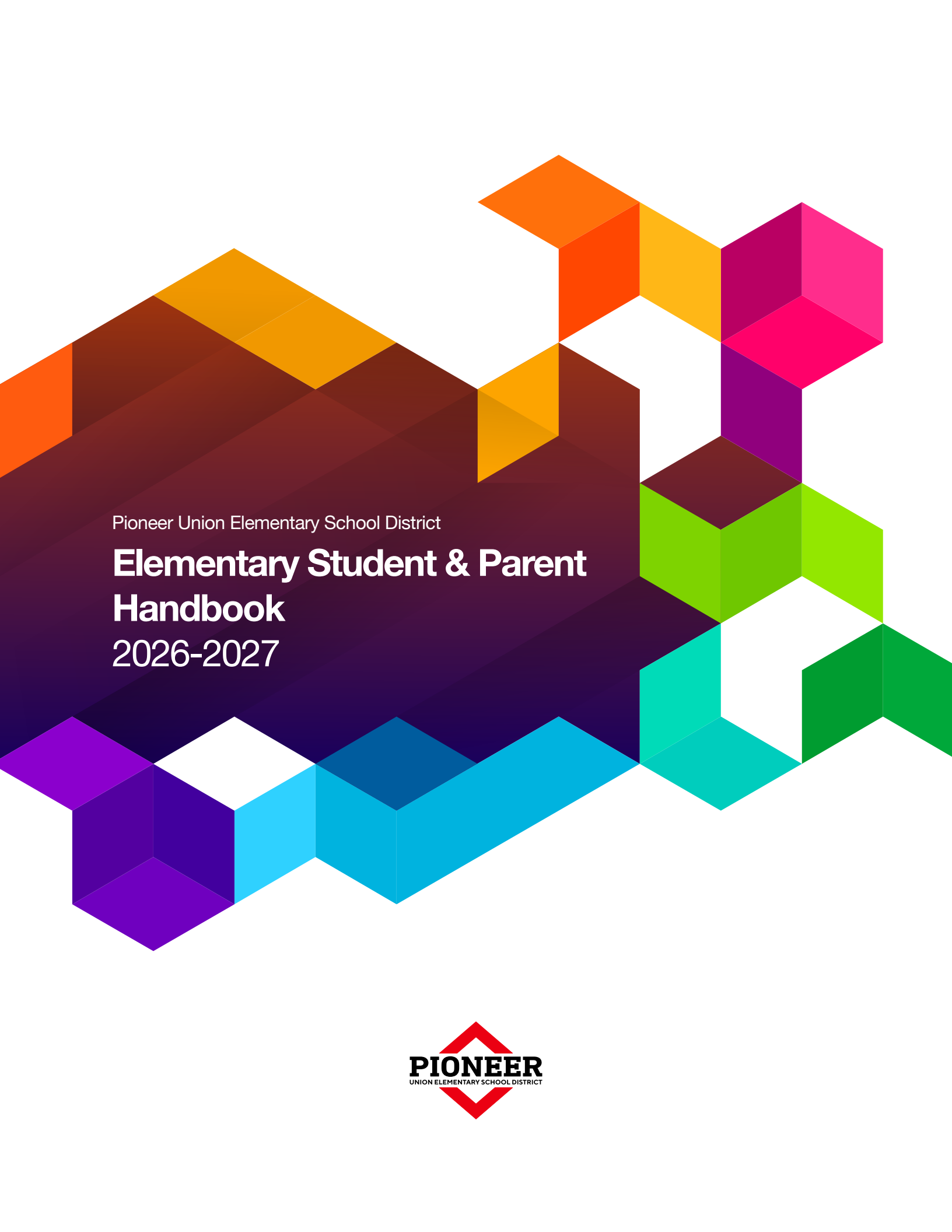




Pioneer Union Elementary School District

Elementary Student & Parent Handbook

2026-2027



Introduction

HELLO PIONEERS!

The purpose of this document is to serve as a reference to our expectations as a school district and its staff, as well as our students and their families. Education is a partnership between us (as the school and staff), and you and your family.

Our Mission

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 receive rigorous instruction, support and intervention in an enriching environment.

Our Vision

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.

Please review this document together with your family, and lets lay a foundation to make this school year, the best year yet!

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About Our District

District Administration

The Pioneer Union Elementary School District Office is located at 1888 North Mustang Drive, Hanford, California 93230, and can be reached at [559-585-2400](tel:559-585-2400), or via email at hello@pioneerunion.org.

- John Raven, Superintendent
- Raul Luna, Assistant Superintendent of Fiscal Services
- Tina Brooks, Human Resources Director
- Josh Vogelgesang, Information Technology Director
- Nicole Hester, Director of Student Support Services
- Richard Flamson, Intervention & Special Education Services Director
- Chad Cunha, Director of Maintenance, Operations and Transportation
- David Pires, Transportation Supervisor
- Maria Dixon, Food Services Director



For more information about our major departments and related resources, please visit:
www.pioneerunion.org/departments/

Board of Trustees

The community of the Pioneer Union Elementary School District is represented by an elected Board of Trustees. Current members are:

- Douglas Woods – Area 1, President
- Danielle Darpli – Area 2
- Jennifer Kuehn – Area 3
- Balea Avila – Area 4, Clerk
- Philip Sippel – Area 5

The Board of Trustees meets regularly on the 2nd Wednesday of each month, generally around 5:30 PM, at the District Office, located at 1888 North Mustang Drive, Hanford, California 93230. You can find the board meeting schedule, agendas, and more by visiting www.pioneerunion.org/administration/board/.

Our Schools



Pioneer Elementary School

Address:	8810 14th Avenue, Hanford, California 93230	
Website:	www.pioneerunion.org/pes	
Contact:	559-584-8831	pioneer@pioneerunion.org
Administration:	Sharon Cronk Principal	Shari Davis Assistant Principal
Grade Levels:	Grades TK through 5th	



Frontier Elementary School

Address:	1854 N. Mustang Drive, Hanford, California 93230	
Website:	www.pioneerunion.org/fes	
Contact:	559-585-2430	frontier@pioneerunion.org
Administration:	Tenci Murillo-Brown Principal	Whitney Nelson Assistant Principal
Grade Levels:	Grades TK through 5th	



Pioneer Middle School

Address:	101 West Pioneer Way, Hanford, California 93230	
Website:	www.pioneerunion.org/ms	
Contact:	559-584-0112	middleschool@pioneerunion.org
Administration:	Jennifer Anderson Principal	Martha Vazquez Assistant Principal
Grade Levels:	Grades 6th through 8th	

General Information

School & Front Office Hours

The Front Office is open from 7:30 AM to 4:00 PM, Monday through Friday, with the exception of school holidays. The campus opens at 7:30 for student drop off.

Arrival Schedule

Time	Event
7:30 AM	Campus Opens, Breakfast Service in Cafeteria
8:05 AM	First Bell: Line Up
8:10 AM	Tardy Bell: Class Begins

Dismissal Schedule

Monday, Tuesday, Thursday, Friday	Wednesday
2:00 PM – TK-Kindergarten	1:00 PM – TK-Kindergarten
2:05 PM – 1st & 2nd Grades	1:05 PM – 1st & 2nd Grades
2:45 PM – 3rd, 4th, & 5th Grades	1:45 PM – 3rd, 4th, & 5th Grades

Super-Minimum Dismissals

The district has two Super Minimum days during the school year. They occur the day before winter break and the last day of school. These will always be announced in the weekly bulletin and on the school website.

The school's daily schedule and calendar of events is available on the website, weekly bulletins, and through the Parent Portal.

Air Quality Program

Our District participates in the American Lung Association's education/notification program for air pollution. A colored flag is raised next to the office each day to alert the community of the air quality forecast.

- **Green:** good quality; outdoor activity ok for all
- **Yellow:** moderate; outdoor activity ok for all
- **Orange:** unhealthy for sensitive groups of people; sensitive groups should avoid vigorous activity
- **Red:** unhealthy; sensitive groups should stay indoors
- **Purple:** very unhealthy; everyone should stay indoors

On days when the air quality is predicted to be unhealthy for sensitive groups, alternatives are made available to students indoors. On purple days, outdoor activities will be canceled and P.E. will be held indoors.

School Resource Officers

Our District partners with local law enforcement agencies to provide our schools with a School Resource Officer (SRO). These specially trained law enforcement officers work closely with school staff, students, and families to help ensure a safe and secure learning environment.

Their responsibilities typically include patrolling the campus to deter threats, responding quickly to any safety concerns, coordinating emergency preparedness plans, and helping with traffic and visitor management around the school. They are also building positive relationships with students, teaching lessons on safety, conflict resolution, and substance awareness in age-appropriate ways, and are also helpful with connecting families with community resources, when needed.

Medical Needs

Parents will be notified in case an illness or a major accident occurs at school. If you cannot be reached, we will use the name and telephone number of your emergency contacts. **It is important that you keep us updated with current contact numbers and information. If your child has a medical need, please contact the school office.** Students may not take any medication, prescription or over-the-counter, at school without proper documentation through the office. We will work with you and the child's physician to develop an individualized health care plan if your child has specialized needs.

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 the Infinite Campus Parent Portal, available through the last day of August. 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.

Mental Health Resources

Community Mental Health Service Agencies

- **Kings County Behavioral Health**
460 Kings County Dr. #101. Hanford, CA 93230
Phone: (559) 852-2444
Kings Behavioral Health provides a wide variety of services to support students and families in need of mental health support. Their expertise runs that gamut.
- **Kings View Counseling Services**
1393 Bailey Dr. Hanford, CA 93230
Phone: (559) 582-4481
Walk-In Hours: Monday-Friday (except Tuesdays) 8:00AM-2:00PM
Crisis Number's: (559) 582-4484 & 1-800-655-2553
Kings View Counseling Services for Kings County promote the prevention of and recovery from

mental illness and substance abuse for the individual, family and community by offering accessible, caring and culturally competent services.

- **Aspiranet Adventist Behavioral Health**
530 Kings County Dr. #104. Hanford, CA
1025 N Douty St Hanford, CA
- **Family HealthCare Network Kings Counseling Center**
250 W 5th St. Hanford, CA 93230
808 N Irwin St. Hanford, CA 93230 (877) 960-3426 (559) 584-2819
- **National Suicide Prevention Lifeline**
1-800-273-8255

Understanding Neurodiversity

In alignment with California Education Code 234.5(c), and beginning in the 2025–26 school year, Pioneer Union Elementary School District is committed to ensuring that families and students have easy access to high-quality information about neurodiversity. The following resources, developed by the University of California and California State University Collaborative for Neurodiversity and Learning, offer research-based guidance, tools, and support for understanding diverse learning needs, including dyslexia and other learning differences.

Please visit our website at www.pioneerunion.org/parents/neurodiversity/ for more information and resources.

Wellness

Pioneer Union Elementary School District believes our students' health and wellness is an essential part of their education. Physical Education and Nutrition is something we value and have a Wellness Committee in place to regularly review what we are doing as a district. If you are interested in becoming a part of the Wellness Committee, please contact the school office.

Student Birthdays

In an effort to encourage our students to develop a healthy lifestyle and protect students with food allergies from accidental exposure, and the changes in the federal nutritional requirements, we will not allow food treats (including candy and juice) for birthday snacks. Parents are still encouraged to celebrate student birthdays by offering an alternative to food treats such as providing an item for all students in the class with pencils, erasers, crayons, etc. Another fun idea is to donate a hardback book to the library in honor of your student. Please contact your child's teacher or school office in advance with a description of the birthday goodies. Parents will need prior approval before sending items to school. If food treats are brought to school, they will be returned since they are not allowed at school. Balloons, flower deliveries, etc. are not permitted for students. They will be refused if brought on campus, as it is a distraction to the learning environment.

Drop Off & Pick Up

Students are to be dropped off and picked up in the designated areas only. The pickup/drop off lane in the front of the school is for quick dropping off and loading of students. Every effort is made to ensure

student safety. School staff are stationed at this area to assist students and guide traffic.

If you need to get out of your car to assist your child or if it takes extra time to properly fasten your child into a car seat, we ask that you park in a parking stall and walk to pick up your child.

Please note that the handicapped parking stalls near the office can only be used by vehicles with proper handicap signage. The front parking lot cannot be used as a pick up or drop off area.

Support by all adults with all procedures is imperative to student safety.

Students who arrive at school by bike or scooter must **wear a helmet for safety. We also do not allow students to cross traffic at the non designated crosswalks.** This is for student and parent safety.

Please refer to your school's suggested route plan for more information. Staff and our school resource officer monitor this and will remind students and parents of this safety rule.

School Bus Transportation

Riding the bus is a privilege that is dependent upon 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. Most of the buses are equipped with video equipment to monitor student behavior.

Assigned Bus Stops

Bus stops are assigned based on your home address. Students should not attempt to board the bus at a stop other than their assigned stop without prior approval and a bus pass. The bus stop is an extension of school. Students are expected to observe the same rules as at school. It is important for students to respect private property and homes near the bus stops.

Bus Citations

If a student misbehaves on the bus, the behavior is reported to the school office by the bus driver, and the incident will be investigated by a school administrator. A behavior intervention referral may be issued. If inappropriate behavior on the bus continues, further disciplinary action will be taken which may include the suspension of bus privileges for the year. Severely disruptive behavior will not be tolerated due to safety issues.

- **Be considerate of others.** Keep your voice low and your hands to yourself.
- **Chewing gum or eating is not allowed.**
- **Follow all instructions** given by the driver.
- **Large items are not allowed.** Pets or animals of any kind are not allowed on the bus. Also included are balloons, flowers, and other large items that interfere with visibility for the driver and safety for the other passengers.



For more information on Bus Transportation, please visit our website at:
www.pioneerunion.org/departments/mot/transportation/

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

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localized in small areas, the district's declaration of a foggy day schedule is not dependent on neighboring schools. 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 559-585-2450
- Visit your school's website. 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 ½ hours late
- **Plan B:** Buses will run 2 ½ hours late
- **Plan C:** All morning buses canceled
- **Plan D:** School canceled

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). Additionally, all classes will begin at their regularly scheduled times.

Lost and Found

It is important to label all personal items such as jackets, lunchboxes, water bottles, etc. with your child's name. The school is not responsible for lost personal items. Items found on campus are placed in our Lost and Found area in the cafeteria. Every attempt is made to return labeled items to the proper students. Each year many articles of clothing are lost and remain unclaimed. Periodically those unclaimed, unlabeled items are donated to local charities.

Visiting Campus

FOR THE SAFETY OF ALL STUDENTS, all visitors must report to the office to **check in with their driver's license**, which is run through our security database (Raptor). Parents are welcome to have lunch with their child/children (**no fast food**) in a designated location on campus or volunteer in classrooms (if coordinated with the teacher). Please keep in mind some events/activities are for students and staff only, prior to your arrival please contact the office to see if the event/activity is open to visitors. If you are flagged within Raptor, you will not be allowed to enter campus during the school day. However, you are

allowed to pick up/drop off your child within the office or outside the gates. When you are ready to leave, you will return your pass to the office and sign out.

We do ask that other arrangements are made for your younger children and that they do not accompany you during your time on campus.

Parent Volunteer Opportunities

Our teachers welcome parents in the classroom. There is always something that can be done to assist the teacher and the students. In addition, there are opportunities to volunteer in the library, field trips, the cafeteria, and with the many activities of the Parent Teacher Club. If you are interested in volunteering on campus, a volunteer packet must be completed. Please allow up to 2 weeks for processing.

All Volunteers Must:

- Be cleared to volunteer through our District
- Present a photo ID upon check-in
- Work out details with teacher in advance
- Dress modestly, respecting our dress code
- Make arrangements for younger children



If you are interested in volunteering at your child's campus, please visit or contact the District Office at 559-585-2400 for a Volunteer Request.

District English Language Advisory Committee (DELAC)

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.

Attendance

As a parent, it's important to know that California law requires children between the ages of 6 and 18 to attend school full-time (unless they qualify for specific exemptions, such as private school or home instruction by a credentialed tutor). Under California Education Code Section 48200, you as the parent or guardian are legally responsible for making sure your child goes to school every day and on time.

If your child has repeated unexcused absences or tardies, they can be considered truant, and you may receive notices from the school. In serious cases of ongoing truancy, parents can face fines, referrals to a School Attendance Review Board (SARB), or even legal consequences like misdemeanor charges.

Reporting Absences

Parents are to call the school office or the email address below, on the day of the absence to report and verify the reason for the absence.

Pioneer Elementary School	Frontier Elementary School	Pioneer Middle School
☎ 559-584-8831	☎ 559-585-2430	☎ 559-584-0112
✉ pesattendance@puesd.net	✉ fesattendance@puesd.net	✉ pmsattendance@puesd.net

The following methods may be used to verify student absences:

1. Written note, fax, email, or voice mail from parent/guardian or parent representative.
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:
 1. Name of student
 2. Name of parent/guardian or parent representative
 3. Name of verifying employee
 4. Date(s) of absence
 5. 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

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](#).

Absence for Religious Purposes

([E.C. section 46014](#)) With your written permission, your child may be excused to attend religious exercises or to receive moral and religious instruction away from school. However, your child will be required to complete a certain number of minutes for that day. Such absences are limited to four days per month.

Excused Absences

([E.C. section 48205](#)) Subject to any applicable limitation, condition, or other requirement specified in law, a student's absence shall be excused for any of the following reasons:

1. Personal illness
2. Quarantine under the direction of a county or city health officer
3. Medical, dental, optometric, or chiropractic 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
5. Jury duty in the manner provided by law
6. Illness of medical appointment of child to whom the student is the custodial parent
7. Upon advance written request by the parent/guardian and the approval of 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 religious holiday or ceremony
 - d. Attendance at an employment conference
 - e. Attendance at an educational conference on the legislative and judicial process offered by a nonprofit organization
8. Service as a member of a precinct board for an election pursuant to [Election Code 12302](#)
9. To spend time with an immediate family member who is an active duty member of the uniformed services, as defined in [Ed. Code 49701](#), and is being deployed or is on leave from a returned deployment
10. Attendance at a naturalization ceremony to become a US citizen
11. 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 (no more than four hours per semester).
12. Work in the entertainment or allied industry

13. Participation with nonprofit performing art organization in a performance for a public school audience
14. Other reasons authorized at the discretion of the principal or designee based on the student's specific circumstances

For the purpose of the absences described above, immediate family means the student's parent/guardian, brother, sister, grandparent, or any other relative living in the student's household.

Method of Verification

(Administrative Regulation 5113)

Student absences to care for a child for whom the student is the custodial parent shall not require a physician's note.

For other absences the student shall, upon returning to school following the absence, present a satisfactory explanation verifying the reason for the absence. Absences shall be verified by the student's parent/guardian, other person having charge or control of the student, or the student if age 18 or older.

Verification of an excused absence must be submitted within three (3) school days of the student's return. If verification is not received within that timeframe, the absence will be recorded as unexcused.

A doctor's note is required to verify illness-related absences when requested by the school. Notes must correspond to the specific date(s) of the absence. General or open-ended notes intended to cover multiple days or an extended period of time will not be accepted unless they clearly specify the dates of absence or are part of a documented medical plan approved by the school.

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.

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

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.

If your religion prohibits participation in certain activities such as holiday parties, alternative activities will be provided during the time the class is engaged in such activities. Please make arrangements with your child's teacher. An absence from school for this purpose will not be excused.

Please call the school to report if your child will be absent. (See [Reporting Absences](#) in this document)

Academics

Homework

Homework is an important part of a child's school experience. Students are expected to complete homework Monday through Thursday. The amount and type of homework students have will vary according to the grade level. Naturally, the amount of homework students have, will also depend on how well they use their time in school.

The average amount of homework for each grade level is shown below. In addition, every student should be spending time independently reading each night.

- Kindergarten: 10-15 minutes
- First Grade: 15-20 minutes
- Second Grade: 20-25 minutes
- Third Grade: 25-30 minutes
- Fourth Grade: 30-40 minutes
- Fifth Grade: 45-60 minutes

Late and Make-up Work

Students are expected to turn in their daily class work and homework. Students may receive loss of privileges if they fail to turn in their homework. If a pattern of missed homework develops, then a parent conference can be scheduled to discuss the issue. Students that do not complete homework/classwork consistently, can be marked down in the "Learner Behavior" section of the report card and may not qualify for the Mustang Spirit reward trip. Students are required to make up any work that is missed due to absences. It is the responsibility of the student, when returning to school, to talk to their teacher about make-up assignments and receive any necessary instruction and assistance. Students will be allowed as many days to make up the work as they were absent. In case of hardship, a teacher may allow extra days. If students do not complete the make-up work, they may receive a "0" for the missing work. If students are absent on the day of a test, they will be expected to take the test on the day of their return. If a student is suspended, he/she will be allowed to make up the work missed after returning.

Student Support

Aside from students being placed in a multiple subject classroom, Frontier School maintains several programs to assist students who have academic challenges.

- English Language Development Program: Provides support to students who have not attained proficiency in the English language
- Migrant Program: A special tutoring and assistance program for students identified as migrant
- Special Education: Provides specialized academic instruction and/or designated instructional services for students who qualify for an Individualized Educational Plan
- Title I: A reading literacy lab provides targeted assistance for students coordinated by our reading intervention teacher

Parent Portal Information

We believe that involvement of our student's parents and guardians are essential to their academic success. The District supports a 'Parent Portal' tool through Infinite Campus that we encourage our parents and guardians to use the portal to:

- Student grades
- Test results
- Announcements
- and much more!

New Users

If you don't have a portal account:

1. Navigate to: <https://pioneerca.infinitecampus.org/campus/portal/parents/>
2. Click the green Parent/Student button.
3. Click New User at the bottom of the login screen.
4. Enter the activation key sent to you by your child's school.

If you have not received an activation key, please visit our [Parent Portal Support](#) page at www.pioneerunion.org/parents/portalaccount/.

Existing Users

Using the Web Portal

1. Navigate to <https://pioneerca.infinitecampus.org/campus/portal/parents/> .
2. Enter your username and password.
3. Click Log In!

Using the Mobile App

- Download the app from your device's app store (for example, Apple's App Store or Google Play Store)
- Search for **Pioneer Union Elementary School District** and **California**. Select our District from the list
- Enter your Username and Password, provided by your school
- If using a secure, private device, mark Stay Logged In to receive mobile push notifications, if enabled by your school
- Click Log In!

If you can't login to the portal

- If you have forgotten your username or password, you may try the self-service tool linked from the Campus Parent (Web Portal or Mobile App) and click "Forgot your password/username" link.
- If you are still unable to login, please visit our [Parent Portal Support](#) page at www.pioneerunion.org/parents/portalaccount/.

Grade Reporting

All students will receive a Report Card each trimester indicating their progress toward end of year grade level state standards. The levels used on our report cards are:

Academic Marks	Learner Behaviors
4 - Consistently meets the standard	C - Consistently
3 - Meets the standard	M - Most of the time
2 - Approaching the standard	S - Some of the time
1 - Does not meet the standard	I - Infrequently

A Report Card will be generated at the end of each trimester. Parents and guardians are encouraged to regularly review their child's progress and grades through the Parent Portal.

Student Grade Promotion

In order to be promoted to the next grade level, students must show mastery of state standards by the end of a school year. Together with parents and administration, our teachers work diligently to support students with their academic progress. Aside from report cards, there is one Parent Teacher Conference scheduled in the fall. Parents shall be notified of any concerns to best meet every child's needs. At times, through our intervention process, it may be deemed a benefit to retain a student. Retentions are a mutual decision between parents and the school. PUESD has a criteria for retention that is used to determine retention eligibility. We believe in working closely together to make the best decision for each individual child. For more information, please contact the school office.

Cafeteria & Food Services Information



For more information about Food Services Department, please visit our website:
www.pioneerunion.org/departments/foodservices

Breakfast and Lunch Programs

The State of California provides two meals free of charge (breakfast and lunch) each school day to students requesting a meal, regardless of a student's eligibility. This mandate is referred to as Universal Meals.

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.

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.

Cafeteria Menu

The menu for both Breakfast meals and Lunch meals can be found on our website:
www.pioneerunion.org/departments/foodservices/menu/

Pupil Nutrition, Benefit, and Funding Application

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

While all students receive school meals at no cost under the Universal Meals Program, it is still vital that families submit a school meal/income application. Completing this application determines your school's eligibility to receive state and federal funding (such as LCFF). It may also qualify your household for other important benefits, including discounted home internet service, waived academic testing fees (SAT/ACT/AP), and discounted utilities. The application form and related information will be distributed to all parents at the beginning of each school year and is available in the school office at all times.



A 'Free & Reduced Meal Application' may have been sent to you or included by your school's office. It is also available in electronic format on our website at www.pioneerunion.org/departments/foodservices/frma/

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.

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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. *Please note: Balances on student's accounts should be no more than \$5.00 at any time during the school year. If using MyPaymentsPlus, please do not set up an automatic payment that will exceed the \$5.00 maximum.*

Current prices are as follows:

- Milk Price – \$0.50
- Adult Breakfast: \$5.00
- Adult Lunch: \$7.00

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.

Food Deliveries

Students are not permitted to order food for delivery at the school except as part of an organized and supervised activity. We ask that parents not bring fast food to their children at school or send it in their lunch bags. If you do choose to bring fast food, your child will have to eat it in a designated location.

Peanut Butter

We have several students with life threatening allergies to peanuts. Even the smell of peanuts or peanut residue on a slide or swing can cause a serious reaction. As parents we can certainly identify with the worry that this situation can cause. Due to this life threatening situation, we request that kindergarten, first, and second grade students **NOT** bring peanuts or products containing peanuts (such as peanut butter) as a snack. In addition, we ask that you consider other options for your child's lunch. Please notify the office with documentation if your child has any allergy.

Snacks

Students are allowed to bring a healthy snack from home for their mid-morning recess. Students should not share snacks with other students.

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: <https://www.pioneerunion.org/departments/foodservices/frma/>

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** (<https://www.usda.gov/sites/default/files/documents/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:

1. 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;
2. Fax: 202-690-7442; or
3. Email: Program.Intake@usda.gov.

This institution is an equal opportunity provider.

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

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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.

Student Dress & Grooming Code

In compliance with California Education State Code, and policies set by the Board of Trustees, the following The Dress and Grooming Policy 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 cannot be worn at school or at school-related activities. In accordance with the District's Board Policy, 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](#)) In addition, the following guidelines shall apply to all regular school activities:

- Shoes must be worn at all times. Sandals must have heel straps. Flip-flops and backless shoes/sandals are not acceptable. Military style boots, steel toes, cleats, slippers, shoes with rollers, and high heels are prohibited.
- Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles etc.) shall be free of writing, pictures or any other insignia which is 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.
- 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.
- 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.
- Physical education clothing may not be worn in classes other than physical education.
- Earrings must be small and worn in ears. Body piercings are limited to studs.
- Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.

The school administration reserves the right to determine and enforce appropriate dress at school and school sponsored events in accordance with this dress code. Parents will be notified if their child is violating the dress code and will be requested to bring appropriate clothing. Repeated dress code violations will result in treatment as an act of willful defiance.

Apparel

All clothing must be neat, clean, not frayed, and acceptable in repair and appearance, and must be worn within the bounds of decency and good taste as appropriate for school. Garments must be sufficient to appropriately cover undergarments at all times.

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Articles of clothing that display gang symbols, profanity or products or slogans that promote tobacco, alcohol, drugs or sex, materially interfere with school work, create disorder or disrupt the educational process which include disrespectful and negative messages, are not allowed.

Any clothing or apparel that a student or group of students wears to identify themselves for the purpose of harassing, threatening, or intimidating others is not allowed.

Extreme fashion that draws undue attention to the student is not allowed.

Tank tops are acceptable. **Shoulder straps on tops or shirts worn by students must not be less than two inches (2") in width**, and fit snugly under the students' arms. Any apparel determined by district personnel to be too revealing is not acceptable. Beach wear, halter tops, swimsuits, bare midriffs or chests, see through or fishnet outfits, off-the-shoulder or low-cut tops, are not appropriate or acceptable.

Skirts, dresses, shorts and culottes are acceptable but must adhere to the **"mid-thigh rule"**. All sportswear-type shorts, bike shorts (*spandex*), frayed shorts, or shorts with holes are not permitted, unless given prior approval by the site administration. Shoes must be worn at all times and should allow students to participate in normal school activities. Athletic type shoes are preferred and recommended. Shoes must fit securely. **Backless shoes commonly known as "flip-flops," "beach shoes," "soccer sandals," are not appropriate and are not allowed.** For safety reasons, students are not allowed to wear shoes with heels higher than 1 inch, platform shoes, backless shoes, flip-flops, or shoes with wheels. Shoes must be tied at all times.

Excessively baggy pants are not allowed. Pants must fit and be worn at the natural waist. The bottom of the pant leg may not be frayed or drag on the ground. Pants must be hemmed and not stapled, pinned, or taped. Belts must be appropriate size and, if possible, worn through belt loops.

Appropriate hats, caps, and other types of head coverings worn by males or females must not be worn inside buildings. Hats or caps must not be worn backwards or sideways. Beanies must only be worn during the winter months and only outside. Articles of sun protective clothing, including, but not limited to, hats and sunglasses, may be used outdoors, provided that the sun-protective clothing does not otherwise violate this regulation.

Attire that may be dangerous or used as a weapon must not be worn, e.g., steel-toed boots, chains, items with spikes or studs.

Grooming

Hair shall be clean and neatly groomed. The following are examples of what may not be permitted; **unusual designs, symbols, messages, mohawk, tails, and unusual razor cuts.** This list may not be complete as the District recognizes styles change and the school administration may determine other styles are inappropriate.

Make-up is not allowed, including lipstick or colored lip-gloss, body glitter, or temporary tattoos.

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.

Student Conduct

Every student is expected to behave respectfully in all of their interactions. Redirection of student behavior is often needed by the use of warnings and our classroom behavior clip chart. When a pattern emerges, or a more serious behavior choice is made, it becomes necessary to take that opportunity to reteach our school wide expectations; or at times assign consequences. Most of these issues are handled by our school staff and are not always referred to the office. Examples of consequences may be:

- Time out at recess or in office for reflection
- Think Sheets to write out choices and its impact on others
- Special tasks assigned to help rectify a problem created by student's behavior (i.e. clean up a mess made)
- Loss of privileges, which may include participation in activities, field trips, classroom privileges
- Parent conference with teacher and student
- Behavior Goal Chart or Check In/Out System to focus on right choices
- Behavior Plan when prior interventions did not improve behavior
- District Referrals are not a consequence in itself but rather a record and communication to the parent regarding inappropriate student behavior and consequences assigned. Parents will be notified by teachers or administration within a day of a student receiving a referral

Per California Ed Code, an in-school or out-of-school suspension may be assigned for serious and/or repeated behavior choices, if earlier attempts at behavior interventions have been exhausted or the choice presents a danger to the safety of the school environment.

Character Counts!

Character Counts! is a nationwide initiative that embraces six core ethical values, or "Pillars", which are common to a democratic society. These values, and the principle behaviors that define them, provide a common language of character traits of good citizens. We have incorporated Character Counts! into our programs across our campuses.

- **Trustworthiness** – Living with integrity, being honest, reliable, and loyal.
- **Responsibility** – Meeting the demands of duty, being accountable, pursuing excellence, and exercising self-control.
- **Respect** – Valuing all persons, living by the Golden Rule, respecting the dignity, privacy, and freedom of others. Being courteous and polite to all. Being tolerant and accepting of differences.
- **Caring** – Caring for others' perspectives and feelings. Being compassionate, kind, loving, considerate, and charitable.
- **Fairness** – Listening to others viewpoints. Being fair, just, and impartial.
- **Citizenship** – Helping in the community. Doing your share. Playing by the rules. Respecting authority and the law.

Positive Behavior Interventions & Supports (PBIS)

Our priority is to provide a safe and secure educational environment for all students. Each campus institutes a unique PBIS implementation.

Pioneer Elementary

Our PBIS team, with staff and student input, developed our Pioneer PAWS (Show PRIDE, Be Aware, Be Wise, Be Safe). Each teacher employs our PBIS methods of progressive discipline. PBIS is the emphasis of school-wide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to foster a positive school culture. Employees reinforce the PAWS daily in class and in all school environments. Students making good choices are recognized with Pride Tickets that are used for rewards. We believe if students use their PAWS when making choices, they will contribute positively to our school community.

Frontier Elementary

Our PBIS team with staff and student input developed our Frontier ABC's. Each teacher employs our PBIS methods of progressive discipline. PBIS is the emphasis of school-wide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to foster a positive school culture. Employees reinforce the ABC's daily in class and at all school environments. Students making good choices are recognized with Yahoo Tickets that are used during spirit rallies for rewards. We believe if students use their ABC's when making choices, they will contribute positively to our school community.

Bikes, Skateboards, and Scooters

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.

Alcohol and Drugs

The use or possession of alcohol or drugs by students on school grounds is considered to be a serious offense and is strictly prohibited. Students found with alcohol or drugs, or found to be under their influence will be suspended for **a minimum of five days** and referred immediately to school resource officer. The student's parents will be asked to attend the next school board meeting.

Bullying Behaviors

Treatment of others in a manner meant to intimidate or tease are not tolerated at school. When a student's pattern of such behaviors occur towards an individual student or group of students, we take the matter seriously. Communication is important. Please inform your child's teacher of such incidences. The administration will handle matters of a serious nature or is behavior choices in a bullying manner persist.

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 student conduct.

Sexual Harassment

Students have the right to attend a school without being embarrassed by unwelcome comments, teasing, or touching. The law and board policies both strictly prohibit sexual harassment. Some examples of sexual harassment include, but are not limited to the following:

- Writing suggestive or obscene letters or notes
- Making derogatory comments, slurs, or suggestive comments about someone
- Telling obscene or "off color" jokes or stories
- Leering
- Making suggestive gestures
- Showing obscene pictures or cartoons
- Impeding or making blocking movements
- Unwanted touching

The school will vigorously respond to incidents of this nature, whether the offender is another student or an adult.

Vandalism

Vandalism is the intentional or careless damage or destruction of school property. Students who are apprehended in an act of vandalism that does not cause permanent damage will be expected to perform acts of restitution appropriate to the offense. If a student willfully damages school property or fails to return property loaned to him/her when it is requested, parents are responsible for the cost of repairs for damaged items or replacement costs for lost items. This includes textbooks and library books. If your child participates (with your permission) in fund-raising activities, you will be held responsible for the money your child owes.

Mobile Communication and Personal Electronic Devices

Students may bring mobile communication devices to school; however, the use of such devices during the school day is limited in accordance with Board Policy 5131.8 and Administrative Regulation 5131.8.

For purposes of this handbook, mobile communication devices include, but are not limited to, cell phones, smartphones, smartwatches with communication capability, earbuds or headphones connected to personal devices, tablets, and other personal electronic devices capable of transmitting, receiving, storing, or accessing electronic communications.

During the school day, mobile communication devices must be turned off or placed in silent mode and stored in accordance with school procedures. Students may not use mobile communication devices during the school day unless specifically authorized by a teacher or administrator or otherwise permitted by Board Policy 5131.8 or Administrative Regulation 5131.8.

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Students may not use mobile communication devices to:

- Make or receive phone calls.
- Send or receive text messages.
- Access social media or other non-instructional applications.
- Take photographs, record audio, or record video.
- Use earbuds, headphones, or other personal listening devices connected to a mobile communication device.
- Engage in any activity that disrupts instruction or infringes upon the privacy rights of others.

Students may use their mobile communication devices after they have exited the school campus at the conclusion of the school day unless participating in a school-sponsored activity where different expectations have been established.

The District is not responsible for lost, stolen, or damaged mobile communication devices brought to school or school-sponsored activities.

Students are expected to comply with all staff directions regarding the possession, storage, and use of mobile communication devices. Failure to comply may result in confiscation of the device and disciplinary action in accordance with Board Policy 5131.8, Administrative Regulation 5131.8, and the Student Code of Conduct.

Progressive Consequences

Students who violate the District's Mobile Communication Device Policy may be subject to the following progressive consequences:

First Offense

- Parent/guardian will be notified.
- The policy will be reviewed with the student.
- Documentation will be entered into the student information system.
- The student may retrieve the device from the school office after dismissal.

Second Offense

- Parent/guardian will be notified.
- The policy will be reviewed with the student.
- Documentation will be entered into the student information system.
- A disciplinary referral may be issued.
- The student may retrieve the device from the school office after dismissal.

Third Offense

- Parent/guardian will be required to retrieve the device.
- Conference with the student and administration.
- Disciplinary referral issued.
- Break detention or other appropriate corrective action.

Fourth and Subsequent Offenses

- Parent/guardian will be required to retrieve the device.
- Conference with the student and administration.
- Disciplinary referral issued.
- Other appropriate disciplinary consequence consistent with District policy.

Lost or Damaged School Property

If your child loses or damages school property including, but not limited to, computers, Chromebooks, text books, library books, etc., as the parent/guardian you 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, diplomas, 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, diplomas, or transcripts until reparations to Pioneer Union Elementary School District is made.

Additionally, your child will be prohibited from participating in non academic, extracurricular activities until the reparation is made for missing, lost or damaged school property.

Student Device Damage Fee Policy

As awesome as technology is, just like any library book, they can become damaged if not handled carefully or responsibly. Here are some tips to help ensure that the device and accessories checked out to your student stays in good working order...

- Be mindful if and when a device is placed inside the backpack. If the device is inside the backpack, it can become damaged if the backpack is handled roughly, dropped, or otherwise mishandled.
- Keep food and drinks clear and away from the device. Accidental spills or food items getting on or into the device may cause catastrophic damage.
- Charge the device overnight to be ready for the next day. A good practice would be to charge the device in a place where it can't be stepped on (like around a bed), but rather on a desk, shelf, table, etc.
- Keep the device (and accessories) safe and away from pets. Although pets love the warmth of the device, or the chewiness of the charging cables, can cause damage to the device or charger.

We encourage parents and guardians to regularly check on the condition of the device – and take an opportunity for your student to show you what they've been working on! We would also encourage that devices (when at home), be used in an area that is observable to you.

If damage occurs to the device or its accessories, please contact the school office as soon as possible so that they can alert the technician(s). In many cases, the damage can be minimized or quickly repaired.

General 'wear and tear' is to be expected. However, if damage does occur that is not covered by warranty, damage that is intentional, caused by irresponsible behavior, or lost, just like library books, your student may receive a fine:

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Category:	Estimated Cost / Average Cost of Replacement:
Lost / Stolen / Missing Chromebook	\$350
Damaged Screen or Chassis	\$125
Damaged Keyboard or Ports	\$65
Damaged / Missing Charger	\$31
Other lessor damages	\$25

Please Note: Prices may change during the year due to industry costs.

The School District, wherever possible, will cover the charges for most accidental damages, and perform repairs in-house. If technicians discern the damage is the result of general wear and tear, those costs will be paid by the District.

If a fee has been assessed to your student's device, you will receive an email notifying you describing the damage, and an invoice will be sent to you with the cost of the repairs/replacement. The invoice is also viewable (and payable) in the Infinite Campus ParentPortal app. For more information, please visit: <https://www.pioneerunion.org/departments/technology/>

Academic Honesty and the Use of Artificial Intelligence (AI)

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

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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.

- 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.

Programs & Activities

Aside from rigorous grade level state standards, extracurricular opportunities are an important part of a well-rounded elementary education. Each campus employs a similar, yet unique set of programs available to our students.

Pioneer Elementary School

At Pioneer, we have student leadership opportunities Student Council, Panther Pals, Kindness Crew, and Intramural Sports. We also provide music for 4th grade students and band for fifth grade students with a credentialed teacher.

Panther Pals

Panther Pals is Pioneer's student ambassador program. Its goal is to help teach the younger students positive behavior expectations and how to use their "PAWS" in school settings. 4th and 5th grade students are eligible to apply to be Panther Pals. Selected students will be trained and join their K-3 classmates during recess and class times to help them with minor conflict resolution on the playgrounds, in the cafeteria, and help out in the classroom.

Kindness Crew

Kindness Crew is for students in grades 2nd-5th. The goal of the Kindness Crew is to spread kindness towards others, our campus, our community, and ourselves in order to create a more safe and inviting environment. The Kindness Crew hosts many activities on campus and projects that reach the greater community such as partnering with Blue Star Moms, local veteran organizations, doing a donation drive for the Valley Animal Haven in Lemoore, decorating Starbucks Sleeves during National Kindness Week, and a Door Decorating Contest during Red Ribbon Week to mention a few.

Spelling Bee

Students from each first to fifth grade classroom have the chance to represent their grade level in a district spell-off. Then one speller and an alternate will represent PUESD at the Kings County Spelling Bee during the spring.

Student Council

At Pioneer Elementary, there are opportunities for 4th and 5th grade students to participate in Student Council. At the beginning of the year there are elections for officer positions that include: President, Vice President, Secretary, Business Managers, Rally Commissioners, and Athletic Commissioners. In addition, there are Class Representatives for each 4th and 5th grade class. There will be information that goes out to students in these grade levels at the beginning of the year regarding Student Council and the election process and rules. As a member of the Student Council, students must maintain good behavior, be in good academic standing, and follow the school PAWS expectations daily. Student Council members are responsible to attend regular Student Council Meetings, plan school events, rallies, and be role models for other students on campus.

Field Trips

All trips planned by the school are for specific educational purposes. Parents will be notified in advance and chaperones will be arranged by teachers. Students will have the option to order a sack lunch from our cafeteria or bring one from home. We are unable to allow children who are not students in the class to attend field trips with parents chosen as chaperones. Students must ride on the school bus to and from the field trip destination. If a parent would like to pick up their child from the field trip destination, they must put in a request with their child's teacher prior to the field trip and sign a release of liability.

Panther Pride

As the Pioneer Panthers, one of our goals is to develop school pride and recognize students for making appropriate choices. In the 3rd-5th grades, attendance, good citizenship, appropriate behavior and responsible attitudes can earn a student an opportunity to attend Panther Pride.

Each trimester these children participate in the Panther Pride celebration activity. Students must be enrolled in school by the date progress notes go home to be eligible for that trimester's reward. The following are the criteria for Panther Pride:

- No discipline referrals during current trimester
- Must have all "consistently" marks and/or no more than 2 "most of the time" on their work habits on the report card for the trimester in the following areas:
 - Accepts responsibility for own behavior
 - Follows Directions
 - Respects others rights/feelings/property
 - Uses time effectively
 - Completes and returns homework.
- No more than 4 Clip Chart Points (i.e. ending on pink or purple)
- Students may have no more than 2 combined attendance marks from the following categories: excused or unexcused per trimester, absences, tardies or sign outs.
- Any new student must be enrolled by the date of the trimester progress report in order to be eligible for Panther Pride.

Please Note: Students on IEPs will be considered meeting the above criteria for Panther Pride if they are making progress towards meeting their individual IEP goals and have good citizenship/attendance.

Intramural Sports

Pioneer Elementary offers lunch time organized sports for grades 4 and 5. Our Intramural Sports are coed and are played seasonally. Some sports offered include the following (but is not limited to):

- Student Choice: Ultimate Frisbee, Volleyball, Baseball Tennis, or Four Square (Spring)
- Flag Football (Fall)
- Soccer (Winter)
- Basketball (Early Spring)

***Track and Field is also offered for grades 4th, 5th, and some 3rd grade students, depending on date of birth. Track is offered in the spring. Track and Field is not an Intramural Sport but is a school sponsored extracurricular interscholastic activity led by a Track Coach.*

Frontier Elementary School

At Frontier, we have a teacher led art program for all students. We also provide music/band for fifth grade students with a credentialed music teacher.

Buddy Squad

Our Buddy Squad Program for 4th/5th grade students, is a leadership opportunity to mentor our younger Mustangs on the playground during recess and lunch. The program is designed to allow specially chosen students to help their younger peers find positive ways to follow school rules and solve disagreements and minor problems. They also help with campus beautification and recycling.

Field Trips

All trips planned by the school are for specific educational purposes. Parents will be notified in advance and chaperones will be arranged by teachers. Students will have the option to order a sack lunch from our cafeteria or bring one from home. We are unable to allow children who are not students in the class to attend field trips with parents chosen as chaperones. Students must ride on the school bus to and from the field trip destination. If a parent would like to pick up their child from the field trip destination, they must put in a request with their child's teacher prior to the field trip.

Mustang Spirit

As the Frontier Mustangs, one of our goals is to develop school pride and recognize students for making appropriate choices. In the 3rd-5th grades attendance, good citizenship, appropriate behavior and responsible attitudes can earn a student a place in the Mustang Spirit Club.

Each trimester these children participate in the Mustang Spirit Celebration. Students must be enrolled in school by the date progress notes go home to be eligible for that trimester's reward. The following are the criteria for Mustang Spirit:

- No discipline referrals during current trimester
- Must have all "consistently" marks and/or no more than 2 "most of the time" on their work habits on the report card for the trimester in the following areas:
 - Accepts responsibility for own behavior
 - Follows Directions
 - Respects other's rights/feelings/property
 - Uses time effectively
 - Completes and returns homework.
- No more than 4 Clip Chart Points (i.e. ending on pink or purple)
- Students may have no more than 2 combined attendance marks from the following categories; excused or unexcused per trimester, absences, tardies or sign outs.

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- Any new student must be enrolled by the date of the trimester progress report in order to be eligible for Mustang Spirit

Please Note: Students on IEPs will be considered meeting the above criteria for Panther Pride if they are making progress towards meeting their individual IEP goals and have good citizenship/attendance.

Mustang Speech Festival

This event promotes public speaking at the elementary level. Students who perform focus on voice projection using expressions and gestures to emphasize the meaning and spirit of the selection. Students in grades first through third will perform a class piece. Whereas fourth and fifth graders can volunteer to perform a solo, duet, or small group performance.

Spelling Bee

Students from each first to fifth grade classroom have the chance to represent their grade level in a district spell-off. Then one speller and an alternate will represent PUESD at the Kings County Spelling Bee during the spring.

Student Council

There are two opportunities for 5th grade students to run for office. Elections are held in the fall and spring. Students must create a poster and write a speech that will be recorded and viewed by all voting students. The students council positions include; President, Vice President, Secretary, Spirit Advisor (2), and Sports Commissioner (2).

At the beginning of the trimester, fourth and fifth grade classrooms will elect an individual to represent their class on

the Student Council. These students meet on a regular basis to solve issues of importance to students and to participate in planning activities for the student body throughout the year.

Track

Students in grades 3-5 may try out for the track team in the spring. Students that make the track team will compete in at least two meets and will have the opportunity to qualify for additional meets.

Due Process Protection & Complaints

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 of more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

- Nondiscrimination in District Programs and Activities – BP 0410
- Bullying – BP 5131.2, AR 5131.2
- Nondiscrimination/Harassment – BP 5145.3, AR 5145.3

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

Superintendent's Office
Pioneer Union Elementary School District
1888 N. Mustang Drive
Hanford CA 93230
559-585-2400

Title9coordinator@puesd.net

504 Coordinator

Intervention & Special Education Services Director
Pioneer Union Elementary School District
1888 N. Mustang Drive
Hanford CA 93230
559-585-2400

504coordinator@puesd.net

Title IX Sexual Harassment Policy

The Code of Federal Regulations, Title 34, Section 106.8 requires the district to issue the following notification to employees, job applicants, and employee organization:

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

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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
Pioneer Union Elementary School District
1888 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 4119.12/4209/12/4319/12/5145.71-Title IX Sexual Harassment Complaint Procedure, please visit: www.pioneerunion.org/importantnotices/title-ix/.

To inspect or obtain a copy of the District's sexual harassment policies and administrative regulations, please contact the District Office at 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.

Please visit www.pioneerunion.org/importantnotices/title-ix/ for more information.

Uniform Complaint Procedure

(E.C. sections 35160.5 and 56502(a), 5 CCR 4610, 4622)

Pioneer Union Elementary School District Uniform Complaint Procedures (UCP) Annual Notice

For students, employees, parents/guardians, school and district advisory committee members, private school officials, and other interested parties

The Pioneer Union Elementary School District annually notifies its students, employees, parents or guardians of its students, the district advisory committee, school advisory committees, appropriate private school officials, and other interested parties of the Uniform Complaint Procedures (UCP) process.

The Pioneer Union Elementary School District is primarily responsible for compliance with federal and state laws and regulations, including those related to unlawful discrimination, harassment, intimidation or bullying against any protected group, and all programs and activities that are subject to the UCP in:

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- Education of Pupils in Foster Care, Pupils who are Homeless, and former Juvenile Court Pupils now enrolled in a school district
- Every Student Succeeds Act/No Child Left Behind (Titles I-VII)
- California Peer Assistance and Review Programs for Teachers
- Physical Education Instructional Minutes (for grades one through six)
- Child Nutrition
- Consolidated Categorical Aid
- English Learner Programs
- Local Control and Accountability Plans (LCAP)
- Migrant Education
- Pupil fees
- School Safety Plans
- Special Education

A pupil fee includes, but is not limited to, all of the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A pupil fees complaint may be filed with the principal of a school or our superintendent or his or her designee. A pupil fee and/or an LCAP complaint may be filed anonymously, however, the complainant must provide evidence or information leading to evidence to support the complaint.

A pupil enrolled in a school in our district shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred.

We shall post a standardized notice of the educational rights of pupils in foster care, pupils who are homeless, and former juvenile court pupils now enrolled in a school district as specified in EC Sections 48853, 48853.5, 49069.5, 51225.1, and 51225.2. This notice shall include complaint process information, as applicable.

The staff member, position, or unit responsible to receive UCP complaints in our agency is:

Superintendent's Office
Pioneer Union Elementary School District

1888 N. Mustang Drive
Hanford CA 93230

559-585-2400

ucpcomplaints@puesd.net

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Complaints will be investigated and a written report with a Decision will be sent to the complainant within sixty (60) days from the receipt of the complaint. This time period may be extended by written agreement of the complainant. The person responsible for investigating the complaint shall conduct and complete the investigation in accordance with our UCP policies and procedures.

The complainant has a right to appeal our Decision of complaints regarding specific programs and activities subject to the UCP, pupil fees and the LCAP to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving our Decision. The appeal must be accompanied by a copy of the originally-filed complaint and a copy of our Decision.

We advise any complainant of civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

Copies of our Uniform Complaint Procedures process shall be available free of charge.

- [Uniform Complaint Procedures](https://www.pioneerunion.org/importantnotices/ucp/): <https://www.pioneerunion.org/importantnotices/ucp/>

Complaints Regarding Discrimination and the Education of Disabled Students

(E.C. sections 56501 and 260 et seq.)

Our school district is committed to equal opportunity for all individuals in education. Our district programs and activities shall be free from discrimination based on gender, sex, race, color, religion, national origin, lack of English skills, ethnic group, marital or parental status, physical or mental disability, sexual orientation, or any other unlawful consideration. The district shall promote programs which ensure that these discriminatory practices are eliminated in all district activities.

You have certain rights under the law, including Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color and national origin, Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, Section 504 of the Vocational Rehabilitation Act of 1973 and the Individuals with Disabilities Education Act (IDEA), which prohibit discrimination on the basis of disability. The California Department of Education and the Office for Civil Rights of the U. S. Department of Education have authority to enforce these laws and all programs and activities that receive Federal funds. Complaints or inquiries regarding compliance with Section 504 or Title II of the Americans with Disabilities Act may be directed to the District Section 504 Coordinator, Tina Brooks at 585-2400 x 4104 or to the Director of the Office of Civil Rights, U.S. Department of Education, Washington, D.C.

Complaints of unlawful discrimination are investigated through the Uniform Complaint Process. For a complaint form or additional information, please contact the District's Intervention & Special Education Services Director by phone at 559-585-2400 x 4112, or via email at 504coordinator@puesd.net.