

Parent/Student Handbook
2021-2022

PIONEER
ELEMENTARY SCHOOL

2301 M Street SE | Auburn, WA 98002

p: 253-931-4986 | | f: 253-931-4734

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, Guardians and Students:

We are excited to have you as part of the Pioneer Elementary community during such a special time in our school's history! In fall 2021, we have the privilege of opening the BRAND NEW Pioneer Elementary School building!

Pioneer Elementary started in 1959 and remained at the M Street SE location until spring 2020. During the 2020-2021 school year, students and staff were housed at the old Olympic Middle School building on K Street SE while our building was demolished and completely rebuilt. The new Pioneer Elementary provides a beautiful space for learning, with increased capacity to accommodate students and academic programs. Every school year is special, but 2021 represents a rebirth for our school and we look forward to enjoying the new space with you.

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 Remind messages and monthly 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
(253) 931-4986

Rachel Collins
Assistant Principal, Pioneer Elementary
rcollins@auburn.wednet.edu
(253) 931-4986

Table of Contents

Pioneer PATH (school-wide behavior expectations).....	5
Contact Information.....	6
Daily Schedules.....	6
Calendars.....	6
Arrival and Dismissal Information.....	7
Attendance Expectations.....	10
Academics.....	11
• Areas of Instruction	
• Academic Services	
• Assessments	
• Report Cards & Trimesters	
• SIP	
Communication.....	14
• Modes of Communication	
• Communication with Staff	
• Problem Solving Procedures: Adults	
• Cell Phones & Electronic Devices	
• School Telephones	
• Emergency School Closures	
Discipline & Student Management.....	16
• Philosophy Statement, Goals & Expectations	

- Problem Solving Procedures: Students
- Harassment, Intimidation & Bullying
- Cell Phones & Electronic Devices
- Money, Toys & Valuables
- School Property & Facilities
- Playground, Field & Campus
- Dress Code
- Weapons Policy

Child Nutrition Services (School Meals)..... 20

Health

Services.....

..... 20

- Healthroom Information
- Medication at School
- Vision & Hearing Screenings
- Insurance: Student Accident & Sickness

Classroom Teacher

Assignments.....

..... 21

Day Care Centers & Preschool

Options..... 21

Student

Activities.....

..... 22

- Recess
- ASB (Student Council)
- DEMO Team
- 5th Grade Band & Orchestra
- 5th Grade Safety Patrol
- 5th Grade Sports

School Events (create this section)..... 23

- Open House
- Student Pictures
- Halloween Stance
- School Spirit Days
- Parent/Teacher Conferences
- Class Celebrations & Treats
- Expectations for School Events

Visiting

Pioneer..... 25

- Parking
- Check In
- Family Restroom
- Lost & Found

Volunteering at

Pioneer..... 25

- Volunteer Application
- Volunteer Procedures
- PTA (Parent Teacher Association)

Withdrawal From

School..... 27

- Process
- Returning School Materials

ASD

Statements.....27

- Vision Statement
- Mission Statement
- Equity Statement
- Non-Discrimination Statement

Pioneer PATH (School-wide Behavior Expectations)

We use 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 us a common language for discussing and understanding school expectations.

Pioneers

Are

Trailblazers

Here 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, locker, school and campus 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

CONTACT INFORMATION

Pioneer Elementary School

2301 M Street SE

Auburn, WA 98002

Phone #: (253) 931-4986

Fax #: (253) 931-4734

Website: <https://www.auburn.wednet.edu/pioneer>

Administrative Team:

- Paul McKenzie, Principal
- Rachel Collins, Assistant Principal

pmckenzie@auburn.wednet.edu

rcollins@auburn.wednet.edu

Office Staff:

- Patty Ankerfelt, Office Manager

pankerfelt@auburn.wednet.edu

- Karin Ode, Office Assistant
- DesMarie Wilson, Office Assistant

kode@auburn.wednet.edu
dwilson@auburn.wednet.edu

Support Staff for Students and Families:

- Guadalupe Macias Rivera, Family Engagement Liaison
- Janice Nordland, Counselor

gmaciasrivera@auburn.wednet.edu
jnordland@auburn.wednet.edu

For a comprehensive list of the Pioneer Elementary staff, please [CLICK HERE](#).

DAILY SCHEDULES

OFFICE HOURS:

- 8:00am – 4:00pm, Monday-Friday

Daily Schedule:

- *Normal Schedule*
 - 8:25am Students allowed on campus & breakfast begins
 - 8:45am School Begins
 - 3:15pm School Ends
- *PLC Mondays*
 - 9:25am Students allowed on campus & breakfast begins
 - 9:45am School Begins
 - 3:15pm School Ends

CALENDARS

- [CLICK HERE](#) to view the 2021-2022 ASD Calendar
- [CLICK HERE](#) to view the month-by-month ASD Calendar

ARRIVAL AND DISMISSAL INFORMATION

* Our goal is to ensure student, staff and family safety, while running efficient systems during arrival and dismissal. By following these procedures, you will help us accomplish this goal. Thank you in advance for your help and patience.

Arrival

- School starts at 8:45am. For safety reasons, students should arrive on campus **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 on campus **NO EARLIER** than 9:25am.

Dismissal

- School is out at 3:15pm. Please partner with us by arriving on time for student pick up. Dismissal will be completed by 3:20pm.

Parking Lots

- The NORTH Pioneer parking lot is designated as the parent vehicle loop and visitor parking.
 - This is the only location where students can be dropped off and picked up in a vehicle.
 - This is also the only location where families can walk to pick up their children on foot. Parent walkers will pick up their students from the north side of the playground.
- The SOUTH Pioneer parking lot is designated as bus and staff parking only. Please do not use this lot.

Student Drop-off and Pick-up Instructions for Vehicles

- Enter the NORTH parking lot, turn right and follow the arrows to join the vehicle loop.
- Safety Rules
 - There is a 5-mph speed limit throughout the campus.
 - Vehicles must travel in a single file line. Do not pass other vehicles in the loop.
 - Please do not use your cell phone while driving through the parking lot.
- Yellow Student Sign for Vehicles
 - All families using the vehicle loop for pick up will use a sign, provided by Pioneer Elementary.
 - During dismissal, place the sign on the front right corner of the dashboard of your vehicle.
 - This sign will have your student's last name and grade level on it.
 - Pioneer staff will read your child's name off the sign and send your child to meet you at a designated loading zone (GREEN, BLUE, RED).
 - If you lose your sign, call the office at Pioneer (253-931-4986) and we will provide you a new sign.
- Morning Drop Off
 - Drive through the loop. After reaching the student unloading zone, pull forward to the next available area (GREEN, RED, BLUE).
 - Please remain in your vehicle while your child exits your vehicle.

- After getting out of the vehicle, your student will enter campus by walking through the gate which leads to the playground. Students will then walk to their designated line and wait for their teacher.
- Afternoon Pick Up
 - Place your student sign in the front right corner of your dashboard.
 - Drive through the loop. After reaching the student loading zone, pull forward to the next available area (GREEN, RED, BLUE).
 - Please remain in your vehicle.
 - Teachers will lead students to stand along the sidewalk near the school.
 - A Pioneer staff member will send your child to meet your vehicle at a loading zone.
 - Students will load into vehicles on the right side, to ensure safety.
 - After your child has bucked up, please pull your vehicle forward to exit campus.
 - If your child's class is not at the loading area when you drive through the loop, please continue driving through the loop. When you arrive at the exit, yield to oncoming cars and turn left to remain in the parking lot and re-enter the vehicle loop.

Student Walking Instructions & Crosswalk Safety

- Ensure your child crosses parking lots and streets safely, only using designated crosswalks and walking with an adult escort or crossing guard.
- Do not cut through the parking lots. Please use sidewalks and designated walking zones/cross walks.
- Do not cross between busses or cars.
- Students, families and staff will show respect to Safety Patrol members when crossing the street.
- In the morning/Arrival:
 - Parents walking their children to school may enter the North Parking Lot via the open gate at K Street SE and 23rd Street SE, or from the sidewalk along the front of the school.
 - From there they will walk with their children to the open North Gate, leading to the playground.
 - Students must line up at their class line (and not play on the playground equipment).
 - Due to COVID-19 social distancing measures, parents will remain back near the emergency vehicle lane and can stay and watch their children.
 - When classroom teachers come to pick up their students, parents will then exit the playground area, walking out the same gate they entered (north side of playground).
- In the afternoon/Dismissal:
 - Parents who are waiting to pick up their children and walk home together must stand along the west sidewalk in the North Parking Lot (parent vehicle lot). Once the gate opens, they may walk onto the playground and meet the teacher at the playshed to walk home with their child.
 - Teachers will wait to release students to parents until they have made visual confirmation of the parent/guardian. Students who walk without a parent/guardian will be released to walk home with other students or by themselves. We encourage families to either pick up their children to provide adult supervision on the walk home, coordinate with a family friend who can walk with their child, or arrange to have their child walk with other students who live nearby.

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, located on the playground.
- Walk bikes on school property at all times.
- For safety reasons, students **are not allowed to ride** the following modes of transportation to or from school: Hoverboards, scooters, skateboards, or motorized/battery operated scooters-bikes-quads.

Bus Expectations

Riding the bus is a privilege, and students are expected to follow the behavior expectations to ensure safety and comfort for themselves and others.

- Follow the directions of the bus driver
- Remain seated and speak quietly
- Only ride the bus they are assigned
- Get on/off their regularly assigned bus at all times, unless written permission has been granted by the principal or assistant principal

If a family does not wish to have their child ride the bus any longer, they must bring a note giving the student permission to ride home or describe the vehicle pick up arrangement. Please notify both the office and the teacher if your child's transportation needs have changed.

Other Instructions

- 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 plan 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.

What should students do when they arrive on campus in the morning before school?

- Walk onto the playground and line up at their designated class line/number.
- If getting breakfast, walk through the Commons Doors to pick up breakfast then return to their designated class line/number.
- If the teacher has already picked up the class and walked them into the building, the student will enter the building via the Commons doors and head to their classroom.
- Students should not play on the playground equipment before school starts.

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 9:45am 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 doctor's note is required if a student is gone 3 or more days.

Health & Safety

- Please keep your child at home if any of the following apply. My child...
 - Has a fever, or has had a fever over 99 degrees for more than 24 hours.
 - Has vomited in the last 24 hours
 - Has COVID-19
 - Has been exposed to someone who has tested positive for COVID-19
 - Has been directed by a doctor to stay home
- When in doubt, please call our Mrs. Benshoof, School Nurse, and she can answer questions you may have.

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	Regular Start
9:45-11:05	11:05-12:35	12:35-1:50	1:50-3:15	PLC Start

Tardies

- It is very important for all students to 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.**

ACADEMICS

Areas of Instruction

All students receive instruction in the following subject matters:

- English Language Arts (Reading & Writing)
- Math
- Social/Emotional Learning
- Social Studies
- Science
- Library
- Music
- Physical Education (PE)
- Technology

Classroom teachers deliver core instruction (ELA, Math, SEL, Social Studies, Technology) to students. Students also participate in additional classes throughout the week (i.e. - Library/Technology, Music, PE, Science, Writing) where they learn from our specialist teachers.

Instruction is aligned to WA State and National education standards. To reference these areas of instruction and academic standards, visit the [OSPI website](#) and the [ASD Department of Student Learning website](#).

Academic Services

Pioneer Elementary is a Title I school. This means our school receives additional funding from the federal government to support students' academic success. Our Title I Reading Program serves students in grades K-5. This program is designed to provide additional instruction and support for students who need the most assistance. Our goal is to accelerate learning so all students are learning at or above grade level standards.

Students who qualify for English Language support receive additional instruction and resources. Our EL program includes staff trained in EL strategies, who work with students in grades K-5. Our goal is to accelerate learning and boost students' English skills, so all students are learning at or above grade level standards.

Pioneer serves students with a variety of academic needs and disabilities. At Pioneer we have several special education programs, designed to meet the unique needs of our students. Programs include Resource Room, SLC (Structured Learning Classroom) and ECE. Classroom teachers, specialist teachers and Special Education teachers support students with disabilities in a variety of ways. This includes, but is not limited to, differentiated instruction, using student data to drive instruction, using best practices, following IEPs (goals, modifications, accommodations, etc.) and collaboration with staff, families and students.

Pioneer also has staff who serve in roles such as OT (occupational therapist), PT (physical therapist), SLP (speech and language pathologist). Our nurse and health technician also coordinate with staff to ensure students' health/physical needs are met to support their overall growth and development.

Each year, families have the opportunity to have their child tested to see if they qualify for the Highly Capable (HC) program. Pioneer serves students in grades 1-5 who have qualified for Highly Capable services in our PACE program. PACE places HC students together in grade level general education classrooms. Above grade level core curricula is delivered as needed by a trained teacher. In small group instruction, HC students receive above grade level core content area instruction at their assessed level of need.

ASD has a STEP (Student Teacher Enrichment Program) that serves exceptionally intelligent, intellectually gifted 4th and 5th grade students whose needs may not be easily met in the general classroom. Eligible students who choose to join STEP leave Pioneer and attend Terminal Park Elementary (where the STEP program resides).

Assessments

Students take a variety of assessments throughout the school year as we assess their progress in reading, math and additional academic areas. Our teachers and staff use this data to inform the daily instruction students receive. During weekly PLC meetings, teachers and staff discuss how to respond when students experience difficulty and how to challenge them when they have met the academic standard.

Some of these assessments include DIBELS (reading) iReady (reading and math). These "benchmark" assessments are given near the beginning, middle and end of the school year.

Depending on the age/grade of the student and the academic programs/services they have qualified for, students may take additional assessments during the year. These assessments may include:

- WaKIDS: Kindergarten Inventory of Developing Skills
- SBA: WA State tests in ELA and Math (3rd, 4th & 5th grades)

- WCAS: WA Comprehensive Assessment of Science (5th grade)
- WA AIM: WA Access to Instruction & Measurement
(ELA, Math & Science tests for students with significant cognitive disabilities, in grades 3-5)
- WIDA: World Class Instructional Design & Assessment (test for students learning English)

Parents can support their children by doing the following:

- Make sure they attend school all day and every day, so they can participate in these assessments.
- Encourage your child and communicate your belief in them.
 - The words students hear have a significant impact on their belief in themselves and their self-confidence. Taking time to tell your students they are smart and capable will encourage them to try their best!

Report Cards & Trimesters

ASD uses Standards Based Report Cards. Report cards are given to families to show their child’s academic progress. Report cards are sent to families via Skyward (Family Access Portal) at the end of each trimester.

Academic Scale on Report Cards	
4	<u>Exceeds Standard at this time:</u> Student demonstrates in-depth inferences and applications that go beyond the grade level expectation.
3	<u>Meets Standard at this time:</u> (Expected Outcome) Student consistently demonstrates grade level skills and knowledge.
2	<u>Approaching Standard at this time:</u> Student is making progress toward meeting the grade level expectations. Lacks ability to consistently apply the concept or skill.
1	<u>Below Standard at this time:</u> Student is making minimal or no progress toward meeting grade level expectations or evidence is lacking to demonstrate proficiency.

Study Skills Scale
CO — Consistently
O — Often
S — Sometimes
R — Rarely
NE — Not Evaluated at this time
() - Based on Modifications

Our SIP (School Improvement Plan) guides our academic decisions and areas of focus for staff professional development. We use student data and needs, educational research on best practices and stakeholder feedback to determine our SIP. To view our current SIP, click the following link: [Pioneer SIP](#).

COMMUNICATION

Modes of Communication

REMIND



* Our teachers, school and district use Remind to communicate information in a quick and efficient manner.

* *Make sure the office has your current cell phone number. Please subscribe to Remind and download the Remind App so you can receive important announcements.*

- Teachers frequently send messages to families via Remind.
- Parents can send messages to the teacher, and this is faster and easier than communicating via email.
- Remind has a “preferred language translation” feature, with over 90+ languages. Parents can now receive and respond to messages in their home language.

Pioneer Newsletter

- Our school sends a monthly newsletter via email to parents/guardians. This newsletter contains important and helpful information. Please make sure the office has your current email address on file.

Pioneer Elementary Website

- Visit www.auburn.wednet.edu/pioneer to check the HEADLINES and QUICK LINKS sections for updates, information and resources.

Pioneer Facebook Page

- Visit www.facebook.com/asdpioneer and click “LIKE” so you can follow us on social media.

Auburn School District Website

- Visit www.auburn.wednet.edu to access information, calendars, resources, and more!

Auburn School District Facebook Page

- Visit www.facebook.com/AuburnSchools and click “LIKE” so you can follow ASD on social media.

Communication with 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 email 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 [clicking here](#).

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.

We ask parents to first take their question or 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. It is important to contact the school promptly when there is a concern, and our desire is to assist students and parents. Difficulties can often be resolved quickly and effectively when staff is notified and made aware of questions or concerns. Please do not hesitate to ask for assistance.

Cell Phones & Electronic Devices

Cell phones and electronic devices are not allowed out in class, at recess or during lunch. Students who bring these items to school are reminded they must remain in their backpack (stored in their locker) and turned off during school hours. More information regarding cell phones and electronic devices can be found in the Discipline section.

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 and families are expected to make these arrangements before leaving home in the morning.

Emergency School Closures

ASD communicates schedule changes (due to inclement weather and other emergencies) via a variety of tools.

- The School Messenger phone calling system will call all staff and families. Please ensure the Pioneer Office has your current phone number.
- [ASD website](#): Shows updates. Limited transportation routes and maps can be found under Quick Links.
- [FlashAlert](#): If you have signed up for FlashAlert, you will receive an email and/or push notification.
- [ASD Facebook page](#): Shows updates.

- [ASD Twitter page](#): Shows updates.
- Local radio and TV stations also will provide information regarding school schedule changes.

DISCIPLINE & STUDENT MANAGEMENT

Philosophy Statement, Goals & Expectations

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

- 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 with parents and students to ensure each child experiences success.

Expectations for Students

- Follow the Pioneer PATH. **P**ioneers **A**re **T**railblazers. **H**ere we are RESPECTFUL, RESPONSIBLE and SAFE.
 - To see what it looks and sounds like to be RESPECTFUL, RESPONSIBLE and SAFE, please review page 5.

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.

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 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 are taught to talk with 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.

Harassment, Intimidation & 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 friends to help, and encourage other Upstanders to assist.
- 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.

Cell Phones & Electronic Devices

Cell phones and electronic devices are not allowed out in class, at recess or during lunch. Students who bring these items to school are reminded they must remain in their backpack (stored in their locker) and turned off during school hours. The school is not responsible for loss or damage to personal items.

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.

Parents can partner with Pioneer by reminding their children of the importance of “Digital Citizenship”:

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, civic and educational activities.

Money, Toys & 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.

School Property & Facilities

Staff, students and families share the responsibility of keeping our campus and facilities nice and in working order. Students are expected to take care of school property and facilities.

- Students should keep lockers, desks and storage areas clean and uncluttered
- Students are responsible for textbooks, Chromebooks, and other materials checked out to them
- Students will be held responsible for costs associated with vandalism and/or damage to school property and/or facilities.

Playground, Field & Campus

The Pioneer Elementary playground, turf field, grass areas and benches are designed to be enjoyed by Pioneer students, as well as community members during non-school operating hours.

Students, families and community members are expected to treat the campus with respect and follow all school rules when using these spaces. School rules still apply when school is not in session. Following these rules will ensure stakeholders can enjoy these spaces for years to come. Parents are requested to read/review these rules with their children.

Playground, Field & Campus Rules:

- Playground equipment is used properly
- Garbage is put in garbage cans
- Turf field is clean and free of damage
- No tackling or slide tackling.
- No metal cleats or spikes are allowed on the turf field or playground
- No bikes, scooters or wheeled vehicles or toys of any kind are allowed on the turf field
- No gum or shelled seeds of any kind are allowed on campus

- No graffiti or damage to property
- No loitering or camping
- Use of alcohol, tobacco, cigarettes, e-cigarettes, nicotine delivery devices, marijuana or drugs is strictly prohibited
- No hanging/climbing on or over fences, trees, light/flag poles, basketball hoops or building structures
- Pets and other animals are not allowed on the playground or turf field at any time
- Community members walking pets on grass areas or sidewalks will pick up and dispose their pet waste

Hours of Operation:

- Monday - Friday: The playground/field is closed before school, but is open after school hours.
 - If a Pioneer event or sports program is using the playground/field, then it will be open for public use after the conclusion of the event or program.
- Saturday - Sunday: The playground/field is open 8:00am - sunset.

Dress Code

The Pioneer Elementary dress code guidelines for all PreK-5th 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 Administrative Team 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 and hoods may be worn in the building, so long as they do not create a disruption to learning.
- No washable tattoos, or using markers on the hands, face, etc.
- Pants, shirts, or blouses 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, PE and general safety reasons. Shoes must fully cover the toes and heel. Flip-flops, Crocs and other open-toe or heel 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 usually go outside to play during recess. Please work with your child to select proper attire. We also suggest you mark your child's clothing and belongings with his/her name with a permanent pen.

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.

CHILD NUTRITION SERVICES (School Meals)

ASD provides a wonderful Child Nutrition program, and Pioneer Elementary is happy to have breakfast and lunch meals available each day to students.

For detailed information on school meals, [CLICK HERE](#). To apply online for free or reduced meals for your child, please login to your Family Access on Skyward and complete the application. You can also print a paper copy from the [ASD Child Nutrition Website](#) or pick one up from the Pioneer Elementary Office. 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 at school, the above mentioned drinks and large amounts of candy will not be allowed at school. If your child brings lunch to school, please do your best to send a nutritious meal.

HEALTH SERVICES

Healthroom Information

Each fall parents are asked to let the school know of any health issues 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-technician 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.

Medication at School

If your child must take medication at school, an [Authorization for Medication](#) form and an [Administration of Medication at School and Severe Allergic Reaction](#) form must both be completed by you and your child's physician. These forms are also available through the healthroom. 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

Vision & Hearing Screenings

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.

Insurance: Student Accident & Sickness

The ASD offers families voluntary accident and sickness insurance for all students. The safety of our students is of critical importance to all of us and we want to protect them from injury. Even so, accidents do happen (at school and elsewhere) and required medical care can be expensive. Please know that your school does not assume responsibility for such costs but does offer you access to several student accident insurance plans for voluntary purchase.

Details can be found below at the following links:

- [Online Application](#)
- [Student Accident Insurance Parent Letter](#)
- [Student Accident & Sickness Insurance Information](#) - English
- [Student Accident & Sickness Insurance Information](#) - Spanish

CLASSROOM TEACHER 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 needs. 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 principals 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 additional information about your child that may help us in this process. Please do this by June 1 for the following school year.

DAY CARE CENTERS & PRESCHOOL OPTIONS

To view a list of day care centers and preschool options located within the Pioneer Elementary attendance area, [CLICK HERE](#).

Two preschool programs (ECE and ECEAP) are housed at Pioneer Elementary School. For more information on these programs visit our website at www.auburn.wednet.edu/preschool.

STUDENT ACTIVITIES

Recess

The playground and turf field are 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 at school. 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.

Students are expected to follow rules at recess to ensure safety for participants and care for the campus/equipment. For specifics, refer to the “Playground, Field & Campus” rules section on page 18.

ASB (Student Council)

ASB stands for Associated Student Body. Our ASB Student Council is a student organization dedicated to school and community service. ASB 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 3rd-5th grades may be elected to represent their class by serving on Student Council, starting in the fall. Students in 5th grade have the opportunity to run for ASB Office (President, Vice President, Secretary, Treasurer), with their peers voting on these positions. Students will hear more about ASB Student Council shortly after school begins.

Pioneer has two staff members (Mrs. McLaughlin and Mrs. Cuddie) who serve as ASB advisors, and provide assistance to our ASB throughout the year.

DEMO Team

The Pioneer Demonstration (“DEMO”) Team is for students in grades 3-5. This program is led by our PE teacher, Mr. Mac (Michael McKinley). Students learn a variety of skills in hand-eye coordination and balance. Activities include juggling and jump roping, and the use of Diablos (Chinese yo-yos), pogo sticks and stilts. Participation on DEMO Team provides students opportunities to improve skills, gain confidence, learn the values of teamwork and leadership, and have fun.

Practices are held at Pioneer before and/or after school at various times throughout the year. Students on the DEMO Team have opportunities to represent Pioneer and showcase their skills by performing in front of crowds (ex: school assemblies and City of Auburn events).

5th Grade Band & Orchestra

Students in 5th grade have the opportunity to participate in band and orchestra at Olympic Middle School, along with middle school students. Practices are held before the elementary school day begins, and a bus drops the students off at Pioneer around 8:45am. Students perform at a variety of concerts during the year (ex: winter/December and spring/May).

Instruments can be rented or purchased, and the OMS staff provides students and families with additional information. Students are given music to practice at home to support their growth.

Band and Orchestra provide a wonderful introduction to fine arts programs at the secondary level, and give our students the chance to discover a love of music.

5th Grade Safety Patrol

The Pioneer 5th grade Safety Patrol serves the school community by keeping students and families safe as they walk to and from school. Students are trained in how to safely guide students and families across crosswalks and walkways. Pioneer provides students with safety vests and flags, and staff members are nearby to provide assistance as needed.

Students who desire to serve in this special program must display characteristics of leadership, commitment and a heart for service to the community.

5th Grade Sports

Students in 5th grade have a variety of opportunities to participate on sports teams throughout the year. These options usually include volleyball, basketball and flag football. Teams are coached/led by Pioneer staff.

Practices are held at Pioneer after school, and games take place at Pioneer and other ASD elementary schools. Families are welcome and encouraged to attend these fun events. We expect all who attend (staff, students, families) to demonstrate good sportsmanship.

The goals of these programs include: expose students to a variety of sports, build skills, develop teamwork and camaraderie, learn the value of good sportsmanship, introduce students to competitive settings and have fun.

SCHOOL EVENTS

Open House

Open house is designed to give students and parents an opportunity to meet their teacher and see their classroom. Parents can hear brief information from the classroom teacher, and walk with their child around the school to meet other teachers (ex: Library, Music, PE, Writing, EL, Title, Counselor and Behavior Intervention Specialist). We encourage all families to attend this fun event!

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.

Halloween Stance

We recognize some families celebrate Halloween and others do not for religious or personal reasons. In order to respect the variety of beliefs and practices surrounding this day, Pioneer Elementary does not celebrate Halloween at school.

Please do not send your child to school wearing a costume around Halloween as this is disruptive to the educational process. If a student arrives at school wearing a costume, the office will ask the family to bring a change of clothes for their child.

School Spirit Days

ASB and Admin work together to plan “School Spirit Days” throughout the year. These days provide students and staff fun opportunities to wear themed clothing and celebrate being part of the Pioneer Elementary community.

Parent/Teacher Conferences

In November, conferences are scheduled with parents. This is a valuable time for parents and teachers to build partnerships and discuss student progress toward learning goals. If parents need language assistance, we will work to find an interpreter who will join the conference. Parent attendance is highly recommended because parents play an important role in their child’s education!

We encourage ongoing communication throughout the year between parents and teachers. At the request of either the teacher or the parent, additional conferences may also be scheduled.

Class Celebrations & Treats

In the event of a class celebration or birthday recognition, please keep the following guidelines in mind. Thank you for your cooperation!

- District policy states home baked goods are not to be brought to school for class or birthday celebrations. All treats/snacks must be store bought. We encourage families to consider healthy food options when bringing in treats (ex: pre-packaged apple slices, crackers, pretzels, raisins). Although not as healthy, store bought items such as cookies, Rice Krispies Treats or cupcakes are allowed.
- Helium balloons are not allowed on campus, as they cause a distraction and are difficult to retrieve if they are released.
- Please first contact your child’s teacher to find a mutually agreeable day/time if you wish to help recognize your child’s birthday. Our preferred time for celebrations is near the end of the school day. Due to COVID-19, we are not able to have families come into the classroom at this time. If you would like to arrange for a store bought treat/snack to be sent with your child for a birthday celebration, please reach out to the teacher.

Expectations For School Events

We hold a variety of school events throughout the year, and we hope you will attend them! School events are fun ways to keep your family connected to Pioneer and informed about ways to support your child's education.

Pioneer students who attend school events must have a parent/guardian with them. We expect all in attendance to follow the Pioneer PATH (school-wide expectations).

VISITING PIONEER

Parking

When arriving at Pioneer, *parents/guardians and other visitors will park in the north parking lot*. This parking lot is for visitors, and includes our student drop-off and pick-up loop.

- The south lot is reserved for ASD busses and staff parking only.
- There is no parking on M Street SE or K Street SE.

Check In

After parking in the north lot, follow the signs and sidewalk to the front doors. These doors are unlocked from 8:00am-4:00pm on school days. After entering the front doors, sign in at the table, ring the doorbell and wait for a staff member to let you in. Our office staff will be happy to assist you.

Please remember our teachers, support staff and administrators are working with students during the day, and will likely not be available to meet with you on an impromptu visit. If you wish to schedule a meeting with a staff member, please send them an email or call our office.

Family Restroom

Due to COVID-19, families and visitors are not allowed on campus during the school day. When that changes, visitors may use the family restroom, which is located on the main floor in the Commons. This is a single use occupancy restroom. Student restrooms are to be used by students only.

Lost & Found

The "Lost and Found" bin is located near the front office. Feel free to stop by the office and sign in, and our staff will be happy to help you. To aid the retrieval process of lost items, we suggest you mark your child's clothing and belongings with your child's name with a permanent pen.

VOLUNTEERING AT PIONEER

Volunteer Application

Volunteers provide active support and assistance in Auburn schools. We welcome your involvement at Pioneer, and we use volunteers in a variety of ways throughout the year.

Prior to volunteering, all volunteers are required to complete an online application form and receive approval from the Auburn School District. You can complete your online application by clicking on the following link: [ASD Volunteer Application](#). Instructions for the online volunteer application can be viewed here: [Instructions for ASD Volunteer Application](#).

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 students safe when having non-staff members volunteer in our building. This volunteer application is valid for 1 school year and must be completed each new school year. If you require assistance or have questions, please contact our Family Engagement Liaison (Mrs. Lupe) at 253-931-4986 or gmaciasrivera@auburn.wednet.edu.

We appreciate your interest in volunteering at Pioneer, and look forward to having you partner with us to support student learning!

* Due to COVID-19, ASD is not able to have volunteers in schools at this time. We look forward to welcoming our volunteers back into the building soon!

Volunteer Procedures

Please follow these procedures when serving as a volunteer at Pioneer:

- Prior to your arrival, make sure the supervising staff member and you have decided on a mutually agreeable time and task for you to volunteer.
- When you arrive, you will need to sign in at the front office. An office staff member will provide you with a volunteer ID, which you will wear while on campus.
- When you depart, please return the volunteer ID to the office staff and sign out on the clipboard.
- Please remember, our volunteers must follow the Pioneer PATH expectations (respectful, responsible, safe behavior), which all students and staff follow.
- Please remember that volunteers must use the Family Restroom (located in the Commons), and not use student restrooms.
- If you have questions or encounter a difficult situation with a student, please speak with a staff member and we will gladly help.

WITHDRAWAL FROM SCHOOL

Process

If you should decide to move from the district or to another school within the Auburn area, please notify the Pioneer Elementary 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.

Returning School Materials

Please be sure to check with your child and our office, and return all library books, textbooks, Chromebooks and other technology items that he/she may have prior to your child's last day at school.

ASD STATEMENTS

Vision Statement

Our Aspirations As an active citizen in a global society, each student will thrive as a champion for self, family, community and humanity.

Mission Statement

Our Common Work on Behalf of Students and Families In a culture of equity and excellence we engage, educate, and empower each student for success beyond graduation.

Equity Statement

Equity is each student having an educational experience in which they are seen and valued for who they are now, while developing their full academic and social potential to prepare them for the future they choose.

Non-Discrimination 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.