

# PIONEER UNION SCHOOL DISTRICT

**2024-2025**

## **STUDENT – PARENT HANDBOOK**

**&**

**Student Behavior Policies and Interventions**

PIONEER ELEMENTARY SCHOOL



*A California Distinguished School*

MOUNTAIN CREEK MIDDLE SCHOOL



*A California Distinguished School*

WALT TYLER ELEMENTARY SCHOOL



*A California Distinguished School*

Pioneer Union School District  
6862 Mount Aukum Road  
Somerset, California 95684

[www.pioneerusd.org](http://www.pioneerusd.org)

## **MESSAGE TO PARENTS / STUDENTS**

Welcome to the 2024-2025 academic year in the Pioneer Union School District! This handbook has been developed to help communicate the policies and procedures of our District which may be of interest to you. We appreciate the time you take to review this handbook as part of your “getting ready” for school.

Please keep this handbook for future reference and to seek answers to your questions. Your input and suggestions are also valued. We look forward to working with you this year.

### **Patrick Paturel**

Superintendent, Pioneer Union School District  
Principal, Mountain Creek Middle School

### **Richard Romo**

Principal, Mountain Creek Middle School, Pioneer Elementary  
School & Walt Tyler School

## **STATEMENT OF NONDISCRIMINATION**

The Governing Board is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on gender, race, color, religion, ancestry, national origin, ethnic group, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. The Board shall promote programs which ensure that discriminatory practices are eliminated in all district activities.

## **PIONEER UNION SCHOOL DISTRICT**

Founded in 1958 through the unification of:

- Mountain School, Est 1858
- Mt Aukum School, Est 1860
- River School, Est 1878
- Fair Play School, Est 1890
- Willow School, Est 1904

Board of Trustees:

- Jonathan Russell – President
- Nanette Hargo – Vice President
- Cory Morrison – Clerk
- Nathaniel Houston – Member
- Patricia Ciampa – Member

Superintendent/Principal

- Patrick Paturel, Superintendent  
Pioneer Union School District
- Richard Romo, Principal Mountain Creek  
Middle School, Pioneer Elementary School  
& Walt Tyler Elementary School

### **DISTRICT MISSION STATEMENT**

The Pioneer Union School District is dedicated to the mission of providing students with an opportunity to academically excel to their capacity, to develop self-confidence and to become contributing members of society.

The mission is best accomplished through the advancement of these core values:

- Foster a respectful, compassionate, cooperative and safe environment.
- Nurture the partnership among home, school, and community.
- Acknowledge the uniqueness of the individual.

## Table of Contents

MESSAGE TO PARENTS / STUDENTS .....	2
DISTRICT MISSION STATEMENT .....	3
PIONEER UNION SCHOOL DISTRICT STAFF DIRECTORY .....	6
CALENDAR .....	8
DAILY SCHEDULES .....	10
ASSEMBLIES .....	12
ATTENDANCE .....	12
BICYCLE/SKATEBOARDS .....	14
BUS RULES .....	14
<b>Other rules as posted in each bus:</b> .....	15
<b>Non-student riders on buses</b> .....	16
<b>Steps for school bus safety</b> .....	16
<b>Tips for parents</b> .....	16
<b>“STOP WHEN RED LIGHTS FLASH”</b> .....	17
CELL PHONE USE .....	17
CLASSROOM PARTIES .....	18
CLOSED CAMPUSES .....	18
COMMUNITY SERVICE WORK .....	18
CONTACTING TEACHERS/STAFF .....	18
DRESS CODE .....	19
EMERGENCY INFORMATION (CARD) ONLINE FORM .....	20
EMERGENCY SITUATION PLANS .....	20
EXTENDED DAY PROGRAM .....	21
FIELD TRIPS .....	22
FINGERPRINTING .....	22
FIRE AND CIVIL DEFENCE DRILLS .....	23
GRADES AND PROGRES REPORTS .....	23
8 <sup>TH</sup> GRADE PROMOTION REQUIREMENTS .....	23
HEALTH AND MEDICATION .....	24
HOMEWORK .....	25
HONORS PROGRAM .....	25
INSURANCE .....	26
LOST AND FOUND .....	26
MCKINNEY VENTO PROGRAM .....	26
NURSING SERVICES .....	26

OFFICE .....	27
PARENT CONCERNS PROCEDURE .....	27
PARENT PARTICIPATION (Volunteers).....	27
PARENT-TEACHER ORGANIZATION – (PTO).....	28
PESTICIDE USE ON CAMPUSES .....	28
PHYSICAL EDUCATION .....	28
PRIVATE TRANSPORTATION .....	29
SCHOOL BOARD .....	29
SCHOOL BOARD ELECTIONS.....	29
SCHOOL LUNCHES .....	29
SCHOOL SITE COUNCIL.....	30
STUDENT SERVICES .....	30
SEXUAL HARASSMENT .....	30
SNOW DAYS .....	31
SPECIAL EDUCATION PROCEDURAL SAFEGUARDS AND COMPLAINTS.....	31
STANDARDS OF CONDUCT.....	32
SUSPENDABLE OR EXPELLABLE OFFENSES .....	36
STATEMENT OF NON-DISCRIMINATION.....	39
STUDENT ACTIVITIES .....	41
<b>Eligibility</b> .....	41
<b>Academic Eligibility</b> .....	42
<b>Behavioral Eligibility</b> .....	42
<b>Athletic Donation</b> .....	43
<b>Student Government – Mountain Creek Middle School Only</b> .....	43
STUDENT DROP-OFF AND PICK-UP ZONE.....	43
SUGGESTIONS TO PARENTS.....	44
SUBSTANCE ABUSE PREVENTION AND INTERVENTION.....	44
TELEPHONE USE .....	44
TEXTBOOKS AND MATERIALS.....	44
TOYS, SPORTS EQUIPMENT, ETC. ....	45
TRANSFERS.....	45
VISITORS.....	45
WALKING TO SCHOOL.....	45
HOW TO ACCESS STUDENT MENTAL HEALTH SERVICES – AB2022 .....	46
Medication in School.....	47
Annual Notification of Pesticide Active Ingredients and Expected Pesticide Use .....	48

STUDENT USE OF TECHNOLOGY .....	49
INTERNET SAFETY .....	50
ACCEPTABLE USE AGREEMENT .....	52
AND RELEASE OF DISTRICT FROM LIABILITY (STUDENTS) .....	52
Student Acknowledgment .....	55
Letter to Parents .....	56

## **PIONEER UNION SCHOOL DISTRICT STAFF DIRECTORY**

**Patrick Paturel, Superintendent Principal - District Office (530) 620-3556**

**Pioneer/Walt Tyler (530) 620-7210**

**Mountain Creek (530) 620-4393**

		<i>Room</i>	<i>Extension</i>
Patrick Paturel	Superintendent	District Office	
Kelly Howard	Chief Business Officer	District Office	216
Sarah Fike	Admin Asst / Personnel / IT	District Office	214
Michelle Venables	Account Tech/Instructional Aide	District Office	215
Richard Romo	Principal	Pio/MC/WT	251
Jennifer Monti	MC School Secretary/ AD	MC/PUSD	311
Erika Molinari	MC Teacher-Lang. Arts- 6-8	MC - B2	319
Tim Haboush	MC Teacher-Soc. Stu. /PE 6-8	MC - B4	321
Amanda Wenig	MC Teacher-Science/STEM 6- 8	MC - B5	322
Lisa Grant	MC Teacher-Math/Intervention	MC – B1	318
Catherine Diiorio	Instructional Aide	MC	
Katey Levin	Instructional Aide	Pio	
Melanie Rivera	Instructional Aide	Pio	
Ann Sirochman	Instructional Aide	Pio	
Bianca Malli	Special Ed. Instructional Aide	MC	
Tara Vanderpool	School Nurse	Pio/MC/WT	257/313
Yolanda Valencia	Instructional Aide	MC	
Tausha Winn	Pioneer School Secretary	Pio	250
Michele Melton	Health Attendant/A.M. Ext.Day	Pio	252/424
Melanie Schader	Instructional Aide	Pio	
Allison Morrison	Speech Therapist	Pio - A3	245
Julia Trulock	Pioneer Teacher – TK/K	Pio - B1	402
Courtney Moody	Pioneer Teacher – 2 <sup>nd</sup>	Pio - B3	403
Alyson Houston	Pioneer Teacher – 1s t	Pio - B5	412
Trinity Wolf	Pioneer Teacher – 3 <sup>rd</sup>	Pio - B6	405
Kathy Kaher	Pioneer Teacher – 4 <sup>th</sup>	Pio - C3	411
Adam King	Pioneer Teacher – 5 <sup>th</sup>	Pio - D3	413
Melissa Witcher	Pioneer Teacher – 1 <sup>st</sup> /2 <sup>nd</sup>	Pio - D4	415
Dolores Moran-Colby	Pio Resource Specialist TK-8 <sup>th</sup>	Pio - E2	422
Miriam Legate	Special Education Teacher	MC – B3	320
Beverly Folena	Pre-School Instructor	Pio - F1	421
Kim Havercroft	Pre-School Instructional Aide	Pio – F1	421
Shirley Winegar	Instructional Aide	Pio	
Miriam Bolster	Pio Teacher - Kinder	Pio	407
Evan Fellman	Music Teacher	Pio	
Jamie Fann	Librarian/Instructional Aide	Pio/MC	406/323
Sarah Lemke	Transport. Director 530-622-5081	EDUHSD	7245
Hunter Godey	Grounds Keeper/Custodian	Pio	
Jordan Barry	Grounds Keeper/Custodian	MC	
Chris Garrett	Grounds Keeper/Custodian	Pio/MC/WT	254
Katlyn Adsitt	Food Service Worker/Director	Cafeteria	255/325
Candance Flaming	Food Service Worker	Cafeteria	255/325
Kristyn Williams	Lead Food Service Worker	Cafeteria	255/325

## **CALENDAR**

# PIONEER UNION SCHOOL DISTRICT

## 2024-2025 SCHOOL CALENDAR

### July 2024

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

### January 2025

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

- First & Last Day of School
- Staff Development Days - Non Student Day
- Local Holidays - Non-Student Day
- End of Trimester

### August 2024

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

### February 2025

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

### Local Paid Holidays

- July 4 Independence Day
- Sept 2 Labor Day
- Nov 10 Veteran's Day (Observed)
- Nov 27-29 Day Bef/Thanksgiving Day/Day after
- Dec 24 Christmas Eve
- Dec 25 Christmas Day
- Jan 1 New Year's Day
- Jan 20 MLK, Jr. Day
- Feb 14 Lincoln's Day (Observed)
- Feb 17 Presidents' (Washington's) Day
- May 26 Memorial Day
- June 19 Juneteenth

### September 2024

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

### March 2025

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

### October 2024

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

### April 2025

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

- Emergency Make-up Days
- Super Minimum Fridays - Shaded (7)
- Minimum Days
- Oral Interp- Super Minimum Day

### November 2024

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

### May 2025

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

### December 2024

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

### June 2025

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

89

91

Total Instructional Days: 180

Board Approved:

## **DAILY SCHEDULES**

### **PIONEER/WALT TYLER**

#### **Monday-Thursday:**

#### **Lunch/Nutrition**

Grades TK - K	8:30 – 2:50	11:20 – 12:05
Grades Walt Tyler	8:30 – 2:50	11:25 – 12:00
Grades 1-2	8:30 – 2:50	11:30 – 12:05
Grades 3-3/4	8:30 – 2:50	12:10 – 12:45
Grades 4/5-5	8:30 – 2:50	12:20 – 12:55

#### **Friday & ALL Minimum**

#### **Days**

Grades TK - 3	8:30 – 1:50	11:20 – 12:05
Grades 4 - 5	8:30 – 1:30	11:40 – 12:15

#### **Super-minimum**

8:30 – 12:58

#### **Schedule:**

### **MOUNTAIN CREEK**

#### **Monday-Thursday: Regular Day Schedule**

First Bell	8:27
Tardy Bell/Class Begins	8:30
Period 1	8:30 – 9:16
Period 2	9:18 - 10:04
Break	10:04 – 10:16
Period 3	10:19 – 11:05
Period 4	11:07 – 11:53
Lunch	11:53 – 12:25
SSR	12:28 – 12:46
Period 5	12:46 – 1:26
Period 6	1:28 – 2:08
Period 7	2:10 – 2:50

#### **Minimum Day Schedule**

First Bell	8:27
Tardy Bell/Class Begins	8:30
Period 1	8:30 – 9:08
Period 2	9:10 – 9:48
Break	9:48 – 10:00

Period 3	10:03 – 10:41
Period 4	10:43 – 11:21
<i>Lunch</i>	11:21 – 11:53
<i>SSR</i>	11:56 – 12:14
Period 5	12:14 – 12:45
Period 6	12:47-1:18
Period 7	1:20-1:50

### **Super – Minimum Days**

First Bell	8:27
Tardy Bell/Class Begins	8:30
Period 1	8:30 – 9:00
Period 2	9:02 – 9:32
Period 3	9:34 – 10:04
Break	10:04 – 10:16
Period 4	10:19 – 10:49
Period 5	10:51 – 11:21
Period 6	11:23 – 11:53
<i>Lunch</i>	11:53 – 12:25
Period 7	12:28 – 12:58

Fridays are minimum days and school staff in-service work days. Friday afternoons, staff members receive further training to update their skills and work on curriculum development. Students are sent home at times indicated above on Fridays. There are also super-minimum days when students will go home at the times indicated above. There are **10** super-minimum days during the 2024-2025 school year. Those dates are: **Aug. 9<sup>th</sup>, Sept. 20<sup>th</sup>, Oct. 25<sup>th</sup>, Nov. 12-15<sup>th</sup>, Dec. 20<sup>th</sup>, Jan. 10<sup>th</sup>, and Apr 25<sup>th</sup>**

**\*\*Students not bused to school should not arrive on the Pioneer/Walt Tyler and Mountain Creek school grounds prior to 8:15 a.m. Supervision is not available and students may not walk around the campuses. In addition, students may not remain on campus after school unless under the direct supervision of an adult.**

## **ASSEMBLIES**

During the school year, there will be assemblies. These assemblies may be held on the athletic fields or in the gym. Regardless of the nature of the assembly or the place of the assembly, each student is expected to maintain the fullest amount of self-discipline. Therefore, a well-mannered student listens quietly and courteously to all speakers and performers, and does not spoil the enjoyment of others in the audience.

## **ATTENDANCE**

Regular attendance is important and has a decided effect on grades. Poor attendance and tardiness interfere with learning. Each student should try to maintain a perfect attendance record. If a student is absent from school, the parents/guardians must send a signed written excuse with the student, to verify the absence, when he/she returns. The excuse should be presented to the classroom teacher when the student arrives. There are two types of absences, excused and unexcused. The Education Code lists excused absences as:

- a. due to illness
- b. due to quarantine under the direction of a county or city health officer
- c. for the purpose of having medical, dental, or optometric services rendered (note from Dr. or Dentist)
- d. for the purpose of attending the funeral of a member of his/her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside of California.
- e. student attendance at his/her own naturalization ceremony.

All absences must be accompanied by a signed note from the parent listing date(s) absent and the specific reason(s) for the absence. Absences for any other reason are not excused.

**Please note:** Family vacations, even when pre-planned and notice provided to the teacher and/or office, are verified yet unexcused absences, unless an Independent Study Contract has been submitted and approved. (See Independent Study information below.) Doctor notes will be required to clear an absence, or tardy, for any medical appointment which results in the student missing more than 30 minutes of school. Students arriving after class has started, must sign in at the office. Any late arrival or early release from school requires a doctor's note to maintain a student's perfect attendance record.

Parents/Guardians will be required to attend a S.A.R.T (School Attendance Review Team) meeting with the Superintendent/Principal when a student has accumulated 5 or more unexcused absences or is chronically absent from school. (Chronic absenteeism is a 10% absence rate accumulated anytime during the school year). Failure to attend a S.A.R.T meeting may result in a S.A.R.B referral to the County Office of Education. Students who accumulate an excessive number of unexcused absences will be referred to the County S.A.R.B. (School Attendance Review Board) for appropriate intervention. The School Attendance Review Board (S.A.R.B.), is a committee made up of representatives from the Office of the District Attorney, County Office of Education, Probation Department, Sheriff's Department, Children's Protective Services, Welfare Department, Placerville Police Department, and a variety of support agencies. Further steps may include prosecution for failure to meet the compulsory education laws of the State.

Truant means a student who is absent from school without a valid excuse for THREE full days in one school year, OR tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof. Students are expected to be on time for class instruction to begin. Late students will be considered tardy. Tardiness interrupts the instruction of others and interferes with the teacher's performance. Excessive tardiness may also result in a referral to the School Attendance Review Board.

## **INDEPENDENT STUDY**

Independent Study is when a student is to be absent for a minimum of 3 days not to exceed 14 days for non- medical reasons (family trips, etc.). The child may receive credit by working independently. A written independent study contract is required between the parent, the child, and the teacher. Please see the office *and* contact your child's teacher for details at least 10 school days before the absence. All independent study work MUST be turned in on the 1st day the student returns to school or the contract is void. Incomplete work will result in unexcused absences and may lower grades. You should expect further make-up work upon return to class. A copy of the Independent Study Contract, and assigned work, will be given to the student on the last day of attendance before leaving.

## **HOME OR HOSPITAL INSTRUCTION**

Home or hospital instruction is available for students temporarily disabled by accident or illness and expected to be out of school for two (2) weeks or longer. Home or hospital instruction is provided by persons holding valid California teaching credentials who work in close consultation with the student's current classroom teacher(s). To apply for a home or hospital instructor the parent or guardian shall apply to the school and provide a physician's written note stating that the student is unable to attend school and will not expose the home teacher to any contagious disease that can be transmitted by casual contact.

## **BICYCLE/SKATEBOARDS**

### **Bicycles**

With the ever-increasing traffic there is a great need for sound and appropriate observance of rules by all students riding bicycles to and from school.

1. We recommend all bicycles be registered and licensed by the Sheriff's Department.
2. Bicycles must be locked each day immediately upon arrival at school.
3. To prevent a dangerous situation, bicycle riders at the end of the school day are to keep their bicycles at or near the office until after the last bus has departed.
4. Helmets are required by law for anyone under the age of 18.

### **Skateboards**

Skateboards brought on campus during school hours shall be stored in the school office for the day.

## **BUS RULES**

SPECIAL NOTICE: In 2006-2007 all Pioneer Union School District buses began using surveillance cameras to monitor student rider behavior. Students and parents are hereby notified that the surveillance cameras on the buses may be used at any time to monitor student rider behavior and the recordings may be used as evidence in student disciplinary investigations and/or actions.

This outlines the student requirements for maintaining the privilege of riding a school bus. Driving a school bus is an important responsibility for a school bus driver under normal conditions. However, it can become hazardous when a driver has their attention diverted by any disturbances on the bus. The lives of our children are literally in the hands of our drivers. Policy #5131.1 of the Board of Trustees, *Bus Conduct*, gives the bus driver absolute jurisdiction over the conduct of all students being transported on the bus. All students will be expected to adhere to these bus regulations or possibly lose their bus privileges.

Our school buses will be treated as if they were classrooms. Referrals/Bus Citations will be issued. IN ADDITION, school consequences for inappropriate behavior may be issued.

1. Pupils riding the buses are required to go immediately to the bus stop upon departure from home in the morning, and are required to report home immediately after being discharged from the bus at the end of the school day.
2. Orderly behavior is required at all bus stops and while on the bus. No pupil is

permitted to interfere with or to mistreat the property of another pupil while riding on, waiting for, or going to and from the bus.

3. Throwing of any items in, at, or around the bus at any time is prohibited.
4. No live animals, glass items, sharp objects, or incendiary devices shall be transported on a school bus.
5. The use of all electronic devices of any type are not allowed on home/school routes without driver permission.
6. Science specimens are to be encased in safe containers of pliable plastic or cardboard. Glass containers will not be allowed.
7. The driver may move children from one seat to another at their discretion. Children may also be assigned a permanent seat at the discretion of the driver. Children are expected to remain seated, not turning around in seat, keeping the aisles clear at all times, including red light stops.
8. All parts of the body, arms, and head must be kept inside the bus at all times.
9. Eating, drinking (except water), chewing gum, or leaving trash of any kind is not permitted on the bus.
10. All children are expected to exit the bus at their regular assigned stop. Exceptions may be permitted on a space available basis only when a parent submits a signed note to the respective school office and then in turn to the bus driver. Without such authorization bus drivers cannot permit children to enter or leave the bus at any other than their regular stops.
11. State law requires all children to cross streets in front of the bus when departing - never behind. Pupils who must be escorted across the street shall exit the bus and remain by the bus door until the driver tells them to cross the street.
12. Pupils are to remain seated, quiet, and orderly at all "red light" stops.
13. Parents will be held responsible for any malicious damage to the buses by their children.
14. Throughout the period of time children are aboard the bus they are directly responsible to the driver for their conduct and actions. Children are responsible for their behavior. Any behavior or conduct deemed unsafe by the driver is subject to disciplinary action.

#### **Other rules as posted in each bus:**

- Follow directions the first time given.
- Remain seated at all times.
- Use classroom voices at all times.
- Keep hands, arms, legs, and objects to yourself and inside the bus.
- No rudeness, teasing, or obscene gestures on the bus.
- Our buses will be treated as if they are classrooms for behavior purposes.

Please Note: When the student is denied the privilege of transportation, both field trips and sports trips are also included in the denial.

Immediate suspension of transportation may be invoked for infractions deemed extremely hazardous to the safety of the bus. When a pupil is denied transportation, it is

the parent's responsibility to provide transportation to and from school. Bus transportation is a privilege offered by districts, not a right provided by law. Parents are required to sign and return referrals/citations or students may lose transportation privileges until signed. In all instances every attempt to contact parents will be made prior to the issuing of a referral/bus citation.

## **Non-student riders on buses**

Non-students may ride on Pioneer School District buses under the following circumstances:

- 1) They are adult community members traveling to or from school with legitimate, school-related business (volunteering, conferences, etc.).
  - a) First time riders on school related business will be asked to check with the Supervisor of Transportation upon their arrival or at their first convenience.
- 2) No non-Pioneer District students may ride the bus. This includes field trips and game buses.

## **Steps for school bus safety**

Students are at much greater risk of being injured as a pedestrian in a school bus loading zone than as a passenger in a school bus. Most of the children killed in school bus-related crashes are pedestrians, age's five to seven, struck getting on or off the bus. Parents must ensure that their children know how to safely travel to and from the school bus stop, wait at the stop, get on and off the school bus, and behave while riding the bus.

**Kindergarten students will not be released from the bus unless a parent, guardian or other designated adult is present at the stop.**

## **Tips for parents**

1. Walk your children to and from the school bus stop.
2. Stay with your children in the morning until they board the bus. This is especially important with young children.
3. Supervise your children to make sure they get to the stop on time. Wait five giant steps from the road, and avoid rough play.
4. Teach your children to ask the driver for help if they drop something near the bus. If a child stoops to pick up something, the driver cannot see the child and the child could be hit by the bus. A book or backpack helps keep loose items together.
5. If you think a bus stop is in a dangerous place, talk with your school transportation director about the possibility of changing the location.
6. Review your child's clothes and school items for safety:
  - a. Drawstrings, straps and dangling items can become caught on the school bus handrail or door. Make sure clothes have no loose drawstrings and backpack straps are short.
  - b. Yellow rain coats blend in with the school bus and make the child less

noticeable to the school bus driver.

7. When unloading, look before stepping off the bus to be sure no cars are passing on the shoulder (right side of the road) Move away from the side of the bus.
8. When having to cross the street in front of the bus, you may only cross the street while the bus driver is out of the bus, standing in the roadway and holding the Stop sign. The Red lights will be flashing and the driver will give the signal to cross.
9. After crossing the street, never cross the street again to return to the bus. If an item is left on the bus, you may get it the next day.

## **“STOP WHEN RED LIGHTS FLASH”**

1. When loading or unloading students at a bus stop, the bus driver is required to activate his Red Lights immediately upon stopping the bus.
2. When you are approaching a bus that is getting ready to pull over to load or unload please “STOP”; allow the bus to load or unload. When all students have gotten on or off the bus, the driver will then cancel his Red Lights and allow you to pass.

We appreciate your cooperation with School Bus Safety Red Light Crossing Procedures V.C. 22112

Parents, these procedures are outlined for you so you can explain to your child the proper procedures to follow when being escorted across the street by the driver.

1. All Students are to remain seated until the bus comes to a complete stop.
2. All Students are to wait until the driver exits the bus, stands in the middle of the roadway and gives approval for the students to come out of the bus.
3. Students shall WALK across the street between the bus driver and the bus.
4. Students are NEVER to cross behind the bus.
5. STUDENTS ARE NOT TO CROSS THE STREET AND COME BACK TO THE BUS TO RETRIEVE AN ITEM LEFT ON THE BUS. WAIT UNTIL THE NEXT DAY TO GET IT.
6. Go directly home from the bus stop.

## **CELL PHONE USE**

MOUNTAIN CREEK: Students may use their cell phones before and after school at the front of the school. It is the Districts policy that cell phones must be turned off and in the student's backpack throughout the duration of the school day.

Cell phones are not to be used on school-sponsored transportation

If a student has any issue that requires contacting a parent/guardian, they must do so under the supervision and with the permission of a staff member.

The Pioneer Union School District is not responsible for lost or stolen cell phones. In

accordance with BP/ 5145.12 - Search and Seizure, a school official may search a student's mobile communications device, including, but not limited to, reviewing messages or viewing pictures

## **CLASSROOM PARTIES**

In accordance with the District's Wellness Policy and its intent to promote a healthy lifestyle for students, parents are encouraged to provide healthy snacks, treats, and foods for class parties. Providing party foods that are low in sugar, low in trans fats and low in sodium will be healthier for students. Offering bottled water instead of soda or sugared sports drinks also promotes a healthy lifestyle. Class parties should take place in the afternoon, after lunch has been served.

The health needs of some students require school staff to calculate carbohydrate intake. For this reason, all food items for parties must be store bought and brought to school in original containers/packaging (fruits and vegetables not included). Please be aware that some students may have severe medical issues and/or food allergies, such as peanut allergies. Please speak with your teacher if you have any additional questions or concerns.

## **CLOSED CAMPUSES**

The Pioneer School District maintains the policy of having closed campuses. This means that students will not leave school at any time during the day (including noontime) without permission. Permission to leave the school grounds during the school day is granted for the following reasons:

1. Doctor or dental appointments require written permission of parents or guardians before the student will be excused.
2. Personal emergencies require parental request.

Students picked up during school time must be "signed out" in the school office. *If a person other than the parent or guardian is picking up a child, a written note signed by the parent or guardian is required.* Also, be sure your emergency card is updated authorizing the school who to contact in case of emergency.

## **COMMUNITY SERVICE WORK**

Students may be assigned community service work as part of the disciplinary and restorative process. An example of community service activities includes campus beautification projects or other similar tasks. Assignment of community service work is made by school administration.

## **CONTACTING TEACHERS/STAFF**

Open communication between school and home is crucial for student success.

Questions or comments you have regarding the classroom program, grading procedure, etc., should be initially communicated directly with the staff member involved. Please keep in mind, that while teachers have phones in their classroom's instruction will not be interrupted for incoming calls for teachers. We appreciate your cooperation in this matter. If you wish to speak with a staff member, please leave a message on that person's voice mail and he/she will get back to you as soon as possible. Each teacher has an e-mail address - first letter of first name, last name@pioneerusd.org (i.e. jdoe@pioneerusd.org). Please check with your student's teacher for additional methods of acceptable communication.

## **DRESS CODE**

The Pioneer District staff asks that parents support us in our efforts to provide your child with a wholesome, safe environment in which to learn. It is not our goal to make clothing an issue at school. In order to prevent enforcement issues, we need parents to screen what their children are wearing before they leave home in the morning. The staff will use discretion and respect when dealing with dress code infractions. Parents may be called and asked to bring alternative clothing for their child if they come to school inappropriately dressed. If a parent cannot be contacted or is unable to come to school, students may be asked to change into appropriate clothing loaned by the school.

Our guidelines include:

1. No see-through clothing, stockings, fishnet blouses, or shirts. No bare midriffs, off the shoulder tops, halter or tube tops. No cutoffs. Shirt straps must be at least two finger-widths wide. Spaghetti straps are not allowed at any time. Undergarments should not be seen.
2. Low-cut dresses or tops that are deemed inappropriate by school personnel may not be worn. Clothing with inappropriate lettering, printing, artwork, etc. are prohibited. These include references to drugs, alcohol, sex, violence, gang affiliations, etc.
3. Students may wear hats to school. Hats may be worn in all school buildings, but classroom teachers may require removal in his/her classroom.
4. *Skirts* and *Shorts* should be of modest length – shorts no less than a 3-inch inseam.
  - a. Students with pants that are not at the waist will be asked to wear a belt for the remainder of the school day. Oversized or overly loose pants may not be safe for playground or PE activities.
5. Chains of any kind (such as wallet chains), clothing or jewelry with protrusions that can be considered unsafe are not allowed.
6. Any apparel, backpacks or notebooks suggesting any affiliation with gangs will not be allowed. Law enforcement will be a resource in determining what constitutes gang apparel.
7. Clothing with excessive rips, tears and/or holes is not acceptable, and may not be higher than a 3-inch inseam or show undergarments
8. Shoes must be worn at all times. Shoes must have a heel strap. No slippers or house shoes. No high heels such as stilettos or excessive high heels are to be worn. *Students are required to wear appropriate athletic footwear for PE.*

## **EMERGENCY INFORMATION (CARD) ONLINE FORM**

Emergency Information is required for each student. Parents will be required to complete emergency information through Aries Portal before school starts or when registering child. Parents/Guardians should update the parent portal of any change in address, employment or phone numbers so the cards are kept current. Emergency contact persons (at least 2) should be listed. These names and phone numbers are used in emergency situations when the parent or guardian cannot be reached. Students may be released, for emergency or other situations, only to parents, legal guardians or persons listed on the Emergency Information Form.

## **EMERGENCY SITUATION PLANS**

School hours and operations can be impacted by a variety of situations: severe weather conditions, road closures, power failures, lack of heat, lack of water, fire and snow. These situations may make it necessary to begin school late, dismiss early, or cancel school completely.

As we enter the Winter season it becomes important to review our “Snow Day” and other emergency situations which may impact school hours. Please review the following information and call the school if you have any questions.

Communication:

1. If school is closed for the day an automated/computerized phone tree will attempt to notify those of you with telephones before bus pick-up time. We will also send an SMS message. If your phone is out, you do not have one, or you do not hear from us, tune in to radio stations KNCL (105.1), KSSJ (97.7), TV Stations KCRA Channel 3 or KXTV Channel 10, KTXL Channel 40, KOVR, Channel 13 between 6:30 a.m. and 7:30 a.m. for an announcement of a cancellation at Pioneer School, El Dorado County, Mountain Creek School and for Walt Tyler School. Or the district website [pioneerusd.org](http://pioneerusd.org), the district Facebook page, or El Dorado County Office of Education's webpage [edcoe.org](http://edcoe.org).
2. If school will begin late the same procedures listed in #1 above will be followed. An announcement of this type may be for the entire school or for certain affected bus routes only. If school is beginning 2 hours late, expect buses to be at stops 2 hours later than normal; 1 hour late, buses are 1 hour late, etc. Generally, you will not be called if buses are running less than 30 minutes late.
3. If school is dismissed early the decision will have been made by the administration based upon information received from law enforcement agencies, road crews, bus drivers and/or key community contact persons. The school will notify as many parents, or alternates as listed on student emergency cards, as possible and will contact the radio stations mentioned in #1 above.
4. Announcements of early dismissal will be made via phone tree, SMS, Facebook, and over the radio stations. School buses will take children to the regular stops on these days, unless weather conditions force modification of routes (such as at

the top of Grizzly). Please make plans in advance for such days, should you not be at home. Discuss these plans with your children so that they will know what to do and where to go.

**PARENTS:** In each situation #'s 1-3, the school will make every possible attempt to get information to you. Please do not call the school unless you have an emergency or come to the school to pick your child(ren) up. The phone lines and school personnel need to be open and free to deal with the situation. The parking lot needs to be less congested so buses may safely enter, load students, and exit.

### **Transportation:**

1. Our drivers are highly skilled professionals and have been directed not to go into any area where snow, ice or other situations make road conditions too hazardous or impassable. The bus driver will make the final decision.
2. Snow, severe weather, fire and road conditions may result in situations where school is open, yet certain bus routes are impassable. In these situations, school will be open to students living in areas where buses can travel and to students who have been privately transported to school.
3. Our buses have been fitted with radio communication equipment for immediate bus to bus and bus to school communication.
4. Students with parental permission notes to take a different bus home, or get off at a different bus stop must honor the note. Drivers will have a copy of the note and will take the student to the parent designated stop. Parents wishing to change this must contact the school.
5. Buses will not enter Grizzly Park, Winding Way and Capps Crossing if roads are not plowed. Students in these areas may be picked up/dropped off at the Lodge site or at the corner of Evergreen and String Canyon Road.
6. **PARENTS:** During severe conditions, please allow extra time for buses to arrive either on pick-up or take-home routes.

**Parents: Please discuss the listed examples with your children. Develop a plan for each child to carry out on his/her return from school in case you are not home. The child should still go home on the same bus and as close to the same place as on regular days.**

## **EXTENDED DAY PROGRAM**

Extended day programs are available and are located on the Pioneer School campus. These programs are fee based and educationally oriented. For more information about Extended Day visit [www.eday.edcoe.org](http://www.eday.edcoe.org)

Before School: 6:30am – 8:15am open to TK-8th grades

This is a District Program focused on homework help, tutoring, games, and socializing with friends.

After School: 2:50pm – 6:00pm Regular days – open to K – 8th grades

1:50pm – 6:00pm Minimum days and Friday's – open to K – 8th grades 12:25pm –

6:00pm Super-Minimum Days – open to K – 8th grades

This program is operated by the El Dorado County Office of Education

## **FIELD TRIPS**

Field trips often require bus transportation. Prior to boarding the bus for a trip, a signed parental permission slip must be received. The signed parental permission slip gives the school authorization to seek emergency medical treatment in the case of sudden illness or injury. NO STUDENT will be allowed to participate on the trip unless a parental permission slip has been signed and returned to the school prior to the beginning of the trip. Each trip requires a permission slip as our policies do not allow the use of one (1) "blanket" permission slip for the year.

Students are to use district provided transportation except for extremely rare and pre-approved situations. (car sickness, crutches, wheelchairs) Mountain Creek Students: Some field trips extend and enhance student learning. Other field trips are extra-curricular and are funded through ASB and/or private fundraising. In order to participate in class field trips, students must have a signed permission slip turned in by the designated time.

The following applies to extra-curricular field trips: Students must have a passing citizenship grade. This will be defined as students with less than 3 strikes. Students must have a passing grade in citizenship as of the most recent grading period. Students must also have no F's in any class and an 80% or better attendance rate. Our citizenship requirements are designed to ensure that the trips run smoothly with student safety being a primary concern.

Students on field trips will be returned to the point of departure (generally the school) unless the parent or guardian has requested, in writing, that the student be released at some other point or to some other person. This is necessary information for the teacher and bus driver and should be provided prior to the trip. In the interest of safety, some form of positive identification may be required of the parent, guardian, or other specified person before the student is released into their custody.

## **FINGERPRINTING**

In January 1986, Education Code section 32390 became effective. This legislation suggests that schools offer parents of entering kindergarten students and all newly enrolled students in the district information on having their children fingerprinted. The fingerprinting is completely voluntary and requires a signed written request form. Only one copy of the child's fingerprints is made and the parent is given that copy. The printing agency retains no copy or other information. Parents may call the school, Sheriff's Department, or the County Office of Education and request information on fingerprinting dates, times, and locations.

Persons volunteering on a regular basis may be required to have their fingerprints taken

and checked. The school arranges the fingerprinting and pays for the background checking through state and federal authorities. All records are confidential. This policy is implemented with the safety of all children in mind. Note: Volunteers may not be left alone with students and may not provide yard duty coverage.

## **FIRE AND CIVIL DEFENCE DRILLS**

Fire evacuation and civil defense/earthquake “duck and cover” drills will be held on a regular basis. It is important that each student take these drills seriously. One never knows what is a drill or what is real. Upon hearing the appropriate alarm, students will follow emergency procedures and listen to adults for directions.

## **GRADES AND PROGRES REPORTS**

The Pioneer School District has three reporting periods of approximately twelve weeks each. Progress reports are given at varying times during the trimester for selected grade levels. Trimester report cards will be issued at the end of each trimester. Parents are always welcome to contact the teacher for grade information. Parent conferences occur in the Fall for all students and in the Spring for students at risk of non- promotion. Consult the annual calendar for dates and dismissal times.

## **8<sup>TH</sup> GRADE PROMOTION REQUIREMENTS**

The district believes that students should meet high standards, fairly applied. Eighth grade students meeting established District promotion requirements will be promoted to the 9th grade, receive a diploma and may participate in the District promotion ceremony.

In order to be promoted, each student must demonstrate satisfactory progress in his/her classes. Specifically, students must:

1. By the end of the year, have at least a 1.0 GPA in each course. This represents an average of the three trimester grades in each subject. Courses include language arts, math, science, and social studies.
2. Not earn more than one failing grade per course in a year.
3. Not earn 2 or more failing grades in the last trimester of an academic year.
4. Maintain an attendance rate of 80% or higher of the time school is in session.

Moreover, in order to participate in the promotion-related activities, such as the promotion field trip, the promotion breakfast, and the promotion dance, students must also have less than three strikes for citizenship for the third trimester.

Promotion determination will be made by May 8, 2025 for the 2024/2025 school year. In order to participate in the promotion ceremony and activities, students must have met all promotion requirements by May 8, 2025.

Students not meeting district promotion requirements, but who have met minimum proficiencies as established by the district may be granted a Certificate of Completion and referred to the high school district or county office of education programs but are not guaranteed enrollment in the regular comprehensive high school.

## **HEALTH AND MEDICATION**

### Use of Medication at School:

Students who need to take medicine of any kind (prescription or over the counter) may do so only with written permission from the doctor AND the parent. Forms are available in the school office and one is included at the back of this handbook. The parent shall bring all medication to the school office for secure storage. The medication must be in the original container, properly labeled with the pupil's name, medication, and dosage (amount and times of medication). Parents should bring all medications to school.

Students will not be allowed to take or administer in any way, any type of medications without the proper forms and permissions on file with the school office.

Medication permission forms are valid for (1) one school year and must be renewed by the parent each school year. Forms can be found on the school district web site or in your school office.

Note: If parents are taking their child to the doctor for an illness which may require medication at school, it would be helpful to take a blank form with them. Both the parent and the physician can fill in needed signatures at that time rather than making a special trip later.

### Health Note:

Since the school is a community of persons with close physical contact, it is a requirement that parents keep children home who have signs of illness, as many communicable illnesses are most infectious at their onset. It is necessary to keep a child home at least 24 hours after an elevated temperature has returned to normal, because resistance to a new illness is decreased and the child may begin a new illness or have a relapse. For questions about specific illnesses, school exclusion, etc., contact your physician or the school nurse.

Emergency cards for each pupil should be kept current by the parent. Please list as many contact persons as possible. It is unfortunate when pupils must sit hour after hour in the office when they are ill and no one can be reached. Not only are they uncomfortable, but they are exposed to cross contamination from the other ill children and may expose others.

### Head Lice Checks:

Head lice checks may be conducted during the school year to help prevent outbreaks. Lice are small insects that live on human hosts. These small creatures do not fly or jump, but crawl very fast from host to host. Sharing combs, brushes, hats, coats, barrettes and even hugs aids the transmission of lice.

To get rid of lice, use a medicated shampoo. Thorough cleaning of the home is

necessary. A sheet of instructions is available at the school.

Transmission: The bacteria is carried by a small deer tick. The tick is thought to get the bacteria from lizards and jack-rabbits. The deer tick lays in wait on low vegetation and transfers onto whatever brushes by; they don't fly or jump. Dogs and cats can carry these ticks to your home and property.

## **HOMEWORK**

1. Purpose of Homework - Homework shall fulfill one or more of the following:
  - a. Completion of unfinished classroom work.
  - b. Make up of school work assigned during the student's absence.
  - c. Practice or review of content previously studied.
  - d. Individual study motivated by particular interests.
  - e. Research related to classroom activities, e.g., interviews, projects, maps.
  - f. Recreational reading for book reports.
  - g. Discriminate use of radio, television, motion pictures.
  - h. Encourage creative work including creative writing.
2. Criteria of Homework Assignments - Homework assignments are to be in accordance with all or most of the following criteria:
  - a. Be specific, clear, and of reasonable length.
  - b. Take account of pupil's ability to complete the assignment.
  - c. Take into consideration the necessary tools required to work on and complete the assignment.
  - d. Pupils are held accountable for completion.
  - e. Take into consideration the student's other assignments.
  - f. Provide necessary practice and application of learning acquired in school.

Other Suggestions for Parents: At times when no homework is assigned or is completed, the following suggestions are made for students:

\*Free reading time    \*Practicing math facts  
\*Spelling practice    \*Parents reading to/with children  
\*Household science projects    \*Reading newspaper/magazines  
\*Family games    \*Letter writing  
\*Reading, measuring, and other activities used in cooking  
\*Alphabetizing tasks (examples: books, spices in cabinet, etc.)

It is crucial that student's record class assignments and that parents monitor this with their children. Students and parents need to be sure that they understand each teacher's policy regarding late assignments, and how to receive assignments that were given when they may have been absent. It is the responsibility of the student to make-up missed work and to ask the teacher for those assignments.

When a student is absent for two days or less, work will be provided upon the student's return. Students are

encouraged to log in to his/her Aeries portal if they feel well enough to do work, contact a friend. Requests for work due to prolonged absence can be made through the school office.

## **HONORS PROGRAM**

The honors program is to give recognition to those students who maintain a high academic record in grades 4th – 8th. Any student who receives, in any one trimester, a 3.50 to a 4.00 grade average in their specific subject courses shall receive Highest Honors. Any student in any one trimester receiving a 3.00 to a 3.49 grade average in their specific subject courses shall receive Honors.

Students who achieved Highest Honors for all three academic trimesters will receive a Highest Honors award at the end of the year.

## **INSURANCE**

Low-cost student insurance is available on a voluntary basis. Students who compete in interscholastic athletics are required to be covered by accident insurance. If you do not have such coverage, or if you wish additional insurance, you may purchase student accident insurance directly from the insurance carrier. An application form and information about the coverage will be sent home with your child early in the school year. This investment of a few dollars has saved parents thousands of dollars in past years.

## **LOST AND FOUND**

All articles should be clearly marked with student name for easy identification should they become lost. Students should inquire in the office about lost articles and check for lost items in the designated lost and found area. Unclaimed articles will be donated to a charitable organization on a regular basis after being displayed at the school. It is the student's and parent's responsibility to check for lost items.

## **MCKINNEY VENTO PROGRAM**

- Helps families living in transition
- Helps families experiencing homelessness... living in a motel, shelter, campground, car or with family/friends due to loss of housing.
- Children cannot be denied enrollment in a school due to lack of a permanent address, immunization records, birth certificates or previous school records. Children living in transition or experiencing homelessness are automatically eligible for extra academic help, immediately eligible for the free lunch program, and receive transportation to and from school. Contact the school office or the Superintendent/Principal if you need information about this program or know someone else who needs the information.

## **NURSING SERVICES**

The Pioneer School District provides the services of a school nurse on a limited basis. The school nurse is involved with head lice screening, checking student health forms

and immunization records, family life education, scoliosis screening for middle school students, hearing and vision screening. Parents may contact the nurse at school if they have specific questions or concerns regarding their child(ren).

## **OFFICE**

Students coming to the office must have a pass. The office staff wishes to maintain an “open door” policy, but at times the office gets too crowded. Students who are not in the office on actual business will be asked to leave. Students wishing to see the Superintendent/Principal should check with the secretary first after obtaining a pass from a teacher.

## **PARENT CONCERNS PROCEDURE**

Occasionally, a parent may have a concern with the actions by a member of the instructional staff. The concern may be actual or alleged. In order to resolve the concern, the following procedure should be followed:

1. The parent should first discuss the concern with the staff member involved. This may be done by leaving word with the secretary for the teacher to contact the parent and set up an appointment to discuss the concern.
2. If the concern has not been resolved, the parent should put the concern in writing and make an appointment with the Superintendent/Principal and the teacher to resolve the written concern.
3. The Superintendent/Principal will discuss the concern with the teacher prior to meeting with the parent in order to gather data.

## **PARENT PARTICIPATION (Volunteers)**

All Visitors must check in with the office when arriving on campus. No visitor will be permitted in a classroom or any area of campus without first checking in and receiving a visitor pass.

: Parent participation is very important in all phases of the Schools. Parent volunteers in the classroom can be valuable support. Parents are also most welcome as resource people, to help with special activities, and to participate in parent education programs. Interested parents should contact an individual teacher and the school office. Regular volunteers may be asked to fill out an information card, receive a school orientation, and may be fingerprinted. All volunteers will be required to sign a Parent Volunteer and Megan’s Law Affidavit form and receive clearance, 2 days prior to volunteering  
General Guidelines for Volunteers Include:

1. Modeling, following and helping reinforce basic rules of the school;
2. Assisting with the needs of all students in the class or group;
3. Modeling and reinforcing the use of appropriate language and levels of communication;
4. Never hesitating to share or communicate with the classroom teacher;

5. Following the rules of confidentiality when dealing with student lessons, materials, grades, products or behavior.
6. Volunteers may not be left alone with students and may not provide yard duty coverage.

## **PARENT-TEACHER ORGANIZATION – (PTO)**

Pioneer School District has a Parent-Teacher Organization. The Parent-Teacher Organization was formed to promote and support unity between parents, teachers, other school staff, and the community. Goals of the Pioneer Union School District Parent-Teacher Organization will center on fund raising, monthly meetings, and special “Family Events.”

The Parent-Teacher Organization sponsors or provides funding for activities such as:

- The Jingle Bell Shop
- Yearbooks
- Staff Appreciation Week
- Field trip fund raising
- 8th Grade Promotion Support
- Father-Daughter Activity
- Mother-Son Activity
- Bingo Night

There are a variety of ways parents and families can assist the efforts of the Parent-Teacher Organization. Please contact the school office for a schedule of monthly meetings or for the phone number of this year’s coordinator. The more help we have the more we can accomplish to help our students have the best educational experience possible!

## **PESTICIDE USE ON CAMPUSES**

Assembly Bill 2260 requires all school districts to notify students, parents and staff of any pesticide/herbicide product that may be used on the campus, maintain records for four (4) years, post notices of application at least 72 hours prior to application, post “Warning” signs in the treated areas 24 hours prior to application and 72 hours after application.

## **PHYSICAL EDUCATION**

Participation: All students are required by the State Education Code to participate in Physical Education. The policy in the Pioneer School District is that a student must have a signed written excuse to be excused from fully participating in the daily program. Two types of excuses are acceptable:

1. Physician's note is honored until time of release.
2. Parent's note with which student will be excused from Physical Education up to 3 days.

All students are expected to dress appropriately for P.E. Tennis/athletic shoes are

required for everyone.

## **PRIVATE TRANSPORTATION**

Students are not to ride home from school with anyone other than their parents, unless the parents write a note that is signed and dated, authorizing their son or daughter to ride with a certain person or persons. The authorization must name the person or persons with whom the student is permitted to ride and whether it is a temporary or permanent arrangement. In emergency situations, when parents are not available, students may be released to those persons designated in writing on the student Emergency Information Card.

Parents or an authorized person who is providing transportation to a student who normally rides a bus, must report to the office and provide signed parent permission prior to leaving the school grounds and check the student out. To ensure student safety, students will not be allowed to leave the bus loading area without verification from school office personnel.

## **SCHOOL BOARD**

Did you know that School Boards are one of the last areas of grass roots democracy? They are locally elected, represent local areas, meet locally and make local decisions. Our five-member Board of Trustees meets on the second Thursday of each month in room E-3 at Mountain Creek Middle School. All members of the community are welcome to attend any open session. There are times when the Board needs to meet in closed session to discuss personnel, negotiations with employee groups, etc.

Agendas for Board meetings are always posted on campus at least 72 hours before a meeting. Community members may contact the District Office (620-3556) if they wish to receive agendas electronically.

The Board members are always interested in receiving community input and will take time to explain activities, actions, policies, etc., when asked. However, questions on day to day school operations should be directed to school administration.

## **SCHOOL BOARD ELECTIONS**

School Board members are elected for four (4) year terms. School Board of Trustee members must be residents of the appropriate school district and must be registered voters. The next election is scheduled for November 2024.

## **SCHOOL LUNCHES**

Free student breakfast and lunch will continue to be provided for all students.

We still need every family to complete the free/reduced meal application form as it is critical for specialized funding for programs that increase and improve services for students.

## **SCHOOL SITE COUNCIL**

This Council provides a means for parents and other community members to become involved in the education of our students. The Council, composed of parents, teachers, administrator, and other school staff, makes recommendations to the school district regarding the planning, implementing, and evaluating of educational programs supported by categorical funding. All parents, whether elected representatives or not, are welcome and encouraged to attend any and all meetings of the councils. The meetings are held regularly and are publicized. For additional information please inquire at the school offices.

## **STUDENT SERVICES**

The school years can be full of many confusing and challenging issues for both parents and our students. We offer many support services to families and students to help make the transition as smooth as possible. These services include: a school nurse; a very positive Student Support Center which assists students with active IEPs (Individual Education Plans) and any student who wishes to take advantage of the program; Student Success Team, which is a group of teachers who meet with parents to discuss a plan for helping those students who may not be experiencing success either academically and/or socially. Please contact the school office for more information on any of these programs.

## **SEXUAL HARASSMENT**

The Governing Board is committed to maintaining a school environment that is free from harassment. The Board prohibits sexual harassment of any students by another student, an employee or other person, at school or at a school-sponsored or school-related activity. The Board also prohibits retaliatory behavior or action against any person who complains, testifies, assists or otherwise participates in the complaint process established in accordance with this policy.

Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school related activity in violation of this policy and shall be subject to disciplinary action. For students in grades 4 through 8, disciplinary action may include suspension and/or expulsion, provided that in imposing such discipline the entire circumstances of the incident(s) shall be taken into considered. Such circumstances shall include but are not limited to:

1. Age and maturity of the victim and the perpetrator
2. Pervasiveness of the alleged harassing conduct (i.e., how many times the act(s) occurred, how many individuals were involved, etc.)
3. Prior complaints against the perpetrator

The Superintendent/Principal or designee shall ensure that all district students receive age-appropriate instruction and information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment; including the fact that sexual harassment could occur between people of the same gender.
2. A clear message that students do not have to endure sexual harassment. Students should be encouraged to report observed instances of sexual harassment, even where the victim of the harassment has not complained.
3. Information about the person(s) to whom a report of sexual harassment should be made.

Any student who feels that he/she is being or has been subjected to sexual harassment shall immediately contact a school employee. A school employee to whom a complaint is made shall, within 24 hours of his/her getting the complaint, report it to the Superintendent/Principal or designee. Any school employee who observes any incident of sexual harassment on any student shall similarly report his/her observation to the Superintendent/Principal or designee, whether or not the victim makes a complaint. If the alleged harasser is the Superintendent/Principal or designee, the employee may report the complaint or his/her observation of the incident to the County Superintendent who shall investigate the complaint.

The Superintendent/Principal or designee to whom a complaint of sexual harassment is reported shall immediately investigate the complaint. Where the Superintendent/Principal or designee finds that sexual harassment occurred, he/she shall take prompt, appropriate action to end the harassment and address its effects on the victim. The Superintendent/Principal or designee shall also advise the victim of any other remedies that may be available. The Superintendent/Principal shall file a report with law enforcement authorities, where necessary. In addition, the student may file a formal complaint with the Superintendent/Principal in accordance with the District's uniform complaint procedures.

The Superintendent/Principal or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address and prevent repetitive harassing behavior in its schools. Information gathered in the course of investigating a sexual harassment complaint shall be kept confidential to the extent possible.

## **SNOW DAYS**

(See Emergency Situation Plans)

## **SPECIAL EDUCATION PROCEDURAL SAFEGUARDS AND COMPLAINTS**

Complaints concerning compliance with state or federal law regarding special education

shall be addressed in accordance with the district's uniform complaint procedures. Students and parents/guardians have the right to receive written notice of their rights, including those related to the student's individualized education program, in language easily understood by the general public and in the primary language of the parent/guardian or other mode of communication used by the parent/guardian, unless to do so is clearly not feasible. (Education Code 56506)

#### **Due Process Hearing Rights**

A student, parent/guardian or the district may request a due process hearing whenever:

1. There is a proposal to initiate or change the identification, assessment or educational placement of the child or the provision of a free, appropriate public education to the child. (Education Code 56501)
2. There is a refusal to initiate or change the identification, assessment or educational placement of the child or the provision of a free, appropriate public education to the child. (Education Code 56501)
3. The parent/guardian refuses to consent to an assessment of his/her child. (Education Code 56501)

Due process hearing rights include the right to a mediation conference before the hearing, unless waived by either party. (Education Code 56501)

Parties requesting a due process hearing shall file their request with the Superintendent of Public Instruction or designated contracted agency and give a copy of the request, at the same time, to the other party. Within three (3) days of receiving a copy of a request for a hearing, the SELPA or district administrator shall advise the parent/guardian of free or low-cost legal services and other relevant services available within the geographical area. (Education Code 56502)

If a party requesting a state due process hearing so desires, he/she may meet informally with the other party to resolve the issue(s) prior to the state mediation conference. The district superintendent or designee shall conduct this informal meeting and shall have the authority to resolve the problem(s). (Education Code 56502)

## **STANDARDS OF CONDUCT**

School rules, like society's laws, are for the protection and welfare of everyone. In an effort to clarify the school's expectations for student behavior, the following standards of conduct have been set forth. These standards serve as guidelines only. General rules of courtesy and safety apply to all students at all times.

All students are expected to behave appropriately in the classrooms and at school. No student should be permitted to stop a teacher from teaching and/or any student from learning. Therefore, teachers will post their classroom rules. In addition:

1. We expect the personal best from our students in their behavioral choices.
2. We expect that our students will respect all others and their property.
3. Students will encourage the personal best in each other.

Please Note: It is the policy of the Pioneer Union School District Board of Trustees to take the strongest stand to prohibit any drugs, alcohol, or tobacco on campus.

Please Note:

School administration is required to immediately suspend a pupil found in possession of a firearm at school or at a school activity off school grounds AND the Board shall expel the student. Recent legislation allows the school to include an imitation firearm in this section.

#### Pioneer / Walt Tyler Campus Information:

##### Playgrounds

1. Field is closed to students before school.
  - a. Students are to walk on the sidewalks at all times.
  - b. Students are not to be in any unmonitored area. Students should only be in areas yard duty/teachers are assigned to. Play areas will be closed to students when coverage is unavailable.
  - c. Fighting, wrestling, kicking, tackle, "keep-away," gang-up games, karate-type games, or rough play are not permitted.
  - d. Students should stay on the playground, out of the classrooms and hallways, during recess.
  - e. All games and other recess activity should cease immediately when the recess bell rings. Students will freeze. All students are released at the same time whether they have equipment or not. When released, students will walk to put equipment away and then line up at the teacher's designated area.
  - f. Foul or abusive language is not permitted and will not be tolerated.
  - g. There will be no playing, hiding or loitering in the restrooms. Numbers of students in restrooms may be restricted at times.
  - h. Soccer balls may be kicked on the field only. Rubber balls may not be kicked. Jump ropes are to be hung on hooks- not placed in the ball box.
  - i. There will be no climbing on the backstops, trees, tables, or fences.
  - j. Children waiting to swing should line up on the side of the swing they wish, first child counting to "25" (pumps). No jumping from swings, swinging sideways, swinging double or triple or twisting of the chains on the swings.
  - k. There is to be only one person on the slide at one time sitting on their "bottom" to slide feet first, and no walking on the slide.

#### Mountain Creek Campus Information:

##### Grounds

1. Students are to stay in areas specified on campus map
2. Students must stay in view of yard duty at all times
3. Students must have a pass to go to the office or be out of class for any reason
4. Walkways are to be kept clear to allow for foot traffic
5. Use sidewalks when going/coming from field/blacktop areas
6. Respect school landscaping
7. Eating is allowed on grass, quad, or in cafeteria during morning break and lunch
8. Dispose of all trash in trash cans
9. Gum chewing is not allowed
10. Students should refrain from kissing, hugging and any other forms of inappropriate body contact while on campus, on the school bus, or at off-campus events/activities

11. Students are to follow the school dress code
12. Profanity of any type is not allowed anywhere for any reason
13. Students are to refrain from horseplay/roughhousing
14. Fighting, teasing, name calling and disrespectful behavior is not allowed
15. Cell phones are prohibited from being used on the school campus. 6th - 8th grade students only, are permitted to use cell phones before and after school hours while on the sidewalk in front of the school.

## Mountain Creek Rules and Etiquette for Break and Lunch

### Basic

1. Please walk and be polite. No running.
2. Follow rules, respect teachers and yard duty.
3. Keep your hands to yourself, and be kind.
4. Cafeteria
5. Students should get their lunch and sit down or go outside to eat, weather permitting.
6. Students should not be in the cafeteria if they are not sitting and eating.
7. Rainy Day Lunch: All students need to be sitting down. No eating on the bleachers.
8. Quad
9. Students need to eat in designated areas.
10. No food on sidewalks unless students are sitting with permission from yard duty.
11. No throwing food over or through the fence.
12. Stay off grass by lockers and stairs.
13. No running on sidewalks.

### 14. Blacktop

15. No kicking equipment of any kind on the blacktop.
16. Handball only on blacktop wall.
17. Basketballs on court area.
18. Volleyball can be played on volleyball court only.
19. Soccer is a field only sport.
20. Football is a field only sport and is two hand touch. On soggy days passing can be done on the road to the track.

### 21. Field

22. Students on the field should be playing a game or walking.
23. No climbing or hanging on trees anywhere.
24. No food or drinks on blacktop or field areas.
25. When the bell rings, carry equipment in from blacktop and/or field and place in ball box.
26. No throwing balls into the box from any distance.
27. Students are allowed to sit under trees near blacktop.
28. No throwing balls at each other.

District wide Information:

1. Classroom (in addition to the teacher's rules)
  - a. Students are not to be in classrooms unless a teacher or aide is present.
  - b. Eating in the classroom is to be supervised by the teacher and according to each teacher's classroom policy.
  - c. Students who arrive at school after school has started must report to the office to check in.
  - d. Students leaving school for any reason must be signed out through the office, and upon return, signed in.
2. Library
  - a. While the library is at times used as a classroom and at times for meetings, its primary function is to provide a place for quiet study and research.
  - b. Students should speak softly when using the library.
  - c. No books or materials may be taken from the library without checking it out from the librarian or teacher.
  - d. A fine may be assessed for all overdue materials by the person who checked out the material.
  - e. Materials that are lost or damaged must be replaced or paid for by the person who checked out the material.
  - f. Library materials are the responsibility of the person who checks them out from the time they are signed out until they are again signed back in.
  - g. Use of the library is a privilege; improper behavior by a student will result in a loss of its use.
3. Lunch/Cafeteria
  - a. Students are to sit in assigned areas.
  - b. Only students getting lunch from the cafeteria are allowed in the food lines.
  - c. Students getting a cafeteria lunch may not share their food with others.
  - d. Pioneer Only - Students are to remain at their tables until dismissed.
  - e. Mountain Creek Only - On rainy days, students are to remain seated until they are dismissed by a yard duty person
  - f. Students are to clean up the lunch area, throwing all litter in the trash can before leaving the lunch room when dismissed.
4. Notes for Remaining After School
  - a. Various activities occur after school which students may wish to participate in. Students will only be allowed to remain after school for a scheduled activity with a signed note from the parent/guardian and adult supervision. The note must be signed, dated, and state specifically why the student is remaining after school and with whom. Students are then expected to remain in the area of participation. Students caught wandering or violating school rules may lose the privilege of staying after school for future events.
5. Miscellaneous
  - a. Students not bused to school should not arrive on the school grounds prior to
  - b. 8:15 a.m. Students may not remain on campus after school except for

- specific purposes listed above.
- c. Balls, coats, and other items will be retrieved from the roof areas occasionally by the custodians. No students are to be on the roof or beyond the fence at any time.

## **SUSPENDABLE OR EXPELLABLE OFFENSES**

The Pioneer District holds very high standards of behavior for its students. Please read and be familiar with the following information on suspension and expulsion policies in the district.

Students may be suspended, expelled or excluded from school for any of the following reasons:

Education Code 48900: A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent of the school district 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 (v), inclusive:

1. (1) Caused, attempted to cause, or threatened to cause physical injury to another person, or (2) willfully used force or violence upon the person of another, except in self-defense.
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or otherwise dangerous object unless, in the case of possession of any 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 Superintendent/Principal or the designee of the Superintendent/Principal.
3. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any 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. (Law enforcement officials shall be notified).
4. Unlawfully offered, arranged, or negotiated to sell any 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 then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance or material as a controlled substance, alcoholic beverage, or intoxicant. (Law enforcement officials shall be notified).
5. Committed or attempted to commit robbery or extortion.
6. Caused or attempted to cause damage to school property or private property.
7. Stolen or attempted to steal school property or private property.

8. Possessed or used tobacco, or any 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.
9. Committed an obscene act or engaged in habitual profanity or vulgarity.
10. Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
11. 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. (2) Except as provided in Section 48910, a pupil enrolled in Kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in Kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph shall become inoperative on July 1, 2018, unless a later enacted statute that becomes operative before July 1, 2018, deletes or extends that date.
12. Knowingly received stolen school property or private property.
13. Possessed an imitation firearm; used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
14. 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 Penal Code 243.4 (Education Code 48900(n)).
15. Harassed, threatened, or intimidated a pupil who is a complaining witness or 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 (Education Code 48900(o)).
16. Unlawfully offered, arranged to sell, negotiated to sell or sold the prescription drug Soma.
17. 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.

18. 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 pupil or school personnel.
  - a. Made terrorist threats against school officials and/or school property (Education Code 48900.7)
  - b. Committed sexual harassment as defined in Education Code 212.5 (Education Code 48900.2 as defined in section 212.5)
  - c. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 33032.5 (Education Code 48900.3)
  - d. Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonable expected effect of materially disrupting class work, creating substantial disorder, and invading student rights by creating an intimidating or hostile educational environment (Education Code 48900.4)

Other reasons as may be enumerated in state codes. Whenever serious disciplinary problems arise which result in suspension or exclusion from school, the parent/guardian will be contacted either by telephone or mail. Every attempt will be made to contact the parent(s) to discuss the serious violation of school rules.

Expelled Students - When seeking enrollment in a school district, a student expelled for acts described in paragraphs #1 through #4 of the Education Code 48915(a) or the student's parent/guardians must inform the new district of his/her status with the expelling district, pursuant to Education Code 48915.1. (Education Code 48918(b))

## 2024/2025 Consequences of Negative Student Behavior

Pioneer Elementary, Walt Tyler Elementary and Mountain Creek Middle Schools

Offense Level	Step 1	Step 2	Step 3	Step 4	Step 5
<b>Schedule One</b>	Teacher conferences privately with student about behavior and contacts parent. Incident is logged.	Teacher conferences privately with student about behavior and contacts parent. Incident is logged and student is assigned lunch detention.	Student referred to office to meet with administration to discuss behavior concerns. Teacher contacts parent, incident is logged and student is assigned lunch detention. <b>½ Strike</b>	Detention is assigned and an SST is set up to review behavior concerns.  <b>½ Strike</b>	One (1) week of detention is assigned and parent contact is made by administration stating next Step may result in suspension.  <b>½ Strike</b>
Additional penalty if infraction occurs on school bus	No loss of transportation	1 day loss of transportation	2 days loss of transportation	3 days loss of transportation	5 days or infinite loss of transportation
<b><i>Chewing gum, Eating in class, Inappropriate affection, Littering, Parent signature not returned, Tardy, Writing on skin, Dress code violation, Electronic device, Energy drinks, Inappropriate comment</i></b>					
<b>Citizenship Development Plan: Any student can move back one step after 30 calendar days without an incident for Schedule One violations.</b>					
<b>Schedule Two ½ Strike</b>	Teacher conferences privately with student about behavior and contacts parent. Incident is logged. Detention is assigned.	Teacher conferences privately with student about behavior and contacts parent. Incident is logged and student is assigned lunch detentions.	Student referred to office to meet with administration to discuss behavior concerns. Teacher contacts parent, incident is logged and student is assigned lunch detentions. An SST is set up to review behavior concerns.	One (1) week of detention is assigned and parent contact is made by administration stating next Step may result in suspension.	Parent contact is made by administration. Student is suspended.
Additional penalty if infraction occurs on school bus	No loss of transportation	1 day loss of transportation	3 days loss of transportation	5 days loss of transportation	10 days or infinite loss of transportation
<b><i>Dishonesty, Forgery (parent signature), Gambling, Harassment, Making a threat, Obscenity/profanity, Safety violation, Throwing a liquid, Vandalism, Violation of technology agreement</i></b>					
<b>Schedule Three 1 Strike</b>	Teacher conferences privately with student about behavior and contacts parent. Student referred to office and meets with administration to discuss behavior concerns. Incident is logged and student is assigned lunch detention.	Student referred to office and meets with administration to discuss behavior concerns. Administration contacts parent, incident is logged and student is assigned lunch detention.	Detention is assigned and an SST is set up to review behavior concerns.	One (1) week of detention is assigned and parent contact is made by administration stating next Step may result in suspension.	Administration Discretion
Additional penalty if infraction occurs on school bus	1 day loss of transportation	3 days loss of transportation	5 days loss of transportation	10 days or infinite loss of transportation	10 days or infinite loss of transportation
<b><i>Cheating/plagiarism. Defiance, Detention-no show, Disruption –class/bus/school/detention, Hitting/pushing another student, Instigating a fight, Throwing an object, Truancy</i></b>					

<b>Schedule Four 3 Strikes</b>	<b>Suspension with possible recommendation for Expulsion</b>				
<i>Aiding/abetting student committing physical injury, Harming or attempting to harm staff, Bullying, Causing physical injury, Controlled substance, Fighting, Hazing, Imitation firearm, Paraphernalia, Receiving stolen property, Robbery/Extortion, Sexual assault or battery, Sexual harassment, Vandalism, Weapon/dangerous object, Witness tampering</i>					
<b>Offenses requiring Mandatory Expulsion Recommendations: Possession of a firearm or explosive, brandishing a knife at another person, selling a controlled substance, sexual assault or sexual battery</b>					

## **STATEMENT OF NON-DISCRIMINATION**

The Pioneer Union School District is an equal opportunity employer. We do not discriminate on the basis of race, creed, color, religion, national origin or gender. This is expressly prohibited.

District programs and activities shall be free from discrimination, including harassment, with respect to the actual or perceived ethnic group, religion, gender, color, race, ancestry, national origin, and physical or mental disability, age or sexual orientation.

The Governing Board shall ensure equal opportunities for all students in admission and access to the educational program, guidance and counseling programs, athletic programs, testing procedures, and other activities. School staff and volunteers shall carefully guard against segregation, bias and stereotyping in instruction, guidance and supervision.

The schools shall provide male and female students with separate sex education classes in order to protect student modesty. In physical education, when objective standards have an adverse effect on students because of their gender, race, ethnic group or disability, other standards shall be used to measure achievement and create comparable educational opportunities.

The Board prohibits intimidation or harassment of any student by any employee, student or other person in the district. Staff shall be alert and immediately responsive to student conduct which may interfere with another student's ability to participate in or benefit from school services, activities or privileges.

Students who harass other students shall be subject to appropriate discipline, up to and including counseling, suspension and/or expulsion. An employee who permits or engages in harassment may be subject to disciplinary action, up to and including dismissal.

The Board hereby designates the following position(s) as Coordinator(s) for Non-discrimination, Title IX, and 504.

Patrick Paturel, Superintendent/Principal  
Pioneer Union School District 6862 Mount Aukum Road Somerset, CA 95684  
530-620-3556

## **STUDENT ACTIVITIES**

### **Eligibility**

In 1987, the California State Legislature passed AB2613, also known as the "Pass to Play" bill. This law requires students to maintain a minimum of "C" average grades, or at least a 2.0 grade point average, for the grading period prior to their participation in extra and co-curricular activities. At Pioneer Union School District these activities may

include: student government, after-school sports, music and/or any after school clubs sponsored by the school.

### **Academic Eligibility**

In order to be eligible for participation in extra-/co-curricular activities, a student in grades 4-8 shall have earned a minimum 2.0 or “C” grade point average during the preceding grading period. For the purpose of this policy, a grading period shall be defined as those grades earned during the most recent, officially scheduled, report card or progress report period.

### **Behavioral Eligibility**

To be eligible in extra/co-curricular activities, each student shall maintain a passing citizenship grade. Students shall be ineligible for participation if they receive unsatisfactory mark(s) during the previous grading period.

**Overall citizenship grades will be determined by the following scale:**  
**A+ 0 strikes, B+ ½ strike, C+ 1 strike, C- 1 ½ strikes, D+ 2 strikes, D- 2 ½ strikes, F 3 strikes**

Exceptions to this criterion may be made by the Superintendent/Principal in consultation with the Athletic Director, and teacher(s) on an individual basis according to the unique merits of the case.

During the activity, the activity supervisor or coach will monitor student progress by way of reports from teachers when academic or behavior (citizenship standard) begins to drop to unacceptable levels.

To be eligible for participation in a student activity the student must be currently enrolled in the Pioneer Union School District AND must be in attendance on the day of the activity. Attendance criteria may be waived with the presentation of a valid explanation signed by the parent and with the approval of the coach and athletic director.

Either student accident insurance or a family's own insurance coverage is required of all students participating in after school interscholastic, intramural, and other athletic events not included as part of our regular program. Student accident insurance may be purchased by parents desiring to obtain low- cost insurance. This will insure that children are covered at school for certain prescribed reasons for the time period you choose (i.e., school-time protection or 24-hour protection or dental and life). A flier will be sent home at the beginning of the school year concerning insurance protection. In addition, it is the parents' responsibility to see that students are physically able to participate in sports. Any injuries, illness, or health problems, should be reported to the school coach.

Notes pertaining to sports will be sent home for the following reasons:

1. Eligibility for any given sport.

2. Time and date for away from home games.
3. Permission for emergency medical treatment.

Students may be dropped from teams due to lack of attendance at games or practices, poor sportsmanship, and/or inappropriate behavior at school.

Any student who signs up for a sport will be issued a uniform when appropriate. It is the responsibility of the student to return the uniform in good condition at the end of the season or pay a replacement fine. It is understood that the student and his/her parent(s) accept this responsibility when the uniform is issued.

### **Athletic Donation**

Students who participate in after school athletics will be requested to make a \$75 donation for each sport they participate in. This donation will help to cover the costs associated with after school athletics.

#### **Code of Sportsmanship/Conduct**

Students represent the Pioneer School District, their coach, and fellow team members at all times. Eligibility requirements and positive conduct are elements of a student's responsibility which are always in effect. Unsportsmanlike conduct by a student is not condoned and will not be tolerated by Pioneer, Walt Tyler or Mountain Creek Schools. Spectators are encouraged to watch and enjoy athletic matches. Their role, however, is that of an observer. Becoming unruly or interfering with the orderly progress of a game is not in the best interest of what Pioneer, Walt Tyler and Mountain Creek Schools represent.

Respect for players, coaches, and spectators from any team is the most appropriate behavior for Pioneer School District spectators.

### **Student Government – Mountain Creek Middle School Only**

Students are encouraged to become involved in their student council. Grades 5-8 elect student representatives from their class. Active participation enables students to participate in making important decisions about the educational/extra-curricular program provided by the school staff. The offices will be developed during the school year. Participation in student council tends to promote positive leadership qualities in students who become involved and are willing to accept the responsibilities of the offices.

## **STUDENT DROP-OFF AND PICK-UP ZONE**

Students riding the bus (Pioneer and Mountain Creek) will be dropped off in the morning at their respective schools and picked up in the afternoon at Mountain Creek. Students who have made other transportation arrangements after school or who are staying on campus after school must bring a note signed by their parents authorizing the change. This note must be turned in to their teacher in the morning.

Non-Bus Rider - Student Drop-Off and Pick-Up in Front of appropriate campus

## **SUGGESTIONS TO PARENTS**

The following suggestions to parents are respectfully submitted for your consideration. Parent and teacher attitudes affect the attitudes of youngsters and can cause students to be successful in school.

1. Be positive in your attitude toward school. If you have a concern, please contact the school.
2. Be supportive and a good listener when your child wants to talk about school.
3. Help your child with homework whenever necessary.
4. Help arrange a definite place for studying at home.
5. Schedule some time each day to be alone with your child.
6. Praise when deserved.

## **SUBSTANCE ABUSE PREVENTION AND INTERVENTION**

The Pioneer Union School District is committed to encouraging students to lead a healthy lifestyle, free of substance abuse.

The Pioneer School Board of Trustees holds a firm position with regards to illegal substances and alcohol possession and/or use on campus.

Students seeking assistance with any personal substance abuse problems will be referred by the school to local assistance programs. The Pioneer staff supports students making the transition towards a healthy, substance-free lifestyle.

## **TELEPHONE USE**

The school phone is a business phone. The office staff reserves the right to screen all requests for use of the phone. We ask that after school arrangements be made at home. Acceptable student use of the phone may include: illness, emergencies (may be screened by office staff), school business, teacher requested calls. The phones in the classroom are never to be used by students unless under direct supervision of a school staff member.

## **TEXTBOOKS AND MATERIALS**

All required materials and books are provided each pupil free of charge. Each student is required to give good care to school materials, books and equipment. Payment for lost or damaged textbooks, misused equipment, or destroyed materials must be made by the student or family of the student by the end of the school year in order for the student to receive his/her report card and have his/her files cleared. In addition to textbooks and materials, students are held responsible for late or lost library books. All textbooks must have book covers for students in grades 3-8. Lost or damaged books will be billed at the full replacement cost; there are no partial fines.

Overdue book fines may be charged. In lieu of replacement cost for lost or damaged books, the donation of a new book to the library may be acceptable. Arrangements must

be made in advance of any such donation and agreed to by the Superintendent/Principal.

## **TOYS, SPORTS EQUIPMENT, ETC.**

No toys, live animals, glass items, sharp objects, or incendiary devices shall be brought to school. Sports equipment, stuffed animals, and/or games may ONLY be brought to school with prior homeroom teacher approval. If approved, please write your student's name on the items. Pioneer Union School District assumes no responsibility for damage, theft, or loss of personal items.

## **TRANSFERS**

Students who transfer out of the Pioneer School District during the year should notify the school office no later than one school day prior to their last day of attendance. School records are forwarded only at the request of the new school (and cannot, by law, be sent with the student or family). After returning all books, school materials, and paying all fines, the classroom teacher will issue a Student Transfer Information sheet.

## **VISITORS**

Students from other schools or any school age person may not visit classes or the school during school hours. This rule is to prevent the disruption of classes which does occur when student visitors are allowed and for liability reasons. Parents or other relatives are encouraged to visit our school during the school year. Please make prior arrangements with the teacher. We do require that parents check in through the school office and obtain a School Visitor Pass. No visitor will be permitted in a classroom or any area of campus without first checking in and receiving a visitor pass. Strangers observed loitering on or near the campus should be reported to the office at once.

## **WALKING TO SCHOOL**

Students who walk to school are reminded to obey all laws and safety regulations including walking facing traffic as far off the roadway as possible. In addition, students walking home (with permission) shall remain on school grounds (pick-up area) until all buses have exited.

For safety reason walking on Mt Aukum road is highly discouraged.

## **HOW TO ACCESS STUDENT MENTAL HEALTH SERVICES – AB2022**

In accordance with AB 2022, Pupil mental health services: school notification, the Pioneer Union School District wants to ensure that parents, guardians, and students are informed about resources available for anyone who believes they are in a mental health crisis. We encourage parents/guardians and students to talk with any adult in the school district if they are concerned about another student and possible mental health needs. Take all threats of suicide seriously. School District Resources Pioneer Union School District

Mental health services in schools include a broad range of services, settings, and strategies. Psychological and mental health services in schools are designed to improve instruction and coordinate and evaluate plans to meet unique individual needs for learning or behavior problems. PUSD utilizes a multi-tiered system of supports (MTSS) to design prevention and intervention programs. PUSD provides crisis intervention, suicide prevention, and other mental health strategies as part of a student support services team. Mental health services that are provided at PUSD may include academic counseling, brief interventions to address behavior problems, assessments and referrals to other systems.

At PUSD, Mental Health Services can be accessed at each school site, by any student, and/or parent/guardian by completing the attached forms and emailing the school Principal, Patrick Paturel [ppaturel@pioneerusd.org](mailto:ppaturel@pioneerusd.org), or call 530-620-3556.

**Medication in School**  
**PIONEER UNION SCHOOL DISTRICT**  
**6862 Mt. Aukum Road, Somerset, CA 95684**

PIONEER/WALT TYLER – Phone (530) 620-7210  
Fax (530) 620-9509

MOUNTAIN CREEK – Phone (530) 620-4393  
Fax (530) 620-6509

**1. ADMINISTRATIVE STATEMENT**

Medication may be dispensed to students by designated school personnel whenever a physician finds it necessary to prescribe medication to be taken during the regular school day.

**2. MEDICATION PROCEDURE**

The form below or similar authorization must be completed by the parent or guardian **AND** physician for any medication that is to be taken during the regular school day. All medication administered at school, even if sold over the counter, must be prescribed by a physician.

The parent/guardian must provide all medication, including over-the-counter medication, in the original container. For prescription medication, the pharmacist can provide a second labeled bottle so that one bottle can be brought to school and one bottle can be left at home.

**3. PARENT REQUEST**

I request that designated school personnel assist my child by giving him/her the medication as set forth in the physician=s instructions below and give consent for the designated school personnel and physician signing below to exchange medication information. If the medication is an asthma inhaler or an Epi pen, I consent to my child self-administering the medication if designated to do so by the physician below. I release the district and school personnel from civil liability in the event my child has an adverse reaction to the asthma inhaler or Epi Pen. I may terminate consent for administration of medicine at any time.

Student's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent's Signature: **X** \_\_\_\_\_ Date: \_\_\_\_\_

**4. PHYSICIAN=S INSTRUCTIONS**

MEDICATION	DOSE	METHOD OF ADMINISTRATION	HOW OFTEN (e.g., EVERY 4 HRS)	DURATION (e.g., SCHOOL YEAR)
#1				
#2				

Indication for Medication: #1 \_\_\_\_\_ #2 \_\_\_\_\_

Special Instructions/Precautions: #1 \_\_\_\_\_ #2 \_\_\_\_\_

This student is able to carry and self-administer his/her asthma inhaler \_\_\_Yes \_\_\_No

This student is able to carry and self-administer his/her Epi Pen \_\_\_Yes \_\_\_No

Physician Signature: **X** \_\_\_\_\_ Date: \_\_\_\_\_

Physician Name (PRINT): \_\_\_\_\_ Phone: \_\_\_\_\_

**BASIC LEGAL PROVISION: 49423.** Notwithstanding the provision of Section 49422, any pupil who is required to take, during the regular school day, medication prescribed for him by a physician, may be assisted by the school nurse or other designated school personnel if the school district receives (1) a written statement from such physician detailing the method, amount, and time schedules by which such medication is to be taken, and (2) a written statement from the parent or guardian of the pupil indicating the desire that the school district assist the pupil in the matters set forth in the physician's statement.

## Annual Notification of Pesticide Active Ingredients and Expected Pesticide Use

The Healthy Schools Act of 2000 requires all school districts to provide parents and guardians with written notification of expected pesticide use on school sites. The Pioneer Union School District intends to use the pesticides listed below at our schools this year on the scheduled dates listed on the bottom of this page.

	NAME OF PESTICIDE	METHOD & REASON FOR APPLICATION	ACTIVE INGREDIENTS
1	Ace Wasp & Hornet Spray	Spray - Insect Control	Chlorpyrifos, d-trans Allethrin
2	Champion Flying Insect Killer	Spray - Insect Control	Resmethrin, d-trans Allethrin
3	Cooke Gopher Mix	Granular - Rodent Control	Strychnine alkaloid
4	Rodeo Pro Herbicide	Spray - Weed Control	Glyphosate
5	Ortho-Klor Insecticide	Spray - Insect Control	Chlorpyrifos
6	Ace Indoor Fogger	Spray - Insect Control	Tralomethrin
7	Dow Elanco-Surflan Herbicide	Spray - Weed Control	Oryzalin 3,5 dinitro N4 Dipropylsufanilamide N4
8	Bug Buster O	Spray - Insect Control	Pyrethrins 1.40%

### 2024-2025 PESTICIDE APPLICATION SCHEDULE

All sites will be sprayed as needed on the 1<sup>st</sup> and 3<sup>rd</sup> Friday afternoon, Saturday and/or Sunday of each month. This means that only areas which are in need will be sprayed - not necessarily the entire site. Site staff will post signs identifying the area(s) to be sprayed, the chemical, and the active ingredients at least 24 hours in advance and 72 hours after spraying. The actual dates are listed below:

August 2-4, 16-18	September 6-8, 20-22	October 4-6, 18-20
November 1-3, 15-17	December 6-8, 13-15	January 3-5 17-19
February 7-9, 21-23	March 7-9, 21-23	April 4-6, 18-20
May 2-4, 16-18	June 6-8, 20-22	July 5-7, 19-21

**\*\*Note ~** In the event of inclement weather during the scheduled dates, pesticide application will take place the following Friday and Saturday. If the inclement weather persists, pesticide application will be postponed until the next scheduled dates. If you have any questions, please contact Patrick Paturel, Superintendent, at: (530) 620-3556

## **STUDENT USE OF TECHNOLOGY**

The Governing Board intends that technological resources provided by the district be used in a safe and responsible manner in support of the instructional program and for the advancement of student learning. All students using these resources shall receive instruction in their proper and appropriate use.

Teachers, administrators, and/or library media specialists are expected to review the technological resources and online sites that will be used in the classroom or assigned to students in order to ensure that they are appropriate for the intended purpose and the age of the students.

The Superintendent or designee shall notify students and parents/guardians about authorized uses of district technology, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities in accordance with this Board policy and the district's Acceptable Use Agreement.

District technology includes, but is not limited to, computers, the district's computer network including servers and wireless computer networking technology (wi-fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through district-owned or personally owned equipment or devices.

Before a student is authorized to use district technology, the student and his/her parent/guardian shall sign and return the Acceptable Use Agreement. In that agreement, the parent/guardian shall agree not to hold the district or any district staff responsible for the failure of any technology protection measures or user mistakes or negligence and shall agree to indemnify and hold harmless the district and district staff for any damages or costs incurred.

The district reserves the right to monitor student use of technology within the jurisdiction of the district without advance notice or consent. Students shall be informed that their use of district technology, including, but not limited to, computer files, email, text messages, instant messaging, and other electronic communications, is not private and may be accessed by the district for the purpose of ensuring proper use. Students have

no reasonable expectation of privacy in use of the district technology. Students' personally owned devices shall not be searched except in cases where there is a reasonable suspicion, based on specific and objective facts, that the search will uncover evidence of a violation of law, district policy, or school rules.

The Superintendent or designee may gather and maintain information pertaining directly to school safety or student safety from the social media activity of any district student in accordance with Education Code 49073.6 and BP/AR 5125 - Student Records.

Whenever a student is found to have violated Board policy or the district's Acceptable Use Agreement, the principal or designee may cancel or limit a student's user privileges or increase supervision of the student's use of the district's equipment and other technological resources, as

BP 6163.4 (b)

appropriate. Inappropriate use also may result in disciplinary action and/or legal action in accordance with law and Board policy.

The Superintendent or designee, with input from students and appropriate staff, shall regularly review and update procedures to enhance the safety and security of students using district technology and to help ensure that the district adapts to changing technologies and circumstances.

## **INTERNET SAFETY**

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that protects against access to visual depictions that are obscene, child pornography, or harmful to minors and that the operation of such measures is enforced. (20 USC 6777; 47 USC 254; 47 CFR 54.520)

To reinforce these measures, the Superintendent or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet and to ensure that students do not engage in unauthorized or unlawful online activities.

Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors. (Penal Code 313)

The district's Acceptable Use Agreement shall establish expectations for appropriate student conduct when using the Internet or other forms of electronic communication, including, but not limited to, prohibitions against:

1. Accessing, posting, submitting, publishing, or displaying harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs
2. Intentionally uploading, downloading, or creating computer viruses and/or maliciously attempting to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called "hacking"
3. Distributing personal identification information, including the name, address, telephone number, Social Security number, or other personally identifiable information, of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person

The Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting one's own personal identification information online, misrepresentation by online predators, how to report

BP 6163.4 (c)

inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.

Legal Reference:

EDUCATION CODE

49073.6 Student records; social media 51006 Computer education and resources

51007 Programs to strengthen technological skills 60044 Prohibited instructional materials

PENAL CODE

313 Harmful matter

502 Computer crimes, remedies

632 Eavesdropping on or recording confidential communications

653.2 Electronic communication devices, threats to safety UNITED STATES CODE, TITLE 15

6501-6506 Children's Online Privacy Protection Act UNITED STATES CODE, TITLE 20

6751-6777 Enhancing Education Through Technology Act, Title II, Part D, especially:

6777 Internet safety

UNITED STATES CODE, TITLE 47

254 Universal service discounts (E-rate)

CODE OF FEDERAL REGULATIONS, TITLE 16

312.1-312.12 Children's Online Privacy Protection Act CODE OF FEDERAL REGULATIONS, TITLE 47

54.520 Internet safety policy and technology protection measures, E-rate discounts

COURT DECISIONS

New Jersey v. T.L.O., (1985) 469 U.S. 325  
Management Resources:

BP 6163.4 (d)

#### CSBA PUBLICATIONS

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007 FEDERAL  
TRADE COMMISSION PUBLICATIONS

How to Protect Kids' Privacy Online: A Guide for Teachers, December 2000 WEB  
SITES

CSBA: <http://www.csba.org>

American Library Association: <http://www.ala.org>

California Coalition for Children's Internet Safety: <http://www.cybersafety.ca.gov> Center  
for Safe and Responsible Internet Use: <http://csriu.org>

Federal Communications Commission: <http://www.fcc.gov>

Federal Trade Commission, Children's Online Privacy Protection:

<http://www.ftc.gov/privacy/privacyinitiatives/childrens.html>

U.S. Department of Education: <http://www.ed.gov> Policy PIONEER UNION SCHOOL  
DISTRICT adopted: December 10, 2015 Somerset, California

Exhibit 6163.4 (a)

## **ACCEPTABLE USE AGREEMENT**

## **AND RELEASE OF DISTRICT FROM LIABILITY (STUDENTS)**

The Pioneer Union School District authorizes students to use technology owned or otherwise provided by the district as necessary for instructional purposes. The use of district technology is a privilege permitted at the district's discretion and is subject to the conditions and restrictions set forth in applicable Board policies, administrative regulations, and this Acceptable Use Agreement. The district reserves the right to suspend access at any time, without notice, for any reason.

The district expects all students to use technology responsibly in order to avoid potential problems and liability. The district may place reasonable restrictions on the sites, material, and/or information that students may access through the system.

Each student who is authorized to use district technology and his/her parent/guardian shall sign this Acceptable Use Agreement as an indication that they have read and understand the agreement.

### Definitions

District technology includes, but is not limited to, computers, the district's computer network including servers and wireless computer networking technology (wi-fi), the Internet, email, USB drives, wireless access points (routers), tablet computers,

smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through district-owned or personally owned equipment or devices.

### Student Obligations and Responsibilities

Students are expected to use district technology safely, responsibly, and for educational purposes only. The student in whose name district technology is issued is responsible for its proper use at all times. Students shall not share their assigned online services account information, passwords, or other information used for identification and authorization purposes, and shall use the system only under the account to which they have been assigned.

Students are prohibited from using district technology for improper purposes, including, but not limited to, use of district technology to:

1. Access, post, display, or otherwise use material that is discriminatory, libelous, defamatory, obscene, sexually explicit, or disruptive
2. Bully, harass, intimidate, or threaten other students, staff, or other individuals ("cyberbullying")
3. Disclose, use, or disseminate personal identification information (such as name, address, telephone number, Social Security number, or other personal information) of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person
4. Infringe on copyright, license, trademark, patent, or other intellectual property rights
5. Exhibit 6163.4 (b)
6. Intentionally disrupt or harm district technology or other district operations (such as destroying district equipment, placing a virus on district computers, adding or removing a computer program without permission from a teacher or other district personnel, changing settings on shared computers)
7. Install unauthorized software
8. "Hack" into the system to manipulate data of the district or other users
9. Engage in or promote any practice that is unethical or violates any law or Board policy, administrative regulation, or district practice

## **Privacy**

Since the use of district technology is intended for educational purposes, students shall not have any expectation of privacy in any use of district technology.

The district reserves the right to monitor and record all use of district technology, including, but not limited to, access to the Internet or social media, communications sent or received from district technology, or other uses. Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or prohibited activity. Students should be aware that, in most instances, their use of district technology (such as web searches and emails) cannot be erased or deleted.

All passwords created for or used on any district technology are the sole property of the district. The creation or use of a password by a student on district technology does not create a reasonable expectation of privacy.

## **Personally, Owned Devices**

If a student uses a personally owned device to access district technology, he/she shall abide by all applicable Board policies, administrative regulations, and this Acceptable Use Agreement. Any such use of a personally owned device may subject the contents of the device and any communications sent or received on the device to disclosure pursuant to a lawful subpoena or public records request.

## **Reporting**

If a student becomes aware of any security problem (such as any compromise of the confidentiality of any login or account information) or misuse of district technology, he/she shall immediately report such information to the teacher or other district personnel.

## **Consequences for Violation**

Violations of the law, Board policy, or this agreement may result in revocation of a student's access to district technology and/or discipline, up to and including suspension or expulsion. In addition, violations of the law, Board policy, or this agreement may be reported to law enforcement agencies as appropriate.

Exhibit 6163.4 (c)

## Student Acknowledgment

I have received, read, understand, and agree to abide by this Acceptable Use Agreement and other applicable laws and district policies and regulations governing the use of district technology. I understand that there is no expectation of privacy when using district technology. I further understand that any violation may result in loss of user privileges, disciplinary action, and/or appropriate legal action.

Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
(Please print)

School: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Parent or Legal Guardian Acknowledgment

If the student is under 18 years of age, a parent/guardian must also read and sign the agreement.

As the parent/guardian of the above-named student, I have read, understand, and agree that my child shall comply with the terms of the Acceptable Use Agreement. By signing this Agreement, I give permission for my child to use district technology and/or to access the school's computer network and the Internet. I understand that, despite the district's best efforts, it is impossible for the school to restrict access to all offensive and controversial materials. I agree to release from liability, indemnify, and hold harmless the school, district, and district personnel against all claims, damages, and costs that may result from my child's use of district technology or the failure of any technology protection measures used by the district. Further, I accept full responsibility for supervision of my child's use of his/her access account if and when such access is not in the school setting.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please print)

Signature: \_\_\_\_\_

Exhibit PIONEER UNION SCHOOL DISTRICT

## Letter to Parents

Parents,

Pioneer Elementary, Walt Tyler Elementary, and Mountain Creek Middle Schools pride themselves for having an excellent academic program, dedicated staff members, beautiful campuses, and an informed community. It is important to us that our students and their parents be aware of our school policies and procedures. Students and their families are expected to review and familiarize themselves with the contents of this handbook.

To help us keep you better informed we ask that you and your child send to school any input or responses. Please call if you have any questions, (530) 620-7210 Pioneer/Walt Tyler, or (530) 620-4393 Mountain Creek.

Sincerely,

Patrick Paturel  
Superintendent/Principal