



**Pioneer Preparatory School:  
A Challenge Foundation Academy  
Family Handbook  
2013 – 2014**

# Pioneer Preparatory School Overview

## Introduction

TeamCFA was founded in 1988. As a school community we work as a team to ensure that each child enjoys, honors and benefits from his/her experiences as a student at Pioneer Preparatory School. The experiences here serve as some of the finest opportunities available in any public school.

At Pioneer Preparatory School, the overall atmosphere for learning is everyone's responsibility – staff, students and families – working together. Learning can only take place when students, teachers, administrators and families work together toward establishing a positive learning environment. The purpose of this handbook is to help each child and family become knowledgeable of the opportunities, benefits and responsibilities as a member of this team. Please read through the handbook carefully, discussing the expectations and resources with your child.

We are excited to have you as part of our team, and look forward to working together for the success of each child.

## Mission Statement

The mission of Pioneer Preparatory School is to provide a rigorous and relevant curriculum with balanced support from staff, teachers, family, and community – providing students with the knowledge and wisdom to be self-sustaining members of our society. Students will meet and exceed academic standards ensuring their success as life-long learners.

## School Contact Information

Pioneer Preparatory School  
A Challenge Foundation Academy  
6510 W. Clarendon Avenue  
Phoenix, AZ 85033  
Phone 623-933-3733  
Fax 623-252-0022  
<http://pioneer.teamcfa.org>

## Discrimination

It is the role of Pioneer Preparatory School to provide a safe and secure learning environment for all its students without distinction based on race, religion, ethnicity, disability, gender, or sexual orientation. Discrimination, sexual and bias-motivated harassment, and violations of civil rights disrupt the educational process and will not be tolerated and will result in disciplinary action.

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*Note:* Pioneer Preparatory School reserves the right to make changes in the *Pioneer Preparatory School Family Handbook* at any time and without notice.

## **Statement of Purpose**

Pioneer Preparatory School will provide parents the choice of curriculum and higher expectations of involvement. Parents will be expected to be involved in their child's education, and assist with class needs, as able. The students and their families living in Arizona will have the option of choosing a school that requires a commitment of students, parents and all staff members in the form of a contract. The Board feels it's sending an important message in that every stakeholder accepts and signs a contract of responsibility and commitment. The Core Knowledge Sequence, the main component of our curriculum, is aligned with the Arizona State Academic Standards and was carefully chosen to enable parents to guide their children towards a higher level of academic achievement. We believe that if all children have a solid base of knowledge early on that the academic achievement level will be in place to attend college. Parents want the best for their children and rely on the local assigned school to fill this requirement, which is often not always the best match for their child. It is our goal to provide a school that accommodates parents' work schedules as well as a rigorous academic program for their children.

## **Academic Information**

### **Academic Year**

The length of the school year is 180 days. The school year is divided into four grading periods. Each grading period ends with report cards distributed, with two (2) Parent Teacher Conferences set during the year.

The school calendar, which shows the last day of school as May 21, 2014, does not include days for inclement weather. If additional days are used for inclement weather, the last day will be later depending on the number of additional days required.

### **Scheduled Days**

August 5, 2013 – May 21, 2014

### **Minimum Pupil School Days**

180

## Grading Scale for Kindergarten – Grade 8

Letter Grades	Grading Scale
A	100 – 90
B	89.9 – 80
C	79.9 – 70
D	69.9 – 60
F	59.9 or lower

## Attendance

### Truancy Policy

Arizona Compulsory Attendance law requires that every person from seven (7) to eighteen (18) years of age attend school every day unless otherwise excused by statute or other legitimate authority. Attendance plays a vital role in education. Students who attend school on a regular basis are better able to keep up with their classes and complete assignments in a timely manner.

Being absent from school for one day, or even from one class period, without acceptable cause is truancy. Acceptable cause may include, with appropriate documentation, but is not limited to: service as a page in the Arizona General Assembly, service on a precinct election board on an election day, subpoena to appear in court, incarceration, in-school or out of school suspension, required religious observations, hospitalization, doctors' written order for home stay, death in the immediate family.

Evidence of habitual truancy includes, but is not necessarily limited to:

- Failure of parent/guardian to ensure that his/her child attends school or classes as required by law
- Five (5) or more absences/tardies from classes in one grading period; or
- Seven (7) or more absences/tardies from school during one school year

When children are not in the classroom, consistent and sustainable learning is impeded. Pioneer Preparatory School staff and administration have made intentional attempts in bringing the importance of regular attendance to your attention. Our policy is as follows:

- When a child has accumulated five (5) or more unexcused absences and/or tardies in a school year parents/guardians receive a phone call home
- When a child has accumulated seven (7) or more unexcused absences and/or tardies in a school year parents/guardians receive a letter in the mail stating our attendance policy
- When a child has accumulated ten (10) or more unexcused absences and/or tardies in a school year, the parent/guardian must meet with the school administration to complete an attendance contract to work on improving attendance
- When a child has accumulated fifteen (15) or more unexcused absences and/or tardies in a school year, a formal letter is sent home stipulating that a referral to the Child Protective Services is pending, and that the child is in jeopardy of repeating the grade.

Please notify the school as soon as you know your child will be absent. **When your child returns to school, a note signed by the parent/guardian must be sent with your child stating the reason and dates for the absence to ensure your child's absences are recorded appropriately.** The note should be turned in to the front office. If your child is tardy, please walk him/her to the front office and sign in. The student will then be given a pass for admittance into class.

Early release from school is only approved in the event of your child's illness, a medical appointment or a family emergency. Parents/guardians will need to come into the office to sign the student out for the day. Early dismissal and tardiness to school do count against your child's attendance.

The director and administrative team will follow-up and investigate all unexcused absences, including late arrivals and early dismissals. If a student is habitually late or

absent, a conference with the parent/guardian will be scheduled with the appropriate member(s) of the administrative team to resolve the attendance problem.

### **Excused Absences**

An excused absence or tardy is one for which no negative consequence is assessed against the student. Students who are absent from or late to school for a valid reason (medical or other emergency) are required to provide documentation from the doctor's office. Supporting documents may be required by the school and requested from the parent/guardian. Students must bring to the school a written excuse on the day that he or she returns to school. The note must include the date or time and a legitimate reason for the absence. Approval of excused absences is made by the administration but the student's record is marked as absent per Arizona law.

### **Make-up Work**

Students are expected to complete all work before leaving or immediately upon their return from an absence. In the case of illness or other unexpected absence, students or their families should contact their teachers as soon as they return to school to obtain their missed assignments. It is the responsibility of the student and parent to ensure make up work is completed.

### **Procedures for Attendance**

1. Attendance is taken daily at 8:00 a.m.
2. Students arriving after the 2<sup>nd</sup> bell must get a pass from the office before continuing to the classroom, and are marked tardy.
3. Parents or guardians are to call the Absent & Tardy Line (623-933-3733 ) if their child will be absent or tardy.
4. Absences are to be certified in writing by the parent/guardian on the first day the child returns to school.

### **Valid reasons for being absent or tardy are:**

- Illness
- A family emergency requiring immediate attention
- Excused absences may also be granted for exceptional educational opportunities or any other reason deemed necessary by the parent or guardian of a student and approved by the School. ***In these cases, it is important for students to request, in writing, an early leave at least five school days prior to the absence.*** These requests should be delivered to the school office.

## **Tardies**

*All students arriving after 8:00 a.m. must enter the main entrance and are listed as tardy as of 8:00 a.m. **They will receive a “late slip” from the main office, which they will need to enter the classroom. Students will receive a late pass at the administrative office. Late arrival to school is counted against student attendance under Arizona law.***

## **Student Drop-Off**

- A drop-off zone has been designated on the curb in front of the school. This zone is for drop-off only. Vehicles are not permitted to be left unattended in this zone. All other vehicles are to park in the designated lot and within the identified parking spots.

**We do not currently provide bus transportation at Pioneer Preparatory School.**

## **Lost and Found**

There is a lost and found box located in the cafeteria. Parents of K – 8 students are to clearly mark all of their child’s belongings with his/her first and last name. Any student who has lost an item should check lost and found in the cafeteria.

## **Lunch/Recess**

Pioneer students are offered a nutritious lunch between 10:25 and 1:25pm daily. Additionally, children are offered breakfast daily from 7:15 – 7:45 a.m. Lunch accounts are to be paid **in advance**. You may do so through the office and/or your child’s teacher.

## **Morning/Afternoon Supervision**

### **Before School Care**

The YMCA across from Pioneer Preparatory offers daycare opportunities. Please inquire within.

**Once students arrive at school they are not allowed to leave the school grounds for any reason without escort by their parent/guardian, and without being signed out.**

## **After School Care**

The Boys and Girls Club offers an after school program until 8:00pm.

## **School Calendar**

The school calendar for the 2013 - 2014 academic year follows. Changes may be made as deemed necessary due to inclement weather and/or emergencies through written notice to parents.

## **Student Progress**

### **Assessment**

Continuous evaluation of student learning is an integral part of the instructional process at Pioneer Preparatory School. Assessment of student learning is done in many ways, depending on the subject area. Following is a short description of various types of assessment tools used at the school.

### **SAT 10 / AIMS**

Students in grade 3 - 8 will take the AIMS test in April as part of our Arizona standardized assessment. 2<sup>nd</sup> grade students will take the SAT 10 during this same period.

### **NWEA**

Pioneer Preparatory School administers NWEA, an online national assessment, three times each school year to students in Grades K – 8. The assessment provides online data to teachers for use in benchmarking the growth of individual children and allows important resources in planning for the needs of every child ensuring continuous academic achievement.

### **Kindergarten through Third Grade**

Students in kindergarten through third grade classes are participating in the Core Knowledge Reading Program – a national reading program administered through the Core Knowledge foundation, and for which our teachers were trained. We are excited to be part of this opportunity.

### **Interim Progress Reports**

Interim Progress Reports are issued to all students at the midpoint of the grading period. These reports inform parents of their child's academic developments and any potential problems the child may be experiencing.

### **Student Learning Contracts (Parent-Teacher-Student Conferences)**

Parent-teacher conferences are held twice each year. Information will be sent home to schedule times with teachers. Appointments **must** be set to allow adequate attention



and time to meet with each parent. Parents are encouraged to use these times to meet with teachers to discuss their child's progress at school. Conferences with teachers and/or members of the administration can also be arranged as needed throughout the school year. Conference dates and information will be sent home with our students and announced in the **Pioneer Times – our monthly newsletter**.

### **Report Cards**

Report cards are distributed four times a year, shortly after the end of the grading term. Parents are required to meet with the child's teacher to review and receive the report card. Report cards list a student's proficiency for each of the standards identified for mastery during that term, his/her attendance records, and a discussion of the student's behavior and social developments.

### **Social Skills and Work Habits**

Every Pioneer Preparatory School student is evaluated each midterm and at report card time in the following areas:

1. **Honesty**—to be honest in word and deed, never cheating on tests, never taking that which does not belong to oneself, or taking credit for something belonging to another
2. **Cooperation**—is helpful to the teacher(s) and fellow classmates, and is willing to learn
3. **Follows school rules**—follows instructions as given by teacher and other staff
4. **Responsibility for own actions**—admits mistakes and accepts consequences for actions
5. **Effort**—works hard and wants to achieve
6. **Respect for others**—shows respect in speech and behavior toward adults and students. Does not damage property belonging to the school or others
7. **Responsibility toward academic work**—completes work assignments and brings books and supplies needed
8. **Works independently**—uses good judgment when given assignments to work alone, and when choices are provided in classroom use of time
9. **Self control**—controls anger and behaves appropriately
10. **Completes work on time**—regularly completes homework assignments

Evaluation of social skills and work habits is facilitated by the classroom teacher with input from all specialists who teach the student. The child's social skills and work habits are recorded on the midterm reports and each report card.

## **Calendar**

At the end of each school month, a monthly calendar , will be sent home with your child(ren). Please read the calendar to keep updated on the activities of Pioneer Preparatory School and its upcoming programs/events. These events are also available on our website.

## **Admissions**

### **Applications for New Students**

1. Pioneer will begin accepting applications from new students for the upcoming school year in mid-April or during our open enrollment period.
2. The school may hold a lottery to determine acceptance and waiting list status as outlined below for the upcoming school year.
3. If a lottery is necessary, it will be held in May, or when and if the number of applications received is greater than the number of openings in each class, with the date publicly announced in advance.

Several factors determine an applicant's acceptance into the school or placement on the waiting list. Applicants who have siblings already enrolled in the school are given preference, and moved to the top of the waiting list. Students who do not have siblings attending Pioneer follow on the waiting list.

An applicant's rank on the waiting list is determined by lottery. All applications for each grade are placed in a box and are randomly drawn. The first application pulled is number one, and so on. If there is an available space in the grade for that applicant, he or she is admitted to the school. If not, that student is placed on the waiting list for that grade, in the order the application was pulled in the lottery. Applicants from the first preference group normally will have preference over any applicant from the second preference group, and so on.

For certain grades (for example, Kindergarten), there are new spaces available every year. For other grades, depending upon the number of students returning to the school and the number of sections opening for that grade, there are few, if any, available spaces.

Waiting lists do not carry over into the next school year. All applications and waiting lists are disposed of on May 1<sup>st</sup> each academic year.

If a student has been accepted to the school but does not register within 10 days, he or she is automatically withdrawn and the next student on the waiting list is invited to attend the school.

## **Applications for Re-enrollment –**

1. Students currently enrolled in and attending Pioneer Preparatory in good standing remain enrolled for the following school year, and are not required to submit a new application or go through the lottery process.
2. Students expelled from the school for behavior problems must reapply for admission and will follow the procedures outlined above for new students.
3. Students who withdraw before the last day of the current school year must reapply for admission and will follow the procedures outlined above for new students.

## **Books and School Supplies**

### **Books**

Books, which belong to the school, are assigned to each student during the course of the school year. These include hard cover and soft cover books, as well as workbooks.

It is expected that students will treat all books with respect and will keep them in good condition for return at the end of the year. Students may not write in books unless explicitly instructed to do so by a teacher.

**If a student loses or damages a book, parents/guardians are responsible for the cost of the replacement book. A bill will be mailed to the student's home address. Reports cards will be held.**

### **Financial Assistance**

Limited financial assistance may be available for field trips, uniforms, and supplies. Please contact the Director for additional information.

### **Supplies**

Before the beginning of the school year, a student supply list will be posted on Pioneer's website. Students are expected to bring basic supplies, which differ by grade level, to school.

## Curriculum

### Curriculum Overview

Pioneer Preparatory School curriculum promotes academic, physical, social, emotional, and ethical growth. Our dedicated faculty nurtures the building of self-esteem at every opportunity – inside or outside the classroom, encourages learning and achievement, and fosters a positive, caring attitude toward others by nurturing the values of cooperation and diversity.

Common Core Standards will be the basis for the core of all instruction in all of the academic components. Each student will be given the opportunity to master the standards in all content areas. The objective of the school curriculum is **to equip students with the knowledge necessary to master life, prepare students for success in college, inspire a lifelong love of learning, and foster responsible citizenship.** The skills of reading, writing, abstract reasoning, and math are emphasized. The curriculum is designed to establish a balanced, well-rounded education in the following areas:

**Kindergarten and 1<sup>st</sup> Grade:** Phonics, Reading, Math, Writing, Social Studies, Science, Physical Education, Art, Music, Computer Science

**Grades 2- 8:** English, Math, Reading, Writing, Social Studies, Science, Physical Education, Art, Music, Computer Science

### Homework

Students are responsible for completing homework assignments. Any student who does not arrive in class prepared with his or her homework will receive consequences within the 7-Steps as well as possible loss of privileges.

## Emergency Procedures

A district-wide crisis management plan is reviewed each year with all staff. Staff, in cooperation with the principal, is responsible for the implementation of any needed

procedures related to crisis in the school building.

## **Accidents**

All children experience minor scrapes and bruises. The school nurse maintains a log of all children seen on a daily basis. For more serious incidents, an Accident Report Form is completed and maintained by the school nurse. Instances of serious accident may include some or all of the following procedures:

1. The school nurse or a staff member carries out immediate first aid.
2. A staff member contacts the parents to pick up the student for medical care.
3. In cases where the parents or the designated emergency persons cannot be reached, or where immediate medical attention is needed, the school calls a local emergency unit for treatment and/or transportation to a hospital. A staff member accompanies the student and stays until the parent arrives.
4. In cases of extreme emergency, staff may contact the local emergency unit before calling the parent.

## **Child Abuse Protocol**

Arizona law requires immediate reporting of suspected child abuse to the authorities and to the appropriate individual in charge of the school. Failure to do so is a violation of the law.

## **Emergency Cards**

In emergency situations, the school calls the numbers listed on the card. **It is essential that parents update these cards if their address, phone number, or emergency contact person changes.**

## **Fire, Lockdown, and Inclement Weather Drills**

Fire drills are conducted monthly according to a schedule set by the Fire Prevention Office of the Phoenix Fire Department. Fire exit directions and procedures are posted in all rooms and teachers review fire exit procedures with students on a regular basis.

In the event of a fire, everyone is evacuated from the building immediately. If students are unable to return to the building because of smoke or fire conditions, the school follows emergency evacuation procedures.

Inclement weather drills are conducted each semester. Procedures are reviewed by teachers, and practiced by children. Exit directions and procedures are posted in all rooms.

## **School Closings or Late Starts**

If school is closed or the opening delayed due to inclement weather, power outage or other problem, local radio and television stations announce this information. Look for

information on the following television channels: 3TV or ABC15.

Only under extreme circumstances does a school closing occur once students have arrived. If an early closing should occur, parents are notified of early dismissal. Transportation from school will leave early. Parents/guardians of students who do not use the school's transportation will need to pick up their children by the time of closing.

Closings during the day are announced on local radio and television stations. Please call the school if you are in doubt.

## **General Information**

### **Board of Directors**

#### **Board of Directors Meetings**

The school's Board of Directors holds the charter to Pioneer Preparatory School. It sets the policies of, and governs the terms by which the charter is issued. Meetings are open to the public, with the exception of executive sessions. Notices for the meetings are posted on the front of the school 48 hours prior to each meeting.

#### **Parent-Teacher-Student Association (PTSA)**

The school encourages an atmosphere in which parents, administration, and faculty join in a partnership to foster the mission of Pioneer. This partnership offers an environment for collaboration and exchange of information between the school and parents.

All parents are invited to attend our PTSA meetings, and to join committees or volunteer for activities. Meetings are held monthly and provide an opportunity to dialogue with school administrators about issues of common concern.

The goals of the PTSA are:

- To increase communication among parents, staff, and students
- To provide social interaction for students and their families
- To provide interaction among parents
- To provide a structure for parent volunteer activities
- To raise funds to help support the school

## Health Policies and Procedures

### Administration of Medication

The nurse's office works very hard to maintain the health of all the students. It is our goal to make sure all students have a safe and healthy place to learn. Please remember that we are working for the total welfare of all the students at Pioneer Preparatory School.

Giving medication during school hours is discouraged and restricted to necessary medication that cannot be given at home. Whenever possible, medication should be taken at home. Medication that has to be given at school **MUST** be brought to the nurse's office before school and stored in a cabinet or refrigerator.

If your child needs to take a prescription medication at school, ask your pharmacy to provide a duplicate bottle for school usage. Any changes from your child's original prescription must be verified by the doctor, either by a fax or a new script. If your child has a medical condition which requires medication to be given on an as-needed basis, a doctor's note is requested to contain instructions for administration of medication and reason for the medication.

All medications brought to school **MUST** be in the prescription bottle or original container. Medicine will not be given unless it is prescribed for the child bringing it to school and the container has his/her name on it. All medications must be accompanied by a medication slip, including:

1. Student's Name
2. Medication Name
3. Directions (amount and time to be given)
4. Number of days to be given
5. Parent's signature, telephone number and date

Any medication, not in the original container, and with the child's name on it, will be held by the school nurse for a parent to pick up within one week. After that, it will be destroyed.

No medications, whether prescription or over-the-counter, are given without written consent from parents or guardians.

### Permission to Administer Over-the-Counter Medication

Over the counter medications (such as Tylenol, non-aspirin pain relievers, cough syrups) at school should be restricted to only when necessary. These are to be provided by the parent. The office **DOES NOT** keep any medications of any type on hand.

Parents must sign a permission form from the school nurse authorizing dispensing over-

the-counter medication for headaches or other common ailments.

### **Prescription Medication**

The school nurse administers prescription medications when the following specific requirements are met.

1. A signed consent form is on file to give the medication
2. Medications are to be given to the school nurse in a pharmacy or manufacturer-labeled container.
3. The label must state:
  - a. Student's name
  - b. Name of the drug
  - c. Dosage
  - d. Directions for use
  - e. Physician's name
  - f. Expiration date of a time-dated drug

**All prescription medications brought to school must be stored in the office, with the current supply kept to a 30-day minimum. The school nurse will work with the instructional staff to maintain consistency in the child's medication schedule.**

### **Transporting of Medication**

It is strongly recommended that Primary students (K-5) **DO NOT** transport their medications. It is always best that a parent or guardian bring medications directly to school. The medicine will need to be given to the nurse's office in accordance with the medication policy.

### **Communicable Diseases**

Parents must notify the school immediately if a student has contracted a communicable disease. The school will then notify parents of other students in the grade level homeroom. If more than one case of a communicable disease occurs in a single homeroom or area of the school, the school may contact a Public Health officer. In the event of an epidemic, special precautions or exclusion policies will be initiated.

Pioneer Preparatory School follows isolation and quarantine regulations as prescribed by the Arizona Department of Public Health. In the chart below are guidelines that apply to how long a child should stay at home if common childhood diseases and conditions should occur.

### **Doctor/Dentist Appointments**

All appointments are strongly urged to be after school hours. If this is not possible, a parent or a designated guardian must come to the school office to pick up a student for



a medical or dental appointment. **Students cannot be released unless an authorized person listed on the emergency card is present.**

## **Health Requisites**

Pioneer Preparatory School has a nurse this year. She is a Certified Nurse Assistant and Medical Assistant. Pioneer Preparatory follows state law concerning proper immunization and requires that immunization records be on file before a student is allowed to attend school. All students must present, before admission, a physician's certificate listing the required immunizations as outlined by the State Board of Health. Parents are required to maintain a current record of immunizations with the school nurse for their child(ren). Complete physicals are required before entry to the school at any grade level.

## **Illness and Exclusion Policy**

If a student shows any symptoms of illness, such as a temperature, nausea, diarrhea, sore throat, or a rash, he/she should not come to school until a diagnosis has been determined or the symptoms have disappeared. This helps reduce the spread of infections at school.

If a student shows symptoms of a serious illness while at school, the student is excluded from the regular school program, and the following procedures are followed:

1. The student is asked to report to the nurse's office.
2. Parents are notified to make arrangements to have the student picked up at school. If parents cannot be reached, the person designated on the emergency card is called. **It is essential that parents list people on the emergency card who are able to pick up the student if the parents cannot be reached.**

## **Items of Interest or Concern**

- A limited amount of clothing is available in the nurse's office for the children when accidents occur. If your child needs to use these items, they need to be **laundered and promptly returned to the nurse's office.**
- If your child becomes ill or injured, it is imperative that the office has **three (3)** legitimate contact numbers on file. The nurse's office must be able to reach parents, guardians, or someone who will be responsible for the child and pick them up in a **timely** manner.
- Pioneer Preparatory School has a no nit policy. Any student diagnosed with lice must be nit free before returning to school. Information on lice control is available in the nurse's office.

- DO NOT send your child to school if they had a fever above **100 degrees or more** within the last **24 hours**. If they complain of feeling ill, please check their temperature before sending them to school.
- DO NOT send your child to school if they have had **diarrhea or vomiting in the last 24 hours**.
- If your child has **any** type of infection, they must have been on an antibiotic for **24 hours** before returning to school.

## Screening Tests

Pioneer Preparatory works with the State and local health agency to conduct age appropriate health screenings. These tests are carried out under the supervision of the school physician, school nurse, and/or specialist in a particular health field. Health screening procedures can only identify potential or existing health problems. School officials will notify parents/guardians of the results of the screening to allow the necessary follow up with medical personnel.

## School Rules and Policies

### Computer/Internet Policy

Use of Pioneer Preparatory School's computer network is a privilege, not a right. Students may use the computers as long as they observe the rules as outlined below. Failure to follow these rules may result in loss of computer network privileges, detention, or suspension.

1. The network is to be used only for activities that support education and research related to assigned schoolwork.
2. When communicating with others on the Internet, students must be polite and appropriate at all times.
3. The network is not to be used for any illegal purpose. Illegal activities include tampering with the computer hardware or software, unauthorized entry into computers, or knowledgeable vandalism or destruction of computer files. Such activity is considered a crime under state and federal law.
4. Copyrighted material is not to be copied without permission. Copyright laws and rules regarding software, information, and attribution of authorship are to be respected. No software other than what is provided by the school may be installed.
5. Any use of the network, which involves obscenity, profanity, racism, sexism, personal attacks, harassment, or offensive messages or pictures is prohibited.

6. Passwords and/or accounts are not to be shared. Violations of the policy that can be traced to an individual account will be treated as the sole responsibility of the owner of the account.
7. It is against policy to attempt to use the accounts and passwords of others, using pseudonyms, anonymity or attempting to access information of others.
8. It is against policy to knowingly degrade the performance of the network. Electronic chain letters and "mail-bombs" are prohibited.
9. Students who have knowledge of violations of these policies must report the information immediately to the teacher, principal, or system operator.

## **Dress Code**

The 2013-2014 uniform selections are now available. Dennis uniforms order forms can be found in the Pioneer office. Clothing must be clean and neat. The school principal reserves the right to decide whether or not something conforms to the dress code.

### Dress Code for students in Grades K - 8

**Shirts** - Navy blue, light blue or white polo shirts are the only acceptable uniform shirt. These are available in both short and long sleeve. **Shirts must be tucked in at all times. T-shirts can be worn under the Pioneer school uniform shirts. Pioneer Prep T-shirts may be worn on Fridays only.**

**Pants** - Navy blue or khaki pants are the only acceptable uniform pant. Pants must be securely fastened at the waistline and straight-legged. No drooping is acceptable. Pants are not to drag on the ground. **No skinny jeans or sweat pants.**

**Skirts or Jumpers** - Khaki, Navy Blue, or Blue plaid cotton, twill or wool blend skirts or jumpers are the only acceptable skirts and jumpers for girls. The hem on skirts and jumpers must be no higher than 2" above the knee.

**Tights** - Solid navy blue or white tights may be worn. Hose, leggings and sweat pants may not be worn beneath jumpers or skirts.

**Sweaters** - Navy blue or white sweaters and sweater vests are the only acceptable uniform sweater. **No logos may appear on sweaters.**

**Hair** - All students' hair must be neat, clean and well groomed. Hairstyles should not create a safety or health hazard and/or interfere with the educational environment of the school.

**Shoes** - Shoes must be **solid color tennis shoes with non-marking soles.** Shoes must be closed (heel and toe) and sturdy.

**Socks** - Navy blue, black, or white crew socks are appropriate. All students must wear socks. No logos may appear on the socks.

### **Other Requirements**

- Long sleeved shirts may not be worn under short-sleeved shirts. Only solid white, solid dark or light blue short-sleeved shirts may be worn under shirts
- Earrings for girls are limited to two pair in the lobe area only. Two pairs of studs OR 1 pair of studs and one hoop or dangling – no more than 1” in diameter and no longer than 1” in length for K-6 & 3” in length for grades 7 - 8.
- Girls may only wear fingernail polish that is clear or very light in color. (No red, blue, black, green, orange or purple.) Cosmetics must be reasonable and modest. (Principal’s discretion)
- Students may not wear mohawks or similarly unusual hairstyles; unnaturally colored hair; trees; spikes; bandanas or other non-approved head coverings at school. (Exception: religious observance; medical reasons or spirit days where hats are allowed.)
- Boys may not wear earrings, nail polish or cosmetics. (Exception: for drama or ballet performances)
- Students may not wear visible “body piercing” jewelry.
- Backpacks, lunch boxes and purses should not have inappropriate writing (Subject to Principal discretion), dangling keys, chains, etc on them. Please keep school colors in mind when making purchases.
- Students are not allowed to draw or write on themselves.
- Color appropriate hats, scarves and gloves are allowed in winter while students are outside. Keep school colors in mind.
- Blankets and wraps may not be brought to school.
- 

### **Telephone Calls, Mobile Telephones and Messages**

Cellular phones and other communication devices are not permitted during the school year. Telephone messages will only be delivered in emergency cases. Students who ask and receive permission may use the school office telephone. **Students are not allowed to call home to receive permission for field trips or for forgotten class work.**

### **Visitor Procedures**

ALL visitors and volunteers (this includes parents/guardians) must sign in and out at the school office. Volunteers in the buildings will receive special name tags designating them as building volunteers.

### **Student Discipline**

Pioneer Preparatory School student discipline policies and guidelines are executed in accordance with Arizona Code. Copies of the Code are available in the front office.

## Search and Seizure Policy

1. The School Board recognizes that the privacy of students and their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable cause for a search.
  - a. As used in this policy, “reasonable cause for a search” means any circumstances, which would cause a reasonable person to believe that the search of a particular person, place, or thing will lead to the discovery of:
    - i. Evidence of a violation of the student conduct standards contained in the student handbook; or
    - ii. Anything, which, because of its presence, presents an immediate danger of physical harm or illness to any person.
2. All lockers and other storage areas provided for student use on school premises remain the property of the school corporation and are provided for the use of the students subject to inspection, access for maintenance, and search pursuant to this policy. A student who uses a locker that is the property of a school is presumed to have no expectation of privacy in that locker or the locker's contents. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal of the school in which the locker or storage area is located. Unapproved locks shall be removed and destroyed.
3. The principal, or a member of administrative staff designated in writing by the principal, may search a locker and its contents where either the person conducting the search or the person designating the search believes there is reasonable cause. Where the locker to be searched is assigned to a particular student and that student is on the school premises at the time of the search, the student shall be notified prior to the search and given the option to be present at the search.
4. The principal, a member of the administrative staff, or a teacher may search a desk or any other storage area on school premises other than a locker when the person conducting the search has reasonable cause for a search.
5. The principal, or another member of the administrative staff, may search the person of a student during a school activity if the principal has reasonable grounds for a search of that student.
  - a. Searches of the person of a student shall be limited to:
    - i. Searches of the pockets of the student,
    - ii. Any object in the possession of the student such as a purse or briefcase, and/or
    - iii. A “pat down” of the exterior of the student’s clothing.
6. Searches of the person of a student that require removal of clothing other than a coat, jacket, belt, or shoes shall be referred to a law enforcement officer in accordance with this policy. A person of the same sex as the student being searched shall conduct searches of the person of a student in a private room. At

least one, but not more than three, additional persons of the same sex as the student being searched shall witness, but not participate, in the search. At the request of the student to be searched, an additional person of the same sex as the student designated by the student, and then reasonably available on school premises shall witness the search. The parent or guardian of any student searched shall be notified of the search as soon as reasonably possible.

7. Anything found in the course of a search conducted in accordance with this policy which is evidence of a violation of the student conduct standards contained in the student handbook may, as deemed appropriate by school authorities, be:
  - a. Seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the principal or the principal's designee until it is presented at the hearing,
  - b. Returned to the parent or guardian of the student from whom it was seized,
  - c. Destroyed if it has no significant value, or
  - d. Turned over to any law enforcement officer in accordance with this policy.
8. Anything found in the course of a search conducted in accordance with this policy which by its presence presents an immediate danger of physical harm or illness to any person may be seized and, as considered appropriate by school authorities, may be:
  - a. Returned to the parent or guardian of the student from whom it was seized,
  - b. Destroyed, or
  - c. Turned over to any law enforcement officer in accordance with this policy.
9. The principal, or a member of the administrative staff designated in writing by the principal, may request the assistance of a law enforcement officer to:
  - a. Search any area of school premises, any student, or any motor vehicle on school premises;
  - b. Identify or dispose of anything found in the course of a search conducted in accordance with this policy.

Where law enforcement officers respond to such a request, no school employee shall assist or otherwise participate in any search conducted.

## **Core Expectations**

The following directives, known as the "**Core Expectations**," represent basic beliefs of Pioneer Preparatory School, which all students are expected to follow. These rules apply at all times that the school is responsible for the students, including any off-site, school-sponsored functions such as field trips, sporting events, and overnight retreats.

1. Listen to and follow the directions of the teachers and staff
2. Do your best, work hard, and strive to achieve

3. Cooperate and help others
4. Treat yourself and others with respect
5. Respect the property and rights of others
6. Do not disrupt the educational process
7. Be honest in word and deed
8. Be responsible for your actions and for what you need to do

*Each of the Core Expectations promotes the Pioneer Preparatory School Core Values – responsibility, respect, independence and integrity.*

## **Expulsion**

The following behaviors may result in a student being expelled for a period of time as allowed by Arizona law:

- Causing serious injury to another person
- Habitual misbehavior
- Possession, use of, sale of, or furnishing any firearm, knife, explosive or other dangerous object
- Unlawful possession of, use or sale of any controlled substance
- Causing, attempting to cause, or threatening to cause physical harm to another
- Causing or attempting to cause damage to school property or private property
- Possessing or using tobacco, alcohol, or a controlled substance
- Robbery or extortion
- Offering, furnishing, or sale of any drug paraphernalia
- Criminal behavior
- Threats of a terrorist nature, hate violence, or hate crimes
- Sexual assault
- Battery

Forms and processes for appealing expulsion are available in the school office, and are outlined in Arizona Code.

Pioneer expects all students to conduct themselves in a civil and socially responsible manner. Disciplinary measures, carried out in accordance with state law, are used to maintain a safe and stable school environment.

Notification of an expulsion hearing before the administration will be sent in accordance with Arizona State Law. Formal findings from such a hearing will be explained in writing to the parents and the Principal of Pioneer Preparatory School with stipulations outlining the length of the expulsion.

Any student who has been expelled pursuant to these provisions shall have the right to appeal to the Board of Trustees as specified in Arizona State Law. When a student is expelled under the provisions of this section and applies for admission to another school for acceptance, the Head of School of Pioneer Preparatory School shall notify the head of the receiving school of the reasons for the pupil's expulsion.

### **Procedural Due Process**

Procedural Due Process is afforded to all students subject to discipline and includes the following:

1. Opportunity to respond to charges in front of a qualified teacher or administrator of the school
2. Opportunity to present witnesses
3. Notification of all evidence
4. Notification of formal outcome within a certain number of days of hearing
5. Right to appeal

### **Procedures for all Expulsion Hearings**

1. A presentation of the evidence against the student is stated by the Hearing Officer (Head of School or Administrative designee) at the school.
2. A presentation by the student and parent or parent's designee (individual) of any defense or mitigating circumstances.
3. Submission of written statements from any person in defense of the student accepted by the Hearing Officer. The student may present witnesses and evidence in rebuttal of the school's allegation to the Hearing Officer.
4. The Hearing Officer records a summary of the facts and disputed evidence.
5. Failure of the pupil and/or parent to appear at the hearing without good cause constitutes a waiver of the hearing and the case is reviewed by the Hearing Officer (Head of School or designee). A decision is rendered on the evidence available.
6. On the day of the hearing, a presentation detailing the reasons for the decision is given to the student and parent or guardian. Formal findings from the hearing officer will be mailed within 10 days of the hearing. The decision may authorize return to school at an earlier date, and may include an alternative educational plan or an evaluation request under Chapter 766.

### **General School Rules and Policy**

Pioneer Preparatory School facilitates the development of disciplined individuals toward fostering a community of learners' attitude and environment. Pioneer Preparatory School celebrates the development of our children and recognizes the positive growth in all areas, while at the same time correcting the negative choices and teaching the proper way.



Policies and consequences consistent with our mission are necessary to ensure a safe learning environment for every child.

### **Inappropriate Behavior**

Examples of inappropriate behavior include, but are not limited to:

- Disrespectful or inappropriate talk and actions
- Disobedience
- Misusing school equipment, or that of others
- Running in class, or in the hallways
- Littering
- Teasing
- Horseplay
- Bullying
- Sexual harassment

Teachers will discuss the above behaviors with children and will contact parents in working together to resolve. If the child's behavior problems continue, a referral to the office administration may occur.

### **Office Referrals**

It is at the discretion of the teacher to refer a child to the administration for intervention of behaviors. Administration will talk with the child, as well as others involved, to understand the circumstances surrounding the incident.

Depending on the circumstances that caused the referral, a student may remain at the office for a brief "time out" period, or may receive another form of consequence. These may include detention, in-school suspension, out of school suspension, or expulsion. Conflict resolution, individual, and/or group counseling may be involved as a component of Pioneer Preparatory School's intervention strategies. Upon each referral to the administration, the parent or guardian will be called and informed of the incident as well as the consequences. ***It is a shared responsibility of the parents to teach and model Pioneer's Core Expectations.***

### **Suspension**

The following behaviors may result in immediate suspension:

- Fighting
- Biting
- Forgery
- Disrupting the educational environment or otherwise willfully defying the valid authority of staff, teachers, or other school officials

- Stealing or attempting to steal school property or private property
- Committing an obscene act or engaging in habitual profanity or vulgarity
- Sexual advances, request of sexual favors, or other verbal, visual, or physical conduct of a sexual nature
- Causing or attempting to bring harm to another through hate language
- Habitual misbehavior
- Bullying

Suspensions may be in-school or out of school as specified in the notice of referral letter mailed to parents. Parents may be required to return to school with their child to meet with members of the administrative team as specified in the notice of referral letter.

### **Parent Involvement Policy**

Pioneer Preparatory School encourages an atmosphere in which parents, administration and faculty join in a partnership to foster the mission of Pioneer Preparatory School. This partnership offers an environment for collaboration and exchange of information between school and parents.

All parents are invited to attend monthly Parent Teacher Student Association (PTSA) meetings and to join committees or volunteer for activities. Teachers are members of the PTSA.

An administrator is present at all meetings to give information and answer parent questions.

Annually, Pioneer Preparatory School will convene a meeting with the PTSA at the beginning of the school year. All efforts will be made to have the parent involvement meeting the same night as Pioneer's Back to School Night.

### **Policy**

1. Parents have the right to be involved and participate in their child's educational experience.
2. Parents will be informed of their rights under Title I. The principal of the school will present the information.
3. Parents will receive information on all parent programs a minimum of one week in advance.
4. Parents will have the opportunity to participate in monthly workshops on how to improve their child's school work.
5. Parents will have the opportunity to participate in a Summer Bridge workshop in order to receive activities for their child to work on during summer break to keep achievement levels high.

6. Parents will receive an explanation of curriculum and a copy of the Common Core Standards during the Back to School event held in September from their child's teacher. Parents who are unable to attend Back to School Night can meet one on one with their child's teacher to receive the information.
7. Parents will receive the email address of their child's teacher in the welcome letter sent to parents and students at the start of school.
8. Parents have the opportunity to make decisions regarding the education of their child by initiating conversation with the child's teacher. School-wide concerns should be addressed through the PTSA group for presentation to the principal and school board.
9. Parents will be informed of teacher professional development days through the Pioneer Times. Professional Development of teachers includes ways to build a successful communication bridge between the school and home.
10. Parents have the opportunity to review materials on how they can improve their child's academic achievement in the parent resource area. Parents should contact the teacher and director to set up an appointment for the resource area. Additional support may be provided at the parents' request.
11. Parents that need documents written in Spanish will have the opportunity to select "Spanish Materials" on the application for enrollment and registration forms at Pioneer Preparatory School.
12. Parents will sign the **Pioneer Preparatory Parent Student Contract**, which is a written agreement of what schools and parents are each supposed to do to help students achieve.

Parents who feel that their rights have been violated or that the needs of their child are not being met should schedule an appointment with their child's teacher by phone or email. If the issue is not resolved, the parent should place the issue in writing and contact the school principal by phone or email. If the issue is not resolved after meeting with the principal, the parent should contact the school superintendent by phone or email. If the issue is not resolved after meeting with the superintendent, the parent should submit a letter to the Pioneer Board at the next scheduled board meeting. All board meetings are listed in the master calendar, which is in the Pioneer Preparatory School student handbook.

### **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law

applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

# **SIGNATURE PAGE**

Students must turn in this signature page to the homeroom teacher **BEFORE** they can participate in any school activities, including use of PPS-CFA computers.

*Please check each box to confirm that you will abide by the policy.*

- Inclement Weather, Arrival and Dismissal
- Absence and Tardy Policy
- Field Trip Policy
- Uniform Policy
- Medication Administration Policy
- Student Code of Conduct
- Academic Accountability Policy
- Plagiarism Policy
- Family Agreement Policy
- Media Release Policy (PLEASE see reverse and complete Media Form)
- PPS-CFA Acceptable Use Policy – Use of Computers

**We the undersigned parent and student have read and agree to abide by ALL the above policies outlined in this Parent/Student Handbook.**

PARENT NAME \_\_\_\_\_

PARENT SIGNATURE \_\_\_\_\_ Date: \_\_\_\_\_

STUDENT NAME \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_ Date: \_\_\_\_\_

*Should you have any questions or concerns about any of these policies, please call the office at 623.933.3733*

(Media release must be completed on the reverse side of this page!)

## **FIRMA PÁGINA**

Los estudiantes deben entregar esta hoja de firma al tutor antes de que puedan participar en ninguna actividad escolar, incluyendo el uso de las computadoras PPS-CFA.

*Por favor, marque cada casilla para confirmar que se atenderá a la política.*

- Mal clima, Llegada y Salida
- La ausencia y tardanzas Polica
- Viaje de campo Polica
- Polica de Uniforme
- Medicamentos Administración Polica
- Código de Conducta del Estudiante
- Polica de Responsabilidad Académica
- Polica de plagio
- Acuerdo familia Polica
- Lanzamiento de los medios Polica (véase marcha atrás y llenar el Formulario Media)
- PPS-CFA Polica de Uso Aceptable - El uso de computadoras

**Nosotros, los abajo firmantes los padres y el estudiante ha leído y acepta cumplir con todas las políticas anteriormente descritas en este Manual para Padres y Estudiantes.**

Nombre del Padre \_\_\_\_\_

Firma del Padre \_\_\_\_\_

Fecha: \_\_\_\_\_

Nombre del estudiante \_\_\_\_\_

Firma del estudiante \_\_\_\_\_

Fecha: \_\_\_\_\_

*Si tiene cualquier pregunta o preocupación acerca de estas políticas, por favor llame a la oficina al 623.933.3733*

(Comunicado de prensa debe ser completado en el reverso de esta página!)

MEDIA RELEASE FORM FOR CURRENT AND NEW STUDENTS

STUDENT NAME: \_\_\_\_\_

Last

First

Middle Initial

\_\_\_\_ I understand and agree that my child's picture may be taken at school or during outside school activities and used in the school news, local newspaper, ConnectCFA national magazine, PPS-CFA's website or Facebook and Twitter pages; or in the case of video, may appear on TV or the website. In addition, I agree that publication of an article or school work may also appear on the above mentioned venues.

\_\_\_\_ I do not grant permission for my child's photograph to be featured in school news, local newspapers, ConnectCFA national magazine, the PPS-CFA's website or Facebook and Twitter pages or any video that may appear on TV or the website.

\_\_\_\_ I do not grant permission for my child's written school work or written articles to be published and used in the school news, local newspaper, ConnectCFA national magazine, PPS-CFA's website or Facebook and Twitter pages; or any video that may appear on TV or the website.

**IT IS IMPERATIVE THAT THIS FORM BE RETURNED TO THE SCHOOL TO BE FILED IN YOUR CHILD'S STUDENT RECORDS.**

Please sign, date, and return to PPS-CFA.

\_\_\_\_\_  
parent signature

\_\_\_\_\_  
date

Pioneer Preparatory School: A Challenge Foundation Academy  
6510 W. Clarendon Ave.  
Phoenix, AZ 85033                      623.933.3733

MEDIA FORMA DE PRENSA PARA ESTUDIANTES actuales y nuevos

ESTUDIANTE NOMBRE : \_\_\_\_\_  
Apellido Nombre Inicial

\_\_\_\_ Yo Entiendo y acepto que la foto de mi hijo se puede tomar en la escuela o durante las actividades fuera de la escuela y se utiliza en las noticias de la escuela, periódico local, la revista ConnectCFA nacionales, el sitio web PPS-CFA o páginas de Facebook y Twitter, o en el caso del vídeo, puede aparecer en la televisión o la página web. Además, estoy de acuerdo que la publicación de un artículo o trabajo en la escuela también puede aparecer en los lugares antes mencionados.

\_\_\_\_ Yo No doy permiso para fotografiar a mi niño a ser ofrecido en noticias de la escuela, los periódicos locales, la revista ConnectCFA nacional, la página web del PPS-CFA o páginas de Facebook y Twitter, o cualquier vídeo que pueden aparecer en la televisión o el sitio web.

\_\_\_\_ Yo No conceder permiso para que el trabajo de mi hijo en la escuela por escrito o artículos escritos para ser publicados y utilizados en las noticias de la escuela, periódico local, la revista ConnectCFA nacionales, el sitio web PPS-CFA o páginas de Facebook y Twitter , o cualquier vídeo que pueden aparecer en la televisión o el sitio web.

**ES IMPERATIVO que este formulario sea devuelto a la escuela para ser archivada en RECORDS académico de su hijo.**

Por favor firme, la fecha y devuelva a PPS-CFA.

\_\_\_\_\_  
firma de padre

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Phoenix, AZ 85033  
623.933.3733