

PIONEER



WARRIORS

PIONEER
STUDENT
HANDBOOK

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**Pioneer Public School
Handbook
For Students and Parents**

3686 State Hwy. 92
Chickasha, Oklahoma
73018

Building Phone Numbers
Elementary/Superintendent 224-2700

FORWARD

The purpose of this handbook is to give information concerning Pioneer School to its students and their parents. Our school allows individuals certain privileges and rights as long as these privileges and rights do not infringe upon the rights of others. A certain amount of supervision is necessary, and, along with the supervision are a number of rules and regulations to help each of us to educate ourselves toward self-discipline which is so necessary in a democracy.

The best way to get along with other people is to make it easier for them to get along with you. When you're having trouble with someone, you can be pretty sure he's having trouble with you. When you get into difficulty with a lot of people, folks that others seem to have no trouble getting along with, it's a good sign that the real problem is your own attitude. When the world seems against us, we usually started it by being against the world.

Wouldn't it be great if everyone made a special effort to get along with us? Neighbors, fellow workers, and even members of our own family could go a little bit out of their way to get on the good side of us! The funny thing is that they're glad to do it – provided we do it first. If we want other people to like us better, the first step depends on us. People who are truly popular, including those you like most, always take the first step. They deliberately make themselves easy to get along with. They smile. They express opinions softly – and leave plenty of room for yours. They're not easily offended – they don't jump at every opportunity to get their feelings hurt and act indignant. They lend a hand gladly without being asked or feeling put upon. They don't carry grudges and don't believe in constant griping.

People like this are pleasant to be with and work with. Before you know it, others are acting the same way towards them and they have a thousand friends. It works – don't knock it till you've tried it.

Best wishes for a school year filled with happiness, anticipation, joy, and knowledge.

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EDUCATIONAL PHILOSOPHY OF PIONEER PUBLIC SCHOOL

The educational philosophy of Pioneer Public School evolves from a careful study of the educational needs of the youth of this community by school board members, administrative officers and faculty. Our primary goal is the training of young people for successful citizenship in our American Democracy.

The specific objectives of Pioneer Public School are:

1. To give the students a comprehensive understanding of the organization and functioning of society, with reference to its physical setting and its local, national, and international interests.
2. To develop ideals, attitudes, appreciations, and loyalties that will assist the students in determining their responsibilities to society.
3. To encourage the love of literature and recognize its values.
4. To encourage correctness in oral and written English.
5. To cultivate useful work habits and study skills.
6. To instill character traits of honesty, dependability, loyalty, and trustworthiness.
7. To develop certain skills which will enable each one to be a happier individual.
8. To encourage the practice of self-discipline.
9. To promote health and safety for every student.
10. To create a desire for the finer things in life.
11. To guide students and develop the proper use of their leisure time.
12. To train students in those qualities which will make them worthy members of a family.
13. To instill a respect for property, persons, and themselves.
14. To build the foundation and give an insight of various vocations in which students are interested.

THE PLEDGE OF ALLEGIANCE

I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

ACCREDITATION

Pioneer Public School is fully accredited by the State Department of Education. This means that credits earned in this school will be accepted, without loss, in any school in the state of Oklahoma.

GENERAL DISTRICT POLICIES AND PROCEDURES PERMANENT RECORDS

Your permanent record is one we think of utmost importance to you. We take every precaution to safeguard it. This record cannot be changed, so you should make it the very best of which you are capable.

1. Full name, birth date, and age.
2. Social Security Number
3. All semester grades and credits earned.
4. Results of all special tests taken by the student.
5. Conduct and character rating.
6. Any special achievements you attain.
7. Any other information which will enable us to recommend you for employment or college entrance.

A transcript of this permanent record can be sent on request to any college or prospective employer.

PIONEER PROFICIENCY BASED PROMOTION POLICY

A. Upon the request of a student, parent, guardian, or educator, a student will be given the opportunity to demonstrate proficiency in the areas of the core curriculum.

1. Proficiency will be demonstrated by assessment or evaluation appropriate to the curriculum area, for example; portfolio, criterion-referenced test, thesis, project, product or performance. Proficiency in all laboratory sciences will require students who are able to perform relevant laboratory techniques.
2. Students shall have an opportunity to demonstrate proficiency in the core areas once at the end of school year 94-95 and twice each year starting school year 1995-96. Once during the week before the beginning of the school term and once during the last week of school at the end of the school term as identified in 70 O.S. 11-103.6. Notification of intent to take test must be given to the Student's Principal two (2) weeks prior to the testing week.

3. Proficiency for advancing to the next level of study will be demonstrated by a score of 90% or comparable performance on an assessment or demonstration.
4. The opportunity for proficiency assessment will be provided prior to the beginning of each school term as well as at the end of each school term.
5. Qualifying students are those who are legally enrolled in the local school district.
6. The district may not require registration for the proficiency assessment more than one month in advance of the assessment date.
7. Students will be allowed to take proficiency assessments in multiple subject areas.
8. Students not demonstrating proficiency will be allowed to try again during the next assessment period.
9. Exceptions to standard assessment may be approved by a local committee appointed by the Superintendent of IEP Team for those students with disabling conditions.

B. Students demonstrating proficiency in a core curriculum area will be given credit for their learning and will be given the opportunity to advance to the next level of study in the appropriate curriculum area.

1. The school will confer with parents in making such promotion/acceleration decisions. Such factors as social and mental growth will be considered.
2. If the parent or guardian request promotion/acceleration contrary to the recommendation of school personnel, the parent or guardian shall sign a written statement to that effect. This statement shall be included in the permanent record of the student.
3. Failure to demonstrate proficiency will not be noted on the transcript.
4. Students must progress through a curriculum area in a sequential manner. Elementary school students may demonstrate proficiency and advance to the next level in a curriculum area.

C. Proficiency assessment will measure mastery of the priority academic student skills in the same way that curriculum and instruction are focuses on the priority academic student skills. In other words, assessment will be aligned with curriculum and instruction.

D. Options for accommodating students needs for advancement after they have demonstrated proficiency may include, but are not limited to the following:

1. Individual instruction
2. Correspondence courses
3. Independent study
4. Concurrent enrollment
5. Cross-grade grouping
6. Cluster grouping
7. Grade/course advancement
8. Individualized education programs

E. Pioneer Public School will disseminate materials explaining the opportunities of Proficiency Based Promotion to students and parents in the district each year. Priority Academic Student Skills and type of assessment or evaluation for each core curriculum area will be made available upon request.

Appropriate notation will be made for elementary level students satisfactorily completing a school curriculum area. Completion will be noted with a "P" for Passing.

TESTING PROGRAM

Your school has a testing program designed to provide information to help the student know themselves better, their interests and their capabilities, and to help in planning their school work and life work. A well rounded testing program has been developed that can be vary valuable to each student, if the information is properly interpreted and used. Any student or parent having questions about tests or testing programs are encouraged to ask help of the teacher, Regional Service Center, or Elementary/Superintendent.

CUMULATIVE RECORDS

A cumulative record is kept for each student who enters Pioneer Public School. This record will give much helpful information about the student in addition to the achievement marks or grades in his courses.

ADMISSION OF PUPILS

A birth certificate is required for each child entering school for the first time. The minimum chronological age for children starting kindergarten is five years on or before September 1 of that year. The age for children starting first grade shall be six years of age on or before September 1 of that year.

For our health records, we need to know the dates of the child's immunization for Diphtheria, Pertussis, and Tetanus, Poliomyelitis, Rubella, and Rubeola. For this, you should get an official immuniza-

tion record card signed by your physician or county health officer saying when the shots were given. State law requires 5 doses DPT, 4 doses OPV/IPV, 2 doses MMR, 1 dose Varicella or history of having Chicken Pox, 3 doses Hepatitis B, and 2 doses Hepatitis A.

Children entering from other schools need to furnish a transfer of record before entering.

ATTENDANCE

Attendance is important. We are required by state law to keep an accurate record of attendance and the reason for absence. If a student must be absent from school, the parents should call the day before if possible or the morning of the day the student is absent.

The only legitimate reason for school absence is sickness or serious emergency. Regular attendance is of tremendous value to the pupils as well as to the school. Irregular attendance, regardless of the cause, will not produce satisfactory results. Regular attendance stimulates interest in work and prevents the discouragement that comes from being behind in class. A pupil out of school one day really loses two days of work because he comes to school unprepared for the day following his absence. Habits of regularity and punctuality are good habits to form. In many cases, business firms have refused to employ boys and girls whose school attendance has been poor.

For a perfect attendance certificate, a student must be present the 175 days that school is in session. A student is considered in attendance while on school-sponsored activities.

ATTENDANCE REGULATIONS

Regular attendance is necessary to achieve success in the classroom.

For prolonged absence, call the office to get lesson assignments. Please allow 24 hours for these assignments.

Reasons for excused absences: Illness

1. Emergency
2. Sickness
3. Doctors appointments (with prior notification to school administration).
4. School sponsored activities. It is the responsibility of the student to inform his teachers that he/she will be absent. The student is responsible for getting assignments from the teachers and also responsible for handing them to the teachers at the specified time. The student is also responsible for missed time in the classroom.

The due date for make-up work for excuses absences will be determined by the respective teachers.

ATTENDANCE AND MAKE-UP WORK

Regular attendance is expected and is necessary to prevent students from getting behind in their work. We are required by law to keep a record of reasons for student absences. **Please telephone or send a note stating the reason your child is not in school each time an absence is necessary.** Excessive absences may lead to legal action in compliance with Oklahoma State Attendance laws. Upon the 4th day or parts of days of unexcused absences within a four-week period, Saturday School may be assigned to 4th - 8th grade students and the matter will be referred to the District Attorney. Pre-K - 3rd grade will be assigned detention. **The District Attorney has the power to issue citations to parents after their child's fourth unexcused absence.** The student is responsible for making up missed work. Please call the school **BEFORE** noon to make arrangements to pick up missed work. Missed work may be picked up at the end of the school day. Students will have two school days to make-up absent work for each day missed.

Absences above four days during a nine week grading period will be considered excessive. In certain instances, students who exceed this number will be called into the office for a conference.

Absence due to participation in a school sponsored activity will not be recorded on a student's permanent record; but he will be responsible for making up all work missed. Three unexcused tardies constitute one day absence.

TARDINESS

All students who are late for school must be cleared through the office so an accurate record of attendance can be obtained. Students who are persistent in being tardy to class will be reported to the principal.

TRUANCY

Deliberate absence from school constitutes a breach of good school citizenship and may be dealt with on the basis of individual disciplinary measures. Section 510.

TRUANCY POLICIES AND PROCEDURES

Oklahoma Truancy Law:

- Children **5-17 years** of age must attend school
- Parent may be charged with a **Misdemeanor Offense** or child may face **Delinquent Charges** if the child has missed 4 or more days within a four week period, or 10 or more days within a semester, without

valid excuse, and notice has been given to the parent/guardian.

- Violation of these provisions are punishable by **fines of \$25-\$250, imprisonment of 5 to 15 days, or both fine and imprisonment.**

70 Okla. Stat. §10-105

Quick Facts on Truancy

- Truancy is a stepping stone to delinquent and criminal acts.
- Truancy is habitual; excessive absences in young children must be stopped immediately before the habit is formed.
- Students routinely skipping school fall behind in their school work dropping out becomes easier than catching up.
- Truant students are at higher risk of having drugs, alcohol, and violence issues; laziness becomes a way of life.
- Parental neglect is a common cause of truancy.
- Chronic Truants are often unable to develop interpersonal relationships or gain the knowledge and skills they will need for future success.

Pioneer Public Schools and District Attorney Jason Hicks join together in a ZERO tolerance policy to combat truancy.

SHOCKING STATISTIC:

STREET CRIMES lower by 95% as a result of Truancy Laws being enforced.

The School District will notify the District Attorney upon:

- A child's failure to adhere to the Oklahoma Law (Title 70 Section 10-105) enforcing school attendance.
- A parent's failure to communicate with the school to resolve a child's absence/truancy issue with the school.
- A parent's failure to correct a child's absence.

Efforts taken by the District Attorney to combat Truancy:

- Enforce Truancy Laws enacted by the Oklahoma State Legislature by filing charges on any person violating these provisions.
- Implemented Graduated Sanctions Program*

Goal: To support and enforce Oklahoma Truancy Laws
To encourage academic performance and child's welfare
To promote cooperation between parent/child and school district

* Graduated Sanctions Program members: Local Law Enforcement, Oklahoma Juvenile Affairs, S.W. Youth & Family Services, School Representative and District Attorney

For questions regarding Oklahoma Truancy Laws, contact the Grady

WITHDRAWAL FROM SCHOOL

If you plan to withdraw from school, your parents should advise the office of your intention; and on the morning of the last day in attendance, you must report to the principal's office to obtain a withdrawal slip. All school and state-owned books must be returned to the teacher who assigned them. Final clearance is obtained in the office.

LEAVING SCHOOL DURING THE DAY

If a student finds it necessary to leave school during the day, he or she must check out at the principal's office. No student will be permitted to leave unless his parents or rightful guardian has notified the principal or teacher. In case of illness, the principal or teacher will decide whether the student is to go home. Any student leaving school without permission from the administration will be considered truant.

VISITING

Students will not bring preschool children, friends or relative to visit school during the school day.

CRITERIA FOR END OF THE YEAR AWARDS ASSEMBLY

1. Student grades
2. Most improved student of the year
3. Student with the highest grade in each subject area
4. Awards shall be given at the discretion of each individual teacher.

RULES OF CONDUCT

Students who compose Pioneer Public School are ladies and gentlemen. Their standards of conduct shall be to always think and do those things which are right and proper in a Christian, democratic society. Their speech, deeds, wearing apparel, and appearance will be expected to be above adverse criticism. Students should be well-groomed and appropriately dressed in clothing that is suitable for school.

Misconduct in halls, before or after school or on school grounds shall result in disciplinary action.

GENERAL SCHOOL POLICIES

1. Use of tobacco will not be permitted at school or during school activities by students. Tobacco carried in sight will be taken away by the teachers.

2. Hall conduct will be quiet and orderly, without shouting, pushing, shoving, and no public display of affection.
3. Any school personnel has the authority and duty to correct or report any action or misdemeanor of any student in school.
4. Students eating breakfast need to do so before 8:20. The serving line will be cut off at this time. Buses arrive at approximately 8:00-8:05, this should give sufficient time to each breakfast.
5. No student is allowed in the halls during class time unless they have the permission of their teacher. This should be held to a minimum.
6. Students should not be required to attend extra-curricular activities unless set by the State Department, Oklahoma Secondary School Activity Association or the local school board.
7. Parents need to be aware that teachers report to school at 8:00 a.m., so students that arrive at school before 8:00 a.m. are unsupervised and should report to the cafeteria.
8. Students are to remain in the gym during ballgames and school function activities.

PARENTAL INVOLVEMENT POLICY

The Parental Involvement Policy of Pioneer Public Schools will:

- involve parents in the planning process for all educational programs, review and improvement.
- provide assistance to parents in understanding national goals, state content standards, state performance standards, assessments and information related to the education of their children.
- provide information concerning adult literacy and parental training.
- educate teachers and other staff in the value of parental contributions and how to work with parents as equal partners.
- coordinate and integrate parental involvement programs with other programs when appropriate.
- work with community based organizations and businesses in parental involvement activities.
- ensure that information concerning school programs be available in the language used in the home.
- arrange meetings at a variety of times to maximize opportu-

nities for parents.

- conduct, with the involvement of parents, an annual evaluation of the effectiveness of parental involvement activities and use findings of the evaluations to design new strategies for parental involvement.

OFFICE

The office is the administrative headquarters of your school. If you have a problem or question, a visit to the office is welcome. We want to help you. If there are visitors in the office and you have urgent business, knock before entering. Never loiter in the office.

TELEPHONE

It is impossible to permit unlimited use of the school telephone because too many children place unnecessary calls. The most frequent are:

1. Mamma, may I go home with _____ to play?

2. Mamma, come and get me!!

3. The third most common frequently placed calls are those placed just for visitation with someone at home just for the sake of using the phone.

When we eliminate those three mentioned types of calls, the number of calls will be reduced by 90%. It will then be possible for any necessary calls to be made with a minimum of confusion and leave the lines open for incoming calls.

We suggest that you communicate with your child before he leaves for school so both of you know what he is to do when school is out for the day.

When a child feels it is necessary to use the phone, his teacher will decide if he has reason for making the call and give him permission. **No cell phones allowed at school.**

Incoming calls to teachers during school classroom hours should be rare and brief. Calls will be taken anytime, however, in the office and referred to the teacher.

School Number 224-2700

HALL TRAFFIC

When in the hall before classes convene, or at noon, do not run, be loud, or create confusion.

An atmosphere whereby a person can study without interference before school and during lunch period will be maintained. No rowdiness or loud talking will be permitted.

PLAYGROUND RULES

1. Play area
East of Building
South of Service Road
West of Service Road
2. If balls go beyond fence or in street, tell teacher on duty.
3. Sit in swings and swing forward or backward only.
4. Stay out of the mud.
5. Touch or flag football only—YOU CANNOT TACKLE.
6. Leave other people's property alone.
7. Do not climb on ball backstops.
8. No chicken fights.
9. No snowball throwing.
10. Return all balls to building after recess.
11. The teacher on duty is in charge.
12. No fighting.
13. Do not stand on merry-go-round.

RULES FOR THE BIG TOY

This is new equipment so read the rules carefully.

1. No jumping off.
2. No climbing on top of top rails or up the side.
3. Shall not stand on rail.
4. No pushing or shoving.

Ways to get on the mountain:

1. Tires
2. Steps

Ways to get off the mountain:

1. Fireman's Pole
2. Slide
3. Barrels
4. Bars
5. Tires

SAFETY – STUDENT PICK UP

For safety purposes, students should be picked up on the north side of the highway (school side), so there will be no students crossing the highway.

DEFACEMENT OF SCHOOL PROPERTY

Any student who cuts or otherwise injures any school building, property or bus, or writes any profane or obscene language, or draws lewd pictures on the school premises shall be liable to suspension, expulsion, or other punishment befitting the offense.

School Laws of Oklahoma, Section 1037, Damages to Property –

Liability of Parents, states:

The state or any county, city, town, municipal corporation, or school district, or any person, corporation or organization, shall be entitled to recover damages in a court of competent jurisdiction from the parents of any minor under the age of eighteen (18) years, living with the parents at the time of the act, who shall commit any criminal or delinquent act resulting in bodily injury to any person or damage to or larceny of any property, real, personal or mixed, belonging to the state or a county, city, town, municipal corporation, school district person, corporation or organization. The amount of damages awarded shall not exceed Two Thousand Five Hundred Dollars (\$2,500.00). (23-10)

GUIDANCE AND COUNSELING

The focus of the guidance program is to help the child make intelligent decisions, to acquire insight, develop concepts of inner worth and integrity as an individual, and to become all that he/she can be. Through the counseling and guidance program each student's personal/social, educational, career awareness/selection skills, and life long learning skills should be enhanced. Optimum development of the individual should result in a positive self-image, self-understanding, recognition of opportunities for growth, insightful problem solving, appreciation for the uniqueness of others, respect for the rights of others, selection of appropriate behaviors, and acceptance of responsibility of actions taken.

TOBACCO, ALCOHOLIC BEVERAGES, AND NON-PRESCRIPTION DRUGS

The use of tobacco on the school ground during the school day is positively forbidden. Use of tobacco on any trip connected with the school is also forbidden.

Also, possession and/or use of beer, alcoholic beverages and non-prescription drugs are prohibited at any time, including extra-curricular events on campus or field trips.

REPORTING STUDENTS UNDER THE INFLUENCE OF OR POSSESSING NONINTOXICATING BEVERAGES, ALCOHOLIC BEVERAGES, OR CONTROLLED DANGEROUS SUBSTANCES

It shall be the policy of the Pioneer Board of Education that any teacher who has reasonable cause to suspect that a student may be under the influence of or said student has in his or her possession:

1. Nonintoxicating beverages;
2. Alcoholic beverages; or a
3. Controlled dangerous substance;

as the above are defined by state law, shall immediately notify the principal or his or her designee of such suspicions. The principal shall immediately notify the superintendent of school and a parent or legal guardian of said student of the matter. Reference: School Laws of Oklahoma Section 515.

Any suspension and/or search of said student shall be subject to any applicable school policy, state law, or student handbook regulation.

Every teacher employed by the Pioneer Board of Education, who has reasonable cause to suspect that a student is under the influence of or has in his or her possession nonintoxicating beverages, alcoholic beverages, or a controlled dangerous substance, and who reports such information to the appropriate school official, shall be immune from all civil liability. Reference: School Laws of Oklahoma, Section 514

DRUG PREVENTION

Pioneer Elementary School will offer age-appropriate, developmentally based drug programs which address the legal, social, and health consequences of drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use illicit drugs and alcohol.

DRUG FREE SCHOOLS

1. The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.
2. The unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or any part of its activities is prohibited.
3. Disciplinary sanctions (consistent with local, state, and federal law), up to and including expulsion and referral for prosecution, will be imposed on students who violate the standards of conduct required by #2. Sanctions may include the following:
 - a. Referral for counseling and the completion of an appropriate rehabilitation program.
 - b. Immediate suspension.
 - c. Long term suspension.
 - d. Loss of credits.
4. Drug and alcohol counseling rehabilitation and re-entry programs are available to students through Youth Services of Grady County and the Grady County Health Services.

5. Notification to parents and students that compliance with the standards of conduct in paragraph #2 is mandatory.

SCHOOL DISMISSAL – SEVERE WEATHER

Board Policy

1. The decision as to whether school will be dismissed because of bad weather will be made by the Elementary/Superintendent.
2. If it becomes necessary to dismiss school because of bad weather, announcements will be made on KWCO radio at approximately 7:00 a.m., also channel 4, 5 and 9 will carry the announcement of school closing at 6:00p.m. if known at that time the night before, if not at 7:00 a.m.
3. The length of the school term shall be no less than 1,050 hours of classroom instruction and 30 professional hours, or as required by law.

DISCIPLINE POLICY

Corporal Punishment

1. Discipline is the responsibility of the teacher. Children who do not perform to the rules and regulations and continue to be a distracting element must be corrected. Parental cooperation will be solicited in the process of securing a change of behavior traits. Behavioral problems which cannot be handled by the teacher will be referred to the principal.
2. Corporal punishment may be used in disciplining school children. It will be used only when there is reason to believe it will be helpful in maintaining discipline or in the development of strong character and powers of self-control.
3. Corporal punishment may be administered by the teacher and/or the Elementary/Superintendent, and must always be in the presence of another teacher (witness).
4. Corporal punishment may never be administered in any degree that will result in serious injury.
5. Corporal punishment is defined as paddling with a paddle.
6. The maximum paddling is three (3) swats on the buttocks for any one offense.
7. All teachers will make a disciplinary report and keep one copy and turn two into the office, when corporal punishment is administered. Information contained on these forms will be as follows: name of student, date, reason for action, action taken, and name of witness.

8. Section 154. Control and Discipline of Child. The Pioneer board of education's policy for the control and discipline of all children attending Pioneer School is as follows:
 1. Conference with teacher or Elementary/Superintendent
 2. Corporal punishment
 3. Conference with parents
 4. In-school suspension
 5. Detention after school (before school and noon)
 6. Suspension from school for three days
 7. Expulsion for remainder of the semester
9. Section 808. Ordinary Force for Discipline of children is permitted. Provided, however, that nothing contained in this act shall prohibit any parent, teacher, or other person from using ordinary force as a means of discipline, including, but not limited to, spanking, switching, or paddling.
10. Parents may request, in writing to the Elementary/Superintendent, for their child not to be paddled. In this case, an alternative plan of discipline shall be employed.

A complete copy of the Pioneer School Board Discipline Policy is made available upon request.

The following misconduct will result in disciplinary action:

- Talking in class during instruction
- Chewing gum at school
- Calling names
- Swearing or the use of foul language
- Bus riders – not staying seated
- Bus riders – hands or head out of window
- Not lining up
- Throwing rocks on the playground
- Not doing classwork
- Carrying tobacco

The following list of misconduct could result in corporal punishment for the first offense:

- Being disrespectful to faculty or support personnel
- Stealing
- Fighting
- Students actually kicking or hitting with the intent to harm
- Destruction of school property
- Destruction of students school belongings

THIS LIST DOES NOT INCLUDE ALL TYPES OF BEHAVIOR THAT MIGHT REQUIRE DISCIPLINE.

The teacher of a child attending a public school shall have the same right as a parent or guardian to control and discipline such child according to local policies during the time the child is in attendance or in transit to or

from the school or any other school function authorized by the school district or classroom presided over by the teacher.

Suspensions and Expulsions

- I. The Elementary Superintendent has the authority to suspend any student for misbehavior or for other sufficient reason in accordance with existing laws.
- II. Students who conduct themselves in such manner as to have a detrimental and demoralizing effect on the student body may be suspended from school.
- III. The following behavior may be cause for the Elementary Superintendent to suspend a student when such behavior occurs while the student is in attendance at school, in transit to or from school or a school function authorized and/or sponsored by the school district, in attendance at any function authorized and/or sponsored by the school district, or when on any property subject to the control and authority of the school district:
 1. Disobeying, showing disrespect for, defying the authority of, and/or being insubordinate to a teacher, administrator, or other school district employee including secretaries, custodians, and cafeteria workers;
 2. Leaving school grounds or activities at unauthorized times without permission, refusing to identify or falsely identifying one's self to school personnel and/or unauthorized entering into classrooms or other school premises;
 3. Violating the school district's rules, regulations, policies, or public law;
 4. Possession or use of any weapon, object or substance that might be dangerous and/or injurious to person or property, including possession or use of fireworks and mace;
 5. Engaging in conduct which endangers or jeopardizes the safety of other persons;
 6. Harassing, hazing, threatening or verbally assaulting another student teacher, administrator, school district employee and/or visitor;
 7. Use of profanity, vulgar language or expressions and/or obscene gestures;
 8. Assault and battery of, inflicting bodily injury on, or fighting with a student, faculty member or other person;
 9. Creating or attempting to create a classroom disturbance, acting in a disorderly manner, disturbing the peace and/or inciting, encouraging, prompting or participating in attempts to interfere with or

- disrupt the normal educational process;
- 10. Showing disrespect, causing damage, vandalizing, cutting, defacing or destroying any property, real or personal, belonging to the school district, its employees, students or visitors;
- 11. Use of possession of tobacco products while under the school's jurisdiction;
- 12. Using, possessing, or being under the influence of, selling, transferring, distributing or exchanging any alcoholic beverage defined as intoxicating or nonintoxicating alcoholic beverages under law or any narcotic, drug, counterfeit drug, or any other controlled or non-controlled substance having a potential for abuse associated with a stimulate or depressive effect on the central nervous system;
- 13. Engaging in extortion, theft, arson, gambling, immoral behavior, forgery, possession of stolen property, and cheating;
- 14. The use and/or possession of an electronic paging device on school premises or while under the school's jurisdiction without approval by school officials.

A suspended student may not participate in any extracurricular activities nor may the student come back on campus while on suspension without permission of the Elementary Superintendent.

Due Process Procedure for Student Suspension

When the Elementary Superintendent believes that there is cause to suspend a student, the principal shall inform the student of the charges which constitute the cause. If the student denies the charges, the student shall be given oral notice of the nature of the evidence supporting the charges and an opportunity to respond to the evidence.

After the student has either admitted the charges or has had the opportunity to respond to the Elementary Superintendent's evidence without reversing the Elementary Superintendent's belief that cause for suspension exists, the Elementary Superintendent may proceed with the student's suspension. If the Elementary Superintendent feels that the student is a physical threat to the health or safety of any individual in the District, the student may be sent home immediately bypassing the previous steps listed, but such hearing must be convened as soon as practicable.

The Elementary Superintendent may suspend the student for up to ten (10) school days without further proceedings. If the Elementary Superintendent desires to suspend the student for more than ten (10) school days, the Elementary Superintendent shall implement the ten (10) school day suspension and notify the student that the student is entitled to a formal due process hearing on the recommend long-term suspension within

that period of time.

The Elementary Superintendent will be responsible for the convening of the formal hearing.

1. The hearing will be presided over and conducted solely by the Elementary Superintendent or by an assistant principal appointed by the principal.
2. The hearing will serve to determine the facts of the case.
3. The suspension will become effective following the Evidentiary Hearing, unless as determined by the Elementary Superintendent there is reasons to alter the charge or punitive action.

The student has the right to appeal the decision of the Elementary Superintendent to the Board of Education.

Board of Education Appeal

If the student desires to appeal the decision of the Elementary Superintendent, the student must make a written request to the Elementary Superintendent within ten (10) days from the date of the decision of the Elementary Superintendent. The written request will specify the basis for the appeal. The decision of the Board of Education will be final.

Notification to Parents or Legal Guardians for Appeal to the Board of Education, Pioneer Public Schools, Rt. 2, Box 143, Chickasha, OK 73018. From: The Office of the Superintendent

All students who have been suspended by the administration of Pioneer School for violation of school regulations or acts of immorality may appeal that decision to the Board of Education. Your request for an appeal has been received and that hearing with the Board will be held

_____ day of _____, 20____, at
_____ o'clock _____ m.

At that hearing the board will make a full investigation of the suspension and the alleged violation. They will determine the guilt or innocence of the suspended student and decide whether to uphold, modify or reverse the administrator's decision to suspend the student.

The student may appeal with parents and/or attorney if desired.

The following procedure will be followed by the Board in its investigation and ruling on the suspension.

1. Opening Statement of Elementary Superintendent: Brief summary of facts and circumstances surrounding suspension and events prior to hearing.
2. Presentation of Witnesses by Administration: As each witness is called the student or attorney may cross-examine or question the witness about statements.
3. Presentation of Witnesses by Student: The student may present any witness desired, including oneself, to tell what

is known about the alleged offense or why the Board should hold in favor of the student's position in the case.

4. Closing Statements: The student, parents, attorney or Elementary Superintendent may make any pertinent remarks they feel necessary for the Board to consider in making its decision.

If you have any questions about the appeal hearing or any of the procedures herein outlined, please contact the Elementary Superintendent.

SUSPENSION OF REGULAR STUDENTS

Students suspended for 10 days or less will be responsible for obtaining their classwork with the regular classroom teacher and turning classwork in as required by the teacher. The same shall apply for students suspended for more than 10 days.

SUSPENSION OF SPECIAL EDUCATION STUDENTS

When considering disciplinary measures for special education students, the following shall be considered:

1. When suspension of less than ten (10) days from school is necessary, the due process procedures established for regular students shall be followed.
2. For suspension of over ten (10) days or an accumulation of ten (10) days, these additional procedures shall be followed:
 - a. Schedule and IEP meeting to determine if the student's behavior is the result of the handicapping condition.
 - b. When the behavior is related to the handicapping condition, and a change in program or removal from the current program is recommended, the IEP must be revised to reflect the change in placement.
 - c. The school must provide an alternative program (i.e. IEP revision homebased, etc.)
 - d. When the behavior is not related to the handicapping condition, the procedures established for the regular students shall be followed.
3. In an emergency situation where the student is endangering himself or others, the school has the authority to remove the student from school immediately. However, the IEP/Placement team must convene as soon as possible after an emergency removal to determine further appropriate action. In any event, the district's disciplinary due process procedures must be followed.
4. Professional judgement shall be used when considering

corporal punishment as a means of discipline for handicapped students.

CLASS ASSIGNMENT DURING SUSPENSION

Make-up assignments during the period of suspension will be put on a Special Assignment form. These assignments will be made available to the parent(s) to pick up at the school at a reasonably designated time. It is the student's responsibility to complete the assignments during the suspension period. The assignments are due on the day the student returns to school at the end of the suspension period. The student will not be given any further make-up work after returning to the school. However, the student will be allowed to complete any tests that were administered during the suspension period. These guidelines apply only to those students who have been suspended up to ten (10) school days.

Students who are on suspension will not be allowed to attend any school functions during the suspension period.

DUE PROCESS: Appeals procedure for suspension

A student has the right to notice of alleged misconduct and an opportunity to respond to the allegations before the student can be deprived of his/her right to an education by way of suspension. By statute, the student is also entitled to appeal a suspension to a hearing committee authorized by the Board of Education and appointed by the Superintendent of Schools.

If the student is to be suspended for more than ten (10) school days, the student is also entitled to a formal due process hearing before the Board of Education.

If the recommended suspension is for ten (10) school days or less, the principal may make the decision to suspend the student provided that the student has been given oral and/or written notice of the alleged misconduct and of the evidence supporting the allegations and has had the opportunity to either admit the allegations or deny the charges and respond to the evidence. If the student's response does not reverse the principal's belief that cause for suspension exists, the student may be suspended for ten (10) school days or less without further due process proceedings.

If the principal desires to suspend the student for more than (10) school days the principal shall implement suspension and give written notice to the student's parent(s) or guardian(s) of the allegations, the nature of the evidence against the student, and the student's right to a hearing.

Step 1: If the student or parent wished to appeal a suspension, they must notify the Elem/Supt within 48 hours of their intention to appeal. If appealed, the Elem/Supt will provide a hearing within 5 school days of the original suspension. The parents and the student may participate in this

appeals meeting which shall be conducted by the Elem/Supt. For suspensions of 10 days or less, the appeal shall be heard by an Appeals Review Committee consisting of three teachers appointed by the Elem/Supt of schools. The Appeals teachers appointed by the Elem/Supt of schools. The Appeals Review Committee shall hear the appeal within 5 school days of receiving notification. The decision of the Appeals Review Committee shall be final. Open meeting laws and regulations shall be followed in hearings conducted by the Appeals Review Committee.

Step 2: If the suspended student and/or his/her parents are not satisfied with the principal's ruling regarding a suspension of more than 10 days, they may appeal to the Board of Education by notifying the superintendent, in writing, within 48 hours of the principal's decision. The Board of Education will hear the appeal as soon as possible.

At Board hearings for suspensions of more than ten (10) days, the student(s) and his/her parent(s) or legal guardian(s) will have the opportunity to present his/her side of the case and question any witnesses present. The student may or may not be represented by legal counsel. The school administration, accordingly, may or may not be represented by legal counsel. However, the parent(s) or guardian(s) must be present at all hearings unless the student is self-supporting. All necessary school personnel will be present at the hearing to present the school's position.

If the parent(s) or guardian(s) of the student do not request a due process hearing, the determination of the recommendation will be based on the information available at the time.

A written decision of the Elem/Supt shall be prepared and transmitted to the parent(s) and the decision of the Board of Education shall be final.

LEGAL AUTHORITY FOR SUSPENSION

A. Authority to Suspend

The Elem/Supt has the initial responsibility and authority to suspend a student.

Section 488. Electronic Paging Devices Prohibited.

The board of education of each school district shall establish and implement rules and regulations which prohibit a pupil from possessing an electronic paging device while said pupil is on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school. The rules and regulations shall provide that a pupil may possess an electronic paging device upon the prior consent of both a parent or guardian and school principal or superintendent upon a showing of medical necessity or in other appropriate circumstances as specified in the rules and regulations (70-24-101.1)

Section 488.2. Suspension for Possession of Firearm.

A. Any pupil who has been found in possession of any firearm

while on any public school property or while in any school bus or any other vehicle used by a public school for transportation of students or teachers shall be suspended for a period of time to be determined by the local school board, which may be modified by the local school board on a case-by-case basis.

- B. For purposes of this section, the term "firearm" shall mean and include all weapons as defined by 18 U.S.S., Section 921.
- C. The right to appeal provisions provided for in Section 24-101 of Title 70 of the Oklahoma Statutes shall apply to suspension provided for in this section (70-24-101.2)

Note: Enacted by SB 38, Sec. 1, of the 1995 Reg. Sess.

Section 489. Pupils - Dangerous Weapons - Dangerous Substances - Electronic Paging Devices.

The superintendent or, principal, teacher, or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on any school premises or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons or, controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, low-point beer, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, electronic paging devices, or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee or the school during school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable.

The extent of any search conducted pursuant to his section shall be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. In no event shall a strip search of a student be allowed. No student's clothing, except cold weather outerwear, shall be removed prior to or during the conduct of any warrantless search.

The superintendent, or principal, teacher, or security personnel searching or authorizing the search shall have authority to detain the pupil to be searched and to preserve any dangerous weapons, or controlled dangerous substances, intoxicating beverages, low-point beer, electronic paging devices or missing or stolen property that might be in their possession including the authority to authorize any other persons they deem neces-

sary to restrain such pupil or to preserve any dangerous weapons, or controlled dangerous substances, intoxicating beverages, low-point beer, electronic paging devices or missing or stolen property.

Any pupil found to be in possession of dangerous weapons, or controlled dangerous substances, intoxicating beverages, low-point beer, electronic paging devices or missing or stolen property may be suspended by the superintendent or principal for a period not to exceed the current school semester and the succeeding semester. Any such suspension may be appealed to the board of education of the school district by any pupil suspended under this section.

Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. Schools shall inform pupils in the student discipline code that they have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property. **(70-24-102)**

Note: Amended by SB 129, Sec 53, of the 1995 Reg. Sess.

Note: Becomes effective November 1, 1995.

FIRE AND TORNADO DRILLS

The fire alarm will activate in case of a fire. Students will leave the building in single file. They should remain in line according to classes so that roll may be checked outside.

The tornado drill signal will be a continuous ring. Students will be led by their teachers to the designated area. Students should remain in the area according to classes so that roll may be checked.

CAFETERIA PRIVILEGES

Our cafeteria will be in operation for your use and benefit. All meals whether you bring your lunch or buy it shall be eaten in the lunch room. Students that do not qualify for free and reduced lunches are required to pay for school meals. Pioneer School understands that situations may arise where a student's account has a negative balance. Our policy is enforcing that a child can charge up to \$30.00 on their individual account. Upon reaching the \$30.00 limit, a statement of negative balance will be sent home to the child's parents or guardians. If left unpaid, the child will be provided with an alternate meal continuing until the balance is under \$10.00, or paid in full. All students will be treated with courtesy and respect regardless of their meal status.

CARE OF SCHOOL PROPERTY

A modern fully equipped school building for beauty and utility is a part of the heritage of the school body. It belongs to many generations and is not the sole property of any annual group of students.

Thus, it is the privilege and obligation of any one student body to appreciate fully, use carefully, preserve faithfully, and pass to future generations, the buildings, its grounds and its equipment, without blemish.

Any property destroyed, defaced, or broken will either be replaced by/or charged to those causing the damage, accidents excluded.

CARE OF TEXTBOOKS AND LIBRARY BOOKS

Students are responsible for all textbooks and library books issued to them during the school year. All lost or damaged books must be paid for. If a lost book is found, money paid will be refunded.

BRINGING THINGS TO SCHOOL

The only time students should bring toys, games, or other personal items to school is when their teacher instructs them to (for show and tell). We will not be responsible for loss or breakage of these items.

TEACHER SUPERVISION

A teacher is always on duty during recess, the noon hour, and during any school sponsored activity.

CLASS PROJECTS

All class projects, or activities, before going into effect, must have approval from the Elementary/Superintendent's office. It must have the class sponsor's approval also.

Any class or organization that wants to sell merchandise for fund raising must clear the project and dates with the sponsors and principal.

Any parent wanting to offer help during school, in or out of the classroom, must check with all parties concerned with the final approval coming from the principal.

CLASS TRIPS

1. Length of the class trip will be decided by the Elementary/Superintendent after the eighth grade sponsors give their recommendation of length.
2. Eighth grade class trip will have no less than 2 certified teachers as sponsors.
3. Parents acting as chaperones will be left up to the discretion of the sponsors and Elementary/Superintendent.

PARTIES

If your child is having a party and is giving invitations out at school, we request that each child in his/her classroom receive an invitation. If you can't invite the whole class, please send the invitations through the

mail.

We wish to prevent some of the unhappiness that is caused by a child not being invited when most of the class is so excited about going to a party. Each room will have their parties during the school year. Christmas, Valentine, and an Easter Egg Hunt. The Christmas party will have a small gift exchange. We request that individual gifts be given outside the classroom so as not to cause unhappiness.

If your child is having a birthday and you wish to bring treats for his/her class to celebrate, notify the teacher a day in advance.

MEDICATION

If a teacher is to administer medicine to your child, please send a note (with the medicine and directions) that states the teacher has permission to do so. Any medication required by students must be brought from home with written instructions from the parent. This includes aspirin and Tylenol.

ACCIDENTS

The school system assumes no financial responsibility for medical cost of an accident occurring to a student while participating in a sport or other school activities. An accident insurance program is offered for your convenience. Neither the school nor any school official is compensated by the Insurance Company. We have selected an Insurance Company that provides student accident insurance through approximately 400 school districts in Oklahoma.

BUSES

1. Buses will start at such time that they will arrive at school at 8:00 a.m.
2. Notes will be required to ride another bus or go home with another person. If not riding – notify your driver.
3. No food shall be eaten on the bus.
4. Nothing shall be thrown in the bus or out of the windows.
5. Pupils shall not extend arms or other parts of the body out of the window.
6. Remember that loud talking or unnecessary confusion can momentarily divert the bus driver's attention and may result in a serious accident.
7. All riders shall conduct themselves as ladies and gentlemen at all times.
8. Buses will only let students off at school and their homes or bus stops.

9. Any damage to a bus by a student must be replaced and such actions will be dealt with immediately. School authorities may suspend the student from the privilege of riding the bus because of disorderly conduct. In that event, it becomes the responsibility of the parents to see that the child gets to school.
10. Please be on time for bus stops.
11. Drivers will have the same control over pupils while riding on the buses as teachers have while the pupils are in school. Drivers are asked to report violators to the Elementary/ Superintendent's office.
12. Conduct on buses should be very good, as misconduct might draw the attention of the driver and cause an accident. For your own safety and protection you are required to remain seated and refrain from scuffling.
13. Students that walk in the afternoon will assemble in designated classrooms at 3:05 to be dismissed.

ARRIVAL-DEPARTURE FROM SCHOOL

Buses can transport all children at Pioneer Schools. Therefore, do not bring your child early and leave him/her.

Classes begin at 8:20 a.m. School is dismissed at 3:05 p.m. Please make arrangement to have your child picked up no later than 3:15 p.m. (Due to no supervision for your child.) Prompt arrival is very important.

If your child does not ride a bus, do not send your child to school before 8:00 a.m. each morning. (There is no supervision prior to 8:00 a.m.)

Parents or legal guardians of kindergartners should come pick up their children. If someone else is to pick up the child, please notify the teacher.

MONEY BROUGHT TO SCHOOL

Children should not bring loose money to school. All money should be sealed in an envelope with the child's name and marked as to what it is for.

PERMANENT RECORDS

Your permanent record is one we think of utmost importance to you. We take every precaution to safeguard it. This record cannot be changed, so you should make it the very best of which you are capable.

Confidential Files:

Records of individual evaluations will be kept in a confidential file. This file may include test results from individualized (rather than group) standardized tests, prescriptive learning plans, eligibility information for

special class placement, all specialized records of professionals who have screened, assessed, and/or evaluated the student, specialized reports from outside agencies or specialists, necessary anecdotal records, etc.

All confidential records are kept secure in a locked area. Anyone not on the list below must have parental permission to see the confidential records:

Special Education Teacher
Regular Teacher
Administrator
State Department of Education
Regional Education Service Center
Parent/Guardian

DRESS CODE

Appropriate dress and appearance are essential for a positive learning environment. We expect our students to make a positive impression on anyone that should happen to visit our school at any time. Clothing, accessories, or hairstyles that are disruptive to the educational environment or that create a risk of health or safety to any person are prohibited at school or school activities. Disallowed clothing includes but may not be limited to:

- Clothing that is too short, too tight, or that reveals the midriff or inappropriately exposes other areas of the body or undergarments
- Articles of apparel that imply (directly or indirectly) drugs, alcoholic beverages, tobacco products, or criminal behavior; or that are offensive or disrespectful in nature
- Shorts or skirts that are not at least mid-thigh in length
- Extremely baggy or sagging attire
- Holes in shorts/pants/skirts above mid thigh that reveal skin

Tank Tops

Tank tops that have spaghetti straps, or racer backs are prohibited. Also any strapped top that reveals any part of an undergarment is prohibited.

Parents should label all garments such as coats, hats, gloves, etc. This will help for identification purposes.

The administration also reserves the right to deem unacceptable other items of clothing that are offensive or inappropriate in a school setting.

Adjustments in dress code can be made based on age, and developmental level of student.

LOCKERS

Lockers are provided for Kindergarten through eighth grade students. Anything kept in your locker is your responsibility. You may have a lock if you wish; but if you do, you must give the combination or an extra key to your homeroom teacher.

SPECIAL PUPIL PROBLEMS

Many times parents do not inform teachers at the beginning of school of some particular problem which their child has, such as an asthmatic condition, a restroom problem, a heart condition, and other types of defects which teachers need to be made aware as soon as school begins.

Please do not hesitate to talk with the teacher just as soon as possible if your child has any particular problems.

HEALTH AND HYGIENE

Students are encouraged to form a good health habit of using only their own comb or brush, rather than that of someone else.

Head Lice:

A child infested with head lice must have written permission and a doctor's signature that they have received treatment before they will be admitted back in school.

WHO MAY REPRESENT PIONEER ELEMENTARY SCHOOL

Any student who is enrolled and who is not under discipline from the office may represent Pioneer Elementary School in any academic or athletic contest.

Any student who has been dismissed from class because of misconduct, or who shows bad sportsmanship on the campus or in a contest, is said to be under discipline from the office.

Should a child be failing a subject, he will be excluded from a contest until that subject is brought up to passing.

Along with regulation, the state association requires that every boy or girl who competes in athletics must have written permission of his parents; and must reside in this community.

PRE-K AND KINDERGARTEN GRADING SCALE

Kindergarten Graded on Satisfactory
or Unsatisfactory basis

1st-8th Grades	90 - 100	A
	80 - 89	B
	70 - 79	C
	60 - 69	D
	Below 60	F
	Pass	P
	Incomplete	I

SCHOOL SPIRIT

There are many elements which make up school spirit. Some of the most important ones are:

The comradeship and friendliness that are experienced in the classroom or hall, in the gymnasium, or on campus;

The feeling that we must have the good will and respect of fellow students and teachers;

The good sportsmanship that makes us modest in victory and gracious in defeat;

Our feeling of pride that is aroused when students and teachers earn honors for themselves and the school; or the feeling of warmness that pervades our being when we see the athletic teams proudly demonstrating their talents;

The joy of living and belonging to a school that believes in a democratic way of life where each individual is considered important;

That something that crops up in our memory in later years that prompts us to say proudly, "I went to Pioneer School."

ANNUAL NOTICE OF FERPA RIGHTS

In the course of a child's education, the Pioneer School District will keep records as deemed necessary to provide programs to meet his/her needs and interests. A parent has the right to inspect and review any and all records, files, and data related to his/her child. These records will be available for such review at any time during the regular school day. If you have any concern regarding the accuracy or appropriateness of any information or record maintained by the school, please do not hesitate to inform your child's principal of that concern.

It is the right of a student's parents or an eligible student to seek to correct parts of the student's education record which he/she believes to be inaccurate, misleading, or in violation of the student's rights. This

right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent or eligible student's request. The procedure for this is part of the student records policies and procedures policy.

It is the intent of the Pioneer School District to limit the disclosure of the information contained in a student's educational records except; (1) by the prior written consent of the student's parent or the eligible student, (2) as directory information, or (3) under certain limited circumstances, as permitted by the FERPA.

The Pioneer School District proposes to designate the following personally identifiable information contained in a student's education record as "directory information," and it will disclose that information without prior written consent:

- (1) The student's name
- (2) The names of the student's parents
- (3) The student's date of birth
- (4) The student's class designation (i.e., first grade, tenth grade, etc.)
- (5) The student's extra-curricular participation
- (6) The student's achievement awards or honors
- (7) The student's weight and height if a member of an athletic team
- (8) The student's photograph
- (9) The school or school district the student attended before he or she enrolled in the school district.

In case a parent of a student, a student or former student 18 years old, or a citizen of the Pioneer School District believes that the district is violating the Family Educational Rights and Privacy Act (FERPA), that person has a right to file a complaint with the U.S. Department of Education. The address is:

The Family Educational Rights and Privacy Act Office
U.S. Department of Education
Room 4511, Switzer Building
Washington, D.C. 20202

Phone Number – 202/732-2058

A translation will be provided for anyone not able to read and understand the policy or for anyone not able to read and understand English.

STUDENT HEALTH SERVICES

Pioneer School will make use of the County Health Department (Nurse) when the occasion arises. Parents will be notified when their child needs further medical services. An accident report will be filed with the Elementary Superintendent, when the student is involved.

AHERA NOTIFICATION

The Asbestos Hazard Emergency Response Act of 1986 (AHERA) requires the inspection of all buildings in the school district for asbestos. The district has complied with this act. A management plan documenting these inspections is on file for public review. Upon request, you may view the plan which is located at the superintendent's office and at each campus.

The PIONEER PUBLIC SCHOOLS annually notifies all parents, teachers and other employees by posting this notice. Additionally, information regarding any asbestos related activities, planned or in progress, will be disseminated by posting a notice, or using handout bulletins, flyers and/or using newspaper public notice statements.

The asbestos identified in our management plan will be checked regularly by a licensed asbestos company and by out staff to scrutinize any changes in the material which could cause a health hazard. We will continue to monitor the asbestos as defined by EPA guidelines. If changes occur, our asbestos coordinator will notify the appropriate people as prescribed by law.

COMMUNICABLE DISEASES

A. EXCEPTION TO ROUTINE REPORTING – Reports of sexually transmitted diseases are kept by local physicians and they report to local health agencies. Sexually transmitted disease reporting is handled in a confidential manner.

B. RECOMMENDED EXCLUSION AND RETURN TO SCHOOL

<u>Disease</u>	<u>Exclude from school</u>		<u>Needed for return to classroom</u>
	<u>Yes</u>	<u>No</u>	
AIDS			Individual case consideration mandatory.
Chicken Pox	X		May return seven days after onset of rash or when all lesions are crusted over.
Hepatitis	X		Parents or staff members requested to provide release statement from MD or DO.
Impetigo		X	If under proper treatment.

Influenza	X	Parents or staff member requested to provide release statement from MD or DO.
Meningitis	X	Parents or staff member requested to provide release statement from MD or DO.
Mononucleosis, Infectious	X	If under proper treatment.
Mumps	X	Parents or staff member requested to provide release statement from MD or DO.
Pediculosis (Head Lice)	X	Requires certificate from health professional and monitoring of proper treatment.
Pertussis	X	Parents or staff member requested to provide release statement from MD or DO.
Ringworm	X	If under proper treatment.
Rocky Mtn. Spotted Fever	X	Parents or staff member requested to provide release statement from MD or DO.
Roseola	X	May return to school when fever subsides and no evidence of rash.
Rubella	X	Parents or staff member requested to provide release statement from MD or DO.
Rubeola	X	Parents or staff member requested to provide release statement from MD or DO.
Scabies	X	Parents or staff member requested to provide release statement from MD or DO.
Tuberculosis	X	Requires doctor release statement.

MENINGOCOCCAL VACCINES

What You Need To Know

1) What is meningococcal disease?

Meningococcal disease is a serious illness, caused by a bacteria. It is a leading cause of bacterial meningitis in children 2-18 years old in the United States.

Meningitis is an infection of fluid surrounding the brain and the spinal cord. Meningococcal disease also causes blood infections.

About 2,600 people get meningococcal disease each year in the U.S. 10-15% of these people die, in spite of treatment with antibiotics. Of those who live, another 11-19% lose their arms or legs, become deaf, have problems with their nervous systems, become mentally retarded, or suffer seizures or strokes.

Anyone can get meningococcal disease. But it is most common in infants less than one year of age and people with certain medical conditions, such as lack of a spleen. College freshmen who live in dormitories have an increased risk of getting meningococcal disease.

Meningococcal infections can be treated with drugs such as penicillin. Still, about 1 out of every ten people who get the disease dies from it, and many others are affected for life. This is why *preventing* the disease through use of meningococcal vaccine is important for people at highest risk.

2) **Meningococcal vaccine**

Two meningococcal vaccines are available in the U.S.:

– **Meningococcal polysaccharide vaccine (MPSV4)** has been available since the 1970s.

– **Meningococcal conjugate vaccine (MCV4)** was licensed in 2005.

Both vaccines can prevent 4 types of meningococcal disease, including 2 of the 3 types most common in the United States and a type that causes epidemics in Africa. Meningococcal vaccines cannot prevent all types of the disease. But they do protect many people who might become sick if they didn't get the vaccine.

Both vaccines work well, and protect about 90% of those who get it. MCV4 is expected to give better, longer-lasting protection.

MCV4 should also be better at preventing the disease from spreading from person to person.

3) **Who should get meningococcal vaccine and when?**

MCV4 is recommended for all children at their routine preadolescent visit (11-12 years of age). For those who have never gotten MCV4 previously, a dose is recommended at high school entry.

Other adolescents who want to decrease their risk of meningococcal disease can also get the vaccine.

Meningococcal vaccine is also recommended for other people at increased risk for meningococcal disease:

- College freshmen living in dormitories.
- Microbiologists who are routinely exposed to meningococcal bacteria.
- U.S. military recruits.
- Anyone traveling to, or living in, a part of the world where meningococcal disease is common, such as parts of Africa.

- Anyone who has a damaged spleen, or whose spleen has been removed.

- Anyone who has terminal complement component deficiency (an immune system disorder).

- People who might have been exposed to meningitis during an outbreak.

MCV4 is the preferred vaccine for people 11-55 years of age in these risk groups, but MPSV4 can be used if MCV4 is not available. MPSV4 should be used for children 2-10 years old, and adults over 55, who are at risk.

How Many Doses?

People 2 years of age and older should get 1 dose. (Sometimes an additional dose is recommended for people who remain at high risk. (Ask your provider.)

MPSV4 may be recommended for children 3 months to 2 years of age under special circumstances. These children should get 2 doses, 3 months apart.

4) Some people should not get meningococcal vaccine or should wait.

- Anyone who has ever had a **severe (life-threatening) allergic reaction to a previous dose** of either meningococcal vaccine should not get another dose.

- Anyone who has a **severe (life threatening) allergy to any vaccine component** should not get the vaccine. Tell your doctor if you have any severe allergies.

- Anyone who is **moderately or severely ill** at the time the shot is scheduled should probably wait until they recover. Ask your doctor or nurse. People with a **mild illness** can usually get the vaccine.

- Anyone who has ever had **Guillain-Barre Syndrome** should talk with their doctor before getting MCV4.

- Meningococcal vaccines may be given to pregnant women. However, MCV4 is a new vaccine and has not been studied in pregnant women as much as MPSV4 has. It should be used only if clearly needed.

- Meningococcal vaccines may be given at the same time as other vaccines.

5) What are the risks from meningococcal vaccines?

A vaccine, like any medicine, could possibly cause serious problems, such as severe allergic reactions. The risk of meningococcal vac-

cine causing serious harm, or death, is extremely small.

Mild problems

Up to about half of people who get meningococcal vaccines have mild side effects, such as redness or pain where the shot was given.

If these problems occur, they usually last for 1 or 2 days. They are more common after MCV4 than after MPSV4.

A small percentage of people who receive the vaccine develop a fever.

Severe problems

- Serious allergic reactions, within a few minutes to a few hours of the shot, are very rare.

- A few cases of Guillain-Barre Syndrome, a serious nervous system disorder, have been reported among people who got MCV4. There is not enough evidence yet to tell whether they were caused by the vaccine. This is being investigated by health officials.

6) What if there is a moderate or severe reaction?

What should I look for?

- Any unusual condition, such as a high fever, or behavior changes. Signs of a serious allergic reaction can include difficulty breathing, hoarseness or wheezing, hives, paleness, weakness, a fast heart beat or dizziness.

What should I do?

- Call a doctor, or get the person to a doctor right away.
- Tell your doctor what happened, the date and time it happened, and when the vaccination was given.

- Ask your doctor, nurse, or health department to report the reaction by filing a Vaccine Adverse Event Reporting System (VAERS) form.

Or you can file this report through the VAERS web site at www.vaers.org, or by calling 1-800-822-7967

VAERS does not provide medical advice.

7) How can I learn more?

- Ask your doctor or nurse. They can give you the vaccine package insert or suggest other sources of information.

- Call your local or state health department.

- Contact the Center for Disease Control and Prevention (CDC):

- Call **1-800-232-4636 (100-CDC-INFO)**

- Visit CDC's National Immunization Program website at:
www.cdc.gov/nip

- Visit CDC's meningococcal disease website at:
www.cdc.gov/ncidcd/dbmd/diseaseinfo/meningococcal_g.htm

- Visit CDC's Travelers' Health website at: www.cdc.gov/travel

NO CHILD LEFT BEHIND ACT OF 2001

PARENTS RIGHT TO KNOW

Section 1111 (6) (A) - QUALIFICATIONS – At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teacher, including, at minimum, the following:

(i) Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

(ii) Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.

(iii) The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.

(iv) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Section 1111 (6) (B) - ADDITIONAL INFORMATION – In addition to the information that parents may request under subparagraph (A), a school that receives funds under this part shall provide to each individual parent –

- Information on the level of achievement of the parent's child in each of the State academic assessments.

- Timely notice that the parent's child has been assigned, or has been taught for 4 or more consecutive weeks by a teacher who is not highly qualified.

The Act also requires that this information be provided to parents, to the extent practicable, in an understandable format and in a language that parents can understand.

Contact the Pioneer School office if you have any questions.

