

POMERENE ELEMENTARY SCHOOL

“Over 100 Years of Student Achievement”



Student/Parent Handbook 2019-2020



POMERENE SCHOOL DISTRICT #64

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Office of the Superintendent

Dear Parents and Students:

Welcome to Pomerene Elementary School! We are a small school with a proud tradition and we are excited to have you join the Panther team. We look forward to a wonderful year and encourage you to become actively involved in your child's education.

At Pomerene Elementary School it is our mission to provide a safe and welcoming learning community to each of our students. Understanding this, we have put together this handbook of expectations to help you prepare for the upcoming school year. This document covers many of the issues that arise at school on a daily basis, but is not to be considered an all-inclusive document. We know that often school can be challenging in and of itself and the success of each student is our first priority. With this in mind we believe that success is built from clear expectations. We would ask that you would take time to review the expectations of Pomerene Elementary School in this student handbook. This will serve as a valuable reference for you throughout the year.

At Pomerene Elementary School we take pride in our past and honor the traditions of excellence established by our students and staff. It is my desire to continue to have you and your children work with us to build these traditions for future Panthers to aspire to. Good luck to each of you throughout the school year and may you reach your highest potential.

Sincerely,

Michael Sherman

Michael Sherman, Superintendent

GOVERNING BOARD MEMBERS 2018

Mrs. Lianna Contreras, President
Mr. Donald Fenn, Clerk
Mrs. Shelley Crockett, Member
Danna Judd, Member Mrs.
Maggie Montijo, Member

ADMINISTRATION

Mr. Mike Sherman, Principal/Superintendent

CLERICAL STAFF

Mrs. Cheri Shull, Business Manager
Mrs. Candice Nuernberger, Office Manager

FACULTY

Mrs. Stacy Moore, Kindergarten/1st Grade Teacher
Mr. Debbie Barney, 2nd Grade Teacher
Mr. Virgil Judd, 3rd Grade Teacher
Mr. Paul Fenn, 4th Grade Teacher
Mr. Kevin Edington, Grades 5-8 Science & Social Studies Teacher
Mrs. Annette Richards, Grades 5-8 Language Arts Teacher
Mr. Dennis Unger, Grades 5-8 Math Teacher

STUDENT SERVICES

Mrs. Stacy Moore, Athletics
Mr. Mark Brown, Counselor
Mrs. Annette Richards, Librarian
Mrs. Sunny DeBaun, OT/PT Services
Mr. Ron Higginbotham, Speech Services
Mrs. Debbie Barney, SPED Director
Mr. Mike Sherman, Testing Coordinator

SUPPORT STAFF & SERVICES

Mrs. Maria Molina, Custodial
Mrs. Suzy Judd, Food Service
Mrs. Wendy Merrill, Food Service/Paraprofessional
Mrs. Bonnie Carner, Paraprofessional/SPED Grades K-8
Mrs. Lori East, Reading Specialist/1st Grade Co-Teacher
Mr. Rob Eglinsdorfer, IT Services
Mr. Roland Hinton, Maintenance
Mr. Mark Snyder, Transportation
Mrs. Florence Jones, Paraprofessional Grades 5-8
Mr. Ron Higginbotham, Band

Pomerene School District is a welcoming school community whose mission is to provide an engaging and safe learning environment, emphasizing quality education and traditional values that prepare students to seize opportunities for success.



- We embrace the time honored values of Honesty, Respect, Responsibility, and a strong work ethic. These traditional values are cherished by our community, have served us well in the past and are important to our future.
- We are constantly seeking better and more efficient ways to accomplish our mission. We are never content with the status quo in our operations or in our curriculum. Our programs must provide real life and practical experiences that prepare students for the demands of change.
- Transparency is essential. We are committed to communication characterized by mutual respect between students, staff, and parents. A home/school/ community partnership with open communication is critical to building and maintaining healthy, productive relationships.
- Our facilities and technology should reflect the high value we place on education. We take pride in a campus that is safe, attractive and welcoming.
- Our school belongs to the community. It is the hub for cooperation, partnerships and ties to past generations. We actively seek to make the school accessible to the community and responsive to their needs.
- Student activities are essential. Participation in field trips, student organizations, as well as athletic and academic competitions enriches a child's educational experience. These activities provide opportunities for teamwork and the development of leadership skills.

STUDENT INFORMATION

REPORT CARDS

The school year is divided into four grading periods of approximately nine weeks each. Report cards will be issued to students on the Wednesday following the close of each nine weeks. The only exception to this will be the last grading period of the year.

Nine Week Period:

Period Ends In:

1 st Nine Weeks.....	Sept. 27, 2019
2 nd Nine Weeks.....	December 20, 2019
3 rd Nine weeks.....	March 6, 2020
4 th Nine Weeks.....	May 22, 2020

PROMOTION/RETENTION

Arizona State Law requires the classroom teacher to make the decision regarding promotion or retention of a child after a year's instruction. The teacher will contact the parent regarding the possibility of retention in mid-January if need exists. The teacher and parent then will work with the student in order to develop avenues that encourage success. If this effort fails, the teacher will contact the parents in May to notify them of the decision.

If parents disagree with the teacher's decision regarding promotion/retention, they may appeal the decision. This procedure involves contacting the principal and petitioning the School Board to reverse the teacher's decision. State Law states that only the local Board of Education can overturn a teacher's retention/promotion decision.

STUDENT RECORDS

Pomerene Elementary School shall maintain current, clear, and accurate records on all students in attendance. Uniform procedures shall govern the collection, maintenance, storage, examination, transmittal, and destruction of all student records and any information included therein. Information regarding the handling of student records can be found under policy (J-7061 JR-R)

Only information deemed necessary to the welfare of students and orderly operation of schools, or that information required by law and regulation, shall be included in the student's official school records. Student records are the property of the school district; however, they will be available for inspection and review by parents in an orderly and timely manner and in accordance with established district policy, regulations and procedures. Parents, guardians or eligible students may challenge inclusion in a student's records of any information which is believed to be inaccurate, misleading, or in violation of the student's privacy or other rights. These persons may request deletion or modification of their records or enter in the records their statements of clarification or explanation.

All information relating to individual students shall be deemed confidential and will be released to another organization or agency or to an individual only upon the signed, written, dated request of the parent, guardian, or eligible student except as otherwise provided by law and regulation.

POWERSCHOOL

Pomerene School District utilizes the PowerSchool system for the purpose of student data management. Students and parents have access to their own individual student information via the Internet. Your login information is included on your child's progress report or you may call the School office for assistance.

ATTENDANCE POLICY

RAISING EXPECTATIONS

At Pomerene School District we embrace the time honored values of Honesty, Respect, Responsibility, and a strong work ethic. These traditional values are cherished by our community, have served us well in the past and are important to our future. As the governing board we want the community and staff to know we are 100% behind student success and feel it to be important to “Raise Expectations”

Additionally, attendance is essential for student success. When students miss school, they miss educational opportunities. Teachers plan lessons weekly. They use assessment information to help them plan lessons that are targeted toward helping all children experience growth. When a student is absent, they miss a large chunk of learning. It is essential that students attend school every day they are healthy. The law is very specific on how schools are to respond to excessive absences or tardies, also known as truancy.

Specifically the laws states: “It is unlawful for any child between six and sixteen years of age to fail to attend school during the hours school is in session...” Additionally, “a child who is habitually truant or who has excessive absences may be adjudicated an incorrigible child as defined in section 8-201. Absences may be considered excessive when the number of absent days exceeds 10% of the number of required attendance days prescribed in section 15-802, subsection B, paragraph 1.... Habitually truant means a truant child who is truant for at least five school days within a school year. Truant means an unexcused absence for at least one class period during the day. Truant child means a child who is between six and sixteen years of age and who is not in attendance at a public or private school during the hours that school is in session, unless excused as provided by this section. SS: 15-803 (A) (B) (C) (1,2,3) A parent.... who ...fails to ensure that the child attends a public, private or charter school pursuant to this section is guilty of a class 3 misdemeanor.” SS: 15-802(A) (B) (1) (E) Further, an attendance officer may “issue a citation to an adult or child who is alleged to be in violation of laws specific in subsection A of this section to appear before a court of competent jurisdiction and shall advise the person to whom the citation is issued that failure to appear at the time and place specified in the citation may result in the issuance of a warrant for the person’s arrest. SS 15-805 (B) (1)

The following will serve as guidelines for “Raising Expectations”:

Concern	Other Information	Consequence	How to Resolve
10 or more Tardies per semester	Parents can excuse up to 5 tardies per semester and an additional 5 can be excused by a medical or legal office	4 hours of remediation per tardy above 10	Intersession, StudyIsland, before or after school
10 or more absences in a semester	3 tardies = 1 absence	4 hours of remediation per occurrence	Intersession, StudyIsland, before or after school
Failing grade in any core class (Math, Reading, Science, Social Studies)	Calculated each 9 weeks	12 hours of remediation per occurrence	Intersession, StudyIsland, before or after school or private tutor paid by parent.

Outstanding remediation hours after conclusion of summer school	Request to be placed on July board agenda must be made prior to June 30 th	Retention	Appeal decision to the board in July board meeting.
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The Pomerene Unified School District believes that for students to complete schoolwork satisfactorily, they must maintain a good attendance record. The framework of our “Raising Expectations” document has outlined our expectation for attendance. Each student is expected to be in attendance at school every day school is in session.

ATTENDANCE REGULATIONS

School law and regulations passed by the legislature and revised by the State Board of Education make it mandatory that all public schools list and report to the State Board the reasons for student absences. To comply with this regulation, we request:

- All absences are reported to the school office 520-586-2407 prior to 9:30 AM. Parents may report such absences by calling the office each day the child is absent.
- An absence is considered unexcused if a student is absent from any class or day without parental or official school consent.
- Should your child be absent from school you will receive notification from the school through our Alert Now System. If you receive a reminder call please contact the school immediately to report absence.

Pomerene Elementary School recognizes the following excuses for absence:

1. Personal illness of the student.
2. Medical and Dental Appointments
3. Legal Appointments/Proceedings
4. Emergency family situation
5. Participation in school events

EXCUSED ABSENCES

If it is necessary to be excused for a day or more the parent must contact the office. When possible please contact the office prior to the absence. The contact can be made by phone, a note, or in person. If a note is sent it should contain:

1. A date.
2. Identify the student.
3. Give the length of the absence.
4. State the reason for the absence.
5. Signed by the parent or guardian.
6. A phone number, if the parent is not going to be at home, where contact with the parent can be made.

If it is necessary to be excused during the day, the student should bring a written parental request and give it to their teacher, or call the office, before the absence occurs.

When it is necessary for the parent to take a student out of school during the day the parent should check in the office prior to taking the child out of school.

We realize that there are valid reasons for students being absent. Students are expected to make up missed schoolwork. A reasonable length of time (usually two school days) will be given to a student to make up missed work. Absences of longer duration than two or three school days may result in the necessity for a parent-student-teacher conference in order to determine an equitable time in which missed schoolwork should be made up.

These procedures are necessary for the protection of the student and help the school fulfill their responsibility.

TARDINESS

We are working diligently to ensure that students are in class daily and on time. This is critical for each student in order to have continued success in his or her academic career. When a student is late or absent, it not only disrupts the student's learning but it disrupts all students' learning and the classroom teacher.

1. If you are late anytime, go directly to the Main Office for a tardy admittance slip.
2. Students will be given an admittance slip marked Excused* or Unexcused before being allowed in class. Students must give the slip to the teacher to be admitted to class.

*Excused Tardies are medical and school-related (late bus, teacher detained, Administration Office Business) only. Certain lenience may be given to extenuating circumstances.

STUDENT CONDUCT AND DISCIPLINE

It is the responsibility of the parents to ensure their children conduct themselves in a manner conducive to obtaining the best possible education while attending Pomerene Elementary School. While everyone has the right to an education, none of us has the freedom to infringe on the rights and privileges of others by conducting ourselves in a manner that deprives others of an education.

Specific regulations regarding student conduct and discipline established under board policy are necessary to insure the most productive atmosphere for learning, to assist students in developing responsibility and respect for the rights of others and to guide needed disciplinary actions when infractions occur.

Although expulsion from the public school or suspension for a sufficiently long period of time is extremely severe, such actions may be recommended by the principal to the Governing Board in the event of very serious and repeated violations. Should expulsion or long term suspension become necessary, every effort will be made to follow due process in an attempt to safeguard the rights of all involved parties.

All incidents, both minor and major, will be thoroughly investigated in an attempt to acquire as complete a picture as possible of what actually happened before determining what, and if, disciplinary action is necessary.

PURPOSE OF STUDENT CONDUCT POLICY

To maximize educational opportunities available to all students, and to insure operation of an orderly, successful school, all students are required to comply with certain standards of behavior. The purpose of this policy is to define conduct that may result in discipline of a student.

RIGHTS AND RESPONSIBILITIES:

All students are entitled to enjoy the basic rights of citizenship that are recognized and protected by laws of this country and state for persons of their age and maturity. Each student is obligated to respect the rights of classmates, teachers, and other school personnel. District schools shall foster a climate of mutual respect for the rights of others. Such an environment will enhance both the educational purpose for which the District exists and the educational program designed to achieve that purpose.

All District personnel shall recognize and respect the rights of students, just as all students shall exercise their rights responsibly, with due regard for the equal rights of others and in compliance with rules and regulations established for the orderly conduct of the educational mission of the District. Students who violate the rights of others or who violate rules and regulations of the district or of their school are subject to appropriate disciplinary measures designed to correct their own misconduct and to promote adherence by them and by other students to the responsibilities of citizens in the school community.

The following basic guidelines of rights and responsibilities shall not be construed to be all-inclusive, nor shall it in any way diminish the legal authority of school officials and the Governing Board to deal with disruptive students.

RIGHTS

- Students have the right to a meaningful education that will be of value to them for the rest of their lives.
- Students have the right to a meaningful curriculum and the right to voice their opinions, through representatives of the student government, in the development of such a curriculum.
- Students have the right to physical safety, safe buildings, and sanitary facilities.
- Students have the right to consultation with teachers, counselors, administrators, and anyone else connected with the school if they so desire, without fear of reprisal.
- Students have the right to free elections of their peers in student government, and all students have the right to seek and hold office in accordance with the provisions of the student government constitution and in keeping with the extracurricular guidelines of the District.
- Students have the right to be aware of administrative and/or faculty committee decisions and to be aware of the policies set forth by the Governing Board and school.
- Legal guardians or authorized representatives have the right to see the personal files, cumulative folders, or transcripts of their children who are under the age of 18 years. School authorities may determine the time and manner of presentation of this information.
- Student's academic performance shall be the prime criterion for academic grades; however, compliance with school rules and regulations may also affect grades.
- Students shall not be subjected to unreasonable or excessive punishment.
- Students have the right to be involved in school activities, provided they meet the reasonable qualifications of sponsoring organizations, state organizations, and school regulations.

RESPONSIBILITIES

- Students have the responsibility to respect the rights of all persons involved in the educational process and to exercise the highest degree of self-discipline in observing and adhering to school rules and regulations.
- Students have the responsibility to take maximum advantage of the educational opportunities available and seek to achieve a meaningful education.
- All members of the school community, including students, parents, and school staff members, have the responsibility to promote regular attendance at school.
- Students have the responsibility to protect school property, equipment, books and other materials issued to or used by them in the instructional process. Students will be held financially responsible for any loss or intentional damage caused to school property.
- Students have the responsibility to complete all course assignments to the best of their ability and to complete make-up work after an absence.
- Students have the responsibility to help maintain the cleanliness and safety of the school buildings and property.
- Students have the responsibility to present themselves in class at the prescribed time and with the necessary materials.

TEMPORARY REMOVAL:

Teachers are authorized to temporarily remove a student from a class. A teacher may temporarily remove a student to the principal, or to a person designated by the school administrator, in accord with:

- Rules established for the referral of students.
- The conditions of A.R.S. 15-841, when applicable.

The Superintendent shall establish such rules as are necessary to implement the temporary removal procedure.

Threatened an Educational Institution means to interfere with or disrupt an educational institution as found in A.R.S. 15-841 and 13-2911. A student who is determined to have threatened an educational institution shall be expelled from school for at least one year except that the District may modify this expulsion requirement for a pupil on a case-by-case basis and may reassign a pupil subject to expulsion to an alternative education program if the pupil participates in mediation, community service, restitution or other programs with the student as a condition to the reassignment of the pupil to an alternative education program.

Information concerning a student's disciplinary record will be held in the strictest confidence.

Disciplinary actions taken will be recorded in an administrative log, and all types of suspensions or expulsions will be recorded in a separate file for each student.

DRESS CODE

Pomerene School encourages students to take pride in their attire as it relates to the school setting. Students are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment. Students dressed in a way that is considered to be disruptive, provocative, revealing, profane, vulgar, offensive or obscene, or which endangers the health or safety of the student or others is prohibited.

The following will serve as guidance for attire that would be considered inappropriate:

- Exposed undergarments.
- Sagging pants.
- Excessively short or tight garments.
- Bare midriff shirts, halter-tops, and spaghetti straps.
- Attire with messages or illustrations that are lewd, indecent or vulgar or that advertise any product or service not permitted by law to minors.
- Head covering of any kind.
- See-through clothing.
- Attire that exposes cleavage.
- Any adornment such as chains or spikes that reasonably could be perceived as or used as a weapon.
- Any symbols, styles or attire frequently associated with intimidation, violence or violent groups about which students have been notified.
- Facial piercing to include nose, lip, eye, etc.
- All shorts and skirts must be tailored and mid-thigh in length or longer.

Bare feet are never acceptable. In the interests of student safety, shoes must be worn at all times. Closed shoes are to be worn for any type of physical activity, such as Physical Education, etc.

Exceptions for special activities or health considerations may be pre-approved by the administrator.

If a student's dress or appearance is such that it constitutes a threat to the health or safety of others, distracts the attention of other students or staff from their work, or otherwise violates this dress code, the principal or principal's designee may require the student to change his or her dress or appearance. A second or repeated violation of this policy may result in disciplinary action.

DISCIPLINARY PROCEDURES

1. Student behavior which is not conducive to the learning process will be dealt with using the Assertive Discipline Program.
2. Offenses shall be categorized as Level I, II, or III, infractions and each will follow a sequence of consequences.
3. Offenses dealing with tardies, unexcused absences, being off campus without permission, and violations of bus rules will be handled through the office in accordance with our "Raising Expectations" document.

The purpose of the Pomerene School Discipline plan is to change or modify student behavior so that the student can achieve success in school-time activities as well as future pursuits.

STUDENT ACCOUNTABILITY SYSTEM

In addition to our standard Student Code of Conduct, we will use a point system to identify and address students who are continually disruptive to the educational process of the school or fail to appropriately respond to behavioral guidelines.

A point value is assigned to each infraction according to the classification of the offense.

Level I Infraction – 5 points

Level II Infraction – 15 points

Level III Infraction – 50 points

Students with less than 50 points:

- Students with less than 50 points can make arrangements at any time with the principal or teacher to work points off through community service efforts. These hours will be done on campus and during what is considered non-instructional time. (Before school, after school, and lunchtime.)

When a student attains 50 points the following will occur:

- In House Suspension, Saturday detention or after school detention until points are reduced below 50. In addition the student will lose all privileges to participate in school activities including but not limited to field trips, assemblies, clubs, dances, athletics and all other schoolactivities.

When a student attains 100 points the following will occur:

- 3 days In-House Suspension (IHS). Any subsequent occurrence 5 days IHS.

When a student attains 150 points the following will occur:

- 10 days IHS or Out of School Suspension or Recommendation to the Board of Education for Long-Term Suspension or Expulsion.

Level I Infraction 5 points

Level I- Minor Offenses

- A. Minor classroom disruption
- B. Bus rule violation
- C. Failure to do teacher consequence
- D. Dress Code Violation
- E. Tardy
- F. In unauthorized areas on campus
- G. Insubordination-Defiance
- H. Inappropriate display of affection
- I. Inappropriate use of school supplies
- J. Inappropriate use of electronic device

Level II Infraction 15 points

Level II-Major Offenses

- A. Unexcused Absence
- B. Hazing/Harassment/Provoking a fight
- C. Major classroom disruption
- D. Gang like behavior or apparel
- E. Displaying/Exhibiting pornography
- F. Inappropriate Language/Profanity
- G. Spitting
- H. Cheating/Forgery/Plagiarism
- I. Insubordination-Refusal to follow reasonable requests of a school employee or volunteer
- J. Throwing Objects
- K. Off campus without permission
- L. Failure to complete a teacher consequence
- M. Writing/Drawing graffiti
- N. Playground Violation
- O. Becoming argumentative in nature
- P. Continuing inappropriate use of electronic device (2nd and subsequent offenses)

Level III Infraction 50 points

Level III-Violation of State or Federal Laws

- A. Bullying
- B. False Fire Alarm
- C. Trespassing on Pomerene campus or other district property
- D. Alcohol/Tobacco Use or Possession/Drug Use or Possession (Before, After, or during school activities)
- E. Possession/Use/Distribution of illegal substances (Before, After, or during school activities)
- F. Possession of Explosives
- G. Theft of school property
- H. Vandalism/Graffiti
- I. Verbal abuse of Teacher/School Employee
- J. Physical attack on school employee
- K. Arson
- L. Open defiance of authority
- M. Theft or distribution of property of others
- N. Threatening an educational institution by interference with or disruption of a school class or activity
- O. Possession or carrying a weapon

► **Students charged with these infractions will have police action and may be recommended to the Governing Board for expulsion**

Consequences Include:

- A. For Level I
 - 1. Change student seat
 - 2. Conference with student
 - 3. Telephone parent
 - 4. Teacher-Parent-Student Conference
 - 5. Temporary removal outside of classroom
 - 6. Teacher imposed detention (lunch/after school)

B. For Level II

1. Student/Teacher conference
2. Teacher detention (lunch/after school)
3. Teacher/Parent/Student conference
4. Referral to Administration
 - A. Principal/Parent/Student conference
 - B. Short-term suspension (1-10 days) In-House Suspension (IHS) or Out-of-school Suspension (O.S.S.)
 - C. Community Service

C. For Level III Offenses

1. Short-term suspension (1-10 days)
2. Long-term suspension
3. Expulsion

The following guidelines should be considered:

1. Students who accumulate 10 days of Out of School Suspension may be recommended to the Governing Board for long term suspension.

► **This procedure will not preclude the administration from suspending a student for severe and/or continuous infractions.**

WRITTEN REPORT

Any students whose behavior is alleged to be in violation of school district rules may be taken to the principal's office. Under the direction of the administrator, a written report of the alleged violation must be prepared in detail (time, place, observed behavior, witnesses' name (s), name or description of violator, etc.). The written report is to be completed by the individual initiating the referral.

PLAYGROUND RULES

1. No teasing, bad language, bullying, or put downs.
2. No wrestling or fighting.
3. Use equipment as intended to be used.
4. Don't leave playground without permission.

Students who break playground rules will be subject to disciplinary action.

J-3200 © JICK & JICK-EB

STUDENT BULLYING/HARASSMENT/INTIMIDATION

The Governing Board of the Pomerene School District 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 a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that

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

Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional 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 or 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

Cyberbullying: Cyberbullying is, but not limited to, any act of bullying 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.

Harassment: Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual orientation, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

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 bullying, harassment, or intimidation 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, harassment, or intimidation which occurs outside of the school and the school day when such bullying, harassment, or intimidation 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 violations of law will be reported to local law enforcement.

Reporting Incidents of Bullying/Harrassment/Intimidation

A student who is experiencing bullying, harassment, intimidation or believes another student is experiencing bullying, harassment, or intimidation is to report the situation to the principal or another school employee. A school employee who becomes aware of or suspects a student is being bullied, harassed or intimidated shall immediately notify the school administrator. School personnel are to maintain appropriate confidentiality of the reported information.

The initial notification of an alleged incident may be provided verbally. A detailed written description of the incident and any other relevant information must be provided on form(s) made available by the school and submitted to the principal within one (1) school day of the verbal report. Should the principal be the employee who observes, is informed of, or suspects a student is experiencing bullying the principal shall document the incident or concern in writing. Failure by an employee to report a suspected case of bullying may result in disciplinary action up to suspension without pay or dismissal pursuant to Board Policies GCQF and GDQD.

Reprisal by any student or staff member directed toward a student or employee related to the reporting of a case of bullying or a suspected case of bullying, harassment, or intimidation shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable District policies and administrative regulations.

At the time a student reports alleged bullying, harassment, or intimidation the principal shall provide to the student who has allegedly been bullied, harassed, or intimidated a written copy of student rights, protections and support services available to the student and shall notify the student's parent(s)/guardian(s) of the suspected incident of harassment, intimidation or bullying.

The principal shall investigate *all* reports of bullying, harassment, or intimidation. If the principal determines that bullying, harassment, or intimidation has occurred, discipline will be administered pursuant to Board Policies JK, JKD, and JKE. Regardless of the outcome of the investigation the principal will meet with the involved students to review the findings of the investigation. Subject to the restrictions of the Family Educational Rights and Privacy Act (FERPA) set out in Policy JR, the parent(s) or guardian(s) of the involved students shall also be informed of the findings of the

investigation. Students found to be bullying, harassing, or intimidating others will be disciplined up to and including suspension or expulsion from school.

Documentation related to reported bullying, harassment, or intimidation and subsequent investigation shall be maintained by the District for not less than six (6) years. In the event the District reports incidents to persons other than school officials or law enforcement all individually identifiable information shall be redacted. Restrictions established by FERPA on disclosure of personally identifiable student information must be observed at all times.

The Superintendent shall establish procedures for the dissemination of information to students, parents and guardians. The information will include, but not be limited to, Governing Board policies, incident reporting, support services (proactive and reactive) and student's rights. The dissemination of this information shall

- occur during the first (1st) week of each school year,
- be provided to each incoming student during the school year at the time of the student's registration,
- be posted in each classroom and in common areas of the school, and
- be summarized in the student handbook and on the District website, and

the Superintendent shall establish procedures for the dissemination of information to District employees including, but not limited to

- Governing Board policy,
- preventive measures,
- incident reporting procedures,
- available support services for students (both proactive and reactive), and
- student rights.

Information will be provided to staff members at the beginning of each instructional year and on the first day of employment for new employees.

The Superintendent shall establish procedures designed to protect the health and safety of students who are physically harmed as the result of bullying, harassment, or intimidation. These will include, when appropriate, procedures for contacting emergency medical services, law enforcement agencies, or both.

Knowingly submitting a false report under Policy JICK shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

Law enforcement authorities shall be notified any time District officials have a reasonable belief that an incidence of bullying is a violation of the law.

HAZING (JICFA-EB)

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 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 school.

Definitions

"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.

Directions

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.

Reporting/Complaint Procedure

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 school 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.

A person who complains or reports regarding hazing may complain or report directly to the school administrator or to a professional staff member. The professional staff member receiving the report/complaint shall retrieve sufficient detail from the person to complete the form designated for such purpose. At a minimum the report/complaint shall be put in writing containing the identifying information on the complainant and such specificity of names, places and times as to permit an investigation to be carried out. When a professional staff member receives the information, the staff member will transmit a report to the school administrator or supervising administrator not later than the next school day following the day the staff member receives the report/complaint.

The report/complaint will be investigated by the school administrator or a supervising administrator. The procedures to be followed are:

- An investigation of the reported incident or activity shall be made within ten (10) school days when school is in session or within fifteen (15) days during which the school offices are open for business when school is not in session. Extension of the time line may only be by necessity as determined by the Superintendent.
- The investigator shall meet with the person who reported the incident at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation. Confidentiality of records and student information shall be observed in the process of making such a report.
- The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the Superintendent.

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

GENERAL GUIDELINES

VISITORS

All visitors must check in at the Principal's office and obtain a visitor's pass. Parents wishing to visit a class should try to make prior arrangements but are welcome any time.

FIRE DRILLS

Fire drills are held at irregular intervals throughout the school year. Students should remember these basic rules:

1. Check the instructions in each classroom (they are posted) indicating how to leave the building in the case of fire.
2. **Walk.** No talking. Move quickly and quietly to designated area.

TEXT BOOKS

All basic texts are loaned to the students for their use during the school year. Workbooks and other supplies are also distributed for student use. Textbooks are to be kept clean and handled carefully. They should be sure that their name, grade, and school are written on all book labels in case the book is misplaced. Students will be required to pay for lost or damaged textbooks.

HOMEWORK

The professional staff of Pomerene Elementary School recognizes the academic value of consistent and meaningful homework. Homework that is at the appropriate level of difficulty for the learner can contribute to an increase in the acquisition of skills, organizational ability and to the development of individual responsibility.

Our teachers will regularly assign appropriate homework that will reflect the students' established curriculum and classroom emphasis. Homework will be collected and will be reflected as part of the system of evaluating and reporting to parents.

AFTER SCHOOL HOURS

Students are not to remain on campus after the buses depart unless they are participating in a scheduled activity.

BUS REGULATIONS

Guidelines for Student Behavior on District Bus Routes

1. All individuals riding a school bus are under the direct authority and supervision of the bus driver.
2. No one, at any time, may distract or in any way cause the driver to divert his/her attention away from his/her responsibility or driving with all due care.
3. Regulations and safety rules require that all passengers be seated and faced forward while the school bus is in motion. The bus driver has the authority to assign seats.
4. A written request from the parents is required for a student who is not a regular passenger on a bus route to ride on that route or for a student to get off the bus somewhere other than his/her regular bus stop.
 - a. Only one written request per year is required if a student has regularly scheduled meetings such as Scouts, religious instructions, etc.
 - b. Written requests need the following:
 1. Date of request.
 2. Reason for request.
 3. What individual(s) the request is for.
 4. Duration of the request.
 5. Parent's signature
5. All activity while on the bus or waiting to board the bus that would put that individual or other individuals in danger is prohibited.
6. Fire drills will be conducted 2 times a year.

SPECIFIC

1. No eating, drinking or chewing gum while on the bus.
2. Keep voices at a low level.
3. Throwing items out the window or on the bus is prohibited.
4. No destruction or defacing of school property.
5. No malicious behavior.
6. Live animals must be bottled or in a cage and prearranged authorization must be made through the Principal's office before transporting on a school bus.
7. All games and dangerous activities are prohibited.
8. No shoving or pushing while on the bus or standing in line waiting to get on or off the bus.
9. No fighting while on the bus or standing in line waiting to get on or off the bus.
10. Never stick hands, arms, or any other part of the body out of windows or doors.
11. If for some reason you must cross the street, cross in front of the bus and look in both directions before stepping from in front of the bus.

SUSPENSION OF SCHOOL BUS SERVICE

Bus riding is a privilege – not a right. Arizona law gives the driver complete authority to maintain safe transportation. When school bus rules are consistently violated and cause danger to the students or drivers, the school authorities will take action to remedy the situation.

The action will be as follows:

2. Under some situations, the parents will be notified by school authorities. If the behavior does not improve, the bus service will be suspended for a specified amount of time.
3. Under emergency situations, where there are extremely serious violations, a student may be suspended from the bus without prior notice.

STUDENT HEALTH

COMMUNICABLE DISEASES:

Any student with, or recovering from a communicable disease, will not be permitted in school until the period of contagion is passed or until a physician recommends a return, in accordance with A.R.S. 36-629, appropriate regulations of the State Department of Health Services, and policies of the County Health Department.

Parents will be requested to provide a history of the communicable diseases for each student, and such records will be kept and maintained by the District.

A child suffering from a communicable disease shall be excluded from school to protect the student's own welfare and also to protect other students from illness. Early recognition of a communicable disease is of prime importance. The administrator or county health director shall make the decision for exclusion and re-admission.

Pediculosis (Lice Infestation):

A student with pediculosis shall be excluded from school until treatment specific for pediculosis has been initiated and the student is symptom free.

IMMUNIZATION OF STUDENT:

Subject to the exemptions provided by law, immunizations against diphtheria, tetanus, pertussis, poliomyelitis, rubella (measles), mumps, rubella (German measles), hepatitis B, and haemophilus influenza b (HIB) is required for attendance of any student in any District school. A student's immunization record must be submitted prior to attendance, although a student may be conditionally enrolled provided that necessary immunizations have been initiated and a schedule has been established for completion of the required immunizations. A student who fails to comply with the immunization schedule shall be suspended in accordance with policies of the District, except that a homeless student shall not be suspended from attendance until the fifth calendar day after enrollment.

Any student with serologic confirmation or the presence of specific antibodies against a vaccine-preventable disease shall not be subject to immunization against that disease as a condition for attending school.

The District will cooperate with county and state health departments in programs of immunization. Parents' permission must be secured before a student may participate in such immunization projects.

PHYSICAL EXAMINATIONS OF STUDENTS:

Each student participating in middle school interscholastic athletics is required to submit to a physical examination when required by the Arizona Interscholastic Association or to submit evidence of being physically fit, as verified by competent medical personnel. Each year the school makes arrangement with a local physician to provide physicals to our students at a reduced/discounted price. Students are encouraged to take advantage of this opportunity.

ADMINISTERING MEDICINE TO STUDENTS:

Prescription Drugs:

For occasions when it is necessary for a student to receive a prescription drug during the school day, the following procedure has been established to ensure the protection of the school and the student and to assure compliance with existing rules and regulations:

Administration by school personnel:

- The medication must be prescribed by a physician.
- The parent or guardian must provide written permission to administer the medicine to the student. Appropriate forms are available from the school office.
- The medication must come to the school office in the prescription container as put up by the pharmacist. Written directions from the physician or pharmacists must state the name of the patient, the name of the medicine, the dosage, and the time it is to be given.

- An administrator may designate a school employee to administer the medication.
- Each administration of prescription drugs must be documented, making a record of the student having received the medication.
- Medications must be kept in their original containers in a locked medicine cabinet.

Self-administration:

- When the physician feels it is necessary for the student to carry and self-administer the medication, the physician shall provide written recommendations, to be attached to the signed parent permission form.
- The parent or guardian must provide written permission for the student to self-administer and carry the medication. Appropriate forms are available from the school office.
- The medication must come in the prescription container as put up by the pharmacist.

Over the Counter Medication:

When it is necessary for a student to receive a medicine that does not require a prescription order but is sold, offered, promoted, and advertised to the general public, the following procedure has been established to ensure the protection of the school and the student:

Administration by school personnel:

- Pomerene School District does not provide over-the-counter medication for students. All medication must be supplied by the parent or guardian.
- Written permission must be provided by the parent or guardian for the administration of specific over-the-counter drugs.
- Any over-the-counter drug or medicine sent by the parent to be administered to a student must come to the school office in the original manufacturer's packaging with all directions, dosages, compound contents, and proportions clearly marked.
- An administrator may designate a school employee to administer a specific over-the-counter drug.
- Each instance of administration of an over-the-counter drug must be documented in the daily log.
- Over-the-counter drugs must be kept in their original containers in a locked medicine cabinet.

Self-administration:

- Written permission must be provided by the parent or guardian for the administration of specific over-the-counter medications by the student.
- Over-the-counter drugs or medicine sent by the parent to be administered by the student must be kept by the student in the original manufacturer's packaging, with all directions, dosages, compound contents, and proportions clearly marked.
- *Necessity* for self-administration of an over-the-counter drug or medicine shall be determined by the student's physician and must be verified by a signed physician's statement attached to the parent or guardian permission form, indicating the specific drug or medicine.

Protection of Students:

- Use of administration of medication on school premises may be disallowed or strictly limited if it is determined by the Superintendent, in consultation with medical personnel, that a threat of abuse or misuse of the medicine may pose a risk of harm to a member of the student population.
- The student shall take extraordinary precautions to keep secure any medication or drug, and under no circumstances shall make available, provide, or give the item to another person. The student shall immediately report the loss or theft of any medication brought onto the school campus. Violation of this regulation may subject the student to disciplinary action.

TOYS/PERSONAL ITEMS AT SCHOOL

Classrooms have educational games, playground equipment, soccer balls, jump ropes, and the like that are available for use at recess. Please ask your child to leave all toys, shoes with wheels, skateboards AND ELECTRONIC DEVICES AT HOME. Often times the student is more than tempted to play with his/her toy during class work. Disagreements between children often occur as a result of students bringing their favorite things to school.

“Show and Tell” activities are often seen by the children as good reasons to bring a toy or a collection of toys to develop skills by speaking before his/her peers. Parents and students need to know your teacher’s policy on “toys” as a topic for such discussion.

Remember: Toys are allowed at school only with teacher’s approval and for “Show and Tell”.

CELL PHONES AND OTHER ELECTRONIC DEVICES

All cell phones, and other electronic devices must be turned off and placed in the student’s backpack while on school grounds or on the bus. Administrators and teachers are authorized to confiscate electronic devices that are used in a manner that violates the privacy of others or disrupts the school’s objective of providing a safe and orderly learning environment for all students. Cell phones and other electronic devices may be used only at the discretion of the teacher or other school authorities.

CAFETERIA

The cafeteria will be open daily. All students are expected to conduct themselves in the cafeteria as they do in their homes. Complete hot lunch meals are available. Students bringing their lunch must eat in the cafeteria.

LUNCH PROGRAM

Free and Reduced Lunch Program

Pomerene Elementary School participates in the AZ free and reduced lunch program. All students will have an opportunity to complete application forms. Each parent may choose to apply for free or reduced-priced lunches. The principal has the responsibility to check to see if the applications are properly completed and to determine the qualifications of the applicant. Guidelines for approving free and reduced lunch applications are established by the Arizona Department of Education and the U.S. Government.

Families with more than one child in Pomerene Elementary School need only submit **one** application per family. Written notification of approval or denial will be sent home.

Charges for Meals

While Pomerene School District does not encourage meal charges, the following will apply:

Students who do not have cash to pay for their meals may be permitted to charge them.

Charges will only be allowed to accumulate for ten (10) days per family. (After the ten-day period, parents will be called to bring a lunch or money for the student until the charges are paid.)

Steps will be promptly taken to collect all overdue balances.

STUDENT SERVICES

SPECIAL NEEDS STUDENTS

The Pomerene School offers special programs for students whose needs require support services that are different from regular students. A specialized curriculum will be set up to serve these identified students.

All students will be screened and identified through testing procedures according to state law.

CHILD FIND

Child Find IDEA "97 P.L. 105-17 (Individuals with Disabilities Act)

The Pomerene School offers special programs for students whose needs require support services that are different from regular students. These services include ages 3-21. A specialized curriculum will be set up to serve these identified students.

All students will be screened and identified through testing procedures according to state laws.

PAYMENT OF DEBTS

Parents and students are responsible for clearing all debts to all school departments, vendors, school clubs and organizations, the athletic department, etc. prior to departure from school. Student report cards, yearbooks, and promotion certificates may be held if all debts are not cleared.

LOST/DAMAGED BOOKS

Students will be expected to return books checked out in their care at the close of the school term. Abusive care given to school owned books will result in students being assessed repair or replacement cost for the book. Reasonable wear and tear is not considered abusive.

INTERNET ACCESS/ELECTRONIC MAIL

PESD offers internet access student use. PESD uses advanced software for internet content filtering and has procedures in place to further block accessibility to material, if necessary. All students and parents are required to sign computer use agreements prior to being allowed access to computers.

EXTRA CURRICULAR ACTIVITIES

ATHLETICS

Interscholastic participants are reminded that they represent their school and community. It is their responsibility to maintain appropriate conduct at all times and to demonstrate behavior that will bring credit to themselves, the school and the community.

Sportsmanship and moral ethics are to be exemplified at all times in relation to other schools and with officials. It is an honor and privilege to participate in interscholastic athletics.

RESPONSIBILITY OF PARTICIPANTS

1. Respect the rules of the school, its' teachers, coaches and administrators.
2. Follow PESD eligibility rules, conference rules, and school rules. You are responsible for maintaining your own eligibility.
3. Strive to perform to your best ability in the classroom.

4. Promote sportsmanship and foster the “Six Pillars of Character” –trustworthiness, respect, responsibility, fairness, caring and good citizenship.
5. Exemplify good behavior, appearance, and conduct at all times.
6. Attend all classes the day of the game.
7. Students are responsible for turning in all equipment and uniforms issued to them immediately after the season is over.

Academic Eligibility to Participate in Extracurricular Activities:

- To be eligible, students must be passing all of their subjects at the end of each one week grading interval. A student has one week to make up any deficiency from the time of the first notice.
- **SEMESTER ELIGIBILITY**; Students must be passing all core classes (Math, Language Arts, Science and Social Studies) at the end of each semester to be eligible to compete in extracurricular activities the following semester.
- A student must be a student in “good standing”, i.e. academics, tardies, truancy, discipline.
- A “C” is the lowest passing grade.
- Students who do not meet the above eligibility requirements become academically deficient and will be unable to participate in extracurricular activities until the deficiency is cleared up.
- Academically deficient students will be notified in a manner that will ensure confidentiality, both for pending ineligibility and for the period of ineligibility.
- Coaches and/or sponsors will be advised under the same procedure.
- Support services will be made available to students who become ineligible for extracurricular programs as well as to students notified of pending ineligibility.
- Students whose behavior presents a problem or jeopardizes school discipline may be ineligible for participation in extracurricular activities until such time as their behavior warrants reinstatement.
- The same general statement shall apply for special education students except that such eligibility shall be determined on a case-by-case basis in relationship to the respective students’ individual education programs.
- Absences due to athletic participation shall not justify cause for late or incomplete class assignments. Each individual student/athlete is responsible for communicating with their teachers regarding assignments that are due during athletic absences.

STUDENTS ATTENDING ATHLETIC CONTESTS

Students attending athletic events will not be allowed to leave the contest and then return. We cannot supervise children who are playing on the playground. Students misbehaving at the games will be sent home. **Students will not be allowed to use the phone to call and see if they can stay for a game.**

TITLE I/NO CHILD LEFT BEHIND

NOTICE OF TITLE I ELIGIBILITY

School: Pomerene

Date: 7/30/2018

Dear Parent/Guardian:

We have been notified that our school qualifies to receive federal funds under the *No Child Left Behind act of 2001, Title I, Part A*, for the above indicated school year.

Our school is eligible for the following:

Schoolwide Title I Program:

You will receive notices and information throughout the school year to keep you informed about the progress of your child and the status of progress the school is making toward helping students meet high academic standards. We look forward to your attendance at school meetings when we will discuss the development, revision, and implementation of this Plan.

As always, our number one priority is academic success for all students. You are an important partner in helping us to achieve this goal. Please call me if you have any questions or suggestions.

Respectfully,

Michael Sherman

Mike Sherman, Principal/Superintendent

Pomerene Elementary School District #64
PO Box 7
Pomerene, AZ
www.pomereneschool.org

Annual Parent Notice
Right to Request Teacher Qualifications

Dear Parents or Guardian,

Our school receives Federal funds for Title I programs that are a part of the *No Child Left Behind Act of 2001*. Throughout the year we will continue to provide you with information about this law and your child's education.

You have the right to request information regarding the professional qualifications of your child's teacher(s). If you request this information, the district will provide you with the following as soon as possible.

- a. if the teacher has met state licensing requirements for the grade level and subjects in which the teacher is providing instruction;
- b. if state licensing requirements have been waived for the teacher on a temporary basis;
- c. the type of college degree major of the teacher and the field of discipline for any graduate degree or certificate; and
- d. if your child is receiving Title I services from paraprofessionals and, if so, his/her qualifications.

If you would like to request this information, please contact Pomerene School.

Respectfully,

Michael Sherman

Mike Sherman, Principal/Superintendent

Pomerene Elementary School District #64
Education of Homeless and Youth Dispute Resolution Process
Reference Board Policy J-1000 JFABD

If a dispute arises over school selection or enrollment in for a student eligible under the McKinney-Vento Act –

The child or youth shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute. *Pomerene* will provide its share of the transportation to the school selected for the duration of the dispute resolution process.

The child, youth, parent, or guardian shall be referred to *Pomerene's* Local Educational Liaison, who shall carry out the dispute resolution process as expeditiously as possible after receiving notice of the dispute. In the case of an unaccompanied youth, the Local Educational Liaison shall ensure that the youth is immediately enrolled in school pending the resolution of the dispute.

The Local Educational Liaison shall work through the expedited dispute resolution process. For *Pomerene Elementary School District #64* that process involves:

A) *Who – The following shall be decision makers at Pomerene Elementary School District#64:*

1. *The Principal/Superintendent*
2. *The PESD Governing board*

B) What – An initial investigation will be completed at the school. Using the information available, the Principal/Superintendent will make a decision. The disputant can appeal that decision to the Governing Board. The Board will place the issue on the next scheduled Regular Session of the Board. The disputant may request an Executive Session or have the dispute heard in Regular Session. The Superintendent will present facts obtained from his/her investigation. The disputant will then present any information, facts, witnesses or information pertaining to the dispute.

C) When – Every effort will be made to make a decision within three (3) working days. If there is an appeal to the Governing Board, the issue will be placed on the upcoming Board Agenda.

Pomerene Elementary School District #64 shall provide the parent, guardian, or homeless youth with:

- 1) a written explanation of the school's decision regarding school selection or enrollment; and
- 2) Written forms so that, if dissatisfied with the school's decision, the parent, guardian or youth may appeal the decision to the state level.

(<http://www.ade.az.gov/asd/homeless/disputeresolution.asp>)

STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES (JII-EB)

Students may present a complaint or grievance regarding one (1) or more of the following:

- Violation of the student's constitutional rights.

- Denial of an equal opportunity to participate in any program or activity for which the student qualifies not related to the student's individual capabilities.

- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.
- Concern for the student's personal safety.

Complaints and grievances related to allegations of student violence, harassment, intimidation or bullying are to be filed in accordance with Board Policy JICK.

Provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District, and
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act.

The guidelines to be followed are:

- The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- The complaint/grievance shall be made only to a school administrator or a school staff member.
- The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported on forms with the necessary particulars as determined by the Superintendent. *Forms are available in the school office.*
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

Any question concerning whether the complaint or grievance falls within this policy shall be determined by the Superintendent.

A student or student's parent or guardian may initiate the complaint process by completing Exhibit JII-EA.

A complaint or grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident. False or unproven complaint documentation shall not be maintained.

Retaliatory or intimidating acts against any student who has made a complaint under the District policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

When District officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed.