

# Parent/Student Handbook 2019-2020

## **PIONEER** **ELEMENTARY SCHOOL**



2301 M Street SE | Auburn, WA 98002  
p: [253-931-4986](tel:253-931-4986) | f: 253-931-4734  
[www.auburn.wednet.edu/pioneer](http://www.auburn.wednet.edu/pioneer)

### **Mission Statement**

*At Pioneer, we dedicate ourselves to students and their families, to inspire and empower children to achieve their greatest academic and social potential.*



## Welcome to Pioneer Elementary School!

### *Parents and Guardians:*

As a learning community consisting of students, families and staff, Pioneer Elementary has a set of expectations, rules and procedures that everyone must follow. By following these expectations, we will be able to effectively work together to ensure Pioneer Elementary is a positive and safe place of learning for all students. Please read through this Parent/Student Handbook carefully and take time to discuss it with your child.

Family involvement is an important part of education, and you play a special role. We encourage you to read our school newsletters, reach out to a staff member about ways to get involved, fill out a volunteer application and attend school events. We value your participation in the education of your child, and appreciate the support you provide your child at home. Please do not hesitate to reach out to us if you have a question, comment or concern. Thank you in advance for partnering with us this year!

Sincerely,

Paul McKenzie – “Mr. Mac”  
Principal, Pioneer Elementary  
[pmckenzie@auburn.wednet.edu](mailto:pmckenzie@auburn.wednet.edu)  
(253) 931-4986

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### **Pioneer Elementary DAILY SCHEDULE**

#### OFFICE HOURS:

- 7:30 a.m. – 4:00 p.m.

#### Daily Schedule:

- *Normal Schedule*
  - Breakfast Begins: 8:25am
  - School Begins: 8:45am
  - School Ends: 3:15pm
- *PLC Mondays*
  - Breakfast Begins: 9:25am
  - School Begins: 9:45am
  - School Ends: 3:15pm

## School-wide Behavior Expectations

Pioneer Elementary uses the Pioneer PATH with all students as a way to talk about the positive choices and behaviors we desire to see in school and life. The PATH gives Pioneer staff and students a common language for discussing and understanding school expectations.

**P**ioneers

**A**re

**T**railblazers

**H**ere we are **RESPECTFUL**, **RESPONSIBLE** and **SAFE**.

Traveling on the Pioneer PATH helps by:

- Reinforcing positive student behavior
- Assisting us in creating a safe and positive school environment
- Preventing and addressing misbehavior
- Empowering students to be decision makers who contribute positively to their school, family and community

**RESPECTFUL**: To show honor or regard for others, your school and yourself.

- Examples include:
  - Use words and actions that are kind, polite and appropriate
  - Use self-control with words and actions
  - Listen to understand
  - Think about and include others
  - Keep classroom and school clean

**RESPONSIBLE**: Doing the things you are expected to do, and taking ownership of your choices.

- Examples include:
  - Follow directions and school rules
  - Arrive on time and stay all day
  - Try your best
  - Work to solve problems appropriately
  - Take ownership of your choices

**SAFE**: Making choices that will keep you and others free from harm.

- Examples include:
  - Keep hands, feet and objects to yourself
  - Walk in class and hallways
  - Follow safety procedures
  - Do not engage in pushing, hitting, kicking or “play fighting”
  - Seek assistance from staff when you see something unsafe or when you need help with a big problem

## ARRIVAL AND DISMISSAL INFORMATION

*\* By following the procedures listed below, you will help us keep our students and campus safe, as well as ensure our systems run smoothly and efficiently. We appreciate your help, and we thank you in advance for paying careful attention to these procedures.*

### *Arrival*

- School starts at 8:45am. For safety reasons, students should plan to arrive NO EARLIER than 8:25am. Prior to that time, no supervision is available for students.
- On late start PLC Mondays, school starts at 9:45am. For safety reasons, students should arrive to school NO EARLIER than 9:25am.

### *Dismissal*

- School is out at 3:15pm. Students that are picked up at the end of the day need to be picked up promptly. Dismissal will be completed by 3:20pm.

### *Student Drop-off and Pick-up Instructions*

- The Pioneer school parking lot is designated as STAFF PARKING ONLY.
- Drop-off and Pick-up options for parents include:
  - On those days that you need to drive your student to school in the morning or pick them up in the afternoon, the church parking lot adjacent/south of Pioneer has been designated as the Parent Parking and Pick-Up/Drop-Off Lot.
  - Or you may pick-up or drop-off in the back of the school on “K” Street. At dismissal, teachers lead students to these areas in assigned lines.
- If you must drive your student to or from school on occasion, please observe the following procedures when parking in the adjacent church parking lot.
  - Pull into the parking lot south of Pioneer and park your car.
  - Escort your child to the curbed safety island (gravel area in church parking lot that connects to Pioneer sidewalk). Your child can continue alone to school entry or you may accompany them.

### *Student Walking Instructions*

- Please remember, Pioneer is a walking school.
  - ALL children grades **K-5** not assigned to ride a bus will be dismissed to a walking route **by 3:15** each day.

### *Other Instructions*

- At no time may your child cross a parking lot, M Street or K Street parking area without an adult escort.
- Be sure your child knows where to meet you and that your child’s teacher and the office are informed in writing of any changes in pick-up plans.
- Try to avoid last minute changes to your students’ dismissal routine as it creates classroom disruptions and causes confusion during a very busy time of the day. **Changes made after 2:30 are not guaranteed to reach your child.**
- **Students may not decide to walk on some days and ride the bus on other days unless they have a note from their parent.** No parent note = No Change in Plans.
- If a student does not wish to ride the bus any longer, they must bring a note from a parent giving the student permission to walk home for the remainder of the year. Please notify both the office and the teacher if your child’s transportation needs have changed.

### *Bicycles, Scooters and Skateboards*

- Students in grades K-5 may ride their *bikes* to school.
- The school is not responsible for lost, stolen, or damaged bikes.
- Students **MUST** wear a helmet or they will not be allowed to take their bike from campus.
- Bikes are to be stored and locked in the bike stands.
- At the end of the day, students who brought bikes to school should walk their bikes at the end of their class line. Only after walking to the other side of the crosswalk may they begin to ride their bikes.
- Students should walk bikes on campus at all times.
- For safety reasons, Pioneer students **are not allowed to ride** the following modes of transportation: Hover boards, motorized or battery operated scooters, skateboards or bikes.

## ATTENDANCE EXPECTATIONS

*Regular class attendance positively impacts student achievement. Please help your child succeed at school by sending him/her to school all day and every day.*

Students need to attend school every day in accordance with the Compulsory Education law passed by the State of Washington on June 6, 1992. Exceptions are illness, a religious observance, or a family emergency. Doctor and dental appointments should be scheduled outside the school day or during school vacations. Regular school attendance is essential for students' success. Lifelong habits of responsibility and punctuality are learned during the elementary years, and parent responsibility is essential in helping teach this vital lesson. We work to support and encourage parents in this role as their children grow through the elementary years. Students will be rewarded weekly, monthly, and by trimester for perfect attendance.

### *Student Absences*

- Please call the Pioneer Office at (253) 931-4986 by 9:30am (earlier if at all possible) if your child will be absent that day. Automated calls will go out to primary numbers at 9:40am if no call from a parent is received. The parent must make contact with the office either by phone or a note when the student returns from an absence. A doctors note is required if a student is gone 3 or more days.
- Only keep your child home if he/she has a high fever, is throwing up, or has been directed by a doctor to stay home.

### **\* ASD Attendance recording procedures:**

- The school day is divided into 4 attendance periods-absences recorded as  $\frac{1}{4}$  day,  $\frac{1}{2}$  day,  $\frac{3}{4}$  day, all day aligned with the times below:

8:45-10:25	10:25-12:05	12:05-1:35	1:35-3:15	<b>Regular Start</b>
9:45-11:05	11:05-12:35	12:35-1:50	1:50-3:15	<b>PLC Start</b>

### *Tardies*

- It is very important all students be in class at the beginning of each day. Punctuality is an important contributor to learning as well as a necessary job skill. Students that miss even 10 minutes a day in class are missing crucial instruction. Students who arrive after school has begun at 8:45 (or 9:45 on PLC Mondays) must sign in at the office to receive an admittance pass to class. Parents must accompany their child to the office or provide a note stating the reason for being tardy.

### *Excessive Tardies*

- Frequent tardies can have a negative impact on a student's learning. Continued excessive tardies may result in a parent conference and possible further plans of action.

### *Excessive Absences*

- State law (RCW 28A.225.020) requires a conference to be scheduled when a student receives 3 unexcused or 5 excused absences within a one month period. This conference is designed to discuss ways to support the student's attendance. Excessive absences can hinder a student's progress and the district's ability to provide for his/her educational needs. State law RCW 28A.225.010, states that if a student has 7 unexcused absences in any month or 10 unexcused absences within the school year, the school is required to file a petition with the juvenile court.

### *Early Dismissal*

- Staying until the end of the school day is very important. This is often when homework or other important papers are given to students, or discussion of the following day's events takes place. Please schedule appointments after 3:15 pm, if possible.
- Parents must sign children out in the office when picking their child up early from school. Students will not be released between 2:30 and 3:00 pm without notification by 2:00 pm to the office.
- Please be prepared to present ID. **Your child will not be released to other siblings, relatives, or friends who are not listed on your child's records without prior parental or guardian approval.**

## CELL PHONES and ELECTRONIC DEVICES

Students who bring cell phones or electronic devices to school are reminded that they are to remain in their backpack and turned off during school hours. *Cell phones and electronic devices are not allowed out in class, at recess or during lunch.* Students using cell

phones or electronic devices on school grounds and during school hours will have their device(s) confiscated by staff and brought to the office. A parent will be asked to pick up any cell phones or electronic devices that are used by a student during school hours.

We would also ask that parents remind students of acceptable “Digital Citizenship” and what that means. ***Digital Citizenship- a person who develops the skills and knowledge to effectively use the Internet and other digital technology, especially in order to participate responsibly in social and civic activities.***

### **CLASSROOM ASSIGNMENTS**

Students are placed in classrooms to create the best learning situation possible for all students. We attempt to create a classroom that has a balance between boys and girls with a full range of academic abilities. Careful consideration is given to each child’s level of independence, student academic performance, learning style, behavior patterns, special needs and compatibility of students. The principal or office staff, according to space availability, place students who register after the school year begins. Whatever the final placement, we are confident your child will receive a high quality education at Pioneer Elementary.

We value your insights about your child’s placement. Although we do not accept requests for specific teachers, you may provide any other information about your child that would help us in this process. Please do this by June 1 for the following school year.

### **COMMUNICATION WITH PIONEER STAFF**

Open communication is important to us. We encourage parents to call or stop by the office at any time if questions or concerns arise. If you have a student question or concern that you would like to discuss with your child’s teacher, please set up an appointment with the teacher by calling the school. The teacher will return your call at his/her earliest opportunity.

Many times communicating by e-mail is the most efficient, because staff members are with students during the day. Teachers typically check their email before and after school. You can find email addresses for our staff members by visiting our school website ([www.auburn.wednet.edu/pioneer](http://www.auburn.wednet.edu/pioneer)) in the staff directory section of the “Our School” tab.

### **DAY CARE CENTERS**

Beginning in the 19-20 school year, *Right At School* will offer high quality, more affordable, flexible programs for before and after school childcare at Pioneer Elementary and other Auburn elementary schools. Visit *Right At School's* [website](https://rightatschool.com/) <https://rightatschool.com/> for more information. Registration is open for the 19-20 school year.

You may also find a list of day care centers located within the Pioneer Elementary attendance area. Information is available in the “For Families” section of the school district web site, [www.auburn.wednet.edu](http://www.auburn.wednet.edu).

### **DISCIPLINE**

#### *Philosophy Statement/Goals of Student Management*

At Pioneer Elementary we believe discipline is a learning experience. Every student has the right to attend a school which encourages positive and productive learning within a safe and orderly environment. Students receive the greatest benefit from their educational program when they are held accountable for their actions. We believe that every student at our school is the responsibility of every adult in our school.

Our goals are:

- To set clear expectations
- To teach and model appropriate behavior.
- To foster self-directed responsibility
- To build self-esteem
- To foster intrinsic motivation to achieve academic and behavioral success in school.

To accomplish these goals, staff work together with parents and students to ensure each child has a successful learning experience.

#### Expectations for Students

- Follow the Pioneer PATH. **Pioneers Are Trailblazers. Here we are RESPECTFUL, RESPONSIBLE and SAFE.**
  - See page 3 for examples of what it looks and sounds like to be RESPECTFUL, RESPONSIBLE and SAFE.

## Expectations for Parents

1. Show positive support and interest in your child's education.
2. Work with school staff to facilitate the resolution of student behavior problems.
3. Read, review, and reinforce the school-wide expectations and rules with your student.
4. Communicate with the school staff regarding questions, interests and/or concerns.
5. Ensure your student attends school on time, all day and every day.

## **DRESS CODE**

The Pioneer Elementary dress code guidelines for all K-5<sup>th</sup> grade students can be found below. Please help us by ensuring that your student is appropriately dressed for school. Dress and/or appearance which constitute a clear and present danger to the student's health and/or safety, or which cause interference with work or creates a classroom or school disruption, will not be permitted. The principal reserves the authority to determine what is disruptive to student learning at Pioneer. Thank you for your support.

- Bare midriff clothing (such as a "crop top") is not permitted.
- T-shirts with the sleeves cut off are not permitted.
- Tank tops and tube tops are permitted only if a shirt, blouse, or vest is worn with them.
- Shorts must be at least fingertip in length (as student is standing up straight) and hemmed. Short shorts, cutoffs and spandex shorts are not allowed.
- T-shirts, hats, badges, jewelry, pants or other items of apparel which, by printed word, symbol, or display, promote alcohol, drugs, tobacco, sex, nudity, violence or gang behavior or that disrupt the educational climate are prohibited.
- Hats, hoods and bandanas are not to be worn in the building and must be removed before entering the building.
- No washable tattoos, or using markers on the hands, face, etc.
- Pants, shirts, or blouses, must be free from holes and must not be cut as to be revealing (ex: no "sagging").
- Students' underwear or bras must not be visible through clothing or exposed.
- Students must wear appropriate shoes to school for recess and PE. For safety reasons, flip-flops and other open-toe footwear are not permitted.

Appropriate cold weather clothing and rain gear helps with the child's comfort going to and from school as well as at recess. Even on rainy days, children will usually go outside to play at recess. Please work with your child to select proper attire. In addition, we would like to suggest you mark your child's clothing and belongings with his/her name with a permanent pen.

## **FOOD SERVICES**

Auburn School District Mealtime Service does not loan money for school lunches, and it is important that arrangements for lunch and/or breakfast be made prior to the student coming to school. Hot lunches are served daily and milk is available for students who bring their lunch. Menus are available at the school district website.

### **Breakfast**

Students who qualify for free meals = **no charge**

Students who qualify for reduced price meals = **no charge**

Students who do not apply or do not qualify for free or reduced price meals = **\$1.50** student full price, **\$2.50** adult full price

### **Lunch (Elementary)**

Students who qualify for free meals = **no charge**

K – 5<sup>th</sup> grade students who qualify for free or reduced price meals = **no charge**

Students who do not apply or do not qualify for free or reduced price meals = **\$3.00**

Adults / non-enrolled students / guests = **\$4.00**

Milk (if purchased without a lunch) = **\$0.50**

All schools in the Auburn School District operate with computerized meal purchase system. Your student has an individual 6 digit account with Food Services ready and waiting from them when they arrive at school. In order to activate the account, parents may deposit money for the day, week or month. This provides the opportunity to take care of your child's lunch needs for as long as you wish. If your child's account becomes low, he/she will be notified first by a note or a

fund stamp that will remind you that lunch money is needed! When your child has a negative balance an automated phone call will be made to your home. It is highly recommended families pay for their child's lunches in advance through Skyward Family Access or by paying in person at Pioneer Elementary.

#### Financial Assistance

Applications for free or reduced meals are available online. If you do not have internet access, you may obtain a paper copy of the application in the office. If you were on free or reduced last school year, you **must** reapply by completing a new form for this school year. One form is needed per family. The district will randomly be verifying incomes through the year. If you have any questions or concerns you may call Child Nutrition Services at (253) 931-4972.

#### Food/Drink Request

We ask parents/guardians to not send their child(ren) to school with soda pop, caffeinated drinks, energy drinks or large amounts of candy. In order to support good nutrition and ensure student success, the above mentioned drinks or large amounts of candy will not be allowed at school. If your child brings a lunch to school, please do your best to send a nutritious meal.

#### **HARASSMENT, INTIMIDATION and BULLYING**

We want Pioneer to be a safe and welcoming place for students. Harassment, intimidation, and bullying can include rumors, jokes, rude and mean comments, cartoons, pranks, gestures, physical attacks, or threats. **Bullying is more than peer conflict. It is intentional (on purpose), repeated (again and again) and there is an imbalance of power between the bully and the target (victim).** It can greatly interfere with a student's education by making school an unsafe place to be.

Pioneer students are committed to being Upstanders! Upstanders are students who have the power to change the way their friends are being treated! Students can help by:

- Blocking rumors. Your reaction can make a big difference.
- Helping the target. If the bully is your friend, ask them to stop. Invite the target to join you. Ask if you can help or if they are ok.
- Getting others involved. Tell an adult, ask your friends to help, and encourage other Upstanders to get involved.
- Reporting inappropriate or unsafe social media posts to a safe adult (family or staff member)

Pioneer staff take bullying seriously. Direct anti-bullying instruction is delivered in each classroom and staff members will intervene when witnessing or receiving reports of harassment, intimidation or bullying. Please help us keep Pioneer safe and welcoming by reporting bullying when you see it or hear it.

*The law under RCW 28A.300.285 the Common School Laws of the State of Washington, stipulates that Harassment, Intimidation, and Bullying is illegal in schools. The Auburn School District's policy and procedure for harassment, intimidation and bullying are outlined in a district pamphlet. These will be distributed to each home and are also available in the communication rack in the main entrance lobby. Students who believe they or others have been subjected to harassment, intimidation and/or bullying should bring this to the immediate attention of a staff member and/or principal. Students may be referred to the office for investigation, findings, disciplinary actions and/or remedial measures.*

## HEALTH ROOM INFORMATION

Each fall parents are asked to let the school know of any health problems with their children. Please keep us informed about changes in health or activity limitations as they occur. At Pioneer, we have a nurse on site two days per week. We also have a health-tech on site each day. Please provide us with up to date emergency information, including telephone numbers and designated emergency contact people to be contacted when you cannot be reached.

Vision screenings for nearsightedness and hearing screening for hearing loss takes place at school each fall. Parents are advised of all deviations from normal. These are screening services only and do not take place of regular examinations performed by your eye specialist or family physician.

If your child must take medication at school an "Authorization for Medication" form needs to be completed by yourself and your child's physician. This form is available through the health room. The medication needs to be in the original pharmacy container and must contain the child's name. Medication may not be sent to school with the child or on the bus.

These are the following health screenings that take place in the early fall each school year:

1. Vision screening for nearsightedness
2. Hearing screening for hearing loss
3. Scoliosis (spinal curvature) screening for fifth grade students

## INCLEMENT WEATHER/EARLY DISMISSAL/ EMERGENCY SCHOOL CLOSURE

We have a tool for communicating with families during inclement weather / emergency situations. In addition to using our phone calling and email system, we can now text families with important messages. If you would like to receive text messages from the district, here are the two required steps:

1. Make sure your student's school has your cell phone number in Skyward.
2. Opt-in to receiving text messages by texting **YES** or **Y** to **67587**.
3. You may obtain up-to-the-minute school closure and emergency information for the Auburn School District (ASD) at [www.schoolreport.org](http://www.schoolreport.org). ASD uses this site to post emergency announcements, such as school closures and delays
4. You can subscribe to receive emergency messages via e-mail or text message. To sign up for e-mail or text messages go to [www.schoolreport.org](http://www.schoolreport.org) <http://www.schoolreport.org/> and click on My School Report and follow the simple instructions. To subscribe to text messages, you will need to contact your cell phone carrier to identify the e-mail address for your phone.
5. If you are unable to access the internet, you can always view the local television stations for updated delay and closure information. Broadcasts usually begin around 6:00 a.m. to give current changes in our school's schedule.
6. Another tool you can use is the FlashAlert Mobile App. This tool is used for emergency notifications and school closure information. By downloading the app, families can specify to receive push notifications.

If you have any questions, please contact the Communications Department at [communications@auburn.wednet.edu](mailto:communications@auburn.wednet.edu)

## INSURANCE

The Auburn School District does not provide medical insurance coverage for school accidents. This means parents are responsible for medical bills if a student is hurt during school activities. The district does provide information about a student accident health insurance plan, although this plan is not recommended over any other plan, as many coverage options are available. The plan is made available to parents for their consideration.

A student accident health insurance plan is an excellent idea for those students with no other insurance, as the plan provides help when injuries happen. The student health care plan covers illness as well as injury, 24 hours a day. If a student is participating in interscholastic sports, it is particularly an excellent idea.

If a student has other health coverage, student insurance may also be used to help pay for those eligible coverage not covered by other insurance (i.e., deductibles and co-payments). If anyone has any questions regarding the plan, please call the company at the phone number listed on their brochure.

## **LOST and FOUND**

The “Lost and Found” bin is located in the Pioneer breezeway. Please feel free to stop by the office and sign in, our staff will direct you to this location.

## **MONEY, TOYS and VALUABLES**

Because of the danger of loss, students are requested not to bring more money to school than is needed during the school day. Valuable jewelry, toys, and items of value should be left at home rather than being brought to school. The school is not responsible for loss or damage to personal items. Students using toys or other items which cause disruption to the learning environment will have the items confiscated, with the items being returned at the end of the day. For cell phone or electronic devices please see expectations on page 6.

## **PARENT/TEACHER CONFERENCES**

In November, conferences are scheduled with parents for the purpose of reporting student progress. At the request of either the teacher or the parent, additional conferences may also be scheduled. We encourage ongoing communication throughout the year between our parents and teachers.

## **PROBLEM SOLVING PROCEDURES – ADULTS**

There may be circumstances when parents have a problem or concern about their student’s progress in school or a question about a school procedure. In such cases, it is helpful if parents know how to get the concern shared, the problem resolved, or the question answered. Pioneer’s staff wants to respond to students and parents in ways that are helpful. For parents to assist the school program we recommend that you get all the facts before drawing final conclusions about complaints or misunderstandings that children bring home. A call to the school or persons concerned can usually prevent serious misunderstandings.

Generally, it is recommended that parents take the concern to the staff member closest to the situation/topic. In cases of academic progress, the child’s attitudes about school, assignments, class activities, classroom discipline, etc., the teacher is the first person to contact. This can be accomplished by a phone call, email or a note sent to school. The teacher will then contact parents.

Other concerns may be directed to the principal. This is also the person to contact if parents and teachers are unable to solve a problem. Above all, it is important to contact the school promptly when there is a concern. We want to assist children and parents. Difficulties can often be resolved quickly and effectively when staff is notified and made aware of concerns. Please don’t hesitate to ask for assistance.

## **PROBLEM SOLVING PROCEDURES – STUDENTS**

Pioneer Elementary promotes problem solving skills and helps children grow in their interpersonal and conflict resolution skills. This endeavor is important for the individual development of our students, and contributes to creating a positive school culture and safe learning environment.

One of the ways we help students grow socially and emotionally is through the use of Kelso’s Choices. Kelso’s Choices provide students with 9 positive ways to solve conflicts/small problems, and assists our staff in helping students grow in their interpersonal skills. Students can select the strategy/Kelso’s Choice most appropriate for a given situation in order to solve the problem.

- |                       |                         |
|-----------------------|-------------------------|
| 1) Ignore it          | 6) Make a deal          |
| 2) Walk away          | 7) Wait and cool off    |
| 3) Talk it out        | 8) Apologize            |
| 4) Tell them to stop  | 9) Share and take turns |
| 5) Go to another game |                         |

Students are taught to try 2 choices when facing a small problem, before going to an adult for help. However, if the problem persists and/or they are faced with a big problem, students will talk to an adult they trust. Posters with these 9 strategies are placed in each classroom for students to use, and adults are always nearby in the classroom or playground to intervene in any situation.

We are committed to teaching students positive behavior that will empower them to become successful problem solvers! For more information on the “Kelso’s Choice” program visit [www.kelsoschoice.com](http://www.kelsoschoice.com).

### **RECESS**

The playground is designed for a variety of activities for all to enjoy. Recess is a time for students to refresh themselves, play a game with friends and classmates, and renew their enthusiasm to have a great day. We expect students to follow the Pioneer PATH (Respectful, Responsible, Safe behavior expectations) while at recess. By following the Pioneer PATH, all students will enjoy recess. Students are encouraged to bring a jacket with a hood to school. There will be days when the weather may be drizzly or have light rain. Students can wear a hood during these times, and still enjoy playing outdoors. Recess supervisors may call for an indoor recess due to severe weather. School guidelines and rules also apply during indoor recess.

### **STUDENT COUNCIL (ASB)**

Student Council is a student organization dedicated to school and community service. Student Council plans special projects, makes suggestions for changes and improvement and assists in school-wide events and activities. Members work together with Pioneer Elementary staff to learn skills in leadership, decision-making, cooperation and communication. Students in 3<sup>rd</sup>-5<sup>th</sup> grades may be elected to serve on Student Council in the fall. You will hear more about Student Council shortly after school begins.

### **SCHOOL TELEPHONES**

Since school telephones are constantly in use for business purposes, telephone use by students must be limited. Students will not be permitted to call home to get permission to visit friends, stay after school for events, or other activities. Students are expected to make these arrangements before leaving home in the morning.

### **STUDENT PICTURES**

Each fall, arrangements are made with a photographer to take individual pictures of our students for student records. As a service to parents, these pictures may be purchased on a prepaid basis. Classroom group pictures are also taken and can be purchased on a prepaid basis.

### **TREATS**

Please remember that district policy states that home baked goods are not to be brought to school for class parties or birthday celebrations. All treats must be store bought. Thank you for your cooperation. We encourage families to consider healthy food options when bringing in birthday treats (ex: prepacked apple slices, crackers, cheese sticks, pretzels, raisins, etc.). Although not as healthy, store bought cookies, cupcakes or similar treats will be allowed. Please first contact your child’s teacher to find a mutually agreeable day/time, preferably near the end of the school day.

### **VOLUNTEERING AT PIONEER**

You are welcome to volunteer at Pioneer, and we use volunteers in a variety of ways. If interested, you will need to fill out a Washington State Patrol background check form. This form is in the “For Families” tab of our website ([www.auburn.wednet.edu](http://www.auburn.wednet.edu)). If you have submitted a form for another group or agency outside of our district, you will need to fill out a new form. The Washington State background check ensures we keep our children safe when having non-staff members working in our building. This is valid for 1 school year and must be completed each new school year. For more information see our Family Engagement Liaison.

### **PTA (Parent Teacher Association)**

Please consider about joining the Pioneer PTA. This is a great way to be involved in many activities at our school! For more information, stop by the office to speak with our Family Engagement Liaison.

### **VOTER REGISTRATION**

Citizens eighteen years old and older are eligible to vote in primary and general elections. Voter registration forms are available in each Auburn School and at the local library. Complete your form and turn into the office and we will be glad to mail it for you.

## **WEAPONS POLICY**

Please see the attached copy of Student Rights, Responsibilities and Regulations. Severe consequences will result for students violating the policy:

- ASD3240.15: Weapons and Dangerous Instruments – Use, possession, or transmission of any weapons or object that could reasonably be considered a weapon by any student on school property or at a school-sponsored activity, event, or function is prohibited.

## **WITHDRAWAL FROM SCHOOL**

If you should decide to move from the district or to another school within the Auburn area, please notify the school office that you are withdrawing your child before leaving. Not only does this aid us in record keeping, but it also allows us to give you the information you will need to enroll your child in the next school. Please be sure to check with your child and return all library books and textbooks that he/she may have prior to your child's last day at school.

## **WEBSITE INFORMATION**

School and district information is located on our website [www.auburn.wednet.edu/pioneer](http://www.auburn.wednet.edu/pioneer).

### **NONDISCRIMINATION STATEMENT**

Auburn School District complies with all federal rules and regulations and does not illegally discriminate on the basis of age; gender; race; color; creed; religion; national origin (including language); sex; sexual orientation including gender expression or identity; honorably discharged veteran or military status; the presence of any sensory, mental, or physical disability; 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 procedures may be directed to:

**Daman Hunter** at (253) 931-4932, Title IX Officer and Section 504, ADA, and Civil Rights Compliance Coordinator.