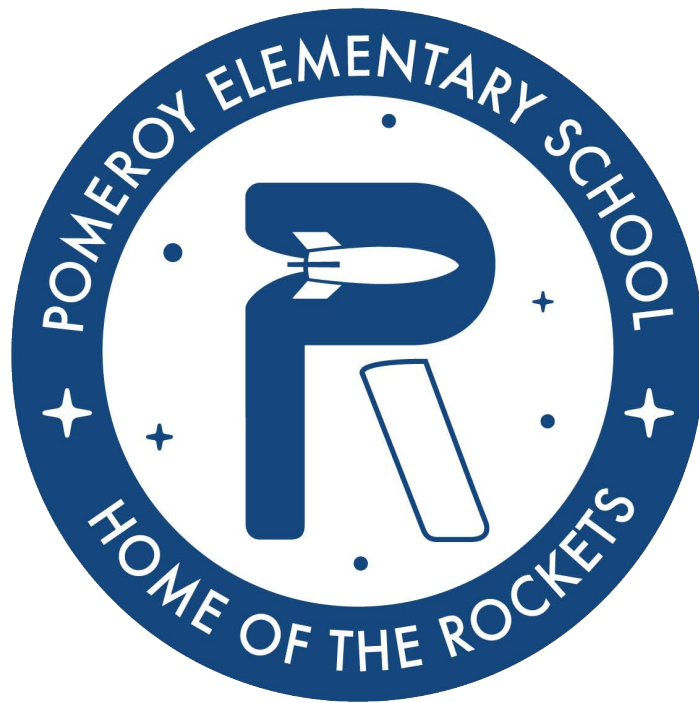


**2024 - 2025**



**Parent & Student  
Handbook**

# **Daily Schedule**

**School starts at 8:15am for all grades**

## **SAI PREK Class**

Arrival - 8:15 am

Dismissal - 11:45 am

## **Transitional Kindergarten**

Recess - 10:00 am - 10:15 am

Lunch - 11:50 am - 12:34 pm

Dismissal - 1:30 pm

## **Kindergarten**

Recess - 10:00 am - 10:15 am

Lunch - 11:50 am - 12:34 pm

Dismissal - 2:10 pm

## **1st-2nd Grade**

Recess - 10:00 am - 10:15 am

Lunch - 12:00 pm - 12:44 pm

Dismissal - 2:10 pm

## **3rd - 5th Grade**

Recess - 10:00 am - 10:15 am

Lunch - 12:00 pm - 12:44 pm

Dismissal - 2:35 pm

## **Minimum Day Dismissal Times (every Wednesday)!**

TK is released at 1:05 pm

Kindergarten - 5th grade released at 1:21 pm

# **INFORMATION INCLUDED**

Please be advised that this document is subject to change.

## **Attendance**

- Absences
- Appointments
- Extended Family /Vacation Leave
- Proof of Residency
- Tardies
- Truancy

## **Cafeteria**

- Breakfast & Lunch Procedures
- Bringing a Snack /Lunch from Home
- Purchasing Breakfast /Lunch

## **Health and Medical**

- Communicable Diseases
- Emergency Information /Disaster Information
- First Aid
- Head Lice
- Illnesses
- Medication at School
- School Nurse

## **Home and School Partnership**

- Arrival /Dismissal
- Birthday Celebration
- Classroom Interruptions
- Communication
- Conferences
- Contact Information
- Homework Policy
- Lost and Found
- Lifeskills
- Report Cards
- Spirit Day
- Visiting the Classroom

## **Programs and Services**

- Counseling
- English Learner Advisory Committee (ELAC)
- Extended Daycare
- Field Trips
- Library
- Physical Education
- Preschool
- Parent Teacher Association (PTA)
- Running Club
- Specialized Academic Instruction (SAI)
- Student Attendance Review Board (SARB)
- Speech
- School Site Council (SSC)
- Student Council
- Student Success Team (SST)
- YMCA Afterschool Program

## **Safety**

- Bike & Walk Safety
- Crossing Guards
- Pick up & Drop Off Procedures
- Parking and Traffic Flow
- Visitors and Volunteers
- Emergency and Disaster Procedures

## **Student Responsibilities**

- Behavior Expectations
- Behavior Interventions
- Cell Phones
- Dress Code
- Items NOT Allowed At School
- Recess Restriction
- Suspensions

# ATTENDANCE

## ABSENCES - (408) 423-3805 Attendance Line (Available 24 hrs.)

Your child must be attending school every day that school is in session. When a student is absent, it is the responsibility of the parent to inform the school by note or telephone as to the reason why.

- **EXCUSED ABSENCES:** Child is absent due to illness, quarantine, medical, dental or optometrical services rendered. Other absences require a written notice to the principal such as observance of a religious holiday or ceremony, required appearance in court, or funeral service for a member of the immediate family.
- **UNEXCUSED ABSENCES:** All other absences shall be deemed as unexcused such as: going on a family trip, attending a wedding, not bringing your child to school because a parent was sick, keeping your child at home due to car trouble or keeping your child at home due to oversleeping.
- **REPORTING ABSENCES:** Absences must be reported by 9AM every day your child is absent from school.
  - Leave the following information:
    - Student's name
    - Teacher's name or room number
    - Date of the absence
    - Reason for the absence (illness, appointment, family emergency etc.)
    - Caller's name and relationship to the student
    - Phone number

APPOINTMENTS - Please try to schedule doctor or dental appointments either before or after school if possible. If you need to sign your child out early for a doctor/dental appointment, you should write a note to give to your child's teacher so your child can be given homework and be ready to leave when you arrive to sign him/her out. All students must be signed out in the office by a person that is listed on the child's emergency card. Please be prepared to show ID. Upon returning back to school, please provide a note from the doctor/dentist appointment to excuse the time missed from classroom instruction. If you also take a sibling out for an appointment, that sibling would be unexcused, unless they also have an appointment.

EXTENDED FAMILY/VACATION LEAVE - Children who are out of school on extended vacations are recorded as unexcused absences. Trips during the school year are strongly discouraged. If your child will be absent due to an extended leave, please stop in the office to let the front office team know. The Principal does not excuse any leave or absence from school other than noted in the above "Excused Absences".

PROOF OF RESIDENCY - All students who attend Pomeroy School must live within the attendance boundaries or be attending through an Open Enrollment application acceptance. If a student moves out of the attendance area during the school year, the parent should notify the office within 10 days of the move.

TARDIES - A student who is not at the designated classroom assembly area when the bell rings is late. Students who arrive late are to go to the office to get a late slip. Tardies are closely monitored since they interrupt instruction time and student learning. A tardy of more than 30 minutes is considered a truancy and is not excused. Students with excessive tardies or absences will be referred for a Student Study Team (SST) first and later to the District School Attendance Review Board (SARB).

TRUANCY - Under state regulations a student may be truant if they are absent from school for three days without a valid excuse or was tardy more than 30 minutes without a valid excuse for 3 days or any combination thereof. If the truancy is not corrected, a referral will be made first to the school's Student Study Team (SST) to the district's School Attendance Review Board (SARB). It is necessary for every child to be in school daily in order to receive the full benefit of his/her education. Please help us to instill lifelong habits of punctuality and good attendance in your child.

# CAFETERIA

**Breakfast is served every day from 7:50 am - 8:15am**

Please refer to daily schedule for lunch times

BREAKFAST PROCEDURES - While students are in the cafeteria eating breakfast they are to be safe, responsible and respectful. Students are to adhere to the following procedures during breakfast in the cafeteria:

- Select breakfast items
- Sit at a table
- Students must stay in the cafeteria while eating breakfast, even if brought from home

When they are finished eating students must

- Clean up the area where seated
- Throw away trash
- Walk to the blacktop

## LUNCH PROCEDURES – GENERAL

1. Walk quietly to, from and in the lunch areas.
2. Use quiet conversation and good manners.
3. Sit and eat!
4. Stay seated until excused.
5. When excused:
  - Clean up area where seated
  - Throw all trash away
  - When excused, walk out to blacktop
6. Put lunch boxes neatly on classroom numbers.

BRINGING A SNACK/LUNCH FROM HOME - Students may bring a snack/lunch from home. We encourage you to provide a healthy snack/lunch and avoid items like chips, candy, and soda. The district established a student wellness policy which covers three areas: Physical Activity, Wellness Education and Nutrition. By providing your child a healthy lunch, you are partnering with the school to promote a good healthy body and mind. Students are also not allowed to share food due to potential allergies of other children. Prepare lunch the night before to avoid the hurried morning when there might not be enough time. If you run late and need to drop off the lunch in the office, tell your child you are doing so and they should automatically stop in the office at lunch time to get their lunch. Parents should not directly take lunches to a child's classroom.

BREAKFAST/LUNCH - During the 2023-24 school year, all students will have the opportunity to receive breakfast and lunch at no cost. While breakfast and lunch will not have a cost, we are encouraging ALL families to submit an application for free breakfast/lunch to help maintain our Title I funding. The extra money that we receive through Title I funding, is used to provide instructional and support personnel to assist teachers with at-risk students. The application is given to every family in the Back to School packet at the beginning of the school year and a supply is available in the office. However, we encourage you to apply online to receive a quick response within a couple days. **The application is available online at [www.schoolcafe.com](http://www.schoolcafe.com).**

# HEALTH AND MEDICAL

COMMUNICABLE DISEASES - The Public Health Department mandates that if children are diagnosed with a communicable disease by a doctor, the school must be notified so that we may notify other parents in the child's classroom of the exposure. Please notify the school office IMMEDIATELY if your child becomes ill with a communicable disease such as but not limited to chicken pox, head lice, strep throat, or pink eye. A general exposure notice will be sent home with each child in the classroom and all information regarding the child with the communicable disease is kept confidential.

COVID-19 - Students should not come to school if they have any one or more of the following symptoms in the past three days: fever over 100 °F or chills, shortness of breath or difficulty breathing, loss of taste or smell. Or, any of these symptoms within the past three days that are new or not explained by another reason: fatigue, sore throat, nausea, vomiting, diarrhea, muscle pain, headache. If your child or a family member in your household has symptoms of COVID-19, please contact your health care provider and let the front office know.

EMERGENCY INFORMATION/DISASTER INFORMATION - It is imperative that each pupil return a completed emergency release form so that we may have the names of several friends and relatives to be called in the event of any emergency or disaster. Please note any unusual health condition, including allergies. If your child becomes ill at school, either you or someone on your emergency release form will be called to pick him/her up. We do not have the facilities to care for a sick child for several hours. CHILDREN WILL NOT BE RELEASED TO ANYONE NOT LISTED ON THE EMERGENCY RELEASE FORM. If you have court documents that need to be on file, please be sure to send a copy to the front office and ensure all files are kept current.

FIRST AID AND HEALTH - School district personnel are limited to administering first aid treatment and determining when it is necessary for a child to be sent home from school. For accidents requiring more than a cleansing of an abrasion and perhaps a band-aid, we will notify the parents or other designated representative. In the course of first aid treatment, we will administer no medication and we do not attempt any diagnosis.

HEALTH CONCERNS - If you have a concern about your child's new or chronic health condition and its impact on learning or safety at school that has not already been addressed, please contact the school nurse.

HEAD LICE - Head lice is common in elementary schools. Head lice can transfer from one student to another by sharing items such as hats, hair brushes, sweaters and other items that have been in contact with a person's hair. We ask that parents inspect their child's hair regularly so that if head lice do develop, it can be taken care of promptly. Treatment of your child's hair may require a special shampoo and combing and removing all the nits (small white pinhead sized eggs that are attached to the hair). Nits usually need to be removed with a special small tooth comb.

SCHOOL NURSE - The school nurse oversees the health office, medication distribution, and first aid at school and maintains a comprehensive school health program. The school nurse is available to discuss any health related questions or concerns. The school nurse encourages established medical care with a qualified physician. If you need assistance with finding a healthcare provider, please contact the school nurse.

ILLNESSES - Please do not send your child to school with a fever over 100 °F, or vomiting and/or diarrhea within the previous 24 hours, or repeated cough, or undiagnosed rash, or loss of taste/smell. In addition, please do not send your child to school if they have any of these symptoms within the past 3 days that are new or not explained by another reason: fatigue, sore throat, nausea, muscle pain, headache.

- Your child may return to school when symptoms improve and fever free without fever reducing medication for at least 24 hours.

MEDICATION AT SCHOOL - Any student who must take medication (prescription or over the counter) during school hours may be assisted by school staff provided there is: a written prescription from the health care provider detailing the name of the medication, dosage, time to be given, frequency, route and duration and a written parental request. Medication forms are available in the office and must be renewed annually. If your child has an emergency auto-injector for anaphylaxis, please have your health care provider complete the Allergy and Anaphylaxis Emergency Plan which is available in the office and must be renewed annually.

VISION/HEARING - If you have a concern about your child's vision or hearing, please contact the school nurse for a screening.

## HOME AND SCHOOL PARTNERSHIP

ARRIVAL - Your child may be on campus and in the cafeteria at 7:50am if having breakfast and 8:00 if not, in order to allow sufficient time to eat before the 8:15am bell to start school. TK and Kindergarten students, who are not having breakfast, should be dropped off (starting at 8:00 am) at the entrance to the TK/Kindergarten playground located at the end of the main hallway near room 17 and on Pomeroy Ave. Parents may walk with their child down the main hallway only when dropping off their child. Please exit the campus after dropping off so your child's learning can begin.

DISMISSAL - Students will be escorted by their teacher to the dismissal gates at the front of the school. Parents are asked to wait in front of the school for their children.. The dismissal gates will be locked and the campus will be closed for dismissal; parents will not be allowed in the hallways. Parents who are waiting with younger siblings at the front of the school need to supervise their children at all times. Students are to be picked up promptly after school. Younger siblings in grades TK/Kinder through 2<sup>nd</sup> grade may not wait on their own in front of the school for older siblings to be dismissed. TK and Kindergarten students are to be picked up at the gate near their classroom.

BIRTHDAY CELEBRATIONS - Birthday parties are not part of the school instructional day. School staff encourage parents/guardians or other volunteers to support the district's nutrition education program by considering nutritional quality when selecting any snacks which they may donate for occasional class parties. Class parties or celebrations shall be held after the lunch period when possible.

CLASSROOM INTERRUPTIONS - Pomeroy has a strict practice of not interrupting your child's learning. Please do not interrupt your child's learning to bring items such as homework, lunches and clothing items. Make it a family practice and habit to be prepared the night before or in the morning before school. If you are running late and will bring your child's lunch later in the morning, please tell your child to stop in the office to pick up their lunch. Have your child's name and room number on the lunch. If you are unable to bring one, your child will be instructed to get a lunch from the cafeteria.

COMMUNICATION - Pomeroy communicates in the following ways:

- Marquee (Pomeroy Rocket Marquee) – Visible in front of the school near the flagpole with important events and dates posted.
- Pomeroy Press - A monthly newsletter to keep you informed of school information and events.
- Website –
- Parent Square - Receive information from the District and Pomeroy.



- Phone - The classroom teacher, Pomeroy office or district office may contact you via telephone or text
- Wednesday Envelope (Weekly Envelope) – Sent home with all students and contains school information as well as samples of student work and communications from the classroom teacher. We ask that you read all the materials each Wednesday, and return the **signed envelope** to school on Thursday.

**CONFERENCING** - Parent Teacher Conferencing will take place with **all** parents in September. Teachers will make every effort to schedule conferences to accommodate parent schedules. Conferences will also be held in March for parents whose children are not meeting grade level standards. Please feel free to make an appointment with your child’s teacher if you have a concern about your child’s progress at any time.

**CONTACT INFORMATION** - It is very important to keep contact information updated and current on your child’s emergency release form. This includes updating any address changes, phone changes including the primary phone contact, cellular phones and work, as well as other persons noted on the form that you are authorizing to pick up your child in case you are unavailable. Persons signing a student out must be at least 18 years of age and all persons signing out may be asked to show identification.

**HOMEWORK POLICY** - Homework is regularly assigned by classroom teachers to supplement class instruction, provide additional practice, or extend learning of a particular skill or concept. It also helps a child to develop good study habits and accountability. In addition to the minimum 20 minutes of reading the following guidelines are suggested and based on students developing regular practice to reinforce classroom learning.

<b>Kindergarten</b>	<b>10 min.</b>	<b>2 days per week</b>
<b>Grade 1</b>	<b>10-20 min.</b>	<b>2-3 days per week</b>
<b>Grade 2</b>	<b>10-20 min.</b>	<b>3-4 days per week</b>
<b>Grade 3</b>	<b>15-25 min.</b>	<b>3-4 days per week</b>
<b>Grade 4</b>	<b>30-40 min.</b>	<b>4 days per week</b>
<b>Grade 5</b>	<b>30-50 min.</b>	<b>4 days per week</b>

**LOST AND FOUND** - To prevent the loss of clothing, please mark all articles with your child’s first and last name. All clothing articles are kept for a reasonable length of time in the Lost and Found area located outside of the front office. All articles left after this time will be donated to a local charitable organization.

**LIFESKILLS** - These lifeskills are taught school wide. It is important to reinforce them at home as well. An assembly is held monthly to recognize students that demonstrated the Lifeskill of the month. Parents are invited to attend.

Month	Lifeskill	Explanation
September	RESPECT	“I am considerate and appreciative”
October	COURTESY	“I will use good manners”
November	CARING	“I show concern and compassion”
December	INTEGRITY	“I do what is right”
January	TEAMWORK	“I will work collaboratively with others”
February	COURAGE	“I will give it a try”

March	PROBLEM SOLVING	“I find an appropriate solution”
April	RESOURCEFUL	“I put what I know and can do into action”
May	EFFORT	“I try my best”

**REPORT CARDS** - All students are formally evaluated three times during the school year. Parents are notified on the report card about their child’s progress toward meeting end of year grade-level standards. Report cards will be sent home with students in November, March, and June. Report cards are available through the Aeries Parent Portal. Please ensure that you are registered and have a current email on file. If you need assistance, please visit <https://www.santaclarausd.org/parentportal> for further information.

**SPIRIT DAY** - Students, staff and parents are encouraged to promote spirit every Friday by wearing their Pomeroy spirit school wear or by wearing our school color (Royal Blue). Spirit wear is available through our PTA.

**VISITING THE CLASSROOM** - All visitors must sign in at the office (gate facing Pomeroy Avenue next to the cafeteria) and obtain and wear a “visitor badge”. Although we welcome you to visit your child’s classroom, please arrange to do so in advance with your child’s teacher so as not to interrupt your child’s learning. If you have a need to discuss something with the teacher, arrange an appointment in advance. Please do not interrupt the classroom. In accordance with District Policy, all parents who would like to volunteer in their child’s classroom, during school events and class field trips must complete a Volunteer Application Packet and provide a current TB test annually. A Volunteer Application Packet can be found at [SCUSD Volunteer Information](#).

Always check in and out of the office. Wear your visitor’s or volunteer badge at all times when walking through campus.

## **PROGRAMS AND SERVICES**

**COUNSELING** - Although unable to offer in-depth counseling for children and families, Pomeroy has counseling services who offer short-term counseling for selected students. The focus of these services is to develop coping strategies and social skills in children so that they can be more successful in their academics. School personnel are knowledgeable about social services offered outside the school setting, and will make referrals if they feel it would be helpful to your child.

**ENGLISH LEARNER ADVISORY COMMITTEE (ELAC)** - This committee made up of parents, teachers and administration meets several times throughout the school year to address the English Learning program at Pomeroy. Please note that ELAC and School Site Council (SSC) meet monthly at the same time. Please refer to the school calendar for dates and times.

**EXTENDED DAYCARE** - The extended daycare program is a district sponsored child-care program providing before and after school care for school aged children. The center is located in room 21. For more information call the program director at (408) 423-3816.

**FIELD TRIPS** - Field trips are planned for educational purposes to meet classroom objectives. These objectives might include specific curricular activities and/or celebrations of accomplishments. No student will be excluded from a field trip for financial reasons. Students on a field trip will be held to the same rules and behavioral expectations they follow when regular class is in session. While on a field trip, the student accepts full responsibility for his/her actions. If your child’s class is going on a field trip, a permission slip will be sent home before the field trip for you to sign and must be returned in order for your child to attend.

INTERVENTION TEACHERS- Pomeroy has specialty teachers with expertise in certain areas available on campus to assist students who need extra support in an area. We have one site literacy intervention teacher (LIT) and several trained staff on the comprehensive intervention model (CIM) of reading and Advantage+ math intervention. We strive to meet the needs of all our diverse learners on campus. If your child qualifies for additional support you will be notified by staff.

LIBRARY - Students are able to check out books. Books checked out are to be maintained and returned in good condition.

MAKERSPACE- Pomeroy has a robust Makerspace classroom on campus. A Makerspace is an area where students can collaborate, design, build and invent as they engage in STEAM (Science, Technology, Engineering, Arts and Math) activities. Our Makerspace has been open for students since 2019.

PHYSICAL EDUCATION - This program stresses activities designed to develop the large and small muscles, motor skills, coordination, balance, physical fitness, and the skills needed to participate in team and individual sports. We also stress social development and interaction, and the concept of individual excellence. All students participate in the P.E. program. A P.E. specialist teacher is employed by the district for students for all grades. You must provide a doctor's note if your child can not participate in physical education for any medical reasons.

PARENT TEACHER ASSOCIATION (PTA) - The PTA hosts a variety of events throughout the school year including the Fun Run, Game Nights, a Multi-Cultural Festival, fundraisers and other parent night events. PTA is also an organization that works to build strong working relationships among parents, teachers and schools, in support of students whose funds supplement many additional educational and fun events throughout the school year.

RUNNING CLUB - All students and parents have the opportunity to participate every Friday morning from 7:30 am - 8:00 am running or walking laps on the playground blacktop. Students who complete a cumulative distance of a marathon or higher receive recognition for their achievement. There will not be running club on rainy days.

SAFETY PATROL- Pomeroy began the Safety Patrol program in the Fall of 2018. This program is open to all 5th grade students. Safety Patrol plays an important role in helping young pedestrians learn and fulfill responsibilities regarding traffic safety. We participate in this program in conjunction with AAA and the Santa Clara Police Department.

SPECIALIZED ACADEMIC INSTRUCTION (SAI) - This program is a state and federally mandated program designed to meet educational needs of students that have been diagnosed with learning difficulties. Identified students spend a majority of the school day in the regular classroom and receive remediation in the academic areas outlined on an Individual Education Plan (IEP).

STUDENT ATTENDANCE REVIEW BOARD (SARB) - Students who have attendance truancies that are not corrected can be referred to SARB. This board is district level and if a student's attendance problem cannot be resolved, the case can be referred to the Santa Clara County District Attorney.

SPEECH - Our speech therapists provide speech and language therapy based on the child's needs. If you feel that your child may have a speech or language development problem, contact the school office.

SCHOOL SITE COUNCIL (SSC) - SSC is a group of teachers, parents, classified employees, and students (at the high school level) that works with the principal to develop, review and evaluate school improvement programs and school budgets. This group also helps to develop and approve the Comprehensive School Safety plan and School Plan of Student Achievement (SPSA).

STUDENT COUNCIL - Students in grades 3-5 have the opportunity to participate in school leadership roles. Elections are held within the first few months of school. Meetings are held to plan spirit days, student activities, and to assist in school assemblies.

STUDENT SUCCESS TEAM (SST) - Students who need additional academic, social, behavioral or emotional support in the school setting are referred to a Student Success Team. The SST team may consist of the child's teacher, specialists, Principal, and the child's parents/guardians. During this meeting the student's strengths and areas of concern are listed as well as pertinent family or health information. The team works together to develop strategies and interventions to help the student become more successful at school.

TITLE 1- Pomeroy receives supplemental funds from the state. This funding assists the school in supplementing the basic classroom instructional program. The funds are used to provide instructional and support personnel to assist teachers with at-risk students. The funds also support counseling services, classroom teacher support providers, language arts, math, and science materials and staff development.

YMCA AFTERSCHOOL- This is a minimal fee based program that provides academic, enrichment and physical activities immediately after school dismissal. Available to grades 1<sup>st</sup>-5<sup>th</sup>. This after school program is only available on days that school is in session. YMCA is located in room 26. For more information call the program director at (408) 639-8407.

## SAFETY

BIKE AND WALK SAFETY - Students must adhere to the following safety rules:

1. All students riding a bike or scooter must wear a helmet
2. Bikes and scooters must be locked for safe keeping. Scooters are not permitted in the classrooms or at the coat rack hooks. Racks are located by the library and by the 4th/5th grade wing.
3. Walk bicycles and scooters within the crosswalks and at the direction of the cross guard.
4. Walk bicycles and scooters while on school campus.
5. Kindergarten through second grade students must have parental supervision when riding bikes or scooters to school.

It is the parent's responsibility to determine if their children in grades 3-5 are capable of obeying the bicycle laws and can safely ride bicycles to school.

CROSSING GUARD - Crossing guards are provided by the City of Santa Clara Police Department. Please make sure you and your child are practicing safe habits by abiding by all rules.

SAFETY PATROL - This program will be offered on a voluntary basis to our fifth graders. The purpose of the safety patrol is to promote safety and leadership for students on our campus. Details of the program will be set throughout the year.

PICK UP & DROP OFF PROCEDURES - To help with the traffic problem at Pomeroy, there is an extended area marked with signs and painted with a "white curb" designated as a "drop off and pick up" zone in the front of the school. The area extends in front of the school from Pomeroy's parking lot to the end of the kindergarten yard. **Do not leave your car parked and unattended in this area.** It is for drop off and pick up only. We ask that you refrain from making illegal U-Turns on Pomeroy Ave. Violators can receive a ticket. We appreciate your cooperation in all traffic enforcement matters.

PARKING AND TRAFFIC FLOW - Parents are to only park in spaces marked visitor. **DO NOT park in any "Staff" designated spaces.** You may also use the church parking lot next door. We encourage Pomeroy families

to walk to school if possible. Walking can be a time to share conversation with your child without all the distractions that can be unsafe when driving.

VISITORS/VOLUNTEERS - In accordance with District Policy, all parents who would like to volunteer in their child's classroom, during school events and class field trips must annually complete a [Volunteer Application Packet](#) and provide a current TB test. Classroom volunteer opportunities are at the discretion of the classroom teacher. Always check in and out of the office. Wear your visitor's or volunteer badge at all times when walking through campus.

EMERGENCY AND DISASTER PROCEDURES - Pomeroy has a Site Emergency Operations Plan which the staff reviews annually. Procedures are in place and will be followed in emergency situations such as fires, earthquakes, power outages, intruders on campus, and so on. All staff members have assigned roles and responsibilities and efforts are coordinated with the District Office staff and local emergency agencies.

In the event of an emergency or disaster, please refrain from calling the school. We must keep our phone lines open for emergency purposes. Be assured that we are trained to care for your children until you are able to reach the school. We are on a communication system with our district office and we are well equipped with emergency first aid supplies and food and water for the short term. An Emergency Release Form is kept in the classrooms and in the office. We will release your child only to the persons listed on the form.

- Emergency Release Form - Parents are required to keep information current and notify the office of any change in the personal information noted on office records, including address, telephone numbers (including cellular numbers for both parents/guardians) and place of employment. Also all information needs to be kept current for persons/contacts noted on your child's emergency release form including current after school daycare information.
- Emergency Drills - While on campus during a drill, parents may hear the following message codes over the loudspeaker or the fire alarm. Please support the school during the drill by following the directions outlined below.

**“Evacuate the building”  
“Shelter in place.”  
“Lockdown.”**

- Student Release Procedure - In the event of a lengthy disaster, it is vital that parents please remain calm and trust that the safe return of all Pomeroy children is our first priority. When you arrive to pick up your student, please report to the Student Release Table and have your ID ready to show. **STUDENTS WILL NOT BE RELEASED TO ANYONE WITHOUT A PHOTO ID OR WHO IS NOT ON THE EMERGENCY RELEASE FORM.**
- Personal Emergency Supply Kit - (Separate form included in Back to School envelope to be completed and returned) We are requesting that **EACH STUDENT** bring to school a small supply of non-perishable snack foods that require no preparation and can be opened without the aid of special tools. We would also like you to include a family photo as well as a personal note of encouragement, reassuring your child that you will come as soon as possible and that he/she will be in good care while at school.

# STUDENT RESPONSIBILITIES

BEHAVIOR EXPECTATIONS - In order for all students to have a successful year, we have developed a set of behavior expectations schoolwide. Pomeroy is a Positive Behavior Intervention and Supports (PBIS) school. We teach and reinforce these behavior expectations so that all students have the opportunity to learn in a safe, responsible and respectful environment.

**Pomeroy students are expected to BE SAFE. BE RESPONSIBLE. BE RESPECTFUL**

	<b>Arrival/Dismissal</b>	<b>Restroom</b>	<b>Cafeteria/ Lunch tables</b>	<b>Hallways</b>
<b>Be Safe</b>	<ul style="list-style-type: none"> <li>*Keep hands, feet and objects to yourself</li> <li>*Stay behind blue line until the bell rings</li> <li>*Walk</li> <li>*Stay in supervised areas</li> </ul>	<ul style="list-style-type: none"> <li>*Keep hands, feet and objects to yourself</li> <li>*Keep floor clean and dry</li> </ul>	<ul style="list-style-type: none"> <li>*Keep hands, feet and objects to yourself</li> <li>*Walk to lunch line or place where you sit</li> <li>*Remain seated until excused</li> </ul>	<ul style="list-style-type: none"> <li>*Keep hands, feet and objects to yourself</li> <li>*Walk</li> </ul>
<b>Be Responsible</b>	<ul style="list-style-type: none"> <li>*Arrive on time</li> <li>*Be prepared</li> </ul>	<ul style="list-style-type: none"> <li>*Enter, go, flush, wash, leave</li> <li>*Put paper towels in garbage</li> </ul>	<ul style="list-style-type: none"> <li>*Use good table manners</li> <li>*Eat your own food</li> <li>*Clean up your eating area</li> </ul>	<ul style="list-style-type: none"> <li>*Quiet Voices</li> <li>*Hang backpacks and jackets on the hooks</li> </ul>
<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>*Wait patiently</li> <li>*Respect our trees and plants</li> </ul>	<ul style="list-style-type: none"> <li>*Use quiet voices</li> <li>*Respect privacy</li> </ul>	<ul style="list-style-type: none"> <li>*Use quiet voices</li> <li>*Raise your hand for help</li> <li>*Wait your turn</li> </ul>	<ul style="list-style-type: none"> <li>*Keep hallways clean</li> <li>*Touch only your personal belongings</li> </ul>

	<b>Classroom</b>	<b>Library</b>	<b>Makerspace</b>	<b>Playground</b>
<b>Be Safe</b>	<ul style="list-style-type: none"> <li>*Keep hands, feet and objects to yourself</li> <li>*Make good choices</li> <li>*Respect others and their property</li> </ul>	<ul style="list-style-type: none"> <li>*Keep hands, feet and objects to yourself</li> <li>*Follow teacher and librarian directions</li> </ul>	<ul style="list-style-type: none"> <li>*Keep hands, feet and objects to yourself</li> <li>*Come in quietly</li> <li>*Always walk in the makerspace</li> </ul>	<ul style="list-style-type: none"> <li>*Keep hands, feet and objects to yourself</li> <li>*Dress appropriately for play</li> <li>*Be aware of others</li> </ul>

			*Sit bottom to bottom, back to back *Feet on floor or hanging quietly	
<b>Be Responsible</b>	*Be polite, kind and helpful *Take turns talking	*Keep library clean *Return books on time	*Take care of materials *Be gentle with equipment *Clean up your station before you leave the makerspace	*Follow playground and game rules *Tell the truth *Use problem solving skills
<b>Be Respectful</b>	*Listen carefully and follow directions *Use materials appropriately *Clean up after yourself	*Use quiet voices *Treat books, computers and materials with care	*Use quiet voices * Take care of materials - use with care *Clean makerspace tidy	*Be kind to others *Follow yard duty directions *Use appropriate language

**BEHAVIOR INTERVENTIONS -**

**Behavior Slips -**

- **Rocket Reward:** Given to a student to acknowledge them for exhibiting Pomeroy’s school-wide expectations of Be Safe, Be Responsible, Be Respectful
- **Minor Referral:** Given to a student for minor or chronic behavior.
- **Office Referral:** Given to a student for severe or chronic behavior.

At times, students may exhibit inappropriate behaviors and will need guidance, redirection and re-teaching to change the behavior. Everyone makes mistakes and everyone needs to be given the opportunity to learn from their mistakes. Pomeroy follows Board Policy around the continuum of student discipline practices and follows a restorative justice approach that aligns with our PBIS framework.

In most cases, these procedures are followed by the teachers in the classrooms:

- Teacher cautions and/or redirects the child as privately as possible.
- Teacher and child discuss the inappropriate behavior and agree upon alternate appropriate behavior to use in its place. Parent contact is made.
- Teacher completes a minor referral/BTT (Behavior Tracking Tool).
- If behavior continues, another call is made home by the teacher and a second BTT is given
- If behavior becomes habitual (3x/day or 3x/week) then the teacher will refer the student to CICO (Check In/Check Out).
- If behavior continues, a problem solving team is created to discuss ideas that will support the child. Parents will be on this team.
- Habitual behaviors that continue after the above efforts are made will be referred to the office.

For infractions that occur outside of the classroom, in addition to the above actions, these procedures are followed by all teachers/adults:

- Teacher/Adult cautions and/or redirects the child as privately as possible. Teacher/Adult and child discuss the inappropriate behavior and agree upon alternate appropriate behavior to use in its place.
- Teacher/Adult and child discuss the inappropriate behavior as privately as possible. Child may be directed to sit out the remainder of the recess.
- Child may sit out at recess the following day if infraction occurred at the end of recess.

If misbehavior is serious or chronic in nature, the teacher/adult will complete a BTT and may refer the child to the office for disciplinary action. Administrative disciplinary action always includes a conference with the child and may also include a parent conference, an appropriate consequence (i.e. loss of privileges, time-out, school service, suspension, or expulsion) and a principal/student agreement as to responsible alternative behavior.

BUDDY BENCHES - What are Buddy Benches? Buddy Benches are a place that students can go to if they are new to Pomeroy, want to make new friends, want to play something different or their friends aren't at school that day. Students who see classmates sitting on the bench will ask them to play. Students who are sitting on the bench will join classmates when they get asked to play. This way, all students will have a friend to play with! Students can find the buddy benches near the play structures on the blacktop.

CELL PHONES - District Board Policy (5131.8) states that students may possess or use electronic signaling devices, (pagers, beepers, cellular phones, apple watches) provided that such devices do not disrupt the educational program or school activity and are not used for illegal or unethical activities such as cheating on assignments or tests. Students may have a phone on campus but are not to use it during instructional time or school activity. If students choose to bring an electronic device to school they must be turned off and kept in their backpacks during school hours. If a disruption occurs or a student uses any mobile communications device for improper activities, a school employee shall direct the student to turn off the device and/or shall confiscate it. If the school employee finds it necessary to confiscate the device, he/she shall return it at the end of the class period or school day. The school is not responsible for stolen, lost or broken devices. Such devices shall be turned off in class, except when being used for a valid instructional or other school-related purpose as determined by the teacher or other district employee, and at any other time directed by a district employee. Any device with camera, video, or voice recording function shall not be used in any manner which infringes on the privacy rights of any other person. In accordance with BP/AR 5145.12 - Search and Seizure, a school official may search a student's mobile communications device, including, but not limited to, reviewing messages or viewing pictures.

DRESS CODE - All students need to dress appropriately for school in a way that enhances teaching and learning. Students who are not dressed appropriately will be asked to telephone their parents to have other clothing brought to the school or be sent home to change.

To maintain an academic environment, we request the following BP/AR 5132 Dress and Grooming:

- Clothing, jewelry, and personal items shall be free of writing, pictures, or any other insignia which is vulgar, lewd, obscene, profane, or sexually suggestive or which promotes the use of alcohol, drugs, tobacco, or other illegal activity.
- Appropriate shoes must be worn at all times.
- Hats, caps, and other head coverings shall not be worn indoors.
- Clothes shall be sufficient to conceal undergarments. See-through tops and bare abdomens are prohibited.
- Clothing similar to gang attire is not allowed

The dress code shall be modified as appropriate to accommodate a student's religious or cultural observance, health condition, or other circumstance deemed necessary by the principal or designee. In addition, the principal or designee may impose dress requirements to accommodate the needs of special school activities, physical education classes, athletic activities, and other extracurricular and cocurricular activities.



ITEMS NOT ALLOWED AT SCHOOL - To maintain a positive and safe environment, the following items are not to be brought to school without prior approval from the teacher:

- Trading cards (such as Pokémon, baseball, etc.) or equipment from home
- Toys or play equipment from home
- Gum or candy of any kind
- Live animals
- Make-up

Items that are unsafe will be held in the office pending parent notification. These include firecrackers, toy guns, rubber bands, matches or anything else that is deemed unsafe.

RECESS RESTRICTION / DETENTION AFTER SCHOOL - A teacher may restrict a student's recess time only when he/she believes that this action is the most effective way to bring about improved behavior. When recess restriction may involve the withholding of physical activity from a student, the teacher shall try other disciplinary measures before imposing the restriction. Recess restriction shall be subject to the following conditions:

1. The student shall be given adequate time to use the restroom and get a drink or eat lunch, as appropriate.
2. The student shall remain under a certificated employee supervision during the period of restriction.
3. Teachers shall inform the principal of any recess restrictions they impose.

Students may be detained for disciplinary reasons up to one hour after the close of the maximum school day. (5 CCR [353](#)) If a student will miss his/her school bus on account of being detained after school, or if the student is not transported by school bus, the principal or designee shall notify parents/guardians of the detention at least one day in advance so that alternative transportation arrangements may be made. The student shall not be detained unless the principal or designee notifies the parent/guardian.

SUSPENSIONS - GROUND FOR SUSPENSION: EDUCATION CODE 48900

A pupil shall be suspended from school or recommended for expulsion by the superintendent or the principal of the school in which the pupil has: caused, attempted to cause, threatened to cause, physical injury to another person; willfully used force or violence upon the person of another, except in self-defense; possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object; unlawfully possessed, used, sold or otherwise furnished or been under the influence of any controlled substance; unlawfully offered, arranged, negotiated to sell any controlled substance; committed any robbery or extortion; caused or attempted to cause damage to school property or private property; stole, received or attempted to steal school property or private property; possessed or used tobacco; committed an obscene act or engaged in habitual profanity or vulgarity; unlawfully possessed, offered, arranged or negotiated to sell any drug paraphernalia; disrupted school activities or otherwise willfully defied the valid authority of school officials or school personnel; knowingly received stolen school property or private property; possessed an imitation firearm; committed or attempted to commit a sexual assault; harassed, threatened or intimidated a pupil who is witness in a disciplinary proceeding; committed sexual harassment.