

# Pioneer Elementary

## Student/Parent Handbook

3663 Woodland Hills Drive  
Colorado Springs, CO 80918

Phone (719) 234-5000

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[www.Pioneer.asd20.org](http://www.Pioneer.asd20.org)

### MISSION STATEMENT AND WELCOME LETTER

#### *Principal's Message*

Welcome to a new school year at Pioneer! For those of you who have attended Pioneer Elementary in the past, we are glad you are returning. New families, we are pleased to have you join us. Your child's success in school is enhanced when there is a mutually supportive effort between the home and school staff. Your support and involvement are needed and always welcome at Pioneer. There are many ways for you to be involved in your child's school experience, including opportunities to volunteer, attending awards assemblies, participating in PTO and Title I school wide events and joining your child for lunch. This is the beginning of my sixth year at Pioneer, and I am once again looking forward to working with you and our staff to provide an awesome learning experience for your child. I appreciate your contributions and ideas on how Pioneer can become an even better school, so please don't hesitate to contact me for any reason.

Brian Casebeer  
Office phone: (719) 234-5010  
brian.casebeer@asd20.org

#### *District Mission*

We educate and inspire students to thrive.

#### *Our Mission*

At Pioneer, we are a safe and nurturing community where every child is known and empowered to reach their highest potential in academic and character development through differentiated and rigorous instruction.

#### *Our Vision*

All Students will learn at high levels-All Means All

**Academy District 20 is committed to a learning and working environment free from any form of violence and abuse including, but not limited to, actions, words, or insults toward our students, staff, and parents. It is a matter of mutual respect.**

### ATTENDANCE

*School Hours 8:15 am -3:20 pm. Students are allowed to enter the building when the first bell rings at 8:00 for breakfast and to enter their classroom. At 8:20 am students are considered tardy.*

### ATTENDANCE/TRUANCY

According to Board of Education Policy JE:

In accordance with state law, it is the obligation of every parent to ensure that every child under his/her care and supervision who has attained the age of six years on or by August 1, and is under the age of seventeen years, receives adequate education and training and attends school.

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Each year the Board of Education shall establish the school attendance period by adopting a school calendar. Secondary students are required to be in attendance a minimum of 1,056 hours and full-time elementary students a minimum of 968 hours during each school year.

Attendance is a key factor in student achievement. When absences do occur, they will be treated as either excused or unexcused.

**Excused absences are as follows:**

- a. absences approved by the principal or his/her designee.
- b. absences due to temporary illness or injury
- c. absences for an extended period of time due to physical, mental, or emotional disabilities.
- d. absences due to being in the custody of the court or law enforcement authorities.

If an absence does not fall into one of the above categories, it will be considered unexcused.

Each school shall establish a system of monitoring individual unexcused absences. When a student fails to attend school on a regularly scheduled school day and school personnel have received no indication that his/her parent is aware of the absence, school personnel shall make a reasonable effort to notify the parent. Excessive unexcused absences may result in referral to the court system.

If a student is absent without a signed parental excuse or if the student leaves school or class without permission of the teacher or administrator in charge, the student shall be considered truant. A child who is habitually truant shall be defined as a student who has attained the age of six years on or before August 1, and is under the age of seventeen years, is a registered student in Academy District Twenty, and has four total days of unexcused absences in any one month or ten total days of unexcused absences during any school year.

When a student becomes habitually truant, the school shall require a meeting between the student's parent and appropriate school personnel to review and evaluate the reasons for the student being habitually truant. Such meeting shall be arranged by appropriate administrative personnel.

Consequences for truancy shall be determined at the building and shall appear in student handbooks.

"Parent" includes a parent or legal guardian.

**Adopted/Approved:** February 5, 1987

**Reviewed:** June 17, 2004

**Revised:** February 17, 1994

September 19, 2007

January 23, 2009

**Legal Refs:**

C.R.S. 22-33-104, 104.5

C.R.S. 22-33-107

1 CCR 301-78 Colorado State Board of Education Standardizing Calculation for Counting Student Attendance and Truancy

## **REPORTING AN ABSENCE**

If your child is not going to be at school, please call the office at 234-5000 or report online through the Pioneer website.

If you would like to pick up missed schoolwork, notify the office before 8:00 am. Teachers will make every attempt to provide that for pickup in the office by the end of the day. If you leave a message, please include your child's name, the teacher's name and the reason for the absence.

If your student will be arriving after 8:45 am, call the office to request your student's lunch choice.

### ***Early Pick-Up from School***

We discourage students being picked up during school hours. However, if a student must be picked up a parent or legal guardian **MUST** sign the child out through the office. You will be asked to show your identification. Anyone other than a parent/legal guardian picking up a student must be listed as an emergency contact in Infinite Campus and have prior authorization from the parent to pick up.

## **ATTENDANCE/TRUANCY**

"Habitual truant" shall be defined as a student who has reached age six by August 1 and is under age seventeen and who has four total days of unexcused absences from school in any one month or ten total days of unexcused absences during any school year. Absences due to suspension or expulsion shall not be counted in the total of unexcused absences for purposes of defining a student as "habitually truant."

In order to reduce truancy, parents/guardians of all students shall be notified in writing at the beginning of each school year of their obligation to ensure that all children of compulsory attendance age attend school. The school shall establish a system of monitoring individual unexcused  
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absences. When a student fails to report on a regularly scheduled school day and school personnel have received no indication that the parent/guardian is aware of the absence, school personnel shall make a reasonable effort to notify the parent/guardian by telephone or email. A plan shall be developed for a student who is at risk of being declared habitually truant with the goal of assisting the child to remain in school. When practicable, the student's parent, guardian or legal custodian shall participate with district staff during the development of the plan. Appropriate school staff shall make reasonable efforts to meet with the parent or guardian to review and evaluate the reasons for the student's truancy. In accordance with law, the district may impose appropriate penalties that relate directly to classes missed while truant.

## **ARRIVALS AND DEPARTURE PROCEDURES**

Students may be dropped off and picked up in the drop off zone on Woodland Hills Drive. Students should not be dropped off before 8:00 am unless they are in a before school club. Adult supervision begins at 8:00 am.

### ***Handicapped Parking and Fire Lane Area***

Please remember that the designated handicapped parking spaces are for use by those with handicapped parking tags or plates. We do have students and parents that qualify to use these parking places and the spaces need to be kept available. Do not park by a red curb or fire lane EVER. Emergency vehicles must always have access to our parking lots.

### ***For Those Who Walk***

1. Always use the sidewalks.
2. Respect other people's property by not taking short cuts.
3. Always use crosswalks where available.
4. Proceed directly to school and from school.
5. REFUSE TO GO WITH A STRANGER.

### ***Bicycles, Scooters, or Skateboards***

Children in grades 1-5 may ride bicycles to school if parents have instructed them with bicycle safety instruction. Helmets should be worn. Bikes are to be WALKED on all school sidewalks and should be locked to the bicycle racks. The school is not responsible for the safety of bicycles brought to school. Bringing a bike to school is a privilege. Students who choose to disobey the bicycle rules may lose the privilege of riding to school.

### ***Bus Students***

ONLY REGULARLY SCHEDULED BUS STUDENTS ARE ALLOWED TO RIDE THE BUS. Riding the bus is a privilege. Improper conduct will result in loss of that privilege. Bus passes will only be issued to students whose parents have made appropriate arrangements by sending a signed request to the school office allowing enough time for the pass to be written. The student cannot make these arrangements over the phone. We must have a signed written request. Additional information is available in Academy District #20 School Board Policies EEA E 1 for more information regarding fees and routes, contact transportation at (719)234-1410 or see the Transportation page on the D20 website. <https://www.asd20.org/buses-and-transportation/>

Students should stay in the vehicle until staff unloads them – do not drop off prior to entering Kiss and Go area.

The Pioneer parking lot is closed from 8:00 to 8:15 and 3:20 – 3:35. If you park in the parking lot please be prepared to wait to exit until a staff member directs you.

When parking in the neighborhood please be courteous to the neighbors by not blocking driveways , etc. Use the crosswalks when walking to and from the school.

## **ASSESSMENT AND TESTING**

Assessment of students' skills is a critical part of the teaching-learning cycle at Pioneer. Teachers use informal observation, teacher-made tests and a variety of formal tests to identify what students know and what they need to learn next. Benchmark tests may be administered three times yearly to ensure that students are on track to achieve end of year goals in reading, writing, and math. For more information regarding assessment policies please see Board Policies IKA and IKA R.

The Colorado Measures of Academic Success (CMAS) assessments will be administered to students in the state of Colorado. All students in grades 3-9 complete the English Language Arts (ELA) CMAS assessment and the Math CMAS assessment.

In the spring, the following CMAS assessments are also given to students:

- 4<sup>th</sup> & 7<sup>th</sup> grade students take the CMAS social studies assessment (3 year assigned rotation).
- 5<sup>th</sup>, 8<sup>th</sup> and 11<sup>th</sup> grade students completed take the CMAS science assessment.

## **BEFORE AND AFTER SCHOOL CARE “IMAGINATION IN EDUCATION”**

Imagination in Education Before and After School Care program for students is offered on the Pioneer campus. This fee-based program is available for students who may need childcare before school 6:00 AM – 8:00 AM and/or after school, 3:20 PM-6:00 PM. Call IIE for information on holiday revised 6.8.2023

and summer hours. Their onsite number is 592-0415. The main office number is [270-9070](tel:270-9070).

## **BREAKFAST/LUNCH PROGRAM**

Breakfast is served from 8:00 AM – 8:15 AM every school day. Student lunch choice includes an entrée and a variety of fruit and vegetable choices, along with milk and/or juice. Students bringing a lunch from home may purchase milk, chocolate milk, juice or bottled water. Students may order a second entrée (double) for a set fee. Please make checks out to Pioneer Elementary School and send money in advance of need. Parents are always welcome to join their child(ren) for lunch. Please call the school before 8:45 AM to order an adult lunch for a fee. ***Please do not send your child with energy drinks for lunch or snacks.***

All Pioneer students will have access to reimbursable breakfast and lunch school meals at no cost. A la carte purchases will continue to be offered for a fee. These purchases will be charged to the student's meal account, or the student may pay for the food items with cash.

Qualifying families should still submit applications or Free or Reduced Meal status to support Pioneer's Title I status and to qualify for fee reductions for athletics, activities, and course fees.

## **CLASSROOM SNACKS, PARTIES, AND BIRTHDAYS**

In order to maintain a safe learning environment for all of our students at Pioneer including those with life threatening allergies, we have some restrictions on when and where nut products can be served. Students may only have nut products at lunch because students with nut allergies sit with friends at a nut-free table. All students in a nut protected classroom clean their hands before returning to class after eating snacks or lunch.

### ***Classroom Snacks***

Pioneer restricts products containing nuts in the classroom for snacks. No food containing nuts or processed in a plant containing nuts will be allowed in the classroom. There may be children with life-threatening food allergies in your classroom, so it's important to read the labels and check with your child's teacher(s) to make sure snack foods are safe for all children in the classroom. Thank you for your cooperation with our efforts to keep all our children safe at school.

### ***Holiday Parties***

Occasional classroom parties help kids relax and socialize. Most of the time allocated for a seasonal party will be used to play games and make crafts. Pioneer has three parties each year which include fall, winter and Valentines' Day. All materials for the parties including a healthy snack and drink for each party will be provided by Pioneer. No food or drink treats will be purchased or supplied by families. Parents with students who have severe allergies will be consulted to ensure student safety.

### ***Birthdays***

In order to promote health and ensure consistency at Pioneer, **no outside food or drink items will be served as birthday treats. No exceptions.** Instead, students will be recognized during morning announcements and invited to select a special item from the Principal.

## **CHARACTER EDUCATION PROGRAM**

Pioneer celebrates thirteen character traits throughout the school year. Each month Pioneer focuses on particular character traits and encourages students to demonstrate those traits throughout the month. If a student is noticed exemplifying the traits, they receive a colored paper heart and recognition at the monthly assembly. We invite you to discuss the character traits with your child and help them find ways at school, home, and in the community to demonstrate these admirable traits. Below is a list of all the traits and their months of celebration.

### **August/September - Respect and Responsibility**

Respect - Respect is an action word. When you are respectful you treat others, yourself and the environment with honor and kindness. When you are respectful, you remember to treat others how you like to be treated.

Responsibility - Being responsible means being dependable, keeping promises, and honoring your commitments. It means you accept the consequences for what you say and do.

### **October - Courage**

Courage - Courage is doing something in spite of how scary it may be. It's the required bravery to try again and carry on.

### **November - Loyalty**

Loyalty - Loyalty means giving support, service and contribution to others. Loyalty means looking outside of ourselves to help others. When we support and stand by others, we are being loyal. Some children may have the idea that loyalty to a friend means not "telling on them" or "keeping quiet" or even lying to protect them when they've done something wrong. Be careful of this false loyalty. A truly loyal friend will always act in the friend's best interest to keep them safe and help them make good choices, even if it's hard.

### **December/January - Justice and Citizenship**

Justice - Justice means standing up for what is right, even when it is not popular. Think of all of the people who have changed the world for the better

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because they have stood up for what is right.

Citizenship - Citizenship means taking action and being involved to help make home, school, and the community a better place.

### **February - Hope**

Hope - Hope is a powerful emotion. It is the feeling that tomorrow will be better than today and that events will turn out for the best. Hope keeps us going; keeps us trying and tells us "I will be successful". Hope is an emotion we can feel for ourselves and even give to others. Hope keeps us persevering and seeking out the best in others.

### **March - Honesty and Integrity**

Honesty - Honesty means always telling the truth, even when it's difficult.

Integrity - Integrity means doing what is right, because it is right, even when no one is looking.

### **April - Love and Compassion**

Love - Love is the feeling of being intensely concerned for another person. It requires a self-sacrificing regard which seeks the well-being of another. Some say love is the most important of all emotions.

Compassion - Compassion is putting love into action. It is helping others in need and acting with kindness. Compassion is being moved to help better another person's circumstance.

### **May - Excellence and Perseverance**

Perseverance - Perseverance means working at something even when, and especially when, it becomes difficult. It means even when you feel like quitting, you keep trying.

Excellence - Excellence means challenging yourself to do better; making good choices that help you to reach your goal. Excellence means always giving your personal best and raising your bar until you reach your goal.

## **COMMUNICATION**

### ***Parent/Teacher Communication***

Pioneer's website is the "go to" place for parents to feel connected. The front page includes upcoming events, announcements, and a school calendar. This website contains links for all clubs and activities. Classroom teachers have individual ways of communicating with parents. This could be weekly newsletters sent home with students or communicated through regular emails or SeeSaw and Schoology. Please visit the Pioneer website at: [www.pioneer.asd20.org](http://www.pioneer.asd20.org). Like us on Facebook!

### ***20 Alert***

20 Alert is the email/text notification system that is used by Academy District 20 and Pioneer to send messages to parents and the community. Through this system we will communicate important events, changes to schedules or emergency information. It is important to keep your email information up to date in IC to receive 20 Alerts.

### ***Emergency Information***

**Emergency contact information for your child must be up to date.** Please keep your home, cell phone, work and emergency contact phone numbers current by updating them through the Infinite Campus Parent Portal regularly.

### ***Injuries***

If a child is sick or injured, he/she will be sent to the office. A student who is injured at school (playground or elsewhere) will be given basic first aid. Parents will be notified of any serious injuries such as head injuries, potential broken bone, etc. A district nurse is assigned to Pioneer on a limited basis. Therefore, health room personnel will notify parents to pick up their student for outside medical evaluation when warranted. If the school is unable to reach a child's parents, we will contact the people listed as emergency contacts. 911 will be called when needed.

## **DOG AND PET POLICY**

No dogs are allowed on the campus between 7:30 AM–4:30 PM. Please do not bring your pets on campus when you come to drop off or pick up your children. The noise and movement of excited children can startle even the gentlest of pets. A child could very easily be injured under these circumstances and the safety of all our students is of utmost importance to us as it is to you.

## **DRESS CODE**

1. Hats and baseball caps are not allowed to be worn inside the building, except on "spirit" days," and sweatshirt hoods must be down.
2. Shorts and skirts must be at least fingertip in length.
3. Shirts showing skin in the mid-torso or shoulder tops are not permitted (no midriff shirts, spaghetti straps, muscle shirts, tank tops, etc.) No underwear should be exposed.
4. Any gang related clothing, or clothing that can be interpreted as such, is not permitted. No sagging of pants.
5. Clothing with inappropriate language or pictures (as determined by building administration) is not allowed.
6. Students should always wear comfortable, appropriate footwear and clothing for PE days and other such activities.
7. Backless slippers and flip flops should never be worn due to the danger they pose to your child during recess.
8. Shoes with embedded wheels can only be worn with the wheels taken out.
9. Weather conditions should determine a child's apparel because children spend a part of each day outside playing. ALL students will be expected

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to go outside for daily recess unless the temperature drops below 20 degrees Fahrenheit (including wind chill).  
10. Due to the age of our students, makeup is discouraged. If worn, it should be minimal.

If clothing or hairstyle is determined to be disruptive to the learning environment an administrator may request a student be sent home or clothing be brought from home.

## **FOOD ALLERGIES**

More and more of our students are coming to school with allergies – some life threatening. We have students with severe/life threatening nut allergies at Pioneer. In order to provide a safe environment for these students, a nut free table is available in our cafeteria. A friend may be invited to sit at this table if they have purchased a school lunch. Our school lunches are prepared nut free. All of our classrooms are labeled “nut protected,” and these classrooms have specific restrictions regarding food for snacks, parties and special events. Please see **Parties, Birthdays and Snacks** section for additional information.

## **HEALTH AND MEDICATIONS AT SCHOOL**

### ***Medications at School***

If your child will be receiving prescription medication at school a district Permission to Administer Medication form needs to be filled out and signed by you as well as your child’s medical provider. Parents must transport all medication to and from school at the elementary level. This includes prescription and non-prescription medications such as cough drops, Tylenol, throat lozenges, etc. Asthma inhalers are typically kept in the health office for use by students. They may be carried by the student only when an additional form Asthma Inhaler - Self Carry Contract has been filled out and signed by the student’s medical provider, you, your student and the school nurse. All forms are available in school office or on line <https://files.asd20.org/?selectedCategories=Medical%20Forms%20and%20Documents&selectedOrganizationIds=26eaf390-d8ab-11e9-a3a8-5de5bba4f125> If the student mishandles the inhaler, and/or the safety of other students is at risk, the school nurse/ administration will be calling the parent to re-consider the appropriateness of them self-carrying. Prescription/non-prescription medication must be in original containers with correct dose and directions on label.

### ***Health Care Plans***

Academy School District 20 encourages Health Care Plans for any student who needs a medical procedure done at school or has a health condition that needs to be closely monitored. Examples may include: Asthma, Severe life threatening allergies, etc. Please have medical providers fill out the necessary forms (in the school office or on line on the following page: <https://files.asd20.org/?selectedCategories=Medical%20Forms%20and%20Documents&selectedOrganizationIds=26eaf390-d8ab-11e9-a3a8-5de5bba4f125> prior to the start of each school year. Contact your school nurse if your student has special medical needs that may require a Health Care Plan not available online. Examples may include: Diabetes, Bleeding disorders, Heart conditions, G-tube feedings, etc.

### ***Illness***

#### **Illness Guidelines**

Here are some of the common symptoms that, if present, would require you to keep your child home:

- Temperature of 100.5°F or higher without medication
- Vomiting or diarrhea twice in the previous 24 hours until resolved without medication
- Uncontrolled cough or other common cold symptoms that are so severe the student cannot function at school
- Undiagnosed skin rash or open lesions that are rapidly changing or accompanied by fever
- If prescribed antibiotics, student must receive 24 hours treatment before returning to school
- Flu-like symptoms. Student must stay at home until symptoms are resolved for 24 hours without the use of medication.

### ***Immunization***

If your child has had any immunizations over the summer, please send an updated copy to the school for staff to add to his shot record. The school nurse / staff will be checking the immunization records on all students to see if state requirements have been met. Current state immunization requirements are listed on the district website.

### ***Communicable Diseases***

If your student has a communicable (contagious) disease / condition, please let the secretarial staff or health room para know. Examples are chickenpox, strep throat, COVID, head lice, scarlet fever, fifth’s disease (slapped cheek appearance), meningitis, measles, impetigo, scabies, etc.

### ***Vision and Hearing Screenings***

Screenings are done for students according to Colorado State guidelines. The vision screening done at school is a very basic screening. We, along with the medical community, recommend that all school children receive yearly comprehensive eye exams with an eye specialist at your expense. The basic screenings done at school do not take the place of these more complete exams. Please contact your school nurse if insurance is an issue. Also, if you suspect a hearing problem, please let your school nurse know and if indicated, we will arrange a more thorough exam with our district audiologist. If you do not want your child to be screened at school for either vision or hearing please notify your school nurse in writing in advance of your school's screening date and supply a copy of your child's latest report from his doctor.

### **HOMEWORK POLICY**

Academy District Twenty believes that homework is an extension of the classroom and is a vital part of each student's education. Homework develops study habits and self-discipline needed by all learners. It also establishes a direct line of communication which helps parents to remain involved with their child's progress on a consistent basis. The following are minimum daily homework requirements.

Kindergarten..... 10 minutes on homework, plus 10 minutes nightly reading  
1st Grade..... 15 minutes on homework, plus 15 minutes nightly reading  
2nd Grade. .... 20 minutes on homework, plus 15 minutes nightly reading  
3rd Grade..... 25 minutes on homework, plus 15 minutes nightly reading  
4th Grade. .... 30 minutes on homework, plus 20 minutes nightly reading  
5th Grade. .... 30 minutes on homework, plus 20 minutes nightly reading

### **LOST AND FOUND**

Please write your child's name inside all personal possessions including lunch boxes or lunch bags, coats, jackets, etc. A lost and found area is located just outside the cafeteria. We encourage you and your child to check the Lost and Found frequently. Articles not claimed will be donated to the ASD20 Resource Center.

### **MULTI-TIERED SYSTEM OF SUPPORTS**

#### **Addressing academic and behavioral needs proactively**

The overarching purpose of a school wide MTSS plan is to improve education outcomes for all students. MTSS is a proactive, multi-tiered approach to address academic and behavioral needs whether a child is working below grade level, at grade level or above grade level. Monthly MTSS meetings give educators the opportunity to make collaborative decisions based on data derived from frequent monitoring of student performance and rate of learning.

The MTSS Team is comprised of MTSS Coordinator, principal, grade level teachers, literacy specialist, counselor, resource teacher, and other specialists as needed (nurse, speech therapist, etc.).

### **PLAYGROUND RULES**

#### **Please do not bring sports equipment from home.**

1. **Boundaries** - Students are to stay within eyesight of the adults in charge at recess. Students must ask permission to leave the recess area/playground. All games are to be played in appropriate areas; sports games must be played on the field or basketball court.
2. **Behavior** - Play fairly, in a friendly manner, and for fun. **In order to play a sport or competitive game, students must get permission from an adult first.** Any unsportsmanlike behavior will require the student to sit out or leave the game.
3. **Play Structures** - All equipment must be used the way it was intended.
  - **Slides** - Go up the ladders, go down the slides. Slide down on your bottom first, exit the area quickly for the next student. DO NOT stand on the slide. One student at a time on all slides.
  - **Monkey Bars** - DO NOT sit on top, DO NOT jump off, no "chicken fights".
  - **Dome** - Climb only on the dome, do not push or pull other climbers.
  - **Swings** - Swing straight on your bottom only. Do not twist swings or jump off. Only one student on the swing at a time. Students may count "toes-up" to free up swings. (Number of counts depends on grade levels)
4. **Games and Play** - Only appropriate equipment provided by adults may be used at recess. Please do not bring sports equipment from home. Playground monitors will determine if play is safe and will redirect students if they feel it is not. Take turns. No ball hogging.
  - **Soccer** - No hands except for goalie. Only one goalie per team can be used. When the ball goes out of bounds, it is thrown back into the center of the field.

- **Flag Football** - Players must play two hand touch only. No tackling, shoving or tripping.
- **Basketball** - Play on the basketball court. Follow all appropriate basketball rules (age appropriate). No stealing the ball out of an opponent's hands.

### **POSITIVE BEHAVIOR INTERVENTION SUPPORT (PBIS)**

Pioneer is a Positive Behavior Intervention Support School (PBIS). Students can earn blue Respect Tickets for displaying one of the 3 R's (Respect Self, Respect Others, Respect the Environment). They use 20 of these tickets to complete a Punch Card. Students trade punch cards periodically at the prize cart for rewards such as books, toys, lunch with a principal, or other fun activities with select staff members.

### **PARENT-TEACHER ORGANIZATION (PTO)**

We believe that children benefit when parents are involved in school activities. The PTO brings together the talents of parents and staff to create a positive and supportive learning environment. Activities include helping with fund raising events, volunteering in classrooms, and providing additional materials and supplies for the school. All parents are encouraged to join the PTO and support its many worthwhile activities.

### **REPORT CARDS AND CONFERENCES**

Pioneer Elementary staff is committed to frequent communication among students, teachers, and parents. Standards-Based Report Cards are completed by classroom teachers at the end of each quarter and by the Art, Music, P.E., and Spanish teachers at the end of each semester. Parent/Teacher Conference are held at the end of the first and third quarters. These conferences provide an individual opportunity to discuss your child's progress with the classroom teacher. All parents are requested to attend. Teachers are available for additional conferences when needed. Report cards are available to parents electronically through the Parent Portal at 4 pm the day prior to parent conferences and at the end of the year.

### **SCHOOL ACCOUNTABILITY COMMITTEE (SAC)**

The School Accountability Committee is a group of parents, staff and community members who meet quarterly and provide important input and feedback to the principal about school goals and school policies. We always welcome any parent who desires to serve on our SAC. Please call the school office to get more information. One or two members of Pioneer's SAC also serve on the District Accountability Committee (DAC).

### **SECURE BUILDING**

All schools in Academy District 20 are secure and all exterior doors are locked. At Pioneer, visitors are asked to enter through the main front doors once they ring the doorbell and are given access by school staff to the secure vestibule. For safety, we enter one family at a time. A driver's license or state ID is required to receive a visitor's pass into the building. Pioneer uses the Raptor system that scans a driver license to create the photo visitor pass.

### **TECHNOLOGY POLICIES**

While at Pioneer during the 2023-24 school year, your students will be assigned an iPad (K-2) or laptop (3-5) for school use. A \$50.00 fee will be collected in Campus Payments at the beginning of the year as a device use and insurance fee for students in grades 3, 4, and 5. For all devices please note: these devices will only go home in event of an eLearning situation if we have the correct parent permission slips on file. If devices are damaged due to student negligence and/or misuse, additional fees beyond the \$50.00 insurance could be charged as per administration discretion.

Academy District 20 provides an electronic device to all students in grades 3 - 12. Families who provide personal electronic devices for their students should be aware, depending on device type and age, that the device might not connect to District-provided resources and is not supported by District staff.

See [asd20.org/district-provided-devices](https://asd20.org/district-provided-devices) for FAQs.

### **TOYS AND ELECTRONIC DEVICES**

Personal items not directly related to student learning should not be brought to school. These items include, but are not limited to, electronic or battery-operated items, sentimental keepsakes, toys, skateboards, in-line skate, any sports equipment, any items looking like a weapon, etc. Students may not bring toys or sports equipment to school unless a teacher asks students to bring a particular object for the purpose of sharing on a special day or for a classroom project. When items are brought in for a special day or a special project, teachers will provide specific instructions/expectations regarding the use and storage of these items. The school is not responsible for ANY personal items brought to school which become lost or stolen.



### ***Cell phones***

We know some parents provide their students with cell phones to facilitate communication before and after school. In order to maintain our learning environment, cell phones **MUST** be turned off and kept in a closed and zipped pocket of the student's backpack during school hours. It is the student's responsibility to ensure that the device is turned off and out of sight during unauthorized times. Violation of this policy and/or use that violates any other district policy may result in disciplinary action and confiscation of the electronic communication device. A conference between the parent/guardian, student and school personnel may be required in the event an electronic communication device is confiscated. For additional information, see Board Policy JICJ. If you need to get a message to your child during school hours, please call the school office and we will see that the message is delivered. Pioneer will not be responsible for the damage or loss of such items.

District 20 administration recognizes that personal electronic communication devices can play a vital communication role. However, unless expressly permitted by a teacher for instructional purposes, the use of electronic communication devices within the classroom is not permitted. For purposes of this policy, an "electronic communication device" is any device which records, replays, transmits, receives or otherwise conveys information electronically between the student and another person or entity.

Student use of personal electronic devices may be limited by supervising staff members. Use of personal electronic devices with cameras is prohibited in locker rooms, bathrooms, or other locations where such operation may violate the privacy rights of another person. Use of cameras to record others is prohibited unless approved by the teacher. Use of cameras to record all or part of any school-sponsored event is permissible only with the approval of the applicable supervising staff member.

It is the student's responsibility to ensure the personal device is turned off and out of sight during unauthorized times.

Violation of this policy and/or use of a personal electronic device that violates any other District policy may result in disciplinary action and confiscation of the device. A conference between the parent/guardian, student, and school personnel may be required in the event a personal electronic device is confiscated.

The District shall not be responsible for loss, theft, or destruction of personal electronic communication devices brought onto District property.

### **VISIT OR VOLUNTEER**

We strongly encourage parents and community members to visit or volunteer at Pioneer Elementary. **All visitors and volunteers MUST sign in at the office and will receive a visitor badge.** Student safety and security are our number one concern. All parents are required by Academy District 20 to have a background check through District 20 to volunteer. Check with the office for more details and additional requirements for non-parents. Parents with non-school aged children are asked to make other arrangements for their child/ren when volunteering in the classroom or the teacher workroom.

Parents new to Pioneer need to attend a volunteer training with building administration before volunteering.

When visiting or volunteering in the school, please park in the school parking lot in the front or the west bus lot. Parking on a side street is also an option. The bus lot on the west side of the building is off limits for parking from 7:45-8:35 and 2:45-3:30 and any time along the curb areas. Violators may be ticketed.

### **WEATHER RELATED INFORMATION**

**Snow Days/Inclement Weather:** Academy District 20 will make a decision by 5:30 AM about closing school. You will be notified by 20Alert via email/text about closures, delays, and early releases. Local TV and radio stations will be informed by 5:30 AM if school is canceled due to weather. All school events will also be canceled **INCLUDING** Imagination in Education Before and After School Program.

**Two Hour Delayed Start:** If adverse weather conditions appear to be developing during the 5:30 AM decision time, the Superintendent may delay the start of school for two hours. Local TV and radio stations will be informed by 5:30 AM that the starting time for all Academy District 20 schools will be delayed for two hours. School will begin at 10:15. Breakfast will not be served and all morning clubs and activities will be cancelled. Bus pick up will be delayed two hours.

**Early Release:** If school is in session when a storm develops during the day, a decision may be made by 10:30 AM to send students home early. School will be dismissed approximately two hours early and bus drivers will make their regular runs in the usual sequence. Local TV and radio stations will broadcast early dismissals. Please make prior arrangements for your child's care if you will not be home. Students will be released at any time to parents who believe the weather conditions warrant that their child be taken home.

**Delayed Release:** In the event that inclement weather during release time causes a delayed release, the following D20 Alert will be sent to parents:

"Pioneer is now in **DELAYED RELEASE OF STUDENTS** due to **Inclement Weather**. Parents please **WAIT IN CARS**. Students stay in **CLASSROOMS**. We will release when it is safe for students to be dismissed."

**Indoor Recess:** ALL students will be expected go outside for daily recess unless the temperature drops below 20 degrees Fahrenheit (including wind chill) or conditions are not favorable or safe.

For the most updated policies, guidelines, and forms, refer to the Pioneer website.

**DISTRICT STUDENT HANDBOOK FOLLOWS.**