

Pioneer Elementary School

515 South 400 East

Preston, ID 83263

208-852-2050



Parent & Student Handbook

2020–2021

Pioneer Elementary School Mission Statement

Pioneer Elementary's mission is to provide each student with high levels of learning in a culture of collaboration and respect between students, faculty, staff, and parents. We will achieve and gain a sense of purpose through hard work, love, play, and high expectations in a safe and positive learning environment.

Preston School District Mission Statement

Preston School District, in partnership with families and the community, will:

- ▯ Instill in all students the desire to be life-long learners through activities which promote responsible, productive and healthy citizens.
- ▯ Provide students with an enriching educational environment where sound instructional and technological practices are maintained and students are given a wide variety of learning opportunities.
- ▯ Provide educational environments where students are safe and respected.
- ▯ Maintain high expectations for professionalism among all Preston School District employees.
- ▯ Increase achievement in core academic areas.
- ▯ Appreciate and recognize the unique aspects of all individuals.

School Hours

1st Bell: 7:55 AM

School Begins: 8:00 AM

Dismissal Bell: 3:45 PM

Bus Departure: 3:53 PM

Kindergarten AM: 8:00 - 11:30

Kindergarten PM: 12:15 - 3:45

General Information

Please notify your student's school immediately if you have a change of mailing address, email address or telephone number for home, work, or mobile.

ACCIDENTS AND ILLNESS

Children may leave home feeling great but become ill during the day. We will contact you if your child becomes ill. We make every effort to contact parents or guardians in case of illness or serious accident. If we cannot reach you, we will notify one of your listed contact persons. In extreme emergencies we will take steps that we feel are necessary, including calling 911 for transporting to emergency medical services. Please keep us informed of any changes in the emergency numbers and alternative ways to contact you.

ATTENDANCE

Please encourage good attendance. Consistent attendance leads to greater student achievement and self-esteem. Be sure your child gets to school on time every day. Keep your child at home if there are signs of a cold, fever, rash, etc. Our School Board has established an attendance policy that states that students are required to be in attendance at least 90% of the time, which means a student should **NOT MISS MORE THAN 7 DAYS** of school per semester (half that amount for every-other-day kindergarten students). The school will notify you of excessive absences. If a child misses more than 14 days (7 for every-other-day kindergarten), promotion to the next grade could be jeopardized, or you could be referred to court officials. Each child who misses over this set amount will be evaluated on a case-by-case basis to determine the best placement for the coming year. If your child is absent, please call the school by 9:00 a.m. Know that calling into the school to “excuse” an absence does not negate the absence; the student is still marked absent. Such notification from home serves safety purposes by informing the school the child will not be in attendance and helping the school better understand the cause of the absence. The school will also accept doctor’s notes as documentation of absence.

Preston School District implements a notification program called Alert Solutions. This program will automatically send out alerts to a parent or guardian via email, cell phone or home phone to notify that your student is not in attendance.

If it is determined to close school due to inclement weather, notifications will take place. Parents can access Preston School District webpage (www.prestonidahoschool.org) for the most current school closure protocol. Also, follow our Facebook page for important information.

CHECKING CHILDREN IN AND OUT OF SCHOOL

When checking a child into school after school has already begun, an adult needs to sign in at the office where the child will be given a slip to take to the teacher. For school safety purposes, we ask that parents not go down the hallway to personally take their child to class. Similarly, if a parent wants to check their child out of school during the day, parents are required to sign their child out from the office. The office staff will create a pass that informs the teacher that the child is allowed to leave the classroom. Children are not sent outside to wait for parents. If special arrangements need to be made to pick up a student (such as using a neighbor or other designated adult) please send a note explaining these arrangements and include a phone number where you can be reached for verification. In addition, while picking a child up after school, the school asks that parents and family not linger outside the classroom door in the hallway for an extended period of time while waiting for school to be dismissed. Arriving five minutes before the posted dismissal time is sufficient. Parents should wait in cars or by the office for the child.

BIRTH CERTIFICATE

All new students, whether beginning kindergarten or entering from another school district, must present a certified copy of their birth certificate to school personnel within 30 days of enrollment.

BIRTHDAYS AND OTHER CELEBRATIONS

Birthdays are special days and we want to be able to celebrate these with our students. However, there are some safety precautions to observe: Please do not bring or send flowers or balloons to students unless you plan on picking your child up from school that day. Balloons, large flower arrangements, vases, etc. are not to be taken on the bus for obvious safety reasons. Edible treats brought to the school for birthdays or other celebrations **must be store bought**.

BULLYING/FIGHTING/HARASSMENT

Bullying, fighting, and harassment/intimidation are not allowed. Bullying is defined as intentional, repeated hurtful acts, words or other behaviors such as name calling, threatening and/or shunning committed by one or more children against another. Bullying may be physical, verbal, or emotional in nature. Fighting includes threatening to fight as well as hitting, kicking, pinching, or biting. Harassment includes conduct whether verbal, written, graphic or physical relating to student's race, national origin, color, disability, or sex that is severe, pervasive, or persistent. The parents of any student found guilty of such behaviors will be notified and the student could be referred to the principal to determine the appropriate intervention strategy that should be implemented to address the behavior. Repeated offenses shall be handled pursuant to the District's disciplinary procedures.

CHARACTER EDUCATION

The Positive Behavior Intervention Supports (PBIS) program encourages students to exemplify character traits of safety, responsibility, and respect. As the school moves into our 2nd year of PBIS, we will continue with the previously implemented character education programs and behavior interventions, while adding a second layer which involves a student tracking system.

CLASSROOM AND HALLWAYS

- The students of Pioneer School are expected to behave in a manner that shows respect to their fellow classmates and to all adults.
- Behavior in the classroom and hallway is to be cooperative and helpful. Students are expected to keep hands, feet, and teeth to themselves. Keep own space!
- Voice levels in the school are to be respectful.
- Disruptive behavior is not allowed.

CONSEQUENCES

Pioneer Elementary will focus on recognizing students for their Terrific Behavior. Students "caught" being good will be given a Pioneer Panther Pride ticket. Tickets with names on will be drawn weekly for various positive incentives. On the other hand, students who do not act in a responsible manner must explain their actions to the teacher, playground supervisor, or principal, at which time appropriate disciplinary action will result. Due process will be given. Disciplinary actions may include think time, detention, loss of privileges, in-school suspension, out-of-school suspension, referral to law enforcement and/or expulsion.

DISCIPLINE PROGRAM

Pioneer rules give the children the freedom of working within set limits. Children are responsible for their own actions. Teachers shall review the discipline policy with their students and discuss the plan to deal with student behavior that keeps others from learning. Our goal is to be positive, reasonable, and consistent with every child. Education is a cooperative function between the home, school and community. Parent involvement is necessary if the school is to accurately reflect the desires and hopes of the community.

The key to good behavior is self-respect and giving respect to others when going to and from school, in the classroom, in the hallways, on the playground, in the lunchroom, and on field trips.

Pioneer Panthers are expected to RESPECT

1. the rights of others
2. other people's space, property and the school facility
3. themselves

If a student infraction occurs at recess or during instructional time, school-wide discipline procedures will be followed, as outlined below.

1. Think Time: This occurs after student has had three or more warnings. The parent is responsible to sign and return the think time sheet acknowledging the infraction.
2. Refocus: This occurs after the student has had three think time referrals and the parents have been contacted concerning those referrals. Refocus is generally outside of the classroom with another designated staff member. Parents will be notified of such actions.
3. Behavior Plan: This occurs after three referrals to the refocus area. Parents, administration, classroom teacher, and other school professionals as deemed appropriate will meet to design a plan for further actions with the student.

Based on the severity level of the infraction, a first occurrence might warrant an immediate higher level consequence. Disciplinary actions may include think time, refocus, behavior plan, detention, loss of privileges, in-school suspension, out-of-school suspension, referral to law enforcement and/or expulsion depending on the severity of the situation. In cases of out-of-school suspension, parents will be notified immediately and have the responsibility to pick their child up from school.

DRESS CODE

We support the idea that what a child wears to school may influence his/her behavior and attitude. For this reason we have adopted the following student dress code:

- Clothing shall be modest, clean, and in good repair.
- Clothing shall not expose tummy, abdomen, back or chest and shall be properly sized to conceal undergarments at all times.
- Spaghetti strap tops are not allowed.
- Safe footwear is required. Flip-flops, shoes without backs, or open-toed shoes are not safe for the playground or physical education, and are therefore discouraged. On the day students have their P.E. Rotation, they will need proper shoes for that class. Laces must be tied. Socks are to be worn.
- Shoes with wheels or cleats are not allowed.
- No distracting make-up, jewelry, or clothing.
- No hats are to be worn inside.
- No bandannas are allowed.

- Shirts, jackets, backpacks, or other articles containing inappropriate logos or slogans are prohibited.
- Clothing or appearance which, in the judgment of the administration, draws undue attention and/or is disruptive to the educational process will not be allowed.
- Students in violation of the dress code will be asked to change as needed to be in compliance and/or parents will be notified and requested to help bring students into compliance.
- Adherence to these dress and grooming standards as well as all other district dress standards as presently stated will be the responsibility of the student and his/her parents or guardian. District policy will be followed for noncompliance.
- Students should be dressed appropriately as indicated above except that other appropriate dress may be worn to special activities as approved by the principal. These may include such things as 'hat day, 'hair day', etc.

This list is not all-inclusive and can be amended and revised as needed.

ELECTRONIC DEVICES

Cell Phones and Other Electronic Devices (Preston School District Policy #540.5):

Students are prohibited from using cell phones and/or electronic devices at all times during the school day unless approved by school administration.

Cell phones for students are not allowed at school. Parents should make after school arrangements with their child prior to sending the student to school. In an effort to maximize instructional time, Pioneer staff wants to limit telephone use by students. Phones are available in the classroom and the office; however, students are only allowed to call home after consultation with their teacher.

GPS watches may be worn as locating devices; however, they may not be used to call home or play games during school hours. If a need arises for a student to contact a parent or family member, school phones are available for student use.

If a student is found to be using a GPS watch or cell phone during school hours, it will be confiscated from the student. Parents may pick up the device from administration and/or the teacher at the end of the day. Additional violations will result in the device being kept at school until the end of year.

PETS AT SCHOOL

Please keep family pets at home unless prior approval has been given by the teacher. If pets are part of a student's show-and-tell presentation, the parent will need to accompany that pet and take it home immediately following the activity. Also, please explain to children the importance of leaving animals home so we don't have stray animals here on our campus. If you have pets, please keep them in the house or fenced yard during periods when children walk to and from school.

RECESS/PLAYGROUND

Outside playground activity is an important part of the day. It allows a student a period of physical exercise before continuing with the academic portion of the day. Children should come to school dressed for the weather of the day so they can safely and comfortably enjoy recesses, as well as exercise before school begins. Recess supervisors are outside each recess. All students are expected to go outside for recess.

Under severe weather conditions, administration might determine to shorten or cancel recess. Considerations include the following conditions: temperature, wind chill, humidity (rain/snow), condition of the playground, appropriate weather attire of children, the length of time outdoors, etc. Children with special health conditions (asthma) may need special accommodations during colder weather or times of inversion with high particulate matter in the air or times of high pollen. If for some rare reason your child should not go outside for recess, please send a doctor's note with your child each day he/she is to stay inside the building.

The following will be required in order to offer all students a safe and fun outdoor activity period:

1. Students are to exhibit appropriate and respectful conduct.
2. Fighting, which includes hitting, kicking, pinching, biting, is not allowed. (Keep own space!)
3. Students are to stay in sight of teacher or supervisor.
4. A child is **NOT** permitted to leave school grounds.
5. Students should not play around cars or near the school parking lots.
6. Students should stay off and away from fences.
7. Destruction of school property, trees, walls and school equipment is not allowed.
8. Students should try to help Pioneer Elementary grounds stay clean and attractive.
9. Any type of rough play is not permitted.
10. There is to be no throwing of wood chips, sticks, stones, ice, mud, snow, etc. (If it is on the ground, leave it on the ground.)
11. Proper use of playground equipment must be followed.
12. Cones set around a certain area mark it as unsafe and restricted and should be avoided.

SAFE and DRUG-FREE CAMPUS

The Pioneer School is a drug-free and safe campus. Drugs or drug paraphernalia of any kind are not allowed on campus, nor are firearms, knives or other dangerous instruments. Any student exposing or threatening others with dangerous weapons (such as knives or guns of any sort) shall be subject to immediate suspension and possible expulsion from school, and legal action will be taken. Any person on campus with a dangerous weapon will be referred to local law enforcement.

SKATEBOARDS, WHEELIE SHOES, SCOOTERS, SKATES, ETC.

The Preston School District has a policy which prohibits skateboards, scooters, skates or any similar conveyance from the school district property. Shoes with wheels are also not allowed.

TOYS

Toys are distracting to students and are not to be brought to school unless prior arrangements have been made with the classroom teacher. These may include but are not limited to, fidget spinners, stuffed animals, Pokémon cards, etc. Please do not allow your child to bring toys to school.

FIELD TRIPS

Parents are asked to complete field trip permission information on the student enrollment form. When you complete the form indicating that permission is granted, your child may go on all field trips scheduled during the year. Details of the field trip are sent home before each field trip occurs. The school offers cafeteria prepared sack lunches for field trips. The price of these prepared lunches will be deducted from your child's lunch account.

IMMUNIZATIONS

All students enrolled in a public school must have completed immunizations on file before admission to school. Five or more doses of DtaP or TD vaccine, four or more doses of polio vaccine, two doses of MMR, three doses of hepatitis B vaccine, two doses of varicella vaccine, and two doses of hepatitis A vaccine. A child may be exempt by a doctor's statement or by a signature of a parent for personal or religious beliefs.

INSURANCE

Even with the greatest precautions and the closest supervision, accidents can and do happen at school. They are a fact of life and a part of the growing-up process all children go through. Parents need to be aware of this and be prepared for possible medical expenses that may arise should their child become injured. The school district does not provide medical insurance to pay for expenses when students are injured at school. The district makes student medical insurance available for families for their individual purchase. Information outlining the coverage and premiums are available at the school office or under "student insurance" on the district website <http://www.prestonidahoschools.org>. Additionally, for those without health insurance, a low-cost or no-cost coverage might be available based on income guidelines. Contact the Idaho Dept. of Health and Welfare at 2-1-1 for more info.

OFF TO A GOOD START

Your child should be well rested (9-10 hours of sleep) and have nourishing well-balanced meals and healthy snacks. It is important that your child receive a healthy breakfast before beginning school each day. Breakfast is available free of charge each morning as school begins. Your child's clothing should be simple, safe, sturdy and easy for your child to manipulate without help. (Coats and boots should be easy to get on and off.) Outdoor clothing should be labeled with your child's name placed on the inside. (We do not recommend putting your child's name where it may be seen and used by strangers to give false assurances to your child). Choose appropriate clothing for the weather and prepare for possible changes in the weather. Frequently check the lost and found area for any missing coats, gloves, hats, lunch boxes, etc.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences will be held each school year. These conferences give parents an opportunity to interact with teachers and discuss any concerns or questions about their child's education. We feel these conferences are very beneficial and help to assure student progress.

We encourage your attendance. To prepare for conferences you may want to do the following:

1. Decide what questions you need to ask and write them down.
2. Ask your child if there is anything he/she would like you to discuss with the teacher. Any time you have concerns or problems, please feel free to contact the teacher at school.

PTO

The Parent Teacher Organization (PTO) provides many services to the school and students. We are grateful for all they do. From time to time, you will see notes from the PTO asking for help with their projects. Please be generous with your time because these activities directly benefit our students. Parent participation and involvement is welcomed and invited. We are currently seeking volunteers who will serve as officers and/or committee members for our Pioneer Parent and Teacher Organization. All interested parents are encouraged to call the school (852-2050).

READING

Learning to read will be given the priority status necessary to enable all students to become successful and fluent readers. "Succeeding in Reading" and creating the foundation for becoming lifelong readers is our major focus. As parents, reading to your child every night has been a strong determining factor in creating a lifelong reader.

SAFE BUSING POLICY

Students can ride the bus home or to a set daycare. If arrangements need to be made to ride a different bus, the district requires a note to be given to the school in advance of the requested change. Please make those arrangements early in the day. If changes must happen, contact the school before 3:30 p.m. so we can let the student know. For safety reasons, students cannot be pulled off buses once they board at 3:45. Parents who are picking their children up from school should be at the building just prior to the 3:45 dismissal.

SCHOOL LUNCH

A nutritious breakfast and lunch are available to all Pioneer students each school day. Studies show that students do better in school when they have a healthy breakfast and lunch. The meals served at Pioneer meet or exceed the specific nutritional guidelines as set forth by the federal government. Students are given several options they may choose from daily, along with vegetables, milk, and fruit.

Student prices are as follows:

Breakfast: FREE

Reduced Lunch: 40¢

Student Lunch: \$2.60

(Adult Lunch: \$4.00)

Payments for school lunch can be made on a daily, weekly, monthly, quarterly, or yearly basis. Payments may be made in the morning from 8:00 to 10:30 and during lunch in the cafeteria. Lunch payments may be given to the office secretary. Please remember to write or enclose a note with your child's name and account number on your payment.

Free and reduced lunch applications are available year round at the district office, Pioneer office, or the cafeteria. Students that were eligible for free or reduced meals the previous school year are still eligible until October of this year. A new application must be filled out each year. Applicants are notified within ten (10) days after applying whether or not they qualify for free or reduced cost meals. Every family is encouraged to fill out a free or reduced application. The information on each application is confidential. If you have any questions, please call Candy Longhurst, 852-0280.

VISITORS AND VOLUNTEERS

All school visitors/volunteers **must report** to the office before proceeding to any classrooms. After signing in at the office, a school badge will be issued allowing entry into classrooms. The school encourages parent involvement. Please consider opportunities to volunteer in classrooms. Your child's teacher may occasionally need help for one-on-one tutoring, small group work, or field trips. We appreciate and welcome those who volunteer. You may want to arrange regular times each week. We encourage you to work with your child's teacher to make the best educational environment.

STUDENTS

Students have the RIGHT to:

1. Learn in a positive safe environment.
2. Attend scheduled classes.
3. Participate in school functions.
4. Expect reasonable requests by teachers and administrators.
5. Expect others to be honest in both academic and school-related affairs.
6. Expect to be safely transported to and from school.
7. Be informed about class requirements.
8. Be informed about safety procedures.
9. Share their feelings - except when it infringes on the rights of other people.
10. Be protected from physical and verbal abuse by other students and staff members.

Students have the RESPONSIBILITY to:

1. Know their full name.
2. Know parents' names.
3. Know address and telephone number.
4. Know bus driver and stall number in order to get on and off the bus without being helped by brothers, sisters or friends.
5. Bring a book bag every day. A book bag helps to keep students' papers and books together things can discussed together when home.
6. Keep track of their belongings. (Please put name on child's belongings - particularly coats, jackets, etc.)
7. Know and follow the school rules.
8. Be on their best behavior at all times.
9. Dress appropriately.
10. Try their best, regardless of social, emotional, or physical capacity.
11. Do homework as assigned.
12. Give to parents/guardians all notices and information received from the school.

PARENTS

Parents and Guardians have the RIGHT to:

1. Expect a classroom atmosphere that permits a meaningful learning place.
2. Expect that a student will not be exposed to verbal or physical abuse.
3. Expect that the disruptive actions of a few will not interfere with the educational process.
4. Be informed of behavior on the part of their child which is jeopardizing their fellow student's right to learn.
5. Be informed of any disciplinary action taken as a result of several continuing infractions, and the right to informally appeal such action.
6. Assume the school staff will meet with them to discuss pertinent problems.
7. Expect every precaution will be taken for complete confidentiality regarding their child.

Parents and Guardians have the RESPONSIBILITY to:

1. Know and understand that the state code requires every parent to properly train, educate, discipline and control their child.
2. Be available, at a mutually agreed upon time, to confer and conference with school personnel concerning their child. Constructive dialogue stimulates progress and is welcomed by all.

3. Direct their concerns regarding the education of their child to the professional most directly involved. Handle concerns at the lowest level first.
4. Be financially responsible for any damage to personal or school property committed by their child.
5. Not drop off their child at school before 7:45 AM. (12:10 p.m. for afternoon kindergarten)
6. Make sure their child is in attendance at school and call the office if child is absent.
7. Support homework completion.
8. Stay informed about my child's education and communicate with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding and reaching out as appropriate.
9. Serve, to the extent possible, on school teams and/or volunteer in the classrooms.

TEACHERS

Teachers have the RIGHT to:

1. Expect students to maintain an accepted standard of behavior in the classroom.
2. Expect cooperation from the administration and parents in establishing and maintaining a school atmosphere conducive to learning.

Teachers have the RESPONSIBILITY to:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the students to achieve.
2. Maintain a school atmosphere conducive to learning.
3. Reprimand or discipline students in an appropriate manner.
4. Maintain a reasonable standard of behavior throughout the school facility.
5. Make written discipline referrals to the administration.
6. Enforce the rules and regulations of the district and school.
7. Keep accurate attendance records.
8. Communicate frequently with parents or guardians. Hold parent-teacher conference at least annually to discuss the progress and achievement of the child.
9. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities.

ADMINISTRATORS

An Administrator has the RIGHT to:

1. Make professional interpretations of stated rules and regulations.
2. Promote and encourage support of all school employees in the implementation of district and school regulations.
3. Suspend, recommend for expulsion, or refer to school resource officer those students involved in cases of flagrant and continuing misconduct.

An Administrator has the RESPONSIBILITY to:

1. Execute school board policy and administrative rules and regulations.
2. Treat students, parents, teachers and citizens with the respect due to them as individuals and with sensitivity to their differences in ethnic and social background.
3. Maintain an atmosphere which is conducive to educational development and growth.
4. Inform parents of serious or consistent student misconduct and disciplinary actions.
5. Maintain confidentiality in all matters relating to student records.

TITLE I

Pioneer Elementary School's Title I program and assistance is offered schoolwide. All students attending Pioneer Elementary are eligible to receive Title I services to help them be successful in school and demonstrate proficient or advanced levels of achievement.

Pioneer Elementary recognizes that in order for this mission to be successful, the school needs to advocate the involvement of parents and families in their children's education. The school desires to foster relationships between home, school, and the community which will enhance the education of students. Jointly we will review and update a parent involvement policy and parent compact, which outlines how the school staff, parents, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve high standards. Parents are invited to attend the annual Title I meeting held in the early fall to learn more about the program and services as well as share suggestions to make the school a better place. Other formal school meetings will be held in which parents can contribute ideas to make the school a better place. Look in newsletter and webpages for dates and times of those meetings that will help build dynamic home school partnerships. Parents are also welcome to contact school administration at any time to offer suggestions and insights. We believe that family involvement fosters positive attitudes, promotes good behavior, and encourages student achievement. As a result of this partnership, we feel the educational success of our students will be increased. Additionally, parents of a student attending a school receiving federal program funds may request the professional qualifications (college major, degree and license) of their child's classroom teacher. If that information is desired, parents should contact the school office to obtain it.

Federal McKinney-Vento Homeless Assistance

Act Children who lack fixed, regular, and adequate housing have certain educational rights. Visit with the elementary principal or contact the Preston School District Homeless Education Liaison at 208-852-0283 to find out more.

Notification of Video Surveillance

To promote the safety of students, employees, and visitors, as well as the security of our facilities and equipment, Pioneer Elementary may conduct video surveillance of any portion of its premises at any time; the only exception being private areas of restrooms, and dressing rooms. Video cameras will be positioned in appropriate places within and around Pioneer and used in order to help promote the safety and security of people and property. Questions about video surveillance in the workplace should be directed to school administration.

Notice of Non-discrimination

The Preston School District does not discriminate on the basis of race, color, religion, national origin, sex, ancestry, disability, age, or any other characteristic protected by law, in its programs and activities. Further, in accordance with federal law, the district provides equal access to its facilities to the Boy Scouts and other designated youth groups. The superintendent has been designated to handle inquiries regarding the non-discrimination policies.

Preston School District
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