Dear Pendergast Families,

All of us from the Pendergast District welcome you to the 2020-21 school year. We thank you for choosing Pendergast District for your children’s education, we will work in partnership with you to ensure they learn and grow with our dedicated teachers and wonderful staff. In order to ensure your children have a successful experience this year, we are sharing our expectations with you of what the optimal school opportunities will look like for your child. We view each student as an individual and we all build a sense of belonging, connections and community on our twelve unique campuses.

In the year ahead, schools and districts are forging new territory due to the COVID-19 pandemic; we are committed to adhering to guidelines that have been set forth by the Centers for Disease Control, Arizona Department of Health Services, the Governor’s Office and Arizona Department of Education to make certain schools are clean and safe. Our staff, students and families are all doing their part to support these new procedures that are found in this handbook.

We know that preparation and training are the keys to success and we have spent much time planning and preparing for any type of situation that may occur. In order to follow the guidelines set forth, we have stipulated each area in this handbook and ask that you review it as a family to be sure you will do your part to understand the rules and comply. These rights and responsibilities were devised so that schools would be places of teaching and learning with respectful behavior. We have put contingency plans in place in the event schools would need to physically close and instruction would then take place in a home environment.

As partners, we share the responsibility for our children’s success and want you to know that we will do our best to carry out our responsibilities. We ask that you guide and support your child’s learning by ensuring that he/she:

1) Attends school daily and arrives on time, ready for the day’s learning experience
2) Completes all homework assignments given by teachers
3) Reads daily to develop a love for reading and to improve literacy skills
4) Shares school experiences with you so that you are aware of his/her school life
5) Informs you if he/she needs additional support in any area or subject
6) Knows that you expect him/her to succeed in school and go on to high school and college

Communication between school and home is vital to the success of our students and will be through our teachers, schools, and district using Class Dojo, School Messenger, school newsletters, phone calls and texts. Please connect with us on our district website at www.pesd92.org, and with social media found on Facebook, Instagram and Twitter. We look forward to a positive and productive school year and hope to see you at our school and district events. Remember, Pendergast is the district that “Beelieves” in you!

Sincerely,

Dr. Lily Matos DeBlieux

Proud Pendergast Superintendent
Susan Serin, President
Email: sserin@pesd92.org

Susan has been a member of the Pendergast Governing Board for 30 years. During her tenure on the Board, she has served several times in every office including President. She most recently received a Certificate of Boardsmanship Award from the Arizona School Board’s Association. Last year she received an award for Outstanding Board Member from the AZ Hispanic School Administrators Association. Ms. Serin has worked for Farmers Insurance Company for 25 years. During that time, Ms. Serin has held many positions including trainer and underwriter in the Workers’ Compensation Department. Ms. Serin presently works in Commercial Operations as a Home Office Business Analyst, working on the technical aspect of the commercial system, including writing specifications for programming to resolve and update system and compliance issues. Ms. Serin has received many commendations and awards both for work in the community and for her work with Farmers Insurance Company. Ms. Serin, a single parent, successfully raised four sons, all of whom attended Desert Horizon Elementary School, as did two grandchildren and one niece.

Jete White, Vice-President
Email: jwhite@pesd92.org

Growing up, Jete attended public schools in the Chandler, Flagstaff, and Tempe Union High School districts. After graduating from Northern Arizona University, Jete was accepted as a Teach For America corps member and moved back to the Valley to teach in South Phoenix. This is his 11th year in education. Jete taught junior high for 6 years and was an instructional coach for 3 years in Title I schools in the greater Phoenix area. Currently he is in his third year teaching Algebra I to high school students in the Phoenix Union High School District.

Jete has a Master’s Degree in Secondary Education and a Master’s in Administration and Supervision. In addition to math, he is also certified to teach social studies, English, American government, and holds a principal certificate.

A resident in the district since 2013, Jete is married to Mary, who runs the largest homeless shelter in Arizona. They have a daughter who will begin 1st grade in the 2020-2021 school year and a daughter who will turn 2 in April 2020.

Jete is serving to ensure all students in Pendergast receive an excellent and equitable education.

Jose Arenas, Member
Email: jarenas@pesd92.org

Mr. Arenas joined the Cartwright School District in 2018 as the Human Resources Director. Over the years, he has served in multiple leadership roles at the campus level, as well as, the district level. Mr. Arenas was principal of Trevor G. Browne High School for two years, 2007-2009. He was an assistant principal at Cesar Chavez High School from 2000-2006 and served as the District’s Director of Language Acquisition for one year. Prior to moving to the Phoenix Union High School District, Mr. Arenas was a Teacher for six years, Assistant Principal for three years and Principal for five years in the Isaac Elementary School District. A graduate of North High School, Arenas earned his Bachelor’s in Elementary Education and his Master’s in Educational Leadership from ASU. A resident of Avondale, he served as a governing board member for TUHSD from 2006-2010.
Senator Martín Quezada, Member
Email: mquezad@pesd92.org

Martín is an elected Governing Board Member in the Pendergast Elementary School District. Pendergast serves over 10,000 students in West Phoenix, Glendale and Avondale. Martín is a native of Phoenix and is a product of Arizona public education. He believes in the impact of a great education on individual lives because of the significant role it has played in his own life. Martín holds a Bachelor of Science in Administration of Justice from Arizona State University’s College of Public Programs and a Juris Doctorate from ASU's Sandra Day O'Connor College of Law and began his career as a Research Analyst for the Arizona House of Representatives’ Democratic Caucus. As he witnessed the critical role of policymakers in state governance, Martín decided to pursue a larger role in government and law. After obtaining his law degree, Martín served a judicial clerkship for Judge Patricia Orozco on the Arizona Court of Appeals before opening his own law office. Martín is an attorney committed to social justice in Arizona. He currently uses his legal background and expertise in his role as the Democratic Whip in the Arizona State Senate, representing Legislative District #29 in Maryvale and Glendale. Martín was elected to the Senate in the 2014 General Election after serving two terms in the Arizona State House of Representatives.

Hilda Ortega-Rosales, Member
Email: hortega-rosales@pesd92.org

Hilda is employed as the Grants & Federal Programs Coordinator for the Tolleson Union High School District. She has over 35 years of experience in corporate and public sector leadership experience. She has served on the Pendergast Elementary Governing Board for over 15 years and has been elected President several times during her tenure. Her community service includes Co-Chair of the Cesar Chavez Leadership Institute Annual Reception Committee for three years, Chicanos Por LaCausa Board of Directors for 14 years; five years as the Chair, Glendale Parks and Recreation Commission and Glendale Planning Commission. Ms. Ortega-Rosales has received numerous professional and community awards/honors for outstanding performance and community volunteerism: Great Citizens Award - American Express, President’s Club - US West, Outstanding Young Women’s Service Award, recipient of the prestigious Profiles of Success - Distinguished Leadership Award, City of Glendale’s Volene Stockham Humanitarian Award and the Arizona Association of Latino Administrators and Superintendents Governing Board Member of the Year. She's currently a member of the National Association of Latino Elected and Appointed Officials, Arizona School Board Association and Arizona Latino Board Member Association. Ms. Ortega-Rosales believes that success is measured by how much you give back to others. In the words of Cesar Chavez, “Si Se Puede” (It can be done). It can be done if you set goals, work hard and focus.

District Vision: “Empowering Excellence and Success”

District Belief: Pendergast sets high expectations! We provide diverse educational experiences for all students to have the knowledge, skills and opportunities that prepare them for the future.

District Mission: The Pendergast Elementary School District provides a quality education for all students so they can compete globally in their future endeavors and aspirations.
Purpose of the Parent/Guardian & Student Handbook

This Handbook is intended to serve as an easy reference tool for parents/guardians and students. It is not a complete explanation of all of the policies, regulations, and procedures of the Pendergast Elementary School District. Parents/guardians and students should refer to the District’s Policies and Regulations, which can be found on the District’s website, for any information not contained in this Handbook. Governing Board policies supersede anything contained in this Handbook and may be updated periodically throughout the year.

Behavior Philosophy

Nurturing positive behaviors has a long-lasting impact on student success and society. PESD teaches and guides student behavior by supporting the following framework:

- Positive school culture that is proactive, safe, supportive and that engages students in personal accountability
- Behavioral decisions using best practices which emphasize prevention, intervention, and consequences
- Positive behavior reinforcement to build relationships and a sense of community
- Restorative practices (proactive collaboration between PESD families, students, school staff and the community) to decrease conflict and increase academic success

Non-Discrimination Notice

The Pendergast Elementary School District complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex and provides equal access to the Boy Scouts and other designated youth groups.

The District provides assistance and language service to people whose primary language is not English, such as interpreters (including ASL) and written materials in other languages. If you need these services, please contact Patti Tussey, Chief Human Resources Officer, ptussey@pesd92.org, (623) 772-2235. If you believe that the District has failed to provide these services or has discriminated in any other way on the basis of race, color, national origin, age, disability,
sex or sexual orientation, you may file a grievance pursuant to District regulation AC-R, found at http://policy.azsba.org/asba/Z2Browser2.html?showset=pendergast, or by contacting Patti Tussey, Chief Human Resources Officer, ptussey@pesd92.org, (623) 772-2235. You may also file a civil rights complaint with the U.S. Department of Education, Office of Civil Rights, by phone at 303-844-5695, electronically at http://www.ed.gov/about/offices/list/ocr/complaintintro.html, or by mail at:

U.S. Department of Education
Office of Civil Rights
Cesar E. Chavez Memorial Building
1244 Speer Boulevard, Ste. 310
Denver, Colorado 80204-3582

The Pendergast Elementary School District also does not discriminate on the basis of age, race, color, national origin, sex, sexual orientation, or disability in its employment practices. If you have a concern or complaint, please contact:

Patti Tussey
ptussey@pesd92.org
Chief Human Resources Officer
3802 North 91st Avenue
Phoenix, Arizona 85037
(623) 772-2235
<table>
<thead>
<tr>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students Rights and Responsibilities</td>
<td>9</td>
</tr>
<tr>
<td>Student Rights</td>
<td>9</td>
</tr>
<tr>
<td>Student Responsibilities</td>
<td>9</td>
</tr>
<tr>
<td>Student Conduct</td>
<td>10</td>
</tr>
<tr>
<td>Student Dress Code</td>
<td>10</td>
</tr>
<tr>
<td>Student Concerns, Complaints, and Grievances</td>
<td>11</td>
</tr>
<tr>
<td>Annual Notification of Parent’s Rights</td>
<td>12</td>
</tr>
<tr>
<td>Parents Right to Know Notice</td>
<td>12</td>
</tr>
<tr>
<td>Public Concerns and Complaints</td>
<td>12</td>
</tr>
<tr>
<td>Directory Information Non-Release Requirements</td>
<td>12</td>
</tr>
<tr>
<td>Annual Notification - FERPA</td>
<td>13</td>
</tr>
<tr>
<td>Communicable/Infectious Diseases</td>
<td>14</td>
</tr>
<tr>
<td>Health Screening</td>
<td>15</td>
</tr>
<tr>
<td>Health Office Protocol</td>
<td>15</td>
</tr>
<tr>
<td>Personal Protective Equipment (PPE)</td>
<td>15</td>
</tr>
<tr>
<td>Emergency Response Plans</td>
<td>15</td>
</tr>
<tr>
<td>Student Admissions</td>
<td>15</td>
</tr>
<tr>
<td>Entrance Age Requirements – Kindergarten and First Grade</td>
<td>16</td>
</tr>
<tr>
<td>Open Enrollment</td>
<td>16</td>
</tr>
<tr>
<td>Student Absences and Excuses</td>
<td>18</td>
</tr>
<tr>
<td>StudentDismissal Precautions</td>
<td>18</td>
</tr>
<tr>
<td>Food Services</td>
<td>18</td>
</tr>
<tr>
<td>Immunization of Students</td>
<td>22</td>
</tr>
<tr>
<td>Student Health Services and Requirements</td>
<td>22</td>
</tr>
<tr>
<td>Individuals with Disabilities Education Act - I.D.E.A. - Special Instructional Programs</td>
<td>22</td>
</tr>
<tr>
<td>Special Instructional Programs</td>
<td>23</td>
</tr>
<tr>
<td>Special Instructional Programs - Accommodations for Disabled Students</td>
<td>23</td>
</tr>
<tr>
<td>Special Instructional Programs - Gifted and Talented Education</td>
<td>23</td>
</tr>
<tr>
<td>Special Instructional Programs - Distance Learning</td>
<td>23</td>
</tr>
<tr>
<td>Medicines/Administering Medicines to Students</td>
<td>25</td>
</tr>
<tr>
<td>Promotion and Retention of Students</td>
<td>25</td>
</tr>
<tr>
<td>Public Conduct on School Property and School Sponsored Activities</td>
<td>26</td>
</tr>
<tr>
<td>Reporting Child Abuse/Child Protection</td>
<td>27</td>
</tr>
<tr>
<td>Reporting of Hazards/Warning Systems (Pesticide Application Notice)</td>
<td>27</td>
</tr>
<tr>
<td>School and District Message Service</td>
<td>27</td>
</tr>
<tr>
<td>Student Surveys</td>
<td>27</td>
</tr>
<tr>
<td>Threat Management Process</td>
<td>27</td>
</tr>
<tr>
<td>Topic</td>
<td>Page</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Truancy</td>
<td>28</td>
</tr>
<tr>
<td>Visitors to Schools</td>
<td>29</td>
</tr>
<tr>
<td>Visitor Restrictions</td>
<td>29</td>
</tr>
<tr>
<td>Transportation Services</td>
<td>29</td>
</tr>
<tr>
<td>Use of Technology Resources in Instruction</td>
<td>32</td>
</tr>
<tr>
<td>Technologies Covered</td>
<td>32</td>
</tr>
<tr>
<td>Usage Policies</td>
<td>32</td>
</tr>
<tr>
<td>Accessing/Posting Inappropriate Material</td>
<td>34</td>
</tr>
<tr>
<td>Photos and Video</td>
<td>34</td>
</tr>
<tr>
<td>Malicious Use/Vandalism</td>
<td>34</td>
</tr>
<tr>
<td>Technology Electronic Information Services User Agreement</td>
<td>34</td>
</tr>
<tr>
<td>Student Behavior</td>
<td>36</td>
</tr>
<tr>
<td>Student Discipline</td>
<td>36</td>
</tr>
<tr>
<td>Bullying/Harassment/Intimidation/Violence</td>
<td>37</td>
</tr>
<tr>
<td>Extracurricular Activity Eligibility</td>
<td>40</td>
</tr>
<tr>
<td>Removal of Students from School Sponsored Activities</td>
<td>40</td>
</tr>
<tr>
<td>Interscholastic Sports</td>
<td>41</td>
</tr>
<tr>
<td>Student Disciplinary Actions</td>
<td>42</td>
</tr>
<tr>
<td>Due Process - Suspension/Expulsion - Disciplinary Recordkeeping</td>
<td>42</td>
</tr>
<tr>
<td>Student Interrogations, Searches and Arrests</td>
<td>44</td>
</tr>
<tr>
<td>Discipline Violations</td>
<td>44</td>
</tr>
<tr>
<td>Definitions of School Grounds</td>
<td>45</td>
</tr>
<tr>
<td>2020-2021 District Calendar</td>
<td>46</td>
</tr>
</tbody>
</table>
Students Rights and Responsibilities

This policy sets forth guidelines by which student rights are to be determined consistent with law. The Board has the authority and responsibility to establish reasonable rules and regulations for the conduct and deportment of students of the District.

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 the rules and regulations established for the orderly conduct of the educational mission of the District.

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.

Student Rights

A. Students have the right to a meaningful education that will be of value to them for the rest of their lives.
B. 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.
C. Students have the right to physical safety, safe buildings, and sanitary facilities.
D. 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.
E. 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.
F. Students have the right to be made aware of administrative and/or faculty committee decisions and to be aware of the policies set forth by the Governing Board and school.
G. Legal guardians or authorized representatives have the right to see the education records of their children who are under the age of eighteen (18) years. School authorities may determine the time and manner of presentation of this information.
H. Students’ academic performance shall be the prime criterion for academic grades; however, noncompliance with school rules and regulations may affect grades (e.g., unexcused absences).
I. Students shall not be subjected to unreasonable or excessive punishment.
J. Students have the right to be involved in school activities provided they meet the reasonable qualifications of sponsoring organizations, state organizations, and school regulations.
K. Students have the right to express their viewpoints in accordance with District Policy JICEC - Freedom of Expression.
L. Married students share these rights and responsibilities, including the opportunity to participate in the full range of activities offered by the school, and shall be subject to the rules and regulations of the school.

Student Responsibilities

A. 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.
B. Students have the responsibility to take maximum advantage of the educational opportunities available and seek to achieve a meaningful education.
C. All members of the school community, including students, parents, and school staff members, have the responsibility to promote regular attendance at school.
D. 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.
E. Students have the responsibility to complete all course assignments to the best of their ability and to complete make up work after an absence.
F. Students have the responsibility to help maintain the cleanliness and safety of the school buildings and property.
G. Students have the responsibility to present themselves in class at the prescribed time and with the necessary materials.

**Student Conduct**
The Superintendent will establish regulations governing the conduct of students in school, traveling to and from school, at school functions, or affecting the school order.

Students shall not engage in improper behavior, including but not limited to the following:

A. Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions, or any activity sponsored or approved by the Board.
B. Threatening an educational institution by interference with or disruption of the school per A.R.S. 13-2911 and 15-841.
C. Physical abuse of or threat of harm to any person on District owned or controlled property or at District sponsored or supervised functions.
D. Damage or threat of damage to property of the District, regardless of the location, or to property of a member of the community or a visitor to the school, when such property is located on District controlled premises.
E. Forceful or unauthorized entry to or occupation of District facilities, including both buildings and grounds.
F. Unlawful use, possession, distribution, or sale of tobacco, alcohol, or drugs or other illegal contraband on District property or at school-sponsored functions.
G. Conduct or speech that violates commonly accepted standards of the District and that, under the circumstances, has no redeeming social value.
H. Failure to comply with the lawful directions of District officials or any other law enforcement officers acting in performance of their duties, and failure to identify themselves to such officials or officers when lawfully requested to do so.
I. Knowingly committing a violation of District rules and regulations. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.
J. Engaging in any conduct constituting a breach of any federal, state, or city law or duly adopted policy of the Board.
K. Carrying or possessing a weapon on school grounds.

In addition to the general rules set forth above, students shall be expected to obey all policies and regulations focusing on student conduct adopted by the Board.

Any student who violates these policies and regulations may be subject to discipline up to expulsion, in addition to other civil and criminal prosecution. These punishments may be in addition to any customary discipline that the District presently dispenses.

Local law enforcement shall be notified by the Superintendent regarding any suspected crime against a person or property that is a serious offense as defined in A.R.S 15-341, involves a deadly weapon or dangerous instrument or that could pose a threat of death or serious injury to employees, students or others on school property.

The authority of the Superintendent to establish regulations covering students may be delegated to principals for their individual schools.

**Reference Governing Board Policy: JIC**

**Student Dress Code**
The Board recognizes that each student’s mode of dress and grooming is a manifestation of personal style and individual preference.
The Board authorizes the Superintendent to develop and enforce school regulations prohibiting student dress or grooming practices that:

A. Present a hazard to the health or safety of the student or to others in the school.
B. Materially interfere with schoolwork, create disorder, or disrupt the educational program.
C. Cause excessive wear or damage to school property.
D. Prevent students from achieving their educational objectives.
E. Represent membership in a gang.

Obscene, lewd, or vulgar language or symbols, or symbols or language relating to or promoting sex, drugs, tobacco, or alcohol on clothing are expressly prohibited.

The school administration retains the final discretion in determining if a garment, accessory or appearance complies with the dress code. Students will be expected to keep themselves well-groomed and neatly dressed at all times. Any form of dress or hairstyle which is considered contrary to good hygiene or which is distracting or disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted. Repeated violations of the dress standard may result in appropriate disciplinary action being taken, including suspension from school. District dress standards include but are not limited to:

A. Only tailored shorts and skirts that are hemmed may be worn. No hot pants. short shorts, short skirts, or short dresses are allowed.
B. Shirts should be full length. All shirt and blouse lengths must extend beyond the waist. A student's bare midsection should not be exposed even with arms raised.
C. Clothing exposing chest, abdomen, genital area, or buttocks is not acceptable.
D. Bare midriffs, halter tops, tank tops (except athletic team uniforms), backless tops, low-cut tops, and spaghetti straps are not acceptable.
E. Any clothing that has any gang logo or pictures, i.e., gang-related material, on it is prohibited. Gang-related is defined as the following:
   a. Clothing or paraphernalia that is primarily associated with a specific gang or gangs.
   b. Gestures and drawings of gang graffiti, symbols, or emblems.
   c. Gang-related language. This includes such things as any claim of gang membership and words of threat or intimidation.
F. No jackets, sweaters, or outerwear can be worn to cover up inappropriate clothing.
G. Chains (not jewelry) are not allowed at school.
H. Sunglasses are not to be worn in the classroom except by doctor's orders.
I. 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, et cetera.
J. Pants, slacks, or jeans should be belted at the waist. Pants, slacks, or jeans cannot drag the ground. Any underwear showing or pants worn more than one size too big are inappropriate school attire. Pants that are the appropriate size do not require a belt.
K. Belts cannot hang down more than two (2) inches.
L. Clothing, jewelry, and buttons advertising, promoting, or picturing alcoholic beverages, tobacco, drugs, or illegal, sexual, violent behavior, profane or defamatory writing are not acceptable.
M. Jewelry shall not be worn if it presents a safety hazard to self and/or others.
N. No bandannas of any color, size, or shape may be carried or displayed in any classroom or at any school activity. This also includes simulations of anything representing "colors."
O. No hairnets, bandannas, or similar head coverings are to be worn at school (by males or females). Hats and caps are not to be worn in school rooms or buildings, except for properly approved occupational safety headgear required for special classes. When worn outside, brims shall be forward. The only exceptions to the rule prohibiting hats or other head coverings will be by doctor's orders or for religious beliefs.
P. Gang-related personalization is not permitted on hats, on items of clothing, or on one's person.

**Uniform Dress Code**

To assist in creating a positive educational environment, a dress code that includes mandatory uniforms may be used by schools in the District. Based upon careful and extensive research and community input, the Board supports uniforms for schools who want uniforms. The following schools within the Pendergast School District require uniforms: Amberlea,
Desert Horizon, Pendergast, and Westwind. These schools will provide detailed information as to their uniform requirements.

REFERENCE GOVERNING BOARD POLICY: JICA, JICA-RA

**Student Concerns, Complaints, and Grievances**
The Superintendent is directed to establish procedures whereby students may present a complaint or grievance regarding a violation of their constitutional rights, equal access to programs, discrimination, or personal safety provided that:

A. The topic is not the subject of disciplinary or other proceedings under other policies and regulations of the District, and
B. 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.

A complaint or grievance may be raised regarding one (1) or more of the following:

A. Violation of the student's constitutional rights.
B. 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.
C. Discriminatory treatment on the basis of race, color, religion, sex, sexual orientation, age, national origin, or disability.
D. Concern for the student's personal safety.

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 or grievance.

REFERENCE GOVERNING BOARD POLICY: JII, JICK

**Annual Notification of Parent’s Rights**

**Parents Right to Know Notice**
As a parent or guardian of a student in a Title I school and in accordance with the Elementary and Secondary Education Act (ESEA), you have the right to request information on the professional qualifications of your student’s teacher. Specifically, you may request the following:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under emergency or substitute status;
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you would like to receive this information, request the information from your school’s principal and we will provide it to you in a timely manner.

**Public Concerns and Complaints**
PESD values solving problems efficiently. The majority of questions and problems are answered best by school personnel. Therefore, board policy (KE-R) requires an attempt to resolve the issue at school level first. The PESD Governing Board will make final resolution decisions.

REFERENCE GOVERNING BOARD POLICY: KE-R

**Directory Information Non-Release Requirements**
The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. The District may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with the following procedures. The primary purpose of directory
information is to allow the District to include basic personally identifiable information from your child’s education records in certain school publications.

If you do not want the below-designated information about your student to be released, you must notify the District through the School Principal in writing of that fact, within two (2) weeks of receiving this notification. If the School District does not receive this notification from you within the prescribed time, it will be assumed that your permission is given to release the following designated directory information:

- The student's name;
- The student's address;
- The student's telephone listing;
- The student's date and place of birth;
- The student's electronic mail address;
- The student's photograph/video;
- The student's grade level;
- The student's major field of study;
- The student's dates of attendance;
- The student's enrollment status (e.g., part time or full time);
- The student's participation in officially recognized activities and sports;
- The student's weight and height if a member of an athletic team;
- The student's honors and awards received;
- The student's most recently attended educational agency or institution.

This information may also be used to compile such things as: newsletters, yearbooks, newspaper articles, programs (dramatic and athletic), web pages and applications for scholarships and honors.

**Annual Notification - FERPA**

This notice is Regarding Confidentiality of Student Education Records [34 C.F.R § 300.561 and 300.572].

Dear Parent/Guardian:

The Family Educational Rights and Privacy Act (FERPA), affords parents/guardians and students over 18 years of age (eligible students) certain rights with respect to the student’s education records. The Governing Board has established written policies regarding the collection, storage, retrieval, release, use and transfer of student educational information collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents'/guardians’ and students’ rights to privacy. These policies and procedures are in compliance with:

- The Family Education Rights and Privacy Act (FERPA); Title 20, United States Code, Sections 1232g and 1232h; and the Federal Regulations (34 C.F.R., Part 99) issued pursuant to such act;
- Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT ACT);
- Every Student Succeeds Act of 2015 (ESSA);
- The Individuals with Disabilities Education Act (IDEA); 20 U.S.C. Chapter 33; and the Federal Regulations (34 C.F.R. Part 300);
- Arizona Revised Statutes (ARS), Title 15, sections 141 and 142.

Student education records are collected and maintained to help in the instruction, guidance and educational progress of the student, to provide information to parents/guardians and staff members, to provide a basis for the evaluation and improvement of school programs and for legitimate educational research. The students’ records maintained by the District may include -- but are not limited to -- identifying data, report cards and transcripts of academic work completed, standardized achievement test scores, attendance data, reports of psychological testing, health data, teacher and counselor observations and verified reports of serious or recurrent behavior patterns.

These records are maintained by the District under the supervision of the school administrator and are available only to the teachers and staff members working with the student. Upon request, the school discloses education records, including disciplinary records, without consent to officials of another school District in which a student seeks or intends to enroll. Otherwise, records are not released to most agencies, persons or organizations without prior signed and dated written
consent of the parent/guardian [34 C.F.R. 99.7]. The signed and dated written consent may be in electronic form under certain conditions [34 C.F.R. 99.30]

You shall be informed when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to your child. The information must be maintained for two (2) years after the date your child was last enrolled in this school District.

You have the right to inspect and review any and all records related to your child within forty-five (45) days of the day of receiving a request for access, including a listing of persons or organizations who have reviewed or have received copies of the information [34 C.F.R. 99.7]. Parents/guardians who wish to review their children’s records should contact the principal for an appointment or submit to the principal a written request that identifies the record(s) you wish to inspect. School personnel will make arrangements for access and notify you of the time and place where the records may be inspected. School personnel will be available to explain the contents of the records to you. Copies of student education records will be made available to parents/guardians when it is not practicable for you to inspect and review the records at the school. Charges for the copies of records will be the cost of copying, unless the fee prevents the parent/guardian from exercising rights to inspect and review those records.

You have the right to request that an amendment be made to the student’s education records and to add comments of your own if you believe information in the record file is inaccurate or misleading [34 C.F.R. 99.7(a)(1)]. You should write the principal, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by you, the school will notify you of the decision and advise you of your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when notified of a right to a hearing.

You have the right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on a school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Copies of the District student education records confidentiality policies and procedures may be reviewed in the assigned office in each school [34 C.F.R. 99.7]. You have the right to file a complaint with the Family Educational Rights and Privacy Act Office in Washington, D.C. concerning alleged failures by the school to comply with the requirements of FERPA [34 C.F.R. 99.7] The name and address of the office administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Communicable/Infectious 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. 36-621 et seq., appropriate regulations of the State Department of Health Services and policies of the County Health Department.

Parents/guardians 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 student 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. For example, students with pediculosis (Lice Infestation) shall be excluded from school until treated with a pediculicide.
Students should be kept home if they display any of the following symptoms:

- Fever over 99.9
- Chills
- Muscle pain
- Sore throat
- Cough
- New loss of taste or smell
- Shortness of Breath or difficulty breathing
- Fatigue
- Nausea/Vomiting/Diarrhea
- Body Rashes

**Health Screening**

To support a safe environment for all students and staff, brief health screenings including temperature checks may be implemented upon arrival, or during the day. Students showing symptoms of illness will be sent to the health office to be evaluated.

**Health Office Protocol**

Students showing symptoms of illness as listed above will be kept in the health office until picked up by an authorized adult with identification.

Students showing symptoms of illness must be picked up promptly by a parent/guardian or adult listed on the emergency contact list. In the event that a student is not picked up promptly, as mandatory reporters, school staff may be required to report the instance of neglect to authorities, including but not limited to law enforcement and / or the Department of Child Safety.

**Personal Protective Equipment (PPE)**

To limit the spread of illness, students, staff, and campus visitors may be required to use PPE during an infectious disease outbreak. That includes but isn’t limited to masks and disposable gloves. If PPE is required, masks and gloves should adhere to current CDC recommendations. Designs should be in good taste, and in adherence with district and school dress code policies. Masks may be provided by the school for children to wear to ensure a safe learning environment. People that refuse to follow these requirements will be excluded from Pendergast facilities to support the health and safety of students, staff, and community.

**Emergency Response Plans**

PESD campuses have Emergency Response Plans written specifically for their sites. These plans contain information needed for an emergency and are kept within reach of administration. Emergency response plans are confidential and exempt from public disclosure. These Emergency Response Plans were written in partnership with local law enforcement and are continually updated. Drills are conducted to properly train students.

If an emergency occurs at your child’s campus, you will be notified immediately through either text, email, or voicemail with the most current information available and procedures to follow. Additionally, information will be available on the school’s webpage. Please be sure that your most current contact information is on file at your child’s school.

**Student Admissions**

The person enrolling a student (except a student experiencing homelessness) in the school for the first time will be asked to produce of the following proofs:

- Parent/Guardian Government issued photo identification;
- Proof of Residency (must within the last 30 days, must have registering parent’s name and address);
Mortgage Statement;  
SRP/APS Electric bill;  
Southwest Gas Bill;  
Water Bill;  
Proof of Residency Secondary (must within the last 30 days, must have registering parent’s name and address);  
Telephone/Cell Phone Bill;  
Doctor’s Bill;  
Bank or Credit Card Statement;  
Car Insurance Statement;  
Immunization Records;  
Birth Certificate;  
Withdrawal Form and/or Report Card from previous school.

In some circumstances, a notarized Residency Affidavit and/or Guardianship papers may be required.

Reference Governing Board Policy: JF, JFAA, JLCB

Custody & Legal Guardianship

In most cases, when parents are divorced, both parents continue to have equal rights where their children are concerned. If a court order limits the right of one parent in custody matters, a copy of that order must be on file in the school office. If no court order is provided, it is assumed that both parents have equal rights. Parents must provide schools with specific parenting time schedules in order for schools to comply.

A student who is in the legal custody of a natural or adoptive parent or other person to whom custody has been granted by a court order and who resides with the parent or other person within the boundaries of PESD are considered residents of the District.

Parents are both presumed to have legal decision-making authority regarding school issues unless there is a court order stating otherwise. Unless there is a court order specifically removing a parent’s right to review student records, even a non-custodial parent has the right to review student records and meet with teachers.

Entrance Age Requirements – Kindergarten and First Grade

For admission to kindergarten, children must be five (5) years of age prior to September 1 of the current school year. Children may be admitted to first grade who are six (6) years of age or shall be deemed six (6) years of age if they reach such age prior to September 1 of the current school year. The Board may admit children who have not reached the required age as prescribed above if it is determined to be in the best interest of the children, and such children must reach the required age of five (5) for kindergarten and six (6) for first grade by January 1 of the current school year.

Reference Governing Board Policy: JEB

Open Enrollment

The District has an open-enrollment program as set forth in A.R.S. 15-816 et seq. District resident pupils may enroll in another school district or in another school within this District.

Information and Application

The Superintendent shall prepare a written information packet concerning the District’s application process, standards for acceptance or rejection, and policies, regulations, and procedures for open enrollment. The packet will be made available to everyone who requests it.

The information packet shall include the enrollment application form and shall advise applicants that they must submit enrollment applications on or before March 15 of each year to be considered for enrollment during the following school year.

Capacity

The Superintendent shall annually estimate how much excess capacity may exist to accept transfer pupils. The estimate of excess capacity shall be made for each school and grade level and shall take into consideration:
A. District resident pupils in assigned school attendance areas, including those issued certificates of educational convenience and those required to be admitted by statute.
B. The enrollment of eligible children of persons who are employed by the District.
C. Resident transfer pupils who were enrolled in the school the previous year.
D. Nonresident pupils who were enrolled in the school the previous year.

The Governing Board shall make the final determination of excess capacity and may require resident transfer pupils and/or nonresident pupils to be subject to the enrollment priorities and procedures found below. The excess-capacity estimates shall be made available to the public in March of each year.

**Enrollment Priorities**
If the Governing Board has determined that there is excess capacity to enroll additional pupils, such pupils shall be selected on the basis of designated priority categories from the pool of pupils:

A. Who have properly completed and submitted applications; and
B. Who meet admission standards.

Enrollment priorities and procedures for selection shall be in the order and in accordance with the following:

A. Enrollment preference shall be given to resident transfer pupils who were enrolled in the school the previous year and any sibling who would be enrolled concurrently with such pupils. If capacity is not sufficient to enroll all of these pupils, they shall be selected through a random selection process adopted by regulation of the Superintendent.
B. Enrollment preference shall be given to nonresident pupils who were enrolled in the school the previous year and any sibling who would be enrolled concurrently with such pupils. If capacity is not sufficient to enroll all of these pupils, they shall be selected through a random selection process adopted by regulation of the Superintendent.
C. Enrollment preference shall be given to resident transfer pupils who were not enrolled in the school the previous year. If capacity is not sufficient to enroll all of these pupils, they shall be selected through a random selection process adopted by regulation of the Superintendent.
D. Enrollment preference shall be given to nonresident pupils who were not enrolled in the school the previous year. If capacity is not sufficient to enroll all of these pupils, they shall be selected through a random selection process adopted by regulation of the Superintendent.

Enrollment preference may be given to children who are in foster care.

**Admission Standards**
A school district may refuse to admit any pupil who has been expelled from another educational institution or who is in the process of being expelled from another educational institution.

**Notification**
The District shall notify the emancipated pupil, parent, or legal guardian in writing by June 1 whether the applicant has been accepted, placed on a waiting list pending the availability of capacity, or rejected. The District shall also notify the resident school district of an applicant's acceptance or placement on a waiting list. If the applicant is placed on a waiting list, the notification shall inform the emancipated pupil, parent, or legal guardian of the date when it will be determined whether there is capacity for additional enrollment in a school. If the pupil's application is rejected, the reason for the rejection shall be stated in the notification.

As provided by A.R.S. 15-816.07, the District and its employees are immune from civil liability for decisions relative to the acceptance or rejection of the enrollment of a nonresident student when the decisions are based on good faith application of this policy and the applicable statutory requirements and standards.

**Reference Governing Board Policy: JFB**
**Student Absences and Excuses**
The regular school attendance of a child of school age is required by state law. Regular school attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons. Such reasons include illness, bereavement, other family emergencies and observance of major religious holidays of the family's faith.

In the event of a necessary absence known in advance, the parent/guardian is expected to inform the school; if the absence is caused by an emergency, such as illness, the parent/guardian is expected to telephone the school office. These guidelines also apply to students participating in distance learning.

**When Absent from School**
State law mandates that the school record reasons for all student absences. Therefore, when a student is absent, it will be necessary for the parent to call the school on or before the day of the absence in order to advise the school as to the reason for the absence. When it is impossible to call on the day of the absence, the school should be notified on the morning the student returns, in time for the student to obtain an admission slip prior to the student's first class. All absences not verified by parental or administrative authorization will remain unexcused.

When it is impossible to call on the day of the absence because a parent/guardian does not have access to a phone, either at home or at work, a note will be accepted for verification purposes. The school should be notified on the morning the student returns either by phone or written note in time for the student to obtain an admission slip prior to the student's first class.

All personnel will solicit cooperation from parents in the matter of school attendance and punctuality, particularly in regard to the following:

A. The scheduling of medical and dental appointments after school hours except in cases of emergency.

B. The scheduling of family vacations during school vacation and recess periods.

The school may require an appointment card or a letter from a hospital or clinic when the parent has not notified the school of an appointment of a medical or dental nature.

School administrators are authorized to excuse students from school for necessary and justifiable reasons.

**Reference Governing Board Policy: JH**

**Student Dismissal Precautions**
No student will be removed from the school grounds, from any school building, or from any school function during school hours except by a person authorized to do so by the student's parent/guardian or by a person who has legal custody of the student, except by a representative of an authorized state agency. Before a student is removed, the person seeking to remove the student must present, to the satisfaction of the Superintendent or designee, evidence of proper authority to remove the student. If any police or court official requests the dismissal of a student during school hours, parents/guardians should be notified as soon as possible.

The school shall refuse to give up custody of a student any time it has a reasonable doubt as to the authority of the person seeking to remove the student.

**Reference Governing Board Policy: JLIB**

**Food Services**
The goal of the Pendergast District/Child Nutrition Department is to provide a nutritious, appetizing breakfast and lunch for students. Based on the premise that well-nourished students are better prepared to learn, Child Nutrition plays a vital role
Meal Eligibility/ Household Applications for Free and Reduced Lunches

Your child/children may be eligible to receive lunch free or at a reduced price of $.40, if your family qualifies according to guidelines established by the U.S. Department of Agriculture (USDA). Applications are distributed at registration and again to students at the start of the school year. This year ALL families at Garden Lakes, Canyon Breeze, and Desert Mirage schools will be asked to fill it out and return it to the school as quickly as possible to avoid missing out on or losing existing benefits. Do not delay when returning this application. We will process as quickly as we can in the order received; however, this process may take up to 10 business days after the application is received for processing. **We highly recommend that you apply for benefits online; the processing time is much faster and you will receive an email confirmation, if an email address is provided.** Please make sure all information is complete and legible. **Only one application per household, listing all students residing in the household, is necessary for this process. Those qualified for the benefit at the end of last year have a 30-day grace period before losing status and must reapply to establish status, without interruption in benefits, before September 6th.** To apply online please visit: [Pendergast.schoollunchapp.com](http://Pendergast.schoollunchapp.com)

At Sonoran Sky, Sunset Ridge, and Rio Vista, we are entering a **provision 2 base year.** Meals will be provided to all students at no charge during the 2021 school year, however **household applications are necessary to qualify the success of the provision and continue to serve meals at no charge to all students in the future.**

While households are not required to fill out meal benefit applications, your participation ensures that we receive all funding available and might help us generate additional grants and qualify for more programs.

At Westwind, Villa de Paz, Copper King, Amberlea, Pendergast, and Desert Horizon. The 2020-2021 school year will operate under Provision 2. Lunch will be provided at no charge to students. **There is no need to fill out a household application this year if every student in your household attends one of these schools. If students in your household attend any other school in our district, PreK-8th grade, submit your application to that school and make sure to list them as household members.**

**Household Application Facts**

Applications are used for determining eligibility for a student to receive meals at no charge or a reduced price, and determine the amount that the USDA will reimburse the district for each meal provided. The percentage of students identified as free or reduced is used to qualify the district for additional funding that is available for other educational programs.

- Your household and income information is not used for any other purpose than to qualify for meals. The percentage provided for other funding does not require us to divulge any individual's personal information.
- Make sure every person living in your household is listed on the application to maximize your potential to qualify. The more people in the household the higher the income limit allowed.
- Only one application per household is required to qualify all students in the school district. If you have students in different districts, a separate application must be provided to each district, but you should still list alternate students as members of the household.
- If one student in your household qualifies for direct certification, all of them will. Make sure to list them on the same application so we can link them to the household.
- Some businesses (For example, some Internet and utility providers) offer discounted services for households that qualify as free or reduced meals. Contact 623.772.2270 to acquire the necessary documentation to receive these benefits.

**Student Lunch Accounts**

Every student has a school lunch account. Parents/guardians are encouraged to go to [myschoolbucks.com](http://myschoolbucks.com) and sign up for access to pay online for student meals, check the student’s account balance, review purchased items, and set up **balance alerts.** Online payments are generally available within 24 hours, but can take up to 3 days to process. A small service fee is charged by PayPal when a payment is made online. **Parents/guardians or students can make deposits of cash or check to the student's account.** Deposits at the school are accepted only before and after serving times, and
available immediately. (check with your school office for serving times). If a single check is sent for more than one
student in a family, parents must indicate each student's name, teacher and amount of deposit for each child on the
check. Please note: Payments may not be made at the District Office and debit/credit cards are not accepted at this time.

Check Writers for Meal Payments
When you provide a check as payment, you authorize us either to use information from your check to make a one-time
electronic fund transfer from your account or to process the payment as a check transaction. Checks returned for
insufficient funds will be assessed a $25.00 fee, and the district will no longer accept checks from that household. The
processing fee, which is regulated by the Arizona State Banking Industry, is twenty-five dollars. For additional information
please contact the Business Office at (623) 772-2223 or (623) 772-2217.

Lunch Charges/ Negative Balances
We will never refuse a student a lunch. Charging a lunch is available to all students on an emergency basis when they
forget lunch money or a sack lunch. Charges must be repaid promptly. Parents/guardians can keep track of the money,
and purchases, on the account by going to the students myschoolbucks.com account and requesting a balance alert.

Delinquent Accounts
When a negative balance occurs you will be notified by robo-call until the balance is paid and the transaction has
processed. You may also be notified by mail or contacted by phone when accounts remain delinquent. Please note: There
is no limit on negative charges to student accounts. If the account is not monitored frequently the charges may add up
fairly quickly. We highly recommend opening a myschoolbucks account to track your students transactions and balances.

Nutritional Quality
If you would like to see the menu and nutritional information go to the PESD92 website above and click on the “NutriSlice”
icon to see the menu. Clicking on an individual item will allow you to see the ingredients and nutritional information for that

Lunch and breakfast menus are planned to meet the guidelines set by the USDA specified for the National School Lunch
and Breakfast Programs. Additionally, menus are analyzed to ensure that, when averaged over a week, meals are in
compliance with the USDA guidelines.

Celebration of Holidays and Special Events
To ensure the health and safety of all students, the Pendergast School District follows Federal and State nutrition
guidelines. In keeping with the District's nutrition program goals, only food prepared or obtained by the District's food
services program should be served. Students, parents, and visitors to campus may not bring food/drinks to share with
classmates. This includes classroom reward or incentive programs involving food items as well as foods and beverages
offered or sold at school-sponsored events during the regular school day.

REFERENCE GOVERNING BOARD POLICY: JL-RA

Offer vs. Serve
Pendergast District cafeterias operate under the Offer vs. Serve method. This means that students are offered full meals
in accordance with the USDA requirements, but they choose which items they will eat, as long as they decline no more
than one of the food items offered for breakfast and no more than two of the food items offered for lunch. Per USDA
requirements a meal must contain ½ cup fruits or vegetables.

Fresh Fruit and Vegetable Bar
Every day, we provide healthy fresh fruit and vegetable options for your child to choose from. This is offered in addition to
the USDA patterned meal. Your student can eat as much as they would like.

Special Dietary Requirements
We are happy to meet our student’s special dietary restriction. The USDA does, however. require that we have a note
from the student’s doctor with specifics about what they can or cannot consume on file at the school’s health office.
The more information we have on the note about the student’s allergy or medical condition, the better we can do to keep them safe.

Food services will comply with all 504 Plans and IEPs regarding special dietary accommodations.

**Breakfast**
Breakfast will be provided at no charge to all students at all schools.

**Lunch**
A Complete USDA Qualifying Lunch can be purchased for $2.75. A student may also purchase a second meal if desired; however, the additional lunch will cost $3.15. Lunch will be provided at no charge to students at Westwind, Villa de Paz, Copper King, Amberlea, Pendergast, and Desert Horizon. To support health and safety, students may not share food with other students or bring food to share with others at school. If a family wishes to share food with other students, you can work with the food services team to have food catered by our in-house team. It will be served by staff using food service protocol.

**Adult Meals**
Typically parents are welcome to join their children for breakfast or lunch any time. During a health / safety crisis visitors will not be allowed on campus. Adult meal prices are $2.50 for breakfast and $3.75 for lunch. Price subject to change based on federal requirements.

**Summer Food Service**
A nutritious breakfast and lunch will be provided during the summer months at most if not all locations within the district at no charge to any children 18 years of age and younger who show up at the site. Adults may purchase a meal at a reasonable cost.

**Chartwells**
The Pendergast School District has contracted with Chartwells School Dining Services, a division of Compass Group, a nationally recognized food service management company, to provide management, training, and support for the school food service program. All revenues generated by the program are the property of Pendergast School District.

**Contact Food Services**
Links available on the Pendergast Home page. Scroll down until you see the Bee in a Chef hat. [www.pesd92.org/districtservices/foodservices/foodservices.html](http://www.pesd92.org/districtservices/foodservices/foodservices.html)

**Meal Applications and Account Information** - (623)772-2270
File your free and reduced meal application online at- [http://pendergast.schoollunchapp.com/](http://pendergast.schoollunchapp.com/)

**Special diet requests, Menu information** - (623)772-2282
Get menu and nutritional information at- Nutrislice [https://pesd92.nutrislice.com/menu/](https://pesd92.nutrislice.com/menu/)

** Catering needs** - (623)772-2277
Plan your personal catered event- [Charliescafe.catertrax.com](http://Charliescafe.catertrax.com)

If you are not satisfied with the results of your inquiry, please contact (623)772-2391 and communicate your concerns.
Child Nutrition Building is located at 3845 N. 91st Avenue. Any comments or questions relating to the food service program can be directed to the Child Nutrition Office at (623) 772-2270 or (623) 772-2391.

**USDA Nondiscrimination Statement**

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation and marital or family status. Persons with disabilities who require alternative means for communication of program information (Braille, large print, audio tape, etc.) should contact USDA’s TARGET Center at (202) 720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue SW, Washington DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

**Immunization of Students**

All students must be current on all immunizations unless exempt as provided by law. Please check the Arizona Department of Health Services website for up to date immunization information at www.azdhs.gov/phs/immunization or consult your child’s school nurse.

**Student Health Services and Requirements**

The Superintendent shall establish procedures for the student health services program in the District. Such procedures will provide for:

A. Administration of patent or proprietary medications (over-the-counter [OTC] medications) in compliance with Arizona Revised Statutes and District policies.

B. Administration of prescription medications in compliance with Arizona Revised Statutes and District policies.

C. Administration of immunizations in conjunction with the County Health Department and in compliance with Arizona Revised Statutes.

D. Providing preventive health information.

E. The treatment of school-related injuries/illnesses, and recommendation for follow-up care.

F. Screening clinics for selected physical impairments.

Each school in the District maintains a health center with trained staff. Please call the health center to report illnesses. Students who become ill during the day must report to the health center and are not to leave the school campus without school permission. Students are not allowed to walk home if they become ill at school. The health center will notify parent(s)/guardian(s) of students who become ill or injured at school so that the students can be taken home by the parent/guardian. Schools will not assume responsibility for taking an ill or injured child home.

**Vision/Hearing Screening**

All students participate in health screenings for hearing and vision screenings periodically throughout the year. If you do not want your child to participate in health screenings, please notify the school health office in writing.

**Individuals with Disabilities Education Act - I.D.E.A. - Special Instructional Programs**

Children with disabilities and their parents are legally guaranteed procedural safeguards with respect to the provision of free appropriate public education. A copy of the procedural safeguards notice shall be given to the parent upon initial referral for evaluation. If you suspect your child, aged birth through 22, of having a disability contact the administration at the local campus.
If the District and parents or guardian do not agree on the identification, evaluation, education placement of a child with a disability, and provision of FAPE (free appropriate public education), either the District or parent/guardian may request any of the following through the Arizona Department of Education - Exceptional Student Services:

- **Mediation** – The Arizona Department of Education (ADE) will provide a facilitator trained in the mediation process to assist both the District and parent/guardian in resolving the issues;
- **Early Resolution** – The Arizona Department of Education will provide trained staff to assist both the District and parent/guardian in resolving the issues. This is normally handled by phone and the final resolution provided in writing by ADE;
- **State Complaint** – The Arizona Department of Education provides trained investigators to review all records when a parent/guardian files a state complaint in writing. ADE will determine if the District is or is not in compliance and issue the findings in writing;
- **Due Process** – A parent/guardian or the District may initiate a due process hearing. A due process hearing is overseen by a hearing officer and is the most formal method of resolution.

**Special Instructional Programs**

The Superintendent shall develop procedures that provide educational opportunities for individuals with disabilities and that accomplish District compliance with federal laws including the Individuals with Disabilities Education Act (IDEA), the Arizona revised statutes, and the lawful regulations of the State Board of Education. For more information concerning eligibility criteria and referral procedures, contact the principal of your home school or call the Exceptional Student Services department at (623) 772-2338 (English), or (623) 772-2338 (Spanish).

**Reference Governing Board Policy:** IHB

**Special Instructional Programs – Section 504 of the Rehabilitation Act of 1973- Accommodations for Disabled Students**

It is the responsibility of the District to identify and evaluate students who, due to disability, need special services or programs in order that such students may receive the required free appropriate education.

For this policy, a student with a disability who may need special services or programs within the intent of Section 504 is one who:

A. Has a physical or mental impairment that substantially limits one (1) or more major life activities, including learning; or
B. Has a record of such impairment; or
C. Is regarded as having such impairment.

Students may be eligible for services under the provisions of Section 504 even though they do not require services pursuant to the Individuals with Disabilities in Education Act (IDEA). Students who are identified as individuals with exceptional needs, according to IDEA criteria, are not addressed under this policy. The needs of such students are provided for under Policy IHB and its regulations and under state and federal laws and regulations.

**Reference Governing Board Policy:** IHBA

**Special Instructional Programs - Gifted and Talented Education**

The Board requires that appropriate instructional programs be conducted to meet the needs of exceptionally gifted students of school age, in keeping with the District's goal of developing the special abilities of each student.

**Reference Governing Board Policy:** IHBB

**Special Instructional Programs - Distance Learning**

The transition to distance learning may be challenging for families. Parents will need to think differently about how to support their children; how to create structures and routines that allow their children to be successful; and how to monitor and support their children’s learning. Some students will thrive with distance learning, while others may struggle. The guidelines provided below are intended to help parents think about what they can do to help their children find success in a distance learning environment.
**What are some guidelines for Parents to support distance learning?**

- Establish routines and expectations
- Define the physical space for your child’s study
- Monitor communications from your child’s teachers
- Begin and end each day with a check-in
- Take an active role in helping your child show responsibility and be accountable for his/her learning experience.
- Establish times for quiet uninterrupted work and reflection
- Encourage physical activity and/or exercise
- Remain mindful of your child’s emotional well being
- Monitor how much time your child is spending online
- Set rules around your child’s social media interactions

Many stakeholders will contribute to the effective implementation of our distance learning plan. The roles and responsibilities of students are delineated below.

**Student Roles & Responsibilities During Distance Learning**

- Establish daily routines for engaging in the learning experiences (e.g. following your daily schedule or establishing an 8:00 a.m. start)
- Identify a comfortable, quiet space in your home where you can work effectively and successfully
- Regularly monitor online platforms (Seesaw, Google Classroom, email, etc.) to check for announcements and feedback from your teachers
- Attend class meetings via Zoom according to your class schedule. Parents must report student absences.
- Do your best to meet timelines, commitments, and due dates
- Communicate proactively with your teachers if you cannot meet deadlines or require additional support
- Comply with PESD’s Acceptable Use Policy, including expectations for online etiquette

In addition, when completing work online, joining video calls and/or participating in virtual discussions, students should be sure to:

- Use respectful behavior and language.
- Stick to appropriate topic discussions.
- Send only appropriate video transmissions.
- Use only appropriate virtual backgrounds, icons, emojis, and avatar submissions.
- Wear school appropriate clothing if attending meetings via video.
- Do not share class meeting links or passwords with others not enrolled in the class.
- Taking screenshots, pictures, or recording classes is not permitted. If a student needs a recording of a class they must ask the teacher to record the meeting and it will be shared accordingly.
- Be honest and use academic integrity by not plagiarizing or copying others’ work
- Do not falsify information about oneself or impersonate others online.

*Student behavior, when enrolled in distance learning, is subject to student disciplinary action and loss of privileges.*

**School Issued Technology**

PESD may issue technology learning tools to your student. The use of those district owned devices is subject to our PESD Use of Technology Guidelines. The safe use and return of PESD owned technology is the responsibility of the parent / guardian who requests to borrow the device(s). Insurance will be made available to families at the time of the request.

**Grades**

When your student is engaged in distance learning opportunities they are responsible to participate in scheduled classes, complete school assignments and tests in a timely manner, and adhere to school policies and rules. Student work will be
graded and students will be expected to maintain academic progress in order to be eligible to be promoted to the next grade level the same way they are during face to face instruction. Students must maintain academic integrity and complete graded assignments independently, as they would in a face to face classroom. Year to year promotion of a student in grades one (1) through eight (8) will be based upon standards for each basic subject area as identified in the course of study.

Reference Governing Board Policy: IKE, IKE-R

**Medicines/Administering Medicines to Students**

When it is necessary for a student to take medicine during school hours, the District will cooperate with the family physician and the parents if the following requirements are met:

A. There must be a written order from the physician stating the name of the medicine, the dosage, and the time it is to be given.
B. There must be written permission from the parent to allow the school or the student to administer the medicine. Appropriate forms are available from the school office.
C. The medicine must come to the school office in the prescription container or, if it is over-the-counter medication, in the original container with all warnings and directions intact.

Generally, students may not self-administer medication. However, the following exceptions will be made as appropriate:

A. Students who have been diagnosed with anaphylaxis may carry and self-administer emergency medications including auto-injectable epinephrine provided the pupil's name is on the prescription label, on the medication container or device and annual written documentation from the pupil's parent or guardian is provided that authorizes possession and self-administration. The student shall notify the school office secretary as soon as practicable following the use of the medication;
B. For breathing disorders, handheld inhaler devices may be carried for self-administration provided the pupil's name is on the prescription label, on the medication container, or on the handheld inhaler device and annual written documentation from the pupil's parent or guardian is provided that authorizes possession and self-administration.
C. Students with diabetes who have a diabetes medical management plan provided by the student's parent or guardian, signed by a licensed health professional or nurse practitioner as specified by A.R.S. 15-344.01, may carry appropriate medications and monitoring equipment and self-administer the medication.

The District reserves the right, in accordance with procedures established by the Superintendent, to circumscribe or disallow the use or administration of any medication on school premises if the threat of abuse or misuse of the medicine may pose a risk of harm to a member or members of the student population.

**Reference Governing Board Policy: JLCD**

**Promotion and Retention of Students**

The District is dedicated to the continuous development of each student.

Year to year promotion of a student in grades one (1) through eight (8) will be based upon standards for each basic subject area as identified in the course of study. The District may conduct a ceremony to honor pupils who have been promoted from the eighth (8th) grade. Students must accomplish the standards in reading, written communication, mathematics, science, and social studies adopted by the State Board of Education.

The promotion of a student from grade three (3) shall be conditioned on the satisfaction of the applicable competency requirements prescribed by A.R.S. 15-701 and depicted in Administrative Regulation IKE-RB.

In addition to these standards, test scores, grades, teacher-principal recommendations, and other pertinent data will be used to determine promotion.

**Reference Governing Board Policy: IKE, IKE-R**
Retention of General Education Students
Retention of students is a process that is followed when the professional staff, in consultation with the parent, determines it to be in the best interests of the student. Though primary grades are suggested as the most appropriate time, retention may be considered at any grade level.

When circumstances indicate that retention is in the best interest of the student, the student will have individual consideration, and decisions will be made only after a careful study of facts relating to all phases of the student's growth and development. The student's academic achievement level and mental ability are important, but physical and social characteristics are also important factors. A decision should be based on sufficient data, collected over a period of time and motivated by a desire to place students in school programs where they will be the most successful.

In addition to the above, such decisions, when applied to students enrolled in special education, shall be on a case-by-case basis, consistent with the individualized education program and in accordance with A.A.C. R7-2-301 and R7-2-401.

Reference Governing Board Policy: IKE

Special Education
Students who do not meet regular promotion requirements must meet the course of study and promotion requirements for special education under the guidance of A.A.C. R7-2-401. The programs for such students may include adaptations.

Any student unable to meet regular academic requirements for promotion must meet the requirements of an alternative curriculum derived from the regular curriculum, which will be developed by an individualized educational program (IEP) team on an individual basis. Students placed in special education will complete the course of study as prescribed in their individual promotion plans and implemented through their individual education programs. Course work will be presented at a level commensurate with the student's ability. The student's permanent file shall identify the courses completed through special education; however, the student will receive the standard certificate of promotion.

Reference Governing Board Policy: IKE

Promotion Ceremonies
Promotion ceremonies are a privilege, not a right. Therefore, appropriate student behavior throughout the school year is directly related to a student's opportunity to participate in this ceremony. Students who engage or participate in behavior (a single event or a series of discipline issues) that violates any of the PESD standards for student conduct will be subject to the appropriate disciplinary consequences and may forfeit the privilege of participating in the commencement or promotion ceremony.

Reference Governing Board Policy: IKE

Public Conduct on School Property and School Sponsored Activities
No person shall engage in conduct that may cause interference with or disruption of an educational institution. Interference with or disruption of an educational institution includes any act that might reasonably lead to the evacuation or closure of any property of the educational institution or the postponement, cancellation or suspension of any class or other school activity. For the purposes of this policy, an actual evacuation, closure, postponement, cancellation or suspension is not required for the act to be considered interference or disruption.

A person commits interference with or disruption of an educational institution by doing any of the following:

A. Intentionally, knowingly or recklessly interfering with or disruption of the normal operations of an educational institution

B. Intentionally or knowingly entering or remaining on the property of an educational institution for the purpose of interfering with or denying lawful use of the property to others

C. Intentionally or knowingly refusing to obey a lawful order given by the Superintendent or a person designated to maintain order
Restitution for any financial loss caused by a violation of the policy may be required. Furthermore, an individual who interferes with or disrupts an educational institution is subject to misdemeanor or felony charges as provided in A.R.S. 13-2911.

**Reference Arizona Revised Statutes: A.R.S. 13-2911**

**Reporting Child Abuse/Child Protection**

Any school personnel or any other person who has responsibility for the care or treatment of a minor and who reasonably believes that a minor is or has been the victim of physical injury, abuse, child abuse, a reportable offense or neglect that appears to have been inflicted upon the minor by other than accidental means or that is not explained by the available medical history as being accidental in nature or who reasonably believes there has been a denial or deprivation of necessary medical treatment or surgical care or nourishment with the intent to cause or allow the death of an infant who is protected under A.R.S. 36-2281 shall immediately report or cause reports to be made of such information to a peace officer or to the Department of Child Safety (DCS) of the Department of Economic Security, except if the report concerns a person who does not have care, custody, or control of the minor, the report shall be made to a peace officer only. Such reports shall be made immediately either electronically or by telephone.

**Reference Governing Board Policy: JLF**

**Reporting of Hazards/Warning Systems (Pesticide Application Notice)**

The intent of this policy is to ensure that students, employees and parents/guardians receive adequate notice prior to pesticide application.

In accord with A.R.S. 15-152, the District shall:

A. Provide notice of pesticide application during a regular school session to students, employees, and parents/guardians, given in a form reasonably calculated to provide a warning at least forty-eight (48) hours prior to such application.

B. Provide for oral notification to pupils and employees during the regular school session.

C. Provide written, electronic or telephonic notification to parents/guardians at least seventy-two (72) hours prior to the application of pesticides.

D. Post the areas scheduled to receive pesticide application.

E. Maintain written records of pesticide application.

**Reference Governing Board Policy: EBAA**

**School and District Message Service**

The Pendergast School District uses a message service to deliver important information to parents and guardians via telephone, text, and email. This message system allows schools and the District to provide information about school events and issues impacting students. The system will also be used to convey information in emergency situations such as an unplanned delay in start or dismissal times, a school closure, or a school lockdown. Please ensure your phone numbers and email address are always kept up-to-date with the school office.

**Student Surveys**

In order to serve our students better, PESD may occasionally survey students. Per A.R.S. 15-117, if a survey contains personal information and may be retained longer than a year, parental consent for participation is required annually. By signing the PESD Acknowledgments and Verifications form, you give consent for your child to participate in PESD surveys.

**Threat Management Process**

Every threat of violence to others or self will be taken seriously. In general, a threat situation will be deemed to exist when, following investigation by school administration, a student has been determined by admission or by reliable informant(s)/evidence to have communicated a death threat against self or others, a threat of mass violence, a threat involving weapons or explosive devices, a threat against school property, or exhibited behaviors that suggest a substantial risk of lethal violence, with or without direct communication of a threat. Parents need to discuss with their children the ramifications of making any type of threat. Every infraction that impacts the safety and health of students will be dealt with
to maintain a secure learning environment for students. We fully intend to assign consequences to those students who engage in behaviors that disrupt the learning and safety of others. This includes making false reports or deliberately disrupting the learning environment with rumors or fabricated information. When situations warrant, police will be contacted and criminal charges may be filed.

School and district administration may utilize the Threat Assessment Process to evaluate threats made toward others or to self. Using the Threat Assessment Process guides a school to complete the following:

- Protect potential victim(s);
- Notify parents;
- Contact law enforcement if necessary;
- Refer for intervention;
- Discipline as appropriate;
- Refer student for support services (mental health assessment, counseling, etc.);
- Complete a written plan (Risk Management Plan);
- Maintain contact with student;
- Revise the plan;

**Truancy**
A child between the ages of six (6) and sixteen (16) failing to attend school during the hours school is in session is truant unless excused pursuant to A.R.S. 15-802, 15-803, or 15-901.

Truant means an unexcused absence for at least one (1) class period during the day. This includes absence from any class, study hall, or activity during the school day for which the student is scheduled.

Unexcused absence for at least five (5) school days within a school year constitutes habitual truancy. The Superintendent will establish procedures to identify and deal with unexcused absences, beginning with notification of parents. Continued violation may lead to discipline of the child and/or referral of the parent to a court of competent jurisdiction.

**Absences without Parent/Guardian Contact**
Any time a student is absent and there is no contact with the parent/guardian during a ten (10) consecutive-day period, the student will be withdrawn from school by school site personnel. This includes failure to make contact during distance learning. Students may be referred to the C.U.T.S. program on their fifth (5th) unexcused absence or when the student has been absent ten percent (10%) of the school year (eighteen [18] school days), please see A.R.S. 15-803.

**Absences with Parent/Guardian Contact**
Any time a student has had over ten (10) consecutive days and the parent/guardian has called in to excuse the child, the site administrator or designee will contact the parent/guardian to discuss the reasons for the absences. The principal or school designee may require documentation from a doctor, nurse or other medical personnel to verify a medical condition.

In addition, the site administrator or designee and parent/guardian may discuss the following to address student’s absences:

- Counseling;
- Evaluation for Special Education or Section 504;
- Homebound instruction;
- Referral to juvenile authorities;
- Alternative schooling;
- Parent/teacher/administrator conference;

**Court Unified Truancy Suppression Program (C.U.T.S.)**
The C.U.T.S. program, administered by the Division of Community Services under the direction of the Maricopa County Juvenile Probation Department, is a diversion program designed for juveniles who commit a first or second truancy offense and are willing to take responsibility for their behavior.
Students may be referred to the C.U.T.S. program on their fifth (5th) unexcused absence or when the student has been absent ten percent (10%) of the school year (eighteen [18] school days), please see A.R.S. 15-803.

Visitors to Schools
Parents are encouraged to visit the schools when health and safety guidelines allow it. All visitors to any school must report to the school office upon arrival and obtain a badge. All visitors will be issued a visitor’s badge and leave one (1) form of ID with the front office when they sign in. ID’s will be returned when signing out and leaving campus.

Those who wish to visit a classroom during the school day should contact the teacher and the principal in advance to arrange a day and time for such a visit so as to avoid any conflicts with the school schedule. When visiting a classroom, parents must realize that the teacher’s first responsibility is to the class as a whole, and the teacher will be unable to converse at any length with the visitor. If a conference is desired, arrangements will be made by the teacher for an appointment with the parent either before or after school hours.

No person may enter onto school premises, including visits to or audits of a classroom or other school activity, without approval by the principal. Neither will any person be allowed to conduct or attempt to conduct any activity on school premises that has not had prior approval by the principal.

Anyone who is not a student or staff member of the District schools, and is in violation of this policy, may be asked to leave the property of the District. Failure to comply with the lawful directions of District officials or of District security officers or any other law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so, is against District regulations. Failure to obey such instructions may subject the person to criminal proceedings applicable under law.

Visitor Restrictions
Visitor and volunteer access to campus is restricted to the administrative offices during an infectious disease outbreak/pandemic. The school may limit capacity within the buildings to ensure safe social distancing. This may include limiting spectators and audiences at school events. Visitors displaying signs of illness should not come on to any of Pendergast School District’s campuses, attend field trips or other district sponsored events.

REFERENCE GOVERNING BOARD POLICY: KI, KI-R

Transportation Services
www.pesd92.org/transportation.html 623-772-2275

Mission: To Provide Safe, Courteous, and Efficient Transportation.

Transportation of students is a privilege extended to students in the District, and is not a statutory requirement except for necessary transportation of students with disabilities if indicated in their individual education programs.

Students are required to utilize the stop and bus assigned to them. Parents/guardians may request a transportation variance. Variances will be granted based on:

- Seating space available on the bus;
- A case-by-case basis with preference being given to eligible students.

Because accurate rider lists are not available until week three of school, no variances will be approved until the third week of school.

Bus Stop Times
Stop times are provided for all bus stops. Many factors enter into stop times; therefore times are approximate by nature. Buses are considered by the district to be on time if buses arrive no more than five minutes prior to or after the scheduled time.

Walking to the Bus Stop
Children should arrive at the bus stop between five and ten minutes before the scheduled time. The bus stop is not a play area, and when students arrive too early, there is more opportunity for problems to arise.
Students should:

- Walk on the sidewalk, if there is one. If there is no sidewalk, children should stay out of the street if at all possible;
- If students must cross a street while walking to a bus stop it is important to look left, right, and then left again before crossing;
- Never assume the driver of a vehicle can see you or is going to stop for you when crossing;
- Students should never run to catch a bus. This is extremely important if the bus has begun to leave the stop. The driver may not see you running and an accident may occur;
- Parent/guardians are encouraged to walk to the bus stop with younger students (K-2).

Getting On and Off the Bus
When the bus arrives, the driver will stop at least 10 feet before the first student in line. Children should stay at least 10 feet away from the bus until the driver gives student the okay to enter.

If children must cross the street to the bus when boarding, remind them to wait for the driver to signal that it's safe to cross. They should cross the street 10 feet (5 giant steps) in front of the bus where they can see the driver and the driver can see them.

The driver is not allowed to let a child off the bus at another stop without written authority from the school office. Notes from parents/guardians are not acceptable. Additionally, students must use the stop and ride the bus assigned to them.

If you wish to have your child ride a different bus or use a different stop than the one assigned, please provide the school with a written request. The transportation office is responsible for final approval of all such requests.

Important Notice to Parents of Kindergarten Children
Bus drivers will not knowingly release Kindergarten students from the bus at the home stop if a parent or responsible family member is not present. The student will be returned to school if no one is present to accept the child.

Student Bus Cards or ZPASS
All students who ride a Pendergast school bus are provided a student identification card. The ID cards help ensure students are using the correct bus stop location, riding the correct bus, provide information on when and where a student entered or exited a school bus as well as provide valuable information in case of an emergency.

The student ID card system, called “Zpass,” utilizes technology embedded in the student’s identification card. When students enter or exit the bus, they swipe their ID card near a scanner located on the dash of the school bus. Each time a student swipes his/her card, Zpass will record the student name, time of the swipe, and the geographic location of the bus. This information will be immediately uploaded and available to the transportation staff to track student ridership.

All students eligible for transportation will receive a paper bus card on the first day of school confirming their bus information. Students will be issued a new Zpass card no later than one week after the student begins riding the bus.

Students who lose their Zpass card will be required to purchase a new card from the school office. The replacement cost of the ID card is $5.00. Students must carry the temporary or Zpass card on their person or attached to their backpack.

Students who do not have a bus card for the ride to school will be allowed on the bus and never left at a bus stop. They will be reminded by the driver to obtain a temporary card from the school office during the school day. Students who regularly fail to present a bus card three or more times in the morning will receive a bus referral for failure to follow safety procedures.

Students will not be allowed on the bus for the ride home without either a Zpass or temporary bus card. Students who do not have a card when they attempt to board the afternoon bus will be sent by the driver to the school office so they can call home for a ride. Students should never walk home instead of going to the school office. The office is a safe place and school staff members will gladly help secure a safe ride home.

Use of Electronic Devices on the Bus
For student safety and security, the following procedures regarding electronic devices shall apply to all student bus riders. This list is not exclusive, nor is it limited to the following items:
At no time are students permitted to use a camera while on a school bus or at a bus stop;

- Cell Phones, Radios, Music Players, Electronic Games, Laptops, Headphones - At no time shall these devices be used while boarding or exiting the bus. Additionally, students are not permitted to share these devices on the bus. Disruptions caused by any electronic device may result in the item being confiscated by the driver or an immediate bus referral and possible loss of riding privilege;
- Laser pointers are not permitted on a school bus.

The district is not responsible for any lost or stolen personal items.

**School Bus Safety Expectations**

Students are expected to act safely while waiting for and riding the school bus. School buses are the safest form of transportation available; however, when students do not act appropriately, mishaps can occur. To assist students in understanding what is expected, the District provides the following list of expectations. A copy of the expectations is posted at each school bus stop.

Students are expected to:

- Immediately follow the bus driver and school staff instructions;
- Face forward and remain seated while the bus is moving;
- All carry-on items (musical instruments, backpacks, etc.) must be controlled by and kept on student’s lap;
- Keep aisle clear and all parts of your body in the bus;
- Stay clear of the danger zones outside the bus;
- Cross the street in front of the bus;
- Maintain safe and orderly conduct at bus stops.

Students are Expected to be Respectful Toward Others

Students are expected to:

- Keep your hands to yourself;
- Talk quietly and use appropriate language.

Food, gum and drinks (except water) are not permitted on buses. State law forbids animals, insects, tobacco, glass, or dangerous items on school buses.

Consequences include:

1st Offense: Warning, Driver/Student Conference and Seat Assignment
2nd Offense: Referral to Principal and Parent/guardian
3rd Offense: Referral to Principal and Parent/guardian (1-3 Day Suspension from the Bus)
4th Offense: Referral to Principal and Parent/guardian (3-5 Day Suspension from the Bus)

Additional: Referral to Principal and Parent/guardian (2 or More Weeks Bus Suspension)

**Immediate Referral – No Warnings**

There will be a minimum one-day suspension from the bus for the following:

- Fighting or attempting to harm others;
- Disrespect to or refusal to follow driver’s instructions;
- Possession of tobacco, weapons, controlled substances;
- Intentionally damaging district or private property.

Should revocation of bus privileges be required, parents/guardians will be responsible for transporting the student to and from school.

**Disorderly Conduct To and From School**

Pendergast School District recognizes a joint responsibility between home and school for disorderly conduct demonstrated by a child on the way to and from school. Certain acts of disorderly conduct may violate existing laws. When such instances are brought to the school’s attention, the proper law enforcement agency will be notified. In
instances where disorderly conduct is not a violation of the law, the principal or designee of the school where the student is enrolled shall assume responsibility for disciplining the child. In all instances where disorderly conduct to or from school is the concern, parents/guardians shall be notified and asked to participate in resolving the problem (A.R.S. 15-341).

More Information
Parents can call the transportation department at (623) 772-2275. Transportation information is also on the district web site www.pesd92.org on the Transportation page.

REFERENCE GOVERNING BOARD POLICY: EE

Use of Technology Resources in Instruction
The Pendergast Elementary School District recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills. To that end, we provide access to technologies for student and staff use.

This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus. The guidelines include but are not limited to:

- The Pendergast Elementary School District’s network is intended for educational purposes;
- All activity over the network or the use of district technologies may be monitored and retained;
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children’s Internet Protection Act (CIPA);
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline;
- Misuse of school resources can result in disciplinary action;
- The Pendergast Elementary School District makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies;
- Users of the district network or other technologies are expected to alert Information Technology staff immediately of any concerns for safety or security.

Technologies Covered
The Pendergast Elementary School District may provide Internet access, laptops, tablets, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. As new technologies emerge, the Pendergast Elementary School District will attempt to provide access to them. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed.

Usage Policies
All technologies provided by the district are intended for education and district business purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don’t try to get around technological protection measures; use good common sense; and ask if you don’t know.

Student digital responsibility is listed below, and includes but is not limited to:

- **Web Access** - The Pendergast Elementary School District provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely. Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn’t be, the user should follow district protocol to alert an Information Technology staff member or submit the site for review.
- **Email** - The Pendergast Elementary School District may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies. If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher. Users are expected to
communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

- **Social/Web 2.0 / Collaborative Content** - Recognizing the benefits collaboration brings to education, Pendergast Elementary School District may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.

- **Mobile Devices Policy** - The Pendergast Elementary School District may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network. Users are expected to treat these devices with extreme care. Users should report any loss, damage, or malfunction to the Information Technology staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse. Use of school-issued mobile devices off the school network may be monitored.

- **Security** - Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If you believe a computer or mobile device you are using might be infected with a virus, please alert Information Technology. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

- **Downloads** - Users should not download or attempt to download or run .exe programs over the school network or onto school resources without express permission from the Information Technology staff. You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for education purposes.

- **Netiquette** - Users should always use the Internet, network resources, and online sites in a courteous and respectful manner. Users should also recognize that among the valuable content online, there also is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet. Users should also remember not to post anything online that they wouldn’t want parents/guardians, teachers, or future colleges or employers to see. Once something is online, it’s out there—and can sometimes be shared and spread in ways you never intended;

- **Blogging and/or Podcasting** - Use of blogs, podcasts or other Web 2.0 tools are considered an extension of the classroom. Whether at home, or in school, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts or other Web 2.0 tools;

- **Plagiarism** - Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn’t create themselves or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author. All students should also adhere to the Creative Commons licenses where the author/artist denotes what media may be shared, remixed or reused;

- **Personal Safety** - Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental/guardian permission. If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you’re at school; parent/guardian if you’re using the device at home) immediately;

- **Cyberbullying** - Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don’t be mean. Don’t send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.
**Accessing/Posting Inappropriate Material**
Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials (included photos of students and staff) that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal is a violation of the Technology Electronic Information Services User agreement.

**Photos and Video**
While on campus, students are not to take pictures or videos of staff or students without staff permission. Any student use of cameras in PESD should be part of a class or club activity. Unapproved camera use is a violation of the Technology Electronic Information Services User agreement.

**Malicious Use/Vandalism**
Any malicious use, disruption or harm to the school unit's technology, networks and internet services, including but not limited to hacking activities and creation/uploading of computer viruses, is a violation of the Technology Electronic Information Services User agreement.

No student shall obtain or try to obtain other students' accounts, files, and/or data. Students are NOT to remove or attempt to remove to circumvent the management system or modify the operating system and software installed on each electronic device. Using or possessing hacking software is a violation of this agreement. Students who attempt to hack or "jailbreak" any device will be in violation of the Technology Electronic Information Services User agreement.

**Technology Electronic Information Services User Agreement**

**Introduction**
The Pendergast Elementary School District recognizes that use of technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills. To that end, we provide access to technologies for student and staff use.

This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus. The acceptable use policy includes:

- The Pendergast Elementary School District’s network is intended for educational and business purposes;
- All activity over the network or using district technologies may be monitored and retained;
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children’s Internet Protection Act (CIPA);
- Students are expected to follow proper digital citizenship procedures for good behavior and respectful conduct online as offline;
- Misuse of school resources can result in disciplinary action;
- The Pendergast Elementary School District makes a reasonable effort to ensure students’ safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies;
- Users of the district network or other technologies are expected to alert IT immediately of any concerns for safety or security;
- The use of personal devices to support education experience is not a necessity, but a privilege. With respect to the rules, the privilege will enhance the learning environment as a whole;
- Students take full responsibility for their devices. The school is not responsible for the security of personal technology devices. Personal devices cannot be left at school before or after school hours;
- Devices cannot be used during assessments, unless otherwise directed by a teacher.

**Bring Your Own Device (BYOD)**
The Acceptable Use Policy includes the following related to BYOD:

- Students must immediately comply with teachers’ requests to shut down devices or close the screen. Devices must be in "silent" mode and put away when asked by teachers;
- Students are not permitted to transmit or post photographic images/videos of any person on campus on public and/or social networking sites. Doing so will not only violate school policy, it may also be a crime that must be reported to law enforcement;
● Personal devices must be charged prior to bringing them to school and run off their own batteries while at school;
● To ensure appropriate network filters, students will only use the wireless (Wi-Fi) connection in school and will not attempt to bypass the network restriction by using a 3G or 4G (cellular) network;
● Students understand that bringing devices on premises or infecting the network with a virus, Trojan or other program designed to alter, damage, destroy, or provide access to unauthorized data or information is in violation of the Acceptable Use Policy and will result in disciplinary actions. The school district has the right to collect and examine any device that is suspected of causing problems or is the source of an attack or virus infections;
● Information Technology staff can provide connection assistance to district wireless network but cannot support hardware malfunction, software upgrades, etc. on personal devices.

Examples of Acceptable Use

I will:

● Use school technologies for school-related activities;
● Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline;
● Treat school resources carefully, and alert staff if there is any problem with their operation;
● Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies;
● Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online;
● Use school technologies at appropriate times, in approved places, for educational pursuits;
● Use reliable sources when using online sites and resources for research;
● Recognize that use of school technologies is a privilege and treat it as such;
● Be cautious to protect the safety of myself and others;
● Help to protect the security of school resources;
● Passwords, usernames, and any personal information should not be shared with anyone;
● Treat school resources and each other with respect, in all social / electronic interactions with others;
● Immediately tell a teacher or another adult if you receive an electronic message that makes you feel uncomfortable or if you accidentally access inappropriate materials, pictures, videos or websites;
● Respect other people’s work and properly cite any materials including pictures, videos, information or other work you have used that you did not create yourself;
● Students will only take photos or record video and audio that are for educational purposes;
● Students are responsible for all content found on their laptops. Unauthorized users (including family members and siblings) should not be allowed access to your laptop;
● Laptops should be carefully transported to class or home. Students and parents will be held accountable for any damage caused to the laptops that result from misuse or negligence.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Examples of Unacceptable Use

I will not:

● Use school technologies in a way that could be personally or physically harmful;
● Attempt to find inappropriate images or content;
● Engage in cyberbullying, harassment, or disrespectful conduct toward others;
● Try to find ways to circumvent the school’s safety measures and filtering tools;
● Use school technologies to send spam or chain mail;
● Plagiarize content I find online;
● Post personally-identifying information, about myself or others;
● Agree to meet someone I meet online in real life;
● Use language online that would be unacceptable in the classroom;
● Use school technologies for illegal activities or to pursue information on such activities;
● Attempt to hack or access sites, servers, or content that isn’t intended for my use;
● Download, install, or alter anything on the laptop without appropriate authorization from your teacher or district personnel. This includes (but is not limited to) music, games, video files, or any external/Internet-installed applications. This includes CD/DVD games as well as Internet installed games;
● Send or retrieve any information that violates school or district policies regarding content that is threatening, racially offensive, abusive, defamatory, profane, sexually oriented, pornographic, or obscene. Doing so will result in appropriate disciplinary action. PESD will cooperate with all law agencies to support these policies, laws, and rules;

● Change my password. The student username and password are not to be shared with anyone;

● Interfere with another student’s work. This includes, among other actions, disconnecting components, shutting down devices, or interfering with collaborative assignments;

● Attempt to add, modify, harm, or destroy software or hardware, or interfere with system security;

● Engage in any activities that could be considered as “hacking;”

● Make purchases from sites or apps;

● Create, write, or send information that could be considered gossiping, harassment or bullying;

● Cheating, which includes getting or giving answers to tests, copying or submitting someone else’s assignment as one’s own, or utilizing other forms of electronic support not authorized by the teacher;

● Violate copyright or fail to appropriately cite another’s work;

● Share, send or post personally identifiable information about oneself or others;

● Eat or drink near the computer.

● Share class meeting links or passwords with others not enrolled in the class.

● Take screenshots, pictures, or record classes. If a student needs a recording of a class they must ask the teacher to record the meeting and it will be shared accordingly.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Limitation of Liability

The Pendergast Elementary School District will not be responsible for damage or harm to persons, files, data, or hardware. While the Pendergast Elementary School District employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. The Pendergast Elementary School District will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of this Electronic Information Services User Agreement

Violations of this policy may have disciplinary repercussions, including:

● Notification of parents/guardians;

● Computer use being limited to in-class, assignment-related use;

● Suspension of home use privileges on district assigned devices;

● Suspension of network, technology, or computer privileges;

● In-school suspension;

● Out-of-school suspension;

● Legal action and/or prosecution.

Student Behavior

Student Discipline

The Superintendent shall recommend policies and develop procedures for the discipline of students that comply with A.R.S. 15-843. These policies and procedures will apply to all students traveling to, attending (in person or through distance learning), and returning from school, and while visiting another school or at a school-sanctioned activity, or in any other situation in which the District may lawfully exercise its authority to discipline a student. When suspension or expulsion is involved, notice, hearing, and appeal procedures shall conform to applicable legal requirements.

The discipline, suspension and expulsion of pupils shall not be based on race, color, religion, sex, sexual orientation, disability, national origin, ancestry or any other unlawful reason. A substantial or deliberate failure to comply with the prohibition against race, color, religion, sex, sexual orientation, disability, national origin, ancestry or any other unlawful reason may subject the District to the loss of funds imposed by A.R.S. 15-843.
The principal of each school shall ensure that a copy of all rules pertaining to discipline, suspension, and expulsion of pupils are distributed to the parents of each pupil at the time the pupil is enrolled in school.

The principal of each school shall ensure that all rules pertaining to the discipline, suspension, and expulsion of pupils are communicated to students at the beginning of each school year, and to transfer students at the time of their enrollment in the school.

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

**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:

A. Rules established for the referral of students.
B. 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.

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

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying in any form will not be tolerated.

**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:

A. 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,
B. Is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment,
C. Occurs when there is a real or perceived imbalance of power or strength, or
D. 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:

A. 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,
B. Exposure to social exclusion or ostracism,
C. Physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
D. Damage to or theft of personal property.

**Cyberbullying**
Cyberbullying is 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 list, 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 affiliation, sex (including orientation), sexual preference, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

Reference Governing Board Policy: JICK

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.

Reference Governing Board Policy: JICK

Prohibitions and Discipline
Students are prohibited from bullying, harassing, or intimidating 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 which occurs outside of the school and the school day when such acts result 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.

Reference Governing Board Policy: JICK

Reporting Incidents of Bullying/Harassment/Intimidating
Any person who believes that a student is being bullied by a student or any other individual, should report their concern to any staff member of the District. School personnel are to maintain appropriate confidentiality of the reported information.

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

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying, harassment, or intimidation in any form will not be tolerated.

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

A. 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,

B. 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,

C. occurs when there is a real or perceived imbalance of power or strength, or

D. 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
A. 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,

B. exposure to social exclusion or ostracism,

C. physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and

D. 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.

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 acts result 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.

Students who believe they are experiencing being bullied, harassed, or intimidated or suspect another student is bullied, harassed, or intimidated should report their concern to any staff member of the School District. School personnel are to maintain appropriate confidentiality of the reported information.

Reprisal by any student directed toward a student or employee related to the reporting of a case 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.

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

Knowingly submitting a false report under Policy JICK or this exhibit shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of Policy JICK or this exhibit, 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, harassment, or intimidation is a violation of the law.

Forms are available to report all incidents of bullying, harassment, or intimidation at your child’s school.

REFERENCE GOVERNING BOARD POLICY: JICK-EB, ACA
**Extracurricular Activity Eligibility**

All interscholastic activities in grades six (6) through eight (8) that are (1) of a competitive nature and involve more than one [1] school where a championship, winner, or rating is determined and (2) endeavors for which no credit is earned in meeting graduation or promotion requirements that are of a continuous and ongoing nature, organized, planned, or sponsored by the District, consistent with District policy, shall be conducted under the provisions of this policy. Such activities will be established and designed to offer students worthwhile athletic and leisure-time interests, wholesome recreational and social activity, and an opportunity to develop skills in democratic and cooperative management for these activities. These programs will be appropriate to the maturity of students and as varied as staff and facilities permit.

Students may not participate in after-school activities unless they have attended school at least one-half (1/2) of the school day. Attendance at a minimum of one-half (1/2), but less than three-fourths (3/4), of the instructional time scheduled for the day equals one-half (1/2) day of attendance (U.S.F.R. guidelines).

All such activities conducted under the auspices of the District shall be under the direct supervision of the certificated individual responsible for the activity.

Students who are suspended may not participate in extracurricular activities - including promotion ceremonies.

**Extracurricular Activities Fees**

Each student will be charged a one-time $5.00 fee at the beginning of each school year to cover costs associated with providing extracurricular activities. When you provide a check as payment, you authorize us either to use information from your check to make a one time electronic fund transfer from your account or to process the payment as a check transaction.

If an activity fee will be an economic hardship for a family, the family should contact the principal or designee to request a fee waiver. Waivers shall be granted for good cause at the discretion of the principal or designee.

REFERENCE GOVERNING BOARD POLICY: JJJ

**Removal of Students from School-Sponsored Activities**

The principal of a school may remove a student from a school-sponsored activity if the principal determines that the student has violated a provision of the student discipline policies, rules, and/or regulations or if the principal determines that such removal is in the best interest of the activity or in the best interest of the school as a whole.

The principal also may remove a student from a specific position, such as officer, editor, or captain of an activity, without removing the student from the entire activity.

The principal may remove a student pursuant to the preceding two (2) paragraphs, whether or not the student has been elected, appointed, appointed to, or has volunteered for, the activity.

Before removing a student from an activity or position as a result of the student's violation of the student discipline policies, rules, and/or regulations, the principal must comply with the notice-and-hearing provisions of those policies, rules, and/or regulations.

Before removing a student from an activity or position for reasons other than a student's violation of the student discipline policies and/or regulations, the principal shall give written notice to the student. The notice shall include the reason or reasons for the removal and the date that the removal is to become effective. If the student disagrees with the principal's determination, the student may, within five (5) school days, request in writing a conference with the principal. The conference shall be held as soon as practicable after the principal receives the written request. At the conference, the student shall be given a full explanation of the reason or reasons for the action taken. The student shall be given an opportunity to present an explanation of the events relating to the action.

If, after the conference, the principal determines that the decision to remove the student from the activity or position is correct, the removal shall become effective on the date indicated in the principal's notice. If, after the conference, the principal determines that action of a less severe nature than removal is warranted, the principal may impose the less severe action. If, after the conference, the principal determines that neither removal nor less severe action is warranted, the prior decision to remove the student shall be rescinded.
For purposes of this policy, activity is defined as:

- A. Any school-sponsored athletic activity; or
- B. Any school-sponsored club; or
- C. Any school-sponsored organization such as yearbook, newspaper, student government, drama, music, honor society, or any other organization or class of a similar nature.

An activity includes activities as defined above, whether or not a student is receiving or may receive academic credit for the activity.

REFERENCE GOVERNING BOARD POLICY: JKDA

Interscholastic Sports

General

The purpose of interscholastic athletics is both educational and recreational. The school sports program should encourage participation by as many students as possible and should always be conducted with the best interest of the participants as the first consideration.

District participation in interscholastic athletics shall be subject to approval by the Board. This shall include approval of membership in any leagues, associations, or conferences, and of any new agreements with other schools for a series of games or events.

The following rules shall be observed for participation by individual students:

- A. For each type of sport in which the student engages, the parents/guardians must give written consent.
- B. The student must be determined by a physician to be physically fit for the sport.

The Superintendent shall set up other rules for participation, such as those governing academic standing, in accordance with policies of the District and pertinent regulations and recommendations of the state interscholastic athletic association.

Health and Safety of Participants

The health and safety of participants in interscholastic athletic activities must receive careful consideration.

The Board may develop, in response to relevant athletic association directives and medical advisories, appropriate guidelines, information and forms to inform and educate coaches, pupils and parents of Heat Acclimatization and Exertional Heat Illness and the risks of continued participation in athletic activity after a related episode. District and school health and safety management plans may include Heat Acclimatization Protocol, Hydration Strategies, Return to Play standards, and follow-up/clearance requirements released by the Arizona Interscholastic Association (AIA) as Bylaw 14.17 and duplicated in JJIB-EB.

A student who is suspected of sustaining a concussion in a practice session, a game, or other interscholastic athletic activity shall be immediately removed from the athletic event and the pupil's parent or guardian shall be notified. A coach from the student's team or an official or licensed health care provider may remove a student from play. A team parent may also remove his or her own child from play. A student may return to play on the same day if a health care provider rules out a suspected concussion at the time the student is removed from play. On a subsequent day, the student may return to play if the student has been evaluated by and receives written clearance to resume participation in athletic activity from a health care provider who has been trained in the evaluation and management of concussions and head injuries as prescribed by A.R.S. 15-341.

Before a student participates in an athletic activity, the student, the student's parents, and the coaches shall participate in a District program to educate program participants of the danger of concussions, head injuries, and the risk of continued participation in athletic activity after a concussion. Students and parents shall sign the AIA form (Exhibit JJIB-EA) at least once each school year stating awareness of the nature and risk of concussion. The District shall retain documentation of the participation of all affected coaching staff members in the program.

REFERENCE GOVERNING BOARD POLICY: JJIB
Student Disciplinary Actions

Due Process - Suspension/Expulsion - Disciplinary Recordkeeping

**Discipline**

Discipline is administered by the principal/designee, the faculty, and the staff.

Pendergast Elementary School District upholds discipline imposed by other public, private and charter schools.

**Referral**

Students will be referred to the principal/designee for violations outlined in the "Discipline Guidelines" section of this handbook and when their disruptive behavior interrupts the educational process.

**Due Process**

Students in the District have certain rights. They also have the responsibility to respect the rights and property of others. If a student fails to do this, disciplinary action will follow. In disciplinary cases, each student is entitled to due process. This means students must:

- Be informed of accusations against them;
- Have the opportunity to accept or deny the accusations;
- Have explained to them the factual basis for the accusations; and
- Have a chance to present an alternative factual position if the accusation is denied.

Parents will be contacted and given the opportunity to provide information that may be useful to the administrator in providing appropriate interventions or consequences.

**Short Term Suspension**

Short Term Suspension is defined as any suspension of ten (10) days or less. If the principal or designee decides that the alleged misconduct warrants a consequence of a suspension for ten (10) days or less, the principal/designee shall give the student an informal hearing and shall examine all the pertinent facts to determine whether or not a violation did occur. The student shall be afforded due process rights including the opportunity to present to the principal/designee his or her defense or position concerning the alleged violation. After the termination of the hearing, the principal/designee, upon the basis of all facts and information learned, shall determine whether the student has violated the student code of conduct. If the student is found to have violated the student code of conduct, a consequence or suspension may be imposed for a period of time not to exceed ten (10) days. If a suspension is imposed, the principal/designee imposing the suspension shall keep a record of the aforesaid proceedings.

**Long Term Suspension**

Long term suspension is defined as any suspension in excess of ten (10) days. If the principal/designee decides that the alleged misconduct is sufficiently serious that the consequence should be suspension in excess of ten (10) days or expulsion, the accused student shall be afforded his or her due process rights. There shall be an investigation to determine if there is sufficient probable cause to charge the student with an act of misconduct, which may result in a suspension in excess of ten (10) days or an expulsion. When a student is charged by the principal/designee with misconduct that may result in suspension in excess of ten (10) days or expulsion, the parent(s) or guardian of the student shall be informed within a reasonable time period by telephone or letter of the charges against the student. The suspension shall be in accord with pertinent Arizona Revised Statutes. The ability to make up work for credit during long term suspension is at the discretion of the hearing officer or the Governing Board and will only be allowed in exceptional circumstances.

If a school administrator believes that a long term suspension may be warranted as a result of alleged misconduct of a student, the administrator/designee will notify the parent(s) in writing. The school administrator/designee shall also notify the School Operations Specialist to schedule a long term suspension hearing.

If a long term suspension hearing is scheduled, the District will send by certified mail, or deliver, or cause to be mailed or delivered, notice of the hearing to the student's parent(s) at least five (5) working days prior to the hearing.
If the hearing officer recommends a long term suspension, the Governing Board will be informed, in writing, of that decision. Parent(s)/legal guardian(s) may appeal the decision for long term suspension based on one of the following reasons:

- There was substantial non-compliance with policy JKD;
- The pupil's legal rights, including the right to receive due process, were violated by the hearing or the hearing officer's decision;
- The discipline imposed by the hearing officer was unreasonable considering the circumstances present.

To appeal the decision of the hearing officer, parents must deliver a letter to the superintendent within five (5) working days after receiving notice of the decision of a long term suspension. The letter must describe in detail all objections to the hearing or the decisions rendered at the hearing. The Governing Board will review written material forwarded to them by the hearing officer and the parent's/legal guardian’s letter of appeal. If the board feels more information is necessary, they will conduct another hearing. No new evidence can be admitted at the appeal hearing. The Governing Board will review the material in executive session. Unless requested in writing by the parents, the executive session will be closed. Upon review of the written material in executive session, the Governing Board may uphold, modify, or rescind the hearing officer's decision.

**Expulsion**

Expulsion is defined as permanent removal from school and all school activities. The hearing officer may recommend that a student be expelled from the school District. That recommendation will be forwarded to the Governing Board, who will act on it. Parent(s)/legal guardian(s) may appeal the recommendation for expulsion based on one of the following reasons:

- There was substantial non-compliance with Policy JKE;
- The pupil's legal rights, including the right to receive due process, were violated by the hearing or the hearing officer's decision;
- The discipline imposed by the hearing officer was unreasonable considering the circumstances present.

The Governing Board will consider a hearing if there is an appeal of the hearing officer's recommendation for expulsion from the parent. The Governing Board will review the written material from the hearing officer and the parents and will hear testimony from the hearing officer, the school officials, and the student's family. No new evidence can be admitted at the appeal hearing.

The Governing Board will conduct the hearing in executive session. Unless requested in writing by the parent(s)/guardian(s), the executive session will be closed. If the parent(s)/legal guardian(s) disagree that the hearing, held by the board, should be held in executive session, it shall be held in an open meeting unless:

- If only one student is subject to the proposed action and disagreement exists between that student's parent(s)/legal guardian(s), then the board, after consultation with the student's parent(s)/legal guardian(s), shall decide in executive session whether the hearing will be in executive session;
- If more than one student is subject to the proposed action and disagreement exists between the parents of different students, then separate hearings shall be held subject to the provisions of A.R.S. 15-843.

**Readmission**

A student expelled from the District (or their parent/guardian) may request re-admittance by making a written application to the Board. Readmission is at the discretion of the Governing Board. In addition, it is the prerogative of the Board to stipulate appropriate conditions for re-admittance. The application for re-admittance shall occur no less than nine (9) months after the date of the expulsion; however, the student may not be readmitted until at least two (2) complete semesters have passed (the remainder of the semester in which the violation has occurred and two [2] additional semesters). See Governing Board Policy JKE for an explanation of the procedures the District will follow prior to expulsion. The readmission of an expelled student can only be granted by the Governing Board, in its discretion, and may begin the semester following the decision to readmit.
Student Disciplinary Record-Keeping
Each principal or designee shall keep and retain complete records of pupil disciplinary actions and procedures. Records regarding pupil disciplinary actions shall be retained for at least four (4) years after graduation or withdrawal. The kinds of disciplinary actions for which an accounting shall be kept shall include, but not be limited to, suspension, transfer to other classes and referrals of cases to police and juvenile authorities.

Principal/Designee Review
In case of a suspension which is for ten (10) days or less, and there has been no recommendation for long term suspension, the student/parent may request, in writing, a review of the situation/discipline. Once the principal/designee reviews the stated concern(s), the principal/designee shall notify the student/parent of the final determination.

REFERENCE Governing Board Policy: JKD, JKE

Suspension and Expulsion Proceeding for Children with Disabilities
Notwithstanding sections 15-841 and 15-842, the suspension or expulsion of children with disabilities, as defined in section 15-761, shall be in accordance with the Individuals with Disabilities Education Act (20 United States Code sections 1410 through 1485) and federal regulations issued pursuant to the Individuals with Disabilities Education Act.

Student Interrogations, Searches and Arrests
Interviews
School officials may question students regarding matters related to incidents or issues that arise at school, during school activities, or at school bus stops without limitation. The parent/guardian will be contacted if a student interviewed is then subject to discipline for a serious offense. A student may decline at any time to be interviewed by the School Resource Officer (SRO) or another peace officer.

Searches
School officials have the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to health, safety, and welfare of the student(s) exists or there is reasonable suspicion that a school policy or state or federal law has been violated. Disrobing of a student is overly intrusive for purposes of most student searches and is improper without express concurrence from school district counsel.

Items provided by the District for storage (e.g., lockers, desks), or personal items that are provided as a convenience to the student, remain the property of the school and are subject to its control and supervision. Students have no reasonable expectation of privacy in these items, and lockers, desk, storage areas, et cetera, may be inspected at any time with or without reason, and with or without notice, by school personnel.

Arrest
When a peace officer enters a campus providing a warrant or subpoena or expressing intent to take a student into custody, the office staff shall request the peace officer establish proper identification, complete, and sign a form for signature of an arresting officer or interviewing officer. The school staff shall cooperate with the officer in locating the child within the school. School officials may respond to parental/guardian inquiries about the arrest or may, if necessary, explain the relinquishment of custody by the school and the location of the student, if known, upon contact by the parent/guardian.

REFERENCE Governing Board Policy: JIH
Discipline Violations
Administration will exercise discretion when determining infraction(s) and consequence(s) and may assign a more or less severe consequence. Administration may:

- After considering the circumstances, report any violation to law enforcement;
- Determine that a violation warrants completion of a Threat Assessment;
- Determine that any infraction directed at a staff member may warrant a more severe consequence;
- Determine that if the infraction occurs on the bus, a suspension or termination of bus-riding privileges may be assigned.

For information on the discipline process and to appeal a consequence, please contact your school’s principal. Federal privacy laws prohibit the District from naming students involved in disciplinary actions and from revealing the consequences of those actions to the parents of other students. Due process and parental notification are expected for all discipline referrals.

Definitions of Violations may be located here:
https://cms.azed.gov/home/GetDocumentFile?id=5a78e4de3217e10d30611964

Definitions of School Grounds
PESD defines school grounds as the property on which a school is located, along with any property where a school sponsored event is occurring, regardless of location.

When appropriate, the District may discipline students for disorderly conduct on the way to and from school.

REFERENCE ARIZONA REVISED STATUTES: A.R.S 15-341
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<table>
<thead>
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<th>Lighting</th>
<th>Plumbing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Automation</td>
<td>Distributed Energy</td>
<td>Analytics &amp; Monitoring</td>
</tr>
<tr>
<td>Building Envelope</td>
<td>Electrical Distribution</td>
<td>Engineering &amp; Design</td>
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We are proud and humbled to have the honor of working with such excellent talent.

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