



Pioneer Elementary School

Student Hand Book

2025-2026

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NOTE

Parents and students should review and refer to the information contained in this handbook carefully and often. These are the procedures, rules, and policies that are followed and enforced by the staff of Pioneer Elementary School throughout the year.

The handbook was reviewed and approved by the Pioneer Regional School Corporation's Board of Trustees, June 10, 2025.

Pioneer Elementary School has a policy of providing equal opportunity. All courses are open to all students regardless of race, color, sex, handicapping conditions, or national origin, including limited English proficiency.

Educational services, programs, instruction, and facilities will not be denied to anyone in the Pioneer Elementary School as a result of his or her race, color, sex, handicapping conditions, or national origin, including limited English proficiency. For further information, clarification, or complaint, please contact the following persons.

Title IX and HIGHSCHOOL SECTION 504 (Sex Discrimination) Coordinator and anti-harassment compliance officer

Jeff Brooke
Pioneer Jr. /Sr. High School
P.O. Box 547
Royal Center, IN 46978
Phone: 574-643-3145

ELEMENTARY Section 504 (Handicapped) Coordinator and anti-harassment compliance officer

Patrick Quillen
Pioneer Elementary School
P.O. Box 517
Royal Center, IN 46978
Phone: 574-643-2255

Any information concerning the above policy may be obtained by contacting the corporation superintendent

Charles Grable, Superintendent
Pioneer Regional School Corporation
P.O. Box 577
Royal Center, IN 46978
Phone: 574-643-2605

Does Your Home Encourage Learning

Score two points for each statement that is always used in your home; score one point if it is sometimes true; score zero if it's rarely or never used.

1. Everyone in my family has a household responsibility; at least one chore that must be done on time.
2. We have regular times for members of the family to eat, sleep, play, work and study.
3. School work and reading come before play, TV, or even other work.
4. I praise my child for good schoolwork, sometimes in front of other people.

5. My child has a quiet place to study, a desk or table at which to work and books, including a dictionary or other reference material.
6. Members of my family talk about hobbies, games, news, the books we are reading, and movies and TV programs we have seen.
7. The family visits museums, libraries, zoos, historical sites, and other places of interest.
8. I encourage good speech habits helping my child to use correct words and phrases and to learn new ones.
9. At dinner, or some other daily occasion, our family talks about the day's events with a chance for everyone to speak and be listened to.
10. I know my child's current teacher, what my child is doing in school, and what learning materials are being used.
11. I expect quality work and good grades. I know my child's strengths and weaknesses and give encouragement and special help when they are needed.
12. I talk to my child about the future, about planning for high school and college, and about aiming for a high level of education and vocation.

If you scored ten or more, your home ranks in the top one-fourth in terms of support and encouragement you give your child for school learning. If you scored six or lower, your home is in the bottom one-fourth. If you scored somewhere in between, you are average in the support you give your child for school learning.

WELCOME

Welcome to Pioneer Elementary School. We hope that you will have a happy and successful year. This handbook has been prepared so that students and parents can become better informed about school policies and procedures. Each family will receive a handbook when their children are enrolled.

PHILOSOPHY STATEMENT

The staff of Pioneer Elementary School believes:

The mission of education is to provide appropriate instruction to all students so that they may realize their full potential as successfully functioning and contributing members of society.

The objective of instruction is to help students to learn how to learn and develop a love of learning so that students may become learners for life.

All students can learn when provided with a positive physical, emotional and social climate.

Students differ in their talents, interests, cultural background, life experiences, abilities, learning styles, and learning rates, therefore, a variety of methods and approaches are desirable in responding to their needs.

The dignity, integrity, and rights of each student must be observed and protected.

The goal of instruction is excellence and can best be achieved through a partnership of the school, parents, students, and community with open and direct communication.

This partnership exists when each component fulfills their roles to the best of their ability and is given an opportunity to express their points of view regarding the obtaining of the school's goals.

Students should be provided opportunities and guidance in problem solving, critical thinking, and decision-making skills to function successfully as citizens in today's society.

Students should be provided with opportunities for self-growth and initiative.

Measurable educational objectives are desirable for the guidance of the educational program, instructional accountability, and program development.

CORPORATION MISSION:

Pioneer Regional School Corporation produces high performing student results by focusing on:

- Safe and Nurturing Learning Environment
- Literacy
- Mastery of Academic Standards
- Service Learning
- College, Career, and Life Readiness
- Extracurricular Excellence

CORPORATION VISION:

Pioneer Regional School Corporation will rank among the top 25% of Indiana public schools in literacy, math and graduation rate by the

year 2025.

Pioneer Elementary Preschool Curriculum:

Pioneer Elementary Preschool uses HighScope Curriculum as the basis for learning. This curriculum will guide our planning and daily activities.

During your child's day, they will have the opportunity to participate in meaningful activities that focus on skills in math, literacy, science and social studies.

The curriculum is introduced and reviewed through large group activities and during small group time. The large group activity is a great way for your child to learn how to work well with others. This includes raising their hand when they would like to share, being a good listener when others are speaking, and developing a level of confidence within themselves to be able to talk in front of a large group. The small group time allows your child to work with a classroom teacher in a small group setting of 3-4 students. This allows for more individualized instruction for your child and pairs children of similar abilities and skill sets. Your child will also learn those very important social and self-control skills during instructional time throughout the day.

To help prepare your child for Kindergarten, they will become familiar with the elementary school building, as well as the staff. We eat lunch in the cafeteria each day. Your child will partner with the Special Area Teachers and spend some time in Music, Art, Library ,P.E. and E.T.

At Pioneer Elementary Preschool your child will learn and grow in a loving, caring environment that encourages your child's development- physically, emotionally, socially and intellectually. It is our mission that your child will leave our preschool program ready and excited to start Kindergarten. We are committed to laying the foundation for a lifetime of learning.

ATTENDANCE

ATTENDANCE POLICY:

A direct relationship exists between success in school and attendance. To ensure that students are in regular attendance, Indiana school law (I.C. 20-33-2) and Pioneer Board policy require that all students attend daily unless they are officially excused. Students who are not in attendance in school for at least a half day (3.25 hours) are not permitted to represent the school or participate in school-sponsored extracurricular activities held that day. Good attendance is a shared responsibility of students, parents and school staff. It is the goal of the PES attendance policy to maintain communication with the students that are absent from school in an effort to continue our support and encouragement.

School Arrival and Dismissal:

Parents bringing students to school should drop them off at Door 8. The school building will open at 7:30 a.m. (8:15am on Wednesdays). for early arrivals. These students should report directly to their classrooms and follow classroom procedures. Those eating breakfast should go directly to their classrooms to check in before going to the cafeteria. Students should not arrive at school prior to 7:30 a.m.

All buses arrive between 7:30 and 7:50 a.m.

Students will be counted tardy at 8:00 a.m., 8:30a.m. on Wednesdays.

Student dismissal for grades K-6 will be at 2:45 p.m.

Students not riding the bus will be picked up at Door 8

EARLY DISMISSAL:

1. If a student needs to leave school before the regularly scheduled time, he/she should bring a note from home and give it to the teacher and the office. **Please contact the office no later than 2:00pm if there is a change in dismissal for your child.** Parents are to report to the office entry at Door 1 to pick up their child in case of any requested early dismissal. The office will then call the teacher to have the student sent to the office. **Parents are not to go directly to the classroom.** Students leaving school after 1:15 p.m. and before regular dismissal time will be marked as tardy p.m. on their attendance.

LATE ARRIVAL:

Promptness is a habit that should be formed early. Students are expected to be at school on time and in their classroom seats when classes begin at 8:00 a.m. (8:30 a.m. on Wednesdays).Tardiness disturbs the entire class. Students arriving late are to report to the office entry at Door 1 with their parent(s)t. A pass will be issued for the student to enter class. **Parents are not to go directly to**

the classroom. If students are riding a bus that is delayed, students should report to their classroom upon arrival. Students arriving after 8:00 a.m. (8:30 a.m. on Wednesdays) but before 9:30 a.m. will be counted tardy in the morning. Tardiness will be handled as below (each semester):

Tardiness

Tardy 1-2 Warning
Tardy 3 Parent Notification through the Harmony System, a letter sent home, or via phone

3rd tardy counts as 1 day unexcused absence.

***Every 3 tardies to school will count as another unexcused absence.**

For example: 6 tardies = 2 unexcused days; 9 tardies = 3 unexcused days, etc.

REGISTRATION:

Students enrolling at Pioneer Elementary are to report to the school's office. New students must show proof of address, birth certificate, shot records and a social security card. Parents will be asked to complete an enrollment sheet, medical forms, Internet form, pay textbook rental fees, and make provisions for obtaining records from the previous school (if applicable).

WITHDRAWAL:

Should a student withdraw from Pioneer Elementary School, the parent/guardian should notify the school's office in advance. The school will notify the parent of any charges that are outstanding. Records will be sent to the forwarding school upon receipt of the student's enrollment at that school.

VISITORS:

For the safety and protection of our students, all visitors (including parents) are required to report to the office when arriving at school. Visitors will need to come to the Door 1 and have their driver's license, as it will be scanned in our Raptor system. With the exception of morning arrival, all other doors will remain locked during school hours. Parents **should not** walk their child to class, as it promotes **student independence** to go on their own to class.

DAILY ABSENCE:

If a student is absent from school, their parent should telephone the school to report the absence. All calls to school must be made prior to 8:30 a.m. on the day the student is absent (10:30 a.m. on a 2 hr delay and 9:00 a.m. for Wednesday delayed starts). Parents may leave a voicemail message on the school's answering system after 4:00 p.m. and prior to 7:30 a.m. regarding attendance issues. **If no call or message is received and/or the attendance secretary initiates the call/email to parents, the absence will be unexcused.**

Only those parents who have no access to a phone are required to send a note with their other child that very day or with their child when he/she returns from an absence.

Students absent from school for more than one and one-half hours but less than four hours shall be considered absent for one-half day. Students absent from school for more than four hours shall be considered absent from school for the entire day.

Excessive absence from school will be taken into consideration when determining a student's promotion or retention.

School attendance is required for all children between the ages of 7 and 16 if an exit interview requirement is met; otherwise 18.

(IC 20-8-1-3-17)

INDIANA LAW REGARDING SCHOOL ATTENDANCE

Indiana Code 20-33-2-27: Compulsory Attendance: Parent's responsibility: a) It is unlawful for a parent to fail to ensure that his/her child attends school under this chapter.

Indiana Code 20-33-2-28: Compulsory Attendance for Full Term: a) It is unlawful for a parent to fail, neglect or refuse to send his child to a public school for the full term as required under this chapter, unless the child is being provided with instruction equivalent to that given in public schools.

Indiana Code 20-33-2-18: Parent to produce a certificate of the child's incapacity on demand: a) If a parent does not send his child to school because of the child's illness or mental or physical incapacity, it is unlawful for the parent to fail or refuse to produce a certificate of the incapacity for an attendance officer within 6 days after it is demanded. The certificate required under this section shall be signed by an Indiana physician or by an individual holding a license to practice osteopathy and chiropractic in this state or by a Christian Science practitioner who resides in Indiana and is listed in the Christian Science Journal.

Indiana Code 20-33-2-44: Penalty:

A person who knowingly violates this chapter commits a Class B misdemeanor Indiana law lists only 4 exceptions. To compulsory attendance (IC 20-8-1-3-18): a) Service as a page for or as an honoree of the Indiana general assembly b) assistance to a political party or to the precinct election board on Election Day (secondary school students only). c) Court appearance under the issue of subpoena. d) National Guard Duty (10 Days).

A. Student Responsibility

It is the student's responsibility to be in school and his/her assigned area on time.

B. Parent's Responsibility

It is the parent's responsibility to:

1. Call the school to report the child's absence within a half-hour of the start of the school day on the day of the absence.
The parent does not need to call when the absence has been pre-arranged and approved by the school officials.

C. School Responsibility- Parental Notification

If the parent has not called the school office within a half-hour of school start time, PES personnel will make a "reasonable attempt" to contact the parent that day to document the absence and to assure each child's safety. Schools have the option of not counting class work missed during a student's absence if no phone call or note has been submitted by the parent. Failure to produce a note or phone call will classify the absence as unexcused or truant. It is the school's responsibility to notify parents of attendance concerns as follows:

Pioneer Community School Procedures:

1. Send a letter after 5 days of unexcused absence per year.
2. Send a letter after 8 days of unexcused absence per year, and may request a parent conference to address the issue.
3. After 10 days of unexcused absence per year, schools are required by law to notify the proper authorities. Indiana Code IC 20-33-2-25

D. Excused Absences: (Principal may request verification)

1. Personal illness with parent notification (up to five days per semester.) After 5 days they will need medical verification.
2. Medical appointments. (Please request a note from your physician for school purposes.)
3. Serious illness in the immediate family.
4. Death in the family.
5. Family vacations with parent(s), with prior approval of the school principal (limit five days per school year.)
6. Other absences approved by the school principal.

E. Absences Resulting From School Discipline

Students who are absent from school as a consequence of school discipline are not counted absent when:

1. Out of school suspension.
2. Pending placement in an alternative program.

F. Unexcused Absences

1. Absence due to truancy.
2. Absence due to head lice or improper immunization after the first day.
3. Absence due to missing the bus or loss of privilege.
4. Absence after a total of 10 absences for the school year, without acceptable verification.

G. Make-Up Work

Assignments and tests missed due to excused absences (including those "counted as present" or "resulting from school discipline") may be completed for credit. Make-up work is to be completed in a length of the time equal to the number of days, plus one. Assignments made prior to the student's absence are due as scheduled. Requests for make-up work should be made before 9:30 a.m. with assignments to be picked up or sent home at the end of the day. Requests for make-up work should be made before 9:30 a.m. with assignments to be picked up or sent home at the end of the day.

H. Excessive Absenteeism

When a student reaches a total of 10 days of absence for any reason during the school year, all subsequent absences must be documented by one of the following:

1. Verification by an Indiana licensed medical professional who has examined the student and excused her/him for the period of absence.
2. A PES Chronic Illness Form (available in the school clinic or office).

3. Pre-approval or verification by the school principal for extreme emergencies.

I. Truancy

PES definitions regarding truancy are as follows:

1. Truancy- An absence from school without school authorization or parental consent constitutes one truant.
2. Habitual Truant: A student who has accumulated 4 events of truancy during the school year.
3. Any student who is more than 30 minutes late to school without their parents' knowledge will be considered "unexcused tardy." If a student accumulates 3 "unexcused tardy" they will be considered truant.

Truancy will be address as follows:

First Truancy Event: Parent Contact

Second Truancy Event: Parent Contact and conference and intervention per building policy.

Third Truancy Event: Parent Contact, intervention and referral to DCS.

J. Tardiness:

A student is considered tardy if he or she is not present at the beginning of the school day. A student is not present at the beginning of the school day. A student is not counted tardy if the bus the student arrived on is late. Tardiness will be addressed as a disciplinary issue and will be addressed by each building and their policy

Tardiness will be addressed as follows:

1. After 5 days of being tardy parental contact.
2. After 8 days of being tardy, parental contact and conference and intervention will be put into place.
3. After 12 days of being tardy, parent contact and report to DCS.

K. E-Learning Days

Students are required to participate in eLearning days. Students need to complete the following:

- o Complete the online attendance form located on Pioneer Elementary School website.
- o Complete all assignments for the day.

If a student does not have the internet, the student is given 2 days after returning to school to complete the assignments for the eLearning Day. After the 2 days, the following will occur: 1) the assignment is considered late and may occur a penalty, and 2) the student is considered absent for the class period/day.

AFTER-SCHOOL EVENTS:

When an athletic or social event is held at school, students will go directly to the meeting place after they have been dismissed from their last class. Students are not allowed to roam around the building. Students who are not in attendance in school for at least a half day (3.25 hrs) are not permitted to represent the school or participate in school-sponsored extracurricular activities held that day.

When a parent signs a permission slip for a student to take part in a school group or club which meets on a regular basis, such as school sport teams, tutoring, Student Council, etc., they also give permission for that child to stay after school for scheduled events and no additional notes are necessary. However, as a courtesy, students should notify their bus drivers they will not be riding home on those afternoons. The school will provide written notice to parents when the various groups are meeting through notes or newsletters.

Students taking part in other school and non-school activities will require written permission to stay after school.

SPECIAL AFTER-SCHOOL GROUPS:

- a. Leaders of the Girl Scouts and Boy Scouts or any after school groups need to present members with a schedule of meeting times so that students will not have to call home to notify their parents. Leaders of each group need to submit a list of members to the school including leaders' names and telephone numbers and meeting dates and times.
- b. Meetings are NOT to be canceled unless the leaders have contacted the parents. The parent is expecting the student to attend these meetings and there may be no one home if the child goes home at regular dismissal time.
- c. Students needing transportation home from after school activities are to be picked up promptly after the activity is over. Failure to do so could result in the student's inability to continue participating in the activity.

SCHOOL CANCELLATIONS:

In the event that school is canceled or delayed for the day, parents should tune into area media, Facebook, Rooms App and

www.pioneer.k12.in.us for information. Area radio stations that are notified by school officials are:

WWKI - 100 FM, Kokomo

WSAL/WLHM - 102 FM/1230 AM, Logansport

WHZR - 103.7 (Hoosier 103), Logansport

WNJY - 102.9 FM, Monticello

As well as TV stations WLFI Channel 18 Lafayette and WTHR Channel 13 in Indianapolis. Should the school feel it is necessary to close schools early, the above stations will be contacted as soon as a decision is made. Parents should have arrangements made in advance. This information should be shared with the child so that they are aware of where they are to go. If the arrangements are different from normal transportation home, a note should be filed with the school's office to verify the method of transportation and where they are to go.

LOCKERS:

Student use of lockers will follow the guidelines established in the Pioneer School Locker Policy found in Appendix B.

All student lockers are to be kept clean and orderly with books straight and doors closed. Materials are not to be hung or displayed on or in lockers except for school related materials, such as schedules, class lists, agendas, etc. Food will not be kept in lockers unless it is brought as a school lunch. The office and the teachers may hold inspections. Appropriate action will be taken if a disregard for school property is noted. This may affect the student's citizenship grade or loss of privilege to use a locker.

Students should plan their movements and class needs to eliminate unnecessary trips to their lockers.

SCHOOL EQUIPMENT:

School equipment, such as computers, iPads, books, desks, chairs, walls, restroom facilities, etc. are to be treated with care. This will help to ensure the maximum use of the items for generations to come. Students are not to deface or damage school property by writing, carving, breaking, attaching non-removable items, etc. which would cause for replacement or extensive repair of school property. The student or his/her parents will be billed for repair or replacement of damaged school property.

TEXTBOOKS:

Pioneer Elementary students will be furnished with the books necessary to participate in the academic program.

If a textbook is lost, the student will be given a copy of the lost textbook. However, the child will be charged the replacement cost of the lost book. If the textbook is found and the book has been paid for, the student/parent will be reimbursed.

MEDIA CENTER BOOKS:

Students are responsible for the books that are borrowed from the media center. If a book is damaged beyond repair, the student is expected to notify the media specialist that the book is damaged. The student/parent will pay the replacement cost of the damaged book.

If a book is lost (overdue approximately six weeks), the parents will be notified by letter that the book(s) is missing. The student/parent is responsible for the replacement cost of any lost book. Once a student is notified that he/she has a lost book and is responsible for payment, the student is not allowed to check out books. When the book is paid for or returned, the student may resume borrowing books.

If a lost book is found after it has been paid for, the student/parent will be reimbursed.

MEDICINES/HEALTH

Parents must let the school office know about changes in phone numbers, addresses, places of employment, or temporary situations which may affect the school's ability to contact the parent in emergencies. **CHIRP Consent must be signed each school year. Parents/guardians not willing to sign the CHIRP consent must notify the school nurse. Student allergies must be updated yearly. Physician verification regarding allergies to medication, food or the environment must be received at the beginning of the school year.**

If your child develops any health related issues throughout the school year, please keep the nurse updated.

Physician orders, including any restrictions, are required by the nurse on the student's first day back for the following:

- a. Returning to school after surgery or hospitalization
- b. After an extended illness of five (5) consecutive days or more
- c. Communicable diseases

- d. Concussions
- e. Significant injuries requiring crutches, wheelchairs, or use of the elevator
- f. Other medical concerns identified by the nurse, such as bowel issues, allergies, medications

School success is fostered when children are present, ready, and able to learn. Effective prevention of illness requires adequate rest, nutrition, hydration, and good hand hygiene.

Please help us promote daily healthy habits by brushing teeth at least twice daily, bathing regularly, washing hands frequently, trimming/cleaning fingernails, wearing clean clothing, etc....

Please do not send your child to school if he/she has any of the following:

- a. Fever of greater than 100.4 F. Your student should be fever free for 24 hours, without Tylenol/Motrin, before returning to school.
- b. Vomiting or diarrhea in the last 24 hours
- c. Scabies or head lice

Scabies and head lice; Students will be excluded from school until the day after treatment.

d. Bed Bugs

Parents must notify the school nurse for cases of bed bugs, skin conditions, bloodborne pathogens, gastrointestinal illness, and viral or bacterial illnesses. The School Nurse will provide resources and guidance as necessary to provide a safe and effective learning environment

- e. Open sores that are unable to be covered by a bandage or clothing during school hours
- f. Rash of unknown origin or any rash accompanied by a fever
- g. Sore throats with swollen glands and fever
- h. Persistent cough
- i. Pink eye
- j. Colds/respiratory viruses – especially at the onset when one is most infectious, sneezing, coughing, etc.... and least likely to feel well enough to participate in class
- k. Any child who is unusually lethargic, tired, pale, irritable, not hungry, or “just isn’t themselves”

IMMUNIZATIONS (IC 20-34-4)

IC 20-34-4-2 requires every child residing in IN who is enrolled in an accredited school be immunized against diphtheria, whooping cough, tetanus, measles, mumps, rubella, poliomyelitis, varicella, Hepatitis A, Hepatitis B, and meningitis.

IC 20-34-4-5 requires the parent of the student to furnish the school, no later than their first day of school attendance, proof of the student’s immunization status. A student may not be permitted to attend school beyond the first day without furnishing the documentation. The proof is required to be a written document from the health care provider (HCP) who administered the immunizations or documentation provided from the state immunization data registry (CHIRP). Religious exemptions and medical exemptions require written documentation each school year.

MEDICATIONS

Please try to give medications at home if possible. However, in some instances the individual learning process may benefit from a student taking medication at school. These medications must be stored in the health clinic with the exception of (C). All prescription and non-prescription medications to be administered at school or school functions must be FDA approved.

(A) OVER-THE-COUNTER (OTC) MEDICATIONS

1. Signed, dated, written permission of parent or legal guardian (Must be signed annually)
2. The note should give instructions for administering the medication, including dosage, and time to be given
3. Must be age appropriate and in original package
4. Brought to school by parent/guardian. Students are not allowed to bring medication to or from school. This includes Tylenol, Ibuprofen, cough drops, eye drops, or any other types of OTC medications.

(B) PRESCRIPTION MEDICATION

1. Physician's written order must be filed annually in the nurse's office. A medication change or discontinuation requires a new order. These forms/orders can be faxed to the elementary at 643-4029. Forms are available on the Health Service section of

our Website.

2. Written permission of a parent or legal guardian

3. Medications must be brought to school in the current, original container from the pharmacy by a parent/guardian. Students are not allowed to bring medication to or from school.

(C) SELF-ADMINISTRATION AND POSSESSION OF PRESCRIBED MEDICATIONS

1. A student with a chronic disease or medical condition may possess and self-administer prescribed medication for the chronic disease or medical condition if the following conditions are met :

a. The student's parents have filed an authorization annually with the student's principal for the student to possess and self-administer the medication. The authorization must include the following:

i. The physician states in writing that:

1. The student has an acute or chronic disease or medical condition for which the physician has prescribed medication;

2. The student has been instructed in how to self-administer the medication; and

3. The nature of the disease or medical condition requires emergency administration of the medication

(D) DISPOSAL OF MEDICATIONS

1. Medications cannot be sent home with the student.

2. Approximately two weeks before the end of school, parents will be notified to pick up any remaining unused medications.

3. Medications not claimed at the end of the school year will be destroyed.

HEARING CONSERVATION PROGRAM:

Indiana Code IC 20-34-3-14 states:

(a) The governing body of each school corporation shall annually conduct an audiometer test or a similar test to determine the hearing efficiency of the following students:

(1) Students in grade 1, grade 4, grade 7, and grade 10.

(2) A student who has transferred into the school corporation.

(3) A student who is suspected of having hearing defects.

(b) A governing body may appoint the technicians and assistants necessary to perform the testing required under this section. *Pioneer Regional School Corporation utilizes the Speech Language Pathologist to perform this screening*

(c) Records of all tests shall be made and continuously maintained by the school corporation to provide information that may assist in diagnosing and treating any student's auditory abnormality. However, diagnosis and treatment shall be performed only on recommendation of an Indiana physician who has examined the student.

(d) The governing body may adopt rules for the administration of this section.

Parents will be notified of the test results and recommendations.

STUDENT HYGIENE:

Students are expected to maintain an acceptable level of personal hygiene. For the protection of the student, as well as his/her classmates, assistance will be offered anytime a hygiene need becomes evident.

CLINIC:

A clinic is provided for temporary care of students who become ill or are injured at school. Parents will be called and are to make arrangements for the child to be picked up, if necessary. In order for the school to handle any emergency, please keep your child's health records current and make sure we have a current working phone number to reach you.

REPORTING CHILD ABUSE/NEGLECT:

Any individual who has reason to believe that a child is a victim of child abuse or neglect is required by law to report that suspected

abuse or neglect to the local child protection service or law enforcement agency (I.C. 31-6-11-3; I.C. 31-6-11-4). Failure to report suspected abuse or neglect, when known, is unlawful (I.C. 31-6-11-20). School personnel have the legal responsibility to report suspected child abuse/neglect to the appropriate agency. Failure of the parent/guardian to send their child to school or to respond to medical referrals made by the school, is a form of child neglect.

THE ROLES AND RESPONSIBILITIES OF THE SCHOOL COUNSELOR

Help all students:

- Apply academic achievement strategies
- Manage emotions and apply interpersonal skills
- Plan for postsecondary options

Appropriate duties include providing:

- Individual student academic planning and goal setting
- School counseling classroom lessons based on Indiana school counseling competencies and social-emotional learning competencies
- Short-term counseling to students
- Referrals for long-term support
- Collaboration with families/teachers/administrators/community for student success
- Advocacy for students at individual education plan meetings and other student-focused meetings
- Data analysis to identify student issues, needs, and challenges

How does a student see the School Counselor?

- Self-referral
- Teacher referral
- Parent referral
- Administrative referral

Detail of Services:

- Classroom Guidance Lessons

Developmental guidance lessons and activities designed to help students understand and deal with normal developmental tasks and issues. Examples include character education, communication skills, peer relationships, conflict resolution, and personal safety. These lessons are delivered in the classroom for all students through a collaborative effort between the counselor and teachers.

Individual Counseling

The counselor works one-on-one with a student to help find early solutions to their problems and developmental concerns. This is accomplished by assisting the students in developing problem-solving and decision-making skills and building their coping skills. The relationship is built upon mutual trust, and respect. Counseling sessions are confidential. This service is intended to be a short-term intervention and does not entail intensive therapy.

Small-Group Counseling

Group counseling allows a counselor to have contact with a small group of students (3-5 students) in a shorter period of time than individual counseling.

Social Groups

The counselor arranges various groups during times such as lunch allowing students to socialize with one another and the counselor without the structure and limitations of a formal counseling group. No formal counseling takes place.

- Referral Assistance

The counselor maintains a comprehensive list of outside service agencies that may be helpful when a concern is beyond the scope of school counseling services. Outside service agencies may include; family services, mental health, and medical services.

- School-Based Consultation with school personnel, parents, and specialists

Confidentiality:

The role of the school counselor regarding confidentiality is:

- To support the students' right to privacy and protect confidential information received from students, the family, guardians and staff members
- To explain the meaning and limits of confidentiality to students in developmentally appropriate terms
- To provide appropriate disclosure and informed consent regarding the counseling relationship and confidentiality
- To inform students and the family of the limits to confidentiality when:
 - the student poses a danger to self or others
 - there is a court-ordered disclosure
 - consulting with other professionals, such as colleagues, supervisors, treatment teams and other support personnel, in support of the student
 - privileged communication is not granted by state laws and local guidelines (e.g., school board policies)
 - the student participates in group counseling
 - substance use and treatment are concerns (CFR 42, Part 2; 2017)
 - To keep personal notes separate from educational records and not disclose their contents except when privacy exceptions exist
 - To seek guidance from supervisors and appropriate legal advice when their records are subpoenaed
 - To communicate highly sensitive student information via face-to-face contact or phone call and not by e-mail or inserting into the educational record
 - To request to a court of law that a student's anonymity be used if records are subpoenaed
 - To be aware of federal, state and local security standards related to electronic communication, software programs, and stored data
 - To advocate for security-level protocols within student information systems allowing only certain staff members access to confidential information

COMMUNICATION

SCHOOL NEWSLETTER:

The newsletter is found on the elementary website and our Facebook page on a monthly basis. Parents and students are encouraged to use the Corporation Webpage:

<http://www.pioneer.k12.in.us/education/district/district.php?sectionid=1>

TWO-WAY EXCHANGE:

Communication between the home and the school is imperative. Students will often perceive things at school different from what they are. Should your child convey anything that disturbs you about what has taken place at school or in the classroom, you are strongly encouraged to contact the classroom teacher for information.

Parents are strongly urged to follow the proper lines of communications as specified by board policy (9130). If a problem or question develops in a classroom or bus, parents should contact the appropriate classroom teacher or bus driver. If the parent is not satisfied with that contact or if the question or problem concerns an aspect of the school, the principal should be contacted. If parents are still unsatisfied with the outcome, the Superintendent of Schools may be approached with the concern. Problems or concerns should be addressed at the lowest level possible.

TEACHER CONFERENCES:

A conference is scheduled for each child during the school year (fall conferences). For additional conferences, parents may contact the teacher to arrange an appointment at a mutually convenient time.

RECORDS:

Records of each student's progress are maintained and secured in the school office. These records are only available to applicable school personnel and the student's legal parent/guardian in accordance with Pioneer Regional School Board policy. Parents may refer to Appendix C for their rights under the Family Educational Rights and Privacy Act.

CHANGE OF ADDRESS/PHONE NUMBER:

In order for the school to handle emergencies, maintain communication, and keep our records current, parents are requested to notify the school's office of address or telephone number changes.

REPORT CARDS AND PROGRESS REPORTS:

Pioneer Elementary is on a nine-week grading period. Parents may check grades at any time using Harmony. Report cards are finalized and emailed home at the end of each grading period. If a parent would prefer a printed copy of the report card, they may contact their child's teacher. Parents are encouraged to call or arrange an appointment with the teacher when they have questions about student progress.

HARMONY STUDENT INFORMATION SYSTEM:

Parents are able to get on-line access to student lunch information, grades, elearning/web page information, and discipline reports. Please contact the office to set up an account.

CAFETERIA

SCHOOL LUNCHES:

All students eat in the cafeteria whether they purchase or bring lunch. Milk is included in the purchased lunches. Students are encouraged to take milk with their lunch. The menu is on the school website, social media, and will be in the monthly school newsletter. This allows the parent and student to choose the days the student wishes to purchase lunch.

LUNCHTIME

Pioneer Food Services use a third party system to manage your meal account. School Payment Portal is being offered as a safe, secure and convenient way for parents or guardians of students to manage school payments. You will have the opportunity to track purchases, create reminders, and set up automatic payments. The automatic payment portion is ready for you to set up your account and view their daily transactions.

If you do not want to pay online and would like to continue sending in money with your student, you are still able to create a username and password to track your students' purchases and see how much money is on the account.

Below is a quick guide to setting up your User ID. Any questions or concerns with a student's account should be directed to Betsy Ulrich.

To set up your account you can visit www.schoolpaymentportal.com

- Enter the Zip Code the School uses in the field for zip code, then hit search
- Click on the School District and enter your information (you will create your password here) then click on create account.
- Enter your E-mail Address and Password you just created
- Enter your students last name and student ID number then click search
- Click on MANAGE CAFETERIA ACCOUNT
- From here you can view your student's account to see their balance and what they have purchased since the first day of school or add funds to your student's account.

MEAL CHARGES:

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges.

Pioneer Regional School Corporation will adhere to the following meal charge procedure:

- All cafeteria purchases are to be prepaid before meal service begins.
 - Prepay online using your LunchTime account.
 - Your student's teacher will collect lunch money at the beginning of the day each school day.
- Students may charge up to 10 meals maximum (one charge per meal) as long as they establish and maintain a good credit history of making payments on their food service accounts.
- A student who has charged a meal may not charge or purchase "a la carte" item(s), including extra main entrees.
- If a student repeatedly comes to school with no packed lunch and no lunch money to pay for a school lunch, food service employees must report this to the building principal as this may be a sign of abuse or neglect and this will be reported to Child Protective Services.
- Schools may deny a meal to a student who pays reduced or full price and who does not provide the required payment for that meal. However, if the student who pays a reduced or full price has enough money in hand for a meal that day, they will not be denied a meal.

The food service manager or other school personnel will coordinate communications with the parent(s)/guardian(s) to resolve the matter of unpaid charges. The Food Service Director Assistant will call a household, send an email/text, and letters to attempt to get the debt paid.

- Once a student has charged 10 meals you will not be allowed any additional charges on the account.
- If food services staff suspects that a student may be abusing this policy, written notice will be provided to the parent(s)/guardian(s) that if he/she continues to abuse this policy, the privilege of charging meals will be refused.
- Again at 10 charged meals you will not be allowed to charge on the account. And these additional steps may be taken
 - Your student will need to bring his/her lunch from home or have money in hand to pay for that day's meal services. If no lunch is brought in for the student, we will have an obligation to report this to the proper authorities as this can be considered neglect.
 - If food services staff suspects that a student may be abusing this policy, written notice will be provided to the parent(s)/guardian(s) that if he/she continues to abuse this policy, the privileges of an alternative meal will be refused.
 - Ten meals is the MAXIMUM charge allowed, no exceptions..
- All accounts must be settled at the end of the school year, no later than 6/2/25.
- Letters will be sent home approximately 5 days before the last day of school to students who have negative balances. Any negative balances not paid in full prior to 6/2/25 will force the Corporation to take action to collect unpaid funds by means of collection agencies, small claims court, or any other legal method deemed necessary by the Corporation.
- Students who graduate or withdraw from the corporation and have \$10.00 or more left in their lunch/meal account food service account will be notified by mail by food services by 6/2/2025 and given the option to transfer funds to another student or to receive a refund. If no response is received by 6/16/25, the student's lunch/meal account will close and the funds will no longer

be available. Unclaimed remaining balances will be transferred to the kitchen fund.

MEAL (Breakfast and Lunch) PAYMENT:

Money will be collected by the teacher. **Lunch money must be turned in by 8:30 a.m. each day.** Please make sure the student's name is on the envelope. Checks should be made out to Pioneer Elementary School. If you would like to receive low balance notifications, you may do so in your LunchTime account.

FOOD FROM HOME:

Lunch from home can be kept in the student's locker or classroom. In the interest of promoting sound nutritional habits, candy, and fast foods, carbonated drinks such as soft drinks and energy drinks, are not allowable as a sack lunch item in accordance with the wellness policy for school lunches. If sending lunch from home please send lunch and drinks in non-breakable plastic, absolutely no glass.

RECESS MILK/JUICE:

Students in Kindergarten will be able to purchase milk or juice to drink for their scheduled afternoon break. The purchase price will be published with the lunch prices at the beginning of the year. Milk/juice will not be issued without money in the student's meal account. Free or reduced lunches do not qualify a student for a free recess milk/juice.

PRE-K snack is not a part of the National Lunch Program. Pre=k snacks is an OPTIONAL program that if you wish for your student to have an afternoon snack and milk they must have money in their account and pay for this.

APPROPRIATE TABLE MANNERS:

Students are to display appropriate courtesy and manners while in the cafeteria. This includes entering and leaving the cafeteria and eating in a quiet, orderly manner, keeping the area clean, etc. Students are not allowed to give food or trade food with other students.

FREE AND REDUCED MEAL PROGRAM:

We now have an Online Free and Reduced Meal Application site. Even if you think you do not qualify, fill out an application as the guidelines to receive free and reduced meals change every year. Please visit this website <https://mealapp.lunchtimesoftware.net/> to access the online application system. Applications for the free and reduced meal program are also available through the school's office and on the school website. This program provides for free lunches or lunches at a reduced price for those families qualifying based upon income. Families participating are required to report any changes in income to the school's office when they occur. Students who receive these benefits are identified only to the Food Service Director and the Food Service Directors Assistant. You only need one application per household.

Should a family experience a drop in income during the school year qualifying them for the free and reduced lunch program, they may complete an application. This may be done at any time during the school year. Participation begins upon the approval of a completed application. This institution is an equal opportunity provider.

ACADEMIC

WORK RESPONSIBILITY:

Each student is responsible for his/her work and assignments. Special awards will be made during the year for the many students successfully completing their assignments. Occasionally, homework cannot be completed on schedule by even the best of students due to family matters and other factors. In these cases, the student may be asked to complete the task during the recess or other free time and a grade penalty may be made. Further actions will only be taken if assignments are repeatedly disregarded. Parents will be involved as much as possible.

HOMEWORK:

Homework is an out-of-school assignment that contributes to the educational process. It is an extension of class work and is directly related to the objectives of the curriculum presently studied. Homework assignments may include additional practices, exercises, and reading of material on a specified subject, in-depth extension of classroom activities, or independent project work related to the subject. Research indicates the need for effective study skills. Homework is one way to improve time spent in learning since it strengthens the self-discipline students need to concentrate. Parents are vital to the homework experience. By monitoring their child's homework, parents can promote a sense of responsibility, check on their child's skills, and keep abreast with school activities. If school is canceled and the school corporation calls an eLearning day, ALL students are required to participate in eLearning Days. Students need to complete the following on an eLearning Day:

- If a student does not have the internet, the student is given 2 days after returning to school to complete the assignments for

the eLearning Day. After the 2 days, the following will occur, 1) the assignment is considered late and may result in a penalty, and 2) the student is considered absent for the class period.

ART:

Students in grade PreK through 6 will have art 1-2 times per week.

MUSIC:

Students in grade PreK through 6 will have music 1-2 times per week. Fifth and sixth grade students who choose to participate in band or choir will meet daily during their activity at the elementary. Band members who forget their instruments will report to the band room for their scheduled period. All 4th grade students will play the recorder for a nine-week period.

PHYSICAL EDUCATION:

Students in grade PreK through 6 will have P.E. 1-2 times per week. Girls should wear slacks or shorts during class; non-marking, *tennis* shoes are needed for P.E. Heelys, shoes with built-in rollers, are not to be used at school at all. A note from the parent to the school nurse stating the nature of the illness or injury will excuse the student for a specified period of time. A physician's statement is required for exemption for over one week. When a student is unable to participate in physical education classes because of a physician's statement, a statement from the physician will be needed to resume the activities. Students not allowed to participate in physical education classes will also be excused from recess activities. Students under such restrictions will report to a study room at recess time unless special arrangements have been made.

LIBRARY:

Students in grade PreK through 6 will have access weekly to the library. Classroom teachers will sign up for specific times to visit the library and check out books. The Librarian will determine the number of books to be checked out at any one time.

EDUCATIONAL TECHNOLOGY

Students in grade K-6 will have educational technology lessons provided within their classrooms by the Technology Integration Specialist. Student devices should be charged and ready for school each day.

TECHNOLOGY USE

To access technology at Pioneer Regional School Corporation, students under the age of eighteen (18) must obtain parent permission.

1. Use of all technology at Pioneer Regional School Corporation is a privilege, not a right. The Corporation's technology, including its internet connections, is provided for educational purposes only. The use of unauthorized devices on school property is prohibited. Unauthorized and/or inappropriate use of any technology on Pioneer Regional School Corporation property will result in a cancellation of part or all technology privileges.
2. The Corporation has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, pornographic or harmful to minors. The Corporation also monitors online activity of students in an effort to restrict access to pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors.
3. Teachers and building principals are responsible for determining what is unauthorized or inappropriate use. The principal may deny, revoke or suspend access to individuals who violate the Student Technology Acceptable Use Policy and related Guidelines, and implement other disciplinary action as is appropriate under the Student Code of Conduct.
4. Students accessing the Pioneer Regional School Corporation technology, devices, networks, or other connections, assume personal responsibility and liability, both civil and criminal. The Corporation has the right to monitor, review and inspect any directories, files and/or messages residing on or sent using personal devices or Corporation's computers/mobile devices/networks, phones, etc. Messages, communications, or materials relating to or in support of illegal activities will be reported to the appropriate authorities. Using school devices to search for content that is sexual, violent in nature, or related to weaponry is a violation of our acceptable use policy and will result in disciplinary action that may include detention, loss of privileges, loss of school device, ISS or OSS as deemed by administration.
5. Parents/guardians are advised that determined users may be able to gain access to information, communication and/or services on the Internet which the School Board has not authorized for educational purposes and/or which they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume this risk by consenting to allow their students to participate in the use of technology. Student's using Pioneer Regional School Corporation technology assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use thereof.
6. Technology at Pioneer Regional School Corporation may be used at the teacher's discretion in his/her classroom. Students will be

required to follow the policy of each specific teacher for the use of electronic devices. If a student violates the teacher's policy, the student will receive a disciplinary action.

7. No device, personal or otherwise, may be used to record, store, or transmit any type of image, sound, or video from Pioneer Regional School Corporation, except for approved projects with the express permission of the teacher.

Digital Citizenship

Pioneer Regional School Corporation believes that the Internet and digital devices offer vast, diverse, and unique resources to students, parents, faculty and staff. Our goal in providing Internet access and digital devices to students is to promote educational excellence by facilitating innovation, communication and collaboration. In order to meet our goal. Users are expected to abide by and model the accepted Digital Citizenship Agreement, which includes but is not limited to:

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will consider the information and images that I post online. I will consider what personal information about my life, experiences, experimentation or relationships I post.
2. **Respect Others.** I will show respect to others. I will not use electronic mediums to flame, bully, or stalk other people. I will show respect for other people and myself in my choice of websites, I will not visit sites that are degrading to others, pornographic, racist or inappropriate. I will not abuse my rights of access and I will not enter other people's private spaces or areas.
3. **Respect for Property.** I will respect the property of others including school IT property such as networks, hardware, software, or other user's files and data. This includes, but is not limited to, the creation, uploading, or downloading of computer viruses or other malicious software.
4. **Respect for Intellectual Property.** I will request permission to use resources. I will suitably cite any and all use of websites, books, and other media. I will only use software and media others produce with their permission. I will use free and open source alternatives rather than pirating software. I will purchase, license and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.
5. **Protect Yourself.** I will ensure that the information, images and materials I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts and resources.
6. **Protect Others.** I will protect others by reporting abuse and by not forwarding inappropriate materials or communications.

No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of an iPad, Chromebook, Lab Computer, personal device, or any technology owned by or located at Pioneer Regional School Corporation regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student devices at any time for any reason related to the operation of the District. By using any device, students agree to such access, monitoring, and recording of their use.

Failure to abide by the Acceptable Use Policy may result in one or more of the following:

- Disciplinary action by the Principal and/or Pioneer Regional School Corporation
- The notification to the appropriate legal authorities for prosecution, if required.
- Responsibility for damages to all IT equipment, networks, and hardware or software systems resulting from deliberate or willful acts of vandalism.

If reasonable belief exists that the student has violated the terms of this agreement, or other school policy, the student's device may be inspected and/or confiscated. Subsequent or additional disciplinary action involving misuse of technology may extend to loss of technology privileges or further action as determined by the school administration.

iPad/Chromebook Agreement:

The mission of the 1:1 program in the Pioneer Regional School Corporation is to create a collaborative learning environment for all learners. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed and lifelong learners. Students will transition from consumers of information to creative producers and owners of knowledge.

Receiving Your iPad/Chromebook

- All parents/guardians are required to sign the Pioneer Regional School Corporation iPad/Chromebook Liability Agreement before

an iPad or Chromebook can be issued to their student.

- All transfers/new students participate in a school orientation and will be able to pick up their iPads or Chromebook from the Technology Department.
- Both students and their parents/guardians must sign the Pioneer Regional School Corporation iPad/Chromebook Acceptable Use Policy and the iPad/Chromebook Liability Agreement prior to having possession of a Pioneer Regional School Corporation iPad or Chromebook off school property.

Returning Your iPad/Chromebook

- At the end of the school year, students will turn in their iPads, Chromebooks, and cases. Failure to turn in an iPad or Chromebook will result in the student being charged the full replacement cost. The District may also file a report of stolen property with the local law enforcement agency.
- Students that transfer out of or withdraw from Pioneer Regional School Corporation must turn in their iPads, Chromebooks, and cases.
- Failure to turn in the iPad or Chromebook will result in the student being charged the full replacement cost. Unpaid fines and fees of students leaving Pioneer Regional School Corporation may be turned over to a collection agency. The District may also file a report of stolen property with the local law enforcement agency.

iPad/Chromebook Care

- Students are responsible for the general care of the iPad or Chromebook they have been issued by the school. iPads or Chromebooks that are broken or fail to work properly must be taken to the Technology Department as soon as possible so that they can be taken care of properly. District-owned iPads or Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their iPads or Chromebooks unattended except locked in their hallway locker.

General Precautions

- No food or drink should be next to iPads or Chromebooks.
- Cords, cables, and removable storage devices must be inserted carefully into iPads or Chromebooks.
- iPads or Chromebooks should not be used or stored near pets.
- iPads or Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- iPads and/or iPad Cases or Chromebooks must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of iPads or Chromebooks.

Cases

- Each iPad or Chromebook will be issued within a protective case. iPads or Chromebooks are not to be removed from their protective case. Removing the iPad or Chromebook from its case will result in a disciplinary action.
- Although the cases are reinforced to help protect the iPads or Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.
- Students are responsible for the care and protection of the protective case.

School Use

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones/earphones are required for school at all times.
- Students are responsible for additional sets of earbuds/headphones if needed.
- Students should never share their account passwords with others.
- The district will not be responsible for the loss of any student work.
- Use of technology at Pioneer Regional School Corporation is for educational purposes only.
- In order to utilize Pioneer Regional School Corporation technology and participate in the iPad/Chromebook 1:1 program, students and a parent or legal guardian must:
 - o Review and sign the Acceptable use Policy
 - o Review and sign the iPad/Chromebook Agreement.
 - o Pay all associated fees, including but not limited to, iPad/Chromebook rental, iPad/Chromebook Insurance, and their Student

Technology fee.

- The student is fully responsible at all times for the care and safety of their issued iPad or Chromebook.
- When iPads or Chromebooks are sent home for elearning or class projects. It is the responsibility of the student to return the iPad, Chromebook, and charger each day. Failure to do so can result in a disciplinary consequence.
- In the event that an iPad or Chromebook is damaged, lost, or stolen the parent/guardian will be assessed a fee for the repair or replacement of the iPad or Chromebook. The parent/guardian will be charged the full cost to cover the damage or loss of the device.

Operating System and Security

- Students may not attempt to circumvent any security policies, settings or software that is installed or enforced by Pioneer Regional School Corporation

Content Filter

The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All iPads and Chromebooks, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the district.

No Expectation of Privacy Students have no expectation of confidentiality or privacy with respect to any usage of an iPad or Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student iPads or Chromebooks at any time for any reason related to the operation of the District. By using an iPad or Chromebook, students agree to such access, monitoring, and recording of their use.

Damages

In the event that an iPad or Chromebook is damaged, lost, or stolen the parent/guardian will be assessed a fee for the repair or replacement of the iPad or Chromebook according to the iPad/Chromebook Liability Agreement.

If reasonable belief exists that the student has violated the terms of this agreement, or other school policy, the student's device may be inspected and/or confiscated. Subsequent or additional disciplinary action involving misuse of technology may extend to loss of technology privileges or further action as determined by the school administration.

CLASS ASSIGNMENTS:

No two teachers in this or any school are identical in philosophy, classroom management style, attitudes, temperament and personality. They each possess unique qualities that over a child's career ensure a broad, rich and varied experience. For this reason, parents are encouraged to communicate and cooperate with their child's teacher.

The following points are made relative to the development of class list of assignments:

1. Effort is made to have an approximately equal number of boys and girls in each section of a particular grade.
2. Whenever possible, close relatives (siblings, first cousins, etc.) will not be placed in the same classroom.
3. A student's ability to interact effectively with other students is reviewed.
4. If a child is being retained, his/her present teacher's feelings as well as the child and parents are considered when determining whether the child will be assigned to the same teacher the following year.

The assignment of students to classes is a decision made by the school. It is not our practice to allow parents to designate their child's teacher for the upcoming school year. **Parents who have concerns they feel should bear on this decision should share this with the principal in writing prior to the end of the school year.** It is emphasized that the sharing of these concerns is not considered the same as designating your child's teacher.

Regardless of whom a child is assigned to work with, there is much to be gained from the experience. A parent can play no role more important than reassuring the child that this is the case and by being cooperative with and supportive of those teachers' efforts.

ACHIEVEMENT TESTS:

Students in grades kindergarten through the sixth grade take part in the annual testing program. The result of these tests assists the school in determining the needs of the students and evaluating curricula.

Students in K-2 will take the Acadience Assessment. Students in grades 3- 6 are given the ILEARN Assessment and ILEARN Checkpoints. Students in grades 2- 3 will take the IREAD test.

TITLE 1:

The Title 1 program is a schoolwide federally funded program enabling schools to provide additional instructional assistance in the area

of mathematics and reading to students in need.

GRADES:

Kindergarten & Grade 1-

M = Mastery

P = Progressing

U = Unsatisfactory

If students score 90-100% on a skill, they receive a "M". If they receive a 75-89%, they receive a "P". If they receive a 74% or below, they receive a "U".

2nd grade students receive letter grades in Mathematics, Language, Spelling, Writing and Reading.

3rd grade students receive letter grades in: Mathematics, Reading, Language Arts, and Writing: Also, students in grade 3 will receive Credit/No Credit in the areas of science, health and social studies.

Students in grade 4-6 receive grades in: Reading, Mathematics, English, Spelling, Science/Health: Social Studies. The letter grades are: A - Outstanding Achievement, B - Above Average Achievement, C - Average Achievement, D - Below Average Achievement, F - Failure to produce Acceptable Work.

In addition, a series of + (above average), v (average), and - (below average) is given in the areas of art, music, physical education, library, work & study habits, writing, citizenship, etc.

Grading Scale:

		<u>Mastery</u>			<u>Partial Mastery</u>
A+	=	100%	C+	=	78%-79%
A	=	92%-99%	C	=	72%-77%
A-	=	90%-91%	C-	=	70%-71%
		<u>Approaching Mastery</u>			<u>Non-Mastery</u>
B+	=	88%-89%	D+	=	68%-69%
B	=	82%-87%	D	=	62%-67%
B-	=	80%-81%	D-	=	60%-61%
			F	=	59% and below

Students need to Master grade level skills in order to be prepared for the next grade.

INCOMPLETE GRADES:

Incomplete grades will be given to students who have not completed their work at the end of a grading period and/or semester if the teacher feels that circumstances justify additional time. If the schoolwork to be made up is not satisfactorily completed within two weeks of the last day of the grading period and/or semester, the incomplete grade will be changed to an F. Students will receive a citizenship grade in categories corresponding to the life skills and lifelong guidelines adapted by PRSC.

PROMOTION, PLACEMENT, AND RETENTION -The School Board recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth. It shall be the policy of the Board that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

Such a pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each. A student will be promoted to the succeeding grade level when s/he has:

- A. completed the course requirements at the presently assigned grade;
- B. in the opinion of the professional staff, achieved the instructional objectives set for the present grade;
- C. demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;
- D. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.
- E. Passed the required state assessments and requirements for IREAD3 and/or ILEARN

A student enrolled in special education shall be promoted or retained based on the opinion of the Case Conference and the student's I.E.P.

Following sound principles of child guidance, the Board discourages the skipping of grades. It is the policy of the Board that a student shall not be retained or held back in a grade level for the sole purpose of improving the student's ability to participate in extracurricular athletic programs. The Board will comply with the requirements of the Indiana Department of Education regarding the consequences for students in grade three who fail to pass the Indiana Reading Evaluation and Determination Assessment (IREAD-3). Accordingly, a student who does not pass the IREAD-3 assessment either during the assessment period in the school year or during the summer assessment window, in the following school year, will continue to receive instruction in grade three reading, will be officially reported as a third grader, and will fully participate in the grade three ISTEP+ assessment. and is not eligible for a "good cause exemption" outlined below, shall be considered for retention in third-grade based on the student's overall academic performance in all subject areas. The school shall make one (1) of the following determinations: A. Retention is necessary based on the overall academic performance of the student in all subject areas. The student should be reported to the State as a third-grader in the subsequent school year, and the student should receive third-grade instruction in all subject areas. B. Retention is not necessarily based on the overall academic performance of the student in all subject areas. The student should move on to fourth-grade instruction in all subject areas. However, the student will continue to receive third-grade reading instruction during the subsequent school year and must retake the IREAD-3 assessment until the student passes the assessment or qualifies for a "good cause exemption".

<https://drive.google.com/file/d/1X6V223eMpXgamT9YViN20FqFT1WR9Tkl/view> Good Cause Exemptions

A. a student who has been previously retained two times prior to the fourth grade; B. a student with disabilities whose case conference committee has determined that promotion is appropriate; C. English Learner (EL): A student who is an identified English learner (EL) who has

received services for fewer than two years and has an Individual Learning Plan (ILP)

committee that determines promotion to the next grade level is appropriate. The Superintendent shall develop administrative guidelines for promotion, placement, and retention of students which: A. (x) require the recommendation of the professional staff for any promotion, placement, or retention; B. (x) require that parents are informed in advance of the possibility of retention of a student at a grade level; C. (x) assure that reasonable efforts be made to remediate the student's difficulties before s/he is retained; D. (x) assign to the principal the final responsibility for determining the promotion, placement, or retention of each student.

Pioneer Elementary will consider and place value on parental input. However, the school will always retain the final authority on any retention consideration. In situations where the teacher and parents cannot reach a mutually agreed decision, a parental waiver **may** be used. The teacher and parents must sign the waiver and it will become part of the student's permanent record. A child will not be granted a waiver for two consecutive school years.

PROCEDURES/RULES/GENERAL CONDUCT

SCHOOL EVENTS:

During the course of the school year, the school sponsors a number of events. Parents, students, staff and community members enjoy these activities. Students are expected to follow normal rules (e.g. no running in the building, remaining in assigned areas, etc.) while at these activities. Parents have the responsibility of supervising their children so that they do not distract from the enjoyment of the events.

PAYMENTS TO THE SCHOOL:

Payments to the school for various things should be made in a timely manner. Checks should be made payable to Pioneer Elementary School unless otherwise noted. The school may use Small Claims Court for any outstanding debts.

GENERAL CONDUCT:

It is the intent of Pioneer Elementary School to maintain an environment conducive to learning. Rules are established to protect the learning atmosphere. It's the responsibility of the parents and staff to cooperatively teach all students acceptable standards of conduct. Certain student misconduct will be grounds for disciplinary measures in accordance with the Student Due Process Law. Such misconduct is defined to include, but is not limited to, the items found in Appendix F of this handbook. Any disciplinary action taken will be appropriate for that particular situation. Disciplinary actions might include, but are not limited to, reprimands, parent conferences, loss of privileges, temporary isolation from the classroom, suspension, expulsion, and corporal punishment.

GROUP EXPECTATIONS:

Students are expected to work and play with respect for their classmates. At the end of recess, lunch, physical education classes, or other group meetings, the group will come to order upon the request of the teacher on duty and will remain orderly as the group goes to their respective places. If group situations become disorderly, class time will be lost. To prevent such loss of class time due to disorderly behavior, recess may be shortened until such time that orderly behavior is once again present.

There will be no booing or whistling at school functions, which includes athletic events. Students are encouraged to support their team, but this does not include being disrespectful of the other team. Walking and orderly behavior is expected and will be demanded at all school functions such as Christmas and Spring programs, PTO meetings, and any other school program.

NON-SCHOOL CONDUCT:

The school will expect all students to maintain good behavior both en-route to and from school. Students not able to abide by this request should expect disciplinary action to be taken. Problems concerning elementary and high school students will be handled by both the high school principal and the elementary principal.

SCHOOL LANGUAGE:

Teachers and school personnel will be called by Mr., Mrs., Ms. or Miss. Name calling, profanity, and abusive language will not be tolerated by anyone.

ITEMS FROM HOME:

Toys and other items are not to be brought to school unless a teacher has requested them for a special project or given special permission. The school does not take responsibility for lost or damaged items which are brought to school.

STAIR AND HALLWAYS:

Students will not run on the stairs or in the hallways. There are no exceptions. When using the stairs or hallways, students are expected to walk toward the right side at all times. A normal walking pace will be used as the method of movement from the time a student steps off the bus in the morning until boarding in the afternoon.

CHEWING GUM & CANDY:

Chewing gum and candy in school is undesirable and should not be allowed unless consumed under the supervision of a teacher.

SNOWBALLS/ROCKS:

Because of the danger of serious injury, the throwing of snowballs and rocks is forbidden on school property.

EMERGENCY DRILLS:

Periodically, fire and tornado drills are conducted so that students are aware of the procedures. During such drills, students are to remain silent and follow the directions of their teachers. Pioneer Elementary also has LockDown and Evacuation drills.

LOST AND FOUND:

Lost and found items are to be turned in to the office or placed on a table in the cafeteria to be claimed by their owner. Items will be kept for a period of two weeks before being disposed of.

PETS:

Under normal circumstances, pets are not permitted at school. Dogs sometimes follow students to school. This creates a problem when children are outside for recess. When unleashed dogs are noticed on school grounds, appropriate authorities will be notified for their removal. Parents should ensure that dogs are properly secured on their property.

STUDENT DRESS:

The dress of an individual is a reflection of one's character and a reflection of the student body as a whole. Therefore, students are expected to wear appropriate attire during the school day and at school sponsored activities. All students should be dressed appropriately, be clean and well-groomed to compliment themselves and their school. Below are some guidelines and rules to follow regarding school dress:

1. Make your appearance clean and neat as a matter of health and aesthetics.
2. No clothing that advertises drugs, alcohol, or tobacco products.
3. Objectionable scenes, designs, or writing should not be worn.
4. Caps, hats, headbands, hoods, and sunglasses are to be removed upon entering the building.
5. Due to outside recess, shorts and capris are not to be worn if the temperature is below 50 degrees.
6. Pajamas/slippers are not acceptable except on designated dress up days.
7. Any clothing, make up, or other articles that is a hindrance or distraction to the educational process will not be allowed.
8. No changing clothes in school except for P.E. or special designated events.
9. Heelys, shoes with built-in rollers, are not to be used at school at all.
10. For grades K-6, a decent coverage of the body is expected:
 - a. No halter, bare midriff tops, tank tops, low cut or side cut shirts, or tube tops.
 - b. No see through fabric or rips/tears in clothing above the knee.
 - c. No extremely tight or body hugging shorts, pants, leggings, or yoga pants, unless the buttocks is covered by a shirt, sweater or second pair of loose fitting shorts.
 - d. Shorts and skirts must be at an appropriate length (Guideline: below the fingertips when the student stands with arms at sides, or 5 inch inseam.)

Students who wear objectionable items will be given alternate clothes at school or have parents bring other clothing. If the student does not comply with those expectations, they may not be able to remain in class.

Student safety requires that tennis/gym shoes and socks be worn during all physical education classes. Soft-soled shoes (tie/Velcro) are acceptable for indoor recesses when play is restricted to the gym and multipurpose room.

Students may be required to wear protective masks on the bus, at school, and at school events at different times during the school year if and when the Governor, IDOE, state or local Health Department, and/or local school administration determines that it is necessary for the safety of students and staff, and to help prevent the spread of COVID-19. The mask material should be school appropriate.

DISCIPLINE:

Certain standards of student conduct are necessary to assure that students seeking to express their own individual rights do not infringe upon the rights of others. The responsibility for developing and maintaining appropriate student behavior belongs to the students, parents, and staff of Pioneer Elementary School.

The purpose of discipline is to help create an atmosphere that promotes the best possible learning environment for all students. The staff recognizes that students are in the process of developing self-discipline, and thus, may need disciplinary actions taken at times. Different disciplinary approaches may be used (dependent upon the misconduct or the number of times a student fails to follow appropriate rules). Such approaches may include, but are not limited to the following: reprimands, loss of recess, loss of privileges, referral to special personnel in the school, parent conferences, detention, suspension, and expulsion.

While it is not normal to suspend or expel students from the elementary school, that option is available when others have failed. Certain acts of misconduct would subject a student to disciplinary actions which may include suspension or expulsion. Some of the acts listed in Indiana Code include:

1. Disruption of school, violence, force, noise, etc.
2. Damage or destruction of school property.
3. Damage or destruction of private property.
4. Physical and/or verbal abuse of a student or staff member
5. Extortion or coercion
6. Illegal acts interfering with school purposes
7. Disrespect and/or disobedience.
8. Possession or use of any tobacco, alcohol, or other illegal substances.
tobacco/nicotine product, paraphernalia, or possession (IC 35-46-1-10.5(a))

Persons under 21 years of age who possess vape or tobacco products are in violation of state law and will be referred to the police.

1st Offense = Referred to SRO Officer 2nd Offense = 3 Days OSS and Referred to SRO Officer, 3rd Offense = Expulsion

Student may be required to complete a Tobacco/Nicotine Cessation Program

9. Theft or possession of stolen property.
10. Truancy.
11. Possession of a weapon.

Students receiving disciplinary measures will be given due process as provided by law. The staff of the school will work with the student's parents to provide the best recourse for acceptable behavior that would be in the best interest of the student and the student body.

Out of School Suspension

1. Any student who receives an Out of School Suspension (OSS) may lose the ability to participate in field trips, convocations, special events, or extracurricular activities for a determined length of time. Loss of these privileges will be based on severity of the behavior, length of OSS, and number of occurrences. **Students who receive an OSS are not eligible to participate in, or attend, special events, activities, or extracurricular activities during the time they are suspended.**
2. Students who receive an OSS will not be permitted to rejoin the regular classroom until a **Restorative Conference** has taken place with the student, parent(s), classroom teacher, building administrator, and school counselor. If the parent is unavailable to attend the restorative conference at the time of the student's return, that student will be placed in the In-School Suspension room until the conference can take place.

TELEPHONE USAGE:

Students are generally not allowed to call home for things they have forgotten. Exceptions are made for medical needs, but other reasons are seldom found to justify phone usage.

THREATS:

Any student who makes a threat to him/herself or others, and/or acts aggressively towards him/herself or others will be subject to one or more of the following:

1. Be sent home with his/her parent or guardian
2. Be referred for a threat assessment by a licensed therapist
3. Be subject to in-school suspension, out of school suspension, or expulsion
4. Be reported to the School Resource Officer

5. Be subject to a search upon returning to school

BEHAVIOR UNDER SUBSTITUTE TEACHER SUPERVISION

If a student has received a poor report due to his/her behavior in the classroom and/or removed from the classroom while under the supervision of a substitute teacher that student will be assigned to an after school detention.

Additional consequences may be assigned by the Principal or Dean of Students if circumstances/behavior warrant.

FUNDRAISERS:

At various times during the school year, students are asked to participate in school-related fund raising activities. These activities can be associated with, but not limited to, PTO projects, student council projects, and the band program. Students selling items at school must do so outside of class time. Food items sold are to be kept stored until the student is home. The student selling the items is responsible for the items and the money collected. The school assumes no responsibility in the loss or theft of such items. Individual students are not permitted to sell items at school for personal profit.

RECESS

RULES:

Recess is available for students who demonstrate good behavior and academic effort. Students who are having behavior problems and are not fulfilling assignments may spend recess in detention until the time behavior and/or attitude has changed. Students should remember that recess is earned, not demanded. Some general rules regarding recess include: 1. A parental request for a child to remain inside during an outside recess should be written and sent to the child's teacher each day the student is to remain inside. 2. Students are to be considerate of their classmates and adults. Students are not to interfere with other student's games. Pushing, shoving, scuffling and other similar behaviors are not acceptable. 3.. When the whistle is blown once, students will stop what they are doing, stop all talking and walk to their place in line, preparing to return to their rooms. 4. Students are expected to share the equipment and display good sportsmanship at all times. In general, any game or manner of play that is considered dangerous or un-sportsman-like will not be tolerated. 5. At no time are balls to be thrown against the building. 6. Tumbling and other gymnastic stunts are not permitted.

INDOOR RECESS:

(Grades K-6) When the weather does not permit play outside, recess will be held in the gym or classrooms. Due to the large number of students in a relatively small area, some restrictions are necessary, and there may be times that not all students have access to the gym. The classroom teachers for respective grade levels have developed these restrictions. The rules are discussed with the students and are posted in the classrooms. The rules will be used at all recesses. Dodge Ball is not an option for a recess activity.

OUTDOOR RECESS:

When weather permits, and the windchill is above 20 degrees, students will have recess outside. Parents are expected to dress their children appropriate to the weather conditions. When dry conditions exist, students in grades K-2 will have recess on the south playground. When the playground is too wet or muddy, these grades will have recess on the asphalt on the north side of the building.

If the temperatures at the time of recess are below 50 degrees (including wind chill) the students will need to wear a coat outside for recess. If the temperatures at the time of recess are between 50 and 60 degrees (including wind chill) the students will need to wear a sweatshirt or similar covering to go outside. If the temperatures at the time of recess are above 60 degrees (including wind chill) then the students may choose whether or not to wear a coat or sweatshirt outside for recess.

Students in grades 3-6 will have recess on the asphalt on the north side. Appendices D and E contain some game rules for various outside activities. Students are to use the playground equipment in the manner for which it was designed.

1. Swings are to be used by one person at a time. Students are to swing towards the middle of the playground. Jumping out of and the twisting of swings is not allowed.
2. The bar at the top of the slide is not for swinging. Students will use the slides only in a sitting position and going down feet first. There will be no shoving and pushing on the slide ladder. Students should proceed up the slide to avoid bunching up on the ladder.
3. Only two people at a time will use the totter board.
- 5.. A tire swing ride duration is 3 pushes then the next group gets a chance to ride. No flip-flops if pushing the tire swing.

6. Students are not to wrestle or tackle each other.
7. A Buddy Bench is available at each playground for students who may need a buddy.

KICKBALL RULES:

The teams are to be divided up evenly. The kicking team should form a line along the fence, as only one player can kick at a time. No one can "kick for" anyone else. When it is your turn, you have to kick. You must kick the ball forward and in fair territory. Each kicker will get two foul balls; on the 3rd foul ball, the kicker is out. There is no stealing or leading off. Peg outs are allowed but must be from the shoulders down. The kicking lineup stays the same each inning.

The fielding team should have players spread out around the field. No one can stand in front of the pitcher or run forward past the pitcher before the pitch has been thrown. The pitcher may throw up to 5 pitches (ex: the kicker can watch 4 pitches go by, and if the 5th pitch is missed or fouled, then the kicker is out. No changing pitchers in the middle of an inning. SUPERVISOR HAS THE FINAL SAY... NO ARGUING!

GAGABALL RULES:

A foot will need to touch the Pit wall and a hand on the wall. The ball will be tossed in and the ball has to bounce 3 times (saying Ga (bounce), Ga (bounce) Ball (bounce) after the 3rd bounce the ball is in play.

Rules are:

1. Ball has to be hit with an open hand or closed fist.
2. Ball has to hit another student from the knee down.
3. When hit, stand outside the pit (no sitting climbing or leaning inside pit when out)
4. No "Double Hits"
6. If the ball is stopped for any reason that player is out (hitting ball out of pit, trapping ball, stopping ball, catching ball)
7. If the ball bounces off of the wall and hits you, you are out (deflecting the ball is ok)
8. When 2 players are remaining, they have 30 seconds to battle; after 30 seconds if no winner then it is a tie.
9. If a player leaves the wall before the word "ball" is said, then that player is out.
10. First player out is the referee (if someone argues with the referee they are out).
11. Students may use 1 hand on the wall to brace for a jump, but cannot "camp out" on the wall and stay.

TRANSPORTATION

BUS BEHAVIOR:

Students riding the school buses to and from school continue to be under the jurisdiction of the school. Bus drivers are in charge and will report students who cause disturbances, refuse to cooperate, and fail to follow posted rules. Such reports will result in disciplinary action, which may include loss of privilege to ride the bus. The bus driver is authorized to assign seats. In order to maintain bus-riding privileges, the rules listed below must be followed: Observe the same conduct as in the classroom. Be courteous, use no profane language. Cell phones, Ipods, and electronic games may be used on the buses if they are used with earphones. Although they may be used on the buses, they are not allowed to be used in the building during the school day. Do not eat or drink on the bus. Keep the bus clean. Cooperate with the driver. Stay seated in your seat. Keep hands, head, and feet inside the bus. Respect the school's and other student's property. Keep hands and feet to yourself.

BUS PERMISSION AND ALTERNATE TRAVEL HOME:

For the safety of students, notes must be sent to school when a student: a) who normally rides a bus wishes to walk to a certain location after school, or b) is to meet someone after school and ride home with that individual. Requests to change bus transportation

or bus stops must be approved by administration and transportation. Students not bringing notes will be sent home by normal means. The notes are to be initiated by the teacher and then sent to the office for a bus pass to give to the bus driver. **Please contact the office no later than 2:00pm if there is a change in transportation for your child.**

PARKING:

During school hours, the following parking areas have been designated: **Circular Drive: NO PARKING. Reserved for loading and unloading buses.** The south parking lot is reserved for staff parking . The west parking lot is reserved for visitors, staff, cadet teachers, and parents picking up students. **DO NOT DOUBLE PARK.** Do not create a situation where a child may run out from between parked cars.

BICYCLES:

Bicycles are to be parked at all times at the west end of the building at the bicycle rack. No bicycle is to be moved during the school day, nor may students handle or ride any of the bicycles during the school day. The school day begins as soon as a child moves on to school property. Therefore, bikes are to be parked immediately upon arrival.

BALLOONS AND DELIVERIES:

Balloons delivered to school are prohibited on the bus. Balloons may become a safety hazard for the drivers. Floral and other deliveries will be available for students to pick up in the office at the end of the day. These items will not be delivered to students in the classroom, as it can create a disruption.

CELL PHONES:

Students are not allowed to use cell phones at school. If a student brings a cell phone, it should stay in a backpack or locker during the day. It should also remain off during normal school hours. Students who violate this policy may have their phone confiscated by the classroom teacher and/or building administration. In the event of a student cell phone being confiscated, the child's parent/guardian will be contacted to arrange the return of the device. The School Resource Officer may confiscate the cell phone under certain circumstances.

APPLE/SMART WATCHES:

Students using an Apple or Smart watch for purposes other than checking time may have the device confiscated if deemed as a distraction to the educational process. This would include using the device for email, communication, gaming, social media, etc.

SPECIAL PROGRAMS

ROOM PARENTS:

Each class will have two room parents and additional room helpers. Room parents have the responsibility of planning classroom parties with the classroom teacher. Room helpers are asked to contribute treats for the parties. The school will contact room parents after school has begun. It is asked that **ONLY THE TWO ROOM PARENTS** attend class parties. If a room parent cannot attend, he/she should request **ONE** room helper to attend for them. We also request that Room Parents not bring pre-school children to the class parties. Room parents should have a background check on file at the school.

CLASS PARTIES:

Class parties will be held three times during the school year: Halloween, Christmas and St Valentine's Day. Room parents will be in charge of bringing in the refreshments for the students. It is asked that treats be such that students may consume the treats in the classroom and not take them on the bus. Many children enjoy bringing a treat in to help celebrate their birthday. This is permissible as long as there is a treat for every student in the class and the teacher has given his/her approval. Each classroom party or holiday celebration held during the school day may include no more than one (1) food or beverage that does not meet the current USDA Dietary Guidelines for Americans. For holiday celebrations, there should be no more than three (3) treats in any one classroom. Treats provided by parents and students must be either prepackaged items or items prepared by an approved kitchen due to food safety and allergy concerns. After any party, whether a classroom activity or a visiting group, participants are requested to clean up after themselves. Class parties will be held on the designated date. If school is canceled on that date, the party may not take place, depending on the school schedule for the following days.

FIELD TRIPS:

Field trips can enhance the learning process. All grades are encouraged to utilize this type of educational experience. Parents will be notified of all details when a field trip is planned. All students must have a signed parental permission form on file prior to the actual

field trip. Students not having such a form on file, or those not allowed to participate will be assigned to a room for completion of an alternative assignment related to the trip. Parents that will supervise a group of students must have a background check on file with the school.

SUMMER READING:

Pioneer Elementary students are encouraged to participate in a summer reading program. The Logansport/Cass Public Library and the Royal Center Public Library each sponsor a program to encourage reading throughout the summer. Details for each program are available from the individual library.

RELIGIOUS EDUCATION:

Students in grade 4 are provided with an opportunity to receive thirty (30) minutes of religious education each week. A permission slip must be on file before students are allowed to participate. Students choosing not to participate will remain in the classroom under the supervision of the classroom teacher.

ATHLETICS:

Pioneer Elementary School offers various sports for students in grade 6. 6th grade students may participate in girls volleyball and 6th grade cheerleading. 5th and 6th grade boys and girls may participate in basketball. Depending on numbers, 5th grade girls are allowed to participate in Volleyball as a practice activity. 6th grade boys and girls also participate in Jr. High swimming, wrestling, track and cross-country during those seasons. All students wishing to participate must have a physical slip signed by a doctor. A permission slip must be on file before students will be allowed to participate. Any physical completed after May 1 is good for the next whole year. Students participating in the athletic program will be required to maintain satisfactory academic work as outlined in the school's athletic policy (Appendix D).

ELEMENTARY SWIM:

Students in grades K, 1, 2, 3 and 4 will be given instruction in swimming at the high school for a period of seven to eight days. Students will be transported to the high school at the start of the last period. They will be dismissed from the high school at the end of the school day. Teachers will accompany the students to the high school. Students are to provide their own suits and towels.

The principal may excuse students unable to participate due to medical reasons.

A written request should state the reason and should be submitted in advance of the scheduled classes. Students unable to participate in swimming will also be excused from participating in physical education classes and recess activities.

STUDENT COUNCIL:

A Student Council is chosen in the fall of each school year. Grades K-3 members are selected by teachers and grades 4-6 elected by students and teachers. These students must maintain a "C" average in their schoolwork. The Student Council allows students to have a voice in the decisions affecting their school events and activities. Exemplary behavior and attitudes are required.

SCIENCE FAIR:

Each year, Pioneer Elementary School holds a Science Fair for students in grades K through 6. An interest survey is sent to students in December. Those students expressing an interest receive additional information regarding the Science Fair. Parents are encouraged to work with their child on their chosen projects. Judges base their decisions on the display, as well as the knowledge obtained by the students. Students are divided into grade level divisions. In each division, students may choose to complete a project in one of three categories: Investigations, Demonstrations and Collections/Models.

PARENT-TEACHER ORGANIZATION (PTO):

The Pioneer Elementary School's PTO is an organization in which parents can become involved. The PTO also involves itself with the school's staff in helping to provide assistance to parents in their child's education.

All families are automatically members of the PTO. Parents may sign-up at the beginning of the year or at any of the many school functions throughout the year. Officers for the year are elected by the PTO membership in the spring of each year.

ART SHOW:

The Pioneer Elementary Spring Art Display includes work that is completed during the school year. The artwork is displayed throughout the school.

THE GIFT OF PRAISE IS GOOD ALL YEAR ROUND

A new school year is a good time to remember the importance of encouraging our children. Here are some super ways to praise your

child. Lavish these gifts freely and you are sure to get much in return. Wow, You figured it out, Way to go, Hip Hip Hurray, Super, Marvelous, You're special, Good achievement, Outstanding, Exceptional performance, Excellent, You tried hard, Great, You mean a lot to me, Neat, I respect you, Well done, I trust you, Remarkable, What an imagination, Great discovery, You're perfect, Fantastic job, Say: "I love you, I'm proud of you, You're important, Fantastic, Phenomenal, Superstar, You're my hero, Nice work, Great success, Looking good, That's incredible, You're on top of it, Dynamite, Bravo, You're unique, Hurray for you, Good for you, Beautiful, You're a winner, Now you're flying, Spectacular, You're catching on, You're precious, You're incredible, I admire you, You're fantastic, I knew you could do it, Now you've got it, Fantastic job, You're on target, Magnificent, You're on the way, Terrific, How nice, You're a real trooper, How smart, What a good listener, Good job, You care, Hot dog, You're a good friend, You're beautiful, You make me happy, Nothing can stop you now, you make me laugh, I like you, You brighten my day, Remarkable job, You're a joy, You're darling, A big hug, A big kiss, You've discovered the secret.

Tyson Project A+ Labels and Box Tops for Education: www.boxtops4education.com

Ink Cartridges: Help earn our school points by sending in used ink cartridges for us to recycle.

AWARDS

SCHOLASTIC AWARDS:

All 6th grade students maintaining A & B semester averages in all solid subjects during grades 4 – 6 are given an award at the end of their 6th grade year.

SPORTSMANSHIP AWARDS:

One 6th grade girl and one 6th grade boy are given a sportsmanship award. This award is based on attitude, team play, and effort. The 5th & 6th grade coaches select the winners.

OUTSTANDING PERSON AWARD:

One 6th grade girl and one 6th grade boy are given an award for being outstanding young people. This award is based on their attitude toward their peers and teachers, in regard to kindness, courtesy, and friendliness toward others. The 6th grade teachers make the selection.

ACADEMIC WORKER AWARD:

This award is given to a student who, through hard work and determination, maximizes his/her academic potential.

SPECIAL AREA AWARD:

A student is selected to receive an award for his/her efforts in the areas of band, music, PE, and art. The respective subject area teachers select these students.

LEADER OF THE PACK

Awarded to the student who sets the example of being a PES Panther.

TOP ACADEMIC STUDENT:

An award is given to the 6th grade student with the best academic record during the last three years in elementary school.

MOST IMPROVED

Awarded to the student who has shown the most growth academically and/or behaviorally during the school year.

GRADING PERIOD HONOR ROLL:

Students must receive all A's & B's and no minuses in special areas or citizenship for the grading period. Each qualifying student in grades 4-5-6 will receive an honor roll ribbon.

GRADING PERIOD HIGH HONOR ROLL:

Students must receive all A's in graded subjects and no minuses in special areas or citizenship for the grading period. Each qualifying student in grades 4-5-6 will receive an honor roll ribbon.

SEMESTER HONOR ROLL:

Students must receive all A's & B's and no minuses in special areas or citizenship for the semester. Each qualifying student in grades 4-5-6 will receive a certificate.

SEMESTER HIGH HONOR ROLL:

Students must receive all A's in graded subjects and no minuses in special areas or citizenship for the semester. Each qualifying student in grades 4-5-6 will receive a certificate.

PERFECT ATTENDANCE:

Webster defines perfect as “being without fault or defect responding to an ideal standard.” A student who has not been absent, tardy, or left early on any day when school is in session will qualify for the perfect attendance award. This award is presented to qualifying students in grades kindergarten through 6 and is presented at the awards program on the last day.

OUTSTANDING ATTENDANCE:

Students who demonstrate an extra effort to attend school shall receive special recognition. These students would include those who have missed less than 2 days of school. These awards will be made on the recommendation of the school’s administration.

BLAKE SCHMALTZ MEMORIAL AWARD:

This award is given to any second grade boy who best displays the characteristics of citizenship, friendliness and an attitude of courtesy toward others

APPENDIX B

Pioneer School Board Policy concerning search and seizure on school premises or during a school activity

LOCKERS

STATEMENT OF POLICY

All lockers made available for student use on the school premises, including lockers located in the hallways, physical education and athletic dressing rooms and the art room, are the property of the school corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school. The lockers are not to be used to store items which cause, or can reasonably be foreseen to cause an interference with school purposes or an educational function, or which are forbidden by state law or school rules.

The student’s use of the locker does not diminish the school corporation’s ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs or alcohol.

LOCKER RULES

In order to implement the school corporation’s policy concerning student lockers, the school board adopts the following rules and regulations:

1. **Locks** – The school corporation will retain access to student lockers by (keeping a master list of combinations) (retaining a master key). Students may not use their own locks to prevent access to lockers by school officials and any unauthorized locks may be removed without notice and destroyed.
2. **Use of Lockers** – Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store “contraband” which are items that cause, or can reasonably be foreseen to cause an interference with school purposes or an educational function, or which are forbidden by state law or school rules, such as drug), drug paraphernalia, beverage containing alcohol, weapon, any volatile substance, bomb or explosive device, any acid or pungent or nauseous chemical, any library book not properly checked out or overdue, unreturned gym or athletic equipment, any wet or mildewing articles or any stolen items. Students will be expected to keep their lockers in a clean and orderly manner.
3. **Inspection of Individual Student’s Lockers** – **A.** The school corporation retains the right to inspect lockers to ensure they are being maintained in accordance with the conditions of Rule No. 2. **B.** An inspection of all lockers in the school, or all lockers in a particular area of the school may be conducted by either the superintendent or principal or his designee reasonably believes that such an inspection is necessary to prevent, impede or substantially reduce the risk of (1) an interference with school purpose or an educational function, (2) a physical injury or illness to any person, (3) damage to personal or school property, or (4) a violation of state law or school rules. Examples of circumstances justifying a general inspection of a number of lockers are: (a) When the school corporation receives a bomb threat; (b) When evidence of student drug or alcohol use creates a reasonable belief of a high level of student use; (c) At end of grading period, and before or during school holidays to check for missing library books, or lab chemicals or school equipment; (d) Where student violence or threats of violence creates a reasonable belief that weapons are

stored in the lockers. **C.** If a general inspection area will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.

4. **Involvement of Law Enforcement Officials and School Resource Officer** – **A.** The principal or superintendent may request the assistance of law enforcement officials to assist the school administrators in inspecting lockers or their contents for purpose of enforcing school policies only if such assistance is required: (1) to identify substances which may be found in the lockers; or (2) to protect the health and safety of persons or property, such as to aid in the discovery and disarming of bombs which may be located in the lockers. **B.** If law enforcement officials request or ask to inspect a student's locker or its contents, they must show probable cause and have a search warrant. However, upon request of law enforcement officials, school officials may secure the locker and its contents for a reasonable period of time in order to permit the law enforcement officials an opportunity to obtain a search warrant.
5. **Locker Maintenance** – Nothing in these rules shall affect members of the custodial or other staff who repair defective lockers or clean out or supervise the cleaning out of (a) lockers from time to time in accordance with a posted general housekeeping schedule, (b) the locker of a student no longer enrolled in the school or of a locker during any vacation period which is reasonably believed to contain rotting items, such as food, wet clothes, etc.

DEFINITIONS

As used herein, the term "school purposes" is defined as it is in IC 20-8.1-1-8 (Acts 1980, P.L. 148): ...The term "school purposes" refers to the purpose for which a school corporation operates including: (1) to promote knowledge and learning generally; (2) to maintain an orderly and efficient education system; and (3) to take any action under the authority granted to school corporations and their governing bodies by IC 20-5-2 or by other statute.

As used herein, the term "educational function" is defined as it is in IC 20-8.1-1-9 (IC 1971, 20-81-1-9 as added by Acts 1973, P.L. 218): ...The term "educational function" means the performance by a school corporation, or its officers or employees, of an act or a series of acts in carrying out school purposes.

APPENDIX C

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT: Enacted 8-21-74 as Public Law 93-380. The act applied to records of elementary and secondary school students. **A.** The parents right under this act extends until the student is 18 years of age, or is enrolled in a post-high school institution: thereafter, only the student himself may exercise the rights. **B.** Parents have a right to examine their children's records at reasonable times; however, the act allows school corporations 45 days in which to comply with requests to see student records. **C.** The parent has a right to have a record corrected if it is inaccurate, misleading, or is otherwise in violation of the privacy or rights of students. This includes the right of a hearing and the right to insert into the records a written explanation of the parents respecting the contents of such records. **D.** A record must be kept with each student record showing who examined it, the date on which it was examined, and the purpose of the examination. This record need not indicate examination by school officials determined by the educational institution to have legitimate educational interest in the student's records. **E.** Certain persons may examine student records without a parent's consent. These include (1) school officials, including teachers who have legitimate educational interest; (2) officials of other schools or school systems where a transfer is made; (3) certain organizations conducting studies for educational agencies or institutions for the purpose of developing, validating, or administering predictive test or improving instruction provided the information is kept confidential and destroyed when no longer needed for studies; (4) accrediting organizations; (5) state and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974; (6) certain authorized state or federal education and authorities and (7) other appropriate persons to whom such information is necessary to protect the health or safety of the student or other persons in accordance with NEW regulations. **F.** Any person may receive the records, if the parents execute a written consent specifying the records to be released, the reasons for such release, and the person to whom they are to be released. A copy must be sent to the parents if requested. The parent may also request and receive a copy of any student record forwarded to any other school or school system with a transfer. **G.** A copy may also be furnished pursuant to a court order or subpoena, but only if a reasonable effort is made to give the parent advance notice.

APPENDIX D

PROCEDURES AND POLICIES FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

1. Students enrolled in grades 5 and 6 (only 6th grade students are permitted to participate in junior high sports) are eligible to

participate in extracurricular programs **IF** they meet the following criteria:

- a. have a current physical on file in the office;
 - b. Must pass all subjects; including fair standing in related arts classes
 - c. maintain acceptable school behavior.
2. All practices and games will be held immediately after school unless otherwise noted. Parents have the responsibility of seeing that their child has a way home immediately after the practice and/or game.
 3. Students are expected to maintain acceptable school behavior and a satisfactory level of academic achievement:
 - a) Semester grades take precedence over 9 week grades in determining eligibility.
 - b) Students must pass all subjects in order to participate in athletics, including related arts classes.
 4. Coaches shall inform students of the rules of conduct expected during practices and games. Failure of students to abide by the rules could result in suspension or expulsion from further participation.
 5. The athletic director shall have the responsibility of securing adequate officials for all games.
 6. These rules apply to all extra-curricular activities which include: volleyball, girls' basketball, boys' basketball, boys and girls track, cheerleading, cross country, wrestling, swimming, and challenge art.

APPENDIX E

Schoolwork POLICY

Schoolwork Policy:

Dear Parents:

It is the intent of the Pioneer Elementary School staff to provide an environment conducive to learning. We wish to provide a positive, caring environment in which there is a balance between the individual's right to self-expression and the responsibility to not infringe upon the rights of others.

We realize that elementary school children are in the process of developing self-control and will need encouragement and discipline. It is the shared responsibility of parents and staff to cooperatively teach appropriate student conduct. Students are expected to complete class and homework assignments. Failure to complete assignments and turn them in will result in a failing grade marked in the gradebook for each partially completed or missing assignment.

APPENDIX F

STUDENT DUE PROCESS

REMOVAL OF STUDENTS FROM EDUCATIONAL PROGRAMS: Recognizing that the behavior of some students may be so disruptive that it interferes with the school purposes or educational functions of the school corporation, school officials may find it necessary to discipline a student. In this event and in accordance with the provisions of Indiana Code 20-8.1-5.1, administrators and staff members may take the following actions:

1. **IN SCHOOL SUSPENSION:** The principal has the authority to remove a student from their classes for a period of one (1) school day if the student is assigned regular or additional work to be completed in another school setting.
2. **OUT OF SCHOOL SUSPENSION:** A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to seven (7) school days.
3. **EXPULSION FROM SCHOOL:** In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of Section 116 (Gun Free Schools Act of 1994)
4. **REMOVAL FROM TRANSPORTATION:** The Principal (designee) may remove a student from transportation for safety violations or continued disturbance to others.

GROUND FORS SUSPENSION OR EXPULSION:

The grounds for suspension or expulsion listed below apply when a student is:

- a. On school grounds immediately before, during, and immediately after school hours and at any other time when a school group is

using the school.

- b. Off school grounds at a school activity, function, or event
- c. Traveling to or from school or a school activity, function, or event, or
- d. During summer school.

The following includes examples of student misconduct or substantial disobedience that are grounds for suspension or expulsion:

1. Using violence, force, noise, coercion, threat intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:
 - a. Occupying any school building, school grounds, or part thereof with the intent to deprive others of its use.
 - b. Blocking the entrance or exits of any school building or corridor or room therein with the intent to deprive other access to or from, or use of the building, corridor, or room.
 - c. Setting fire to or damaging any school building or property.
 - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any meeting or assembly on school property.
 - e. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under his supervision.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to another person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
6. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon.
7. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant of any kind, or any paraphernalia used in the connection with the listed substances. Use of drugs authorized by a medical prescription from a physician is not a violation of this subdivision, but written authorization must be done by a physician and must include the following information:
 - a. That the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
 - b. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
 - c. The student has been instructed in how to self-administer the prescribed medication.
8. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an education function.
9. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
10. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
11. Violating or repeatedly violating any rules that are necessary in carrying out school purposes or an education function and are validly adopted in accordance with Indiana law, including, but not limited to:
 - a. Engaging in sexual behavior on school property,
 - b. Disobedience of administrative authority,
 - c. Willful absence or tardiness of students
 - d. Knowingly possessing, using, or transmitting any substance which is represented to be, or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind;
 - e. Possessing, using, transmitting, or being under the influence of caffeine-based substance containing phenylpropanolamine

(PPA), or stimulants of any kind, be they available with or without a prescription.

- f. Engaging in speech or conduct, including clothing, jewelry or hairstyle, which is profane, indecent, lewd, vulgar, or offensive to school purposes.

12. Possessing a Deadly Weapon

- a. No student shall possess, handle or transmit any deadly weapon on school grounds.
- b. The following devices are considered to be deadly weapons as defined in Indiana Code 35-41-1-8
 1. A weapon, laser or electronic stun weapon, equipment, chemical substance or other material that, in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
 2. An animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
- c. The penalty for possession of a deadly weapon up to 7 days suspension and expulsion from school for a period of not more than one calendar year.
- d. The superintendent shall notify the county prosecutor's office when a student is expelled under this rule.

13. Legal Settlement

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled.

14. Sending, sharing, viewing, or possessing pictures, text messages, e-mails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device.

In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons or school property. This includes any unlawful activity meeting the above criteria, which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

SUSPENSION PROCEDURES: When a principal (or designee) determines that a student be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
 - a. A written or oral statement of the charges.
 - b. If the student denies the charges, a summary of the evidence against the student will be presented; and,
 - c. The student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension; describe the student's misconduct, and the action taken by the principal.

EXPULSION PROCEDURES: When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - a. Legal counsel,
 - b. A member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parents are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
4. At the expulsion meeting, the principal (or designee) will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student and to present evidence to support the student's

position. An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the meeting.

5. If the expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent. The Board has voted not to hear any expulsion appeals. Instead, appeals of expulsion must be filed with the County Court.

APPENDIX G

Civil Rights Nondiscrimination Grievance Procedure for Indiana's Civil Rights Compliance Program for Vocational Education

1. Applies to Regulatory TITLES VI (race, color, national origin), TITLE IX (sex) Section 504 of the Rehabilitation Act of 1973 (handicapping condition), and the Indiana State Board of Education Advisory Committee V-Rules requirements and the guidelines developed by the Indiana Department of Education, Vocational Education Section.
2. Interested parties include school corporation officers, employees, students, and patrons.
3. Applies to acts or omissions relating to protected rights based upon age, race, color, religion, sex, handicapping conditions, and national origin, including limited English proficiency.
4. Civil Rights Compliance Coordinator
 - a. The building principal or designee for allegations of building level violations to students or building patrons.
 - b. The superintendent or designee for allegations and violations of a corporate level such as policy or practice.
5. Civil Rights Compliance Officer
 - a. The superintendent of schools or designee
6. The Process
 - A. Level One
 1. The officer, employee, student, or patron alleging a violation shall submit the initial complaint in writing to the appropriate compliance coordinator described in #4 above. The complaint shall stipulate the specific act or omission, the date of it and parties involved.
 2. The compliance coordinator shall initiate investigation of the circumstances of the complaint within seven (7) calendar days of the receipt of the written complaint.
 3. The compliance coordinator shall render a decision within fourteen (14) calendar days of the receipt of the written complaint. The decision shall be in writing to the complainant.
 4. The complainant shall have seven (7) calendar days to react to the decision before it becomes final. If the complainant disagrees with the decision of the compliance coordinator and submits such a statement in writing to the compliance officer, a level two procedure shall be enacted.
 - B. Level Two
 1. The compliance coordinator shall submit the written disagreement statement and all related information to the superintendent within three (3) calendar days of receipt.
 2. The superintendent shall review all material and schedule a meeting within seven (7) calendar days of receipt of the written disagreement and all related information. The participants shall be the complainant, the compliance coordinator, and the superintendent. Other witnesses may be called with mutual prior notice of three (3) calendar days.
 3. The superintendent shall make a decision within seven (7) calendar days of the final meeting of parties. This decision shall be final.
7. NOTE: By mutual agreement circumstances of calendar availability may result in extension of stipulated time allowances if a request is made in writing by either party and so agreed to by the parties.
8. NOTE: If the alleged violation, interpretation, or applications is of a corporate nature such as a written rule, regulation, or policy then Level Two is initiated immediately.

APPENDIX H

CLASSROOM TEACHER QUALIFICATIONS

As a parent of a student at Pioneer Regional School Corporation, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers, and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Indiana Department of Education has licensed or qualified the teacher for the grades and subject he or she teaches.
- Whether the Indiana Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees, and if so, the subject(s) of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child, and if they do, their qualifications.

If you would like to receive any of this information, please call the Administration Building at 574-643-2605.

APPENDIX I

POLICY TO ADDRESS CRIMINAL GANGS AND CRIMINAL GANG ACTIVITY IN SCHOOLS

A. Statement prohibiting gang activity in schools and reprisal or retaliation against individuals who report suspected gang activity; a definition of gang and gang activity.

It is the policy of Pioneer Regional School Corporation to prohibit gang activity and similar destructive or illegal group behavior on school property or school buses or at school-sponsored functions.

B. Statement prohibiting reprisal or retaliation against an individual who reports suspected criminal gang activity.

It is the policy of Pioneer Regional School Corporation to prohibit reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of gang activity and similar destructive or illegal group behavior.

C. Definition of "criminal gang" and "criminal gang activity"

"Criminal gang" defined (per IC 35-45-9-1)- "criminal gang" means a group with at least three (3) members that specifically :

(1) either:

(A) promotes, sponsors, or assists in; or

{B) participates in; or

(2) requires as a condition of membership or continued membership; the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (IC 35- 42-2-1).

"Gang Activity"- a student who knowingly or intentionally actively participates in a criminal gang, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.

D. Procedures for reporting suspected gang activity and the prompt investigation of suspected criminal gang activity

Per IC 20-33-9-10.5, a school employee shall report any incidents of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment to the Principal. The Principal may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services.

Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses and consider both the developmental ages of the student offenders and students' histories of inappropriate behaviors, per the code of student conduct.

Any Corporation and school employee who promptly reports an incident of suspected gang activity and who makes this report in compliance with the procedures of this policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

The Principal or designee shall conduct a thorough and complete investigation for each report of suspected gang activity. The investigation shall be initiated by the Principal or the Principal's designee within one school day of the report of the incident. The Principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation for the administrator's safety. The investigation shall be completed and the written findings submitted to the Principal as soon as possible, but not later than five school days from the date of the report of the alleged incident of criminal gang activity.

The Principal shall submit the report to the Superintendent within ten (10) school days of the completion of the investigation. The Superintendent or his designee shall report the results of each investigation to the board of education on a quarterly basis during regularly scheduled board meetings.

Each school within the school Corporation shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the Corporation Superintendent who shall submit a written report to the Indiana Department of Education by June 2 of each year.

The Principal shall provide the parents of the students who are parties to any investigation with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents includes the nature of the investigation, whether the Corporation found evidence of criminal gang activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided in an expedited manner.

The Superintendent is authorized to define the range of ways in which school staff and the Principal or the Principal's designee shall respond once an incident of criminal gang activity is confirmed, according to the parameters described in the Corporation's code of student conduct. The school board recognizes that some acts of gang activity may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts. Other acts may be so serious that they require a response either at the school Corporation level or by local law enforcement officials. Consequences and appropriate remedial actions for a student who engages in gang activity may range from positive behavioral interventions up to and including suspension or expulsion.

The Principal shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings. As appropriate to the investigation findings, the Principal shall ensure the code of student conduct has been implemented, and provide intervention and/or relevant support services (i.e., refer to counseling, establish training programs to reduce gang activity and enhance school climate, enlist parent cooperation and involvement or take other appropriate action). The Principal shall inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.

The Superintendent shall annually disseminate this policy to all parents who have children enrolled in a school within the school Corporation. The Superintendent shall ensure that notice of the Corporation's policy appears in the student handbooks and all other publications of the school Corporation that set forth the comprehensive rules, procedures and standards for schools within the Corporation.

E. Information about the types of services, including family support services, for a student suspected of participating in gang activity.

School systems should provide information about the support and services available for students who are 'at risk' for and/or suspected of participating in gang activity and their families. Information about other available supports and services, should be consistent with the policies and procedures of the local board of education.

- Gang awareness education (for students, parents, school faculty/personnel, law enforcement, and community stakeholders) that at the least shows promise of effectiveness based on research. The gang awareness education information should be revised and updated regularly to reflect current trends in gang and gang-like activity.
- Culturally and/or linguistically appropriate services/supports for parents and families.
- Counseling coupled with mentoring for students and their families.
- Community and faith-based organizations and civic groups.
- Viable, sustainable after-school programs developed in collaboration with other stakeholders.
- Job training and employment opportunities as both a deterrent to gang involvement and an incentive to leave gang involvement.
- School sanctioned/facilitated extra-curricular activities.

F. Recommendations concerning the mandated gang prevention and intervention services programs for students that

maximize community participation.

These recommendations are presented as a guide that by no means limits school systems from collaboration with community stakeholders to provide additional services. School systems are encouraged to collaborate with stakeholders to provide gang prevention and intervention services and programs according to the policies and procedures of their local boards of education. These strategies are based on evidence proven models for gang awareness as outlined by the Office of Juvenile Justice and Delinquency Prevention.

1. Provide training for staff and teachers on gang prevention and intervention resources within a jurisdiction on a periodic basis. The gang awareness information should be revised and updated regularly to reflect current trends in gang activity.
2. Create formalized collaboration plans between local school administration and community based prevention and intervention providers (possibly using the existing County Safe School Commissions as points of contact). The formalized collaborations should make effective, coordinated, and maximized use of federal funding a priority.
3. Coordinate resources and funding opportunities to support gang prevention and intervention activities.
4. Integrate School Resource Officer Programs when available.
5. Consider integrating the Gang Resistance Education and Training (G.R.E.A.T.) Program into curricula.

Source: This document is modeled, in part, on information provided through the Maryland State Department of Education "Model Policy to Address Gangs, Gang Activity, and Similar Destructive or Illegal Group Behavior"

APPENDIX J

TITLE I READING HOME/SCHOOL/TEACHER COMPACT AGREEMENT

At Pioneer Elementary School, we believe we need to work together to help your child be successful. We all need to do our part in making the Title I program a success for your child. Below, you will find a compact stating important objectives and responsibilities Pioneer Elementary School will be implementing into the Title I Program.

School Pledge

1. Provide high quality curriculum and instruction in a safe, supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:
 - Students receive small group instruction of Indiana Academic Standards that focuses on the five areas of reading instruction: phonemic awareness, phonics, fluency, vocabulary, and comprehension.
 - Additional support is provided in the area of math fact fluency and problem-solving strategies.
2. Hold Family-Teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.
 - Fall conferences will be scheduled for grades K-6.
 - The Title interventionists will be available on this day to clarify what areas students struggle with, and how to best work to improve these skills.
3. Provide families with frequent reports on their child's progress.
 - Student progress will be reported at the middle and end of each grading period.
 - Families may receive online access to their child's grades through Harmony. Contact the school for more information.
4. Provide families opportunities to volunteer and participate in their child's class and to observe classroom activities as follows:
 - Families are encouraged to attend events scheduled during the school day and may volunteer and participate in school sponsored activities.

Family/Parent/Guardian Pledge

We, as families, will support our child's learning in the following ways:

1. Ensure that my child attends school each day and arrives on time, barring illness.
2. Make sure that homework is completed, and my child is reading or is being read to each night for at least 20 minutes.
3. Monitor the amount of television, video games, and screen time for my child.
4. Participate, as appropriate, in decisions relating to my child's education and attend parent-teacher conferences.
5. Communicate the importance of education and learning to my child.

Student Pledge

1. Do my homework every day and ask for help when needed.
2. Read at least 20 minutes every day outside of school time.
3. Give my family, or guardian, all notes and information that I receive.
4. Work hard and cooperate with teachers while in school.
5. Know and follow all school and class rules.

PIONEER ELEMENTARY SCHOOL POLICIES AND PROCEDURES FOR DISCIPLINE

NOTE

This handbook was reviewed and approved by the Pioneer Regional School Corporation Board of trustees.

The information in this Discipline Handbook applies to all students, PK-6, who attend Pioneer Elementary School.

Additional rules and procedures are announced and enforced by each teacher in his/her respective class.

It is the intent of the Pioneer Elementary School staff to provide an environment conducive to learning. We wish to provide a positive, caring environment in which there is a balance between the individual's rights to self-expression and the responsibility to not infringe upon the rights of others.

We realize that elementary school children are in the process of developing self-control and will need encouragement and discipline. It is the shared responsibility of parents and staff to cooperatively teach appropriate student conduct.

We have developed a discipline policy, which we share with parents. It is hoped that, thus informed, parents will work together with our staff to teach appropriate behavior and respect for others. To provide a positive learning environment, we have established the following general school-wide rules. All staff members in all areas of our school will enforce these.

1. FOLLOW DIRECTIONS THE FIRST TIME THEY ARE GIVEN

Students will be expected to follow directions given by a teacher, administrator, aide or any other supervising adult the first time the directions are given. Every effort will be made to ensure that the student understands the directions.

2. KEEP HANDS, FEET, AND OBJECTS TO ONESELF

There will be no hitting, kicking, pushing, tripping, or other aggressive physical contact at any time or in any place in our school. It is expected that students will keep their books, pencils and other personal belongings to themselves. This rule also indicates those flying paper airplanes, throwing chalk, erasers, paper wads, etc. will not be allowed. Because of the danger of injury, no object such as rocks, sticks, or snowballs may be thrown outside.

3. WALK AND REMAIN QUIET IN THE HALLS, ON STAIRS, AND ELSEWHERE IN THE BUILDING

When using the stairs or hallways, students are expected to walk toward the right side. So that other learners will not be disturbed, walking in a quiet, orderly manner will be expected at all times. A normal walking pace will be used as the method of movement from the time a student steps off the bus until boarding in the afternoon.

4. SPEAK IN A RESPECTFUL MANNER TO EVERYONE

This includes all school personnel as well as fellow students. Teachers will be called by Mr., Mrs., or Miss. Name-calling, profanity, and abusive language will not be tolerated by anyone.

5. TREAT ALL PROPERTY WITH RESPECT

Damage to or destruction or theft of school or personal property will not be tolerated.

In addition to the above general school-wide rules, classroom teachers will have established individual classroom rules which will be posted in the classroom and communicated to parents. Our staff is committed to working with parents to promote appropriate student behavior. We recognize that positive reinforcement is often very effective in eliciting good behavior. To this end, we plan to reward student behavior with the following methods of positive reinforcement:

1. VERBAL PRAISE
2. POSITIVE NOTES TO PARENTS
3. SPECIAL RECOGNITION, AWARDS OR CERTIFICATES such as "Student of the Month"
4. SPECIAL PRIVILEGES such as time on a computer, trip to the library, time to play learning games, skip on assignment, etc.
5. SPECIAL TREATS
6. CLASSROOM AWARDS
7. EXTRA RECESS TIME

Whenever negative consequences become necessary, every effort will be made to consider each incident and student individually with the student's best interests in mind. Some of the negative consequences for inappropriate behavior will include:

1. WARNING AND DISCUSSION: Students have the right to a clear understanding of what rule is being broken and what alternative behavior is acceptable.
2. LOSS OF RECESS TIME: Child will spend recess time in detention under adult supervision. The amount of time lost will be at the discretion of the teacher.
3. PARENTAL CONTACT: We know parents want to be informed of their child's behavior. In this way, parents and school can work together to help the child develop appropriate behavior.
4. EXCLUSION FROM SPECIAL PRIVILEGES OR ACTIVITIES:
5. WRITING ALTERNATIVES: Student will put down in writing the alternative behaviors that could have been chosen.
6. REMOVAL FROM THE CLASSROOM: This could be to an isolated place or to another teacher's classroom.
7. REFERRAL TO THE PRINCIPAL: In order to provide every child with a safe environment conducive to learning, we will not tolerate disruption of learning for other students. In all but the most severe cases, referral to the principal will be made only after a warning/discussion and parental contact have occurred. It may be necessary for the principal to implement one or more of the following.

IN-SCHOOL SUSPENSION: Students will be confined to an isolated area. They will be expected to do the academic work provided by their teacher.

NOON DETENTION: Noon detention is held during the student lunchtime.

OUT-OF-SCHOOL SUSPENSION: Length of suspension depends upon the severity of the infraction.

EXPULSION: One of the last means used to obtain student cooperation is expulsion. This is the long-term removal of the student from school and all school activities. This penalty will be invoked after legal due process. Student behavior listed in the following severe clause may be the cause for student expulsion.

REFERRAL TO JUVENILE COURT, WELFARE DEPT., OR OTHER APPROPRIATE SOCIAL AGENCY

SEVERE CLAUSE:

When student behavior is of a severe nature, the adult on duty will escort the student to the office for the principal's direct and immediate involvement. Behaviors we consider severe enough to warrant involving the principal immediately would include: stealing, fighting, cheating, forgery, use of drugs, defying authority, blatant or severe lying.

Certain acts of misconduct, as outlined in Public Law 162, would subject a student to disciplinary actions, which may include suspension or expulsion. Some of the acts listed in Indiana Code include:

1. Disruption of school (violence, force, noise, etc.)
2. Damage or destruction of school property
3. Damage or destruction of private property
4. Physical and/or verbal abuse of a student
5. Extortion or coercion
6. Illegal acts interfering with school purposes
7. Disrespect and/or disobedience
8. Possession or use of any tobacco, alcohol, or other illegal substances

9. Theft or possession of stolen property
10. Truancy
11. Weapon

RECESS RULES: While the above-mentioned general school rules could be applied to almost all situations, more specific examples and explanations of recess behaviors are discussed in this section. These rules will be posted and explained to students as necessary.

1. FOLLOW DIRECTIONS THE FIRST TIME THEY ARE GIVEN

Students will be expected to stop and line up in an orderly, quiet manner at the end of recess time. When the whistle is blown during recess activity, students will be expected to stop play and listen for instructions from the adults on duty.

2. USE EQUIPMENT ACCORDING TO THE RULES

Please refer to our handbook for a more detailed explanation of how the available equipment is intended to be used. Some examples would include: Basketballs will be used at the EAST end of the gym when recess is indoors. There will be ABSOLUTELY NO RUNNING during INDOOR recess. No jumping out of swings will be allowed. Students are to use the slides, "feet first", sitting position, and only one person at a time.

3. NO FIGHTING, PUSHING, SHOIVING, TRIPPING, OR OTHER PHYSICAL AGGRESSION

Students are expected to show good sportsmanship. Students have the right to a SAFE playground environment. Because of the danger of injury, severe behaviors of this nature will be handled directly by the principal.

4. STAY WITHIN PLAYGROUND BOUNDARIES

Students are expected to report directly to the playground when dismissed. Once there, students will not be allowed to return to the building (if outside) or to the classroom unless accompanied by an adult.

5. USE APPROPRIATE LANGUAGE

During play, no profanity, yelling, screaming, whistling, etc. will be allowed. Students will be expected to show respect for their fellow students as well as adults on duty during recess.

Important Notice to Students and Parents Regarding Cell Phone Content and Display

The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes.

It is "child exploitation," a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitized image of any incident that includes "sexual conduct" by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes "sexual conduct" by a child under the age of 18.

It is "child pornography," a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitized image, or any pictorial representation that depicts or describes "sexual conduct" by a child who the person knows is less than 16 years of age or who appears less than age 16.

"Sexual conduct" is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.

The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.

Because student cell phones have been found in a number of Indiana school districts to have contained evidence of "sexual conduct" as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.