

Pioneer School

Dream. Explore. Discover.



Mission: By providing equitable and engaging educational opportunities, Pioneer School strives to inspire and empower a diverse community of learners and leaders that persevere, collaborate, and care.

P---Pride in yourself. Pride in your work. Pride in your school.
Pride in your community.

I---Inspire young people to build a better tomorrow.

O---Our school. Our family. Our community.

N---New experiences. New strengths. New growth and new opportunities.

E---Excellence in student learning and achievement.

E---Enthusiasm for lifelong learning through teamwork.

R---Respect, Responsibility, and a Really safe school.

HOME OF THE PANTHERS

500 North 5th Street
Lebanon, Oregon 97355
541-451-8487

Student : _____ Grade: _____ Teacher: _____

Lebanon Community School District
Elementary Student Expectations, Procedures and Discipline Handbook

Welcome to Lebanon Community School District! Our goal is to establish and maintain a positive, safe and productive learning environment where all students learn. The staff of our elementary schools are committed to encouraging and expecting safe, respectful behavior from all of our students. Furthermore, we believe that it is important to take a positive and restorative approach to teaching and learning responsible and respectful behavior. We want students and parents to be well informed about our expectations and procedures in the district. The following information communicates what is expected of our students, procedures used to promote positive behavior, and how misbehavior is handled at school.

The Lebanon Community School District Elementary Student Expectations, Procedures, and Discipline Handbook is a tool to help ensure consistent and clear behavioral expectations for our students and staff. This plan will be implemented throughout the school environment. We hope that this plan will help you to better understand the school and our behavioral expectations for the elementary students in the Lebanon Community School District.

In an effort to work together, we ask that you take a few moments to review the Pioneer's Parent/Student Handbook, including the Lebanon Community School District Elementary School-Wide Behavior Plan. You can request a written copy or visit the district's website at <http://lebanon.k12.or.us/> and select "Pioneer".

Please review this plan and the student, parent, and teacher expectations on the back of this page. Please sign the front and back of this form and return to your child's school. If you have any questions or concerns, please feel free to contact your child's teacher or the school office.

Thank you!

Sincerely, Lebanon Community School District Elementary Staff

I have reviewed the Pioneer Parent/Student Handbook, including the Lebanon Community School District Elementary School-Wide Behavior Plan, and agree to abide by the expectations. Please sign the front and back of this form and return to your child's school.

Parent Signature

Date

Student Name(s):

Pioneer School Behavior Contract

At Pioneer School, we believe in using trauma-informed care and restorative practices to support students.

Below are definitions of these two practices:

- Trauma-Informed Care means addressing the whole person, taking into account past experiences and the resulting coping skills when attempting to understand behavior.
- Restorative Practices aim to repair the relationship between individuals when harm has been done.

At Pioneer, we believe that behavior is an expression of a need. When a student shows behavior that is hurtful, disruptive, defiant, or distracting, we attempt to understand the root cause of the behavior in order to support the student. However, we take the safety of our students very seriously, and if a student or student is harmed in any way, we take that into consideration when determining next steps.

A key piece of restorative work is students owning their behavior. A common intervention will be for students to call their parents from the Pass Room, counseling office, classroom, or another space to let their parent know what happened, especially if it is a major incident. This is an important piece in students taking responsibility and nurturing a connection between home and school. For smaller incidents, parents may be notified by e-mail or by ClassDojo.

We believe the purpose of a “consequence” is to minimize the negative, or unhelpful, behavior. Below are possible consequences that may result from student behavior:

- Conversation with a staff member
- Writing an apology letter
- Restorative conference facilitated by an adult
- Lunch or recess detention
- In school or out of school suspension
- Parent meeting

This is not an exhaustive list, but gives an overview of strategies Pioneer staff use to help students succeed.

By signing below, you acknowledge that you read and understand the philosophies that Pioneer School holds about student behavior.

Student Name: _____

Parent Signature: _____ Date: _____

What is Title I?

Title I is the largest federal aid program for elementary, middle, and high schools. Through Title I, money is given to school districts around the country based on the number of low-income families in each district. The focus of the Title I program is on helping all students meet the same high standards expected of all children. Title I funds may be used in a variety of ways including instruction, class size reduction, summer school, instructional materials and supplies, additional teachers and paraprofessionals.

Parents Right To Know

Parents will be informed of their child's level of achievement in each of the State Academic Assessments.

Parents may request information regarding professional qualifications of classroom teachers and paraprofessionals by contacting the District's Human Resource Office.

Parent Involvement

You can become more involved with your child's education by:

- ⇒ Joining Pioneer School's PTA
- ⇒ Supporting Pioneer's extra-curricular activities and evening events
- ⇒ Keeping your child's teacher informed about events in your child's life that may affect his/her performance at school
- ⇒ Attending parent teacher conferences
- ⇒ Communicating with your child's teacher regularly by phone, email, or notes
- ⇒ Volunteering at Pioneer



D R E A M . E X P L O R E .
D I S C O V E R .

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PIONEER SCHOOL
TONYA CAIRO, PRINCIPAL

Title I Parent Information



Kirk Phillips
Title I Teacher

D R E A M . E X P L O R E .
D I S C O V E R .

AVID—Achievement Via Individual Determination

The Teacher Pledge

I am committed to providing a world-class education to every student I teach. I believe that every child can achieve academic excellence. The following represent my personal commitment to the academic success of every student at Pioneer School:

- I will accept no limits on the learning potential of any child.
- I will meet the individual learning needs of each child.
- I will encourage preparation for college.
- I will create a serious learning environment in my classroom.
- I will treat students, parents and colleagues with courtesy and respect.
- I will hold myself, students, and parents, responsible for the highest standards of performance.
- I will collaborate regularly with colleagues to seek and implement more effective strategies for helping each child to achieve his or her academic potential.

I will do whatever it takes – go the extra mile – to help every student reach or exceed grade level expectations based on state academic standards.

Teacher Signature: _____

Date: _____

The Student Pledge

I realize that my education is the key to my future. It will help me develop the skills I need to become a successful and productive person. I know that my education now will prepare me for college in the future. Because of this, I am committed to following the rules and expectations of the Pioneer School Pledge. In addition:

- I will arrive at school every day on time unless pre-arranged with the office.
- I will follow school rules to Be Safe, Be Respectful and Be Responsible.
- I will complete and turn in homework as it is assigned.
- I will return letters, corrected work, and other school materials to my parents.
- I will put forth great effort, behave responsibly, and achieve impressively.

Each of these responsibilities is a symbol of my commitment to learn and become the best student I can.

Student Signature: _____

Date: _____

The Parent Pledge

I understand that my child's education today is essential for their success in life. It will prepare them for college if they so choose to attend. My goal for my child is that he/she become a productive person in society. Because of this, I am committed to following each of the requirements set forth in the Three-Way Compact. As a Parent of Pioneer School:

- I will commit to ensuring my child attends school on time unless pre-arranged with the office.
- I will encourage my child in their quest for a meaningful career.
- I will make my child's education and learning a priority.
- I will attend Parent Conferences and other school activities with my child.

I commit to the above statements to give support to Pioneer School and to help ensure a bright future for my child.

Parent Signature: _____

Date: _____

Welcome to Pioneer School!

We're glad to have you as a member of our learning community. At Pioneer, our first concern is that you become a learner. Learning is the key to your success. At Pioneer, you will have the opportunity to get involved in a great number of learning experiences. We believe that some of the best kinds of learning happen outside the classroom and in the community, so be prepared to begin your journey at Pioneer. The road to becoming a successful learner at Pioneer starts and ends with two very important things: Come to school every day and do your best. If you can come to school every day—and do your best while you are here—your journey at Pioneer will be very successful and rewarding.

**The first bell is at 7:50AM. School begins at 7:55AM and ends at 2:35PM.
There is Early Release at 12:35 every Wednesday, beginning on September 11th.**

Please review this handbook thoroughly. All Pioneer policies are listed in alphabetical order. School Board policies are referenced, when possible.

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Attendance

We cannot stress enough how important it is to attend school every day. Learning happens at school, and no amount of make-up work can replace or duplicate the learning that happens in class. Missing school will affect your learning, grades, and achievement. We have discovered over and over again that if you come to school every day and give your best effort, you will be successful at Pioneer.

If for some reason you cannot attend school, we ask that your parent call the school first thing in the morning so that we know the absence is recorded properly. If we do not receive a call from a parent, they will receive an automated call from our attendance program. They may even receive a personal call from the office, particularly if you have missed several days of school.

Upon your return to school, district policy requires a written note from your parent in order to officially excuse your absence. Please be sure to bring one to the office. State law gives district officials the right to excuse or not excuse absences based on the nature of the absence, pattern of absences, or frequency. (*Board Policy JED*)

State law defines “excessive absences” as more than one-half day in any two-week period. That means you should not be missing school more than two days a month or twenty days during the school year. If your absences are becoming excessive, the school will no longer excuse them, unless you have a doctor’s note for being ill. There is a committee at school that reviews students who are frequently absent with the local truancy officer, and the attendance of these students is monitored closely. Parents are contacted when absences are reaching the excessive point during the school year.

If you are absent with an illness for longer than 3 days, our truancy officer requests that a Doctor’s note be submitted.

Being late for class will also impact your learning. You need to be in your assigned place and ready to learn when school starts at 7:55 AM. You are tardy after 7:55 and you must check in at the office. Tardies may result in detention to make up time lost.

Behavior Expectations

In Lebanon Community School District, we believe in a positive and restorative approach to behavior and discipline. Realizing that, we have three Community Rules for each and every student and staff member to live by:

- 1) Be Safe
- 2) Be Respectful
- 3) Be Responsible

If you make it a habit to act according to our “Community Rules” you will be successful at Pioneer. Pioneer staff use a four step system to help students manage their own behavior.

Step 1: Teach & Reteach

When staff notices that student behavior is inappropriate, they ask students questions regarding the school rules to be sure that the student understands the expectations. If the student does not respond correctly, staff states the rule in a way that can be understood and in a positive manner.

Step 2: Classroom/School-wide Intervention (Document Behaviors - minor/major)

If expectations are still not being followed after it is clear the student understands the rule, a series of classroom/school-wide interventions are used. These interventions are designed to provide immediate feedback to the student about their behavior that is logical to the offense and provides an opportunity for the student to learn how to behave appropriately in the future. The consequence is

decided by the adult in charge and is carried out immediately. Classroom/school-wide interventions include but are not limited to: offering help, changing activities, acknowledging someone who is behaving appropriately, providing choice, buddy classrooms, having a private conversation with the students, preferential seating, removal from the activity, using proximity, and a host of other problem-solving activities. Parents are notified of all minor/notice of concern behaviors and interventions either via email, phone call, or ClassDojo messages that take more than a few minutes of staff time.

Step 3: Parental Intervention

If classroom/school-wide interventions do not change behavior, parents will be contacted to enlist additional support. Often, involving parents through phone calls, email, ClassDojo message, and meetings produces the desired result much more effectively than what can be accomplished just as a school. If parents have concerns and would like to request additional supports, please contact the office to request a team meeting.

Step 4: School Team Intervention

Whereas classroom and school-wide interventions are immediate and made by individuals, team interventions take time and are made by more than one staff member. These interventions include developing a positive behavior intervention plan, documenting interventions (e.g., Check in/Check Out, 3 point data), brainstorming solutions, and sharing information. It can also lead to a more formal plan, starting with a parent meeting to start the process of completing an in depth functional behavior assessment, developing a positive behavior support plan, documenting interventions, brainstorming solutions, and sharing information.

Bicycles, Skateboards, and Scooters

Students riding bicycles to school must park them in the bicycle rack. Bicycles, skateboards, and scooters must be walked when you are on campus. You must follow state bicycle rules, which include wearing a bicycle helmet. Bicycles must be locked. Please use strong locks, as bicycles have been stolen from other schools before and the school is not responsible for damage or theft.

Birthday Parties and Gifts

Recognizing your son's/daughter's birthday at school must be coordinated through your child's teacher. Store-bought treats to be shared with the class may be brought to school for these special occasions. Any gifts including flowers and balloons (mylar only please, due to latex allergies) may be brought to the office. We will call your child down to the office and show them the gift. Balloons and gifts are not allowed in classrooms in order to limit classroom disruptions. Please remember that balloons are not allowed on busses. If your student rides a bus, you will need to pick him/her up after school.

We prohibit the passing out of birthday invitations during learning time because it can be disruptive to learning. Teachers have differing policies regarding birthday invitations, based on the age group they are teaching. Please check with your child's teacher regarding bringing birthday invitations to school.

Bus Behavior

Students riding the bus are expected to obey the bus driver's directions and follow all bus expectations. Citations are given to students when they are having behavior problems on the bus and refuse, after verbal warnings, to comply with the driver's directions. Citations will not be issued unless students clearly fail to comply with the expectations. Continued problem behavior may result in suspension of bus riding privileges. Parents will be notified of infractions and consequences. For the safety of everyone involved, proper behavior must be adhered to at the bus stop and during the bus ride. Your help in encouraging safe bus behavior is appreciated. (*Board Policy EEACC*)

Checking Out During the Day

If you must go to an appointment during the school day, you should bring a note to the office when you first arrive at school in the morning. You will be called to the office, where you will sign out when your ride comes to pick you up. If you return to school that day, please sign back in at the office.

Closed Campus

Pioneer is a closed campus. That means you cannot leave campus once you arrive. Supervision is available from 7:30 AM until 2:35 PM. You should not be on campus before or after those times unless you are involved in a supervised after-school or before-school program of some kind. If you arrive before 7:30 and the school doors are locked, please line up at the door and wait patiently.

Displays of Affection

Students hugging, holding hands, walking arm-in-arm, and other public displays of affection are not appropriate at school. Students are not to engage in physical displays of affection while at school.

Dress Code

Students at Pioneer School are expected to wear clothing that does not interfere with focusing attention on learning and school activities, or threatens safety. These guidelines are based on district policy. At Pioneer we believe that structure is important and helps students learn and we believe that families are able to make positive choices about their student's clothing. A good rule to live by when getting dressed for school is this: If you think the clothing you want to wear is questionable, DO NOT wear it. It is better to play it safe than be forced to go home or change after you are at school, as a staff member may have a conversation with a student if their clothing is inappropriate. Some examples of clothing that may not be appropriate are clothes that reveal personal or private areas, or clothes that depict weapons or inappropriate language. (*Board Policy JFCA*).

Hats are allowed at Pioneer, but if they are causing a distraction any staff member may ask a student to remove their hat.

Students have recess regardless of weather conditions. It is advisable to wear warm, water-resistant clothing during the long rainy season. Hats or hooded jackets are also helpful.

Early Release

We will have early release EVERY Wednesday at 12:35 PM, beginning on September 11th. There will be early release at **11:35 AM** on June 5th for Strawberry Festival Jr. Parade. On June 11th, the last day of school, school will be released at 12:35 PM.

Electronics Policy

Student electronic devices are to be turned off once the first bell has rung at 7:50 and stored so they are not visible. Student electronic devices are to stay turned off and out of sight until the dismissal bell rings at 2:35.

We ask that students bring only school related materials to school each day. All other items are to be left at home to minimize school distractions. Acceptable electronic devices/items will be determined by the classroom teacher. Those devices/items, however, are not permitted around the school, outside of assigned times/spaces. Students unable to maintain respectful and appropriate care of any allowed item will be supported by an adult to find a safe space for the item; the space could be, but is not limited to, the student's backpack, the teacher's desk, or the main office. The school cannot be held responsible for lost, stolen, or damaged items. The school *will* investigate the incident within reason, but ultimately, students will be responsible for all personal items. (*Board Policy JFCEB*)

Any item brought to school without teacher permission, or one that causes a disturbance, will be taken from the student. This includes, but is not limited to, games, toys, trading cards, or any other personal items.

The following protocols for handling confiscated items will be:

First Offense – Electronic device/item is placed in the office or classroom to be picked up by the student at the end of the day.

Second Offense – Electronic device/item is placed in the office or classroom and the parent contacted to pick up the electronic device/item at the end of the day.

Third Offense – Electronic device/item is placed in the office and the parent contacted by Administrator to pick up the electronic device/item after a meeting with the parent and student.

Fourth Offense – Student is no longer allowed to possess the electronic device/item on school property. Alternative arrangements may be made at the discretion of the teacher and principal.

Field Trips

Field trips are an important educational opportunity and are connected to learning in the classroom. Parents will be notified with a permission slip if their child is invited to participate in a school related field trip. As representatives of Pioneer, we expect our students to have positive behavior when out in the community. Students who demonstrate the ability to manage their own behavior will have the privilege of going on field trips. When behavior warrants concern at school, students may be excluded from excursions or a parent may be asked to accompany the child, at the discretion of the teacher and principal. In such cases, parents will be notified in advance. We do not allow siblings or student visitors to attend field trips. Parents wishing to chaperone on field trips are subject to the same policies and application process as school volunteers.

Fighting

ANY physical contact, including fighting or “play-fighting”, is not allowed at school and may result in in-school or out-of-school suspension.

Food and Drink

Food and drink provided by a teacher may be consumed under teacher supervision in the classroom. Food and drink purchased in the cafeteria must be consumed in the cafeteria unless supervised by an adult. Energy drinks are not to be packed for student snacks or lunches. For student safety, there will be no sharing of food or drinks.

Forbidden Items

Students may not bring any of the following items to school. Pioneer follows district policy in regards to consequences for possessing these items on school property. Contraband items listed below will be confiscated and returned only to the student’s parents. Items not claimed after 30 days may be disposed of.

- Cameras – no photos are to be taken of students with cameras OR cell phones iPods, iPads, personal computers, Kindles, and/or tablets of any kind. (Without adult approval and supervision.)
- Laser pens/pointers (due to the possibility of serious eye injury)
- Cologne, perfume, hairspray, nail polish, polish remover, or any aerosol cans
- Rubber bands, balloons, water balloons, or water devices (except under the direction of the teacher)
- Sharpies or other permanent markers, white out (other than designated by teacher)
- Lighters, matches, or other inflammables
- Students are not to have or do any writing on any part of the body or clothing at any time made with markers, pens, paints or other items that cause scarring such as erasers.

Games, Toys, and Sports Equipment

Games, toys, trading cards, and other personal items, are not allowed at school. These items are often a distraction to the learning environment and if they get lost or stolen students get upset. Please leave them at home.

Students may only bring volleyballs, soccer balls, and basketballs to school to play with at recess. However, they are expected to share their ball. If they choose not to share, they will be asked not to bring it anymore.

Harassment and Bullying

It is never, ever, OK to pick on other students or staff, call names, or purposely make other students feel bad. Harassment of any nature may result in a referral. Examples of harassment include: name-calling, physical contact like pushing, poking, tripping, glaring, and mean looks, making threatening gestures or statements, taking or destroying someone's property, spreading rumors or lies, lying to an adult about something someone did to get them in trouble, saying nasty, obscene, or mean things, making unkind remarks about a person's parents, calling someone fat, short, gay, stupid, etc., referring to a race or other things in a mean way to hurt others.

Being a good citizen means standing up to what is wrong. If we do that, harassment will end. Tell an adult if you know or have heard of a dangerous situation. It might be tempting to be mean right back. Getting even with someone for their bad behavior does not help and is not allowed and you will get in trouble too! Follow this plan instead:

1. First, ask the student to stop and that you do not like what they did
2. If it happens again, ask the student to stop and state that you do not like what they did, and warn them you will tell an adult.
3. If the problem still does not go away, write down your concern and seek help from an adult.

Remember, bullies pick on others because they can get away with it. As soon as they are discovered and found out, they will stop. Take a stand against harassment by not harassing anyone yourself and speaking up for yourself or your friends to be harassed.

At Pioneer, students learn that there is a difference between rude, mean, and bullying.

- **Rude:** when someone is unintentionally hurtful one time
- **Mean:** when someone is intentionally hurtful one time
- **Bullying:** when someone is intentionally hurtful over and over or they don't stop when you ask them to

When someone is rude, students are expected to work it out themselves. When someone is mean, the student is expected to decide if it is a big deal or a little deal. If it is a big deal, they should tell a staff member. When someone is bullying, students are expected to immediately get an adult involved.

Students need to tell a school staff member as soon as possible if an incident that involves harm happens, or if they believe bullying is happening to them or someone they know. We can only act when we have information.

If you believe your child is being bullied:

1. Find out which staff member your student has talked to. Gather all information that your student has told you about the bullying.

2. Contact the counselor or behavior specialist and let them know what you and your student believe is happening.
3. Give us time to investigate. While we cannot update you with the exact consequences a student receives, we can talk your student through the process. We take bullying behavior very seriously and want to make sure we have all information before taking action.
4. We will contact you and give your student a plan outlining exactly what to do if something else happens.
5. If you believe that the bullying is still continuing after steps 1-4, set up an appointment with the principal. Please bring all documentation related to the bullying.

Throughout the year, our staff teach lessons to all students on a variety of social/emotional growth topics, including bullying and harassment, through the Second Step curriculum. These lessons are delivered by teachers or counselors and are supported throughout the school environment.

We appreciate when parents advocate for their students. However, we cannot do anything about bullying if we don't know about it. If your student hasn't told us about it yet, please be patient as we work through the information you give us and we do everything we can to keep your student safe.

Illness During the School Day

If you are not feeling well, come to the Health Room in the office. You may have your temperature taken and a decision will be made about whether your parent will be called. People in the office cannot give you any medications such as aspirin or Tylenol unless your parent has followed the policy on medicines as outlined by district policy. If you must go home, only a person listed as an emergency contact on your registration card may pick you up. We cannot allow you to walk home unless we receive permission from a parent.

Incentives

Our staff work together to encourage positive student behavior through the following participatory activities:

- Scholar dollars
- AVID Student of the Month awards
- Pioneer Prides
- Virtue of the Week awards
- Class tokens
- ClassDojo points
- Attendance awards

Language

Using any swear words in school is not allowed. If you are upset with someone, abusive or profane expressions are not acceptable. Cool down first and work on expressing yourself in an appropriate way.

Lockers and Cubbies

Lockers and cubbies are district property. Students are assigned these as a privilege, not a right. If a locker is being used improperly or abused, the student will no longer be able to use a locker. Lockers may be searched or inspected at any time by district personnel if there is reasonable suspicion of possession of an item that could cause possible harm. (*Board Policy JFG*).

Make-up Work

Make-up work is the responsibility of the student who is absent. If you are absent, you need to talk to your teachers and arrange for your make-up work. If you are absent for more than three days, your parent may call the school and request work to be collected for you to work on at home. Please be

aware that on many occasions work collected to be sent home will be different than the work done at school. This is because much of the work done at school is lab-based, activity-based, and team-based learning. That kind of work cannot be duplicated at home.

Please refer to your student's classroom teacher for their policy on makeup or missing work.

Medication Policy

Students cannot have medication in their possession on any district property without special written permission from the school nurse and/or principal on file in the office. Medications include vitamins, herbal remedies, over-the-counter drugs such as Tylenol, allergy, or diet pills, cough drops, and any prescription medications. This is a safety issue for all students.

Parents who wish school personnel to give out prescription or over-the-counter drugs such as Tylenol to their child during the school day need to complete a written request through the school office. All medications need to be brought to the school office by the parent. They must be in the original container and clearly labeled with the student's name. They will be stored in a locked cabinet in the Health Room. (*Board Policy JHCD*).

Any student who provides any medications, pills, or drugs of any kind to another student will be considered for serious disciplinary action. Any student who accepts any medications or drugs from another student will receive an office referral.

Passing Time Expectations

All teachers will escort and supervise their class in the hallways, staying with them in a continuous line of sight. The students will walk with a voice level of 0 out of respect for a quiet learning environment, pausing at the designated stopping point. Teachers will teach and reteach the expectations regularly throughout the year to assure respectful hallway behavior. All staff will monitor student behavior with friendly and firm supervision.

Possession or Use of Tobacco, Alcohol, Drugs, or Weapons

Tobacco, inhalant delivery systems such as vape pens, alcohol, or illegal substances are not allowed on campus at any time. (*Board Policy JFCG*)

Firearms and other weapons and replicas of weapons are forbidden on school district property, or property under the jurisdiction of the district, or at activities under the jurisdiction of the district. Disciplinary action will be taken against students who possess weapons and those students who assist possession of a dangerous weapon. Students face disciplinary action up to and including suspension and expulsion. Law enforcement officials will be contacted. Weapons include but are not limited to: guns, chains, metal knuckles, knives, straight razors, poisons, etc. (*Board Policy JFCJ*)

Registration

It is very important that registration is kept up to date with current addresses and phone numbers. If your address or phone number changes during the school year, please have your parent contact the office as soon as possible with the updated information.

Student Expectations (Interventions and Responses)

Expectations, rules, and policies help us create a safe and orderly environment. If a need arises to create new school rules during the year, we will let you know through morning meeting and the Pioneer Press, which goes home every Tuesday. Students are responsible to know and follow all school expectations and district policies as presented in the district student/parent handbook.

If you have any questions about any school or district rule, please don't hesitate to ask. Please remember that school expectations apply on the school grounds, in school, at the bus stop, on the bus, at all school sponsored events, and on the way to and from school.

Please see the Lebanon Community Schools Student / Parent Handbook 2019-2020 for a complete description of the district's policy and further explanation of student rights and responsibilities.

Minor Inappropriate or Disruptive Behaviors

Expectations apply to all students while at school, at all school-sponsored activities, and while traveling to and from school. Minor misbehavior is not considered to be serious in nature, unless it becomes a sustained behavior. Strategies are used to teach more appropriate behavior so students know what is expected of them. Logical and related consequences for misbehaviors are applied and the supervising adult determines the consequence. When students choose not to follow the student expectations they will be corrected in one or more of the following ways.

Definitions of Minor Inappropriate or Disruptive Behaviors

Defiance/Disrespect: Student engages in brief or low-intensity failure to follow directions or talks back; student delivers low-intensity, socially rude, or dismissive messages to adults or students.

Disruption: Student engages in low-intensity, inappropriate language.

Dress Code Violation: Students wears clothing that is near, but not within, the dress code guidelines defined by the school/district.

Physical Contact: Student engages in non-serious, inappropriate physical contact.

Property Damage/Misuse: Student engages in low-intensity misuse of property.

Technology Violation: Student engages in non-serious, inappropriate use of technology, which may include the use of cell phone or other personal electronic devices (PEDs).

Other Minor Inappropriate or Disruptive: Student engages in any other minor misbehavior that does not fall within the above categories.

Consequences for Minor Inappropriate or Disruptive Behaviors Violations May Include:

- Verbal reminder and discussion about appropriate behavior, use of a problem solving form, or apology form
- Time out in classroom to re-focus, followed with problem solving or apology (form or conversation)
- Use of a Buddy Classroom
- Loss of privileges (i.e. recess, free time)
- Community service in the school or classroom
- Contact / conference with school counselor
- Parent contact
- A *Notice of Concern - Minor Referral* is completed and parents are notified
- Other appropriate strategies / interventions developed by school staff

Major Serious or Unsafe, Inappropriate, or Disruptive Behaviors

Serious behavior is misbehavior that is unsafe, disrupts an orderly environment, is serious in nature, and requires administrator/designee to be involved. Such behavior violates the rights of others, puts self or others at risk of harm, or is chronic.

Definitions of Major Inappropriate or Disruptive Behaviors

Alcohol Possession/Use: Student is in possession of or under the influence of alcohol or alcohol related objects.

Bullying: One-sided sustained or intense events where student is intentionally hurtful and doesn't stop when asked; causing harm and/or distress to another.

Cheating: Student acts dishonestly or unfairly in order to gain an advantage.

Major Defiance: Student engages in refusal to follow directions or talks back.

Major Disrespect: Student delivers socially rude or dismissive messages to adults or students.

Major Disruption: Student engages in behavior causing an interruption in a class or activity.

Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.

Drug Possession/Use: Student is in possession or under the influence of drugs/substances, imitations, or related objects.

Fighting: Student is involved in mutual participation in an incident involving physical violence.

Forgery: Student has signed a person's name without that person's permission, or claims someone else's work as their own.

Inappropriate Language: Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way.

Physical Aggression/Assault: Student engages in actions involving serious physical contact where injury may occur (e.g. hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.)

Major Property Damage: Student participates in an activity that results in destruction or disfigurement of property.

Major Technology Violation: Student engages in inappropriate use of technology, which may include the use of cell phone or other personal electronic devices (PEDs).

Theft: Student is involved in being in possession of, having passed on, or being responsible for removing someone's property

Threats: Student displays words and/or actions with intent to harm and/or endanger others or property.

Tobacco Possession/Use: Student is in possession or using tobacco or nicotine delivery products (ie. vape pens, e-cig, Juul).

Vandalism: Student participates in activity that results in destruction or disfigurement of property.

Weapons: Student is in possession of knives, guns, or other items readily capable of causing bodily harm or intended to be used to hurt, harass, or threaten others. Toy replicas of weapons are also prohibited.

Other Major Serious or Unsafe Misbehaviors: Serious behaviors not listed that affect the safety of others and disrupt the school's learning environment such as fire setting or false fire alarms.

Consequences for Serious and/or Unsafe Behavior Violations May Include:

When students engage in serious and/or unsafe behavior, a *Major Referral* will be completed by a staff member and communicated to the behavior support personnel. Upon receipt of the *Major Referral*, the behavior support personnel will investigate the incident, provide an opportunity for the student and others involved to be heard, consult with administrator or designee to determine most appropriate action and disciplinary action to be taken. The student's parents or guardian will be contacted by the classroom teacher, principal or designee depending on behaviors involved. Information regarding the incident will be documented. Referral data will be placed in the student's file, along with any supporting documentation. Any required school district reports will be compiled and sent to the District Office.

To determine consequences for misbehavior, the seriousness of the infraction, the age of the student, any history of prior misbehavior and/or office referrals, and any other pertinent information will be used. The administrator/designee will set forth consequences, and because student behavior programs may vary in degree, corrective action to be taken must be determined by the professional judgment of the administrator. Consequences may include a combination of the following actions:

- Conference with student / teacher / parent / staff
- Loss of privilege or time out
- Detention / Alternate Recess

- Apology and/or Problem Solving Sheet
- Community service
- Behavior contract
- Referral to Response to Intervention (RtI) Team
- In-school, out-of-school, or reverse suspension
- Recommendation for expulsion

Textbooks, Library Books, and Technology/Computer Use

Students receive textbooks for the school year, which are worth up to \$100 each if they have to be replaced. If you lose a textbook, report it immediately to your teacher. The teacher will send a note to the office that will require you to pay for the cost of the book before you can receive your yearbook at the end of the school year. The teacher can then issue you another textbook to use.

Library books can be checked out for a one-week period. If a student loses a library book, the student must pay or make arrangements for the library book. If you plan to move, you must turn in all your books to the office before checking out. Library, media, and technology privileges may be reduced or removed if misused.

Students who have signed the use agreement may use the school computers, provided they have parent permission. Misuse of any computer will result in the student losing all computer privileges for a time period, up to the remainder of the school year and having to pay for the cost of any damages done to the computer software or hardware. (*Board Policy IIBGA*)

Threats

When the administrator receives a report of a threat, he/she may:

1. Immediately remove the student from any class.
2. Place the student in a setting where the student will receive immediate attention from appropriate school or law enforcement personnel.
3. Require the student to be evaluated by an appropriately qualified professional, such as the school counselor, before returning to class.

Within 12 hours of discovery of a targeted list or learning of a threat, the administrator or designee will notify by phone personally:

1. The parent of any student violating this policy and the discipline imposed; parents of a student when the student's name appears on a targeted list that threatens harm or violence to the students on the list; when threats are made by another student; or any school employee whose name appears on a targeted list threatening violence or harm to the district employee.
2. Written follow up notification will be sent within 24 hours after the discovery of a threat or targeted list.
3. The administrator will also notify the district office upon learning of a threat.

Students who have information or knowledge about a threat should inform a teacher, the counselor, or principal immediately. Parents and other adults are also encouraged to report threats or threatening behavior to the office. All reports will be promptly investigated. Students who violate this policy are subject to discipline up to and including expulsion from school. A referral to law enforcement may also be made. (*Board Policy JFCM*)

Virtue of the Week

We promote responsible citizenship by teaching and following character traits:

Kindness	Helpfulness	Consideration	Forgiveness	Diligence
Patience	Generosity	Understanding	Justice	Perseverance
Gentleness	Thankfulness	Cleanliness	Tact	Determination
Loyalty	Joyfulness	Confidence	Humility	Self Discipline
Compassion	Enthusiasm	Courage	Modesty	Creativity
Responsibility	Excellence	Honesty	Flexibility	Reliability
Trustworthiness	Respect	Integrity	Cooperation	Service, Unity

Voice Level Expectations

0 = No Sound/No Talking Examples: Taking a test, listening to a concert	3 = Classroom Participation Voice Example: Reading aloud to the whole class or answering questions so the classroom can hear you.
1 = Whisper (No vocal cords) Example: Asking another student a question during an independent work time where conversation is allowed.	4 = Shouting Example: School spirit voice
2 = Quiet Conversational Voice (Only people near you can hear) Example: Four students working together in a group.	

Volunteering and Visiting

As a matter of safety, we ask that all visitors—even parents—check in at the school office and receive a visitor's pass to wear. We want parents to feel welcome, but want students and staff to be safe. Older siblings who are listed on the student's emergency card may check a student out of school, but they also must check in at the office. Older or younger brothers or sisters are not allowed to eat lunch with a student unless accompanied by a parent or have made arrangements with administration. Students from other K-12 schools are not allowed to visit during the school day, including lunch time unless approved in advance by administrator.

The following procedures are designed to make your visit pleasant and rewarding while maintaining a productive and safe learning environment for students.

Any volunteers (including parents) who meet the following criteria must complete the background check process and may not volunteer until the background check clears:

- The volunteer will have contact with students;
- The volunteer has a regular and ongoing assignment at the school;
- The volunteer will be off campus on field trips with students; or
- Any frequent visitor.

Background Check Process

As a visitor/volunteer, please:

1. Submit the Criminal Background Check (every 3 years), found online at: <https://www.helpcounterweb.com/welcome/apply.php?district=lebanon>
2. Fill out the Volunteer Opportunity Application form is available at the School Office (submitted annually).

Visitor/Volunteer Expectations

1. All parents and visitors are required to sign in at the office and will be given a visitor's badge to wear. For safety reasons, we ask that all parents and visitors enter and exit the building through the front doors. All other doors will be locked. Please sign out when you leave.
2. Arrange your visit ahead of time so that the teacher can have a place for you and your belongings.
3. We are unable to provide supervision for additional children. Because of liability issues, lack of space, and the extra burden put on the teacher, we do not allow student visitors to attend class. Students from other K-12 schools or younger siblings are not allowed to visit during the school day, including lunch time, unless approved in advance by the administrator.
4. You may notice that visits may excite or distract some students during instructional time. Typically a smile or nod and then going about one's business encourages those students to get back on task.
5. When volunteering in classrooms, avoid interrupting a teacher during instructional time. If you have questions or concerns they will be happy to discuss them with you at an agreed upon time.
6. If you observe something that concerns you, please inform the teacher. Also, be aware that discussing a child with someone other than the teacher can violate the child or family's privacy rights.
7. Remain in the cafeteria if you eat lunch with your child. Due to liability and safety reasons, we do not allow parents on the playground during any recesses.
8. Parents may not escort students to class or pick students up from class.
9. If you are thinking of bringing an animal to campus, please contact the office beforehand for a copy of the district policy regarding animals in school buildings. (*Board Policy ING*)

**Again, thank you for coming to Pioneer.
We appreciate all that you do.**

Pioneer Expectations Matrix

LOCATION	SAFE	RESPECTFUL	RESPONSIBLE
ALL AREAS; SCHOOLWIDE; CLASSROOM	<ul style="list-style-type: none"> • Get adult help when needed • Walk facing forward • Hands and feet to self • Use all equipment and materials appropriately 	<ul style="list-style-type: none"> • Follow directions • Wait your turn • Use appropriate voice • Give personal space • Help others • Be friendly - use kind words 	<ul style="list-style-type: none"> • Take proper care of all belongings and school equipment • Be honest • Be self-directed • Ask permission
ARRIVAL - DISMISSAL	<ul style="list-style-type: none"> • Keep backpack on • Walk on the sidewalks and crosswalks • Wait calmly in designated areas • Walk your bike, carry scooters and skateboards 	<ul style="list-style-type: none"> • Keep personal space • Follow directions 	<ul style="list-style-type: none"> • Arrive and leave on time • Go straight to school/home
ASSEMBLIES	<ul style="list-style-type: none"> • Keep personal space • Sit on bottoms • Walk 	<ul style="list-style-type: none"> • Listen to the speaker • Face forward • Be a polite audience 	<ul style="list-style-type: none"> • Focus on presentation • Enter and exit quietly • Sit in designated area
BUS	<ul style="list-style-type: none"> • Keep feet on the floor • Hands and feet to self • Wait calmly at bus stops • Walk (refrain from running to or after bus) 	<ul style="list-style-type: none"> • Follow directions • Calm talking voice • Be friendly and use kind words • Raise hand when you need help 	<ul style="list-style-type: none"> • Take all personal items home • Go straight home • Keep area clean
CAFETERIA	<ul style="list-style-type: none"> • Walk • Stay seated • Wait for adult dismissal • Hands and feet to self 	<ul style="list-style-type: none"> • Calm talking voice • Kind words • Raise hand when you need help 	<ul style="list-style-type: none"> • Eat your own food • Hold tray upright and use utensils appropriately • Clean up your area • Return your tray
COMPUTER LAB - TECHNOLOGY USE	<ul style="list-style-type: none"> • Gentle with equipment • Sit with back in chair facing computer 	<ul style="list-style-type: none"> • Listen with eyes on speaker and voice off • Whisper voice 	<ul style="list-style-type: none"> • Follow technology expectations • Be appropriate with websites and email • Use only approved websites • Log out when asked
HALLWAY/ WALKING IN LINE	<ul style="list-style-type: none"> • Walk at all times • Stay on right side • In single file line; face front • Hands and feet to self 	<ul style="list-style-type: none"> • Whisper voice • Follow directions • Respect property of self and others 	<ul style="list-style-type: none"> • Store items neatly • Take all personal items home each day
LIBRARY	<ul style="list-style-type: none"> • Walk • Ask for help to reach high items • Use furniture and equipment appropriately 	<ul style="list-style-type: none"> • Listen with eyes on speaker and voice off • Follow directions • Whisper voice 	<ul style="list-style-type: none"> • Use placeholder to keep place for book • Clean up your area • Books/items returned promptly and in good condition
OFFICE / HEALTH ROOM	<ul style="list-style-type: none"> • Hands and feet to self • Walk 	<ul style="list-style-type: none"> • Voice off • Wait quietly for adult assistance • Follow adult directions 	<ul style="list-style-type: none"> • Have a pass • Come to the front desk • Phone calls are for emergencies only
RECESS	<ul style="list-style-type: none"> • Use equipment appropriately • Stay in boundary areas • Safe hands and feet • Rocks, dirt, and sticks stay on ground • Line up safely 	<ul style="list-style-type: none"> • Whisper voice in line • Share and take turns - include others • Follow directions 	<ul style="list-style-type: none"> • Put away equipment • Follow whistle cues • Check out with adult before leaving area
RESTROOM	<ul style="list-style-type: none"> • Wait for your turn • Wash hands • Keep feet on the floor • Hands and feet to self 	<ul style="list-style-type: none"> • Whisper voice • Give others privacy 	<ul style="list-style-type: none"> • Flush • 1-2 squirts of soap • 1-2 paper towels, put in trash • Turn off water • Return to class promptly

