Pioneer Middle School
Parent/Student Handbook
2017 - 2018

50 E. Spencer Lake Rd.
Shelton, WA  98584
(360) 426-8291
Fax (360)
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Pioneer School District

BELIEF STATEMENT
Change is inevitable and risk-taking is necessary for progress.

MISSION STATEMENT
The mission of the Pioneer School District is to educate each student to the highest levels of academic achievement and prepare each student to succeed in life.

VISION
High levels of learning for all . . . every child, every day.

GOALS
Goal #1  Student Achievement
Goal #2  Financial Stability of the District
Goal #3  Parent/Community Involvement
Goal #4  Facilities
Goal #5  Leadership

It is the goal of the School Board, administration and staff, to work in harmony with parents, and students to develop a safe, positive school environment and high student achievement. It is our desire to have open communication with parents and community members. Please call or stop in to talk to us about questions and/or concerns. By working together, Pioneer Middle School will continue to be a special learning environment for our students.
Pioneer Middle School
Home of the Eagles

WELCOME

Welcome to Pioneer Middle School. We hope the information in this handbook will help you gain a better understanding of the operation of our school.

Please review the information found in this handbook with your child. Pioneer students are expected to be familiar with the contents of this handbook. We are glad you’re here, and we trust that each of our students will take pride in being a Pioneer Eagle!

School Hours and Student Arrival

Pioneer School’s regular school hours are from 8:30am to 3:00pm. A secretary is available to take your call during our operating hours - from 7:30am to 4:30pm.

Supervision of students is not available until 8:10am. Please do not drop your students off prior to this time.

Website


Internet Access

Pioneer students may have access to the internet while at school. Use of the internet by students and staff of Pioneer School District shall be in support of education and research. In order for your child to have access to the internet while at school, it is necessary for you and your child to complete the Internet Use Agreement Form and return it to his/her Advisory teacher. Access to the internet may be revoked by any teacher or the Principal if a student violates the standards of use described in the form.

Email

All staff members may be reached by email. Use the first letter of the staff member’s first name followed by the last name, and ending in @psd402.org. For example, Mr. Budge’s email is bbudge@psd402.org. Staff emails can also be accessed by using the district website.

Fax

If you have information that you wish to send by FAX to us in the office, the FAX number is

360-426-1036
# STAFF LIST

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<tr>
<th>Staff Member</th>
<th>Subject/Position</th>
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</tr>
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<tr>
<td>Connie Bingham</td>
<td>8th Math/ASB</td>
<td><a href="mailto:cbingham@psd402.org">cbingham@psd402.org</a></td>
</tr>
<tr>
<td>Stacey Burns</td>
<td>Band &amp; Choir</td>
<td><a href="mailto:scasey@psd402.org">scasey@psd402.org</a></td>
</tr>
<tr>
<td>Amy Byykkonen</td>
<td>7th Math</td>
<td><a href="mailto:abyykkonen@psd402.org">abyykkonen@psd402.org</a></td>
</tr>
<tr>
<td>Scott Dakers</td>
<td>7th History</td>
<td><a href="mailto:sdakers@psd402.org">sdakers@psd402.org</a></td>
</tr>
<tr>
<td>Dan Deacon</td>
<td>8th History</td>
<td><a href="mailto:ddeacon@psd402.org">ddeacon@psd402.org</a></td>
</tr>
<tr>
<td>Ruth Hockensmith</td>
<td>7th English</td>
<td><a href="mailto:rhockensmith@psd402.org">rhockensmith@psd402.org</a></td>
</tr>
<tr>
<td>Martha Hoss</td>
<td>7th Science</td>
<td><a href="mailto:mhoss@psd402.org">mhoss@psd402.org</a></td>
</tr>
<tr>
<td>Aaron Leth</td>
<td>Fitness/Health</td>
<td><a href="mailto:aleth@psd402.org">aleth@psd402.org</a></td>
</tr>
<tr>
<td>Kris Jonker</td>
<td>6th Math</td>
<td><a href="mailto:kjonker@psd402.org">kjonker@psd402.org</a></td>
</tr>
<tr>
<td>Brenda Roth</td>
<td>6th Science</td>
<td><a href="mailto:broth@psd402.org">broth@psd402.org</a></td>
</tr>
<tr>
<td>Megan Thurston</td>
<td>7th English</td>
<td><a href="mailto:mthurston@psd402.org">mthurston@psd402.org</a></td>
</tr>
<tr>
<td>Steve Valley</td>
<td>8th Science</td>
<td><a href="mailto:svalley@psd402.org">svalley@psd402.org</a></td>
</tr>
<tr>
<td>Jessie VanAagten</td>
<td>6th History</td>
<td><a href="mailto:jvanaagten@psd402.org">jvanaagten@psd402.org</a></td>
</tr>
<tr>
<td>Tricia Van Marter</td>
<td>8th English</td>
<td><a href="mailto:tvanmarter@psd402.org">tvanmarter@psd402.org</a></td>
</tr>
<tr>
<td>Joel Williams</td>
<td>Tech</td>
<td><a href="mailto:jwilliams@psd402.org">jwilliams@psd402.org</a></td>
</tr>
<tr>
<td>Tonya Youngquist</td>
<td>Fitness/Health</td>
<td><a href="mailto:tyoungquist@psd402.org">tyoungquist@psd402.org</a></td>
</tr>
<tr>
<td>Amy Dahlberg</td>
<td>Behavior Specialist</td>
<td><a href="mailto:adahlberg@psd402.org">adahlberg@psd402.org</a></td>
</tr>
<tr>
<td>Fran D’Alelio</td>
<td>Library</td>
<td><a href="mailto:fdalelio@psd402.org">fdalelio@psd402.org</a></td>
</tr>
<tr>
<td>Caroline Davenport</td>
<td>6-8 Title I/LAP Services</td>
<td><a href="mailto:cdavenport@psd402.org">cdavenport@psd402.org</a></td>
</tr>
<tr>
<td>Pam Endicott</td>
<td>Student Services</td>
<td><a href="mailto:pendicott@psd402.org">pendicott@psd402.org</a></td>
</tr>
<tr>
<td>Ronna Graham</td>
<td>6-8 Sped Teacher</td>
<td><a href="mailto:rgraham@psd402.org">rgraham@psd402.org</a></td>
</tr>
<tr>
<td>Bracken Budge</td>
<td>Principal</td>
<td><a href="mailto:bbudge@psd402.org">bbudge@psd402.org</a></td>
</tr>
<tr>
<td>Mike Moore</td>
<td>Counselor</td>
<td><a href="mailto:mmoore@psd402.org">mmoore@psd402.org</a></td>
</tr>
<tr>
<td>Susan Vincent</td>
<td>Principal’s Secretary</td>
<td><a href="mailto:svincent@psd402.org">svincent@psd402.org</a></td>
</tr>
<tr>
<td>Kathy Kent-Lanning</td>
<td>Attendance</td>
<td><a href="mailto:kkentlanning@psd402.org">kkentlanning@psd402.org</a></td>
</tr>
<tr>
<td>Janie Chamberlin</td>
<td>CNA/Health Room</td>
<td><a href="mailto:jchamberlin@psd402.org">jchamberlin@psd402.org</a></td>
</tr>
<tr>
<td>Martin Brewer</td>
<td>Superintendent</td>
<td><a href="mailto:mbrewer@psd402.org">mbrewer@psd402.org</a></td>
</tr>
<tr>
<td>Stephanie Terry</td>
<td>Dir. Student Services</td>
<td><a href="mailto:sterry@psd402.org">sterry@psd402.org</a></td>
</tr>
<tr>
<td>Liz Winchell</td>
<td>Business Manager</td>
<td><a href="mailto:lwinchell@psd402.org">lwinchell@psd402.org</a></td>
</tr>
<tr>
<td>Kelly Evans</td>
<td>Personnel Specialist</td>
<td><a href="mailto:kevans@psd402.org">kevans@psd402.org</a></td>
</tr>
<tr>
<td>Lynn Chakos</td>
<td>Superintendent Secretary</td>
<td><a href="mailto:lchakos@psd402.org">lchakos@psd402.org</a></td>
</tr>
<tr>
<td>Kim Auseth</td>
<td>Payroll/Purchasing Spec.</td>
<td><a href="mailto:kauseth@psd402.org">kauseth@psd402.org</a></td>
</tr>
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IMPORTANT PARENT INFORMATION

Parents Contribute to School Success

The family is the child’s first teacher. Habits and attitudes related to school begin at home. Parents, you can contribute to your child’s success in school by:

1. Ensuring prompt and regular school attendance and complying with attendance rules and procedures.
2. Talking with your child daily about school activities and showing an active interest in his/her assignments.
3. Providing a regular time and place for working on homework assignments.
4. Encouraging (and modeling) reading at home – at least 30 minutes every day.
5. Teaching your child about respecting those in authority, the rights of others, as well as private and public property.
6. Working with the school in carrying out recommendations made by teachers or staff that are in the best interests of your child.
7. Reinforcing desirable and positive character traits.

Skyward Family Access

Parents can view their child’s schedule, attendance, food service account, grades and demographic information online at any time.

To sign up for Family Access contact Lynn Chakos in the district office.

Classroom Visitations

Parents are encouraged to visit their child’s classroom. For reasons of student safety and building security, we ask all visitors to check in and out through the front office and provide valid photo ID. We also ask that you wear a visitor or volunteer badge while on campus which is acquired from the office upon check in. A current WSP background check will need to be on file prior to your visit.

As a courtesy to your child’s teacher, we request that you notify us with your wishes at least 24 hours in advance of classroom visitations. This will reduce the likelihood of selecting a time that could be disruptive to the educational process.

Safety Measures

For the safety of everyone in the building, and to minimize disruption to the educational process:

1. All visitors are required to register at the school office when visiting or volunteering and show photo ID. Please be sure to wear the name badge that is provided.
2. All school rules are in effect from the time your child arrives on campus until he/she leaves the school grounds.
3. Safety drills are done routinely during the year to prepare for potential emergencies such as fire, earthquake, or lockdown.
4. Students must have written permission signed by a parent/guardian to participate in field trips.
5. When it is necessary to change your child’s normal bus routine permanently, the parent/guardian must call the Transportation Department at 426-3182.
6. When it is necessary to change your child’s normal bus routine temporarily, please notify the office by phone or by hand written note. An official bus stop and color or number is required (an address is not sufficient) for the office to generate a note to the student.
**Insurance**

Pioneer School District is not required to carry insurance for individual student accidents. We have applications available for student insurance through an independent agency should you be interested. Please inquire at the district office for more information.

**Parent - Student - Teacher Conferences**

Two of the most important meetings that parents should attend during the school year are the Parent/Student/Teacher conferences. Fall conferences will be held October 25th-27th, and Spring conferences will be conducted March 28th-30th. Notifications are sent home one week prior to the available appointment times. Students are encouraged to participate in these meetings. In the fall the students help to identify their learning goals for the school year, and in the spring we review together the progress made toward these goals.

**Parent Teacher Association (PTA)**

Pioneer School’s PTA plays a vital role in providing special programs for our students. Please support the organization with your participation when possible. Parents are encouraged to attend PTA meetings and consider PTA membership. More information can be obtained by contacting the Middle School office.

**Volunteers**

Teachers welcome parent and community volunteers. We are often in need of volunteers who enjoy working with students and helping them progress towards their academic goals. Let us know if you would like to volunteer. Each volunteer is required to have a Washington State Patrol background check. This process helps us to ensure the safety of our students.

**School Board (Board of Directors)**

Pioneer School Board Members include Dr. Dale McDaniel (Chairman), Ginny Beech (Vice Chair), Pamela Harrell (Legislative Representative), Jason Bailey and Mike Felton. Elections are held in the fall with filing dates in July. WSSDA offers a free brochure describing the responsibilities of school board members. You may contact the Association at 360-493-9231 for more information.

**ATTENDANCE**

**Illness/Absences**

Parents should contact the school office before 10:00 a.m. and indicate the reason for the absence or send a handwritten note. Automated calls are made every day to the home of students who have an unexcused absence during the day. Please note that the parent/guardians must contact the school office by note or phone explaining the absence within 10 days of the absence or it will be permanently recorded as unexcused.

**Attendance Policy**

Students and parents/guardians share responsibility for regular school attendance.

1. Students are expected to attend all assigned classes each day. Teachers will report absences and tardiness to the school attendance office. The district reserves the right to verify excuses when there is sufficient evidence that an abuse of the policy exists.

2. Missed assignments and assessments may be made up in the manner provided by the teacher. Parents are encouraged to contact their child’s teacher via email for missed work, and may also submit a homework request through the office.
3. Following are examples of valid reasons for absences.
   a. **School approved activities** -- to be excused, this absence must be authorized in advance by the school principal or designee who will inform the appropriate teacher(s).

   b. **Absence due to illness, health conditions, medical/dental appointments, a family emergency, or a religious observance when requested by a student’s parent(s)/guardians** -- If your child is ill to the extent that it would be difficult for him/her to participate in the activities of a normal school day, including recess/PE, it is best to keep the child at home. Upon the 5th consecutive day of illness, a doctor’s note will be required to excuse absences. Children with a fever at or above 100 degrees should be kept home for 24 hours after a normal temperature is reached.

   c. **Excessive absences** -- Absences exceeding 18 days during one school year are considered excessive. All absences beyond 18 days will require a doctor’s note in order to be excused. Students who are determined to be chronically absent will be referred to the Pioneer Truancy Board.

   d. **Absences resulting from disciplinary actions or short-term suspension** -- as required by law, students who are removed from a class or classes as a disciplinary measure, or students who have been placed on short-term suspension shall have the right and responsibility to make up assignments or exams missed during the time they were denied entry to the classroom if the effect of the missed assignment will result in a substantial lowering of the course grade.

   e. **Extended illness or health condition** -- if a student is to be confined to home or hospital for an extended period, the school will arrange for the availability of assignments. The district will cooperate with private tutors that parents may employ. In some instances of long-term illness, teachers can be provided.

   f. **Chronic health condition** -- a student with a chronic health condition that interrupts regular attendance may qualify for placement in a limited attendance and participation program. The student and his/her parents or guardians must apply to the principal or designee and a limited program will be written following the advice and recommendations of the student’s medical advisor. The recommended limited program shall be approved by the school principal or designee. The staff will be informed of the student’s needs, though the confidentiality of medical information will be respected at the parent’s request.

**Unexcused Absences**

Unexcused absences fall into two categories:

1. Submitting a signed reason(s) which does not constitute an excused absence as defined previously, or
2. Failing to call the main office to report the reason(s) for the absence or submit any type of reason(s) statement signed by the parent or guardian. This type of absence is also defined as truancy.

Each unexcused absence will be followed by a phone call to the parent/guardian of the student. After two unexcused absences within any month, a conference will be held between the parent, student, and principal. No later than the student’s 5th unexcused absence in a month, the district shall enter into an agreement with the student and parents that establishes school attendance requirements, refer the student to a community truancy board, or may file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010. If the above action fails to correct the attendance problem, the student will be declared a habitual absentee and the school will file a truancy petition in juvenile court.

**Pre-Arranged Absences**

Two weeks prior to a pre-arranged absence, the following procedure must be followed:

1. Obtain a pre-arranged absence form from the attendance office.
2. Parents/guardians sign the form and return it to the attendance office for administrator approval.
After authorization of the planned absence, all teachers will be notified by email. The approved absence form will then be routed to all his/her teachers who will determine required assignments and appropriate due dates. Each student is responsible for making up work missed during the absence. Each teacher may tailor the assignments to the student’s needs and circumstances as they see fit.

**ARRIVAL and DEPARTURE PROCEDURES**

*Arrival Procedures*

Classes begin at 8:30am. Students should arrive on the school grounds between 8:10 a.m. and 8:25 a.m. daily, which allows them sufficient time to prepare for the day ahead. There is no adult supervision prior to 8:10 a.m.

*Closed Campus*

Pioneer Middle School has a closed campus, requiring all students to remain on the school grounds from the time of arrival until officially excused. Failure to follow closed campus regulations will result in disciplinary action.

Students participating in sports may not leave campus between the end of the school day and the beginning of sports practice. In the event of a home game, students wishing to support their team must have pre-approved permission and transportation arrangements. Appropriate school conduct/sportsmanship is expected at all school functions/events. Failure to comply may result in removal from the school function/event.

*Early School Departure*

If it is necessary for your child to be excused early, please send a note of explanation to the school office and teacher in advance when possible. Please come to the office to sign them out. Photo ID is required.

*End of Day Plans*

It is our understanding that students who regularly ride school buses will be riding their assigned bus home after school every day. Any change to a student’s end-of-the-day routine needs to be communicated by a parent via note or phone call to the office no later than one hour prior to student release time at the end of the day when possible.

Parents who plan to pick up their child daily may submit a written notification annually. This document will then be kept on file in the office.

*Parking*

Please do not park in the bus zones. The parking guidelines are subject to change during the construction process.

*Withdrawal from Pioneer Middle School*

Please notify the office as soon as possible if you know you will be moving from our school service area. All fees/fines and school materials must be returned prior to transfer or records to the new school district.
HEALTH

Medications

Guidelines for medications at school:

1. To assist us in dealing with your child’s complaint of illness during school hours, please notify us of any new medications or medication changes. This includes short term antibiotics and daily medication given at home and/or school.

2. “Oral medication” refers to both prescription and over-the-counter medication.

3. All oral medication requiring administration during the school day must be accompanied by a signed permission form from both the parent and the prescribing physician/dentist. It must accompany the medication. By law, eye and ear drops cannot be administered at school.

4. For the safety of your child and other students, all medications must be brought to the school office/nurse in the original container, by the parent or guardian. This includes pain relievers and cough drops, etc. No medication is to be sent on the bus with the student. Only those students with a copy of their order for an inhaler (which is to be signed by a physician and parent giving permission to carry) are allowed to transport medications.

5. All medications will be kept in a locked cabinet in the health room.

6. All students with a life-threatening condition such as an anaphylactic reaction to bee/insect stings or food(s), severe asthma, diabetes, or seizures, are required to have medication at school. An emergency care plan will be developed by the nurse in collaboration with the parent/guardian and health care provider. All required forms can be obtained in the school office.

Sprays/Scents

No scented or spray products. No spray deodorants, hair spray, perfume, etc. We promote a scent-free environment due to allergic reactions to staff and students that can be life threatening. When scented products have been suspected to adversely affect a person’s health, some or all of the following symptoms are reported:

- Headaches
- Upper respiratory symptoms
- Skin irritation
- Nausea
- Difficulty with concentration
- Loss of appetite
- Weakness
- Numbness
- Shortness of breath

Communicable Diseases

The Pioneer School District reserves the right to exclude from attendance any student suspected of being infected with such conditions as hepatitis, impetigo, ringworm, scabies, eye infections, or any other conditions which are considered contagious. In such cases, proof of medical treatment and/or lack of threat of contagion must be cleared with the school nurse or office staff before a child may return to class.

Lice

When a student returns to school after having been found with live lice, s/he will be checked by the school nurse or health assistant to ensure that there are no live lice present. It is the parents’ responsibility to remove any nits that are present on the child’s hair.
**Health Screenings**

Screening for hearing, distance vision and near point vision are conducted yearly. Parents are advised if the results show a need for additional follow up. These are screening services only and do not take the place of regular examinations performed by your eye specialist and family physician.

**Immunizations**

Washington State law requires that all students, preschool through 12th grade, be immunized against DPT, polio, MMR, and varicella (chicken pox.) All kindergarten and 6th grade students must give a date and age of having had chicken pox or provide a date of the varicella vaccination. In addition, all student PS-8 are required to have 3 doses of Hepatitis B and a second MMR. Immunization requirements change yearly. Immunization information must be recorded on a state form and filed with the school before the child’s first day of attendance. If you have questions concerning your child’s immunizations, please call the school nurse at 360-427-2737.

**Health Room**

There is a Registered Nurse and Health Assistant available to assist your child in case of an illness or injury at school. Parents are notified to pick up their child when the child’s temperature is 100 degrees or greater, if the child is vomiting, or has diarrhea or child is experiencing continuous discomfort or pain. If your child is sent home because of fever, vomiting or diarrhea, he/she must be symptom free for 24 hours (without the use of medication) before they can return to school.

Emergency contact information is kept on file in the office. Parents are responsible for updating this information to ensure prompt notification of their child’s illness or injury. If your child has any restrictions due to a health condition or injury, parents are responsible to supply that information to the school nurse.

**Food/Pet Allergies/Insect Stings**

It is the parent/guardian’s responsibility to inform the school if his/her child has an anaphylactic reaction to any food product(s) or insect bites. Food allergies can be life-threatening. Once the school is informed, a note will go home with all students in the affected child’s classroom, informing parents to avoid snack items containing the specified allergen(s). No homemade items are allowed at classroom parties. Any treats/snacks that are brought to school must be store bought items. The child with the food allergy remains anonymous, unless the child him/herself discloses the information to others.

Due to the many student and staff allergies to pets, we request that no pets be brought into the school buildings. If your child requires the assistance of a service animal during the school day for a chronic health condition, please contact the building administrator.
PIONEER TRANSPORTATION

Pioneer Transportation Department

If you have questions regarding transportation, please contact the Mason County Transportation Cooperative at 360-426-3182. The district’s transportation supervisor is Roger Lange. Schedule changes due to inclement weather are announced on local radio KMAS 1030 and Seattle television and radio stations.

School Bus Guidelines

Most of our students ride a school bus to and from school. Students should be at the appropriate stop approximately 5 minutes before the scheduled arrival time of the bus. Once aboard the bus, all students are expected to follow the directions of the bus driver and all bus safety guidelines which are made available to parents and students each school year. Please keep in mind that the primary concern of each driver is the safe transportation of your child to and from school. If you want your child to ride one of our buses to a location other than his/her regular destination, please send a written request to the front office. The student will be issued a bus pass for the day and location specified in the note. Any long term or permanent location changes must be made in writing and delivered to the front office. (Please refer to the Safety Measures section of this handbook for detailed instructions.)

GENERAL INFORMATION for STUDENTS

Dress Code

The Pioneer School District dress code requires acceptable attire and personal appearance which do not reveal and or endanger health or safety, are not offensive to others, and are not disruptive or detrimental to the educational process. Vulgar or obscene messages, or advertisements of tobacco, drugs, or alcohol, are not allowed.

The dress code applies to ALL students, both male and female.

The following garments are prohibited:

Upper garments:
Strapless garments, any strap less than two inches wide, halter tops, low-cut necklines exposing cleavage, backless (holes, cut outs, low cut) garments and garments exposing the midriff.

Lower garments:
Low riding pants, and skirts or shorts that expose undergarments while sitting or standing. The appropriate length for dresses, skirts, and shorts is mid-thigh or below. (Hem must fall below the finger tips while the student is standing with arms at their sides.)

All garments:
Torn garments, see through garments, and clothing conveying messages (writing, pictures, symbols, or logos) that are crude, vulgar, profane, violent, death-oriented, sexually suggestive, or promote alcohol, drugs, or tobacco.
Headwear:
Hats, visors, beanies, bandanas, hoods and other head apparel are not allowed INDOORS at school. They will be confiscated and returned at the school’s discretion. If there are special dress-up/costume days which may involve hats, students will be notified. Flip-flops are not appropriate footwear for PE.

Chains and particularly wallet chains or neck chains, are restricted. Spiked accessories and safety pins worn as decoration are not allowed.

Consequences for Violation of the Dress Code:

1st infraction: Referral to the office, parent phone call, and student must change clothes to comply with dress code.

2nd infraction: Referral to the office, parent phone call, and student must change clothes to comply with dress code, lunch detention.

3rd infraction: Lunch Detention(s) per Principal’s discretion.

Chronic Violations: Progressive consequences per the Principal’s discretion.

Electronic Devices

Cell phones, hand-held game systems, CD players, iPods, iPads, MP3 players, or any such electronic devices are not to be used at school, neither in the building, nor on the playground. Such devices at school are discouraged due to frequent loss, damage, or theft. They are not to be used while at school at any time. If these guidelines are violated (if the item is seen at any time) the item in question will be confiscated. The school district is NOT responsible for any loss or damage to these items.

Public Display of Affection (PDA)

Embracing, kissing, or other acts of public affection are inappropriate at school and are not allowed. Students who persist in this type of behavior after having been warned will receive disciplinary action.

Lunch and Breakfast Program

Lunch may be brought from home or purchased at school. Free and reduced student lunch applications can be picked up at the front office.

- Student breakfasts sell for $1.40 with no charge for those qualified for free or reduced pricing
- Student lunches sell for $2.70 with the reduced price is $0.40, and milk is available for $0.40.
- Adult breakfasts sell for $1.75
- Adult lunches sell for $3.55.

The district uses a computerized lunch program. Once money has been deposited into a child’s account, the student may access this account using a pin number when purchasing breakfast, hot lunch or milk. Money may be deposited into student accounts at any time through the office or online. Contact district office for details on paying online. Money may be carried over from year to year. There is a maximum of two lunch charges OR a negative balance of $5.00 allowed on a student’s lunch account. Students will be required to call home for a lunch if they reach this point. Your child’s food service account information can be accessed at any time through the online Family Access program. You may sign up for Family Access through the district office. Sharing lunches is not allowed.

Energy drinks of any kind are NOT ALLOWED at school at any time. Water is the only beverage allowed in the classroom.
SPECIAL PROGRAMS and CO-CURRICULAR ACTIVITIES

Counseling
Guidance counseling services are available for Pioneer Middle School students. Services include, but are not limited to: assessing student needs for counseling with suggestions for community counseling resources, helping students overcome issues that interfere with the educational process through individual and group counseling, crisis intervention, problem solving, grief and loss concerns, anger management, reconciliation, mediation, social skills, career development, behavior choices, anti-bullying and anti-harassment strategies.

Special Education
Special education services are available for students who qualify under the state guidelines. Referrals may be made by parents or school staff.

Title I and Learning Assistance Programs (LAP)
Students requiring extra help in reading and/or mathematics are selected on the basis of assessment results and/or teacher referrals. The additional support and/or instruction is provided under the direction of our Title 1/LAP instructors. Pioneer is a school-wide Title 1 school.

Speech and Language Pathology
Some students may qualify for assistance in the area of speech and/or oral language development. The students receiving services will meet with the speech and language pathologist as recommended.

Library
Students receive instruction in library skills and information literacy from our librarian. Students are encouraged to use our library and the Timberland Regional Library. It is important for students to understand the necessity of returning books by the due date and in good condition. Although there are no fines for overdue books, students are required to pay for lost or damaged books. Report cards will be held for books overdue by 30 days or more.

Fitness and Health
A fitness and health education program is under the direction of the district’s fitness staff. Fitness and Health are graded subjects. Middle school students are required to wear a fitness uniform consisting of a gray t-shirt or sweatshirt with no markings, and black shorts or sweatpants. No V-neck t-shirts are permitted. Appropriate shoes are also required - no street shoes, skate shoes, flip-flops, etc. are acceptable.

ASB and Social Events
ASB cards may be purchased during the first month of the school year. A card-holder receives discount admission to dances and other activities. The cost of an ASB card will be determined annually.

ASB officers (president, vice-president, secretary and treasurer) are elected in the spring for the following school year. Advisory representatives are elected at the beginning of the school year.

The ASB Council sponsors a number of events during the school year. These typically include dances, socials, fundraisers, and assemblies. An assembly may be scheduled for things like school spirit, student recognition, holidays, and/or community service. Grade level students may conduct fundraising activities to help sponsor special class trips, pending the prior approval of the administration and School Board.
School dances are a part of Pioneer Middle School social activities. Pioneer dances run from 3pm to 5pm, usually on Fridays. Our dances have a closed door policy; once a student enters, s/he may not leave. Only current Pioneer students are allowed to attend - no high school students or students from other schools will be admitted.

The following Pioneer Middle School students may not attend school dances:

1. Students who were suspended two weeks prior to the dance
2. Students who did not attend at least half of the school day (or 4 periods)
3. Students who were not picked up by 5:15 p.m. from the previous dance.
4. Students of behavioral and/or academic concern (formally evaluated by staff the week prior to the dance.)

PLEASE NOTE - Your child must be picked up by 5:15 p.m. following the dance, or s/he will not be allowed to attend the next dance event. Also, if your child is to be picked up by someone other than his or her own parent, s/he must have permission from you in writing to leave the dance with another adult. This notice must specify with whom your child may leave. Students without a signed note from a parent will NOT be allowed to go with anyone else.

**Sports**

Students in grades 6, 7, and 8 may choose to participate in interscholastic sports. Pioneer participates in the TCIAA League with middle schools in Mason and Thurston Counties. The seasons and sports offered include:

1st season (Fall):         Boys’ Flag Football and Girls’ Volleyball
2nd season (early Winter):     Boys’ Basketball
3rd season (late Winter):     Girls’ Basketball
4th season (Spring):          Boys’ and Girls’ Track

Coaches make an attempt to allow all members of the team to participate in competitions. Pioneer maintains a “no-cut” philosophy to allow all students who turn out to be part of a team. A sports physical is required for each student to participate in a sport. The physical is good for a period of 2 year (24 months). In order to remain eligible, students must meet the requirements of bi-monthly eligibility checks in both academics and citizenship.

**PE Lockers**

Middle School students are allowed to share a locker with another student. Students fill out an agreement form and provide their own combination locks. No padlocks with keys are allowed. Combinations must be registered with the office.

Lockers are the property of the school. We reserve the right to check lockers randomly to assure that there is no illegal or questionable paraphernalia at school.
**Eighth Grade Promotion**

It is the desire of the Pioneer School District to include all 8th grade students in the Promotion Celebration. However, the ceremony is a privilege, not a right. Only those students who have successfully completed the promotion requirements and met minimum expectations of behavior may participate in the Promotion Ceremony (walk across the stage.) All fines (including previous years), for such items as lunch charges, library books or textbooks, etc., must be paid before 8th grade students will receive tickets to their promotion ceremony in June.

**Promotion Attire and Behavior**

Parent support of the Promotion Ceremony is essential to its success. This event is not a formal event, therefore tuxedos, limos, formal gowns, etc., are not appropriate. All regular school rules and dress code standards apply. We encourage dress that is casual, neat, and clean. Students who choose to violate the dress code will be given the option to change or not participate in the official ceremony.

**Suspensions/Behavior:**

Students who are suspended the day of the ceremony will not be permitted to attend. Students who exhibit extreme behavior concerns and those who have excessive truancies and or suspensions from school may be excluded from the ceremony. This will be determined on an individual basis. The administrator or administrative designee shall have the option of removing any student from participation in the ceremony because of unacceptable behavior on campus before or during the ceremony.

**Academic Requirements:**

To receive a Certificate of Promotion and walk at the promotional ceremony, students must:

- Achieve a cumulative grade point average of at least a 1.5
- Not earn two or more “F’s” in two of the same core academic classes during the current school year (e.g. a student fails English in trimesters 1 and 2 and fails Science in trimester 1 and in trimester 3)

**Parent Notification:**

Students who are at risk of not meeting the academic standards will be invited, along with their parents, to conferences in the fall, winter, and spring. The student and parents will also receive notification by mail at the end of the first and second trimesters as well as the middle of the third trimester.

**Grievance Procedure/Due Process:**

See Board policy number 4220 and the Pioneer Board of Directors Protocol.

**8th Grade Promotion Party:**

Please note that the 8th grade party is not sponsored by the Pioneer School District staff, but rather the 8th grade parents. Please direct all questions and concerns to the parent(s) in charge.
Student Recognition

Pioneer School District offers several scholarship opportunities for students upon enrollment in any institution of higher education.

Scholarships

Pioneer offers several scholarships to graduating eighth graders. The scholarships are redeemed upon enrollment in any higher education institution, including vocational school. Following is a list of scholarships available to eighth graders.

Tom Terjeson - these awards ($500 each) are given to students who have the highest academic achievement and citizenship in the following disciplines:

- Math/Science - for outstanding achievement in math, science, and citizenship.
- Technology/Engineering - for outstanding achievement technology, engineering skills, and citizenship.
- Social Studies - for outstanding achievement in Social Studies and citizenship.
- Language Arts - for outstanding achievement in Language Arts and citizenship.
- Most Improved - for the student showing the most improvement since grade six.
- Citizenship - for outstanding achievement in leadership, citizenship, involvement in extra-curricular activities, and high academic achievement.

Pioneer School Merit Award - This award ($300) is given anonymously by a member of the Pioneer community to a student who is of good academic standing (3.0 or higher), puts forth outstanding effort, has good citizenship, and will pursue education after high school.

Mount Moriah Masonic Lodge No. 11 Scholarship - This award ($300) is given to a solid “all around” student who may not be one of the highest academic achievers, but who works hard, is a solid student, and has a financial need.

Peg Stock Scholarship - This award ($300) is given for whatever the current principal deems is scholarship worthy: for a significant change/improvement in academics, behavior, or citizenship; for overcoming personal obstacles and/or challenges to achieve success; for being a student who is exemplary in his/her treatment of others. This scholarship is in honor of Peg Stock who worked in the Pioneer School District for 25 years, 14 years as a teacher, and her last 11 years as principal.

Pioneer Education Association Nancy Edwards Memorial Scholarship - Two awards ($250 each) are given for outstanding effort toward academic excellence and citizenship. Each recipient must have been enrolled in the district for a minimum of 4 years. The recipients of this scholarship are determined by the voting members of PEA with input or suggestions from the middle school faculty.

PAAT (Pioneer Academic Athletic Trophy) - Two awards are given to students who have been ACE recipients for two years, have exhibited qualifications above and beyond for the ACE award, and have shown excellent leadership on and off the court/field.

Pioneer Schools Foundation Scholarship - Two awards ($500 each) are given to students who have submitted written essays informing the Foundation of their voluntary community involvement. One award ($500) is also given to a student who has demonstrated a “solid” performance in math.

Joe and Rachael Iko Memorial Scholarship - this scholarship ($300) was started in 2004 by Pioneer teacher Karen Everett and her family to honor her parents. Karen was nine years old and her sister Miriam was six years old when the Ikos adopted them from Croatia where they were living in poverty. They were wonderful, loving and supportive parents. Caring for and giving to others was a special gift that the Ikos possessed. Joe died in 1981 and Rachael in 1985. Their family wants to pass on their legacy of giving by sponsoring this scholarship for one of Pioneer’s students.
CODE OF CONDUCT

Philosophy of Discipline

We at Pioneer Middle School believe that students have the right to learn in a safe and orderly environment. Every person at Pioneer Middle School is expected to treat every other person with respect and dignity. Any behavior or action which interferes with another person’s safety, self-respect, or academic growth is not acceptable.

The Pioneer School District is committed to a safe and civil educational environment free from harassment, intimidation and bullying for all students, employees, volunteers, and patrons. Harassment, intimidation, and bullying can take many forms, including slurs, rumors, jokes, innuendos, demeaning comments, exclusion, cartoons, pranks, gestures, physical attacks, threats, or other verbal, physical or written actions, as well as the use of social media.

To promote positive behavior and provide an environment conducive to learning, we recognize and celebrate students for their positive contributions to the school throughout the year. As a culminating incentive for positive and respectful behavior, we take 6th grade students to 6th grade camp, and 7th and 8th grade students on field trips. Students who demonstrate poor behavior throughout the school year are not able to attend the end of the year field trips.
GUIDELINES FOR SUCCESS

Pioneer Eagles SOAR! We are:
Safe, Organized, Accountable, Respectful

Objectives:

The Pioneer Guidelines for Success are designed to:

1. Ensure each student’s right to learn in a safe environment.
2. Teach students appropriate behavior options.
3. Provide opportunities to practice these skills.
4. Recognize students for appropriate behaviors.
5. Assist students in determining and using appropriate behaviors.
6. Reduce behaviors that may harm or show disrespect towards themselves, staff, other students, or property.

DISCIPLINE POLICY

**PIONEER Middle School Consequences**

***Administration has the right to adjust assigned consequences due to severity and/or behavior patterns displayed by the students.***

*All infractions other than those listed will be dealt with as ‘MISCONDUCT’. *
*Expulsion may occur at any level depending on the severity of the student’s actions. *
*If a student is suspended, at the discretion of the principal, the student may be removed from ALL extracurricular activities for that period of time.

ASSAULT / FIGHTING

1\textsuperscript{st} Level - 5 day short term suspension  
2\textsuperscript{nd} Level - 10 day short term suspension and development of Student Behavior Plan with Parents  
3\textsuperscript{rd} Level - Long Term suspension (Return pending Parent conference and review Student Behavior Plan)

DEFIANCE / INSUBORDINATION

1\textsuperscript{st} Level - Removal from class period; warning; parental notification  
2\textsuperscript{nd} Level - Lunch Detention(s) or Tuesday Night School  
3\textsuperscript{rd} Level - In School Suspension (up to 3 days)  
4\textsuperscript{th} Level - 5 day short term suspension (Development of Student Behavior Plan with Parents)  
5\textsuperscript{th} Level - Long-term suspension (Return pending Parent conference and review Student Behavior Plan)
CHEATING

1st Level - Conference with Principal, possible “F” on Test or assignment, parent contacted
2nd Level - Conference with Principal, possible “F” on Test or assignment as well as a parent, teacher and principal conference
3rd Level - Progressive Discipline

ELECTRONIC DEVICE

1st Level - Pick up at the end of class from the front office
2nd Level - Pick up from the front office at the end of the day with a scheduled conference with the principal
3rd Level - Parent pick up
4th Level - Parent pick up and consequences following steps under ‘DEFIANCE / INSUBORDINATION’.

FORGED / ALTERED NOTE / DOCUMENT

1st Level - Parent Contact and Conference with Principal
2nd Level - In School Suspension (up to 3 days) and or Tuesday Night School
3rd Level - 5 day short term suspension (Development of Student Behavior Plan with Parents)
4th Level - 10 day short term suspension (Review of Student Behavior Plan with Parents)
5th Level - Long-term suspension (Return pending Parent conference)

THEFT

Suspension or expulsion, depending upon the situation; restitution and police referral, depending on severity of the theft. Severity will be assessed and consequences will be at the discretion of administration.

TRUANCIES (Failure to check out when leaving campus = Truancy)

#1 - Conference with Principal
#2 - Conference with Principal with possible lunch detention(s) assigned
#3 - Conference with Principal with possible Tuesday Night School assigned
#4 - Parent conference and Student Behavior Plan to include making up work and assessments

*BECCA policy will be explained to the parents and student. Steps will be taken by the school district.

TARDIES

#1 - Warning given- Teacher or Counselor
#2 - Discipline referral to Solutions Center with a phone call home
#3 - Referral to the Principal and Parent Contact- 1 lunch detentions assigned
#4 - Referral to the Principal and Parent Contact- 3 lunch detentions assigned
#5 - Parent conference and Student Behavior

FAILURE TO COMPLETE DETENTION TIME

1st Level - Time doubled or Tuesday Night School
Repeat Offenders - Escorted to lunch detention
RESTRICTED AREAS

1st Level- Warning and parent contact (phone and/or note)
2nd Level- Lunch Detention
3rd Level- Meeting with Principal
4th Level- In School Suspension (up to 3 days) or Tuesday Night School
5th Level- 5 day short term suspension (Development of Student Behavior Plan with Parents)
6th Level- 10 day short term suspension (Review Student Behavior Plan with Parents)
7th Level- Long-Term suspension (Return pending Parent conference)

GANG ACTIVITY OR AFFILIATION

Any gang affiliation shall be subject to disciplinary action according to the ‘MISCONDUCT’ section

MISCONDUCT

1st Level- Verbal or written warning by staff
2nd Level- Student is given written referral by staff. Student has a conference with the Principal. The referral is sent home. Lunch Detention(s) or Tuesday Night School will be assigned
3rd Level- In School Suspension (up to 3 days)
4th Level- 5 day short term suspension
5th Level- 10 day short term suspension
6th Level- Long-term suspension (Return conference w/ parents)

HARASSMENT / BULLYING / INTIMIDATION OF OTHERS (including sexual harassment)

1st Level- Mediation w/ completion of Harassment Intimidation Bullying form/ Review of school rules and completion of Bullying Education packets (HIB protocol will be followed)
2nd Level- Parental notification, meet with Counselor, and Lunch detention(s) or Tuesday Night School
3rd Level- In School Suspension (up to 3 days) or Tuesday Night School
4th Level- 5 day short term suspension (Development of Student Behavior Plan with Parents)
5th Level- 10 day short term suspension (Review Student Behavior Plan with Parents)
6th Level- Long-Term suspension (Return pending Parent conference)

TOBACCO- (Possession or use)

1st Level- - Student shall be suspended for 2 days
- Parents will be contacted
2nd Level- - Student shall be suspended for up to 5 days.
- Parent conference required
3rd Level- - Student will be long-term suspended (Return pending Parent conference)
- Law enforcement will be contacted and the student may be cited for minor in possession of tobacco.

ALCOHOL / ILLEGAL DRUGS / MIND ALTERING SUBSTANCES- (Possession or use)

1st Level- - Student will be Emergency Expelled
- Law Enforcement will be contacted
- Emergency expulsion may be modified if a student participates in an assessment by an agency approved by PSD. The district requires release of assessment info. And that the student follows the assessment recommendations. If the student does not complete the recommendations of the assessment, any remaining suspension days will go into effect. Child protective services may be contacted if the parents or guardians do not follow through with the recommendations.
2nd Level - 
- Student shall be placed on emergency expulsion
- Parent and student may request a district office hearing
- Law enforcement will be contacted
- As a result of the recommendation of the district hearing officer and/or building administration, coupled with consideration of the student’s prior record (behavior, attendance, and academics), the expulsion may be modified with terms for re-admittance.
- Child protective services may be contacted

**SUBSEQUENT OFFENSES FOR USE OR POSSESSION**
- The student will be expelled from the district pursuant to WAC 180-40-275
No provision for modification of expulsion by participating in an assessment

**SELLING AND/OR DELIVERING ALCOHOL, ILLEGAL DRUGS, OR MIND ALTERING SUBSTANCES**

1st Offense - 
- The student will be placed on emergency expulsion with a recommendation of the student being expelled from the district
- Law enforcement will be contacted

**General Misconduct**

Issues of general misconduct may include, but are not limited to: throwing objects, disrupting class, rough play (unsafe), refusal to obey directive from staff, disrespect directed toward staff, profanity, refusal to do work as directed, safety violations (ex: running in the building), continued violation of dress code, continued public display of affection after warning, wearing hat indoors after verbal warnings and gum chewing.

A basic violation of rules or act of inappropriate behavior (not exceptional misconduct) will result in progressive discipline. Persistent general misconduct can fall under the Exceptional Misconduct category.

**Exceptional Misconduct**

As a general rule, a student will not be subject to out-of-school suspension unless other progressive forms of corrective action have been used as a consequence for violation of general rules. HOWEVER, if certain misconduct occurs that is of such a serious nature that it either disrupts classroom teaching, the operation of the school, or endangers student or staff safety, then an immediate emergency expulsion, out-of-school suspension of the short-term (1-10 school days) or long-term (more than 10 school days) duration will be applied at the discretion of the principal.

*A student shall not possess or transmit any object that can reasonably be considered a firearm, air gun, or a dangerous weapon. Violation of this rule with a firearm shall result in a minimum one-year expulsion, unless modified by the superintendent.

**What is harassment, intimidation or bullying?**

Harassment, intimidation, or bullying is an intentional electronic, written, verbal, or physical act that:

- Physically harms a student or damages the student’s property.
- Has the effect of substantially interfering with a student’s education.
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment.
- Has the effect of substantially disrupting the orderly operation of the school.
During its April meeting, Pioneer School District’s Board of Directors adopted Policy 3207—Prohibition of Harassment, Intimidation and Bullying. In accordance with state law, (RCW 28A.300.285) district administrators enhanced its existing anti-bullying policy and procedures.

**How do I know if my child is a victim?**

If you suspect your child is being harassed, intimidated and/or bullied, do not accept the behaviors as a problem your child has to live with. It’s important children understand that telling a trusted adult is not tattling.

Victims of bullying often display tell-tale symptoms. These can include:

- Trouble sleeping;
- Wetting the bed;
- Stomach and headaches;
- Lack of appetite and/or throwing up;
- Fear of going to school;
- Visiting the school nurse more often;
- Crying before/after school;
- Lack of interest at social events that include other students;
- A marked change in attitude, dress or habits;
- Unexplained broken personal possessions, loss of money, loss of personal items;
- Acting out aggression at home; and/or
- Missing or incomplete school work or decreased success in class.

**How do I report an incident?**

If the problem is happening at school, report it right away. Reports of harassment, intimidation and bullying may be made verbally or in writing to any staff member—anonymously, confidentially or non-confidentially. Pioneer Middle School Counselor, Mike Moore may also be contacted at 426-8291.

**What’s being done to prevent harassment, intimidation and bullying?**

The newly-adopted procedures include several actions related to the prevention of harassment, intimidation and bullying:

- Students will receive age-appropriate information to help them recognize, report and prevent harassment, intimidation and bullying;
- Staff will receive annual training on the new policy and procedures, including roles and responsibilities;
- District and school websites will share information on how to report instances of harassment, intimidation and bullying—including contact information for the appropriate district administrators and district compliance officer;
- The policy and procedures will also be readily available on district and school websites and in all schools and district offices; and
- Anti-bullying strategies and expectations will be incorporated into the regular education classroom instructional practices throughout the year.

**What can I do to teach my child about harassment, intimidation and bullying?**

It’s important that parents teach their children the following:

- To respect and treat others the way they want to be treated;
- It isn’t okay to make fun of someone different;
- How to clearly tell someone to stop teasing them before it becomes harassment, intimidation and/or bullying; and
- When to ask for help.
**INTERVENTION / DISCIPLINE REFERRAL**

Pioneer Eagles SOAR! We are... Safe Organized Accountable Respectful

<table>
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<tr>
<th>LOCATION</th>
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<tbody>
<tr>
<td>☐ Playground</td>
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<tr>
<td>☐ Classroom</td>
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<td>☐ Bathroom</td>
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<tr>
<td>☐ Cafeteria</td>
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<td>☐ Other</td>
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**CLASSROOM INCIDENT / INTERVENTIONS**

<table>
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<tr>
<th>Time:____</th>
<th>1st Offense ☐</th>
<th>2nd Offense ☐</th>
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<td>Date_____</td>
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**OFFENSE**

- ☐ Profanity
- ☐ Disrespect/Disruptive
- ☐ Defiance
- ☐ Dress Code
- ☐ Electronics
- ☐ PDA
- ☐ Disruptive
- ☐ Other

**Information/Comments:**

________________________________________________________________________________________

<table>
<thead>
<tr>
<th>INTERVENTION Prior to Referral:</th>
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<tbody>
<tr>
<td>☐ Emailed/Talk Parent: Date_____</td>
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<tr>
<td>☐ Conference w/student: Date_____</td>
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<tr>
<td>☐ Buddy Room</td>
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**OFFICE REFERRAL**

<table>
<thead>
<tr>
<th>ACTIONS TAKEN BY OFFICE</th>
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<tr>
<td>☐ Emailed/Talk Parent: Date_____</td>
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<tr>
<td>☐ Loss of Privilege</td>
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<tr>
<td>☐ Time-out in Solutions</td>
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<td>☐ Referral to Counselor</td>
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<td>☐ Warning/Conference</td>
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| ☐ Lunch Detention ______ Day(s) | ☐ Recess Detention ______ Day(s) |
| ☐ Tuesday Night Detention | ☐ Other |
| ☐ In-School Suspension ______ Day(s) | ☐ Short-term Suspension ______ Day(s) |
| ☐ Long-term Suspension ______ Day(s) | ☐ Expulsion |

**Information/Comments:**

________________________________________________________________________________________
DISTRICT POLICIES

Tobacco Free (District Policy Code #4215)
Recognizing that exposure to the addictive substance of nicotine may create a health hazard for users as well as non-users; the Board of Directors prohibits tobacco usage on/in all district controlled property effective May 25, 2010.

Tobacco use is defined as the use of smoking of any kind of lighted pipe, cigar, cigarette, or any other lighted smoking equipment or material or the chewing or sniffing of a tobacco product.

Sexual Harassment (District Policy Code #6590)
It is the policy of Pioneer School District, consistent with its efforts to establish a learning environment in which the dignity and worth of all individuals are respected, that sexual harassment is unacceptable conduct and will not be tolerated. Sexual harassment is defined as unwelcomed sexual advances, requests for sexual favors, and other physical and verbal conduct and expressive behavior of a sexual nature.

Grievance Procedures (District Police Code #4220)
When a party has a grievance with a staff person or school program, the person is asked to contact the staff person directly responsible for the problem or program. If the person is not satisfied with the result of their first contact, the person is asked to contact the staff person’s supervisor, the principal and the superintendent.
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) NOTICE

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the School principal or appropriate school official a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal or appropriate official, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202-4605

The Pioneer School District does not discriminate based on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, including gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance and/or grievance procedures may be directed to the District’s Title IX and Compliance Officer, Martin Brewer by phone at 360-426-9115, or email at mbrewer@psd402.org or the Section 504 Coordinator, Stephanie Terry by phone at 360-426-9115 or email at sterry@psd402.org. The mailing address is 112 E. Spencer Lake Road, Shelton, WA 98584.
Parent/Student Handbook Agreement
Pioneer School District
2017-2018 School Year

Please review the guidelines and policies of the school handbook with your student, sign and return this form to the office.

I have read and reviewed with my child/parent, the information contained within the Pioneer Student Handbook and agree to abide by the guidelines and rules as presented.**

Printed Student Name

Advisory Teacher

Student Signature

Date

Guardian Signature

Date

**Failure to sign or return this agreement does not relieve the student from their responsibility of adhering to the requirements in the handbook.