

**PIONEER MIDDLE SCHOOL
STUDENT/PARENT HANDBOOK
2025-2026**



**SHOW PANTHER P5 PRIDE...
BE PROMPT, PREPARED, POSITIVE,
POLITE, AND PRODUCTIVE
TODAY AND EVERYDAY**

Pioneer Union Elementary School District
A Learning Community Dedicated to Excellence

Mission Statement

The Pioneer Union Elementary School District, in partnership with parents and the community, will build the foundation for student academic and social success by ensuring that all students receiving rigorous instruction, support and intervention in an enriching environment.

Vision Statement

In Order to challenge all students to learn, achieve and act with purpose and compassion, the Pioneer Union School District will develop and produce motivated, confident students who will:

- Meet or exceed grade-level academic standards.
- Become life-long learners.
- Effectively communicate.
- Become contributing citizens of the community.
- Be prepared for a successful future.

Pioneer Union Elementary School District

1888 N. Mustang Drive

Hanford, Ca. 93230

(559) 585-2400

www.puesd.net

Board of Trustees

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2025-2026 School Calendar

The calendar listed below is TENTATIVE. You will be notified in advance of any changes in the dates listed below.

Please be sure to check other sources (weekly bulletin, website, etc.) for changes.

School Begins	August 13th
Labor Day (No School)	September 1st
Teacher Workday (No School)	September 19th
Parent/Teacher Conferences (No School)	November 24h
Veteran's Holiday (No School)	November 11th
Thanksgiving Holiday (No School)	November 25-28
Winter Break (No School)	December 22 - January 9
Martin Luther King's Holiday (NoSchool)	January 19th
Lincoln's Birthday (No School)	February 9th
President's Day (No School)	February 16th
Spring Break (No School)	March 30- April 6
CAASPP Testing	April 23- May 1
Memorial Day (No School)	May 25th
8 th Grade Awards	May 28th
Graduation	June 2nd
Last day of School	June 5th

General Information:

Announcements and Weekly Bulletin: The daily school bulletin is read over the school announcement system every morning. In addition, a weekly bulletin is posted on the school website and sent to parents, via Infinite Campus Messenger. Please be sure to update your email address with our office to ensure this information is sent to you electronically. In addition, weekly news updates are also posted for students in the HUB.

Deliveries: We ask that parents not bring fast food or outside drinks (i.e starbucks, dutch bros, Jamba Juice, etc) to their children at school. It invariably causes a distraction to other children. Students are not permitted to order food or drink for delivery at the school except as part of an organized and supervised activity. Per State requirements, any food prepared at home cannot be brought to school and shared with other students. Due to the class disruption caused by flower and balloon deliveries, please do not send these items to the school. If you need to drop off items for your child, including, homework, PE clothes, band instruments you may do so at the front office. The student will be called during break or lunch to retrieve their items, via the PA system. **Items dropped off after lunch will not be provided to students until afterschool.** We recommend that parents remind students that forgotten items should be picked up in the office.

Lost and Found: Articles left in the rooms or on the grounds will be dropped off in the Lost and Found box located in Student Services. These items will be kept in a central location for one month and then donated to a local non-profit group if not retrieved. Students wishing to search the lost and found box should do so during break or lunch.

Lost or damaged school property: If your student loses or damages school property including, but not limited to, computers, chromebooks, textbooks, library books, etc., you as the parent are liable for the cost of replacement or the cost to repair the damaged item.

Administrative Regulation 5125.2 permits the district to withhold grades, diploma, or transcripts of a student who has not returned, lost or damaged school property. Additionally, your child's next school will be notified of the failure to make reparations for school property that has not been returned, has been lost or damaged. Your child's next school is required by law (E.C. 48904.3) to withhold grades, diploma, or transcripts until reparations to Pioneer Union Elementary School District are made. Additionally, your student will be prohibited from participating in non-academic, extracurricular activities until the reparation is made for missing, lost or damaged school property, this will include participation in Commencement Ceremony and End of Year Activities for 8th grade students.

Non-Discrimination Statement: The Board of Trustees is committed to providing equal opportunity for all individuals in district programs and activities. District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. The LEA has provided to certificated school site employees who serve pupils in any of grade 7-12 information on existing school site and community resources related to the support of LGBTQ pupils, or related to the support of pupils who may face bias or bullying on the basis of religious affiliation, or perceived religious affiliation.

District Officer for nondiscrimination, education equity compliance, Title IX Coordinator:

Superintendent
1888 North Mustang Drive
Hanford, CA 93230
559-585-2400
title9coordinator@puesd.net

504 Coordinator:

Student Services
Pioneer Union Elementary School District
1888 North Mustang Drive
Hanford, CA 93230
559-585-2400
hestern@puesd.net

Notice of Title IX Sexual Harassment Policy: The district does not discriminate on the basis of sex in any educational program or activity that it operates. This prohibition against discrimination on the basis of sex is required by federal law (20 USC 1681-1688;34 CFR Part 106) and extends to employment. The district also prohibits retaliation against any employee for filing a complaint or exercising and right granted under Title IX.

Title IX requires a school district to take immediate and appropriate action to address any potential Title IX violations that are brought to its attention. Any inquiries about the application of Title IX, this notice, and who is protected by Title IX may be referred to the district's Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

The district has designated and authorized the following employee as the district's Title IX Coordinator, to address concerns or inquiries regarding discrimination on the basis of sex, including sexual harassment, sexual assault, dating violence, domestic violence, and stalking:

Superintendent
1888 North Mustang Drive
Hanford, CA 93230
559-585-2400
title9coordinator@puesd.net

Any individual may report sex discrimination, including sexual harassment, to the Title IX Coordinator or any other school employee at any time, including during non-business hours, by mail, phone, or email. During district business hours, reports may also be made in person. Upon receiving an allegation of sexual harassment, the Title IX Coordinator will promptly notify the parties, in writing, of the applicable district complaint procedure.

To view an electronic copy of the district's policies and administrative regulations on sexual harassment, including the grievance process that complies with 34 CFR 106.45, please see BP/AR 4119.11/4219.11/4319.11/5145.7 - Sexual Harassment and AR 4119.12/4219.12/4319.12/5145.71 - Title IX Sexual Harassment Complaint Procedures on the district's web site at: www.puesd.net

To inspect or obtain a copy of the district's sexual harassment policies and administrative regulations, please contact Pioneer District Office 559-585-2400

Materials used to train the Title IX Coordinator, investigator(s), decision-maker(s), and any person who facilitates an informal resolution process are also publicly available on the district's web site or at the district office upon request.

In addition, Pioneer Union Elementary School District has provided to certificated school site employees who serve pupils in any of grade 7-12 information on existing school site and community resources related to the support of LGBTQ pupils, or related to the support of pupils who may face bias or bullying on the basis of religious affiliation, or perceived religious affiliation.

Office/School Hours: The front office is open from 7:30 AM to 4:00 PM. The campus opens at 7:30 for student drop off. Students arriving from 7:30 AM- 8:00 AM, will be directed to the cafeteria, after 8:00 AM, students will be released to the yard. School begins at 8:20 AM and ends at 3:10 PM. Students are considered tardy if they arrive to class after 8:20. It is recommended that students arrive on campus by 8:15 AM daily. All gates are locked promptly at 8:19 AM.

Sales / Soliciting: Students may not sell anything on campus, or solicit funds for anything on campus, unless it has been approved by administration. Students should not feel pressured to participate in sales or fund-raisers, or to purchase such items.

School Accountability Report Card (SARC): Annually Pioneer Middle School publishes the School Accountability Report Card or SARC. This document can be found on our district webpage or a paper copy can be made available upon request. Please contact our school office for additional information or to obtain a paper copy.

Special Occasions: Balloons, gifts, and large poster board for signing, or other items for celebration are not permitted at school, as this can be a disruption to the learning environment. In addition, bringing, food for celebrations or for groups of students unless it is part of a preapproved school function is not permitted.

Telephones: Calls for students will not be transferred directly to students. A message can be taken and will be given to the student during break or lunch. The student access phone is available for emergencies throughout the school day in Student Services. Also please note that students are not allowed to have their cell phones out on campus for any reason, and will be subject to consequences outlined in the Student/Parent Handbook.

Uniform Complaint Procedure: (BP 1312.3) The Board of Trustees recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The district shall investigate and seek to resolve any complaints alleging failure to comply with such laws and/or alleging unlawful discrimination, harassment, intimidation, or bullying in accordance with the uniform complaint procedures. The district shall use the uniform complaint procedures to resolve any complaint alleging unlawful discrimination, harassment, intimidation, or bullying in district programs and activities based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Penal Code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived

characteristics. Uniform complaint procedures shall also be used to address any complaint alleging the district's failure to comply with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities, the requirements for the development and adoption of a school safety plan, and state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs. The Board encourages the early, informal resolution of complaints at the site level whenever possible.

Visitors: State law prohibits loitering on any public school campus while school is in session. All visitors must report to the office and state the reason for their visit. All visitors must check in through the secretary in the front office with a valid photo ID, which will be scanned into our Raptor Visitor Management System, they will then be provided a visitor's pass, which must be worn and visible at all times while on campus. Parents shall give written notice to the site administrator and the teacher before visiting classrooms at least 24 hours prior to the visitation. Guest speakers and/or presenters must be pre-approved by administration before speaking and/or presenting at any school. Visitor's must also check out with the office and return the visitor's pass before leaving campus. Please note due to COVID-19 additional safeguards will be in place for visitors, this may include the requirement of a wearing a cloth face covering while on campus. Please be sure to contact our office for additional requirements as a result of guidance from the Kings County Department of Health and the California Department of Public Health.

Academic Information

Classwork/Homework: Students, in most classes will be provided with time in class to start independent practice also known as classwork/homework. These assignments/tasks are designed to reinforce content skills presented in class. Parents are encouraged to check their student's daily planner as well as Google Classroom, Class Calendars (found on our school website) and the Campus Parent Portal for additional information on classwork/homework assignments. Parents are also encouraged to create a Google account to have Guardian Summaries sent to them on a daily or weekly basis. This information will include items posted in Google Classroom, including assignments and announcements for every class.

Make-up Classwork/Homework (Excused Absence): Students are required to make up any work missed due to absence. It is the student's responsibility upon returning to school to make an appointment with their teachers to obtain make-up assignments and receive any necessary instruction and assistance. At a minimum, the student will be allowed as many days to make up the work upon their return as they were absent. In case of hardship, a teacher may allow extra days. If the student does not complete the make-up assignments by the date due, the student will receive an "F" for the missing work. If a student is absent on the day of a test, the student is expected to take the test on the day of your return (BP 5113)

Make-up Classwork/Homework (Non Completion): Should your student fail to complete a classwork/homework assignment on the date it was due, the following Board Policy will be strictly enforced: Students shall receive either full or partial credit for work that is completed within a reasonable time period from the due date. At a minimum, ten days shall be given for completion of

missing assignments in order to encourage the student's continued learning. Full or partial credit determination will be made by the student's teacher, per the policies outlined in their class syllabus.

Academic Honor Roll: Pioneer Middle school uses A, B, C, D, and F to measure academic progress. These grades represent the following standards: A - Excellent, B - Good, C - Average, D - Below Average, and F - Failure.

Grades are also given in citizenship. The grades of SE, SM, SN are used. These grades represent the following standards: SE- Standard Exceeded, SM- Standard Met, SN-Standard Not Met

An honor roll will be posted at the end of each trimester for the middle school. The honor roll will consist of three levels:

- | | |
|---------|--|
| Bronze: | Students with a grade point average of 3.0 to a 3.49, no grade lower than a "C", and minimum citizenship grades of "SM". |
| Silver: | Students with a grade point average of 3.5 to a 3.99, no grade lower than a "C", and minimum citizenship grades of "SM" |
| Gold: | Students with a grade point average of 4.0 and minimum citizenship grades of "SM." |

Because of the importance of good citizenship for Pioneer students, students with a citizenship grade of "SN" will be disqualified from the honor roll. Citizenship marks are at the discretion of each teacher and based upon that teacher's evaluation of the student's citizenship.

Valedictorian/Salutatorian Recognition: Valedictorian/Salutatorian recognition will be awarded to the top 8th grade students of the graduating class based on the cumulative grade point average from grades 6-8. Class standing will be computed based on a 4-point scale in all classes in which a letter grade is recorded. Valedictorian recognition will be awarded to the highest cumulative grade point average; Salutatorian recognition will be awarded to the second highest cumulative grade point average.

Classes

Electives/Exploration Courses

Pioneer Middle School is committed to allowing all students to experience a variety of electives and exploratory classes as well as provide necessary interventions during the school day. Our elective and exploratory courses will prepare students in making a more knowledgeable selection of their high school classes and pathways, and our intervention classes will accelerate student progress towards grade level standards. Since Pioneer Middle School offers 7 periods in a day, students have the opportunity to experience two of these courses. Please note elective offerings change year to year.

Exploratory courses

These classes are grade level specific and offer an opportunity for our middle school students to be exposed to subject matter possibly outside of their normal area of interest. The objective is to develop new personal interests and possible career choices later in life. As a component of our Gold Ribbon and Exemplary Arts status, students will be exposed to and placed into the following courses by grade level unless the student requires two electives classes based on program:

6th Grade

- Enrichment Elective Wheel
 - Potentially Consisting of the following courses: Geography, Creative Writing, Research and Inquiry, and Reading
- Advisory
 - ELA and Math Support
 - Study Skills and SEL

7th Grade

- Introduction to Art
- STEM 7 & Media Arts
- Intro to Health Science Careers

8th Grade

- Health Science Careers
- Society Simulation
- STEM 8
- Media Arts

Elective Courses

These classes are student selected courses based on area of interest. Some of these courses require an application process or teacher placement based on a prerequisite class or experience. Electives classes offered at Pioneer MS may include, please note elective options may change based on teacher availability and credentialing requirements:

- Concert Band
- Symphonic Band
- Advanced Art (8th grade only art prerequisite)
- Leadership (Applications available in the Spring)
- Yearbook (Applications available in the Spring)
- Teacher's Assistant (Applications available in the Spring)
- Office/Library Assistant (Applications available in the Spring)

Intervention Courses: These classes are designed for students not yet proficient in meeting grade level reading or math standards. Based on state and districtwide assessment data, as well as teacher input using on observation and grades, students will be placed in one of the following classes rather than an elective or exploratory course for one period:

- Math Support
- RSP Academic Support
- English Language Development

Physical Education: All students grades 6-8 are required to take PE. All students will have PE on a daily basis. For health reasons students will not be allowed to wear school clothes while participating in PE. Students must wear either the Pioneer Middle School PE uniform or a solid grey shirt and black or grey shorts. Students opting to wear a solid grey shirt and black or grey shorts must ensure these items comply with the Pioneer Middle School Dress Code. Optional gear can include a sweatshirt and/or sweatpants in solid grey or black, or the Pioneer Middle School sweatshirt/pants. This is to provide comfort during cold weather months. Students must take their clothes home on Friday and bring them back clean on Monday. PE Clothes can be purchased during the walk-through in August for before school or during break once school is in session. Athletic shoes are also required. For more information, please see the PE syllabus.

Grading/Infinite Campus Parent Portal: Students will receive reports cards at the end of each trimester and progress reports half way through each trimester. Parents are asked to review the progress report or report card and sign and return the document. In addition, students and parents are encouraged to monitor their student's grades via the Infinite Campus Student/Parent Portal, a link is provided on the school website. Parents wishing to create an account will need an email address on file, please contact our office for more information.

MTSS- Multi-Tiered Systems of Support: Pioneer Middle School is committed to ensuring that each student achieves success both academically and behaviorally. MTSS is a process of systematically documenting a student's academic and/or behavior performance as well as the implementation of supports to aid the student in achieving academic and/or behavior success. A range of academic and/or behavioral interventions (before, during and/or after school) may be implemented based on demonstrated levels of need. Progress is monitored periodically so that informed decisions can be made to best meet the needs of student.

Parent Conferences: A conference between the teacher, parent, and student will be scheduled during 1st Trimester for those students selected by staff. This gives the teacher a chance to discuss the student's progress and provides parents an opportunity to ask questions. In addition, a conference with a teacher may be requested at any time by contacting the teacher or the Administration. Should you require additional accommodations for a conference please contact our office.

Retention Policy: When a student is recommended for retention or is identified as being at risk for retention, the Superintendent or designee shall offer an appropriate program of remedial instruction to assist the student in meeting grade-level expectations. (Education Code 48070.5, BP 5123)

Schedule Changes: Schedule changes will be made during the first two weeks of the school year ONLY. Parents or students may request a schedule change by completing a Schedule Change Request form. **Schedule changes requesting a specific teacher or specific class period will not be honored in accordance with District policy.**

Student Records: Your child's records are treated as confidential and will not be released to anyone except the parent without written permission, except in the following cases:

1. School officials or teachers within the district who have a legitimate educational need for the information.
2. State or Federal officials who are required to have the information by law.
3. When information is needed to protect the health and/or safety of your child or another child.
4. To school officials within the state to which your child will transfer.
5. Directory information (name, address and phone, date and place of birth, participation in activities, dates of attendance, honors), will be released to responsible persons or agencies without written permission such as law enforcement, social services, and public health agencies. You may request that such directory information not be released without your consent by calling the school office.

Parents have the right to examine any records that pertain to their child. If you wish to examine your child's records, call the school and make an appointment with the principal. If you feel that part of your child's record is inaccurate or misleading, you may ask the principal to review it for possible removal or correction. If you wish to have copies of any part of your child's record, you may request them. You will be charged a small fee for the duplication.

Withdrawal Process: In the event that your student will be withdrawing from Pioneer Middle School, please notify the office immediately. All textbooks and checked out materials/supplies must be turned in prior to receiving final grades and the withdrawal slip. Parents are requested to provide a forwarding address as well as a next school of enrollment upon withdrawal.

Activities

Student Government: ASB is a place for students who want to make Pioneer Middle School the best it can be for themselves and their fellow students. ASB consists of a student council as per the ASB bylaws which is available through the site Activity Director/ASB Advisory. To be eligible one must be in good academic and citizenship standing, and be a current leadership student. Students elected will serve for the entire school year. Leadership class placements are conducted via a selection application and interview process the spring prior to the current school. Due to the highly competitive nature of this program new enrollments are not eligible for this program, unless they were previously enrolled in an ASB/Leadership class.

Student Body Days: Periodically, special school times are scheduled for Spirit Weeks, rallies, and other events hosted by the Student Council. All students are encouraged to show their school spirit on these days and all game days by wearing school colors. Student Body Days will be announced through the Weekly Bulletin.

Dances: All dances will be chaperoned school employees and parents if additional chaperones are needed. School staff has the right to call the parents of any student whose behavior is inappropriate, and send the student home. No student may return to a dance once he/she leaves.

Rules for Dances

1. Dances are restricted to Pioneer Middle School students from grades sixth through eighth grade.
2. Pioneer Dress Code will be enforced at all dances.
3. Students must bring their ID card.
4. Students must arrive and be inside the dance location within 15 minutes of the advertised start time.
5. Students meet positive behavior expectations to attend, students who do not meet the behavior expectations will not be allowed to attend the dance.
6. Cell phones are NOT permitted at dances

California Junior Scholarship Federation (CJSF): CJSF is a state-wide honor society recognized by companies and institutions that award scholarships. Pioneer Middle School has formed a chapter of California Junior Scholarship Federation (CJSF). It is an honor service club to which one, who qualifies, must apply. CJSF membership is open to 7th & 8th grade students who qualify, based on academic performance. Students who are accepted into CJSF are expected to maintain academic excellence while participating in community service activities. Students who fail to complete the required community service requirements for CJSF will not be eligible for CJSF Life Membership. Students wishing to apply to CJSF must submit a completed application by the advertised due date, which is provided to students via the daily morning announcements. Please note no late applications will be accepted.

Commencement Ceremony/ End of Year Activities

Academic: Students must maintain an average grade point average (GPA) of 2.0 in grades 6-8 to participate in both the Commencement Ceremony and End of Year Activities (including 8th Grade Awards Ceremony and Wild Waters).

Attendance: Students must maintain 90% attendance to participate in the Commencement Ceremony and End of Year activities. Tardies and absences will count against the 90%, unless verified with documentation from a health care provider.

Citizenship: Students must demonstrate positive citizenship to participate in the Commencement Ceremony and End of Year Activities. Students with multiple discipline referrals may not be allowed to participate in these activities. In addition, students who are suspended within the last 20 days of school will also be excluded from these activities.

8th Grade Awards Ceremony and Commencement Ceremony Dress Code

The Pioneer Middle School dress code will be strictly enforced at both events. Casual dress (t-shirts) is not appropriate attire for these occasions. All dresses must have two straps measuring 2 inches in width, strapless, sheer mid-drift, two pieces, halter dresses, or open back dresses are not permitted, and dresses may be no shorter than mid-thigh. During the Commencement ceremony students will wear caps and gowns. Students may not wear any additional items that were not provided by Pioneer Middle School and caps and gowns may not be decorated. Appropriate clothing for these events includes: dresses, skirts, blouses, collared shirts, slacks, dark denim or rompers. Shorts, leggings, t-shirts, are not acceptable attire. Students who fail to adhere to this dress code will not be eligible to participate.

Field Trips: Field trips are limited at Pioneer Middle School, and are typically part of a specialized program, i.e. band, yearbook, ASB. Field trips are always chaperoned by your teachers and a number of other adults. Chaperones must have a current volunteer packet and include fingerprint clearance, and verification of TB Skin Test, this must be completed two weeks prior to the event. In addition, chaperones are asked to ride the school bus so they may provide supervision during the entire trip. All students must still ride on the bus, even if the parent is driving his/her own car. At the conclusion of a trip, parents may, upon checking with the teacher in charge, take their own child home in their private vehicle. Parents may not transport another person's child without prior approval from school administration and written permission from the parent.

Athletics

League information: Pioneer Middle School participates in the Sequoia Athletic League

Pioneer Middle School supports extracurricular sports and believes in the benefits they provide to students. Athletics are open for 6th, 7th, and 8th grade students. Chief among these benefits is the cultivation of sportsmanship and the encouragement of a competitive spirit. Winning is not paramount, but is the usual purpose of competitive sports, and is subscribed to by the district.

The school fields teams for both boys and girls in several sports. Most Games and practices are normally held on Mondays thru Thursdays from 3:30 through 5:30, with an occasional tournament on Saturdays. The team coach is in charge of the team during all practices and games. Substitution is the sole responsibility of the head coach or his designee. Considerations for substitution will include attitude, training, and the status of the contest.

Students who participate in extracurricular sports represent Pioneer Middle School, and must therefore keep the highest standards of sportsmanship and good conduct. Students breaking this code will be immediately withdrawn from the contest and if warranted, from the team. To participate in extracurricular sports students must maintain academic and conduct eligibility.

Eligibility: To be eligible to participate in Extra-curricular activities students must maintain a 2.43 grade point average. Eligibility will be monitored at minimum during progress reporting and the end of the trimesters. Students failing to maintain a 2.43 GPA will not be allowed to participate in extra-curricular activities. Parents will be notified by the administration should their student be removed from a team due to academic ineligibility. In addition, a student's eligibility for participation in extracurricular and co-curricular activities may be revoked or result in a loss of privilege due to poor citizenship. (BP 6145)

Equipment/uniforms: Students will be given uniforms to be returned at the end of the season. Students who have not returned a uniform from a prior season will not be issued a uniform for the upcoming season until the prior uniform has been returned. Large bags and sports equipment should be stored in the designated area in front of student services. Students who return the uniform damaged or dirty will be charged a cleaning fee or replacement fee, as determined by the Athletic Director or Principal.

Rules of Conduct: Parents and Students will be required to sign a “Rules of Conduct” contract prior to participating in any sport as per the Sequoia Athletic League.

Quitting: If an athlete quits/is dropped from a sport for disciplinary reasons prior to the end of a season, she/he will not be allowed to participate in another sport until the first team’s season is completed unless the Athletic Director/Administration gives permission after consulting with the original coach and site Administration.

Fighting: Any athlete involved in fighting with another athlete or a student (from his own or an opposing team) will be subject to the following discipline action: Possible suspension/expulsion from the team and referred to administration for discipline.

Absences on Game Day and/or Practice: Students shall not participate in a game during or after school if, on the day of the game, they:

1. Have a medical excuse that prevents participation.
2. Are absent any portion of the school day other than for official school business or a valid reason (validity of a reason to be decided by administration). Students/parents should notify the school of the circumstances, in advance of the absence.

Pioneer Middle School Competitive Athletic Teams

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Boys/Girls Cross Country	Boys/Girls Basketball	Boys/Girls Track
Boys Flag Football	Boys/Girls Soccer	Boys Baseball
Girls Volleyball		Girls Softball

Please note that due to COVID-19 there may be additional safety guidelines for athletics, that information will be provided to students and parents via the Athletic Participation Packet.

Attendance

The School Day: The school day for grades sixth through eighth starts at 8:20 AM and ends at 3:10 PM. Students are not permitted on campus before 7:30 AM. On Wednesday Middle School students are dismissed at 2:10 PM.

Absence Verification: Attendance is taken each period for all students. Parents are to call the attendance office on the day of the absence to verify the reason for the absence. Parents are requested to clear absences no later than the following day (before 10:00 AM).

Absences will be excused for the following reasons:

1. Personal illness including absences for the benefit of the student's mental or behavioral health
2. Quarantine under the direction of a county or city health office
3. Medical, dental, optometric, or chiropractic service or appointment
4. Attendance at funeral services for a member of the student's immediate family. Such absence shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state (Education Code 48205)
5. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to:
 - a. Appearance in court
 - b. Attendance at a funeral service
 - c. Observance of a holiday, religious or ceremony
 - d. Attendance at religious retreats for no more than four hours per semester
6. To spend time with an immediate family member who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment. Such absence shall be granted for a period of time to be determined at the discretion of the Superintendent or designee. (Education Code 48205)
7. Attendance at the student's naturalization ceremony to become a United States citizen.
8. Participation in a cultural ceremony or event which relates to the habits, practices, beliefs, and traditions of a certain group of people (Education Code 48205)
9. Participation in religious exercises or to receive moral and religious instruction at the student's place of worship or other suitable place away from school (Education Code 46014)

Method of Absence Verification

Attendance is taken each period for all students. Parents are to call the attendance office on the day of the absence to verify the reason for the absence (584-0112 Ext 2107 or pmsattendance@pueds.net) Parents are requested to clear absences no later than the following day (before 10:00 AM). The following methods may be used to verify student absences:

1. Written note, fax, email, or voice mail from parent/guardian or parent representative.
 - a. 559-584-0112 Ext 2107 or pmsattendance@pueds.net
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
 - a. Name of student
 - b. Name of parent/guardian or parent representative
 - c. Name of verifying employee
 - d. Date(s) of absence
 - e. Reason for absence
3. Visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated. The employee shall document the verification and include the information specified in #2 above.
4. Physician's verification.

When a student has had 6 absences in the school year verified by methods listed in #1-3 above, district staff will require further verification of absences specific to the reason for the absence, including but not limited to:

- a) **verification of services rendered by a licensed health or behavioral health care provider**
- b) **verification by a recognized official of the student's religion or other valid verification of participation in a religious ceremony or instruction**

If verification is not provided, the absence will be marked UNEXCUSED, which will trigger the SARB policy.

Verification of an excusable absence must be received within three school-days from the day of the absence. If the verification is not received within three days, the absence will be recorded as an unexcused absence. For purposes of this section, three school days shall include the first day of the absence and two subsequent school days. Students who are tardy in excess of thirty (30) minutes without a valid excuse or absent for three days in one school year without a valid excuse are considered truant per Education Code Section 48260

Checking your child out of school: Students must be checked out by a parent/guardian or person listed as an Emergency Contact. The individual signing them out must appear in person with a photo ID, before leaving. Please note students will not be released from class until the individual signing them out is physically present in the office.

For more information on student absences, see Board Policy/Administrative Regulation 5113 which can be found on the Pioneer UESD District website

School Attendance Review Board (SARB): When necessary, the student may be referred to a school attendance review board (SARB) program for unexcused absences or truancy. The purpose of this board is to intervene and meet the special needs of pupils with school attendance problems and/or school behavior problems. They may also make decisions about students who are habitually truant and/or have attendance issues. If a pattern of absences is established, you will receive SARB notifications, by mail and or in person and may be referred to the SARB board.

Tardy/Passport Policy: Students are expected to be in class on time and prepared to learn. All students are issued a Panther P5 Passport at the beginning of the school year as a means of keeping students accountable for time out of class as well as tardies. Each student is expected to keep the Panther P5 Passport available at all times in their possession. The student's name must be written on the Passport. Whenever the student needs to leave class, the event is documented on the Panther P5 Passport, and is signed by a teacher or other school official. Parents may examine their student's Panther P5 Passport to review the frequency of trips out of the classroom (nurse, office, restroom, etc.). If a student loses their passport/or fills the available tardy or hall pass markers a new one may be obtained at Student Services and the appropriate consequences and tardies will be applied.

1. **First Offense-** Warning, Parent Notification, Student Note
2. **Second Offense-** Parent Notification, Referral Issued, Break Detention Issued, Student Note
3. **Third Offense-** Parent Notification, Referral Issued, Lunch Detention Issue, Student Note
4. **Subsequent Offenses-** Parent Meeting, Referral issued, Student note, Lunch Detention x 2 days. In addition, there may be an additional appropriate consequence given for the referral.

Discipline

Students referred for violations of school policies are subject to various penalties, the selection of which depends largely upon the nature of the violation and the student's history of previous violations.

Alcohol and Drug Policy: Any student who has unlawfully possessed, used, sold, or otherwise furnished or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind, while on school grounds, to /from school and or school activities, during lunch (on or off campus) can, after due process, be suspended, or expelled. During the suspension, a student-parent administrator conference will be scheduled. (Ed Code 48900)

Bullying: "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act. (Ed code 48900.2) Pioneer Middle School various resources to confront and eliminate bullying on our campus. Our Community Classroom Program is designed to improve peer relations and make schools safer, more positive places for students to learn and grow. Currently the Second Step curriculum is utilized for the Community Classroom program. Students are encouraged to report all incidents to staff or administration. Students may also access our confidential online bully reporting form at: <https://forms.gle/ED1wjq8AFz65iB69A>

Cyberbullying: This includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. (BP 5131.2) Cyberbullying by means of an electronic act originated on or off the school site includes but is not limited to a message, text, sound, or image, post on an Internet Web site, creating a burn page and creating a false profile. (Ed code 48900.2)

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations. (BP 5131.2)

Students are encouraged to report such incidences to staff and administration. Students may also access our confidential online bully reporting form at: <https://tinyurl.com/y35wun2j>

ACADEMIC HONESTY AND THE USE OF ARTIFICIAL INTELLIGENCE

Students are expected to act with integrity, respect their own intellectual and creative work as well as that of others, acknowledge sources consistently and completely, and act honestly during exams and on assignments. Academic honesty requires that students produce work that is their own work. In contrast, academic dishonesty is a student's attempt to claim work that he or she did not solely produce, and/or to mislead as to their skills.

Academic dishonesty includes, but is not limited to:

- Communicating with another student during an exam
- Copying material during an exam, allowing another student to copy from their exam paper
- Using unauthorized notes or devices without explicit teacher permission
- Submitting falsified information for grading purposes
- Submitting work written by another person or generated via Artificial Intelligence (AI) technology (except as outlined below)
- Submitting work written by the student for another assignment without the instructor's knowledge or consent (self-plagiarism)
- Copying another person's assignment(s), allowing another student to copy his or her assignment
- Failing to acknowledge paraphrased materials via textual attribution properly, footnotes, endnotes, and/or a bibliography.
- Making up data for an experiment
- Citing nonexistent sources (articles, books, etc.)
- Taking a photo of an exam

Artificial Intelligence (AI) can have potential benefits on student learning. However, AI shall not impede the acquisition of, or replace the student's ability to, demonstrate mastery of grade level standards and skills.

Therefore, use of AI will be permitted under the following conditions:

- AI shall only be used by students under the explicit permission and direction of their assigned teacher/s
- Use of AI shall be limited to only those assignments/projects where explicit permission has been given
- If AI is used to complete an assignment/project, the source must be cited. Submitting AI generated content as a substitute for original student work will be considered plagiarism.

Academic Honesty Policy: Cheating is obtaining or providing help on an assignment that is to be completed solely by the student, this includes plagiarizing work from the Internet or any other written source. This definition applies to tests, individual projects, research, homework, and any other school/class work.

1. **First Offense**, Parent notification, zero on assignment or an alternative assignment may be assigned at the discretion of the teacher.
2. **Second Offense**, Parent notification, zero on assignment or an alternative assignment may be assigned at the discretion of the teacher, student referred to Administration with Discipline Referral.
3. **Third and Subsequent Offenses**, Parent notification, zero on assignment or an alternative assignment may be assigned at the discretion of the teacher, student referred to Administration with Discipline Referral.

Administration may bypass steps for the First Offense if necessary.

Non Discrimination/Harassment Policy: (BP 5145.3)The Board prohibits, at any district school or school activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

Prohibited discrimination, harassment, intimidation, or bullying includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above that is so severe or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities. The Board also prohibits any form of retaliation against any student who files a complaint or report regarding an incident of discrimination, harassment, intimidation, or bullying. This policy shall apply to all acts related to school activity or to school attendance occurring within a district school. (Ed Code 234.1)

Hate Violence is not allowed. Hate violence is the use or threat of force to willfully injure, intimidate, interfere with, oppress or threaten the rights of another person; or to knowingly deface, damage or destroy the property of another person to intimidate or interfere with the rights of that person, because of his/her race, color, religion, ancestry, national origin, disability, gender or sexual orientation.

Public Display of Affection (PDA): Students shall refrain from any Public Display of Affection (PDA) during school hours and at school sponsored events. PDA may include, hugging, holding hands, or kissing. These types of displays are not appropriate at school and therefore should be refrained from. Students who engage in this behavior will be issued a referral with appropriate consequences.

Racism: No ethnic teasing, slurs, or derogatory language related to a person's race, religion or ethnic origin will be tolerated. Such behavior is an assault on the dignity and worth of every individual. Racist behavior is considered to be a serious breach of the Discipline Policy.

Sexual Harassment: Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors and/or other verbal, visual or physical conduct of a sexual nature. Any student who feels she/he is the victim of harassment must notify a teacher or administrator. The student will be asked to provide a written statement.

Suspension/Expulsion: If you commit one of the offenses listed below, you may be suspended or expelled from school immediately, even upon a first offense. The offenses all involve the violation of one or more provisions of state law. (C.C. Sect. 48900, 48901 (a)).

1. Causing or threatening to cause physical injury to another person
2. Possession of a firearm, knife, explosive or other dangerous object
3. Possession, use, sale, furnish, or under the influence of a controlled substance
4. Possession, use, sale, or furnish unauthorized medication; either prescription or over-the-counter
5. Robbery or extortion
6. Damaging or attempting to damage school or private property
7. Stealing or attempting to steal school or private property or receiving stolen property
8. Possession or use of tobacco, e-cigarettes, or any other product containing nicotine
9. Committing an obscene act, engaging in habitual profanity or vulgarity
10. Unlawful possession or sale of drug paraphernalia

Suspension of Students: Student will be subject to suspension for reasons referred to in EC 48900.

Students will not be suspended for more than five days for any single infraction unless extended by the Superintendent pending expulsion proceedings. In most cases, suspension will not be imposed unless other remedies to correct misbehavior have been tried. Students who are suspended are not eligible to compete during the suspension, including on the weekend if the time of the suspension covers the weekend (i.e. a two-day suspension beginning on Friday and ending on Monday). Students who are suspended from school are not to be at school or school activities on the day(s) of suspension. Class work missed while the student is suspended may not be allowed to be made up. (Each teacher determines whether students on suspension may be allowed to make up missed work.)

In the following cases, students will be suspended immediately: fighting, hazing, under the influence or possession of alcohol, under the influence or possession of drugs and paraphernalia, theft of school or personal property, sexual harassment or obscene behavior, gang apparel/gang activity, possession of a dangerous object or weapon.

Expulsion Students will be subject to expulsion from Pioneer Middle School for the remainder of the semester plus the semester following for acts referred to in EC 48900. Students expelled by the School Board will still be required to attend school until they reach 18 years of age, and therefore will be referred to Community School in Hanford to continue their education, unless they are admitted to another school. Expulsion will be recommended for: possession of any type of firearm, brandishing a weapon during a fight, or threatening harm with a weapon, possession or threat involving any explosive or incendiary device, sale of or offering for sale of a controlled substance, assault on or threatening harm to a school employee, possession of an explosive.

EDUCATION CODE SECTION 48900 - 48927

48900 A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person. (2) Willfully used force or violence upon the person of another, except in self-defense.

- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the Principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school property or private property.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- (r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
- (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following: (1) While on school grounds. (2) While going to or coming from school. (3) During the lunch period whether on or off the campus. (4) During, or while going to or coming from, a school sponsored activity.

- (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- (u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.
- (v) A superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section. (w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

Smoking / Tobacco / Nicotine/ Vaping: Students possessing or using tobacco or nicotine products may be suspended from school for a minimum of one day. Nicotine products include but are not limited to, cigarettes, e-cigarettes, vapor pens, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, and chew packets. Adults are also prohibited from using tobacco at school. This restriction is in effect at all times, including during evenings and weekends.

Positive Behavior Intervention Systems (PBIS)

PBIS is a framework or approach for assisting school personnel in adopting and organizing evidence-based behavioral interventions into an integrated continuum that enhances academic and social behavior outcomes for all students. Effective classroom management and preventive school discipline are essential for supporting teaching and learning. At Pioneer Middle School we adhere to the P5: Positive, Productive, Prepared, Prompt and Polite.

Behavior expectations are posted throughout the campus and in the classrooms to further support students in engaging in positive behaviors.

P5 Classroom Expectations

- | | |
|----------|---|
| Prompt | <ul style="list-style-type: none"> • Be in your seat at the bell. • Have your planner out and ready to use. • Turn in assignments on time. • Quickly transition from one activity to another. • Wait for teacher dismissal after the bell. |
| Prepared | <ul style="list-style-type: none"> • Go directly to next class, using restroom without delay. • Have all materials ready to go every day. • Be mentally ready to learn. • Have a full night's sleep. • Be in dress code. • Have your homework out and finished. |
| Positive | <ul style="list-style-type: none"> • Put your backpack under the desk on or the back of the chair. • Smile! • Look for the good in every situation. • Be willing to try new activities. • Show enthusiasm for learning. • Encourage others to do their best. • Consider others feelings and needs. |
| Polite | <ul style="list-style-type: none"> • Use kind and encouraging words. • Treat others the way you would want to be treated. |

Productive

- Say please and thank you.
- Know when it is time to talk and time to listen.
- Speak using appropriate volume for the task.
- Raise your hand and wait to be called on.
- Be patient
- Push in your chair once dismissed.
- Keep the floor below your desk clean.
- Stand in a quiet straight line while waiting to enter the classroom.
- Follow procedures when entering and exiting the classroom.
- Engage in your learning.
- Complete all assignments.
- Listen and follow directions
- Stay on tasking during group and independent work.
- Collaborate with others and be accountable for your part as well as the groups' part of the assignment.

In an effort to support the PBIS model, minor behavior incidents will be handled in class via a progressive positive behavior model. Students will be provided one formal warning before they are required to “sign in”. Students who are “signed in” will complete a reflection, which will be mailed home, teachers will also contact parents in the event of a formal sign in. Formal sign-ins will result in loss of PBIS privileges; subsequent “sign-ins” will may result in additional consequences including break, lunch, and afterschool detention, as well as implementation of tiered behavior support systems. Some examples of these tiered support systems may include, CICO (Check in Check out), Up stander Academy, Hands Off Academy, or Wraparound. These support systems will be mandatory interventions for those identified students. Student identification for services will be based on behavior data collected over a course of three weeks.

Major behavior incidents will be handled by the Administration. These may include the following infractions, bus violations, fighting, cheating, damage to school property, harassment, bullying, defiance of authority, repeatedly failing to follow a school rule, stealing/theft, and profanity. Consequences for these behaviors may include but are not limited to the following: referral, conference with student and parent, detention, suspension, behavior contract, restorative justice contract. Consequences for these infractions are at the discretion of the school administration and may include detention, P5 Academy, and/or suspension.

School Resource Officer: Currently, Pioneer Union Elementary School District contracts with the Hanford Police Department to provide a School Resource Officer for all three sites. The role of the School Resource Officer is to provide law enforcement services to the schools, be a positive role model, prevent juvenile delinquency by having positive interaction with students, be a visible presence within the school community, attend/participate in school functions, maintain a close partnership with school administrators, assist school administrators in emergency crisis planning and building security matters, walk/patrol the campuses, assisting teachers or administrators with projects/issues, investigating crimes, conducting traffic enforcement, monitoring recesses and lunch breaks, conducting home visits (address verifications and SARB), giving class presentations, and helping with school functions/ events. The School Resource Officer is NOT the disciplinarian or primary person for all day to day school incidents. Typically, each school site should first try to intervene and resolve

the issue prior to law enforcement getting involved. While we work together, schools follow Ed Code and the SRO follows penal code.

Electronic Devices: Students may carry cell phones on school grounds, but these devices are **not to be seen, heard or cause a disruption during the school day or activities**. Students are not allowed to have these devices in their pockets, they must be stowed in their backpack, while on school grounds. Students are not to leave class to take or make a call, text, or leave a voicemail. Students are not allowed to take devices out on the yard, cafeteria, PE, Computer lab and so forth. Students may not have these items out while on campus, this includes before or after school. Students may use cell phones once they have exited the school gates. All other electronic devices; (smart watches, Air Pods, CD players, mp3 players, iPods etc.), are **prohibited** at school. Usage of social media, taking pictures or videos during the school day is **prohibited**. PUESD will not replace or be responsible for any broken or stolen devices.

Students shall not use smartphones or other mobile communication devices, including listening and recording devices, while at a school site or under the control or supervision of a district employee (Policy 5131.8)

Violation of such rules will result in confiscation of the device. If an electronic device has been confiscated by the administration (staff because teachers and instructional aides confiscate devices as well) the following will be the return procedure:

1. **First Offense**, Parent will be called, staff will review the cell phone policy with the student, add to student notes and the student will be allowed to pick up after-school from office staff or administration.
2. **Second Offense**, Parent will be called, cell phone policy will be reviewed with the student, add to student notes and a referral will be issued. The student will be allowed to pick up after-school from office staff or administration.
3. **Third Offense**, Parent will be called to come by after-school and pick up the device. Conference with student and administration, referral issued and break detention.
4. **Fourth Offense and Subsequent Offenses**, Parent will be called to come by after-school and pick up the device. Conference with student and administration, referral issued and lunch detention. In addition, there may be an additional appropriate consequence given for the referral.

The school cannot be responsible for loss or damage of personal property. Any items not picked up by the Friday after the school year is completed will be donated to charity.

Chewing Gum on Campus: Per district policy, students are prohibited from chewing gum on campus. The following will be implemented should students engage in chewing gum on campus.

1. **First Offense**, Student issued warning, student counseled on policy, parent notification.
2. **Second Offense**, Parent will be called, student counseled on policy, referral issued.
3. **Third and Subsequent Offenses**, Parent will be called, referral issued and lunch detention issued. In addition, there may be an additional appropriate consequence given for the referral.

Dress Code: The Pioneer Union Elementary School District is committed to establishing a positive educational atmosphere in class, on campus, and at school-sponsored events. The Dress and Grooming Policy represents this commitment and applies to all students. The following guidelines are intended to define appropriate student attire and personal grooming at school and school-related activities.

Any apparel, hairstyle, cosmetic or jewelry, even if not specifically mentioned below, that creates a safety concern, draws undue attention to the wearer, tends to distract from the educational process, or causes disturbances among the other students, or is considered gang related cannot be worn at school or at school-related activities. PUESD Board policy regarding dress and grooming states:

In cooperation with teachers, students and parents/guardians, the principal or designee shall establish school rules governing student dress and grooming which are consistent with law, Board of Trustees policy and administrative regulations. These school dress codes shall be regularly reviewed.

Each school shall allow students to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. (Education Code 35183.5)

School officials may prohibit any apparel, accessory, hairstyle or cosmetic, etc., even if not specifically mentioned in this regulation, that:

1. Creates a safety concern
2. Draws undue attention to the wearer
3. Detracts from the learning process
4. Causes a disturbance
5. Is considered gang related

In addition, the following guidelines shall apply to all regular school activities:

1. Shoes must be worn at all times. Sandals must have heel straps. Thongs or backless shoes or sandals are not acceptable. Military style boots, steel toes, cleats, slippers, shoes with rollers, and high heels are prohibited. **Crocs are prohibited.**
2. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice.
3. Headwear other than hats, caps and visors will not be allowed at school. Hats, caps and visors must be removed in the classrooms, offices or other school facilities. Knit caps and the hood of a sweatshirt may be worn outdoors if the ambient temperature is sixty degrees or lower.
4. Clothes shall be sufficient to conceal undergarments at all times. See-through fabric, halter tops, off-the-shoulder, and spaghetti straps are prohibited. Shorts, shirts and dresses, can be no shorter than the level where the student's closed fist strikes the thigh when standing with arms straight down and at their side with shoulders relaxed. Holes in clothing may not be above this measurement. Clothing that becomes revealing to the midriff, pubic area, buttocks, or chest when standing, sitting, or moving is prohibited.
5. Physical education clothing may not be worn in classes other than physical education. In addition, administration may deem it as an alternative solution for a dress code violation.
6. Earrings must be small and worn in ears. Body piercings are limited to studs.

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code 49066)

In addition, students shall refrain from writing on their body while at school. Student who engage in this activity will be asked to wash the writing off, if it is not able to be removed parents will be notified.

1. **First Offense-** Student issued warning, student counseled on policy, policy guidelines sent home with student, parent notification.
2. **Second Offense-** Student issued warning, student counseled on policy, policy guidelines sent home with student, parent notification.

3. **Third Offense-** Student issued referral. call parents for change of clothes, lunch detention issued. In addition, there may be an additional appropriate consequence given for the referral

Exemption to Dress and Grooming Policy

Religious beliefs or medical requirements may be grounds for exemption to a specific portion of the Dress and Grooming Policy. A request for an exemption from enforcement of a specific portion of the policy may be submitted in advance to the Principal.

Food Service

Breakfast and Lunch Programs

Pioneer Union Elementary School District offers a Breakfast program and a Hot Lunch program at all three of its campuses. Both breakfast and lunch are available for all students which includes a choice of milk. Breakfast is served every morning starting at 7:30 a.m. A different entree item is offered each day, along with fruit, 100% fruit juice, and a choice of milk. You will find breakfast listed above each day's lunch menu on both the monthly menu and weekly bulletin.

The Food Service Department uses an "Offer versus Serve" system for all students. This means that students may choose from any of the items available during breakfast or lunch, taking the items they wish. At the minimum, students must take three of the four meal components offered for breakfast and three of the five meal components offered for lunch. One of the choices **MUST** be a ½ cup of fruit and or ½ cup of vegetables. Milk is available for cold lunch students and one additional milk may be purchased at lunch only for \$0.50.

Meal Accounts

Each student is issued a cafeteria code number upon enrolling into the district. The student is required to enter their code when they wish to receive a breakfast or lunch meal. During lunch only, cold lunch milk and one additional milk can be deducted from the students account if they have funds available. Payments can be made online through MyPaymentsPlus, dropped off in the payment drop box located in the school office, or turned into the student's teacher first thing in the morning to expedite the lunch line. Current prices are as follows:

Milk Price - \$0.50

Adult - \$6.00

Remaining Meal Account Funds

Any balance remaining on an **exiting free** or **reduced-priced** student's account will be automatically refunded.

Parents/Guardians of a **full pay** student may request a refund, to transfer funds to a sibling, or donate remaining balance any time during the year.

Cafeteria Clerks will attempt to contact a parent/guardian of all **exiting** or **graduating paid** students with a balance \$5.00 or less to see if they would like a refund, to transfer funds to a sibling, or donate funds to the cafeteria. The Cafeteria Clerks will note on the Withdrawal Slip which option has been made. The cafeteria clerk will attempt to contact the parent/guardian twice and record the date, time, and name of the person contacted. Should the parent not respond within five business days of the last phone call, the balance shall be transferred to the cafeteria fund as a donation.

Notice of Free and Reduced Meal Prices

(E.C. sections 49510-49520; 42 U.S.C. 1758 and 1773)

Your child may be eligible for free or reduced meal prices. The application form and related information will be distributed to all parents at the beginning of each school year. Applications are also available from the Cafeteria Clerks or on the website.

Earned Income Tax Credit Information Act

(California Revenue and Taxation Code (RTC) Section 19853(b))

Based on your annual earnings, you may be eligible to receive the Earned Income Tax Credit from the Federal Government (Federal EITC). The Federal EITC is a refundable federal income tax credit for low-income working individuals and families. The Federal EITC has no effect on certain welfare benefits. In most cases, Federal EITC payments will not be used to determine eligibility for Medicaid, Supplemental Security Income, food stamps, low-income housing, or most Temporary Assistance for Needy Families payments. Even if you do not owe federal taxes, you must file a federal tax return to receive the Federal EITC. Be sure to fill out the Federal EITC form in the Federal Income Tax Return Booklet. For information regarding your eligibility to receive the Federal EITC, including information on how to obtain the Internal Revenue Service (IRS) Notice 797 or any other necessary forms and instructions, contact the IRS by calling 1-800-829-3676 or through its Web site at www.irs.gov. You may also be eligible to receive the California Earned Income Tax Credit (California EITC) starting with the calendar year 2015 tax year. The California EITC is a refundable state income tax credit for low-income working individuals and families. The California EITC is treated in the same manner as the Federal EITC and generally will not be used to determine eligibility for welfare benefits under California law. To claim the California EITC, even if you do not owe California taxes, you must file a California income tax return and complete and attach the California EITC Form (FTB 3514). For information on the availability of the credit eligibility requirements and how to obtain the necessary California forms and get help filing, contact the Franchise Tax Board at 1-800-852-5711 or through its Web site at www.ftb.ca.gov.

USDA Nondiscrimination Statement

U.S. Department of Agriculture (USDA) nondiscrimination statement for child nutrition program participants.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027 (PDF), found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to USDA by mail:

U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW, Mail Stop 9410 Washington, D.C. 20250-9410;

fax:

202-690-7442; or

email:

Program.Intake@usda.gov.

This institution is an equal opportunity provider.

Questions: Child Nutrition Programs (CNP) Complaints | cnpcomplaints@cde.ca.gov

Last Reviewed: Thursday, April 17, 2025

This institution is an equal opportunity provider.

Esta institución es un proveedor que ofrece igualdad de oportunidades.

Health Services

Air Quality: Our school participates in the American Lung Associations, school-based education and notification program on air pollution. We raise a colored flag next the school office each day to alert staff, students, parents, and the surrounding community of the air quality forecast.

- Green = good quality
- Yellow = moderate
 - Sensitive individuals should reduce prolonged outdoor activity
- Orange = unhealthy for sensitive groups of people
 - Sensitive individuals should avoid vigorous activity.
- Red = unhealthy
 - Sensitive individuals should be kept indoors
 - All others should reduce prolonged outdoor activity or vigorous activities.
- Purple = very unhealthy
 - Everyone should avoid outdoor activity

On days when the air quality is predicted to be unhealthy or very unhealthy, alternatives are made available to students to spend recess time indoors if they so choose. Activities such as PE that normally require outdoor physical exertion are also limited on those days.

Child Abuse: Section 11166 of the Penal Code requires any child care custodian, medical practitioner, non-medical practitioner, or employee of a child protective agency who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of a child abuse to report the known or suspected instance of child abuse to a child protective agency.

Emergency Contact Information: To ensure that the school is up-to-date with current contact information for parents/guardians/responsible adults, please complete and submit the Annual Update through your Campus Parent Portal. It is required that at least one other contact be added, in the event that you cannot be reached. If you do not have a Campus Parent Portal, please call the District Office at 585-2400. Please note, this annual update must be completed before your student's schedule is released to them, in addition, your student will not be able to participate in Walkthrough until the annual update is completed.

Medication at School: All student medication must be stored in Student Services. Upon parent request and with doctor instructions, students may be given medication by a school employee. Parents/guardians must provide:

- A written statement from the student's doctor detailing the method, amount and frequency of medication. The statement must include: Student's name, name of medication, dosage, method, length of time the medicine is to be taken, and a statement that the medication is required during school hours.
- A written statement from the parent/guardian must indicate a desire for the school to assist the student as set forth in the doctor's statement. Parents may be required to fill out an authorization form.

Parents/guardians must deliver medication to school in the original container/label. Prescription labels must include the patient's name, the physician's name and instructions.

Self-Medication: Students are only allowed to carry medication at school if the school receives a written doctor's statement that it is medically required and a parent request form is completed. Failure to follow directions, endangering self or others may result in suspension.

Library Services and Technology:

Chromebooks: Technology is deeply tied to the mission of the Pioneer Union Elementary School District. We believe in teaching the skills needed to be responsible, productive and resourceful citizens in both the physical and digital world. All students who are in grades 6-8 will have a Chromebook checked out to them at the beginning of the year. Chromebooks are to be kept charged and in good repair. In addition, students will be utilizing GAFE (Google Apps for Education) as an instructional tool only. A school email address will be provided for school related assignments only. Please see Chromebook agreement for more information. PUESD will purchase insurance for chromebooks, which will cover any accidental damage, however parent/guardians are responsible for any damages

to the device, that are the result of vandalism or misuse. In addition, parent/guardians are responsible for any damages loaner devices that are provided while student devices are out for repair. Students are expected to keep cases on their school issued devices and refrain from placing stickers or other personalization on these items, as they are borrowed district property. Students who do not comply with these expectations may receive a referral and appropriate consequences for technology violations.

Please note it is expected that students will bring their fully charged chromebooks and chargers to school daily. Should a student forget their chromebook or charger, NO LOANERS will be provided. Students will be directed to call home for these items as they are a necessity to be an active learner at school.

Google Apps for Education: All students will be assigned an email to be used for school business only. In addition, the school will be utilizing the various Google Apps for instructional purposes including, Google Drive, Google Calendar, Google Docs and Google Classroom. Students should not share their passwords with other students. For technical support please contact the computer technician at our site. Parents are also encouraged to create a Google account to have Guardian Summaries sent to them on a daily or weekly basis. This information will include items posted in Google Classroom, including assignments and announcements for every class.

Library Services: Students checking out library materials must have proper ID. Students who owe a library debt or have overdue books (excluding textbooks) will not be allowed to check out materials until the record is cleared. Students must have a pass from a teacher to visit the library during class. Failure to observe library rules may result in loss of the library privilege.

Textbooks, Workbooks, and Novels: These items are issued to the students by the library media technician and must be returned prior to the last day of school, the exception being consumable workbooks. The librarian will examine the books for damage and assess fines when necessary. Should a student damage their consumable workbooks and need a replacement, they will be assessed a fee for a replacement workbook.

Mental Health Services:

Community Mental Health Service Agencies

The Kings County Mental Health Plan (MHP) provides outpatient mental health services including individual, collateral and group therapy, case management, and crisis intervention. Medi-Cal beneficiaries and uninsured children and youth who present with moderate to severe needs up to age 21 and their families are served. Those children and youth who present with mild needs are referred to their health plans. Insured persons are referred to their own providers.

Kings County Behavioral Health
460 Kings County Dr. #101. Hanford, CA 93230
Phone: (559) 852-2444

The Kind Center
1002 N. Douty St., Hanford CA 93230
Phone: (559) 235-9239
Fax: (559) 705-1861

Aspiranet
530 Kings County Dr. #104. Hanford, CA
93230

Kings Counseling Center
808 N Irwin St. Hanford, CA 93230
(559) 584-2819

Adventist Behavioral Health
1025 N Douty St Hanford, CA 93230
(559) 537-0246

Suicide and Crisis Lifeline
Dial or Text 9-8-8
988lifeline.org

Family HealthCare Network
250 W 5th St. Hanford, CA 93230
(877) 960-3426

Substance Use Disorder Recovery Services
Westcare
(559) 584-8100

Parent Involvement:

Chaperones: Parents/Guardians attending field trips, will need to have their fingerprints cleared before chaperoning any trip. There is a limited amount of chaperons needed for each trip so please complete chaperon interest forms when they are provided to ensure your name is submitted to the office. Once your information has been provided to the office, you will be given a volunteer packet with information on fingerprinting and TB test requirements. ALL Chaperones MUST have fingerprinting and TB compliance.

District English Language Advisory Committee (DLAC): The DELAC committee is composed of parents/guardians of students identified as English learners as well as site and district administration. The purpose is to provide parents/guardians with information and resources regarding the services their child is receiving through our ELD program. We also seek input from parents/guardians in regards to the local control accountability plan. If you'd like to get involved in the ELAC contact the office at 584-0112. Meetings will be posted in the weekly bulletin.

District Parent Advisory Committee (DPAC): The DPAC consist of parents, support staff, teachers and school administrators. The purpose of the committee is to share information on instructional services and gather input from the community. This is also the forum to review school site plans, budgets and the local control accountability plan. Site representatives are chosen on a two-year cycle but anyone is welcome to attend the meetings. Meeting information will be posted in the weekly bulletin and website.

Pioneer Middle Parent Teacher Club (PMPTC): The Pioneer Middle Parent-Teacher Club supports many of the activities at school. PMPTC is committed to serving students in academic areas as well as extra-curricular. Fundraisers provide the money needed to support these activities. The money raised goes towards funding field trips, assemblies, and student incentive programs. Without parent's support and encouragement, the PMPTC would be unable to support school events and programs at Pioneer. The PMPTC appreciates past support and looks forward to working with anyone interested in becoming involved in the PMPTC. If you would like to join, please see the Weekly school bulletin

for upcoming meetings. In addition, parents who are interested in volunteering with the PMPTC are encouraged to email the PMPTC Board at pioneermiddleptc@gmail.com

Transportation

The California Department of Public Health (CDPH) will be revising the COVID-19 guidance for K-12 schools. At the time of publication of this handbook, it is undetermined what safety measures will be required by the revised guidance. However, it can be anticipated that some safety measures will still be required in circumstances, such as riding a school bus and other school related activities, that limit social distancing. Therefore, information contained within this handbook may be modified in order to be compliant with State and Local health agency guidance.

Bikes, skateboards, and scooters: Will be allowed at school, however they must be placed in the designated bike area. California State Law require, any person under that age of 18, to wear a helmet secured to their head if they are riding a skateboard, bicycle, non-motorized scooter, inline or roller skates (Pursuant to CVC 21212 (a)). The school may also take disciplinary action against students who are seen not wearing helmets.

Bus Regulations: The following rules apply at all times when students are riding a school bus, including when on school activity trips: (BP 5131.1)

- Riders will present their Bus Pass to the driver for entry on the bus, if a student does not have a bus pass, they will not be allowed to ride the bus.
- Riders shall follow the instructions and directions of the bus driver at all times.
- Riders should arrive at their designated bus stop on time and stand in a safe place at the stop to wait quietly for the bus driver
- Riders shall enter the bus in an orderly manner and go directly to their seats.
- Riders shall sit down and fasten any passenger restraint systems. Riders shall remain seated while the bus is in motion.
- Riders shall not block the aisle or emergency exit with their body or personal belongings.
- Riders may bring large or bulky items, such as class projects or musical instruments, on the bus only if the item does not displace any other rider or obstruct the driver's vision.
- Riders should be courteous to the driver and to fellow passengers. Vulgarity, rude, or abusive behavior is prohibited.
- Any noise or behavior that could distract the driver, such as loud talking, scuffling or fighting, throwing objects, or standing or changing seats, is prohibited and may lead to suspension of riding privileges. Riders shall not use tobacco products, eat, or drink while riding the bus.
- When waiting for afternoon pick up all riders will remain in the bus loading zone, not the blacktop area.

Riding the bus is a privilege that is dependent on good behavior. The bus driver has a responsibility for the safety of each and every child on the bus. His/her attention must be on the job of safe driving at all times. Distraction caused by student misbehavior endangers the lives of everyone on the bus. Students who do not follow the bus rules may be denied the privilege of riding the bus. In addition to the above policy, the following also apply:

1. Riders shall not put any part of the body out of the window nor throw any item from the bus.
2. Riders shall help keep the bus and the area around the bus stop clean. Riders shall not damage or deface the bus or tamper with bus equipment.

3. Upon reaching their destination, riders shall remain seated until the bus comes to a complete stop and upon the signal from the driver, unfasten any restraint system, enter the aisle, and go directly to the exit.
4. Riders should be alert for traffic when leaving the bus and shall follow the district's transportation safety plan when crossing the road and exiting the bus.
5. Riders must load and exit the bus at their designated stop, students are not permitted to change stops, nor are students allowed to ride with other students.

Bus Surveillance Systems: The Superintendent or designee shall monitor the use and maintenance of the district's bus surveillance system. Students are prohibited from tampering with the bus surveillance system. Any student found tampering with the system shall be subject to discipline and shall be responsible for the costs of any necessary repairs or replacement. The content of any recording is a student record and may only be accessed in accordance with the district's policy and administrative regulation concerning student records.

Foggy Day Schedule: Pioneer Union Elementary School District will declare a foggy day schedule whenever visibility in our attendance area is diminished to the extent that it impairs safe transportation. Since fog may be localized in small areas, the district's declaration of a foggy day schedule is not dependent on neighboring school districts. In the event of a foggy day schedule, classes will start and end at the regular scheduled time, only bus transportation will be affected due to a foggy day schedule.

For updated Foggy Day Schedule Information:

- Call the foggy day hotline at 585-2450
- Visit our District website at www.puesd.net. Foggy day information will be posted on the district website by 6:45 am. Foggy day schedule is displayed on the left hand side of the home page.

You may also receive foggy day notifications through Infinite Campus. Please note the preferences have been preset by those receiving messages via text, phone, or email.

Plan A- Buses will run 1 1/2 hours late

Plan B- Buses will run 2 1/2 hours late

Plan C- All morning buses canceled

Plan D- School cancelled

Students Transported by Parent/Guardian and Student Attendance

When a foggy day schedule has been declared, students being transported to school by their parent or guardian will be considered tardy and will be marked as unexcused if arriving to school after the following times:

PLAN A: Unexcused tardy if arriving to school after 9:30 AM

PLAN B: Unexcused tardy if arriving to school after 10:30 AM

PLAN C: Unexcused tardy if arriving to school after 11:00 AM

PLAN D: School cancelled, student attendance is not required

California Education Code requires students to attend school regardless of a foggy day schedule or the cancellation of bus routes (E.C. §48200, et seq.; 48400; 48293). As previously mentioned, all classes will begin at their regularly scheduled times.

Pioneer Way

North

