

# Mount Elden Middle School



## Thunderbirds

**MEMS Administration**

**Tammy Nelson, Principal** [tnelson@fusd1.org](mailto:tnelson@fusd1.org)

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**Student Handbook  
2022-2023**

***This handbook is intended to provide a general understanding of the policies, practices and procedures used at Mount Elden Middle School. For a more in-depth explanation of the policies please refer to the Flagstaff Unified School District Policy Manual at: <http://policy.azsba.org/asba/Z2Browser2.html?showset=allmanuals> For translation please contact the FUSD Office @ 527-6000.***

## **Notice of Nondiscrimination**

It is the policy of Flagstaff Unified School District to prohibit discrimination and harassment in any program and activity, including Career and Technical Education programs, and to provide equal access to all students regardless of sex (Title IX), race, color, religion, ancestry, national origin (Title VI), gender, age, sexual orientation or physical disability and/or medical condition (Section 504) in admissions to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. The lack of English language skills shall NOT be a barrier to admission or participation in the district's activities and programs. In addition, the right of a student to participate fully in classroom instruction shall not be abridged or impaired because of any other reason not related to the student's individual capabilities. No student shall be precluded from enrolling in any fee course by virtue of inability to pay. Financial assistance information may be obtained from the building counselors or building principal. FUSD Career and Technical Education department does not discriminate in enrollment or access to any of the programs available. FUSD offers the following Career and Technical Educational programs under the ADE designated Career Preparation: ***Graphic Communications; Information Technology; Carpentry Technology; Agriculture – Renewable Natural Resources; Business Management and Administrative Services; Automotive Technologies; Culinary Arts; Design and Merchandising; Drafting and Design Technology; Early Childhood Education; Electronic Technology; Marketing, Management and Entrepreneurship; Nursing Services; Welding Technology; and Career Explorations.*** Note: not all CTE programs are offered at each of FUSD's three high schools, however all CTE courses are open to any student regardless of location of residence.

FUSD also does not discriminate in hiring or employment practices.

This notice is required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator.

FUSD Compliance Coordinator - Section 504 Coordinator – Title IX Compliance Officer  
3285 E. Sparrow Avenue  
Flagstaff, AZ 86004  
(928) 527-6000  
(928) 527-6178

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## **Política Antidiscriminatoria**

El Distrito Escolar Unificado de Flagstaff (FUSD) prohíbe la discriminación y el acoso en cualquier programa y actividad, incluyendo la Orientación Vocacional y los programas de Educación Tecnológica. y proporciona el acceso igualitario a todos los estudiantes, sin importar sexo (Título IX), raza, color, religión, antigüedad, nacionalidad, origen (Title VI), género, edad, orientación sexual, o impedimentos físicos y/o condición médica (Sección 504) la admisión a sus programas, servicios, o actividades, el acceso a ellos, en el trato a los individuos, o en

cualquier aspecto de sus operaciones. La falta del manejo del Inglés NO debe ser una barrera para la admisión y la participación en las actividades del distrito. Además, del derecho de los estudiantes a participar completamente en la enseñanza no debe ser obstruido o impedido por cualquier otra razón que no este relacionada con las capacidades individuales de los estudiantes. Ningún estudiante debe ser excluido de las clases con pago obligatorio por falta de dinero. Se puede obtener Información para asistencia financiera con el consejero en la oficina del director. La Educación Vocacional y la Educación Tecnológica del FUSD no discrimina en la inscripción o el acceso a cualquiera de los programas disponibles. FUSD ofrece los siguientes programas de Orientación Vocacional y Educación Tecnológica. Los Programas de Orientación Vocacional y Educación Tecnológica del ADE designados como Preparación Vocacional: **Comunicación Gráfica; Información Tecnológica; Carpintería; Agricultura – Renovación de los Recursos Naturales; Contaduría y Administración de Empresas; Mecánica; Artes Culinarias; Diseño Publicitario; Dibujo Técnico; Educación Pre-escolar; Electrónica; Mercadotecnia; Enfermería; Soldaduría; y Orientación Vocacional** . Nota: no todos los programas de CTE se ofrecen en cada una de las tres Preparatorias del FUSD', no obstante, todos los cursos del CTE están abiertos para cualquier estudiante sin importar el lugar donde reside.

El FUSD tampoco discrimina en la contratación de empleados.

Este aviso es requerido por el Título VI del Acta de los Derechos Civiles de 1964, Sección 504 del Acta de Rehabilitación de 1973, Título IX de Las Enmiendas a la Ley de Educación de 1972, Acta de Discriminación por la Edad de 1975, y el Acta de los Minusválidos Estadounidenses de 1990. Preguntas, quejas, o peticiones para obtener información adicional en relación a estas leyes pueden ser dirigidas al Coordinador encargado del acatamiento legal.

Coordinador de la Oficina para el Cumplimiento Legal.del FUSD

3285 E. Sparrow Avenue  
Flagstaff, AZ 86004  
(928) 527-6000  
(928)527-6178

## FUSD Governing Board

Name	Title	Email
Dorothy Denetsosie Gishie	Member	ddgishie@fUSD1.org
Carol Haden	President	chaden@fUSD1.org
Anne Dunno	Clerk	adunno@fUSD1.org
Christine Fredericks	Member	cfedericks@fUSD1.org
Carole Gilmore	Member	cgilmore@fUSD1.org

## FUSD Administration

Name	Title	Email	Phone
Michael Penca	Superintendent	mpenca@fUSD1.org	928.527.6001
Lance Huffman	Asst. Superintendent	lhuffman@fUSD1.org	928.527.6020
Justin DiNardi	Director of Operations	j@fUSD1.org	928.527.6010
Ginger Stevens	Director of Finance	gstevens@fUSD1.org	928.527.6062

District Office	928.527.6000
Transportation	928.527.2300
Food Service	928.527.6090

## **2022-2023 Mount Elden Middle School Bell Schedule**

### **Monday, Tuesday, Thursday, Friday**

#### **Regular Schedule**

Period 1 7:40 – 8:36 (56)  
Period 2 8:40 – 9:31 (51)  
Period 3 (T-Bird) 9:35-10:10 (35)  
Period 4 10:14-11:05 (51)  
Lunch 5 11:05-11:35 (30) Period 6 11:09-12:00 (51)  
Period 7 11:39-12:30 (51) Lunch 8 12:00-12:30 (30)  
Period 9 12:34-1:25 (51)  
Period 10 1:29-2:20 (51)

### **Wednesday Regular Schedule**

Period 1 7:40 – 8:16 (36)  
Period 2 8:20 – 8:53 (33)  
Period 3 (T-Bird) 8:57 - 9:32 (35)  
Period 4 9:36 – 10:09 (33)  
Lunch 5 10:09 – 10:39 (30) Period 6 10:13 – 10:46 (33)  
Period 7 10:43 – 11:16 (33) Lunch 8 10:46 – 11:16 (30)  
Period 9 11:20 - 11:53 (33)  
Period 10 11:57 - 12:30 (33)

### **Snow Day M - F Schedule**

Period 1 9:40 – 10:20 (40)  
Period 2 10:24 – 11:02 (38)  
Period 4 11:06 – 11:44 (38)  
Lunch 5 11:44 – 12:14 (30) Period 6 11:48 – 12:26 (38)  
Period 7 12:18 – 12:56 (38) Lunch 8 12:26 – 12:56 (30)  
Period 9 1:00 – 1:38 (38)  
Period 10 1:42 – 2:20 (38)

\* - On a Monday, Tuesday, Thursday, or Friday snow delay schedule, T-Bird time is canceled.

\* - On a Wednesday snow delay schedule, T-Bird time and early release are canceled.

## General School Policy

### **Arizona Parents Bill of Rights**

The Arizona Parents Bill of Rights can be found at:

<http://www.azleg.state.az.us/ars/1/00602.htm>.

### **FERPA** – Family Educational Rights and Privacy Act (FERPA) and the Disclosure of Student Information

- Inspect and review education records;
- Seek to amend education records;
- Consent to the disclosure of personally identifiable information from education records except as specified by law.

### **Records Confidentiality**

Please see the form and information at

[http://www.fusd1.org/cms/lib03/AZ01001113/Centricity/Domain/27/FUSD%20Opt%20Out%20Fo  
rm%20109%20%20Rev%202015.pdf](http://www.fusd1.org/cms/lib03/AZ01001113/Centricity/Domain/27/FUSD%20Opt%20Out%20Form%20109%20%20Rev%202015.pdf)

### **Nurse's office**

The nurse's schedule is posted in his/her office and on the office door. Only first aid is given at school. In cases of emergency, the parents / guardians will be contacted. Any medication which students must take under doctor's direction during school hours must be registered with the school nurse.

### **Illness during the school day**

If a student becomes ill during the day, he/she is to get a pass from the teacher to the nurse's office. If the condition warrants, parents will be called. A prolonged stay in the restroom because of illness is considered ditching class; a student must go to the nurse's office if ill.

### **Immunization**

The school will follow the state law in regards to the health regulations relating to immunization and school attendance.

### **Families who "opt out" of immunizations**

Families who choose to opt out of the required immunizations must fill out the appropriate forms and submit them to their school. Pupils who lack documentary proof of immunization shall not attend school during outbreak periods of communicable immunization-preventable diseases as determined by the department of health services or local health department. The department of health services or local health department shall transmit notice of this determination to the school administrator responsible for the exclusion of the pupils.

Please see:

<http://www.azleg.gov/FormatDocument.asp?inDoc=/ars/15/00873.htm&Title=15&DocType=ARS>

### **Injuries**

If a student is injured while in a supervised activity, he/she immediately should report the injury to the supervising teacher. Athletes should report all injuries to the athletic trainer.

### **Student insurance**

Student Insurance is made available through a private vendor to all students in FUSD at student expense. The district does not carry student accident or medical insurance. Check at school office for information.

### **School Lunch Program**

Breakfast and lunch is served every day for a predetermined cost. FUSD schools participate in the Federal free and reduced Lunch program for those qualified. The school lunch program follows District nutritional guidelines.

### **Student I.D. Card**

A photo identification card will be issued to each member of the student body. The card should be carried/worn at all times and must be presented upon request to faculty and/or administration. The student ID card may be used for admittance to school activities such as dances and athletic games. Lost or damaged ID cards must be replaced. The price for a replacement ID card will be \$5.00.

### **Student Picture Taking**

The administration may permit the taking of school day pictures of students.

### **Visitors (Policy KI)**

All visitors to FUSD schools must check in at the front office. Anyone who does not comply with the guest pass policy will be cited for trespassing at the discretion of the administration.

### **Literature Distribution in Schools**

Written materials prepared by or on behalf of the Flagstaff Unified School District that are directly related to the programs, curriculum, and activities of the District may be distributed at any time by teachers and other district employees or volunteers. All materials from groups outside FUSD that are intended for electronic distribution to students and stakeholders are required to be approved through the Peachjar system accessible via the FUSD website. All hard copy materials from groups outside FUSD that are intended for distribution to students are required to be approved by site administration.

### **Child Find (Policy IHB-R)**

If you suspect that your child (age 3-21) has a disability, screening, evaluation, and Special Educational services are available at no cost to you if you live within the boundaries of the Flagstaff Unified School District. Information is also available to you for children under the age of 3. Please call 527-6116 to initiate the referral process, or you can view the information on our website at <http://www.fusd1.org>

### **Personal Property**

The school shall not assume responsibility for the theft of, the loss of, or damage to, personal property stored, installed, used or brought to the school premises.

### **Lockers**

Lockers are by request and are available for music students. The school will not be responsible for any valuables in the locker. Students will be charged a replacement fee (\$7.00) for lost locks. Lockers are the property of the school. School issued locks must be used, no exceptions.

### **Lost and Found**

If a student loses something, he/she should check with the receptionist at the counter in the office. It is a good practice to print the student's name inside book covers and to have articles of clothing (coats, tennis shoes, etc.) and other valuables so marked.

### **Telephone**

Students must have permission to use school phones to contact a parent/guardian.

### **e-hall Pass**

E-hallpass is a unique digital hall pass management tool designed to enhance security and oversight while meeting each student's needs. Students have the ability to check out of class for various reasons during the school day. E-hallpass minimizes a student's time out of class and ensures that they are safe within the school building. It allows us to monitor social distancing with a no-touch hall pass system which prevents the spread of germs and assists with contact tracing. It provides teachers the ability to manage their classrooms to ensure that students are in class receiving important instruction when needed. No GPS or location-tracking services and students are not required to use a cell phone. Student privacy is protected.

### **Student Messages**

If you need to reach your student for an emergency, please contact the front office and we will get the emergency message to your child. Please refer to our cell phone policy and guidelines.

### **Media Center**

The media center is used for special reading, periodical use and general research. Anyone abusing the library/media center privilege will have future use restricted for an indefinite period of time.

### **Bus Transportation**

Bus transportation is provided for students. Only through the cooperation of those riding in the buses can the district furnish the best school transportation and keep equipment in good condition.

**Bus transportation will not be provided within one and one-half miles of the school or if student is attending school not in home attendance area unless they are enrolled in an academy.**

### **Bus Regulations and Conduct (Policy EEAE, EEAE-EA)**

The school district will not tolerate misbehavior on the buses. Students, while on the school bus, will be directly responsible to the bus driver. Disorderly conduct is sufficient reason for the driver to report the facts to the principal. The principals have authority to suspend students from the bus until the student's parent/ guardian brings the student to school for a conference and satisfactory assurance is given to principal by the parent/guardian that the student will improve his or her behavior. If the student continues to cause problems, the driver will notify the principal or school representative, who will suspend the student's bus privileges for a designated period.

#### **Remember:**

- Riding the school bus is a privilege that may be revoked at any time.
- Misbehavior on a bus can jeopardize the safety of everyone on board.
- A bus driver may prevent any person from riding the bus if the driver is unable to identify him or her as a student in attendance. This can be done by showing the current school ID in disciplinary situations, and at any other time at the driver's discretion, the driver may ask to see a school ID.
- Bus drivers are responsible for control and discipline while the bus is in operation.
- Conduct reports turned in by the bus driver may result in student discipline, up to and including suspension or expulsion.

### **Bicycles**

Bicycles should be parked in the bicycle area and locked. The school is not responsible for stolen bicycles. It is to the students' advantage to have a good, strong lock for the bicycle. Police reports for stolen bicycles must be filed by your parent/guardian.



### **Student Relationships**

The demonstration of affection between students in or around school or during school-related functions is limited to holding hands.

### **Project Fees**

The \$40.00 project fee will assist in funding essential school activities offered at Flagstaff Unified middle schools.

### **Sports Fees**

The \$40.00 sports fee will cover costs associated with running middle school athletics. This fee is a one-time payment that allows students to participate in multiple sports. If you are interested in playing sports

### **Delayed Start Schedule**

School cancellations and/or the Delayed Start Schedule will be announced by 6 a.m. over all radio and television stations and on the FUSD website: [www.fusd1.org](http://www.fusd1.org) When a delayed start schedule is in effect, school will start at 9:40 a.m. rather than the usual time of 7:40 a.m. All morning school buses will run 1 hour 40 minutes later than usual.

### **Flowers, Balloons, and Presents**

Interruptions during the school day interfere with learning, and many students have severe allergies to latex. FUSD middle schools cannot accept and deliver balloons, flowers, etc., to students. In addition, these items are not allowed on buses. Please do not have these items delivered to the school.

### **Textbooks**

The school furnishes textbooks to students. Students are required to pay for any lost or damaged books assigned to them.

### **Grade Check**

Student grades and attendance records are available on ParentVUE/StudentVUE. Please contact the front office for a password so that you can monitor your student's grades and attendance throughout the school year.

### **Vapes, e-cigarettes & oils, juices, etc. designed to be consumed in such devices**

Flagstaff Unified School District has recently seen an increase in the student use of electronic cigarettes and vaping pens. According to the Center for Disease Control and Prevention, nearly 1 out of every 4 middle and high school students uses electronic vaping products. Common additives used in such devices include nicotine, flavorings, and caffeine; and such devices can also be used as a delivery system for cannabinoids and potentially other illicit drugs. Additionally, such devices have been known to spontaneously ignite, causing bodily injury and property damage.

As the contents of an electronic smoking device are not easily identified and can range from tobacco to a controlled dangerous substance, students found using, or in possession of, an electronic smoking device or its components, will be subject to discipline per provisions of the FUSD secondary discipline matrix. Discipline could be determined according to any or all of the following: Use/possession/sale of prohibited or illegal substances/items, combustibles, and/or contraband. Parents/Guardians will be contacted, and devices will be confiscated and not returned to students/families.

It is our hope that through the efforts of home and school, our students will refrain from using such devices. We strongly encourage you to have a conversation with your child about the dangers of vaping, e-cigarettes, etc.

# Dress Code

## 2021-22 Dress Code

### JICA-R

#### STUDENT DRESS

It is the policy of Flagstaff Unified School District to prohibit discrimination and harassment in student dress and appearance. The District encourages students to take pride in their attire as it relates to the school setting. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health, and welfare of self and others.

Students must wear:

1. Shirt with fabric in the front, back, and on the sides under the arms
2. Bottoms that extend to at least mid-thigh
3. Shoes appropriate to a safe educational environment

Students may wear (examples may include):

1. Fitted pants, leggings, yoga pants, jeggings, skinny jeans
2. Ripped jeans, provided holes/rips do not go above mid-thigh
3. Religious and cultural head coverings and hair accessories
4. Religious and cultural medallions, medals or beads provided it does not create a safety hazard
5. Head bands

*Note: Students may be asked to remove accessories and/or change clothing during curriculum or activities in which these items present a safety hazard*

Students may not wear:

1. Shirts without shoulder material
2. See through materials that expose undergarments
3. Graphic representations on clothing, accessories, or the body that display profanity, vulgarity, obscenities, hate speech, or promote alcohol, cigarettes, vaping, drugs, gang-related behavior\*, or sexual activity
4. Images or language on clothing, accessories, or body that display or create a hostile or intimidating environment
5. Bathing suits
6. Hats, beanies, hoods, helmets or sunglasses (unless medically necessary)
7. Accessories that could be considered dangerous or could be used as a weapon
8. Gang related clothing which may include bandanas
1. Gang related behavior or clothing which is defined by the Law Enforcement Information Network

Exceptions for special activities or health considerations may be pre-approved by the administrator. Dress should be appropriate for the weather during outside activities. These dress expectations shall apply to regular school days and summer schools as well as any school-related activities.

Student Dress Enforcement for The District

The purpose of the student dress policy and regulation is to ensure consistency and interpretation is implemented district wide. It is the expectation and responsibility of staff to appropriately enforce student dress. Enforcement should be consistent with the District's discipline matrix. Failure to comply with the student dress policy should be enforced consistently with comparable behavior and conduct violations.

1. To comply with policy and regulation a student should be asked to modify their dress with their own clothing if available at school or have the option to wear school-provided clothing. Should a student refuse to modify their dress, it will be addressed according to the district discipline matrix.
2. Student's parents should be notified of infractions and provided the option to provide alternative clothing for the remainder of the day.
3. Repeated and/or continued failure to comply with student dress will be addressed according to the district discipline matrix.

The following are basic principles that we adhere to as a district:

1. Students may be removed from a classroom with minimal loss of instructional time as a result of a dress violation.
2. No student will be disproportionately affected by student dress enforcement because of gender, race, body size, or body maturity.
3. Students are not to be shamed or required to display their body in front of others (students, parents or staff) during any school activity.
4. Student dress expectations will be clearly communicated to all members of the school community.
5. Teachers and staff will be properly trained on how to enforce expectations of student dress.

## Technology Resources

### **Electronic Device Usage**

Mount Elden Middle School is committed to the academic environment where students are engaged in their learning, actively participating and building academic endurance. We respect the privacy of others and treat each other kindly. We provide all the necessary materials from pencil and paper to an iPad. Students will not need a cell phone, headphones, or air pods to access their education at Mount Elden Middle School. We will be implementing the following guidelines to support the FUSD cell phone policy.

#### **MEMS Guidelines:**

- Electronics include cell phones, headphones, air pods, smart watches, etc.
- All electronics will be turned off or placed on silence and always out of sight (put away) from the time a student enter our campus until they leave our campus
- We suggest all electronics be stored in the student's backpack or locker
- Electronics will not be used in hallways, bathrooms, locker rooms and at lunchtime in the cafeteria/outside spaces
- Students may use electronics in the classroom with teacher or staff permission only
- When given the permission to use an electronic device that has recording capabilities, we will be respectful of others privacy and ensure we are not taking pictures, recording or posting to social media other people without permission

What happens if my electronics are visible?

- You will be reminded to please turn off or silence your electronics and put it out of sight for the day
- If a staff member asks for your electronic item, students will give the device to the staff member, your name will be put on the item, and it will be put in “Electronic Daycare” located in the front office for the remainder of the day.
- You will be able to pick up your electronic item at the front office at the end of the day.
- After the fifth time the student will be invited to participate in a problem-solving circle during T-Bird time where they will identify barriers and develop solutions for the student to be successful with electronics at school.

We believe all students can reach their potential when fully engaged in their learning with minimal distractions. We are committed to providing a safe learning environment where the students and adults are treated with respect and kindness. We have provided a copy of the FUSD electronic device policy to this notice, posted it on our website and have included it in our student handbooks. If you would like more information regarding the benefits and research around limited electronics use in schools, please visit, [awayfortheday.org](http://awayfortheday.org)

If you have any questions, please contact one of the school administrators at MEMS. Thank you for your support and partnership in serving your student.

## JICJ

### **USE OF PORTABLE ELECTRONIC DEVICES IN SCHOOL**

Students may possess and use portable electronic devices, including but not limited to cellular telephones, MP3 and similar music players, radios, Walkmans, CD players, tape recorders and players, scanners, wireless e-mail devices, cameras, etc., subject to limitations of this and other policies of the District under the following conditions and guidelines:

- Portable electronic devices shall not be turned on or used in any way during instructional time or when their use is otherwise prohibited by school personnel. Instructional time includes the entire period of a scheduled class, and other times when students are participating in any instructional activities (for example, during student assemblies, awards or other public ceremonies, etc.) If such portable electronic devices are used when prohibited by school personnel the device may be confiscated by school personnel. They may be obtained by the parent or guardian from a site administrator.
- Students are required to turn portable electronic devices over to school personnel when requested. Students who refuse to do so may be removed from class or other school activity, have committed insubordination and resisting authority and may be subject to disciplinary action up to and including suspension from school.
- Portable electronic devices are allowed to be taken and used on school trips except that they may not be used during any instructional activity or at other times when school personnel prohibit their use. Coaches and sponsors are encouraged to set guidelines for their use.
- Use of cameras or the camera features on a cell phone or other portable electronic device in a restroom or a locker room or for any use constituting

an invasion of any person's reasonable expectation of privacy is strictly prohibited.

- The site administrator may establish and school personnel may enforce additional guidelines appropriate to campus needs.
- Students violating this policy may be subject to disciplinary action up to and including suspension from school.
- There is, in certain instances, educational value in utilizing portable electronic devices in class or during instructional activities when such devices aid in extending, enhancing, and/or reinforcing the students' learning process related to the instructional objectives of the class they are attending. Approval for students' use of such devices will be at the discretion of the classroom teacher and/or site administrator unless such device is mandated in the student's individualized education program (IEP) or the extreme nature of a bona fide emergency renders the securing of such permission impractical under the circumstances.

Adopted: February 12, 2008

Please note: Students bring personal electronic devices to school at their own risk. Administration will not conduct investigations for electronic devices if items are reported lost or stolen.

## Social Media

The wide variety of social networking tools presently available provides students easy access to share important news and events with each other. Social media sites such as Twitter, Facebook, Snapchat, Instagram, Internet Forums, weblogs, social blogs, micro blogging, wikis, podcasts, photographs, videos, social bookmarking and others have many benefits in our world. However, they may also be disruptive when inappropriate posting or usage occurs. Using these communication tools in an inappropriate manner can have negative consequences, especially if unkind words or threats are used.

FUSD recognizes and supports its students' and staffs' rights to freedom of speech, expression and association, including the use of social networks. In this context, each student and staff member must remember that participating in FUSD activities is a privilege, not a right. Any online postings or usage must be consistent with federal and state laws, as well as, team, school and district policies.

Prohibited content includes, but is not limited to, the following:

- \* Sexually explicit, profane, indecent, illegal or defamatory language/images or actions
- \* Derogatory language regarding school personnel or other students
- \* Comments designed to harass or bully students and/or school personnel
- \* Nude, sexually-oriented or indecent photos, images or altered pictures

Any use in school or out of school of computer software, computer networks, telecommunication devices, information technology, and related technologies, which disrupts or interferes with the educational process in any manner is prohibited and may result in removal from the school and a recommendation for expulsion.

Mount Elden Middle School  
Cell phone policy and guidelines  
2022-2023

Dear Parents and Guardians,

Last year we experienced students very attached to their personal electronics, to the point where it posed a safety concern at school. We witnessed phones being misused in spaces such as locker rooms and bathrooms where it invaded the privacy of others. We also had students so connected to their electronics that they were unable to hear adults warning them of a safety issue, giving them redirection, or providing praise. We saw a high number of students visiting the counseling office due to anxiety and fear of pictures or videos being taken of them and posted on social media. In our efforts to address these concerns, we reviewed the FUSD cell phone policy and gathered information from staff, parents, and students to assist us in designing guidelines that support the policy and focus on your student's wellbeing and education.

Mount Elden Middle School is committed to the academic environment where students are engaged in their learning, actively participating, and building academic endurance. We respect the privacy of others and treat each other kindly. We provide all the necessary materials from pencil and paper to an iPad. Students will not need a cell phone, headphones, or air pods to access their education at Mount Elden Middle School. We will be implementing the following guidelines to support the FUSD cell phone policy.

**MEMS Guidelines:**

- Electronics include cell phones, headphones, air pods, smart watches, etc.
- All electronics will be turned off or placed on silence and always out of sight (put away) from the time a student enters our campus until they leave our campus.
- We suggest all electronics be stored in the student's backpack or locker.
- Electronics will not be used in classrooms, hallways, bathrooms, locker rooms, or at lunchtime in the cafeteria/outside spaces.
- Students may use electronics with teacher or staff permission only.
- When given the permission to use an electronic device that has recording capabilities, we will be respectful of others' privacy and ensure we are not recording or posting other people to social media without permission

**What happens if my electronics are visible?**

- You will be reminded to please turn off or silence your electronics and put it out of sight
- If a staff member asks for your electronic item, students will give the device to the

staff member, your name will be put on the item, and it will be put in “Electronic Daycare” in the front office for the remainder of the day.

- You will be able to pick up your electronic item at the front office at the end of the day.
- After the fifth time the student will be invited to participate in a problem-solving circle during T-Bird time where they will identify barriers and develop solutions for the student to be successful with electronics at school.

We believe all students can reach their potential when fully engaged in their learning with minimal distractions. We are committed to providing a safe learning environment where the students and adults are treated with respect and kindness. We have provided a copy of the FUSD electronic device policy to this notice, posted it on our website and have included it in our student handbooks. If you would like more information regarding the benefits and research around limited electronics use in schools, please visit [awayfortheday.org](http://awayfortheday.org).

If you have any questions, please contact one of the school administrators at MEMS. Thank you for your support and partnership in serving your students.

Tammy Nelson  
Principal

Donna Natseway  
Assistant Principal

Lawrence Watson  
Assistant Principal

## Technology Use Agreement

### **Student Technology Responsible Use Agreement Use of Educational Technology Resources—Policy IJNDB-E**

The Flagstaff Unified School District may provide Electronic Information Services (EIS) to qualified students who attend District schools. Each Student User of the EIS (such as an iPad) will be required to sign and return an EIS user’s agreement to their school. EIS includes District computers, mobile devices and any other computer-accessible District source of information. To assure that the EIS is used in an appropriate manner and for the educational purposes intended, the District will require students who use the EIS to follow its policy, guidelines and procedures for appropriate use. Anyone who misuses, abuses, or chooses not to follow the EIS guidelines and procedures may be denied access to the District’s EIS and may be subject to disciplinary action in accordance with established FUSD disciplinary policy up to and including expulsion for students.

**Acceptable use of the EIS requires that the use of the resources be in accordance with the following guidelines and support the educational goals of the District.**

Student users must:

- Use FUSD Electronic Information Services for educational purposes only.

- Agree not to submit, publish, display or knowingly retrieve any material that is not school-appropriate. Material that is generally available in print and other media in the library or classroom sets the standard for acceptability.
- Abide by all copyright and trademark laws and regulations.
- Not reveal their home address or personal phone numbers of themselves or others unless authorized to do so by designated school authorities.
- Understand that not all electronic mail or direct electronic communication is private and may be read and monitored by school-employed persons in compliance with applicable state and federal law.
- Not use the network in any way that would disrupt the use of the network by others.
- Not use the EIS for commercial gain **(including hardware, software and e-mail)**.
- Not attempt to damage, modify, or destroy district hardware or software, or interfere with system security and district servers.
- Agree to not engage in cyber-bullying. More resources on cyberbullying can be found at: <http://www.common sense media.org/advice-for-parents/cyberbullying>
- Not modify computer settings - for example: add or delete icons, change wallpaper, etc.
- Not compromise the web filter to access blocked pages.
- Immediately inform teacher/lab attendant if restricted information/pages are mistakenly accessed.
- Only use their own student account and not share their account with others.
- Understand that anyone who misuses, abuses, or chooses not to follow the EIS guidelines and procedures will be denied access to the District's EIS and may be subject to disciplinary up to and including expulsion for students.

A.R.S. 34-502 (enacted, 1999), which requires public schools to limit access to materials that are harmful to minors. The District may log the use of all systems and monitor all system utilization. It should be known and understood that any and all information on the FUSD network, with the exception of student records, is not deemed private unless so designated by applicable state or federal law or other District Policies. Accounts may be closed and inappropriate files may be deleted. The District is not responsible for any service interruptions, changes, or consequences. The District reserves the right to establish rules and regulations as necessary for the efficient operation of the EIS. The District does not assume liability for information retrieved via EIS, nor does it assume any liability for any information lost, damaged, or unavailable due to technical or other difficulties. All District computers including those with Internet access will comply with

Any disciplinary action chosen shall be consistent with the severity of the violation. Frequency of EIS violations may also be taken into account. In response to intentional malicious acts, possible financial reparations may be imposed. Other actions taken shall be hierarchical in nature, in accordance with established FUSD disciplinary policy.

**All potential users of FUSD's EIS must sign this agreement and return it to their school prior to accessing EIS and being assigned an iPad.** In signing the agreement, the student agrees to be bound by its terms. If the agreement is not signed or returned to the school, the student will not be permitted to use district EIS resources. If the terms of the agreement change, all students will be expected to sign the revised policy. Failure to sign the revised policy may result in denial or revocation of EIS privileges.

## Promotion & Retention of Students

The FUSD Governing Board has established the following required courses for the sixth, seventh and eighth grades:



Two (2) units per year – English  
 Two (2) units per year – Mathematics  
 Two (2) units per year – Social Studies  
 Two (2) units per year – Science  
 Up to twelve (12) elective units

Certificate of promotion (A.R.S. 15-701(D)) shall be presented to students fulfilling the following requirements:

- Thirty (30) total units consisting of:
  - o Six (6) units of English
  - o Six (6) units of Mathematics
  - o Six (6) units of Social Studies
  - o Six (6) units of Science
  - o Six (6) units of Electives
 And/or
- Successful passage (meets or exceeds) of the identified state standardized test.

The standard certificate of promotion will be issued also to special education students who meet the requirement established by the District in compliance with A.D.E. Regulation R7-2-301(C).

## Positive Behavioral Intervention and Supports (PBIS)

The staff at Mount Elden School is committed to improving our school culture, improving relationships between school personnel and FUSD families and increasing the success of our students. In this effort we are proud to announce the implementation of the Positive Behavior Interventions and Supports (PBIS) Program. PBIS is a nationally researched and recognized behavioral support program that has been shown to create positive school cultures, increase academic learning time and foster genuine connectedness within school communities. FUSD is using the PBIS model to achieve the common goal of creating a more positive culture in our school through behaviors that will foster Focus, Honor and Success of staff, students and families.

Parents are a critical part of student achievement. As such, we feel it is important that our students and their families know and understand the behavior expectations in FUSD Schools. The Behavior Expectations Chart included in this Handbook is one piece of the PBIS model. It clearly and positively states the expectations. With your support and encouragement, we will be able to increase the number of students demonstrating positive behavior and academic achievement, and reduce discipline referrals.

# MOUNT ELDEN MIDDLE SCHOOL PBIS MATRIX



	Restroom	Hallway	Cafeteria	Classroom	All Settings
<b>Responsibility</b>	<p>Ask permission and use a pass to leave class.</p> <p>Promptly return to class</p> <p>Use time appropriately</p> <p>Leave the facility cleaner than I found it</p>	<p>Walk directly to my destination</p> <p>Keep the hall clean</p> <p>Move with purpose</p>	<p>Clean my area</p> <p>Take what I need, and use what I take</p> <p>Keep and eat food in designated eating areas</p> <p>Use an appropriate level of voice</p>	<p>Take ownership of my learning</p> <p>Listen, learn, and participate</p> <p>Be on time</p> <p>Be thoroughly prepared with all required materials</p> <p>Ask for help when needed</p> <p>Dress appropriately for the learning occurring</p> <p>Engage in my learning</p>	<p>Use an appropriate voice level</p> <p>Be prepared with materials</p> <p>Be engaged in the activity I am participating in</p> <p>Arrive on time to the place I am supposed to be</p>
<b>Respect</b>	<p>Use the facility appropriately</p> <p>Maintain cleanliness by cleaning up after myself</p> <p>Report vandalism or unsafe activities</p> <p>Maintain privacy by not using phones or other devices</p> <p>Be kind and polite to others</p>	<p>Face forward and stay right</p> <p>Keep my hands to myself</p> <p>Keep moving</p> <p>Honor personal space</p> <p>Use an inside voice</p>	<p>Remain seated until I am dismissed</p> <p>Eat the food that belongs to me</p> <p>Walk in the cafeteria</p>	<p>Use school supplies responsibly</p> <p>Stay in my personal space</p> <p>Follow directions the first time</p> <p>Enter and exit class safely</p>	<p>Honor personal space</p> <p>Keep my hands, my feet, and all other objects to myself</p> <p>Be aware of safety at all times</p>
<b>Kindness</b>	<p>Give others privacy</p> <p>Maintain privacy by not using phones or other</p>	<p>Use positive words and language</p> <p>Assist others in need</p>	<p>Say "please, thank you, and you're welcome"</p> <p>Use kind</p>	<p>Use positive words and language</p> <p>Use an appropriate</p>	<p>Follow directions the first time</p> <p>Respect others' and school's</p>

	devices  Leave it clean for the next person  Prevent and report bullying, vandalism or any inappropriate activity/behavior	Wait patiently to walk behind others  Prevent and report bullying, vandalism or any inappropriate activity/behavior	positive words and language  Include others at my table  Prevent and report bullying, vandalism or any inappropriate activity/behavior	voice level  Respect different points of view  Express gratitude  Prevent and report bullying, vandalism or any inappropriate activity/behavior	property  Use kind words  Help others when needed  Honor all students  Prevent and report bullying, vandalism or any inappropriate activity/behavior
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## Sexual Harassment

(Policy ACA)

The Governing Board prohibits sexual harassment of or by any of its employees, students, or visitors. It is the District's policy that all individuals associated with the District, including but not limited to the Governing Board, employees, students, and visitors have a right to work, learn, and visit all District sites in an environment free of discrimination based on race, color, religion, sex, age, national origin, disability, sexual orientation, and sexual harassment. All employees, students, and visitors at all sites must avoid offensive or inappropriate sexual and/or sexually harassing behavior. Governing Board members, employees, students, and visitors have a right and responsibility to report harassment experiences. It will be ensured that there will be prompt and equitable resolution of sexual harassment complaints by providing 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 it be the accused or the victim. More information on reporting can be found in Policy ACA.

## Hazing

(Policy JICFA)

There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to District schools within twelve (12) calendar months. For purposes of this policy a person as specified above shall be considered a "student" until graduation, transfer, promotion or withdrawal from the District school.

"Hazing" means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply:

- The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with an educational institution.

- The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

"Organization" means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

It is no defense to a violation of this policy if the victim consented or acquiesced to hazing.

In accord with statute, violations of this policy do not include either of the following:

- Customary athletic events, contests or competitions that are sponsored by an educational institution.

- Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program, or a legitimate military training program.

All students, teachers and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy.

Students and others may report hazing to any professional staff member.

Professional staff members must report the incident to the school administrator or next higher administrative supervisor, in writing, with such details as may have been provided. A failure by a staff member to timely inform the school administrator or next higher administrative supervisor of a hazing allegation or their observation of an incident of hazing may subject the staff member to disciplinary action in accord with District policies. The staff member shall preserve the confidentiality of those involved, disclosing the incident only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law. Any instance of reported or observed hazing which includes possible child abuse or violations of statutes known to the staff member shall be treated in accord with statutory requirements and be reported to a law enforcement agency.

To assure that students and staff are aware of its content and intent, a notice of this policy and procedure shall be posted conspicuously in each school building and shall be made a part of the rights and responsibilities section of the student handbook. Forms for submitting complaints are to be available to students and staff in the school offices.

Disposition of all reports/complaints shall be reported to the Superintendent. The Superintendent will determine if the policies of the District have been appropriately implemented and will make such reports and/or referrals to the Board as may be necessary.

All violations of this policy shall be treated in accord with the appropriate procedures and penalties provided for in District policies related to the conduct and discipline of students, staff, and others.

## **Violence/Harassment/Intimidation/Bullying**

(Policy JICK)

The Governing Board believes it is the right of every student to be educated in a positive, safe, caring and respectful learning environment. The Board further believes a school environment inclusive of these traits maximizes student achievement, fosters student personal growth, and helps students build a sense of community that promotes positive participation as members of society.

The District, in partnership with parents, guardians, and students, shall establish and maintain a school environment based on these beliefs. The District shall identify and implement age-appropriate programs designed to instill in students the values of positive interpersonal relationships, mutual respect, and appropriate conflict resolution.

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying, harassment or intimidation as defined by this policy will not be tolerated.

## Definitions

### Bullying

Bullying may occur when an individual or group engages in any form of behavior or aggression that includes such acts as intimidation and/or harassment that:

- has the effect of physically harming an individual, damaging an individual's property or placing an individual in reasonable fear of harm or damage of property,
- is sufficiently severe, persistent or pervasive that the action, behavior, aggression, or threat creates an intimidating, threatening, hostile or abusive environment in the form of physical or emotional or psychological harm or distress,
- behavior, aggression or threat occurs repeatedly over time,
- occurs when there is a real or perceived imbalance of physical, emotional or psychological power or strength, or, may constitute a violation of law.

Bullying of an individual or group can be manifested through written, verbal, physical, emotional or psychological means and may occur in a variety of forms including, but not limited to:

- verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling or rumor spreading either directly through another person or group through cyberbullying,
- exposure to social exclusion or ostracism,
- physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- damage to or theft of personal property.

Bullying may also be in violation of Title VI of the Civil Rights Act of 1964 1 (Title (VI), which prohibits discrimination on the basis of race, color, or national origin; Title IX of the Education amendments of 1972 2 (Title IX), which prohibits discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973, and its implementing regulations (Section 504); and Title II of the Americans with Disabilities Act of 1994, and its implementing regulations (Title II).

### Harassment

Harassment is behavior by an individual or group that consists of systematic and/or continued unwanted and annoying actions, including threats and demands. Harassing conduct may take many forms, including verbal acts and name calling (e.g., bullying); graphic and written statements, which may include use of cell phones, social-media or the Internet (e.g. cyberbullying); or other conduct that may be physically threatening, harmful or humiliating. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by a school. Harassment based on race, disability, sex, religious orientation, sexual orientation, cultural background, economic status, size or personal appearance may violate an individual's civil rights when such harassment is sufficiently serious that it creates a hostile environment and such harassment is encouraged, tolerated, not adequately addressed or ignored.

## **Cyberbullying**

Cyberbullying is, but not limited to, any act of bullying or harassment committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other Internet communications on school computers, networks, forums and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment. Cyberbullying may also be in violation of Section 504 of the Rehabilitation Act of 1973, and its implementing regulations, and Title II of the Americans with Disabilities Act of 1990 and its implementing regulations.

## **Intimidation**

Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

## **Prohibitions and Discipline**

Students are prohibited from engaging in behaviors that would constitute bullying and/or harassment on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums or mailing lists.

Disciplinary action may result for bullying and/or harassment which occurs outside of the school and the school day when such bullying and/or harassment results in a substantial physical, mental, or emotional negative effect on the victim while on school grounds, school property, school buses, at school bus stops, or at school sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All Suspected violation of law will be reported to local law enforcement.

## **Dangerous Weapons in School**

(Policy J)

No student shall go onto the school premises with a firearm, explosive, knife, or any other dangerous or illegal instrument or a simulated instrument (for example, a toy gun) displayed or represented by the student as a dangerous instrument. No student shall interfere with normal activities, occupancy, or use of any building or portion of the campus by exhibiting, using, or threatening to exhibit or use a firearm, explosive, knife or other dangerous or illegal instrument, or any instrument or simulated instrument represented as a dangerous instrument.

Except as provided below, any student violating this policy shall be suspended for a period of not less than one year or expelled. Authorization by the Governing Board is required for a student to be suspended for more than 10 days or expelled. Please refer to Policy J.

## Student Discipline

### **Student Discipline Policy**

(Policy JK/JK-R)

Appropriate behavior is a necessary prerequisite to learning. Each student must conduct themselves properly and in accordance with school rules, regulations, and policies at all times. Each employee of the District is responsible for helping to enforce proper student conduct.

The District further recognizes that situations may arise that, in the best interest of the majority of the students and of the District, will necessitate the removal of a student or students from school campus.

The District believes that close cooperation between parent/guardian and the school is the most effective method of preventing difficult situations from arising. The District recognizes its responsibility for helping to develop closer home-school cooperation and will:

- Inform parent guardians of situations that may be developing prior to the need for disciplinary action whenever possible.
- Develop and distribute clearly stated discipline policies, rules and regulations.

### **Student Discipline (Policy JK & Regulation JK-RA)**

The Governing Board is committed to maintaining school environments that are stable and contribute to the educational process. Within this context, the Board recognizes the need for fair, consistent, and responsive student discipline procedures designed to maximize administrator, teacher, student, and parent understanding and involvement. Students are expected to conduct themselves, at all times, in a manner that will bring credit to themselves, their parents, and the school. It is important that students know that the school staff is legally responsible for the conduct of students during school hours, while the students are on campus, or at any school function. Students are expected to follow the directions provided by all staff members during these times of responsibility. Students going to and from school and students engaging in conduct outside of school that adversely affects the school community are also subject to school discipline.

Arizona law requires that school authorities regulate student conduct and discipline students for misconduct. Consistent with students' due process rights, school authorities will discipline students based on the nature of the offense committed and the disciplinary history of the offender to preserve the good order and educational climate of the school.

Disciplinary measures include, but are not limited to: conference with the student, conference with the parent, written warning, counseling, detention, confinement with implementation of mandatory provisions, suspension, alternative school placement, and expulsion. Detention involves the confinement of a student to a designated area of the school for a limited period of time. Detention could occur before school, after school, at lunch or during the school day. Expulsion means the permanent withdrawal of the privilege of attending or visiting a District school or a District school-sponsored function (See District Policy JKE).

**Accomplice Liability (Aiding & Abetting) – A student who, with the intent to promote or facilitate the commission of a violation by another person of District Policy or Regulation: solicits or commands another person to commit a violation, or aids, counsels, agrees to aid or attempts to aid another person in planning or committing a violation, or provides means or opportunity to another person to commit the violation, may be disciplined to the same extent as a student who may be found to have violated the other District Policy or Regulation.**

Students should be advised that additional consequences, relating to participation in extracurricular activities, may be imposed by the Principal, his designee, or the activity sponsor for the violation of any portion of the above policy. School administrators may determine placement in an alternative educational program.

Students wishing to voluntarily participate in a substance abuse course, who have not been apprehended for violation of the substance abuse policy, may do so by contacting a building-level administrator or counselor. Such students will not be subject to disciplinary action for this self-referral.

Discipline Matrix:

<https://www.fusd1.org/site/handlers/filedownload.ashx?moduleinstanceid=22392&dataid=33705&FileName=FUSD%20Secondary%20Discipline%20Matrix.pdf>



**STUDENT RECEIPT FOR RECEIVING HANDBOOK INFORMATION,**  
**TO BE SIGNED BY STUDENT AND RETURNED**  
**2022-2023 SCHOOL YEAR**

**STUDENT NAME:** \_\_\_\_\_ **ID NUMBER:** \_\_\_\_\_  
(PLEASE PRINT)

**SCHOOL ATTENDING:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**I. ACKNOWLEDGEMENT OF RECEIPT:**

Check to acknowledge:

☐

I acknowledge that I have been informed that the **Flagstaff Unified School District 2021-2022 Selected Student Policies and Regulations Handbook** is available on the District's website and that I may request a hard copy from the school. I have been given the opportunity to read/view the handbook and review it with my parent/guardian. I understand that I may contact the principal if I have any questions about the information contained in these policies and regulations.

☐

I acknowledge that I have received the **2021-2022 Mount Elden Middle School Student Handbook**, and I understand that I may contact the principal if I have any questions about the information contained in this Handbook.

**II. TECHNOLOGY USE AGREEMENT:**

☐

I agree to the Student Technology Responsible Use Agreement and the Flagstaff Unified School District policy and regulations on appropriate use of Electronic Information Services. I understand that if I break any of the terms and conditions it may result in disciplinary action, up to and including suspension, and that I may not be allowed to use the Electronic Information Services.

**STUDENT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PARENT RECEIPT FOR RECEIVING HANDBOOK INFORMATION,  
STUDENT DIRECTORY RELEASE INFORMATION  
TO BE SIGNED BY PARENT AND RETURNED  
2022-2023 SCHOOL YEAR**

**STUDENT NAME:** \_\_\_\_\_ **ID NUMBER:** \_\_\_\_\_  
(PLEASE PRINT)

**SCHOOL ATTENDING:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**I. ACKNOWLEDGEMENT OF RECEIPT:**

Check to acknowledge:

☐

I acknowledge that I have been informed that the **Flagstaff Unified School District 2021-2022 Selected Student Policies and Regulations Handbook** is available on the District's website and that I may request a hard copy from my child's school. I have been given the opportunity to read the handbook and review it with my child. I understand that I may contact the principal if I have any questions about the information contained in these policies and regulations.

☐

I acknowledge that I have received the **2021-2022 Mount Elden Middle School Student Handbook** and that I will read/review the handbook with my parent/guardian. I understand that I may contact the principal if I have any questions about the information contained in this handbook.

**II. STUDENT TECHNOLOGY RESPONSIBILITY USE AGREEMENT:**

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I agree to the Student Technology Responsible Use Agreement and Flagstaff Unified School District policy and regulations on appropriate use of Electronic Information Services. I understand that if my child breaks any of the terms and conditions it may result in disciplinary action, up to and including suspension and that they may not be allowed to use the Electronic Information Services.

**Parent/Guardian Agreement (required if the user is a student)**

As the parent or guardian of the above named student, I have read this agreement and understand it. I understand that it is impossible for the Flagstaff Unified School District to restrict access to all controversial materials, and I will not hold the District responsible for materials acquired by use of the electronic information services (EIS). I also agree to report any misuse of the EIS to a District administrator. (Misuse may come in many forms but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, or other issues described in the agreement.)

I accept full responsibility for supervision if, and when, my child's use of the EIS is not in a school setting. I hereby give my permission to have my child use the electronic information services.

**PARENT/GUARDIAN NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_