraphernalia, & other illegal substances. 5. Possession of matches, lighters, other igniters, or similar devices. 6. Violation of Student Behavior Contracts	*Written referral and documented parent notification by staff (NASIS). *Parent, staff, student, & CSA conference required. *Referral to counselor. * In School Suspension 3-5 days. *Police Contact	*Parent , student, staff, & CSA conference required *Out of school suspension by CSA *Police contact	*Parent , student, staff, & CSA conference required *Possible recommendation by CSA to Governing School Board for long-term (10 days) suspension or expulsion

LEVEL FOUR Refer to the CSA	
<ol style="list-style-type: none"> <li>1. Physical assault of a student, teacher or staff member resulting in serious bodily harm</li> <li>2. Arson</li> <li>3. Buying/distribution/passion with intent to sell controlled substances, alcohol, paraphernalia, and other illegal substances</li> <li>4. Possession of a dangerous weapon or instrument.</li> <li>5. Bomb Threat</li> <li>6. Sexual Abuse</li> </ol>	<ul style="list-style-type: none"> <li>*Parent , student, staff, &amp; CSA conference required</li> <li>* Police contact</li> <li>* long term (10 plus days) suspension or expulsion</li> </ul>

## **SECTION VI**

### GENERAL REPORT CARD POLICY

#### **REPORT CARDS/CONFERENCES/GRADES**

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

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

**A. Grading System – Primary Grades (Kindergarten – 2<sup>nd</sup>):**

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

**B. Grading System – Primary Grades (3<sup>rd</sup>– 5<sup>th</sup>):**

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

**C. Grading System – Sixth Grade**

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

**HONOR ROLL CRITERIA**

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

**HONOR ROLL CRITERIA****Primary Grades (K-5th)**

Highly Proficient	High Honor Roll
Proficient	Honor Roll

**6th Grade**

3.6-4.0	High Honor Roll
3.0-3.5	Honor Roll

**PROGRESS REPORTS**

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

**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 his/her parent or family member. *Students will be signed up for tutoring in any or all core subject areas of at the teacher's recommendation.*
  - a. Homework: practice on 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.*
3. Parents are encouraged to contact the teacher if they are unclear about how the homework is to be done, its purpose or its context.
4. If students are absent from school they are entitled to one (1) day for every day missed to make up their assignments. Homework given as makeup should be reviewed with the student and assured that concepts were taught prior to sending work home.
5. Homework, if used in computing an overall grade, can only account for 5% of the student's grade.

## PROMOTION/RETENTION

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

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

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

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

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

## **SECTION VII**

### STUDENT SAFETY POLICIES

#### **VISITING CAMPUS POLICY**

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

**All parents, guests, and visitors must check in at the school office prior to visiting any classroom, etc.** The requirement exists to ensure the safety of the students at First Mesa Elementary School.

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

#### **ILLNESSES AND INJURIES**

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

Only authorized persons (those listed on checkout sheet) may check out students for any purpose. If an accident occurs while on a field trip, the teacher, acting will seek proper medical assistance for your child (ren) and parents will be notified as soon as possible. In the event of an emergency or if the parents/guardians cannot be reached, school official(s) will take the child to the clinic or hospital or will call paramedics to transport. The school must be provided with a telephone number where parents/guardians can be reached or a message can be relayed to them.

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

No staff member may administer medication to students.

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.

### Behavior:

Praise People  
Courteous  
Polite  
Helpful

### School:

Good Attendance  
Turning in Homework  
Good Listener  
Organized

### Participation:

Honor Roll  
Perfect Attendance  
Sports  
Extra-Curricular Activities

### Daily Full/Half/Enrichment Schedules

<b>FMES FULL DAY SCHEDULE-</b>	
<b>7:30-7:50</b>	Recess
<b>7:50-8:10</b>	Breakfast
<b>8:15-9:15</b>	K-1 RTI/Hopi
<b>8:15-9:00</b>	RTI 2-6
<b>9:15-11:30</b>	K-2 ELA Block
<b>9:00-11:45</b>	3- 6 ELA Block
<b>11:30-12:10</b>	K-2 Recess/ Lunch
<b>11:45-12:25</b>	3-6 Recess/ Lunch
<b>12:30-1:15</b>	Specials 3-6
<b>12:15-1:15</b>	K-2 Math Block
<b>1:30-2:00</b>	Specials K-2
<b>1:15-2:15</b>	3-6 Math Block
<b>2:15-3:00</b>	K-6 Enrichment
	K-6 Science/Social Studies
<b>3:00-3:15</b>	Load Busses
<b>3:15PM</b>	Bus Departure

Tue, Wed, Thurs.

on/Fri

### **FMES HALF- DAY SCHEDULE**

<b>7:30-7:50</b>	<b>Recess</b>
<b>7:50-8:10</b>	<b>Breakfast</b>
<b>8:15-9:15</b>	<b>1-HOPI K-RTI</b>
<b>8:15-9:00</b>	<b>RTI 2-6</b>
<b>9:10-10:15</b>	<b>K-6 Reading Block</b>
<b>10:15-11:15</b>	<b>K-6 Math Block</b>
<b>11:15-12:00</b>	<b>ENRICHMENT 1</b>
<b>12:00-12:45</b>	<b>K-6 Lunch</b>
<b>12:45- 1:00</b>	<b>Load Bus</b>
<b>1:00PM</b>	<b>Bus Departure</b>
<b>1:30PM</b>	<b>Staff In-service</b>

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

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

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

**BE SAFE**

**BE RESPECTFUL**

**BE RESPONSIBLE**

### **Student and Parent Pledge**

#### **STUDENT PLEDGE**

I promise to...

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

#### **PARENT PLEDGE**

I promise to...

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



### **FMES DAILY PLEDGE**

Today is going to be a great day.

I thank the Creator for waking me up today.

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

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

I will apply myself daily.

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

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

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

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

I accept responsibility and I love the challenge.

## **SECTION XIII**

### **INTERNET USE/TECHNOLOGY POLICY**

#### **ACCEPTABLE USE POLICY**

Students and Parents:

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

#### **GOALS**

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

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

#### **BELIEFS**

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

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

## **ACCOUNTABILITIES**

The Principal and staff should respond appropriately to:

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

## **CHALLENGES**

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

## **BENEFITS**

- Access to services provided through the Internet will enable First Mesa Elementary School to enhance teaching, learning, and support its staff in carrying out their duties (i.e. addressing the Common Core Standards for Technology).
- The Internet provides both information sources and communications with peers or experts. Information on the Internet is often the most current available.



- Teachers and students can access rich educational and cultural resources (including text, sounds, pictures, and video) that would otherwise be unavailable.
- Students will be able to learn and develop research skills that will enable them to become independent, lifelong learners.

## **RESPONSIBILITIES OF USERS**

### **STUDENTS**

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

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

**FIRST MESA ELEMENTARY SCHOOL**  
**INTERNET ACCESS AGREEMENT**

**STUDENT**

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

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

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

Student's Name: \_\_\_\_\_

Student's Grade and Teacher: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

**PARENT/GUARDIAN**

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

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

Parent/Guardian's Name: \_\_\_\_\_

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

**FIRST MESA ELEMENTARY SCHOOL**  
**PARENT COMPACT FORM**

I AS A PARENT/GUARDIAN WILL BE RESPONSIBLE FOR:

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

**SIGNATURES**

PARENT/GUARDIAN \_\_\_\_\_ DATE \_\_\_\_\_

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

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

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

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

**ACKNOWLEDGEMENT****RECEIPT****FIRST MESA ELEMENTARY SCHOOL****STUDENT & PARENT HANDBOOK**

We \_\_\_\_\_ and \_\_\_\_\_  
(Parent/Guardian Name) (Student Name)

Have received and read a copy of the 2018-2019 First Mesa Elementary School Student Handbook and agree to abide by the policies set forth.

**SIGNATURES**

PARENT/GUARDIAN \_\_\_\_\_ DATE \_\_\_\_\_

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

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

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

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

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