



**Pioneer Preparatory School
Family Handbook
2019-2020**

We're not just a school, we're a community, we're a family....we are Pioneer!

Introduction

Welcome to Pioneer. We believe in creating a learning space where everyone lives to their potential without infringing upon the rights or safety of others.

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 scholars with the knowledge and wisdom to be self-sustaining members of our society. Scholars will meet and exceed academic standards ensuring their success as lifelong 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 (PPS) to provide a safe and secure learning environment for all its scholars 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.

Note: PPS reserves the right to make changes in the PPS Family Handbook.

Admissions

Applications for New Scholars

Pioneer will begin accepting applications from new scholars for the upcoming school year in mid-April or during our open enrollment period.

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. Scholars who do not have siblings attending Pioneer follow on the waiting list.

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

If a student has been accepted to the school but does not register within 10 days, he or she is automatically withdrawn and the next student on the waiting list is invited to attend the school.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. Scholars 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. Scholars who withdraw before the last day of the current school year must reapply for admission and will follow the procedures outlined above for new scholars.

Academic Information

Academic Year

The length of the school year is 182 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.

Learning Tools

Books, laptops, and headphones belong to the school. They are assigned to each scholar during the course of the school year.

It is expected that scholars will treat all tools with respect and will keep them in good condition for return at the end of the year.

If a scholar loses or damages a learning tool, parents/guardians are responsible for the cost of the replacement. A bill will be mailed to the student's home address. Reports cards may 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. Scholars are expected to bring basic supplies, which differ by grade level, to school.

Habits of Grading and Reporting

Teachers will provide grades on assignments and tests on a regular basis. Grades are posted in our student management system, called Synergy. You may request grades or progress reports at any time. Progress reports are provided half way through a grading quarter. Grade report cards are sent home every quarter. If you would like to view your scholar's grades online at anytime- request a login for ParentVue from the front office.

Assessment

Continuous evaluation of student learning is an integral part of the instructional process at PPS. 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.

AzMERIT

Scholars in grade 3 - 6 will take the AzMERIT test in April.

Summative Pre/Post-Assessment

We employ NWEA as our Pre/Post test instrument. NWEA is an adaptive assessment tool that gives us a baseline measurement for instructional practices/planning. It also gives us data with which we can implement Odyssey as an in-class intervention/enrichment tool. We implement this tool twice yearly. Once at the beginning and once at the conclusion of the school year.

Interim Progress Reports

Interim Progress Reports are issued to all scholars 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 scholars 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.

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

HABITS OF WORK

Attendance

School begins at 8:30 am and ends at 3:00 pm. Be on time.

Procedures for Attendance

1. Attendance is taken daily at 8:30 a.m.
2. scholars arriving after the 2nd 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 scholars 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 scholars arriving after 8:30 a.m. must enter the main entrance and are listed as tardy as of 8:30 a.m. They will receive a "late slip" from the main office, which they will need to enter the classroom. Scholars will receive a late pass at the administrative office. Late arrival to school is counted against student attendance under Arizona law.

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. scholars 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, doctor's' 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
- Ten (10) or more absences/tardies from school during one school year
- When a child has accumulated (5) or more unexcused absences and/or tardies in a school year parents/guardians receive a letter stating 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.

Homework

Teachers may assign homework to support concept mastery or provide practice. Normally, homework is not for a classroom grade. Homework may be research, project-based, require family input/counsel, or they may have none at all. **When your scholar doesn't have any homework, we need your support;**

1. Read out loud for 15-30 minutes with your child.
2. Review basic addition, subtraction, multiplication, and division math facts.

Make-up Work

Scholars 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, scholars 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 makeup work is completed.

Lost and Found

There is a lost and found box located in the cafeteria. Parents of K – 6 scholars 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. PPS is not responsible to lost or stolen items, but we will do all that we can to find them.

Lunch/Recess

- ★ Pioneer scholars are offered a nutritious lunch between 10:30 and 1:00pm daily.
- ★ Breakfast is offered from 7:15 – 8:30 a.m.
- ★ Lunch accounts are to be paid in advance. You may do so through the office.

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.

Morning/Afternoon Supervision

Scholars must remain on the school grounds unless signed out by parent/guardian.

After School Care

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

School Calendar

The school calendar for the 2019-2020; academic year follows. Changes may be made as deemed necessary due to inclement weather and/or emergencies through written notice to parents.

Pioneer Preparatory School | 2019-2020 CALENDAR

JULY 2019						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

3 Summer School Ends
29 Staff Returns/Mee lings

10 Report Cards Q2
10,17,24,31 Early Release
12:30pm
20 MLK Day- No School

JANUARY 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 2019						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1 Meet Your Teacher 2-4pm
5 First day of School
9,16,23,30 Early Release
12:30pm

6 Progress Reports Q3
7,14,21,28 Early Release 12:30pm
17 Presidents' Day- No School
19-21 Parent Conferences/
Early out 12:30pm

FEBRUARY 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

SEPTEMBER 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2 Labor Day- No School
5 Progress Reports Q1
6,13,20,27 Early Release-12:30pm

6,20,27 Early Release 12:30pm
6 Quarter 3 Report Cards
9-13 SPRING BREAK- No School
31 Cesar Chavez- No School

MARCH 2020						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

OCTOBER 2019						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

2-4 Parent Conferences, Early Out 12:30
7-11 Fall Break- No School
14 Columbus Day- No School
16 Report Cards Q1
4,18,25 Early Release 12:30pm

(state testing will occur this month)
3,17,24 Early Release 12:30pm
9 Progress Reports Q4
10 Good Friday- No School

APRIL 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

NOVEMBER 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

1,8,15,22,26 Early Release 12:30pm
11 Veterans Day- No School
27-29 Thanksgiving Break- No School

1,8,15,22,26 Early Release 12:30pm
26 Quarter 4 Report Cards
25 Memorial Day- No School
26 Kinder & 6th Grade Promotions
27 Last Day of School

MAY 2020						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

DECEMBER 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

5 Progress Reports Q2
8,13,20 Early Release 12:30pm
23-Jan 3 Winter Break- No School

Office Hours: 8:00-4:00pm
School Hours: 8:30-3:00pm
Breakfast: 7:30-8:30am
Early Release Every Friday:
12:30pm

Curriculum

Curriculum Overview

PPS 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 scholars with the knowledge necessary to master life, prepare scholars 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 1st Grade: Phonics, Reading, Math, Writing, Social Studies, Science, Physical Education, Art, Music, Computer Science

Grades 2- 6: English, Math, Reading, Writing, Social Studies, Science, Physical Education, Art, Music, Computer Science

Cultivating Habits of Integrity Character Excellence and Success - C.H.O.I.C.E.S.

CHOICES is here to help you make sense of the difficult situations and deal with things that are bothering you. The ideas here should help us figure out the truth in what we are thinking about ourselves, others, and their circumstances, and to let go of what is false.

CHOICES Tracker

One of the ways that we can track incidents (isolated events or mistakes) and patterns of behavior (repeated measurable events) is through a CHOICE folder. This folder also helps us make referrals for Administrative, Special Education, Counseling, Medical, DCS, and Community Agency interventions, McKinney Vento.

When referring to Administration, scholars without a blue CHOICES folder will be returned to their teacher for proper documentation. Scholars may be referred to Administration in the event of a serious incident.

Behavioral Scaffolding

When a scholar demonstrates disruptive behaviors, we teach a replacement behavior. Just like academic skills, those social skills require careful planning and scaffolding. Key elements of scaffolding social skills are;

1. Each step can be modeled.
2. Each step can be repeated.
3. Each step can be mastered.

Buddy Room

This is an alternative location where scholars can reflect, complete work. They can request or be assigned to a Buddy Room proactively or in reaction to disruptive/distracting behaviors. Scholars should know for how long they are assigned, what the expectations for work completion are, and on what conditions they may choose to return.

Core + CHOICES

1. Be an active listener
2. Be a hard worker
3. Be kind
4. Be respectful
5. Be happy
6. Be safe
7. Be honest
8. Be responsible

Consequences of good CHOICES

When we choose to apply time and energy to seeing others as people instead of objects we can all agree that there are generally positive or good consequences.

Most of the time, we don't plan on rewarding one another for doing the right thing. We tend to take those things for granted, and many times, we go about our day choosing well, and we don't really see the consequence of right choosing.

Here are just a few ways that we can practice recognizing truthful CHOICES.

+ CHOICES 1:	Parent contact (email, note home, phone call)
+ CHOICES 2:	Parent contact (email, note home, phone call), homework pass,
+ CHOICES 3:	Parent contact (email, note home, phone call), homework pass, lunch with your teacher, LIONS Care nomination.

+ CHOICES 4:	Parent contact (email, note home, phone call), homework pass, lunch with your teacher, CHOICES Leadership Academy Honors, LIONS Care nomination.
+ CHOICES 5:	Parent contact (email, note home, phone call), homework pass, lunch with your teacher, CHOICES Leadership Academy Honors, Academic Honors, LIONS Care nomination.
+ CHOICES 6:	Parent contact (email, note home, phone call), homework pass, lunch with your teacher, CHOICES Leadership Academy Honors, Academic Honors, pizza party with Pioneer Director,

Consequences of Poor CHOICES

Sometimes life gets overwhelming and we are going to make poor choices or mistakes. It's a fact of life. It's okay, we can work together to support each other and teach new skills. We begin with having a conversation, we want to involve families, we believe a Safe Place To Talk can support, and we know that our Leadership Academy can expose talents and skills that we don't know about yet.

We we make poor choices, there are consequences, and we are responsible to accept them, and then move forward with our new knowledge.

Here are some consequences for poor choices.

- CHOICES 1	Parent contact, Documentation in CHOICE Folder, Conference, Verbal warning
- CHOICES 2	Parent contact, Documentation in CHOICE Folder, Conference, In School Suspension, CHOICES LA referral
- CHOICE 3	Parent contact, Documentation in CHOICE Folder, Conference, Out of School Suspension for 1-3 days with a CHOICES Contract
- CHOICE 4	Parent contact, Documentation in CHOICE Folder, Conference, Out of School

	Suspension for 1-9 days with a CHOICES Contract and Attending Leadership Academy
- CHOICE 5	Parent contact, Documentation in CHOICE Folder, Conference, Out of School Suspension for 10 days
- CHOICE 6	Parent contact, Documentation in CHOICE Folder, Conference, Long-term Suspension 15-45 days and or Expulsion

Food cannot be used as a consequence for poor choices. Recreation is a part of the curriculum and should be used with clear time limits and conditions of return to ensure the maximum benefit of physical activities.

- CHOICES 1:

Staff members may conduct an in-person or telephone conference between or among any combination of the following: Teachers; Students; Parents; Counselors; Administrators; or other relevant parties as deemed necessary.

- CHOICES 2:

In-School Suspension: One or more school days under the supervision of a Pioneer Prep: CFA employee. This day will be a work and study day separate from the general population of the classroom. The student must be brought to school by 8:00 am and picked up at 3:00pm.

- CHOICES 3:

Out of School Suspension: The denial of a student's right to attend school or school-sponsored activities during the suspension period. Scholars being isolated should complete CHOICES Leadership Academy with mastery AND have had a parent conference where next steps are clearly articulated, including the expectations for a CHOICES contract.

- CHOICES 4:

Out of School Suspension: The denial of a student's right to attend school or school-sponsored activities during the suspension period. Scholars may return having completed and signed a CHOICES contract, including parent signature and agreement.

- CHOICES 5:

Out of School Suspension: The denial of a student's right to attend school or school sponsored activities during the suspension period.

- CHOICES 6:

The denial of a student's right to attend school or school sponsored activities, in the case of suspension, for the suspension period, and, in the case of expulsion, permanently.

Terms of Suspension

Any student suspended for 10 days or less for the first time during a school year at Pioneer Prep: CFA will be allowed to make up the school work missed and receive full credit for completed work. This rule covers class work, homework, tests, and any and all other assignments completed during the suspension. Suspensions will result in the loss of participation in athletics and extracurricular activities for the quarter in which the suspension occurred.

Any student receiving a Level 4 suspension or higher will automatically forfeit the privileges of participation in athletics and extracurricular activities for the remainder of the school year and may also be excluded from promotion activities.

Interventions

Interventions may be assigned, when deemed appropriate, as follows:

The following is a list of possible definitions and what can be considered as consequences.

Aggressive Physical Action

A Student will not exhibit any form of aggressive physical action against another student, staff member or any other adult at school, unless it can be demonstrated that the student's actions were in self-defense.

A. Hitting, Biting, Spitting, Shoving, Kicking or Throwing Objects: Minor incidents of hitting, biting, spitting, shoving, kicking or throwing objects at a student or adult for the purpose of harassment

Consequences
ISS
Suspension for 1 - 3 days
Suspension for 4 - 9 days
Suspension for 10 days with a contract

B. Fighting: The exchange of mutual aggressive physical contact between students, with or without injury, is prohibited. The first incident of fighting that occurs will result in the minimum consequence. Subsequent incidents will result in more restrictive consequences.

Consequences
Suspension for 1 - 3 days
Suspension for 4 - 9 days
Suspension for 10 days with a contract
Long-term Suspension / Expulsion

C. Threatening/Intimidating a Student: A student will not threaten to strike, attack or harm any student or to make one fearful by intimidation. The level of threat will be initially

determined by the Administrator and confirmed or altered by the Governing Board or hearing officer upon evidence presented at a hearing.

Low-Level Threat: A low-level threat is defined as inconsistent, unrealistic or vague and poses a minimal risk.

Consequences
ISS
Suspension for 1 – 3 days

Medium-Level Threat: A medium-level threat is defined as a threat that is direct in nature, the result of forethought, and apparently consistent or repeated.

Consequences
Suspension for 4 – 9 days
Suspension for 10 days with a contract

High-Level Threat: A high-level threat is defined as a threat that is specific, posing serious violence and can be generally carried out.

Consequences
Long-term Suspension/Expulsion

D. Threatening/Intimidating a Student, Staff Member or Other Adult: A student will not, through intimidation or threat, cause any other person to reasonably fear imminent physical injury.

Consequences
ISS
Suspension for 1 – 3 days
Suspension for 4 – 9 days
Suspension for 10 days
Long-term Suspension/Expulsion

F. Assault on a Student, Staff Member or Other Adult: An assault is when a person intentionally, knowingly and recklessly causes any physical injury to another person. The victim of the assault usually has not retaliated beyond actions required to get the assailant to stop the assault (not mutual fighting).

Consequences
Long -term Suspension/Expulsion. Referral to law enforcement.

H. Inciting to Riot/Chaos: When a person recklessly uses force or violence, or incites or

entices others to recklessly use force or violence, to create chaos, incite a riot or disturb the peace, a classroom or the school.

Consequences
Long -term Suspension/Expulsion. Referral to law enforcement.

I. Refusing to Disperse: Any student who witnesses an incident and refuses to comply with the request of administrators or staff members to disperse and the response of students involved in the incident has the potential to create chaos, incite a riot or disturb the peace, a classroom or the school.

Consequences
Suspension for 10 days with a contract Long-term Suspension/Expulsion

Alcohol/Tobacco/Drugs

A student will not use, purchase, sell, distribute, be under the influence of or possess any kind of alcoholic beverage or any kind of "controlled substance," as defined by state law, as amended from time to time. This prohibition includes, but is not limited to, tobacco products, shisha, anabolic steroids, counterfeit or imitation controlled substances and drug paraphernalia. The police will be notified as required by law.

Tobacco:

A. Possession or Use of Tobacco Products: A student may not possess or use tobacco products or shisha on school premises.

B. Sale or Distribution of Tobacco Products: Distributing or selling any tobacco products or shisha either on or off school premises

Alcohol:

A. Use or Under the Influence of Alcohol: Drinking any alcoholic beverage or the use of any substance containing alcohol, in school, on school grounds, while going to and from school, on a school bus, at any school function, or coming on school grounds or to any school activity after consumption.

B. Possession of Alcohol: Possessing any alcoholic beverages in school, on school grounds, to

and from school, on the school bus or at any school function. **Also, the first violation for the above listed alcohol violations will result in a required alcohol or drug assessment by a certified professional. Alcohol/Drug testing may be required before returning to school.**

C. Sale or Distribution of Alcohol: Distributing or attempting to distribute any alcoholic beverage in school, on school grounds, coming to and from school, on school bus or at any school function.

Drugs (Illegal Substance)

A. Use or Under the Influence of Drugs (Illegal Substance): Using any narcotic, illegal or controlled substance, anabolic steroid or any illegal substance, on school grounds, while going to and from school, on a school bus, or at any school function, or coming to school or school activities after consumption.

B. Possession or Attempting to Possess Drugs (Illegal Substance): Possessing, or attempting to possess any illegal, counterfeit or controlled substance or any action that contributes to the possession of any illegal or controlled substance. To qualify as "possession," the quantity must be small enough to indicate personal use by only one individual.

C. Paraphernalia: Possessing, distributing, attempting to distribute, using or attempting to use any drug or drug-related paraphernalia (as defined by Arizona law, as amended from time to time).

D. Inhalants: Possessing, distributing or inhaling, or attempting to distribute or inhale, any substance/product (off-the-shelf, controlled substance, or illegal substance) for mind-altering effects. "White out" prohibited at school for students.

E. Sale/Distribution (Attempt or Actual): Distributing or selling, or attempting to distribute or sell, any illegal, counterfeit or controlled substance (including prescription medication given or sold to an individual other than the one for whom the prescription was written) or any action that contributes to the sale or distribution of any illegal, counterfeit or controlled substance or the giving or offering to give any illegal, counterfeit or controlled substance to another individual. This prohibition will include sale/distribution, or attempted sale/distribution, of tobacco products or shisha.

Consequences
Long-term Suspension/Expulsion. Referral to law enforcement.

Attendance

A student is to attend school each day of the school year. In addition, a student is to report to school and all classes on time. A student of compulsory school age who does not attend school is in violation of the law and the student and his/her parent(s)/guardians are subject to its penalties. Pioneer Prep: CFA will make reasonable efforts to promptly communicate with parents of absent or truant students in compliance with Arizona law. Note that it is the responsibility of parents or other persons who have custody of a pupil to authorize any absence of the pupil from school and to notify Pioneer Prep: CFA in advance or at the time of any absence and to provide Pioneer Prep: CFA of at least one telephone number, if available, for purposes of this section.

A. Tardiness: Failure to be in a place of instruction at the assigned time: a fifth tardy and

each additional tardy up to and including a tenth tardy to any class, including homeroom, during any calendar quarter will result in a conference with the homeroom teacher and a member of the administration. The tardy policy will reset on the first day of each new calendar quarter.

Consequences
Parent Conference w/ Teacher and Administration

B. School/Class Cutting: Failure to report to school or class without proper written permission from a doctor or parent.

Consequences
ISS
Suspension for 1 -3 days
Long-term Suspension/Expulsion.

C. Excessive Absences (Truancy): Excused or unexcused absences which are determined by Pioneer Prep: CFA to adversely affect the student's education

Consequences
ISS
Suspension for 1 -3 days
Long-term Suspension/Expulsion.

Bomb Threat

Any statement, notice or threat, false or otherwise, verbal or written, indicating the presence or alleged presence of a bomb or explosives on school grounds, a school bus, or at any school activity.

Consequences
Long-term Suspension/Expulsion. Referral to law enforcement.

Breaking And Entering

A student will not break into or unlawfully remain in or on school property. This will include any unauthorized entry into or presence in or on school property with or without destruction to the property.

Consequences
Long-term Suspension/Expulsion. Referral to law enforcement.

Burglary

Unlawful entry into or onto any school property with the intent of committing any felony or to steal or take and carry away any property.

Consequences
Long-term Suspension/Expulsion. Referral to law enforcement.

Generally Disruptive Behavior

No student may disrupt a class or the school.

A. Chronic Talking: Repeated talking in the classroom without permission.

B. Throwing Objects: Throwing any object in any part of the school or on school grounds, unless directed by a staff member pursuant to instructional purposes.

C. Horse Playing or Teasing: Harassment, rough play, or pranks that serve to pester or torment another student, to include willfully throwing anything that could injure another student or staff member.

D. Refusing to Remain in Seat: Repeatedly getting out of his or her seat or moving his or her seat without permission of staff member.

E. Rude Noises: Making any unnecessary noise which causes disruption.

F. Leaving without Permission: Leaving a classroom, the building or an assigned area without obtaining approval from a teacher and/or an administrator.

G. Chronic Lack of Supplies: Repeatedly reporting to class without necessary materials such as books, class supplies, pencils, etc.

H. Other: Any other action that disrupts or interferes with educational activities or the school's learning environment.

Consequences
Conference/Verbal Warning/Parent Contact/Detention
ISS
Suspension for 1 – 3 days
Suspension for 4 – 9 days

Dress Code

All students must wear the appropriate Pioneer Prep: CFA uniforms, unless authorized by teachers or school administration on half days or field trips.

Consequences

Conference/Verbal Warning (parents will be called to bring uniform)
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Extortion

A student will not take or threaten to take the property of others through intimidation.

A. Attempted: Use of threats or intimidation in an attempt to obtain money or property from another.

B. Actual: Use of threats or intimidation to obtain money or property from another.

Consequences
Suspension for 1 – 3 days
Suspension for 4 – 9 days
Suspension for 10 days with a contract
Long-term Suspension/Expulsion

False Alarm

Calling 911, signaling or setting off an automatic signal falsely indicating the presence of a fire or an emergency is prohibited. This includes making statements/phone calls that such an emergency exists on school grounds, on school bus or at any school function.

Consequences
Suspension for 10 days with a contract. Referral to law enforcement.
Long-term Suspension/Expulsion

Firearms

A student will not possess, handle, or transport any handgun, rifle, shotgun or any other weapon, which will or is designed to or may readily be converted to expel a projectile by action of an explosion, to include camouflaged guns.

A. Possession of a pistol, revolver, or any other firearm (loaded or unloaded): There will be a total cessation of all educational services for a period of 365 days unless the principal decides otherwise on a case-by-case basis. A complete psychological evaluation will be required for any student found to be in possession of a firearm on school grounds, on a school bus or at any school function.

B. Possession of any other weapon or weapon-like device other than a firearm: Examples may include but are not limited to starter pistol, BB gun, flare gun, air rifle, air pistol or stun gun.

Consequences
Long-term Suspension/Expulsion. Referral to law enforcement.

Insubordination

A student will obey the lawful direction of any authorized staff member during the time the student is in school, participating in a school activity, or on school property. All students are expected to behave in a respectful manner.

A. Walking Away or Talking Back: Leaving while a staff member is talking to a student or talking back in a rude manner

B. Failure to comply with proper and authorized direction or instruction of a staff member: Failure to follow any authorized direction given by a staff member.

C. Refusal to work in class: Failing to do assigned work during class

D. Refusal to report to the office: Failure to report to the administrative office as directed by a staff member.

Consequences
Conference/Verbal Warning/Parent Contact/Detention
ISS
Suspension for 1 – 3 days
Suspension for 4 – 9 days
Suspension for 10 days with contract
Long-term Suspension/Expulsion

Inappropriate Use of Computer or Internet

Students must refrain from inappropriate use of school system computers or from utilizing the Internet site without proper authority.

A. Statutory In accordance with goals established in Governing Board policy, the Governing Board and Principal will strive to make computers available to all students and to personnel who would be assisted by them. All computers are under the control of the Governing Board, including hardware, software and data and word processing files stored on the computer. No personal software or files are to be kept on the computers. Personal software or files are not to be used on the computer unless sufficient steps, as defined by the Principal and has been taken to protect the computer from viruses or any other potential damage. All laws, including copyright laws, will be complied with in the use of computers. Under no circumstance may software purchased by the school be copied for personal use.

B. Internet Acceptable Use Policy The Governing Board recognizes that electronic resources of all types are becoming a vital part of an up-to-date education for the students preparing to become technologically literate citizens. Because of this, the Governing Board, in general, supports providing access to these resources for our staff and students. The Governing Board expects that the Internet and e-mail within the school will be used for educational purposes only and that staff will use the guidelines established by Governing Board policy both for their own professional use and to instruct students in the use of these

resources. Students who wish to have access to the Internet must sign the Internet Use Agreement and must submit a permission form, which has been signed both by the students and a parent/legal guardian in which they agree that the students will adhere to all guidelines and be responsible for their own actions. Staff members will instruct students in the correct use of these resources, and students will read and understand the guidelines established by the school. The ultimate responsibility for a student's actions in using the Internet and e-mail rests with the student and his/her parent(s)/legal guardian(s). Students who do not adhere to the guidelines set forth by the school will have their e-mail and Internet privileges revoked and may be subject to other disciplinary measures.

Consequences
Conference/Verbal Warning/Parent Contact/Detention
ISS
Suspension for 1 – 3 days
Suspension for 4 – 9 days
Suspension for 10 days with contract
Long-term Suspension/Expulsion

Medications

Students are not to have prescription or non-prescription medications in their possession at any time on school grounds. This rule will not be interpreted to prevent a student from taking medications. The rule is to allow legal medications to be dispensed by the school nurse or proper school authorities to the students to ensure the safety of all the students. Any new medications given to students must be checked in immediately upon arrival on school grounds at the front office. Proper school authorities will dispense the medications. The only exception to this is when a Doctor gives permission due to medical necessity for the student to carry a specific medication (for example; an inhaler) on his or her person and that a permission letter must be on file with the Pioneer's office staff.

Consequences
Conference/Verbal Warning/Parent Contact/Detention
ISS
Suspension for 1 – 3 days
Suspension for 4 – 9 days
Suspension for 10 days with contract
Long-term Suspension/Expulsion

Personal Property

A student will not bring or possess any object that has no educational purpose and may distract from teaching and learning. (All items will be confiscated with the item returned to

the parent at a mutually agreed time.)

A. Toys, games, cards, radio, Walkman, CD's, tape recorder, IPOD: Possession of the above or any similar device without permission of the administration.

B. Cellular Telephone: These items must be turned to the off position and not out in view on school property. All cell phones must be out of view and in the off position at all times.

D. Other: Possession of any object that could disrupt the normal order of school to include, but not limited to, personal security alarms, look-a-like beepers, lighters, matches, etc.

Consequences
Conference/Verbal Warning/Parent Contact/Detention
ISS
Suspension for 1 – 3 days
Suspension for 4 – 9 days
Suspension for 10 days with contract
Long-term Suspension/Expulsion

Possession / Distribution of Inappropriate and/or Violent Material

A student must refrain from having any inappropriate material in his/her possession, including but not limited to pictures, magazines, CD's, digital materials, explicit or graphically violent materials (e.g., instructions/documentation concerning the creation of or the use of weapons).

Consequences
Suspension for 1 – 3 days
Suspension for 4 – 9 days
Suspension for 10 days with contract
Long-term Suspension/Expulsion

Profanity or Obscenity

A student will not use profane or obscene language or make obscene gestures.

A. Offensive Language: Cursing, or saying anything that conveys an offensive, racist, or obscene message to a student or a staff member.

B. Obscene/Offensive Gestures: Making any signs or gesture that conveys an offensive, racist, or obscene message to a student or a staff member

C. Derogatory Written Materials: Having any written material or pictures that convey an offensive, racist, or obscene message

Consequences
ISS
Suspension for 1 – 3 days
Suspension for 4 – 9 days
Suspension for 10 days with contract
Long-term Suspension/Expulsion

Refusal To Allow Search

In an effort to address the Safe Schools Mandate, the school administration has the right to conduct a search reasonable in scope of a student or his/her possessions if the administration has a reasonable suspicion that the student may be in possession of a weapon, illegal substance, other items prohibited by law or this Code of Conduct or that the student is in violation of the law or school rules.

A. Search of an Individual or his/her Possessions: A student must cooperate with and may not obstruct or interfere with a reasonable search of the student, his/her desk, locker, backpack, purse or other possessions which are present on school property or at a school activity.

B. Random Search of Student Desks: Student lockers and desks are the property of the school and are assigned to the student with the understanding that he/she is responsible for all property placed in the locker or desk. Lockers and desks shall be used only for storage of those items that are reasonably necessary for the student's school activities such as books, gym clothes, coats, school assignments, etc., and students should have no expectation of privacy associated with such school property. A student must cooperate with and may not obstruct or interfere with a random search of his/her desk or locker.

Consequences
Suspension for 1 – 3 days
Suspension for 4 – 9 days
Suspension for 10 days with contract
Long-term Suspension/Expulsion

Sexual Offenses

A. Consensual Inappropriate Behavior: Consensual behavior that is not appropriate on school grounds (as determined by the school administrator).

B. Offensive Touching: Improper touching of an offensive or inappropriate nature.

C. Sexual Harassment: Verbal or physical conduct of an inappropriate nature, which may reasonably be regarded as intimidating, hostile or offensive.

D. Consensual Sex: Inappropriate activity involving willing participants. (Both parties must

be charged at the same level).

E. Indecent Exposure: Intentional exposure of private parts of one's body when another person is present.

F. Sexual Assault/Rape or Attempted Sexual Assault/Rape: actual or attempted sexual assault or rape, as defined by Arizona law, as amended from time to time.

Consequences
Long-term Suspension/Expulsion. Referral to law enforcement.

Theft

A student will not steal property or possess stolen property, or participate with others (either by presence or action) to do so.

A. School, Staff or Student Property: Taking and/or carrying away property belonging to Pioneer Prep: CFA, any staff member, any student or any other person without prior permission. This will include the removing of any property from a locker other than the one assigned to the student.

B. Possession of Stolen Property: Having in one's possession property obtained without the permission of the owner; to include items stolen in the community and brought onto school grounds.

Consequences
Suspension for 1 – 3 days. Referral to law enforcement.
Suspension for 4 – 9 days. Referral to law enforcement.
Suspension for 10 with a contract. Referral to law enforcement.
Long-term Suspension/Expulsion. Referral to law enforcement.

Trespassing

A student will not enter any school property or school facility without proper authority, to include, without limitation, entering school property during a period of suspension or expulsion.

Consequences
Conference/Verbal Warning/Parent Contact/Detention. Referral to law enforcement.
ISS. Referral to law enforcement.
Suspension for 1 -3 days. Referral to law

enforcement.
Suspension for 4 – 9 days. Referral to law enforcement.

Arson

A student will neither set fire nor attempt to set fire to anything on school property or participate with others (either by presence or action), including, but not limited to damage or destroy school property through the use of fire. This will include, but not be limited to striking matches, flicking cigarette lighters or using any instrument that is capable of producing fire on school property, at school-sponsored or school-related activities that are on or off school property.

Consequences
Referral to law enforcement.

Vandalism

A student will not willfully, with or without malice, damage or destroy property belonging to another, or participate with others (either by presence or action) to damage or destroy property; including, but not limited to, school property, at a school-sponsored or school-related activities on or off school property, or property belonging to a school employee. A student or parent/guardian will be held financially responsible, to the full extent allowed by Arizona law, for willful or malicious destruction of property.

Consequences
Suspension for 1 – 3 days (\$100.00 or below damage). Referral to law enforcement.
Suspension for 4 – 9 days (\$250.00 or below damage). Referral to law enforcement.
Suspension for 10 days with a contract (\$251.00 and up damage). Referral to law enforcement.

Note: Damages will be reimbursed in each situation.

Weapons and Dangerous Instruments / Objects

A student will not possess, handle, transport, or use any weapon, dangerous object, object that can be reasonably considered a weapon or substance that could cause harm or irritation to another individual. All items will be confiscated and will not be returned.

Special Note: Any student who inadvertently possesses or finds a weapon or substance that may subject a student to punishments may or may not be recommended for this sanction if the student voluntarily surrenders the property to a school staff person prior to discovery by another person. This should be done as soon as the student realizes that

he/she is in possession of the weapon or substance.

A. Toy Knife: Possession of any size or shape toy knife.

B. Possession of an instrument or device that resembles or looks like a pistol, revolver or any type of weapon not capable of propelling a missile: May include, but not be limited to a cap pistol, water pistol or any look-alike gun.

C. Laser lights: Pointing devices that can cause serious injury to the eyes.

D. Knife: Simple Possession – Blade 2 ½ inches or smaller: A knife brought accidentally, without intent, will result in the knife being confiscated and a suspension imposed. Any subsequent incident will result in confiscation and progressive discipline.

E. Simple Possession – Blade greater than 2 ½ inches: Possession of any knife longer than 2 1/2 inches, regardless of intent.

F. Razor Blade/Box Cutter: Possession of a razor blade, box cutter or similar device for cutting,

G. Camouflaged Weapon: Knife blades or other sharp devices camouflaged as tubes of lipstick, ink pens, hair combs, etc.

H. Object Thrown From a School Bus: Any object thrown from a school bus will be considered a missile and will be treated as a weapon.

I. Ammunition: Possession of any bullets or shells or any objects that could be considered to be ammunition or which resemble ammunition.

J. Fireworks, Small Explosives: Possession of firecrackers or small explosive devices including caps and snapper pops.

K. Explosive: Any device containing combustible material and a fuse.

L. Antipersonnel Spray: Possession of chemicals such as Mace or pepper sprays.

M. Bomb: Any device brought to school that contains combustible material.

N. Other: Possession of any object or substance that could cause injury including but not limited to, slingshots, ice picks, multi-fingered rings, metal knuckles, nun chucks, Bowie knife, dirk, dagger, leaded cane, switchblade knife, razors and razor blades, clubs, stun guns, Tasers, fire extinguisher and/or the use of any object or any substance that will potentially cause harm, irritation, or bodily injury to students or any other persons. This will include chemical or biological agents or counterfeit versions of chemical or biological agents.

Consequences
Referral to law enforcement.
Long-term Suspension/Expulsion

Hazing and Other Potentially Harmful Off Campus Behavior:

Pioneer Prep: CFA forbids any form of hazing on campus and reserves the right to remove any and all school privileges from any student involved in causing the physical harm, or loss or destruction of property, of another member of the community by his/her participation in an off-campus hazing incident, or illegal activity.

Legal Disclaimer:

Nothing in this policy is intended to contradict local, state or federal laws or binding directives from the Arizona State Board of Education. In the event that any item in this policy does conflict with a local, state, or federal law, or binding directive of the Arizona State Board of Education, the respective law or directive supersedes this Code of Conduct.

Procedural Due Process

Procedural Due Process is afforded to all scholars 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.

Parent Involvement Policy

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

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 receive the email address of their child's teacher in the welcome letter sent to parents and scholars at the start of school.
5. Parents have the opportunity to make decisions regarding the education of their child by initiating conversation with the child's teacher.
6. 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.
7. Parents that need documents written in Spanish will have the opportunity to select "Spanish Materials" on the application for enrollment and registration forms at PPS.
8. 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 scholars 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.

Search and Seizure Policy

1. The School Board recognizes that the privacy of scholars 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. Any storage areas provided for student use on school premises remain the property of the school and are provided for the use of the scholars subject to inspection, access for maintenance, and search pursuant to this policy. A student who uses a storage area that is the property of a school is presumed to have no expectation of privacy in that area or the area's contents. No student shall lock or otherwise impede access to any storage area except with a lock provided by or approved by the principal of the school in which the 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 an area and its contents where either the person conducting the search or the person designating the search believes there is reasonable cause. Where the area 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 area 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.
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.

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. scholars to whom the rights have transferred are "eligible scholars."

- Parents or eligible scholars 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 scholars to review the records. Schools may charge a fee for copies.
- Parents or eligible scholars 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 scholars about directory information and allow parents and eligible scholars a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible scholars 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.

Emergency Procedures

A school-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.

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 scholars on a regular basis.

In the event of a fire, everyone is evacuated from the building immediately. If scholars 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.

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 Department of Child Services 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.**

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. Phone calls to all parents will be made by using Pioneer's call out system.

Only under extreme circumstances does a school closing occur once scholars have arrived. If an early closing should occur, parents are notified of early dismissal. Transportation from school will leave early. Parents/guardians of scholars 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, or on social media. Please call the school if you are in doubt.

Habits of Health

Administration of Medication

Whenever possible, medication should be taken at home unless indicated by a medical provider. ANY medication that has to be given at school MUST be brought to the Health office by the parent or other designated adult. Along with the medical providers orders or Pioneer's School Medication Administration Form with parents consent signature for each medication to be given at school. Students are not allowed to carry medication to administer themselves, except for asthma inhaler or an Epi-Pen with medical providers approval. Teachers are not allowed to hold or administer medication at school, except during school related field trips and first aid situations.

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 new providers orders.

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 Administration form, 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 at Pioneers health office for a parent to pick up. Any medication that is NOT picked up will be discarded at the end of the school year following proper disposal procedures.

Permission to Administer Over-the-Counter Medication

Over the counter medications (Children's Acetaminophen, Children's Ibuprofen, Children's Benadryl and Children's tums) will be administered following manufactures orders, unless a written order is provided to the health office. No over the counter medication administered by mouth will be given during the last four hours of school.

Parents must complete and sign the Medical Condition Form and the Consent Form for Over-the Counter-Medication Form every school year.

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

Communicable Diseases

Parents must notify the school immediately if a student has contracted a communicable disease. The school will then notify parents of other scholars in the grade level homeroom if is recommended by medical provider or Arizona Health Department. 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.

PPS 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. **Scholars cannot be released unless an authorized person listed on the emergency card is present.**

Health Requisites

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 scholars 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 Pioneer for their child(ren).

Illness and Items of Interest

- PPS does not provide under clothing for student in the event of an accident. Extra uniforms shirt and shorts/ pants are available but limited and depend on donations made to the health office. Students may loan a uniform if parents can't be reached and uniform is needed for minor incidents. We ask that uniforms are returned **laundered in a timely manner.**
- 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.**
- PPS has a no nit policy. Any student diagnosed with lice or nits can not attend school and must be nit free before returning to school; student need to be cleared by the Health Aide before returning to class. The best way to remove lice is using a lice shampoo intended for lice removal following instructions on the label or box combined with nit removal by hand if necessary, wash all clothing, hats, hair accessories and backpacks, in hot water and remember to check all members in the house and provide treatment to all the affected members at the same time if needed. Nit removal is important as some eggs will survive after the shampoo treatment and students may need a second treatment again in 7-10 days after first treatment. Following this process will allow the affected student three excused absences from school to be treated with head lice.
- 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 been diagnosed with **any** type of infection, they must have been on an antibiotic for **24 hours** before returning to school.

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 without the use for over the counter medication within 24 hour period. 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 Health 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 sheet is called. *It is essential that parents list people on the emergency sheet who are able to pick up the student if the parents cannot be reached.*

Screening Tests

Pioneer Preparatory works with the State and local health agency to conduct age appropriate vision and hearing screenings. Screening procedures can only identify potential or existing hearing or vision problems. School officials will notify parents/guardians of the results of the screening to allow the necessary follow up with medical personnel.

Habits of Safety

Computer/Internet Policy

Use of PPS's computer network is a privilege, not a right. scholars 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, scholars 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. scholars who have knowledge of violations of these policies must report the

information immediately to the teacher, principal, or system operator.

Habits of Professional Dress

Dress Code for scholars in Grades K - 6

Shirts - Navy blue/baby blue and white polo shirts.. *Shirts should be tucked in at all times. T-shirts can be worn under the Pioneer school uniform shirts as long as they are either white or blue. Pioneer T-shirts may be worn on Fridays or special events.*

Pants/Shorts- *Khaki pants/navy blue are the only acceptable uniform pant or short. They must be securely fastened at the waistline and straight-legged. No drooping is acceptable. Pants/shorts are not to drag on the ground.*

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 sweatpants may not be worn beneath jumpers or skirts.

Sweaters - Navy blue sweaters and sweater vests, without logos or writing, are the only acceptable uniform sweater. Optional – Sweaters may have the Pioneer logo.

Hair - All scholars' hair must be neat, clean and well groomed.

Shoes - Shoes must be closed (heel and toe) and sturdy.

Socks - All scholars should wear socks.

Phones

Cellular phones and other communication devices are not permitted during the school day. Telephone messages will only be delivered in emergency cases. Scholars who ask and receive permission may use the school office telephone. *Scholars 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.

Pioneer Professional Staff

Board Meetings

The school's Board of Directors holds the charter to PPS. 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.

SIGNATURE PAGE

Scholars 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

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

MEDIA RELEASE FORM FOR CURRENT AND NEW scholars

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 video, 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 video que pueden aparecer en la televisión o el sitio web.

___Yo No concedo 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 video 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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