



Moencopi Day School

Student/Parent

Handbook 2024-2025

MDS Student Policies may be subject to change during the transition of Hopi Board of Education final approval of the Hopi School System.

“Panther Pride”

WELCOME TO MOENCOPI DAY SCHOOL

Office hours are 7:30 a.m. – 4:30 p.m. MST. Please call or stop by the office with any questions/comments. We encourage family involvement!

Vision Statement

Moencopi Day School invests in life-long learning, empowering ethical citizens, and uniting communities through academics and cultural enrichment in a safe and nurturing environment.

Mission Statement

Moencopi Day School is accountable for providing every child the opportunity to establish character, attitudes, and values in order to attain high learning and advance in a culturally diverse society.

Moencopi Day School

Welcome to the 2024-2025 school year at Moencopi Day School. Moencopi Day School staff would like to welcome you to our school. We feel privileged and honored to have the opportunity to work with our highly qualified and dedicated staff, the wonderful students, and the supportive parents/guardians that make up the Moencopi Day School family.

The kindergarten-6th grade years are critical times of development for students and families alike, and we look forward to working with all of you to make this year successful. Always contact your child's teacher first with any concerns you may have.

Our dedicated staff are committed to working with students and their families. To help each child achieve their full potential, the school provides both enrichment and intervention support for students. We believe in knowing each child by "name and need."

This year we will continue to promote our culture of college & career readiness and focus on social/emotional development. We believe that every child deserves the opportunity to be educated in a way that prepares them for college. We will also continue to educate our students on the importance of developing strong character traits. While we know our students will need strong academic skills as they prepare for college and career, they must also possess strong interpersonal skills in order to reach their full potential.

Research shows that parental involvement in a child's education benefits the child including higher levels of academic achievement, positive attitudes, and greater maturity and responsibility. Since the benefits are so solid, we urge you to take part in your child's education.

We would like to invite all to participate in our Family Teacher Organization (FTO) and other events throughout the year to participate in your child's education and engage in the educational process.

Again, WELCOME to the new School Year!

SAFETY PROTOCOLS



MDS will continue to follow:

- **Mask will be optional**, unless a staff/student comes to school/work with minor sickness symptoms, they will be required to wear a mask.
- Covid testing will resume with parent consent.
- Distance learning will continue up to five (5) days with days documentation of a positive covid result.

Thank you for your understanding.

MDS Staff

Moencopi Day School | 2024-2025 School Calendar

JULY 2024							JANUARY 2025								
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S		
	1	2	3	4	5	6				1	2	3	4		
7	8	9	10	11	12	13	5	6	7	8	9	10	11		
14	15	16	17	18	19	20	12	13	14	15	16	17	18		
21	22	23	24	25	26	27	19	20	21	22	23	24	25		
28	29	30	31				26	27	28	29	30	31			
4-Independence Day Observed-Holiday 3-Regular School Board Meeting 17 -INSTRUCTIONAL STAFF RETURN 24 – ALL STAFF RETURN							New Year's Day Observed – 1 Winter Break- No School 1-3 School Resumes – 6 School Board Meeting - 8 Parent Teacher Conference – 15 MLK Jr Day – Holiday-No School - 20 Panther Day – Half Day – 8, 15, 22, 29 (19) Instructional Days								
AUGUST 2024							FEBRUARY 2025								
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S		
				1	2	3							1		
4	5	6	7	8	9	10	2	3	4	5	6	7	8		
11	12	13	14	15	16	17	9	10	11	12	13	14	15		
18	19	20	21	22	23	24	16	17	18	19	20	21	22		
25	26	27	28	29	30	31	23	24	25	26	27	28			
7 - Regular School Board Meeting 5 – FIRST DAY OF SCHOOL 9- Pueblo Revolt Day Holiday -No School 7, 14,21,28 – Panther Day – Half Day (19) Instructional Days							Regular School Board Meeting - 5 President's Day – Holiday-No School - 17 Panther Day – Half Day – 5, 12, 19, 26 (19) Instructional Days								
SEPTEMBER 2024							MARCH 2025								
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S		
1	2	3	4	5	6	7							1		
8	9	10	11	12	13	14	2	3	4	5	6	7	8		
15	16	17	18	19	20	21	9	10	11	12	13	14	15		
22	23	24	25	26	27	28	16	17	18	19	20	21	22		
29	30						23	24	25	26	27	28	29		
2 - Labor Day – Holiday- No School 4- Regular School Board Meeting 4, 11, 18, 25 – Panther Day – Half Day Native American Week - TBD (20) instructional Days							Regular School Board Meeting – 5 End of 3 rd Quarter (135 days) -7 Spring Break - No School –10-14 Parent Teacher Conference – 19 Panther Day – Half Day – 5, 19, 26 (16) Instructional Days								
OCTOBER 2024							APRIL 2025								
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S		
			1	2	3	4	5				1	2	3	4	5
6	7	8	9	10	11	12	6	7	8	9	10	11	12		
13	14	15	16	17	18	19	13	14	15	16	17	18	19		
20	21	22	23	24	25	26	20	21	22	23	24	25	26		
27	28	29	30	31			27	28	29	30					
2 - Regular School Board Meeting 8 - End of 1 st Quarter (45 days) 14 – Indigenous Peoples Day – No School 16- Parent Teacher Conference 17- Half Day 18 – Fall Break/No School 2, 9, 16, 23,30 – Panther Day – Half Day (21) Instructional Days							Regular School Board Meeting - 2 Make Up Day - 25 Panther Day – Half Day – 2, 9, 16, 23,30 (21) Instructional Days								
NOVEMBER 2024							MAY 2025								
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S		
					1	2							1	2	3
3	4	5	6	7	8	9	4	5	6	7	8	9	10		
10	11	12	13	14	15	16	11	12	13	14	15	16	17		
17	18	19	20	21	22	23	18	19	20	21	22	23	24		
24	25	26	27	28	29	30	25	26	27	28	29	30	31		
6 – Regular School Board Meeting 11 - Veterans Day Holiday – No School 28 - Thanksgiving Day – Observed Holiday 28-29 Thanksgiving Break- No School 6, 13, 20, 27 – Panther Day – Half Day (18) Instructional Days							Regular School Board Meeting - 7 Promotions – Kindergarten AM (TBD) 6 th Grade PM (TBD) End of 4 th Quarter (180 days) -16 LAST DAY OF SCHOOL –16 Memorial Day – Observed Holiday – 26 Panther Day – Half Day – 7, 14 (12) Instructional Days 180 Total Instructional Days								
DECEMBER 2024							JUNE 2025								
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S		
1	2	3	4	5	6	7	1	2	3	4	5	6	7		
8	9	10	11	12	13	14	8	9	10	11	12	13	14		
15	16	17	18	19	20	21	15	16	17	18	19	20	21		
22	23	24	25	26	27	28	22	23	24	25	26	27	28		
29	30	31					29	30							
4 - Regular School Board Meeting 23-31 Winter Break - No School 25 - Christmas Day – Observed Holiday School Board Elections - TBD 18-End of 2 nd Quarter (91 days) 4, 11, 18 – Panther Day – Half Day (15) Instructional Days							Regular School Board Meeting – 4 Juneteenth Independence- Observed Holiday – 19 Doris Honanie, President Doris Honanie, President Approve on May 5, 2024 Regular School Board Meeting								

MOENCOPI DAY SCHOOL
EDUCATOR-STUDENT-PARENT COMPACT

All programs at Moencopi Day School are designed to develop each student's potential for intellectual, emotional, and physical growth. To achieve this, the school, families, and students must be willing to recognize and agree upon the responsibilities of each party in the learning process. ****Please note that digital communication will be utilized e.g., email, one call, phone, text, and/or Class Dojo.**

EDUCATOR PLEDGE

I understand the importance of fostering a positive school experience for every child. I am committed to creating a school that knows no limits to the academic success of each student. I agree to carry out shared staff responsibilities including:

- Teaching grade level skills and concepts
- Addressing the individual needs of each student
- Assess and communicate student's progress
- Providing a safe, positive, and healthy learning environment for every student
- Adhering to Moencopi Day School's Vision and Mission
- Following the Moencopi Day School's Staff Code of Conduct

Each commitment is to teach the Arizona College and Career Readiness Standards, communicate regularly with parents, and strive to meet the individual needs of each student.

STUDENT PLEDGE

I understand that my education is very important to my future. It will help me develop the tools I need to become a successful and productive person.

I am committed to:

- Arrive at school every day on time.
- Complete and submit classwork/Homework on time.
- Talk to my parents about my school day, taking letters, other materials to and from school, checking class dojo and emails.
- Be accountable for my own behavior.
- Be a cooperative learner.
- Ask for help when needed

Each of these responsibilities speaks to my commitment to learn and become the best student I can be.

PARENT PLEDGE

I understand that my child's education is essential for their success in life. This experience will help him/her to become a successful, productive individual and prepare them for their future. Each responsibility speaks to commitment to support the school to ensure a bright future for my child. Because of this, I am committed to:

- Review all forms of MDS communication.
- Encourage my child to complete all classwork, homework and read every day.
- Attend school functions such as Meet the Teacher Night, parent conference, Open House, etc.
- Provide a quiet place/time for my child to do homework.
- Make sure my child gets adequate sleep and has a healthy diet.
- Support the school's homework, discipline, and attendance policies.
- Endure my child attends school every day on time.

Moencopi Day School 2024-2025 Bell Schedule

Regular Day Schedule Monday-Friday

Breakfast	7:30 a.m.	-	7:55 a.m.
Instructional Time	8:00 a.m.	-	3:00 p.m.
Kindergarten – 2 nd Grade Lunch/Recess	11:00 a.m.	-	11:40 a.m.
3 rd Grade – 6 th Grade Lunch/Recess	11:20 a.m.	-	12:00 p.m.
Kindergarten – 6 th Grade Dismissal	3:00 p.m.	-	
Academic Tutoring/Enrichment	3:00 p.m.	-	4:00 p.m.
Athletics	4:00 p.m.	-	5:30 p.m.

Half Day Schedule Wednesday

Breakfast	7:30 a.m.	-	7:55 a.m.
Instructional Time	8:00 a.m.	-	12:00 p.m.
Kindergarten – 2 nd Grade Lunch/Recess	11:00 a.m.	-	11:40 a.m.
3 rd Grade – 6 th Grade Lunch/Recess	11:20 a.m.	-	12:00 p.m.
Kindergarten – 6 th Grade Dismissal	12:00 p.m.	-	
Athletics Pending Schedule	4:00 p.m.	-	5:30 p.m.

2 Hour Delay Schedule

Instructional Time	10:00 a.m.	-	3:00 p.m.
Kindergarten – 2 nd Grade Lunch/Recess	11:00 a.m.	-	11:40 a.m.
3 rd Grade – 6 th Grade Lunch/Recess	11:20 a.m.	-	12:00 p.m.
Kindergarten – 6 th Grade Dismissal	3:00 p.m.	-	
Academic Tutoring/Enrichment	3:00 p.m.	-	4:00 p.m.
Athletics	4:00 p.m.	-	5:30 p.m.

****All times are on Mountain Standard Time**
OVER THE COUNTER MEDICATION/PRESCRIBED MEDICATION

Moencopi Day School has a limited supply of over-the-counter medication in our designated area for occasions of unexpected health alerts during the school day. Medication will only be administered if permission to administer over the counter medication form was completed during registration. Medication will not be administered until Parents/Guardians are informed of a health alert. Medication will be administered by the school Health Technician or approved designee. All given medication will be followed by the manufacturer's recommended dosage. Otherwise, parents/guardians will have to come and supply medication to be administered to your child during the school day.

Medications may be administered to your child/children if you follow these simple guidelines:

1. The medication must be in its original container as prepared by a pharmacist and labeled with the patient's name with all directions, dosage compound contents and proportions clearly marked.
2. Medication is to be given to the approved designee to be stored where it will be marked with the student's name and kept in a locked cabinet. Any medication remaining will be returned to the student at the end of the school year.
3. Student's will not self-administer medication at school due to possible overdose, and/or hinder complications.

ATHLETICS

Moencopi Day school does offer year-round sports to grade levels 3rd grade to 6th grade (Cross- Country, Basketball, or other sports). A mandatory athletic meeting will be held before practice starts for each sport to present the MDS Athletic Handbook. Please see the registrar for more details. The following documents are required for participation in all sports or performance activities.

- Physical Examination on file
- MDS Signature of Athletic handbook
- MDS Health/Consent packet

STUDENT CHECK-OUT/AFTER SCHOOL STUDENT PICK-UP PROCESS

- Parents/guardians will use the call button to gain entrance to the front office
- Parents/guardians will sign out their student(s) with the staff member/coach.
- Only individuals listed on your student check out form are authorized to check out your child from school.
- Individuals must be 18 years or older, no exceptions.
- The parent/legal guardian must make changes to the check-out form in person.
- PHONE CALLS WILL NOT BE ACCEPTED FOR CHECK-OUT AUTHORIZATION.
- A person checking out a student must be prepared to show proper identification. School officials may deny release of a student if the child's safety is in question. In addition, if a school staff member believes that releasing a student to the custody of the parent/guardian or that sending a child home will place the child in imminent danger, the Department of Social Services or the appropriate law enforcement agency will be called and permitted to make the final determination regarding the action (s) to be taken.
- Individuals listed on the check-out form are NOT authorized to write excuse notes, bus notes, or contact the student's teacher. Only legal parent/or guardian(s) can write notes for their child.

TRANSPORTATION

Riding the school bus is a privilege, not a right. Violations of the rules and behavioral expectations of transportation safety may be grounds for loss of bus riding privileges. It is Mandatory for Kindergarten students to have a visible adult present at their P.M. drop off. No visible adult present will result in your child being brought back to the school.

- Alternate pick-up and drop-off arrangements are to be communicated in advance.
- **Only a Legal Parent/Guardian written/mailed/fax note will be accepted.**
- All notifications need to be submitted to the **front office by 11:00 AM-NO LATER.**
- Emergencies and urgent changes after the listed times without a written note must be approved by the CSA.
- **NO CALLS IN WILL BE ACCEPTED FOR ANY BUS CHANGES/STUDENT PICK UP.**
- If you are picking up your child after school and did not provide a note, you must be here before the bus departure time, or your child will be on the bus. **NO EXCEPTIONS.**
- After School pickup must sign with a designated Homeroom teacher or designee.
- A new transportation form must be completed for permanent change in student pick up/drop off.
- A note from the parent/guardian is required for the student to change bus routes or walk home.

Student Guidelines

- Students will keep non-school items at home (e.g., toys, games, phones, skateboards, make-up, etc.). Realistic-looking weapons, (replicas/toys) are prohibited.
- No candy, chewing gum or soda should be brought to school.
- Students' cell phone use is NOT permitted. School is not responsible for lost or stolen property.
- Girl/boy relationships: Students are responsible for mutual respect in their relationships. Inappropriate behavior will be handled individually by staff so that respect and maturity govern such behavior.

School-Wide Student Expectations

The staff at Moencopi Day School believe that all students have the right to receive an education in a safe and nurturing environment. We are confident that students can make good choices to ensure that optimal learning opportunities occur. It is expected that all students will be honest, courteous, and cooperative as well as understand and obey the rules of the school. Providing children with the opportunity to manage their behavior and supporting them while they learn how to manage themselves is everyone's goal. Students will be taught and reminded about school expectations throughout the year. The Moencopi Day School staff strives for positive communication between home and school. Therefore, we have included student academic and behavioral expectations below.

CAFETERIA EXPECTATIONS

- Walk in the cafeteria area
- Sit on benches only
- Use good manners
- Maintain all tables, seats, and walls in good condition
- Be courteous toward fellow students, staff, and visitors.
- Leave all food and drinks in the cafeteria
- Use dinnerware as eating utensils only
- Caps, hoods, hats are not allowed to be worn in the school buildings or cafeteria

PLAYGROUND EXPECTATIONS

- When the whistle blows, walk to your line up area
- Play in a safe, courteous manner
- Keep your hands and feet to yourself
- Use kind words
- Do not jump off the playground equipment
- No food on the playground
- One person only on the swing
- When using the slide, always go down feet first, one at a time
- Wait for your turn on the equipment and games
- Report any broken or unsafe equipment to the monitors
- Follow the Golden Rule: **Treat others the way you want to be treated**

RESTROOM EXPECTATIONS

- Ask a teacher for permission to use the restroom during class time
- Walk to the restroom
- Be respectful by allowing for privacy when using the restroom
- Please be thoughtful and remember to flush the toilet after use

Positive Behavior Interventions and Systems of Support Moencopi Day School PBIS Behavior Response Matrix

Students and Staff at Moencopi Day School are incorporating a multi-tiered system of support. Staff and students are encouraged to follow the “PRIDE” Model according to the PBIS Model to ensure all are exhibiting positive behavior expectations. This is what PRIDE looks like in the various areas within Moencopi Day School.

	Pathways	Restrooms	Classrooms	Cafeteria	Playground/ Gymnasium	Bus
I Will Be Positive	<ul style="list-style-type: none"> • Helping others • Respectful • Using your inside voice • Following directions • Praising myself 	<ul style="list-style-type: none"> • Keep it tidy, keep it clean • Smile & Greet • Calm & Friendly • Report any issues to an adult • Following the restroom rules • Report empty supplies 	<ul style="list-style-type: none"> • Try your best and have a can-do attitude • come prepared and ready to learn • use polite and courteous words 	<ul style="list-style-type: none"> • willingness to try new foods and concepts 	<ul style="list-style-type: none"> • Use kind words • Please, thank you • May I.... 	<ul style="list-style-type: none"> • Greet positively • Say thank you to the bus driver

<p>I Will Be Respectful</p>	<ul style="list-style-type: none"> • Walk quietly • Use inside voice • Walk in single file line • Keep hands to yourself 	<ul style="list-style-type: none"> • Respect privacy • Wait your turn • use quiet voice • Allow for privacy of each person • Take turns • Flushing the toilets after use 	<ul style="list-style-type: none"> • Learn and use voice levels according • Respect personal boundaries • Listen to anyone speaking/ sharing • Respectful • Voice levels • Personal bubble 	<ul style="list-style-type: none"> • Mindfulness of self-space as well as others 	<ul style="list-style-type: none"> • Include other • Be fair • Notify nearest staff 	<ul style="list-style-type: none"> • Self-control • wait quietly & use inside voice
<p>I Will Have Integrity</p>	<ul style="list-style-type: none"> • Follow directions • watching where I go • Keeping hands & feet to myself 	<ul style="list-style-type: none"> • Wash my hands • Be honest • Report any issues to an adult • Keep restroom clean 	<ul style="list-style-type: none"> • Be actively engaged • Participate in group work and include all members • be honest with your work 	<ul style="list-style-type: none"> • Proper table manners and report spills and messes. 	<ul style="list-style-type: none"> • Take turns share • Be courteous • share equipment 	<ul style="list-style-type: none"> • Courteous & polite • Report issues to a staff member.
<p>I Will Dig Responsibility</p>	<ul style="list-style-type: none"> • Respect hallway displays • Stay in your own space • Be kind 	<ul style="list-style-type: none"> • Directly bathroom • report issues to adult • clean up after yourself • flush toilets • Use water & supplies wisely. • Use time wisely 	<ul style="list-style-type: none"> • Look • Listen • Learn • Be attentive and listen to the teacher • Participate in class discussion • Do assigned task 	<ul style="list-style-type: none"> • Cleaning up after self • Returning tray after eating • Using indoor voice 	<ul style="list-style-type: none"> • Be mindful of actions • designated areas • Keep body to self • Line up properly 	<ul style="list-style-type: none"> • Be accountable • Arrive @ bus stop on time
<p>I Will Encourage Safety</p>	<ul style="list-style-type: none"> • Keeping shoes strings tied • Wear backpack properly • Walking Feet • Knowing my surrounding 	<ul style="list-style-type: none"> • Keep water in sink • Mindful of wet floors • keep hands & feet to self • Walk, Don't run 	<ul style="list-style-type: none"> • Walking feet • use material properly • Walk properly and keep hands to yourself 	<ul style="list-style-type: none"> • Washing hands • walking in cafeteria • disposing of waste properly 	<ul style="list-style-type: none"> • Use Equipment properly • Return equipment • Walk • Report damage/ unsafe Equipment 	<ul style="list-style-type: none"> • Be vigilant • Exit safely • Stay seated

		<ul style="list-style-type: none"> • Wash hands w/ soap & water. • Toss hand towels in the trash 	<ul style="list-style-type: none"> • Use school supplies and material properly 			
--	--	--	---	--	--	--

Personal Items (MDS Policy Section 9.15)

Electronic devices such as Cellular Phones, iPods, iPads, CD players, and other portable electronic games are not permitted at school. Students are solely responsible for any personal items they bring to the School. The School is not responsible for any lost, loaned, damaged or stolen items. A student’s personal items may be confiscated by the staff if they or their use is deemed unsafe or if they are disruptive to the educational process.

Sexual Harassment (MDS Policy Section 9.24)

The school is committed to maintaining a learning environment that is free of harassment. MDS prohibits the unlawful sexual harassment of any student by any employee, student, or other person at school or at any school-related activity.

(This is only part of our policy. A complete copy of the MDS Personnel Policy and Procedures can be found on our website at moencopidayschool.org)

Bullying Policy (MDS Policy Section 9.23)

1. Purpose: MDS prohibits acts of harassment, intimidation, or bullying. A safe and civil environment in school is necessary for students to learn and achieve high academic standards; harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student’s ability to learn and a school’s ability to educate its student in a safe environment; and since students learn by example, CSA’s, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying
- 2.

MOENCOPI DAY SCHOOL BEHAVIOR POLICY

The Moencopi Day School Policy is based upon the Student Code of Conduct and promotes a safe, healthy, and happy learning environment. Staff, students, and parents all play a vital role in developing and maintaining a positive and productive atmosphere. The implementation of this Discipline Policy will focus on educating students about making good choices to eliminate inappropriate behavior. Fair, firm, and consistent supplication of the policy is expected, and students will be made aware of the consequences of misbehavior. However, it is equally important that each situation be carefully evaluated. In dealing with each incident, staff members will keep in mind that the purpose of discipline is to strengthen positive behaviors that will enable the child to grow and appropriately cope with similar situations in the future.

Section 9.07 Student Dress Code

The school believes that students should take pride in their attire and dress appropriately. In addition to the following guidelines, students should dress in a manner that take into account the educational environment, safety, health, and welfare for others. The following guidelines are provided to assist students, staff, and parents in determining what “is” and what “is not” appropriate with respect to student attire. Failure to abide by the dress code may result in disciplinary action.

1. Only shorts and skirts that are hemmed and no shorter than three inches above the knee may be worn. Shorts may not be any longer than knee length.
2. Sagging is prohibited. Sagging is wearing the pants on the hips or below which would allow underwear to show.
3. Clothing such as bare midriffs, halter-tops and spaghetti straps is unacceptable. See-through clothing is prohibited.
4. “Homie” T-shirts and other types of clothing that display gang-style pictures, slogans or symbols are prohibited (i.e., “8-Ball,” “South Side,” “Low Rider”).
5. “Prison Garb” – Shirts and pants that are typically used as prison uniforms usually in solid color, but not limited to blue, brown, or black, are prohibited. This type of clothing contains a cotton collared shirt with matching pair of pants. The top button on the shirt is usually buttoned. Both shirt and pants are baggy and loose with shirt untucked.
6. “Bandanas” or scarves used for gang identification, any size, color, or shape, will not be carried, worn, or displayed on school property. This may also include anything that may represent a display of “colors.”
7. Any type of jewelry or body adornment presenting a health and/or safety hazard to self, or others is prohibited (i.e., nose ring, excessive earrings, body studs, tattoos—all existing tattoos must be covered).
8. Wearing chains in excess of twelve inches (12”) long and with a chain-link size greater than one-half inch (1/2”) is prohibited. Further, chains less than twelve inches (12”) long and less than one-half inch (1/2”) in link size may only be worn when used to secure wallets, watches, or keys. Chains not complying with the above-stated conditions will be confiscated, if found. Chains worn on the outside of the pants, hanging down and connected to a wallet are not allowed. These items will be confiscated, if found.
9. Any clothing or jewelry that symbolizes drugs, alcohol, sex, satanism, tobacco, or any lewd act is expressively forbidden. This includes profanity or defamatory writing on clothing or jewelry.
10. Gang-related personalization of any sort is not permitted on hats, clothing, or one’s person. This includes anything worn or carried on campus. Any type of clothing or headgear which promotes gang activities or is worn in a manner that promotes gang activities is prohibited.
11. Shoes must be worn at all times. Bare feet are not acceptable. Close-toed shoes must be worn for any type of physical activity, such as recreation.
12. Sunglasses are to be worn outside only.
13. All belts will be tucked and will not be allowed to hang in front.
14. Offensive body language or movements and hand gestures (including gang related) will not be allowed.
15. Any individual who has a tattoo must cover it to avoid exposure and any influence on other students.

Section 9.08 Attendance

Students are required by Hopi law to attend school. It is important that students attend school every day. It is difficult to teach students, and it is difficult for students to learn unless the student attends school regularly. If a student is sick, has a death in the family, must attend a religious ceremony or has another legitimate excuse that keeps the student from attending school, the student must do the following:

Moencopi Day School in achieving a high rate of attendance

On the day following any absence, and at the beginning of the school day, bring and deliver to the student's teacher(s) a note from and signed by the student's parent, guardian, performing medicine man or doctor which explains the reasons for the student's absence. If the note is sufficient and establishes a legitimate excuse for the absence as defined herein, the absence will be "excused" and the student will be allowed to make up their school work.

Immediately upon returning from an excused absence, the student must ask the student's teacher(s) for any missed assignments and make up work. The student must then promptly complete and turn in any missed work or assignments, so they are not behind.

Excessive student absenteeism will result in: (a) parent notification; (b) retention; and (c) referral to tribal Child Protection Services.

Students are required to be in school a minimum of one hundred sixty (160) days per school year. There are approximately one hundred eighty (180) days of school in a school year. Students with perfect attendance at the end of each quarter are honored. Perfect attendance is defined (as attending all 180 days with no tardies or no early dismissals for students. A student will be counted a full day by attending from start of school day to end of school day.

All students are required to attend classes when school is in session. A student who was absent from school without reason will have their parents immediately contacted by the registrar. If no contact is made after the 3rd day, a home visit will be made by the Parent Liaison.

Good attendance is vital for success in school. It is important that parents and the schoolwork together to ensure good attendance. Moencopi Day School has implemented a morning and afternoon attendance taking initiative to support students achieving a high rate of attendance during the school year. MDS would like to achieve a 95% attendance rate for its students.

Every parent/legal guardian must ensure that children of compulsory school age (a child who is not younger than five (5) years by the first day of September of the current school year, but who has not reached his or her eighteenth (18th) birthday) attend school during school hours, unless a child is unable to attend due to illness or another legitimate reason. Unauthorized absence from school is considered truancy and will be treated as such.

A child with:

- 3 unexcused absences – The CSA or Designee confers with student and parent/guardian.
- 5 unexcused absences – The CSA or Designee sends letter to the address on record warning parent/guardian of possible truancy.
- 7 unexcused absences – The CSA or Designee makes personal contact with parent/guardian. Students may possibly lose privileges.
- 9 unexcused absences – The CSA or Designee makes personal contact with parent/guardian. Students may possibly lose privileges.

- 12 unexcused absences – The CSA or Designee hand-delivers or sends a written warning to parent/guardian. The student may be found truant by the Hopi Children’s Court, and parents may be found guilty of the offense of child neglect.
- 15 unexcused absences – The CSA hand-delivers or sends a written warning to parent/guardian. The student may be found truant by the Hopi Children’s Court, and parents may be found guilty of the offense of child neglect.
- 18 unexcused absences – The CSA or Designee hand-delivers or sends letter to parent/guardian. The student may be found truant by the Hopi Children’s Court, and parents may be found guilty of the offense of child neglect.

According to federal law, a student with ten (10) consecutive absences will be dropped from enrollment at the School. The student will be required to reapply for conditional enrollment before the student may be readmitted to the School.

A child who is habitually truant despite reasonable steps to ensure the child is in attendance at school shall be subject to the jurisdiction of and may be found truant by the Hopi Children’s Court. Any person who is responsible for a child of compulsory school age who “neglects or refuses, without good cause, to send his children or legal wards to school, is guilty of a minor offense.” Hopi Code, tit. III, ch. 6, sec. 3.6.5. Such person shall be subject to the jurisdiction of the Hopi Trial Court or court of competent jurisdiction to determine what penalties, if any, are warranted.

Moencopi Day School PBIS Behavior Response Matrix

Level	Types of Behaviors	Response to Behavior
Level 1 Behaviors	<ol style="list-style-type: none"> 1. Disruptive (i.e. Non-compliance, Disruptive horse play, Loud voice or yelling, Unnecessary noises) 2. Running in building 3. Off-task behavior 4. Mean messages 5. Low level mean tricks 6. Name-calling 7. Insulting, taunt 8. Start/spread gossip 9. Threat to exclude or exclusion 10. Lying 11. Breaking lunch or playground rules 12. Littering <p>**All of these behaviors include in school, on the bus, and before/after school</p>	<p style="text-align: center;">Teacher/staff-managed</p> <p>The teacher/staff addresses the behavior using behavior management strategies such as:</p> <ul style="list-style-type: none"> ▪ Redirect the behavior ▪ Proximity control ▪ Nonverbal cue ▪ Private conference with student (in classroom or hallway) ▪ In-class modified seating ▪ In-class recovery ▪ Remind student of desired behavior (15-30 seconds) ▪ Reteach and practice desired behavior ▪ Opportunity to Apologize and Make it Right (OAMR) or Restorative Circle <hr/> <p style="text-align: center;">Level I Behavior</p> <p>For any Level I behavior, Teacher and/or Staff are expected to redirect The behavior and document the interaction via a Teacher/Staff log.</p> <p style="text-align: center;">Communication needs to be made with parent/guardian to inform them of the student teacher/staff interaction.</p> <p>Communication can be in the form of the following:</p> <ul style="list-style-type: none"> ▪ Call ▪ Class Dojo ▪ Email ▪ Text Message

<p>Level 2 - Minor Violations</p>	<ol style="list-style-type: none"> 1. Moderate or High-Level Mean Trick 2. Retaliation (i.e. Hitting open hand) 3. Defiance 4. Verbal abuse/disrespect to peers or teacher 5. Swearing 6. Stealing 7. Misuse/abuse of school property 8. Lying 9. Cheating 10. Inappropriate dress 11. Spitting <p>**All of these behaviors include in school, on the bus, and before/after school</p>	<p>Teacher-managed</p> <p>The teacher addresses the behavior using logical consequences such as:</p> <ul style="list-style-type: none"> ▪ Responses to behavior listed in Level 1 ▪ Opportunity to Apologize and Make it Right (OAMR) or Restorative Circle ▪ Make-up work ▪ In-class recovery ▪ Loss of logical privilege ▪ Clean up ▪ Student-teacher conference ▪ Recovery time ▪ Written reflection on one’s own behavior to be processed with an adult <p>*Communication with home by teacher required for level 2 behaviors</p>
		<p style="text-align: center;">Level II Behavior</p> <p>For any Level II behavior, Teacher and/or Staff are expected to redirect the behavior and document the interaction via Student Incident Report.</p> <p>For the Student Incident Report, retain a copy of the report for your records and submit a copy to the registrar to be inputted into NASIS.</p> <p>Communication needs to be made with parent/guardian to inform them of the student teacher/staff interaction.</p> <p>Communication can be in the form of the following:</p> <ul style="list-style-type: none"> ▪ Call ▪ Class Dojo ▪ Email ▪ Text Message ▪ Incident form copy – sent home with student

<p>Level 3 – Major Violations</p>	<ol style="list-style-type: none"> 1. Fighting or physical aggression (i.e. Punching – closed fist) 2. Using school furniture as a weapon (putting students in harm’s way) 3. Direct, inappropriate language or gestures 4. Spitting on others 5. Inappropriate touching 6. Touch/Hit Private Parts 7. Harassment (sexual/racial) Bullying / Cyber-bullying 8. Overt defiance 9. Property destruction 10. Theft 11. Internet misuse 12. Pantsing 13. Reference (in conversation, writing, or pictures) to weapons or acts of violence <p>**All of these behaviors include in school, on the bus, and before/after school</p>	<p>Office-managed</p> <p>Student sent to the office where the principal will address the behavior using consequences such as:</p> <ul style="list-style-type: none"> ▪ Discipline (such as loss of privileges, time in office, detention) ▪ Written reflection on one’s own behavior to be processed with an adult ▪ Behavior contract ▪ Restorative action (OAMR opportunity to apologize and make it right, Restorative Circle) ▪ Safety plan ▪ Student calls home to explain her/his behavior, supervised by principal ▪ Time of separation from others or school <p>*Communication with home carried out by principal and parent conference required for level 3 behaviors</p> <p>**All level 3 behaviors will be documented by teacher/staff</p>
		<p style="text-align: center;">Level III Behavior</p> <p>For any Level III behavior, Teacher and/or Staff are expected to redirect the behavior and document the interaction via MDS Referral Form.</p> <p>For the MDS Referral Form, retain a copy of the report for your record and submit a copy to the registrar to be inputted into NASIS. With any supporting documents which led to the Level III behavior.</p> <p>CSA or Designee will communicate with parent/guardian to inform them of the student teacher/staff interaction.</p> <p>Communication can be in the form of the following:</p> <ul style="list-style-type: none"> ▪ Call ▪ Text Message ▪ In Person

<p>Level 4 – Illegal Violations</p>	<ol style="list-style-type: none"> 1. Extreme property damage/vandalism 2. Drug, alcohol, tobacco use/possession 3. Assault/threat 4. Self-Harm 5. Threatening with Weapon 6. Weapon use/possession 7. Bomb Threat 8. Arson 9. Explosives or combustibles <p>**All of these behaviors include in school, on the bus, and before/after school</p> <p>*The CSA reserves the right at her/his discretion, in the best interest of the school, to deviate from the above practices.</p>	<p>Office-managed</p> <p>Office/principal contacted immediately. Followed with written report. Student sent to the office where the principal will address the behavior using consequences such as:</p> <ul style="list-style-type: none"> ▪ Discipline (such as loss of privileges, time in office, detention) ▪ Written reflection on one’s own behavior to be processed with an adult ▪ Behavior contract ▪ Restorative action (OAMR opportunity to apologize and make it right, Restorative Circle) ▪ Safety plan ▪ Student calls home to explain her/his behavior, supervised by principal ▪ Communication with home carried out by principal ▪ Parent conference ▪ A time of separation from others or school may be necessary to assure the safety of all. ▪ When appropriate our school resource officer may be involved in determining next steps ▪ Counseling Services <p>*Communication with home carried out by principal and parent conference required for level 4 behaviors</p> <p>**All level 4 behaviors will be documented by teacher/staff</p>
	<p style="text-align: center;">Level IV Behavior</p> <p>For any Level IV behavior, Teacher and/or Staff are expected to redirect the behavior and document the interaction via MDS Referral Form.</p> <p>For the MDS Referral Form, retain a copy of the report for your record and submit a copy to the registrar to be inputted into NASIS. With any supporting documents which led to the Level IV behavior.</p> <p>CSA or Designee will communicate with parent/guardian to inform them of the student teacher/staff interaction.</p>	

		Communication can be in the form of the following: <ul style="list-style-type: none">▪ Call▪ Text Message▪ In Person
--	--	--

CELEBRATING OUR SUCCESS

TREASURE CHEST:

Students have the opportunity throughout the day to show they are Being Responsible, Being Respectful, and Being Safe. Any staff member can issue Pawesome Panther Tickets to students when they are caught displaying the three rules. When they receive a ticket, they submit the ticket to their teacher, and they are entered into a drawing for Fridays to receive a prize from the treasure box.

STUDENT OF THE MONTH:

Each month throughout the year, a boy and a girl may be selected by his/her teacher as the Student of the Month for exhibiting Academic Excellence or demonstrating exceptional Character Traits or BOTH!

ACADEMIC ACCOMPLISHMENTS:

Each quarter we will recognize students' academic progress.

PERFECT ATTENDANCE:

Perfect Attendance will be recognized during each quarter.

Panther POP-CORN Day

The last Friday of each month the class with the highest attendance percentage will receive popcorn and keep "Paw" the panther for the month.

POSITIVE INTERVENTION SYSTEM OF SUPPORT (PBIS)

All students will be rewarded in the classroom and in the Panther Store for exhibiting Positive Behavior throughout the school year.

AFTER SCHOOL TUTORING

At MDS instructional staff make every effort to assure your child is receiving the best education possible. However, there are times when students need extra support with their academic progress.

Kindergarten – 6th Grade 3:00 p.m. - 4:00 p.m.

Moencopi Day School Grading Scale

Students shall receive grades based upon a four (4) point scale as follows:

Grade	Description	Percent Range			Grade Value
A	Excellent	90%	-	100%	4
B	Above Average	80%	-	89%	3
C	Average	70%	-	79%	2
D	Below Average	60%	-	69%	1
F	Failing	59%	-	0%	0

Thank you for taking the time to read and understand this handbook. Should you have further questions or need any clarification please do not hesitate to come to the school to inquire. Please keep in mind that this handbook does not cover ALL MDS policy in detail. For a more detailed understanding of MDS Student Policy and Procedures please access the policy manual on our website at moencopidayschool.org or you may request a copy of MDS Student Policy and Procedures at our front office.

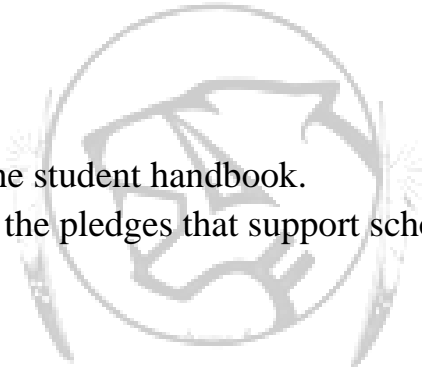
Note: MDS Student Policies may subject to change during the transition of Hopi Board of Education final approval of the Hopi School System. At that time, we will inform you of these changes.

STUDENT HANDBOOK & STUDENT POLICIES AND PROCEDURES

Signature Page

By my signature, I acknowledge.

1. I have received a copy of the student handbook.
2. I have read and understand the pledges that support school wide success at Moencopi Day School.



I am committed to being a partner in education for the 2024-2025 school year.

Student Name and Grade

Signature/Date

Parent-Guardian Name

Signature/Date

Teacher

Signature/Date

Chief School Administrator

Signature/Date