



**ANYA ITPAK  
ELEMENTARY  
SCHOOL**



**PARENT & STUDENT  
HANDBOOK**

**2024-2025**

**The Anya itpak Elementary School  
1665 Roosevelt Avenue  
Mohave Valley, AZ 86440  
928-346-2300 Fax: 928-346-2323**

*We welcome suggestions for handbook improvement from all Anya itpak Elementary School community members. Please give your ideas to the principal for inclusion in future editions.*

**The Mission of the Anya itpak Elementary School  
is:**

**As the sun rises, bringing in a new day, we will develop the strength and knowledge of our Mojave youth to carry on our Mojave culture towards a bright future.**

**Our Vision is:**

**To assure the future of Pipa Aha Macav by developing the skills, Mojave values and attitudes of our youth to the highest degree possible in STEAM (Science, Technology, Engineering, Art, and Math) and communication, guided by Mojave Language and Culture.**

**The following policies** have been adopted by the Anya itpak Elementary School Governing Board with the aim of providing the best possible education in our community to prepare our children for success and harmony in life.

**Policy on Open Enrollment**

The Anya itpak Elementary School is a tribal owned and operated school. This means that the school provides a free elementary education and does not charge any tuition. The Anya itpak Elementary School PK-6 enrollment is open to **tribal members and first descendant children** if there is space. When the number of students who wish to enroll exceeds capacity for a classroom, a waiting list will be established to determine who will be accepted for enrollment. When openings become available, students who have brothers or sisters already enrolled in the Anya itpak Elementary School will be given preference for enrollment when space is available.

## **Pre-Kindergarten Enrollment Policy**

Anya itpak Elementary School provides a high-quality, Montessori-based pre-kindergarten program for 4-year-old children who are either enrolled tribal members or first descendants. Enrollment is available on a first-come, first-served basis, space permitting. Returning students are given priority in the class. When our pre-kindergarten, Montessori program reaches capacity (20 students max), students/families will be placed on a waiting list until space opens to enroll new students.

**Children must be toilet-trained and at least 4-years old by September 1<sup>st</sup> of the new school year to be eligible to enroll.** Students who are not four by September 1<sup>st</sup> but will be four by October 1<sup>st</sup> may be admitted if they have a parent volunteer present to assist in the classroom every day until the child is four years old.

## **Multi-Tier Systems of Support Instructional Approach**

Federal law requires schools, whether public or private, to provide a Multi-Tier System of Support for all students to ensure access to relevant, academically rigorous core instruction. Multi-Tier Systems of Support is where students receive targeted, tiered instruction according to their individual instructional readiness using formative and interim assessment data. Instruction may occur in a whole group setting, small group setting, or in a direct 1:1 personalized learning format, whichever best meet the learning needs of students at that time.

Furthermore, under MTSS teachers design learning experiences and performance tasks that align with the Common Core State Standards and Arizona State Standards, hence, preparing students for the learning expectations they will encounter in the area's junior and senior high schools. MTSS further ensures that all students' academic and developmental needs are appropriately addressed to glean improved academic achievement. To comprehensively implement MTSS while meeting the needs of each student, teachers strategically design learning activities and lessons targeting deficit skills and knowledge gaps.

## **Admissions Process and Policy**

Enrollment requirements are: 1) student must be an enrolled tribal member or first descendant; 2) student's family (parent or guardian) must complete school issued enrollment application that is reviewed by the Principal; 3) once the application is approved, families are contacted by Front Office staff with the enrollment decision to which either an official enrollment data is given or information regarding being placed on the waiting list is rendered. Before submitting one's application for enrollment, please be sure your child's immunizations are current per instructions in the application packet. Applications will not be approved until immunizations are current.

Students wanting to enroll after the class limit is reached will be placed on a waiting list. Exceptions *may* be made for returning students or in cases where there are other students in the family.

## **Class Size Limit and Quality Educators Policy**

Anya is committed to maintaining small class sizes to ensure students' academic and social-emotional learning needs are effectively met. Research shows a correlation between smaller class sizes, student academic and their developmental success. Class sizes at Anya will not exceed 20 students with highly qualified teachers who are certified and licensed, coupled with teaching assistants to better provide targeted, small group instruction to further improve students' academic and learning abilities.

We plan to remain a small school so that all students, teachers, ancillary instructional staff, and other stakeholders build strong, positive relationships with students and their families so that everyone feels connected and valued as a part of our trauma-responsive approach to elementary education.

## **School Safety and the Cultivation of a Fun, Engaging Learning Environment**

The safety of all Anya students and staff are of paramount importance. Therefore, we have procedures and protocols in place that ensure we maintain a safe and secure school as well as a positive school climate. We need our families' help informing our students about the importance of following schoolwide expectations as a means of overall school safety. We also encourage students to inform their teachers and teacher assistant about things they see happening that are wrong. We ask for a commitment from students and family members to support this policy (refer to Commitments, signed as part of the registration process).

## **Culturally Relevant Curriculum**

Mojave language and culture are the cornerstones and primary reason Anya itpak Pre-K and Elementary School exist. To sustain and continuously preserve Mojave culture and language Anya implements a culturally relevant curriculum aligned to the Common Core State Standards (as our students live in both Arizona and California) as Mojave language and culture are integrated throughout core academic subjects. Our students go beyond the classroom to learn about the land, plants, animals, and people in our community. We include field trips as a regular part of our instructional programming.

## **After School Clubs and Programs (2:30-3:30 Mon-Thurs)**

**Sports:** The Anya itpak Elementary School's teams can compete in volleyball, cross-country, basketball, football, and softball. There are no fees charged for sports, but we ask all parents to pitch in as Anya itpak sports supporters and help our teams. Students are required to undergo a medical-sport physical and receive clearance from a licensed medical practitioner prior to any sports club participation.

**Clubs and Academic Challenges:** Clubs and service-learning activities can be scheduled after school. Also, we hope to begin family activity nights. Contact teachers if you would like to coordinate activities or participate.

**After school tutoring, homework assistance, and technology:** After school help is available for students who need assistance keeping up with their studies. We also welcome students who would like to have extra time to work on projects, go further in their studies, or expand their technology skills.

**Creative Arts:** Anya itpak students will explore traditional arts and crafts, beadwork, drawing, painting, mosaics, sculpture, music, drama, expressive movement and dance, photography, video making, and many other art forms. Creative arts are integrated into the academic program as well as being offered after school. We welcome community members who would like to teach or learn together.

## **Extracurricular Activity Eligibility Policy**

The Anya itpak Elementary School encourages all interested students to participate in sports, music, art, and other extracurricular activities. Students may speak to their teacher, coach, or the principal of the school if they have any questions about joining a team or activity.

Our coaches work closely with teachers to ensure that as many students as possible get the benefit of our outstanding sports program. While sports participation takes some time away from the classroom (usually part of one afternoon per week), eligibility requirements have also motivated many students to stay current with their assignments. To make sure that these responsibilities are clear to students, the Anya itpak Elementary School has adopted the following policy:

- Sports practice, extracurricular activities, and homework/tutoring sessions run from 2:30-3:30 M-Th. Competitive meets are held as scheduled by the league for each sport. Also, students may be taken to special events such as tournaments, concerts, or art events. The eligibility policies may apply to all these activities except for tutoring and homework assistance.
- There will be an extracurricular eligibility list for their classes. This applies to activities that are held during the following week, so students and families can plan. Eligibility is based on each teacher's standards for being up to date with class work and homework assignments. Students who are not on the eligible list need to make sure they understand what to do to regain eligibility and talk to their teacher if necessary. At the end of each week, progress reports will be sent home stating whether a student is eligible.

There are two common sense additions to this eligibility requirement:

- If students are absent from school due to illness or any unexcused absence, they will not be allowed to participate in sports that day.
- Students may not participate in extracurricular activities during a time when they are suspended (in or out of school) or working on a restitution project (see Discipline Policy).

## **Anya itpak Sports Supporters**

There are no charges for extracurricular activities except for personal items and

optional tournaments. The school provides uniforms, equipment, coaching, athletic program fees, and transportation. As a small school, however, it is vitally important that families pitch in to support our teams. Here are some things we would like help with:

- Show up and cheer our athletes!
- Assist coaches at practice sessions and meets.
- Chaperones-- female chaperones are especially needed when teams are traveling.
- Provide healthy (non-sugary) snacks and drinks for the kids.
- Get together with other families to put your ideas into action!

## **Community Celebrations**

The Anya itpak Elementary School staff, students and families will participate in several celebrations throughout the year starting with our Back-to-School Bash, Fall Festival, Mojave Days Veterans Day Parade, Thanksgiving Brunch, Easter Brunch, etc.

## **Opportunities Provided for Student Empowerment**

If students have an idea for something they want—or want to change something they do not like—they can make a difference. Talk to school representatives, teachers, or school board members to get involved. We want to give students as much responsibility as they can handle. We are happy to support student and family ideas for making the Anya itpak Elementary School great.

## **Technology**

Anya itpak Elementary School is committed to staying on the leading-edge of current and emerging technologies and supporting students in their use of technology, thus, building 21<sup>st</sup> century digital technology skills. Anya will provide one-to-one technology for every student in our classrooms. Our teachers are trained with the latest techniques for enhancing learning with technology. Each classroom is equipped with SMART Boards to present visually engaging learning content that not only pique the interests of students but hold their attention through instruction. Not only that, but SMART Boards also allow teachers to model instruction to clarify student understanding around learning new concepts and skills.

## **Policy on Parent Involvement**

We recognize our families have choices about where to enroll their children. We work hard to earn and keep your confidence. We know that the school must partner with families for students to reach their potential. We are genuinely eager to meet with families of our students and will do our best to work around your schedule. Family members are encouraged to contact teachers and other staff members any time they have a concern, a need, or an idea for improving the school. You can stop by or call our school Principal at 928-346-2300. Parents who come to the school for meetings or student activities are invited to join us for breakfast or lunch. Family members are invited to join advisory groups and project teams, and to pitch in with school events. School Board meetings are

always open to the public. *This is your school, and we can do much more when <sup>7</sup> we all work together.*

## **Instructional Day Schedule: also see *School Calendar***

- Breakfast is available from 7:30 a.m. to 8:15 a.m. Monday through Friday.
- Classes are held from 7:30 a.m. to 2:30 p.m. Monday through Thursday. Fridays are half-days beginning at 7:30 a.m. through 12:30 p.m.
- Afterschool Clubs run from 2:30 until 3:30 Monday-Thursday including sports, homework/tutoring, art, music, student clubs, and other special programs.
- Lunch breaks are between 11:00 a.m. and 12:00 p.m., at various times for each class (younger students eat earliest).

## **Transportation**

Regular bus routes currently run in the local area near the school, including the Arizona Village and California Village as well as designated areas in Mohave Valley.

## **Transportation Provided by Parents**

We ask parents who bring their own children to arrive no earlier than 7:30 a.m., and to make sure that there is someone at the school to assume responsibility for your child. If students are dropped off later than 8:15 a.m., a parent or guardian must come into the office and sign them in. Those who are picking students up at the school need to come to the office and sign them out. Parents and others who wish to visit classrooms are asked to notify the principal and teacher first stating the reason for the visit; once approved by the principal, the parent or guardian making the request must sign in at the office first on the day of the approved visit.

Unless they are enrolled in an after-school program or have arranged for supervision, students are expected to go home immediately after school, either by bus or family transportation.

## **Attendance**

### **Absences and Tardies**

Per Fort Mojave Tribe Compulsory School Attendance Code all children ages 5-18 years old living on the reservation must attend school. In addition, consistent attendance without any disruptions to students learning during the instructional day is inextricably linked to higher levels of academic performance. Absences are excused only when the school is informed beforehand, or a student brings a note due to a family emergency, sickness, or bereavement. Students with 4 or more unexcused absences will be referred to the School Attendance Review Board for compulsory attendance intervention and other supports that may arise as a result of our findings as a result of the School Attendance Review Board process. Students are tardy when they arrive to school after 8:00 am.

When your child is absent, please call the school before 8:00 a.m. so that we may inform our bus drivers as to expedite the transportation routes more efficiently. There is usually someone at the school by 7:30a.m., and if you need to call before that time, please leave a message and we will get back with you to confirm the absence. Then, if your child does not arrive on the bus, we will assume that either the student will be dropped off or that the student will be absence. If a child is absent and the parent(s) have not reported the absence, parents will be contacted as a follow-up to determine the reason for the absence and maintain records. Furthermore, to maintain accreditation, attendance along with attendance interventions are necessary, again, to ensure a strong, viable academic and instructional program.

When informing the school of your child's absence via letter or note, please be sure to include the reason for the absence such as the illness or doctor's appointments, your child's full name, explaining the absence, and with your signature. Letters and notes should be either typed or handwritten.

## **Tardies**

Students must be present *in class and ready to learn* at 8:15 a.m. per the Fort Mojave Indian Tribe's compulsory school attendance policy. Families who bring a student to school late must accompany the child to the front office and sign him or her in. Late students need to receive an admit slip from the front office before going to their classroom. In cases of excessive unexcused absences or tardiness, students and parents will be asked to meet with the principal to work out a plan for improvement.

## **Dismissal Procedures**

Students are dismissed at 2:30 pm Monday – Thursday unless they participate in an afterschool club (students are dismissed at 3:30 pm), and Friday's at 12:30 pm. The school is responsible for ensuring that students are returned home, or other parent/guardian approved location(s) as designated by parent(s) or guardian(s). If a change in bus transportation is requested, such as someone else picking up your child, or the child being given permission to spend the night at a friend's house, the student must bring a note signed by a parent or guardian and give it to the Front Office. The only other way transportation changes are permitted is if parents or guardians call in the morning and talk to a person who can recognize their voice and followed up with an email to the Front Office staff.

## **Early Dismissal Procedures – Signing Students Out of School**

If a parent wishes to take their child out of school during class time, they must come to the office and sign their child out before removing that child from the classroom. They will be given a slip to be taken to the classroom teacher when picking up their child. Students who are signed out before 1:00 p.m. must be counted absent for that day, so families are asked to make appointments outside of school hours whenever possible.

Only persons listed on the school's emergency contact will be allowed to sign a child out of school. Please remember to keep this contact information updated. A telephone call on the day in question may or may not suffice. If the person answering the phone does not know the caller by voice and cannot confirm who is making the call as a parent or



guardian, a telephone call will not allow us to release your child to a party not listed on the emergency contact list.

## **Students Staying After School**

All students staying after school need to be involved with school activities, or directly supervised by their family members. Unsupervised students will be assigned tasks in an area where they can be monitored, and parents will be contacted.

## **Children Left at School After 5:00 pm – Unsuccessful Parental / Guardian Contact**

When there are no family members at home, students will not be dropped off and left unattended. In such cases, the school's bus driver will return the student(s) to the school in which then, the parent(s) or guardian(s) will be contacted by the front office staff to inform them of the whereabouts of the student(s). Three attempts will be made to parent(s), guardian(s), and other designees identified on the student(s)' contact list before calling either the FMIT Police, Child Protective Services, or the FMIT Social Services Department if the school is unable to reach someone in the student(s)' family to pick them up. This also applies in cases where parents ask that children remain at school and then do not come to pick them up. The school does not ever want to find itself in this situation, so we ask parents to *always* have someone home to receive their student(s) to ensure their overall safety and security when being dropped off from the school bus or passenger van.

## **Meals and Dining**

At Anya, we provide our students friendly, clean, and vibrant atmosphere in which to dine and socialize with their peers, teachers, teacher assistants, and other educational staff. With that, comes the responsibility of making sure that we take pride in the area in which all Anya stakeholders dine, i.e., cleaning up after ourselves by removing and discard unconsumed items from tables and placing them in the appropriate trash receptacle. At Anya, we want to maintain an inviting, clean dining environment enjoyed by all.

In terms of meals and healthy eating, research shows that hunger and malnutrition interfere with academic performance and stifles physical development. At Anya, we are committed to providing for the overall well-being of students including students' physical health and the attainment thereof while they are in our care. Therefore, we provide nutritious, healthful meals including snacks in between breakfast and lunch to ensure that each student does not go hungry and are most likely to eat. We encourage families to support our mission towards providing your student(s) healthy, balanced, nutritious home-cooked style meals in which our food service staff diligently prepare daily. All meals and snacks are free and are provided by Anya itpak Pre-K and Elementary School.

Lastly, we encourage feedback on our meals and snacks for students to help us continuously improve the quality of service and provision of meals/snacks for our students. Any suggestions for menu meal options can be submitted to the Front Office staff to forward to our Food Service Manager for consideration.

## **Student Information and Records**

Student information and records are protected under federal statutes, particularly, the Family Educational Rights and Privacy Act (FERPA). Information and/or copies of a student's record may be requested only by parents, court assigned guardians, tribal social services under which a student might be a ward.

Furthermore, for the sake of consistent communication with our families, especially, it is<sup>10</sup> important that we have complete, current contact information. This includes, if available:

1. Address and home phone number.
2. Cellphone numbers for all parents/guardians.
3. At least one work phone number.
4. E-mail addresses for all parents/guardians.
5. Name and phone number of an additional person to contact in case of an emergency.

*If you move or change your phone number or e-mail address, please inform the Front Office immediately.*

## **Illnesses, Injuries, or Drug/Alcohol Overdose**

Parents are expected to keep children home who are seriously ill or injured. Students who have a fever or who have a contagious illness are required to be kept home and should not get on the bus to come to school until they no longer have a fever or are no longer contagious. If a student comes to school and is determined to have a fever (over 99° degrees) or if the student shows signs of illness that could be contagious, the child's parents will be called to pick up the child. It is in the interest of the health of all students that children who are contagious not be in school where their illness can spread to others.

In the event a student incurs an injury such as a broken leg or another extremity, to the point the injury is severe that it immobilizes the student, the principal will determine whether the student would benefit most from remote learning for a small duration of the injury for the student to heal properly before returning to school. We want to be sure that students with injuries such as broken bones or the like heal and can move about the school without any impediments or structural obstacles. Students on remote learning will remote into the classroom via Zoom while healing from their injuries to receive instruction via their school assigned Chromebook.

Should students incur physical injuries here at the school, the school nurse will immediately inform parents and/or guardians of the nature of the injury, complete an injury/incident report (that goes into students' cumulative file and is recorded within our student information system). If the student incurs an injury that requires immediate medical attention, school nurse or front office staff will contact parents or guardians to inform them of the severity of the injury first and to receive their consent to have paramedics transport student(s) to a local hospital.

Students who have incurred injuries that are not as severe may attend school and will be provided the necessary accommodations per federal statues such as the Americans with Disabilities Act.

If there is a reason to suspect that a student is under the influence of a drug or alcohol, priority will be given to immediate care of the student and the following actions will be taken:

1. The school will attempt to communicate with the student to gather relevant information.
2. The principal or a person designated by the principal, who is also trained in first aid substance abuse counseling will assess the student's condition and institute measures to handle the situation as appropriate.
3. Every attempt will be made to notify the parents and/or guardians to inform them

4. In life threatening situations, an ambulance will be called immediately for such conditions as profuse bleeding, cessation or obstruction of breathing, deep shock, injury with unconsciousness, electric shock, and heart attack. Limited emergency care will be administered until the ambulance arrives.
5. In emergency situations of a less critical nature:
  - Students will be transported by ambulance to the hospital. Examples of this type of emergency are fractures, lacerations requiring sutures, severe sprains, or burns.
  - If the parents/guardian cannot be contacted to accompany the student, school personnel will accompany the student to the clinic or hospital.
  - A Student Accident Report will be submitted to the principal of the school or his/her designee at once in the event of student injury at school. A copy will be sent home for the parent or guardian.

### **Pediculosis (Head Lice) - No Nits Policy**

It is the policy of Anya itpak Elementary School to do what is necessary to protect the health of all students. Therefore, in accordance with state law (A.R.S 62-629), all students with evidence of head lice will be excluded from school until treatment has been administered and students are free of lice and nits. The school can provide information about treatment of this condition, including alternatives to toxic lice-killing shampoos. The principal or designee will make decisions about exclusion and re-admission.

### **Soiled Clothing**

Young children, especially in our pre-kindergarten class may sometimes are known to have occasional toileting accidents, thus soiling ~~soi~~ their clothing. Therefore, parents are asked to send in two pairs of clean pants for teachers to have on hand. The school also keeps some replacement clothing on hand, but the supply is limited, and we cannot guarantee that we will have pants that fit every student. Cases where clothing is not available cause students to be taken home—please make sure your child has extra clothing at school if there is a chance that they will need it.

### **Anya itpak Elementary School Sexual Harassment Policy**

Anya itpak Elementary School prohibits sexual harassment of, or by, any of its students, employees, or visitors. It is our policy that all individuals associated with Anya itpak Elementary School, including but not limited to the School Board, employees, students, and visitors, have a right to work, learn and visit in an environment free of sexual harassment, discrimination based on race, color, religion, sex, age, national origin, disability, sexual orientation, and sexual harassment. Employees, students, and visitors must avoid offensive or inappropriate sexual and/or sexually harassing behavior.

School Board members, employees, students, and visitors have a right and responsibility to report harassment experiences. There will be prompt and equitable resolution of sexual harassment complaints. The school will provide access to any needed information and materials concerning harassment, how to file a complaint and a step-by-step process which will guide those involved, whether they be the accused or the victim.

Verbal or physical sexual advances may include touching, pinching, brushing against, or subtle pressure for sexual activity. This also includes comments on physical characteristics

of a sexual nature and sexually oriented “teasing,” derogatory or pornographic pictures, 12 cartoons, or drawings, double entendres, and jokes. Where these actions are unwelcome, they can become sexual harassment.

Generally, sexual harassment occurs when:

- The behavior is unwelcome and sexual in nature.
- The behavior is ongoing, creating a hostile environment.
- The behavior leaves the victim feeling uncomfortable.
- Submission to or rejection of behavior affects employment, academic status, or benefit.

Reporting procedures:

- Complaints may be verbal or written.
- Students: Report sexual harassment to a teacher, teaching assistant, counselor, or the principal, and to your parents.
- Employees: Report sexual harassment to the principal or his/her designee.
- Do not report the sexual harassment to the alleged harasser but do tell them that you are uncomfortable with their behavior and ask them to stop.

## **Anti-Bullying and Bully Prevention Policy**

Bullying is not tolerated and will be addressed with appropriate behavioral intervention measure up to being placed on remote learning/homebound for an extended period as determined by the principal upon investigation of the reported bullying incident(s). Bullying must be reported immediately to school personnel so that appropriate intervention is made on behalf of the victim(s) and the person(s) bullying.

## **Parent/Guardian Threats of Violence and Use of Profanity Toward Staff and Students**

Anya itpak Pre-K and Elementary School has a zero-tolerance policy regarding making threats towards students and staff including Board of Education members. Threats and violence of any nature will not be tolerated and reported immediately to proper authorities for redress.

Students making threats of violence towards students or staff will be homebound immediately for up to 3 to 5 days as determined by the school’s principal. Along the same lines, if a parent(s)/guardian(s) uses profanity or threatens staff (e.g., yelling and using profanities) of any nature towards student(s) or staff will result in immediate banishment from the school premises and the proper authorities will be contacted to ensure the safety of all students and staff up to having court ordered restraining orders in place. Once ban from school premises, alternative communication methods will be used to continue to inform the parent or guardian of their students’ progress at school. Length of banishment from the school’s premises will be determined by the school’s principal and Board of Education.

## **Internet and Technology Use Policy**

### **Purpose**

The purpose of this policy describes the appropriate use of school provided technology and Internet for students and staff. The integration of Internet and other technologies into the learning experiences of each student is essential to their overall success. A longstanding goal of the Anya itpak Elementary School has been that all students have access to computers for use at school. At the same time, it has been a challenge to keep the

school's computers in good working order. To take advantage of computer privileges, training is offered to students on how to use their assigned Chromebooks, how to use along with associated software applications used during instruction. An Electronic Information Services User Agreement form will be kept on file at the start of each school year for any student or person who utilizes Anya itpak technology. 13

## **Technology Use**

AiES is a 1:1 school in which students are provide their own Chromebook, laptop, or tablet. The purpose of each student having their own Chromebook, laptop, or tablet (whichever is provide at the school's determination) is to provide students equitable access to digital instructional/learning resources with the intent of meaningfully augmenting each student's learning experience. Overarchingly, in accordance with the school's instructional model, technology plays a significant role in the personalization learning, hence, the most current technology will be provided for students and staff for instructional and school operational purposes only.

## **Internet Use**

The Internet allows broad access to digital learning resources to support the personalization of learning. The Internet is to be used exclusively for instructional and school operational purposes. Unauthorized uses of the Internet include but are not limited to any use that: (1) causes harm to others or damage to property; (2) gains or attempts to gain unauthorized access to the School's Internet systems or to any third party's computer system; (3) uses the School's Internet system for commercial purposes; or (4) constitutes criminal or unlawful activities. Inappropriate use of the Internet will result in disciplinary action in accordance with the Behavior Flowchart and Behavior Matrix (for students) and the Fort Mojave Indian Tribe Personnel Policy (for staff) or AiES Employee Handbook.

## **Destruction or Vandalism of Technology**

Students and staff are provided technology and Internet access for the purposes of instruction and school operations. To ensure the proper use and safety of all students and staff the destruction or vandalism of any school issued technology including technological items used in daily instruction will result in corrective action in accordance with Board approved Behavior Flowchart and Behavior Matrix, or the Fort Mojave Indian Tribe Personnel Policy and AiES Employee Handbook. Students caught popping out keys from the keyboards of their assigned Chromebook will receive a call to their parents or guardians regarding the infraction and the family may be required to reimburse the school for the cost to refurbish or repair the Chromebook. And if families refuse to reimburse the school for the cost of the damages, the natural consequence is your students limited use of their assigned Chromebook.

## **Cellphone Usage Policy**

Anya itpak students are not permitted to use their parent/guardian issued cellphones at school. Cellphones often distract students from focusing on instructional activities as well as cause – at times – antisocial behaviors that interfere with the instructional process such as teachers and administrators having to interrupt instruction to resolve conflicts stemming from exchanges over social media platforms. Or, in other cases, students when being redirected by staff might call their parent/guardian using their cellphone to intercept instructional staff calling. If a student(s) is caught using their cellphone anywhere in the school, the cellphone will be confiscated by the teacher, teacher assistant, behavior specialist, school counselor, or principal and a parent/guardian will be called to retrieve the cellphone. The school is not responsible for any lost or stolen cellphones.

State law stipulates that parents are held responsible for theft or damages to public or private property by their children. Students/parents are required to pay for damaged or lost textbooks, library books, computer equipment, and other school property. Teachers will refer students to the office to determine the cost of damaged property and plan for payment or other restitution. Volunteer work at the school may be accepted instead of money due. The Student Council administers a fund that can be used for student rewards if it is not needed to pay for loss, theft, or damage to the school.

### **Anya itpak Elementary School is a Drug-Free School Zone**

The Fort Mojave Indian Tribe maintains a strict policy encouraging the non-use of alcoholic beverages, controlled substances, illegal drugs, and non-ceremonial tobacco within any tribal entity or department. Therefore, this means that all alcoholic beverages, illegal drugs, non-ceremonial tobacco, and controlled substances (unless prescribed by a licensed medical physician and a consent form has been completed for school nurse to administer) are otherwise prohibited in and around the school buildings, playground, parking lot, and entire 10 acre fenced school property including the Wellness Center, or anywhere students on our premises might receive instruction. Appropriate action will be taken to enforce the drug free zone.

### **Dress Code**

In accordance with the FMIT Policy Manual, directors are charged with the authority to prescribe certain reasonable standards of dress for the department/entity they lead. For Anya itpak Pre-K and Elementary School, uniforms (school issued shirts with appropriate pants/shorts) are mandatory for all students Monday through Thursday. On Friday's students may wear school-appropriate shirts or graphic t-shirts with school-appropriate pants.

As students have recess as well as transition from the school to the Wellness Center, it is important that your child has the weather-appropriate apparel, especially during the winter months as they are again, outside for recess and transitioning between the school building and the Wellness Center.

In terms of appropriateness, the following may not be worn:

- Short shorts and revealing tops, halters, crop tops, and clothing that does not cover the midriff, or allows underwear to show, may not be worn.
- Any apparel that has unwelcome commercial messages, profanity, obscene language or symbols, drug and/or alcohol related symbols or gang-related symbols.
- Apparel offensive to other members of the Anya itpak Elementary School community.
- Hats, caps, and beanies are not allowed to be worn in classrooms.
- School uniform tops must be always worn unless the school principal approves otherwise.

When a student is out-of-uniform, the teacher or other school personnel will direct the student to get school shirt from the Front Office. The principal or their designee will make decisions regarding questions of attire that are not clear. Appeals may be made to the Board of Education in cases of disagreement. Lastly, prescribed dress and apparel for spirit weeks during the year to celebrate awareness of an initiative will be determined by the principal of their designee.

## **Mojave Tribal Clothing program**

Uniforms will be distributed annually at the school to all qualified Mojave tribal members and first decedents with census numbers.

## **Prohibited Items**

Items that have safety risks or are likely to disrupt the educational environment are not allowed. Teachers may establish their own classroom procedures, but the following articles are not allowed to be visible or to be used school-wide or on the bus:

- Skateboards or rollerblades
- Any kind of guns, including toy guns
- Gum, candy, or sodas (according to law—refer to Arizona Dept. of Education Foods of Minimal Nutritional Value policy)
- Squirt guns or water balloons (except for organized events with special permission)
- Cell phones must be kept out of sight and used only outside of class.
- iPods, personal cameras, electronic games, or other valuable items, *unless approved by the teacher*. These may have educational value, but also involve risk of theft.
- Large amounts of money, unless needed for special purposes.
- Weapons of any kind
- Other items determined to be a threat to physical or emotional safety, or disruptive to the learning process.

*The school cannot be responsible for damaged or lost articles. Students bringing valuable items (e.g., electronics) do so at their own risk. Weapons, including knives, are not allowed on campus, on buses, or at school events at any time.*

Prohibited valuables will be temporarily confiscated and locked up according to schoolwide rules, and parents will be notified. First time: until the end of the day. Second time: end of week. Third time: end of the school year, or until parents come in for a conference.

Arizona Dept. of Education Foods of Minimal Nutritional Value policy prohibits potato chips, candy, sodas (and other non-juice drinks like Gatorade), and any item with high sugar content. Consequently, we ask that parents not allow students to bring any of these type foods to school. After school parties, special events, and community feasts are not subject to this policy.

Alternative snack foods can be provided in the instance of a food allergy or sensitivity. Please alert the office staff, classroom teachers, and kitchen staff as soon as possible so that precautions can be taken to prevent exposure to foods that your child may be intolerant or allergic to.

## **Restrictions on Software, Videos, etc.**

Videos, computer software and other media used in classrooms must comply with federal regulations and school-wide technology guidelines regarding appropriateness for children.

## **Selling or Trading Personal Items**

Anyapak Pre-K and Elementary School is fiscally supported by the Fort Mojave Indian Tribe. Therefore, not at any time should students, Anyapak staff are allowed to sell or trade

any items unless approved by the principal, Board of Education, or Tribal Council. For example, the sell and purchase of candy grams for approved holiday acknowledgements and celebrations have been allowed in the past to raise funds for promotion ceremony items and student gifts. Selling or trading anything outside the above-mentioned, approved fundraiser, is not allowed. 16

## **School Bus Policy**

Our bus driver and bus aide have the same responsibility for the discipline and general conduct of each child as a teacher has in a classroom. From the time a child boards the bus until she/he reaches school in the morning, and between school and home in the afternoon, the bus driver ~~is in~~ has charge of the well-being of each student riding the bus.

## **School Bus Procedures and Expectations**

- The bus driver has been delegated responsibility for everyone's safety. The bus driver will handle and report behavior issues to the front office and principal immediately so that can be address with the student's parent(s).
- Students are to remain seated and buckled in their seatbelts until the bus driver makes a complete stop in from of their assigned destination on the bus route. and will not stand to disembark until the bus or van comes to a complete stop.
- The bus driver will wait at least 3 minutes for student(s) during our morning pick-up and *following the principles of AhaMakav Way of Life means that students are ready when the bus arrives, so everyone does not have to wait and arrive late to school.* Therefore, make sure your student is at the appropriate pick-up point for timely embarkment.
- Teachers and teacher assistants typically escort students to their respective buses at dismissal. Students are expected to After school, students need to follow procedures and report directly to their school bus or they could be left behind. Teachers/teacher assistants are responsible for releasing the children on time.
- Riders are not to talk loudly or distract the driver.
- Riders are to keep all body parts inside the bus.
- Only open the windows with the driver's permission.
- Do not throw objects at any point on the bus.
- Do not leave any items on the bus. Students may be required to clean up before exiting the bus.
- Do not touch the emergency door, exit controls, or bus safety equipment.
- Large items will be held in student's laps and not be placed in a seat ~~if~~ as this forces other students to stand. If items pose a hazard because of size, it will be the responsibility of the parent to transport these items. No hazardous materials
- At times, the driver may assign seats to certain students. He/she has authority to do so for the general safety of all passengers.
- No glass is allowed on the bus. Bringing food and beverages onto the bus is not permitted unless prior approval is granted.
- Displays of passionate affection are not permitted.
- After getting off at their stop, students are to cross ten feet in front of the bus, never to the rear of the bus.
- Parents/guardians are responsible for intentional destruction on the bus and will be required to make restitution for damage caused by their child.
- *Parents/guardians are responsible for planning for picking up their child if they are not going to be home and need to have a written statement on file at the school indicating a second drop-off point for their child.* We are emphasizing



this policy since the issue of students asking to change their drop-off place has continued to come up. It is important that students are taken reliably where their parents expect them to be. 17

## **Procedure for Behavior Problems during Transportation**

The school, upon the recommendation of the driver, has the authority to take action to correct behavior problems so that the students can be transported safely. The following procedure will be used.

- The driver will report significant behavior problems to the school in writing. The driver will give the child's name, nature of violation and recommendation for action on the school's Incident Report form.
- The school will consider the matter and handle as necessary. In cases where bus safety is at risk, a student may be suspended from riding the bus for one or more days. The parent or legal guardian will be notified of the violation and action taken by the school, and the family will be responsible for finding alternative transportation during the suspension. The school will keep a copy of the discipline report and parent notification report citing the action taken.

## **Behavior Policy**

To fulfill our mission, the Anya itpak School Board recognizes the necessity of maintaining an orderly and harmonious environment in the school. It is the policy of the Anya itpak Pre-K and Elementary School to promote the AhaMakav Way of Life in student behavior. The purpose for Anya's behavior policy is to ensure the overall positive well-being of students, foremost, and staff as the educational process is carried out daily here at the school. Our overarching goal is to ensure students remain in school to fulfill their educational obligations. With that, students are responsible for adhering to school and classroom expectations as established by the Board of Education, school leadership team, and classroom teachers as endorsed by Tribal Council.

The school's behavior policy will be shared with families and students so that everyone is clear as to their roles in maintaining a harmonious learning environment for all students to optimize their abilities to learn while growing academically and socially. Therefore, it is also incumbent upon families to support school leadership, teachers, teacher assistants when teaching prosocial expectations that develop students' character in preparation to participate in other contexts and environments inside/outside the reservation. On the whole, we expect our students to show respect, compassion, truth, honesty, humility, and wisdom in accordance with Aha Makav Way of Life Values. In other words, what this means is that Anya students are:

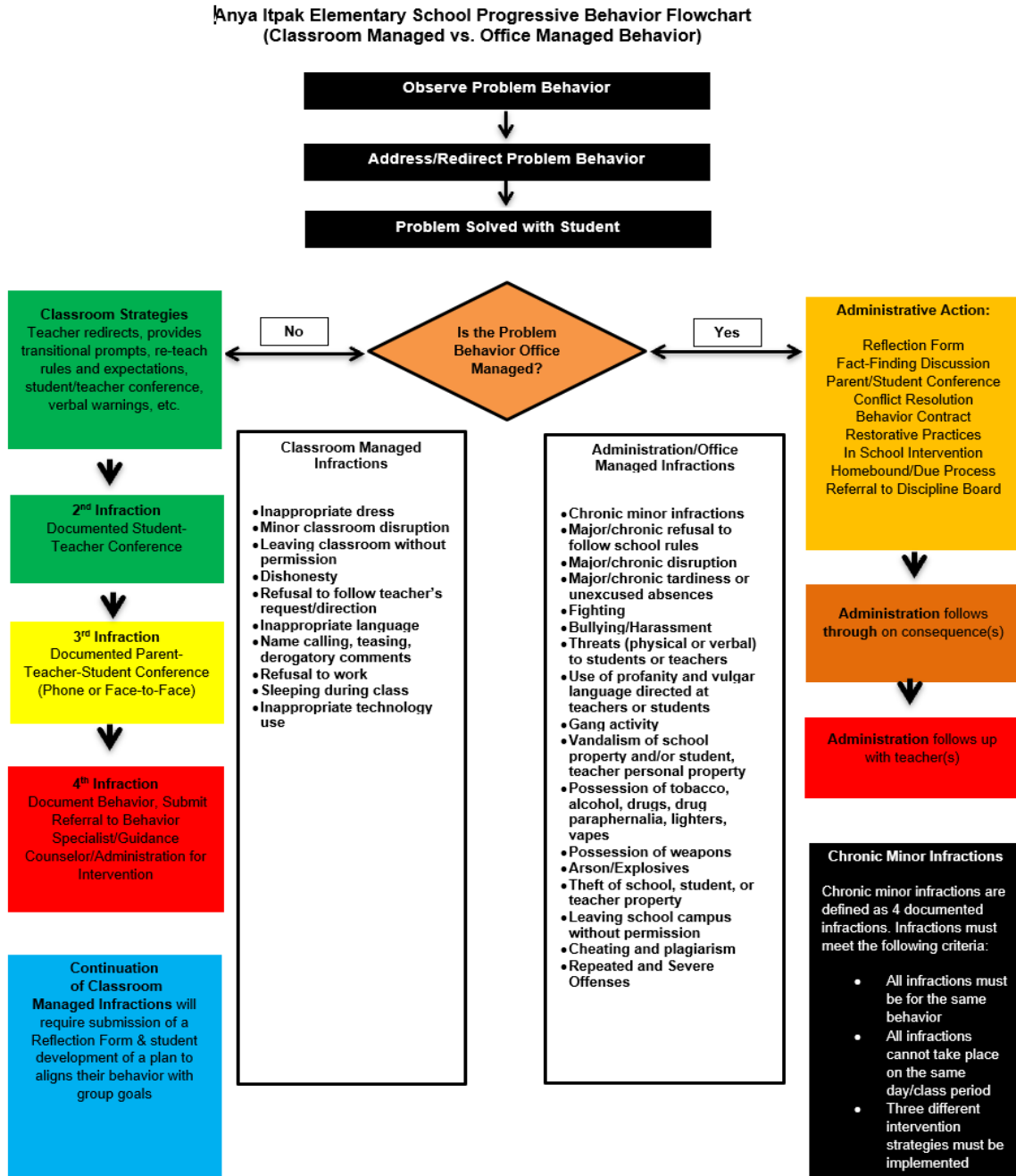
- Respectful to themselves and others, especially their peers and the adults responsible for their development.
- Respectful of their learning and common gathering spaces that include picking up and cleaning the space(s) used for learning and/or dining.
- Attentive to all learning activities inside and outside the classroom and throughout the school environment.
- Listen to understand while reciprocating like behavior when engaged in class discussions on an academic topic or within the context of a social gathering/event.
- Receptive of redirection from school staff and adhere to their feedback in order to improve academically and social-emotionally.
- Avoid infractions as listed within the Anya Itpak Elementary School Progressive Behavior Flowchart.
- Proactive in informing adults of personal or group infractions that will cause disruption to the educational process, especially bullying/intimidation.
- Informing teacher, teacher assistant, or Front Office staff of any infractions that may

cause issues within the learning environment.

- Completing all expected assignments in accordance with schoolwide and classroom expectations.
- Being fully present and on-time from school every day.
- Putting one's best efforts forward to engage in teaching and learning.

**Note:** Disruption by any student that interferes with the learning of other students will not be permitted. Disruption of the learning environment is defined as action(s) or behavior(s) that negatively affects the learning environment or violates the rights of others to focus on their educational activities.

The Board of Education approved a behavior flowchart that outlines responses to infractions that are trauma informed while maximizing students’ instructional time. School leadership and teaching staff will adhere to the prescribe responses to student infractions as outlined in the behavior matrix and flowchart as shown below:



BOE Approved  
September 9, 2021

Steps for addressing student infractions is outlined in classroom strategies and administrative actions boxes. Please refer to those boxes above to understand the process and progress for addressing behavior infractions.

## **Social-Emotional Learning (SEL)**

Social-emotional learning (SEL) is a vital component of our instructional day to reinforce positive life values that include accepting responsibility for one's behaviors/actions, building positive interpersonal relationships, knowing, and following expectations for the groups greater good, as well as exerting one's best efforts when engaging in learning.

Students engage in morning emotional check-ins within their classrooms in which the log into the MooZoom application where they individually enter their emotional status now and then direct to content that matches their current emotional state to learn how to best navigate those emotions. Teacher also follow-up with additional lessons that address the social-emotional needs of students. And if further intervention and teaching is needed, student(s) are then referred to either the school counselor or behavior specialist for targeted, specific SEL interventions.

## **Approaches to Addressing Chronic Behavioral Challenges**

We will do all we can to maintain a safe learning environment for all student and staff. All teachers are responsible for working with students to ensure a safe, caring and productive learning environment. Teachers may have different ways of doing this at different age levels. Positive procedures, natural consequences and clear communication will be part of their strategies. Punishment will be avoided, but time-outs or, in serious cases, homebound will be used as needed to protect everyone's physical and emotional safety, and the rights of all students to learn without disruption. Teachers will help students understand group agreements and commit to living them. All Anya itpak teachers have developed classroom procedures that create cheerful, productive learning environments. They use practice and review, student reflection and cooperative problem solving, counseling, and parent-student-teacher conferences to handle ongoing disruptive patterns. Counseling services are available in cases where teachers, parents and/or students would like help.

For disruptive classroom behavior, the following consequences are most often used:

- Verbal correction from teacher to student
- Name put on the board
- Check next to name
- Time-out in classroom, with Reflection Form (see following pages)
- Send student for time-out in a cooperating classroom, with Reflection Form and assignments
- Send to Principal's office, with Incident Report. In these cases, a copy of the Incident Report will be sent home to parents.
- Repeated incidents will result in a conference with student, teacher, and parents/guardians, where ways to handle the disruptions will be determined.

Certain school-wide procedures apply to all students. The purpose of these is to keep everyone safe from physical and emotional harm, and to create a productive learning environment. ***By enrolling in the school and signing for receipt of this handbook, students and parents affirm that they are committed to these agreements.*** If they do not agree, they are free to suggest improvements to the procedures or choose other schools.

The following behaviors will not be tolerated at the Anya itpak Elementary School, on buses or during any school-sponsored activities.

1. Violent or offensive language, including cursing, unkind teasing, put-downs, or threats
2. Intentional or reckless damage to school property

Handling of instances of severe disruptions or intentional physical harm:

- Reflection form is filled out by all students involved. (See next pages)
- Immediate fact-finding discussion held by Principal, or Principal's designee with child and all involved with the incident, to get all sides of the story.
- If facts indicate a violation, plans for improvement and consequences are determined, including possible suspension.
- Parents contacted by phone or letter. Meeting happens as soon as possible.
- If a student is uncooperative, disruptive, or violent after the incident, the student can be suspended and sent home immediately, on the discretion of the principal or designee.
- In cases of suspension, child taken home, or to designated caretaker if nobody is at home, or to In School Suspension if no caretaker is available.
- Conference between parent, student, and Principal or designee, including:
  - \*Understanding of incident and consequences
  - \*Plan for behavior change
  - \*Restorative justice as needed, including apologies
  - \*Follow-up on agreements and behavior change plans
- Notes on incidents will be kept in student's master file.

In cases where restitution is part of the consequence for student behavior that is damaging to the school community, the restitution will take place during the 3:15 p.m.-4:30 p.m. after school session, and students will be taken home on the late bus. Efforts will be made to contact parents in cases where this affects the time that the student will arrive home. In cases where telephone contact is not available, we ask for your understanding regarding the necessary schedule change.

### **Consequences**

A student may be referred to the Front Office and/or Board of Education review for the following:

- A pattern of minor disruptions of the class or activity
- Conduct that intentionally causes major disruption of the learning environment
- Abusive or obscene language or gestures, including ethnic slurs.
- Refusal to follow class procedures.
- Physically violent behavior, including fights.
- Selling or possessing obscene materials
- Engaging in sexually suggestive or inappropriate behavior
- Sexual harassment

The range of consequences that may result after violations of school rules and behavioral expectations may include, but not be limited to, the following:

- Practice of procedures until mastered
- Verbal correction
- Reflection Form
- Restitution, Community Service
- Call to parents notifying them of student's behavior
- Written notification to parents
- Meeting with parents, student, and Principal

- Homebound as determined by Principal given severity of infractions
- Board of Education behavioral review up to expulsion from school given severity of infractions
- Recommendation for alternative placement

The school values every child and will work with students and their families to handle problems, whenever this can be done, while still honoring the rights of others.

However, threats to the safe and positive educational environment may result in the following:

- Restriction from transportation
- Restriction from athletic participation
- Restriction from social or extracurricular activities
- Restriction of other privileges
- Exclusion from a particular class
- In-School Intervention/Detention
- Short- or long-term homebound (depending on severity of infractions as determined by principal)
- Expulsion (based on Board of Education review)

### **Clarification on Student Homebound/School Expulsion/Due Process Rights**

A student may be removed from contact with other students as a temporary measure until there is complete resolution of the issue(s) causing interpersonal conflicts. The authority to homebound a student for up to ten days, after an informal hearing is held, rests with the principal. If danger to students or staff is present, the principal or his designee may immediately remove the student from school, with prior contact with the parents and with a notice and hearing following as soon as practical. The principal will report each homebound for 3 days or more to the Board.

In all cases, except where a clear and present danger is evident, the student will remain in school until applicable due process procedures are instituted. In no instance will students be released early from school unless parents have been notified and parent/guardian permission has been given to release student from the school's premises.

The principal will make a recommendation to expel a student(s) to the Board of Education. The authority to expel rests only with the Board upon review of the behavior and interventions implemented to change the behavior. After several attempts and interventions have been made to redirect and extinguish the undesirable behavior(s) causing disruption to the overall learning environment, students with chronic behavioral challenges, along with a parent/guardian, will be brought before the Board of Education for review of their behavioral performance. From there the Board will deliberate on the information presented from the principal, and a determination as to alternative learning placement is made from being placed on remote learning up to expulsion. All requested expulsions need to have supported data indicating that all required due process measures were attempted.

\*\*\*\*For Student and Parent Information\*\*\*\*

\*\*\*\*Example\*\*\*\*

## Reflection Form

(Forms may vary depending on student age and learning style)

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

1) **Facts**

**When** did it happen? \_\_\_\_\_

**Where** were you? \_\_\_\_\_

**Who** was involved? \_\_\_\_\_

**What** happened? Tell your story. Stick to the **facts**, things that anyone who was there could agree on. \_\_\_\_\_

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Did this incident violate the AhaMakav Way of Life Values or a community agreement?  
How?

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2) **How do I feel** about what happened? (examples: frustrated, angry, sad, worried, etc.) \_\_\_\_\_

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3) How do the **other people** involved **feel**? (ask them, or take a guess if you don't know) \_\_\_\_\_

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4) What **needs** do I have in this situation? (examples: need for respect, safety, fairness, fun, appreciation, etc.) \_\_\_\_\_

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5) What **needs** do I think the **other people** might have? \_\_\_\_\_

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6) What can I do now to **improve** this situation? (examples: talk to someone, apologize, do a community service project, repair or replace something, ask for Peacemaking, etc.) \_\_\_\_\_

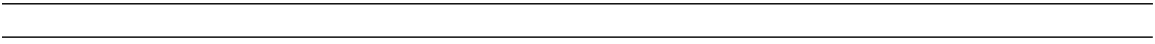
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7) What is my **plan** to make things go better in the same kind of situation in the future (what can you do and what can others do to help)? \_\_\_\_\_

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8) **What do I think will happen if I do *not* follow through on my plan?**

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9) **What do I think will happen if I *do* follow through on my plan?**

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Reflection Form Page 2

Note: Copies of Reflection Forms are sent home to parents for their information and to get feedback. On the second page of the form there is a line for parents to sign, indicating that they have received it. Reflection Forms are also kept with student folders and reviewed at parent/teacher conferences.)

Teacher or other staff comments:

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Restitution to the community: \_\_\_\_\_  
 \_\_\_\_\_ Sweep sidewalks    \_\_\_\_\_ Kitchen help    \_\_\_\_\_ Office help    \_\_\_\_\_ Cleaning help  
 \_\_\_\_\_ Trash pickup    \_\_\_\_\_ Classroom help    \_\_\_\_\_ Repair damage/replace resources

Mediation or Peacemaking requested? \_\_\_\_\_

I will carry out my plan and ask for help if I need it. \_

Student signature

I will support this student in carrying out the plan. \_\_\_\_\_

Teacher/Staff signature

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Parent/Family signature

Principal/Counselor/Other signature

*Please sign and return this page to the school*

Parent Contact: n/a \_\_\_ Phone \_\_\_ Mail \_\_\_ Home visit \_\_\_ Delivered by student \_\_\_\_\_

Parents/Family: If you would like to talk or set up a meeting, please feel free to contact your child's teacher or the principal at 928-346-2300.

Parent/Family Comments (add comments on the back if necessary):

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Follow-up meeting scheduled between (names)

(date/time) \_\_\_\_\_

Student Wrap-up: What did I learn from this?

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Cycle Complete (staff initial) \_\_\_\_\_ Date: \_\_\_\_\_

Notes:

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## How to Complete Reflection Form

The purpose of the Reflection Form is to encourage students to learn and grow from difficult experiences and to bring the Anya itpak community back into harmony after it has been disrupted. It is based on the AhaMakav Ways of Life Values: Respect, Compassion, Truth & Honesty, Generosity & Helping, Humility, and Wisdom. The questions on the Reflection Form are meant to help everyone involved understand what happened, including how they feel about it and what needs might be behind what each person did. With this understanding, students can make more well-informed choices. The form has sections for plans to improve the situation and keeping track of what has been done to follow through on those plans.

Question 1 asks ***What happened?*** Here we are looking for “just the facts”, things that everyone can agree on. Be specific. As an example, you might write “In math class George said “You’re an idiot” and tore the paper I was working on. Then I tore his paper”, rather than “He always picks on me and messes up my stuff and I was just defending myself.” If you have any questions about how to state the facts in a situation, ask for help.

Question 2 says ***How do I feel about what happened?*** Here we are asking you to take a minute and check in to notice your emotions. Again, please be specific. Rather than saying “I feel bad”, or even “I feel mad”, try to find the words that really fit how you’re feeling (for example, “I feel angry, embarrassed and hopeless”). Teachers have a list of words that describe emotions that you can look at. Question 3 ***“How do the other people involved feel?”*** is asking you to apply the same idea to others. You might not know for sure but guess how you think the other person might feel or imagine how you would feel in their position.

Questions 4 & 5: Here we are looking for basic human ***needs*** that are shared by all of us. We have talked about these in class, and there is a list of needs to refer to for more ideas. All of our actions, even the ones that seem crazy, come from trying to get our

needs met. One purpose of the Reflection Form is to help find ways that are more likely to get your needs met without interfering with the needs of others.

Question 6 and 7: *What can be done to **improve** the situation now and in the future?* The solution might be simple and obvious, or it might involve tackling a challenge and getting other people to work with you. Feel free to use your imagination and try something new.

Questions 8 and 9: ***What do you think will happen*** if you do, or do not, follow through on your plan? Consider these options. What decisions do you want to make for yourself now?

The second page is for the teacher (or other school staff members) and parents or guardians to have input, and to keep track of what is done to handle the situation. It includes the possibility of students doing restitution to contribute back to the community.

*Signatures:* “I will carry out my plan and ask for help if I need it.” Only sign your name if you really mean it. The signatures of your teachers, parents, or others mean that they are committed to supporting you in carrying out your plan. Call on them if you need help.

## Student Rights and Responsibilities

### The Anya itpak Elementary School supports these Student Rights

1. Students have a right to a safe school with safe classrooms, buses, equipment, food service, and rules that promote safety.
2. Students have a right to be respected and treated with kindness. This means that we are considerate of each other's feelings. For instance, no one is to call students names or embarrass them in front of the class.
3. Students have a right to be an individual at school. We are here to appreciate individual differences rather than label, criticize, or pretend that some people are better than others.
4. Students have the right to focus on their work. Nobody has a right to bother or distract students who are making efforts to learn.
5. Students have the right to express themselves. They are encouraged to talk freely about their ideas and feelings at appropriate times.
6. Students have the right to expect to be listened to. They may tell their story when a conflict or problem arises. Also, if they need to talk about something, the teachers, counselors, Principal, and other staff members want to hear from them.

### Student Responsibilities

The Anya itpak Elementary School is built upon the "AhaMakav Way of Life". If each person acts with responsibility, they will benefit personally, and the school as a whole will succeed. Here are some things that students are expected to do as a commitment to their own learning and to our school community.

1. Students have a responsibility to respect the rights of others to learn and teach. That is what we are here at school for!
2. Students are responsible for consistent attendance. This means to come to school every day, on time, unless sick or excused.
3. Students are expected to practice personal hygiene and cleanliness.
4. Students help take care of property, using school property with care and respecting the property of others.
5. Students have a responsibility to live up to their agreements to observe safety, playground, and classroom rules.
6. Students have a responsibility to complete classroom and homework assignments and hand them in on time and ask for help if they need it.
7. Students have a responsibility to take messages home and return communication from the family to the school. It is important for parents to get information from the school.
8. We all have a responsibility to help make the Anya itpak Elementary School a great place to be. This includes being respectful, helpful, and courteous to others, and offering our creative ideas and actions. Please keep in mind that we are all role models. Kindness is contagious!

**I will uphold my Responsibilities and act in ways that respect the Rights of students, teachers, and all Anya itpak Elementary School community members.**

**Student Signature:** \_\_\_\_\_

## **Student and Family Signature Page**

**Please sign this only after you have read the complete Handbook.**

**I certify that I have read and understood the 2019-2020 Anya itpak Elementary School Parent and Student Handbook and will work together with the school to support these policies.**

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**Parent(s) or Guardian(s)**

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**Student**

**Comments, questions, or suggestions for improvement?**

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**This page is to be returned to the student's teacher.**

**Thank you.**

## Student Athlete Contract

I have read and understand the Extracurricular Activity Eligibility Policy. To benefit myself and the team, I agree to take responsibility for maintaining my eligibility.

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Student

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Teacher

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Parents/Guardians