

2021-2022

Student & Parent Handbook



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www.pioneeracademy.org

No handbook can cover every aspect relating to the functions, procedures, and policies in place within a dynamic institution such as Pioneer Academy. Therefore, any situation not specifically referred to in this handbook will fall under the jurisdiction of PA Administration and the Board of Directors. Pioneer Academy reserves the right to update its policies and regulations as needed with or without prior notification. The latest copy will be posted on the website, and a hard copy will be available upon request.

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II. Message from the Principal

Welcome to the 2021-2022 school year, everyone! I hope the summer break is refreshing for all of you. It's hard to believe that the school year will be starting in 3 weeks! We are so excited to get back into the swing of things for this academic year, see all of our returning students, and meet the new incoming students. I am truly honored to welcome you back. We are happy to see that you are a part of our result-driven and determined learning community. For those newly joining us, welcome to the Pioneer family! It's yet another exciting year for the Pioneer Academy's students, staff, and families, building on the success of recent years.

Pioneer Academy leads in education and is rated by Niche as the #1 private school in all of Passaic County. These results are further solidified by the College Board's results of the highest SAT performance in Passaic County among both public and private schools.

Pioneer Academy has a deep tradition of serving as a college prep school with a proven record of excellence. Princeton, Harvard, Brown, Northwestern, Emory, NYU, and many more in the past. I would like you to take a few seconds and see your child in those students. Our goal is to bring the same high level of success to our current students.

As educators, we deeply care about our students. Our goal is to ensure that all students are educated, happy, and safe to reach their full potential. There is a clear, direct correlation between the happiness of a student and their academic performance. Our school motto is that "Success is not the key to happiness; happiness is the key to success."

At Pioneer Academy, we understand that education is about guiding and supporting young people on a pathway of success: my staff and I are confident that each child in our care will unlock and realize that potential and, indeed, aspire beyond with our support. We also recognize that education is a shared responsibility between family and school, and we truly value the partnership that we forge with our parents.

"Education does not change the world.
Education changes people, and People change the world."
Paulo Freire – Philosopher and Educator

Please know, we work tirelessly to ensure all your children have the best possible experiences while at Pioneer. I eagerly look forward to personally greeting students and families again. It remains an honor and privilege to serve as your principal. Together, I know we will make this school year one of growth and achievement for all children.

Once again, welcome back! Let's make it another great year at Pioneer Academy. I wish you a prosperous 2021/2022 school year at Pioneer Academy.

Owen O. Akman
Principal

III. The Mission of PIONEER ACADEMY

The Pioneer Academy Mission Statement:

"Pioneer Academy aims to provide a well-rounded, character-building education through challenging interdisciplinary curricula, stimulating extra-curricular activities, and community involvement. We seek to instill a lifelong passion for learning, a strong sense of moral responsibility, and a welcoming of diversity."

Our Beliefs

Knowledge

We believe that dedicated, skilled, and enthusiastic teachers instill in students the passion for learning and self-motivation, leading them to achieve excellence in all their future endeavors.

Challenge

We believe that a rigorous academic environment is necessary to help students develop the ability to persevere and overcome the great challenges of today's demanding global environment.

Integrity

Community Involvement

We believe that community involvement will teach students to understand the real world and the value of making positive contributions to society on all levels through volunteerism and education.

Moral Responsibility

We believe that it is the moral responsibility of all humankind to develop a sense of judgment that will enable them to use their knowledge and power to oppose suffering and benefit all of humanity.

Diversity

We believe that a welcoming of diversity, the pursuit of common ground, and the willingness to listen to differing ideas for the sake of understanding are the primary requirements for peaceful progress and prosperity in the multicultural world.

IV. What's New for 2021-2022?

This academic year (2021-2022) will bring some changes to Pioneer Academy. Including:

- Calendar Changes
- New Staff Members
- Handbook & Policy Updates
 - Attendance & Punctuality Policy Updates
 - Changes to Discipline System
 - Changes to Academic Policies
 - Changes to Security Policies
- Deadline Updates:
 - Intent to Return Re-Enrollment Forms Must be Completed no Later than March 1, 2022
- Covid-19 vaccination protocol updates:
 - All eligible students are strongly encouraged to receive COVID immunizations.
 - All vaccinated students are asked to submit their COVID vaccination status to the nurse voluntarily.
- Covid-19 Protocol Updates

Please review the appropriate area of the handbook for more information on policy changes and the Reopening Plan.

V. Important Contact Information

Pioneer Academy
164 Totowa Road
Wayne, NJ 07470-3118

Website Address: www.pioneeracademy.org
Main E-Mail Address: info@pioneeracademy.org

Pioneer Academy Main Number:

(973) 405-5169

Use this number to:

Request General Information

Notify Pioneer of Student Tardiness or Absence

Make Appointments

Contact to Faculty/Staff

Pioneer Academy Main Fax Number:

(973) 405-5176

Social Media:

Facebook/Twitter/ Instagram/ Google Plus: PioAcademy

RSS: <http://pioneeracademy.org/feed/>

Administrative Staff:

<i>Principal</i>	Mr. Owen O. Akman	owen.akman@pioneeracademy.org
<i>Vice-Principal; Academics & Operations</i>	Mr. Ali Bilgin	ali.bilgin@pioneeracademy.org
<i>Vice-Principal; Safety & Enrollment</i>	Ms. Monica Bajraktarevic	monica@pioneeracademy.org
<i>STEM and Innovation Coordinator/ Assistant Dean of Academics</i>	Mr. Emin Huseynov	emin.huseynov@pioneeracademy.org
<i>Director of College Counseling / HS Testing Coordinator</i>	Mr. Murat Yurttaser	murat.yurttaser@pioneeracademy.org
<i>Pre-K-4 Director of Operations</i>	Ms. Oznur Duzgun	oznur.duzgun@pioneeracademy.org
<i>K-8 Testing and MS Coordinator</i>	Mr. Brian Caiazzo	bcaiazzo@pioneeracademy.org
<i>HR Coord; Librarian; Supply Mgr; Admin Asst</i>	Mrs. Nermin Selman	nermin.selman@pioneeracademy.org
<i>Director of Business Operations</i>	Mr. Daniel Brooks	international@pioneeracademy.org
<i>Director of Student Support Services</i>	Mr. Serhat Sen	serhat.sen@pioneeracademy.org
<i>Assistant Dean of Students</i>	Ms. Priscilla Lainez	plainez@pioneeracademy.org
<i>Accounting Manager</i>	Mr. Fatih Bulungiray	fatih.bulungiray@pioneeracademy.org

Academic Faculty:

Dept. Head, Science	Mr. Mustafa Dincturk	mustafa.dincturk@pioneeracademy.org
Dept. Head, ELA	Ms. Lauren Hughes	lauren.hughes@pioneeracademy.org
Dept. Head, Social Studies / MS Event Coord.	Mr. Alex Benevenga	abenevenga@pioneeracademy.org
Dept. Head, Mathematics	Dr. David Yildiz	davut.yildiz@pioneeracademy.org
Director of Athletics	Mr. Reginald James	reginald.james@pioneeracademy.org
Dept. Head, World Lang/ELL	Mr. Ali Bilgin	ali.bilgin@pioneeracademy.org
Dept. Head, IT/Computers; Technical Svcs Mgr	Mr. Serhat Sen	serhat.sen@pioneeracademy.org
Element. Lead Teacher	Mrs. Marie Sommers	marie.sommers@pioneeracademy.org
AP Coordinator	Mr. Emin Huseynov	emin.huseynov@pioneeracademy.org
Elementary Event Coord.	Ms. Jessica Puliafico	jessica.puliafico@pioneeracademy.org

VI. Calendars, School Hours, Bell Schedules

Holidays

The Pioneer Academy school year begins September 7th, 2021, and ends June 16, 2022. The following dates are holidays observed by the school. The school will not offer care or instruction during these days:

- Labor Day -September 6, 2021
- Columbus Day -October 11, 2021
- Thanksgiving -November 25, 2021
- Winter Holidays -December 20, 2021-January 2, 2022
- Martin Luther King Jr. Day -January 17, 2022
- President's Day -February 21, 2022
- Spring Break - April 11, 2022-April 15, 2022
- Memorial Day -May 30, 2022

Camps and holiday care may be offered during the school holidays for a fee at the discretion of the school administration based on the interest of parents and the availability of staff. However, this service is not guaranteed, and upon enrollment, parents should plan for alternate care for their children on school holidays based on the following school calendar.

Middle School and High School Hours & Bell Schedules

Pioneer Academy follows three distinct bell schedules during a regular week. Please note that for safety precautions, students are not permitted to be dropped off on school premises before 8:15 AM and that students will not be permitted into the classroom area before 8:20 AM. During a regular day, school begins at 8:15 AM and ends at 4:01 PM. Students should be dropped off and picked up in the designated areas at the designated times, or arrange for before and aftercare options. The regular weekly schedules are shown below:

PA Mon/Wed New Bell Schedule (42 MIN.)		
START	END	PERIODS
7:30	8:15	PAID BEFORE SCHOOL CARE
8:15	8:25	Student Arrival (8:20 Classrooms open)
8:25		Latest Arrival
8:30	9:12	1st Period
9:17	9:59	2nd Period
10:04	10:24	SEL+HR
10:29	11:11	3rd Period
11:16	11:58	4th Period/ Lunch ELE.
12:03	12:45	5th Period/ Lunch MS
12:45	1:27	6th Period/ Lunch HS
1:32	2:14	7th Period
2:19	3:01	8th Period
3:01	3:11	Dismissal I
3:06	3:46	9th Period/ Clubs & Tutoring
3:46	4:01	Dismissal II
3:46	5:45	PAID AFTER SCHOOL CARE

PA Tu/Thu New Bell Schedule (45 MIN.)		
START	END	PERIODS
7:30	8:15	PAID BEFORE SCHOOL CARE
8:15	8:25	Student Arrival (8:20 Classrooms open)
8:25		Latest Arrival
8:30	9:15	1st Period
9:20	10:05	2nd Period
10:10	10:55	3rd Period
11:00	11:45	4th Period/ Lunch ELE.
11:50	12:35	5th Period/ Lunch MS
12:35	1:20	6th Period/ Lunch HS
1:25	2:10	7th Period
2:15	3:00	8th Period
3:00	3:10	Dismissal I
3:05	3:45	9th Period/ Clubs and Tutoring
3:45	4:00	Dismissal II
3:45	5:45	PAID AFTER SCHOOL CARE

PA Friday New Bell Schedule (40 MIN.)		
START	END	PERIODS
7:30	8:15	PAID BEFORE SCHOOL CARE
8:15	8:25	Student Arrival (8:20 Classrooms open)
8:25		Latest Arrival
8:30	9:10	1st Period
9:15	9:55	2nd Period
10:00	10:40	3rd Period
10:45	11:25	4th Period/ Lunch ELE.
11:30	12:10	5th Period/ Lunch MS
12:10	12:50	6th Period/ Lunch HS
12:55	1:15	SSR
1:20	2:00	7th Period
2:05	2:45	8th Period
2:45	3:00	Dismissal
2:45	5:45	PAID AFTER SCHOOL CARE

Student absences and late arrivals will be reflected on a student's attendance record using the school's Alma student Information System.

K-12 Early Dismissal:

Early dismissal days are designated by the Pioneer Academy administration. Planned early dismissal days can be found on the school calendar. The school will notify parents via email and phone for any early dismissals due to inclement weather.

PA - Early Dismissal Schedule (33 MIN.)		
START	END	PERIODS
7:30	8:15	PAID BEFORE SCHOOL CARE
8:15	8:25	Student Arrival (8:20 Classrooms open)
8:25		Latest Arrival
8:30	9:03	7th Period
9:06	9:39	8th Period
9:42	10:15	1st Period
10:18	10:51	2nd Period
10:54	11:27	3rd Period
11:30	12:03	4th Period / Lunch ELE.
12:06	12:39	5th Period / Lunch MS
12:42	1:15	6th Period / Lunch HS
1:15	1:30	Dismissal

Please refer to the Before/Aftercare section of the handbook for details regarding care on early dismissal days

K-12 Delayed Openings

Pioneer Academy may occasionally find it necessary to announce a delayed opening due to inclement weather or other unavoidable circumstances. On such days, school hours will be from 9:45 AM to 4:10 PM. The bell schedule for delayed opening days is shown below:

PA - Delayed Opening Schedule (37 MIN.)		
START	END	PERIODS
9:45	10:00	Student Arrival (9:50 Classrooms open)
9:55		Latest Arrival
10:00	10:37	1st Period
10:40	11:17	2nd Period
11:20	11:57	3rd Period
12:00	12:37	4th Period / Lunch ELE.
12:40	1:17	5th Period / Lunch MS
1:20	1:57	6th Period / Lunch HS
2:02	2:39	7th Period
2:42	3:19	8th Period
3:19	3:29	Dismissal I
3:22	3:55	9th Period / Clubs & Tutoring
3:55	4:10	Dismissal II
3:55	5:45	PAID AFTER SCHOOL CARE

Please refer to the Before/Aftercare section of the handbook for details regarding care on delayed opening days.

K-12 Unplanned School Closings and Parent Communications:

Please note that the interests of safety and health may entail the sudden announcement of school dismissal times that may differ from the standard times noted in any of our five schedules. In these unforeseen circumstances, special announcements will be made to teachers, students, and parents.

Parents may choose to enroll in the messaging system on Alma. Parents that opt-in will receive information regarding school schedule changes. . Email/ text messages and phone call communication will usually be received between 6:00 and 7:00 AM. Unplanned schedule changes will be communicated to parents as early as possible.

Before and After School Care Information

Please visit our website for an updated list of prices and detailed information.

<http://pioneeracademy.org/index.php/students-life/after-school-care/>

Hours and Notification

Before-school care is available from 7:30 AM to 8:15 AM on a regularly scheduled school day. After-school care is available between 2:45 PM and 5:45 PM on a regularly scheduled school day. Hours of care will vary, depending on student participation in school clubs and before/after-school care options.

Registration:

Parents must register more than 24 hours in advance for before-school and after-school care. Families that know they will require care can register their students early in the school year. To notify the school that a student will need care, parents can email care@pioneeracademy.org at least one day before care is needed. Please visit our website for a list of prices and further registration information.

After and Before-School Care Drop-Off/ Pick-Up and Fees:

An updated list of prices can be found on our before/after-school care website:

<http://pioneeracademy.org/index.php/students-life/after-school-care/>

Students registered for before care can be dropped off at the school's entrance no earlier than 7:30 AM. To observe proper safety precautions, no student is permitted to be dropped off before 8:15 AM. Although faculty members may be present, students will not be permitted to enter the building before 8:15 AM unless they are under the supervision of a before-school care faculty member.

Students registered for after-school care must be picked up by 5:45 PM or a late fee will be assessed to your account. Late fees are charged per child for every minute that exceeds 5:45 PM. All late fees are required to be cleared before a student is allowed to return to after/care and can be paid the next time a student is dropped off.

Before and after-school care is not provided on Saturdays, Sundays, Holidays, or on days when the school is closed per the academic calendar.

VII. Attendance and Punctuality Policies

Tardiness and Absenteeism

Pioneer Academy will observe and enforce all state laws governing the school attendance of all students. For a more detailed description of these laws, families can visit the State of New Jersey Department of Education website:

<https://www.state.nj.us/education/students/safety/behavior/attendance/>

Pioneer Academy will also enforce its own rules regarding the attendance of all enrolled students as documented in this handbook. Attendance shall be required of all enrolled students during the days and hours that the school is in session unless it is shown to the satisfaction of the Administration that an acceptable cause exists to justify the student's absence. In accordance with statute, the school shall require from the parent of each child who has been absent from school a written statement detailing the dates of and the reasons for each absence. The school will contact the parents of a student that is absent without notification. Absences will be excused only under extenuating circumstances for which clear documentation and dates are provided. Pioneer Academy reserves the right to verify such statements and documentation and to investigate the cause of each absence or tardiness. Please note that requests from parents or guardians for excused absences will not necessarily be deemed excused by Pioneer Academy, the NJ Department of Education, or State Law Enforcement.

Tardiness

Student attendance will be taken immediately within the first 10 minutes of classes by all teachers. Tardiness is defined as any instance in which a student does not arrive in the appropriate homeroom or class on time as defined by the school bell schedule. Students arriving less than 10 minutes after the start of the first period and less than 5 minutes after the start of any subsequent classes will be marked tardy and penalized accordingly, every 5 tardy's (less than 9 minutes) are equivalent to 1 absence. Health and Physical Education classes are not exceptions. For students arriving more than 10 minutes late to the first period or more than 5 minutes late to any subsequent classes, see the ABSENCE section below. Students with excuses for tardiness must present them to the classroom teacher upon entering the class. Disputes or errors regarding attendance must be brought to the Dean of Students with evidence within one week of the student's return to school. Please note that late arrivals due to bus delays/problems will not be counted; however, students will still be responsible for any missed work.

Students that are tardy by less than 10 minutes (8:30- 8:40 AM) shall proceed as follows:

Proceed to the Reception Area to obtain a late pass from the school safety officer or the receptionist and immediately proceed to class. Every student must report within 5 minutes of the issued Tardy Slip or the student will not be allowed in class and must proceed to the Dean of Students. Elementary students should proceed to the Elementary School Office and obtain a tardy pass.

Students that arrive at school after 8:40 AM shall proceed as follows:

Proceed to the Reception Area to obtain a late pass, and subsequently immediately proceed to the Dean of Students' Office to obtain a second signature. No students will be allowed to class without a late pass with both signatures. Elementary students proceed to the Main Reception Area (south entrance), and obtain a tardy pass. The students will be directed to the classes accordingly.

An absence is defined as any instance in which a student does not report to the appropriate homeroom or class within the first 10 minutes of the first period or the first 5 minutes of any subsequent classes without an authorized excuse for tardiness. Such absences will be recorded as unexcused and penalized accordingly. Students that do not report to class after arriving tardy will be considered to be cutting class as discipline according to the school handbook.

Excused Absences

A note from a parent or guardian must be provided to the administration each time a student requests an excused absence. Requests should be submitted to the administration as early as possible or at least 1 week prior to the absence.

Students may be granted excused absences under the following circumstances:

- Home-care illness: Parental statements verifying home-care illnesses are limited to four per school year. Unexpected absences should be reported to the main office on the day of absence. Families should also inform the Nurse's Office and the administration of chronic medical conditions which may contribute to tardiness or absenteeism. Families can inform the school of a student's chronic illness by calling the school or emailing the school nurse at nurse@pioneeracademy.org.
 - Absences and tardiness should be reported to the main office (973)-405-5169 as soon as the absence is anticipated or by 8:20 AM on the day of the absence. In case of an absence, parents must email attendance@pioneeracademy.org. If the school does not receive notice from an absent or tardy student's parent/guardian, the school will telephone the parent/guardian of the student to confirm the student's attendance status. Parents must keep all contact information up to date to facilitate this process. Failure to observe the guidelines as detailed above will result in unexcused absences.
 - Regular absences for home care will still be considered unexcused. Students that attend class virtually due to medical illness are subject to approval from the administration and teachers before that student's virtual attendance.
 - Students should refer to individual class syllabi and communicate with their teachers regarding missed assignments.
- Certified hospital stays or visits to medical/mental health treatment facilities; Documentation must be provided from the facility or physician.
- Bereavement or serious illness of an immediate family member

- Required visits to any government agencies including but not limited to immigration, social security, child welfare, etc.
- Mandated Court Appearances: Documentation must be provided by the court indicating the date of the student's appearance in court.
- Driver's Tests
- College visits for current 12th graders – the total number of college visitation days may be a maximum of 4 (four) days. All college visits must be pre-approved by the school counselor and a Vice-Principal. Students must return with certification from the college/university indicating the days and times of the visit.
- Special or Recognized Religious Holidays: observance of religious holidays necessitating absence from school; Such absences are based on the faith of the student/family and require notification at the start of the year.
- Suspensions: School days missed as a result of suspension shall be counted as excused. Students who miss school due to suspensions are allowed to make up any work missed. (Please refer to "Make-up Work for Absences.")
- Weather or Environmental Conditions: Inclement weather or environmental conditions rendering attendance impossible or hazardous to the student's health or safety.
- Classes missed due to authorized, school-sponsored athletics and extracurricular activities will not be counted as absences.
- Other extenuating cases as deemed appropriate by the administration
- If the absence has been pre-approved, absences not exceeding a cumulative total of 6 (six) days per school year shall be excused for the following reasons:
 - ✧ College Acceptance or Scholarship interviews
 - ✧ Internship or Need-Based Employment Interviews
 - ✧ Exceptional educational excursions or experiences
 - ✧ Graduation or wedding of an immediate family member
 - ✧ Visit with a parent or guardian who is on leave from, or is being deployed to military service overseas (limited to 5 days per year)
 - ✧ Other circumstances that are mutually agreed upon by both parents and school administration
 - ✧ Parental visits for international boarding students: Absences for visitation must be approved by the administration. If such days are approved, they will be limited to 4 (four) days per year and no more than 2 (two) consecutive days. Requests for visitation absences will be considered only if the student has not accumulated more than ten (10) unexcused absences in any quarter. Requests must be made at least one week prior to the desired excused absence.

*Students experiencing a personal emergency or another serious issue that they feel should excuse them from classes should report to the Dean of Students or the Nurse for a consultation **before** missing classes.*

Notification of Anticipated Absence/Tardiness

If a day student (non-boarding student) is unable to travel to school because of inclement weather, illness, or any other reason, parents must notify the School Office by 8:20 a.m. on that day.

Boarding students feeling too ill to attend the first period must report to the Dean of Students before 8:20 AM. Any student wishing to visit the nurse must first report to the Dean of Students. If the Dean of Students is unavailable, the student must report to the Vice-Principal or Principal to request permission to visit the nurse.

Unexcused Absences

Unexcused absences are absences for which the student has no excuse recognized as legitimate by the administration. All excuses for absences must be submitted to the Dean of Students within one week of the student's return to school.

Please note that home-care illness, family trips, missing classes due to travel time do not qualify as excused absences.

If a student has met the limit for unexcused absences, requests for additional excused absences may be denied. If the student exceeds the allowed number of unexcused absences, he or she will fail any courses due to excessive absences as outlined.

Cutting Class

Deliberately choosing not to arrive on time or deliberately not attending classes while that class is in session without permission or a legitimate excuse for the absence is considered cutting class. Arriving to class unprepared or out of uniform is not a legitimate reason to miss class as it is the responsibility of students to arrive prepared to learn and in full uniform. Regardless of the time the student arrives at class, any student leaving prior to the end of class without permission will be recorded and penalized for having cut the class.

Students have a responsibility to attend all classes every school day unless there are extenuating circumstances that prevent attendance. Students should arrive prepared for learning and in full uniform. Students do not have the "right" to cut classes simply because they have not yet accumulated enough absences to fail due to attendance. Any students found cutting classes or cutting school will be subject to disciplinary action, which may include detention or suspension, loss of credit, and class failure, depending upon the number of unexcused absences the student has at the time of the infraction.

Absences for Family Vacations & Student Visitation

Besides summer vacation, the school calendar provides several holidays where students may use to travel at their leisure. Such periods include Thanksgiving, winter break, and spring break. The school encourages visitation by parents and relatives. However if visitation occurs during school time, students should not be expected to miss classes to accommodate such visits. Parents may utilize after-school hours and weekends for this purpose. Except in very special circumstances, requests for vacation or visitation time will not be approved, absences will not be excused and students will be marked absent and penalized accordingly. It is very important that students attend all class meetings in each subject area. This ensures continuity of the learning experience and prevents long gaps, which are most difficult, and at times impossible to make up. Additionally, Pioneer Academy staff and faculty are neither required nor expected to make exceptions, alter assignments, or prepare special assignments for students missing classes due to vacations or visits from relatives.

Absences Due to Athletics and Extracurricular Activities

For students who are official participants in athletics, academic competitions, or other approved extra-curricular activities, participation may entail travel and an unavoidable absence from classes. Under such circumstances, these absences will not be counted; however, students must communicate with teachers and make up all work missed in all classes according to the excused absence regulations detailed above.

Participation in Extracurricular Activities when students are Absent or Tardy

If a student is absent or late due to illness or disciplinary action, that student will not be permitted to take part in extracurricular or athletic activities on the same day. If the absence or tardiness is due to reasons other than illness or disciplinary action, the school reserves the right to determine the appropriateness of that student's participation in extracurricular activities and grant permission accordingly.

Attendance during Group Assemblies

School assemblies are held for the benefit of the students and the faculty. Students are required to attend group assemblies unless otherwise specified by a teacher or administrator. Students are to sit with the teacher of the class which they are missing to attend the assembly. Courtesy will be shown to all speakers and individuals associated with the program. Disciplinary actions will be administered for misbehaving students and students may be removed and may lose their privilege to attend assemblies in the future.

Excuses from Participation in School Activities or Events

During the school year, students will be required to participate in athletic activities or other school activities as part of their classes. Some students may, under certain circumstances, be able to opt-out of participation in such activities and events for medical or religious reasons. For these special cases, parents must provide the administration with proper documentation from a doctor or a clergy member stating the reason the student should be excused from the relevant activities or events.

Course Failure Due to Chronic Absenteeism

The maximum number of unexcused absences is 18 for a full-year course and 9 for a half-year course. If a student accumulates:

- More than 18 (eighteen) total unexcused absences for any full-year class; or
- More than 9 (nine) total unexcused absences for any half-year class; or
- A total of unexcused absences constituting more than 10% of total class time,

the student will be denied credit and will fail the course for the year.

Students who fail classes in this manner must still report to the class failed and complete all work assigned to be eligible for any available credit-recovery options. Unexcused absences from any class for which credit has been denied will be considered a waiver of the student's right to credit recovery options for that class. Such options will be detailed by the Dean of Academics.

Senior denied credit due to insufficient attendance in courses required for graduation will not graduate and may not be permitted to participate in any graduation-related events until all necessary course recovery has been completed.

Making-Up Work and Missed Assessments

Students with excused absences may make up work that has been missed during the period of absence. If a student misses any assignments, quizzes, tests, or projects due to an excused absence, it is the student's responsibility upon return to school to make arrangements with his or her teachers to make up the missed work. The number of excused days determines the amount of time a student will be granted to submit missed assignments and take missed tests or quizzes and will be counted from the date of return. Please see the example below:

If a student is absent excused for three days, that student has an equivalent three days including weekends and holidays to make up all missed work. Since weekends and holidays are considered make-up days, a student who has three excused absences for Tuesday, Wednesday, and Thursday and returns to school on Friday (the next day) must submit all missed work by the following Monday since Friday (the day of return), Saturday and Sunday (the weekend) constitute an equivalent period of three days, which is the same as the number of days missed. Assignments submitted after Monday will be considered late and will be accepted at the administration's discretion.

Students with unexcused absences are responsible for communicating with teachers regarding any missed assignments or assessments upon return to school. The opportunity to make up work and assessments and the according deadlines are at the discretion of the teacher and administration.

Students that are found to have cut class may not make up work that has been missed during the period of absence. These students may receive a grade of zero for all homework, tests, quizzes, and other assignments due during the period of the unexcused absence. The school administration, parent/guardian, and teachers will be notified of the cut and the resulting zeroes.

Attendance Records

A weekly attendance report will be kept in the Dean of Students' office. Students are responsible for keeping track of their own absences and should check their attendance records regularly via the school's student information system.

Students exceeding seven absences in any subject will have a mandatory meeting with the Dean of Students and parents to determine a solution to the attendance issue.

Students absent from 8% of a class are considered at high risk of losing credit and failing that subject. Instructors will report the attendance problem to the parents/guardians and the Dean of Students and a parent-teacher conference will be scheduled.

Attendance Disputes

It is the responsibility of the student to keep track of their own attendance records, identify errors in attendance, and notify the relevant teacher and the Dean of Students within one week of the disputed attendance record. Some examples of errors may include:

- being erroneously marked absent or tardy
- visits to nurse marked as absences
- extra-curricular participation marked as absences
- any other incorrect attendance record for which documentation can be provided

Failure to notify the teacher and the Dean of Students within one week of the disputed attendance record may result in the records remaining unchanged.

Requests for Early Dismissal

Parents wishing to have their child dismissed early must notify the school office in writing by 12:00 PM at the latest on the day of the desired early dismissal. Parents/Guardians must sign the student out in person before the student can be dismissed. Acceptance of early dismissal requests will be limited to the following:

- required visits to government agencies
- mandated court appearances
- family emergencies* or bereavement
- drivers license testing
- medical/dental appointments
- other cases deemed appropriate by the administration

In all cases, students must return with valid documentation of their presence at the relevant appointment or event. Students are limited to three (3) such early dismissal requests per year; additional early dismissals by request will be deemed unexcused absences for all missed classes. *In case of family emergency parents must sign their children out at the Main Office.

Please read the guidelines for signing a student out, detailed in the “Early Pick-Up” Section of the handbook.

VIII. Textbooks, School Supplies, Uniforms

Textbooks

Pioneer Academy will provide students with textbooks for each of their classes. Families may be asked to contribute to the textbook fund to defray costs for books. The school will hold each student responsible for the condition of the textbook issued to him or her. Each student should ensure that these books are not lost, stolen, damaged, or defaced. Students will have to pay to replace any books that are damaged or not returned. Students will have the opportunity to keep textbooks they used during the year if they wish, provided their family makes full payment for the textbooks.

When textbooks are distributed, students must write their names in the appropriate places. A record is kept of the textbook’s title, ISBN, ID number, condition, and the student to whom it is assigned. Upon return of the book, its condition will be checked. If the book is deemed unusable or damaged upon return, the student to whom it was assigned will be required to pay for repair or replacement.

School Supplies and class materials

The school’s various Academic Departments will provide lists of supplies students are required to purchase for their respective classes prior to the start of the school year. These items can include but are not limited to specific calculators, binders/notebooks, and consumable supplies such as paper, pens/pencils, workbooks, et cetera. Students will be required to purchase these materials and may be expected to secure them on their own.

Electronic devices as class materials

The school will only provide Chromebooks to grades K-8. High School students are required to bring their own devices. Please review the “Bring Your own Device” policy detailed in the Electronic device policy portion of the handbook.

Uniforms and Dress Code

School Uniforms

Students are required to attend school in full school uniform every day unless otherwise specified. Official Pioneer Academy uniform items that can be found online at <https://www.globalschoolwear.com/>.

First period PE class shall not constitute an exception to the uniform rule. Students must arrive at school in full uniform, and change for PE classes in accordance with their PE teacher's instructions.

The uniform consists of black, navy blue, or khaki chinos and the official Pioneer Academy polo shirt, or collared buttoned shirts. Either shirt is available in long-sleeved or short-sleeved styles. Uniform shirts should be worn, even if a school sweater is being worn for warmth.

Dressing for Cold Weather

A number of official Pioneer Academy cold-weather items can also be found on the website provided. These include v-neck sweaters, zip-ups, or sweater vests and blazers. Students also have the opportunity to purchase the Pioneer Academy Spirit Hoodie through the school's Student Government Association. These official uniform items are the only items that can be worn over the official school shirt. Students are encouraged to dress in layers under their uniforms during cold weather.

The suggested quantities for each uniform item are as follows:

No.	Item	Qty	Note
1	Polo Shirts, short-sleeved:	4	must be worn to all classes except PE (substitute: item 2)
2	Polo Shirts, long-sleeved:	4	must be worn to all classes except PE (substitute: item 1)
3	Navy, Gray or Khaki Color Chinos:	3	must be worn to all classes except PE
4	Blue Gym T-shirts:	4	must be worn to all PE classes
5	Navy Blue Gym Shorts:	2	must be worn to all PE classes
6	Blue Gym Sweatsuit:	1	(hoodie + sweatpants) may be worn to PE classes
7	Navy Blue Cardigan/ Blazer or Vest	1	may be worn to classes

Shoes and Footwear

Appropriate and safe footwear should be worn while on school grounds. No open-toe or open-heeled shoes, sandals, or clogs will be permitted. Appropriate athletic footwear is required to participate in PE and all other outdoor activities.

Hats and Headwear

Hats and headwear are prohibited except when worn for religious purposes. Students with requests for uniform exceptions due to modesty or religious concerns may make requests through the Dean of Students.

Maintenance of School Uniforms

Students must keep their uniforms clean, pressed, and free from stains and odors that may occur due to poor hygiene or poor cleaning practices. Uniforms may not be stained, torn, or ill-fitting, and may not have holes or unapproved modifications.

Students failing to wear proper uniforms as per school regulations will be subject to the school discipline system and penalized accordingly.

If there are special circumstances under which the purchase of school supplies, uniforms, or other class materials may present a financial hardship, parents are urged to meet with the administration to discuss alternatives.

General Dress Code

The Pioneer Academy dress code has been developed to contribute to the best possible learning environment for students. The school strives to permit a balance between individual self-expression and sound judgment while always considering the best interests of our students, faculty, staff, and community.

On all school days, with the exception of special days announced by the administration, students are required to wear the official Pioneer Academy uniform. On both regular uniform school days and on special days (such as school-wide events, dress-up or dress-down days, or other special non-uniform days), the Pioneer Academy Dress Code must be followed. Below are five general rules:

- 1. Makeup/Hairstyles/Jewelry:** Makeup and hairstyles must be appropriate for a professional work environment including make-up and hair color. In the interest of safety, necklaces may not hang more than six inches from the neck; bracelets may not hang more than one inch from the wrist. Rings should remain appropriate and safe. Piercings are limited to one per ear and small nose studs. Earrings may not be larger than one inch in length or diameter; nose piercings are limited to a single small stud.
- 2. Fabrics and Clothing:** Clothing must be fully opaque and fully cover: chest, abdomen, shoulders, back, and undergarments.
 - (a) Clothing must fully cover all areas between the waist and the tops of the knees; no undergarments may be visible.
- 3. Footwear:** Shoes must always be worn. No flip-flops, sandals, open-toe or open-heel shoes may be worn. Sneakers/athletic shoes must be worn for physical education classes and sports activities. (Exceptions for footwear may be allowed for special events and will be announced.)

4. **Additional Guidelines:** The school prohibits clothing that advertises, promotes, displays, implies, alludes to, or is related to the following: *drugs, alcohol, tobacco, vaping, nudity, sexuality, profanity, violence, intolerance/discrimination/prejudice/shaming*, as well as any other clothing that displays any words or imagery likely to be offensive to members of the school community or likely to promote or incite physically or psychologically harmful situations, behavior or conflict.
5. **Facial Hair:** Students must always be presentable and free of any facial hair including, but not limited to long sideburns, goatees, beards or mustaches.
 - (a) Students that arrive at school noncompliant with the rules regarding facial hair will be warned. That student will be responsible for grooming before the next school day begins.
 - (b) Any student who arrives noncompliant a second time will be written up and automatically receive detention.
 - (c) Any student that arrives non-compliant a third time will not be allowed to attend class and instead be sent home and given an unexcused absence for the day and each day until the student is prepared to return in compliance with the facial hair rules. The family is fully responsible for the student's transportation due to the lack of compliance.

Failure to abide by these rules may result in suspension from school until the dress code violations have been corrected, revocation of dress-up/dress-down privileges, and/or additional disciplinary action.

Dress Codes for Special School Events

The general dress code as outlined above also applies to formal Pioneer Academy ceremonies such as graduation activities or award ceremonies as well as any Pioneer events such as field trips or interscholastic competitions. Although modifications for jewelry, accessories, and footwear may be approved. Students not dressed in accordance with the dress code will be denied participation in any/all Pioneer Academy events until the dress code violations have been corrected.

Questions or Concerns Regarding Uniform/Dress Code Policies

Parents may direct any comments, suggestions, or inquiries about the Pioneer Academy dress code to the Dean of Students.

Dress Code Violations

Students who refuse to abide by the uniform policy will be subject to the following disciplinary actions:

1st Offense: The student will be referred to the Dean of Students' Office. A warning will be issued and documented in Alma. Parents will be immediately notified of the problem.

2nd Offense: The student will be referred to the Dean of Students' Office. Parents will be notified immediately of the problem. A conference will be held by the Dean of Students with Parent/Guardian. A detention will be assigned, and parents will be required to bring the student a uniform. The student will not be allowed to return to class until he or she is in full uniform and any class missed will be documented as unexcused.

3rd Offense: Repeat procedure as listed above. Elementary students may lose recess privilege for five days. Middle and high school students that violate the dress code three or more times will receive three after-school detentions and will not be allowed to attend class without a uniform and will be marked as unexcused. Students that continue to habitually violate the dress code/ uniform policy will be subject to disciplinary actions that include parent conferences, detentions, and/or suspensions as deemed necessary by the administration.

IX. Safety and Security

Security Video Surveillance

While attending Pioneer Academy, students can expect to be under security video surveillance on school grounds. Camera coverage circumnavigates the entire building/grounds and are at key positions inside the building itself. Students will be monitored by video throughout the day and will be recorded in case the need for playback arises. Be aware that these videos may be used as evidence in a court of law. The objective of Pioneer Academy is to maintain a safe school in a safe environment. Any activities interfering with peace, safety, tranquility, and the pursuit of academic success are unacceptable at Pioneer Academy.

Unauthorized Presence

Please note that attendance is a safety and security issue. The school is responsible for all students while they are on campus; students are expected and required to be in their scheduled or designated locations at all times. There will be no exceptions to this rule; failure to comply will result in disciplinary action.

Security and Health Personnel

All students are expected to comply with the legal orders of safety personnel, security personnel, and health personnel (security guards, nursing staff, Dean of Students, Dorm Director, etc.) at all times. Failure to comply with the directions of security and health personnel may exacerbate existing dangers or health concerns exposing individuals to unnecessary risk or injury. All instances of this behavior will be considered serious infractions and may lead to suspension or expulsion. In the case of safety being compromised due to failure to follow directions, students may be subject to arrest and/or prosecution in a court of law.

Parent/ Guardian Authorization & Consent Form

As parents/ guardians, we give our full authorization and permission for our child to participate in all clubs and activities at Pioneer Academy's (hereinafter referred to as the "School") facilities on and off school premises and further give our consent to school administrators to provide transportation and participate in clubs, trips, and activities for our child.

We give school administrators our permission to act on behalf of us in making decisions pertaining to our child's education, including permission to participate in co-curricular activities. We understand that participation in the clubs, trips, co-curricular and other School activities involve risks, injuries, hazards, accidents, and dangers, including, but not limited to, risks of travel by ground transportation and all other types of transportation. We understand and acknowledge that these risks, injuries, hazards, accidents, and dangers may impact our child's health and personal safety, including loss of personal property, personal injury, or death. We give our consent for medical treatment to be provided by the school nurse or by medical institutions under the sole supervision of the School. We understand that school cannot and does not assume responsibility for any such personal injuries, death, or property damage.

We hereby assume full responsibility and liability for any expenses, damages, or medical expenses to our child or his/her personal property resulting from his/her participation or involvement in any clubs, curricular or extracurricular activities. We further release the School from any liability for any such actions.

We remain financially responsible for all personal expenses of our child such as traveling expenses, living expenses (in case of boarding students), or any medical expenses such as accidents, illnesses, injuries, immunizations, etc. provided to the minor. We hereby agree and understand that we will promptly pay any invoice for the cost of such care.

We hereby agree to indemnify, defend and hold harmless the School and its Board of Trustees, employees, officers, directors, agents, successors, volunteers, and assignees from any and all liability, loss, damage, or expense, including attorney's fees which arise out of, occur during, or are in any way connected with our child's acts or participation in all co-curricular and other school activities, any related or independent travel, any activities or field trips, irrespective of whether they are sponsored, supervised or controlled by the School.

We agree that this form is to be construed and governed under the laws of the State of New Jersey, U.S.A. without reference to its choice of law rules. Our signature of the Student/ Parent Handbook indicates that we have read and understood this form and that we agree to everything stated in the statement above. We further state the school has made that no representations, statements, or inducements, oral or written, apart from the foregoing written statement, to us.

Harassment, Intimidation, Bullying

New Jersey State Law essentially defines harassment, intimidation, and bullying as any type of communication or contact that a reasonable person should know, under the circumstances, would have the effect of physically or emotionally harming a student or damaging a student's property, or placing a student in reasonable fear of emotional harm or physical harm to his/her person or

damage to his/her property.

Sexual harassment, physical assault, emotional abuse, threats, blackmail, isolation and/or ostracization, and any other actions that serve to create a hostile environment for any individual is both unlawful, against school regulations, and harmful for both the perpetrator and the victim.

Those who bully may be subject to criminal charges and psychological harm, the impact of bullying goes far beyond the individuals directly involved. The victims of both physical bullying and emotional bullying may undergo intense psychological stress. This stress may result in long-term psychological disorders, self-harm, suicide, or potentially deadly attacks on others. These responses can manifest in even the youngest of bullying victims. Some research even suggests that more than half of all high school shootings are committed by students who were bullied.

Bullying and/or harassment of any student and/or staff member will not be tolerated under any circumstances, whether or not the actions occur on school grounds, during school times, at school functions. To clarify, actions taken outside of school times and off school property will still be subject to school disciplinary and/or lawful actions if they constitute bullying and/or harassment of any PA student and/or staff member.

Bullying and/or Harassment are defined as:

Any unwanted and/or repeated written, verbal, electronic, or physical behavior, including, but not limited to, threatening, insulting, and/or dehumanizing acts by a student that is severe and pervasive enough to create an intimidating, hostile or offensive educational environment; cause discomfort or humiliation, or unreasonably interfere with the individual's school performance or participation. Severe and pervasive behavior will be determined by the principal.

Prohibited acts include an act of violence, threat of violence, or harassment based on actual or perceived race, color, national origin, gender, disability, sexual orientation, religion or other distinguishing characteristics of a student that is directed at one or more students and/or staff member; substantially interferes with educational opportunities or educational programs of the targeted student(s); or adversely affects the ability of a student(s) to participate in or benefit from the school's educational programs or activities by placing that student(s) in reasonable fear of emotional or physical harm, or because the conduct as perceived by the student(s) is objectively offensive.

This policy includes, but is not limited to, using social media and/or texting to harass, demean, and/or embarrass another student at ANY time as it interferes with their right to learn in a safe environment free from distractions. Name-calling, derogatory comments, and/or initiating or spreading rumors, which demean, embarrass, and/or question the personal choices of another student(s) and/or staff member are considered bullying and/or harassment.

It is a student's duty and responsibility to report any such bullying and/or harassment actions to the principal and/or assistant principal if they become aware of them and/or are a witness to them. All reports will be kept confidential and investigated thoroughly.

Consequences:

1st Offense: Parents/Guardians contacted. Discipline will be applied at the discretion of the administration. Up to a three-day out-of-school suspension

2nd Offense: Parents/Guardians will be contacted; possible expulsion, possible prosecution

Pioneer academy will not permit any form of harassment, intimidation, or bullying by anybody at any time. Any student witnessing harassment, intimidation, or bullying, whether by students, staff, or faculty, should report it to the Dean of Students or the Director of Guidance immediately. Pioneer Academy is obligated to investigate any reports of harassment, intimidation, or bullying, and to take immediate action to stop the victimization of its students. This may result in requirements for counseling, suspension, expulsion, and/or involvement of law enforcement.

Search and Seizure

Periodically, lockers, dormitory rooms, classrooms, and other school areas of school grounds, facilities, and property may be checked and searched. Other school resources (including network activity, access, and usage records) used by students may also be checked periodically. Additionally, students' belongings (including automobiles, backpacks, wallets, clothes, and other personal belongings, et cetera) may be searched by a school official if the official has reasonable suspicion that such a search will result in evidence that a student has violated a law or a school rule. Items that are prohibited on school property, or which may be used to disrupt or interfere with the educational process may be removed from the student by school authorities or law enforcement. Parents and students must note that under certain serious conditions, the school may also be justified in searching contents of students' personal electronic devices, including, but not limited to cell phones, notebook computers, or other communication and/or data storage devices.

As with all areas of school grounds, student lockers, desks, dormitories, and parking lots, are property of the school; they and all items inside them are subject to search by school officials, and in some cases, by law enforcement. Students shall not bring, keep, conceal, use, or maintain any prohibited articles or materials on school property or at school events; students shall not assist with the transportation, concealment, use, or maintenance of any prohibited articles or materials on school property or at school events.

Lockers & Personal Property

Please note that the school is not responsible for the loss of personal property, including books, clothing, or valuables, left in lockers or desks. Students are required to keep their lockers locked at all times. The school provides combination lockers to facilitate this. However, in some cases students may be required to purchase their own locks; in such instances, combinations and/or copies of keys to all student locks must be provided to the authorized school personnel prior to use. Failure by a student to provide lock combinations or keys to the appropriate school personnel may result in the lock being cut from the student's locker. Students must not provide lock combinations or keys to any individuals other than authorized school personnel.

Unattended Items

Students may not leave personal belongings unattended. Any items found unattended will be subject to confiscation, disposal, placement in lost and found, or referral to law enforcement. A large number of unattended items greatly increases the difficulty of identifying suspicious or dangerous items. Students consistently leaving his/her belongings unattended will be subject to severe disciplinary action.

Lost and Found

The school is not responsible for lost items or student property; however, the school has designated a place for lost items to be brought for reclamation by the owners. Lost items are defined as any items found unattended anywhere on school grounds. You may come to the main reception area to request to search the lost and found box during school hours. Unclaimed items will be discarded, donated, or re-used by the school. The lost and found box will be emptied every 1st and 15th day of the month. No items will be stored during the winter, spring, or summer recess. All items, including clothing supplies and any items brought by a student to school, must be labeled in order to minimize any potential loss. Pioneer Academy is not responsible for any items lost or discarded, donated or re-used as outlined above.

Please take any found or unclaimed items and place those in the designated area.

Maintaining Updated Family Information

It is the responsibility of parents to notify the school of any changes in employment, address, phone numbers, care and/or custody arrangements, and any other important information regarding their child or family situation. All aforementioned informational changes must be completed in writing and submitted to the front office.

Please, also, consult with school personnel should any problems arise concerning your child, whether at home, school, or at PA.

EMERGENCY PROTOCOLS

Fire, lockdown, evacuation, and tornado drill instructions will be discussed with each class during the first week of the semester. Students will be required to understand and follow these instructions as proper adherence to them may save their lives. Instructions will be posted on a bulletin board in each teacher's room. Students should be familiar with the assigned drill areas. Every classroom will be provided a safety folder outlining the protocol.

Fire & Evacuation Drills

Fire and evacuation drills are designed to prepare students for emergency situations and prevent confusion, injury, and loss of life. Such drills will be carried out regularly. When the alarm is sounded for a fire drill or evacuation drill, everyone is required to respond in a prompt and orderly manner, leaving the school building by a prescribed route as directed by the teachers. During the winter months, it is recommended that students wear their Pioneer Academy uniform sweaters, should drills or actual emergencies occur. The following rules must be followed during fire drills and actual fire emergencies:

- Do not talk from the time the alarm is sounded until you have returned to your room or place of instruction.

- Form orderly lines as instructed.
- Move quickly; Do not push or run.
- Meet unusual situations with calmness and clear thinking.
- In case an exit is blocked, proceed in orderly formation to the next nearest exit.
- In the event of smoke, stay low to the floor.
- The first students who pass through an exit will hold the doors open.

Lockdown Drills

In the unlikely event of an intrusion or security breach, the school must be prepared to keep students as safe as possible. Lockdown drills will be staged regularly for this purpose. Specific instructions will be given to students regarding lockdown procedures. Please consult the Administration for further details. In the event of an actual lockdown, your peers are depending upon you to reduce the danger and likelihood of injury or death. Failure to pay attention, to take seriously, and apply the procedures may lead to a tragic loss of limb, ability, and death.

X. Health and Medical Policies

Immunization Requirements

All immunizations must be completed by the 1st day of attendance. All students must meet the NJ State Immunization Requirements, Chapter 14 of the State Sanitary Code. The school is required to maintain official school records indicating:

- DTP Vaccine (diphtheria and tetanus toxoid and pertussis vaccine)
- Tdap Vaccine (Boostrix or Adacel)—Required for students born on or after Jan 1st 1998
- Polio Vaccine
- Measles Vaccine
- Rubella Vaccine
- Mumps Vaccine
- Hepatitis B Vaccination Series
- Varicella Vaccine or documented proof of disease—Required for students born on or after Jan 1st 1999
- Meningococcal (Menactra) Vaccine. Required for students age 11 or older born on or after Jan 1st 1998

The school nurse will review records annually and advise students of deficiencies or updated requirements. Students transferring into a public school must submit documentation of compliance with the law in the form of official school records, records from a public health department, or a certificate signed by a licensed doctor.

Failure to comply with these requirements may result in the exclusion of the student from school until the time that the immunization requirements have been fulfilled.

Note that Pioneer Academy will no longer accept religious exemptions as an excuse for not having vaccinations. All students must be vaccinated unless the student presents proof that vaccinations will be indisputably detrimental to her/his physical health. An official board-certified physician's note must be provided at the time of enrollment, listing each

school-required vaccination that will cause a physical health crisis for the student. Any school-required vaccinations not listed on the physician's note must be completed prior to attendance at Pioneer Academy.

Please be aware that regardless of medical exemptions, students not fully vaccinated may, at the school's discretion, be excluded from classes or campus to protect the health of the other students and personnel.

Additional Recommended Vaccines

Pioneer Academy strongly recommends that all students receive additional vaccinations for the following:

- *meningitis B*
- *influenza (multi-valent)*
- *HPV*
- *Covid-19 (Please read Covid-19 addendum)*

Nurse Visits

Any student wishing to visit the nurse must first report to the Dean of Students. If the student is too ill or injured to go to the Office of the Dean of Students, the student must call or have another person notify the Dean of Students immediately. If the Dean of Students is unavailable, the student (or her/his proxy) must report to the Vice-Principal or Principal to request permission to visit the nurse.

Excused nurse visits are limited to 6 (six) per year; additional visits to the nurse will be unexcused unless initiated by the nurse, administration, or by a board-certified doctor. In certain cases, if the student feels unable to walk without assistance, the student may enlist assistance to go directly to the nurse; if travel to the nurse is not possible, the nurse will go to attend to the affected student.

Medical Emergencies

If an injured/ill person requires serious medical attention (extreme illness or symptoms, severe injury, loss of consciousness, delirium, et cetera), immediately notify a staff member or DIAL 911 and tell emergency services to send an ambulance to:

164 Totowa Road, Wayne, NJ 07470

If a Pioneer Academy staff member had not been notified before dialing 911, notify the nurse, an administrator or staff member immediately.

Health, Illness & Injury Policy

Parents will be contacted immediately via phone regarding major injuries requiring professional medical attention. Minor injuries, such as, bumps, scrapes, and bruises will be reported on the minor injury form sent home with the student for a parent signature.

Students will not be accepted nor allowed to remain at PA if they have contagious symptoms such as, but not limited to, those listed in the table below under the 'Exclude If:' column.

EXCLUDE IF:

1. Temperature of 101°F orally, or 99°F axillaries, or higher.
 2. Temperature of 101°F orally, or 99°F auxiliary or higher, plus one of the following: a) severe cold with yellow-green nasal discharge b) cough c) sore throat d) sneezing e) swollen glands, or f) skin rash.
 3. Red, watery, or draining eye(s).
 4. Drainage from the ear(s).
 5. Lice.
 6. Skin lesions, i.e., impetigo, ringworm, and scabies.
 7. Vomiting.
 8. Diarrhea (2 or more loose, watery stools per day).
 9. Fainting. Seizures. or general signs of listlessness, weakness, drowsiness, flushed face, headache, or stiff neck.
-
10. Fever with any signs and symptoms of a communicable disease to which the child has been exposed.
 11. Any combination of symptoms for consecutive days of attendance.

READMIT IF:

1. Free of fever for 24 hours without the aid of medication.
2. a) Free of fever for 24 hours and b) Note is required from a physician or nurse practitioner stating that the child is not communicable.
3. All discharge has ceased.
4. a) All drainage from the ear(s) has ceased, or b) Note is required from a physician or nurse practitioner stating that the child is not communicable.
5. After treatment, free of lice and nits.
6. a) Skin sores are healed, or b) Note is required from a physician or nurse practitioner stating that the child is not communicable.
7. Free of upset stomach and vomiting for 24 hours.
8. Diarrhea free for 24 hours.
9. a) Free of symptoms, or b) Note is required from a physician or nurse practitioner stating that the child is not communicable.
10. Free of fever for 24 hours.
11. Free of symptoms.

Under no circumstances is a sick student to attend PA. Students should be allowed to recover fully in the comfort of their own homes. If you are unable to remain home with your student, it is your responsibility to make alternate childcare arrangements.

If a student becomes ill or displays potentially contagious symptoms, parents will be notified by phone to come and pick up their child. Further, if the illness becomes a medical emergency, then 911 will be contacted and the student will be transported to the nearest emergency room.

It is not possible to prevent the spread of all illnesses. However, minimizing exposure and employing good hygienic practices at both school and home are means by which we can limit the problem and the resulting inconvenience to everyone. Accordingly, for the benefit of all involved, the following policies will be strictly enforced.

Students who have exhibited ANY symptoms of infectious illness within the 24 hours before the beginning of the school day are likely to be contagious and should remain at home.

Examples of illness associated symptoms include, but are not limited to, fever of 101 F measured orally, nausea vomiting, diarrhea, sore throat, loss of voice, hacking or continuous coughing, yellow or green drainage from the nose, drainage from eyes or ears, a rash or head lice.

PA reserves the right to determine whether a student should remain at home, is permitted to stay, or permitted to return to school when illness is a consideration. A doctor's note giving permission for a student to return to school may be requested. Parents of students who become ill during the day will be promptly notified and are expected to make arrangements for their child to be picked up immediately. The sick student will, if possible, be isolated to minimize other student's exposure to the illness. If the parent and/or guardian cannot be reached, the individual designated as the emergency contact will be notified.

Please let the school know if your child has been diagnosed with a contagious illness. A notice will be shared with families of potentially affected students within the school, letting them know that their child has been exposed to a contagious illness/disease. For confidentiality reasons, the name of the child with the confirmed illness will not be released.

Common colds and allergies should not, unless causing the child to feel too uncomfortable, prohibit attendance. It is our policy to have conditions that encourage cleanliness and good health practices among both staff and students.

Head Lice Policy

This policy outlines the roles and responsibilities of the PA staff should a case of head lice occurs. All members of PA will work cooperatively and collaboratively to assist families to manage head lice effectively.

At PA there is a commitment to do this in the following ways:

- Where an active case is detected, the school encourages immediate treatment and students may return to school after appropriate treatment was commenced and the headlice issue is resolved.
- The principal or their nominee will contact the family to ask that a student be checked and receive treatment if necessary.
- Parents/caregivers will notify the school if their child is found to have live lice or nits (eggs) and advise when appropriate treatment was commenced.
- The school will notify parents/caregivers of children in a classroom when a case of head lice is detected, to alert these families of the need to check their children.

- Once notified of the possibility of head lice exposure, all families will check at home the hair of all household members for live lice or nits. They will aim to use a head lice comb, for greater accuracy, and they will use an effective treatment if necessary.
- Families should notify the parents/caregivers of their child's friends where appropriate, so they have an early opportunity to detect and treat their children if necessary.
- Afflicted students will either bring a certificate or note from their doctor/head lice removal specialist stating that the condition has been resolved and/or the student's head may be checked by a PA staff member prior to their returning to the classroom to ensure that the matter has been resolved.
- A sympathetic attitude will be maintained by the entire school community to avoid stigmatizing/blaming families who are experiencing difficulty with control measures. To support parents/caregivers and the broader school community to achieve a consistent, collaborative approach to head lice management, PA will undertake to:
 - Distribute up-to-date and accurate information on the detection, treatment, and control of headlice to students, staff, and their families at the beginning of the year or more frequently if required.
 - Provide practical advice, maintain a sympathetic attitude and avoid stigmatizing/blaming families who are experiencing difficulty with control measures.
 - Access community educational resources and support, such as community health centers.
 - Encourage children to learn about head lice to help remove any stigma or other negative experiences associated with the issue.
 - Be aware of real difficulties, such as a treatment failure, that some parents/caregivers may encounter and seek extra support from community health centers if required.
 - Continue to seek opportunities to increase our understanding of and response to managing head lice.

NOTE: If multiple head lice cases are found in a short timeframe, an entire classroom may have a blanket head inspection or head lice screening by school staff. If this were to become necessary, PA staff would take precautions to respect the privacy and maintain confidentiality for each student.

Medication Policy -Over the Counter Medications

Aspirin, Tylenol, Neosporin, and other patient over-the-counter drugs are not available through PA. Should you wish for your child to have access to these medications, you must sign an 'Authorization to Administer Medication Form' and leave a supply with the nurse.

Prescription Medications

For the safety and health of students, Pioneer Academy requires written notification annually or as specified by the physician (if more frequently) of all medicines students intend to bring and use at the school. It is the full responsibility of the parents to ensure that the medication has been provided and the proper form completed. Parents/Guardians must fill out a medical form and submit it to the nurse for processing. Prescription medicines and over-the-counter (OTC) medicines must be approved by the nurse and the administration to ensure legality, proper dissemination, and proper observance of safety protocols. All such medicines must be kept in the Nurse's office unless otherwise specified.

Administration of Prescription Medications

The medication to be administered by designated school personnel must be sent directly from the pharmacy or physician's office or brought to school by the student's parent/guardian. The school must receive an 'Authorization to Administer Medication Form' signed by the student's physician and/or parent/guardian.

The following information must be printed clearly on the medication container:

- Student's Name
- Name of the medication
- Dosage
- Time the medication must be taken.

Bring in only the amount of medication that is needed for a school day. In the case of prolonged need, send in the amount for a clearly specified period. Written authorization to dispense medications shall be limited to two weeks unless otherwise prescribed by a physician.

Medication shall only be dispensed out of its original container, which must be labeled with the child's name. Extra medication will not be sent home with a student. All medication will be kept in a secure location in the clinic and/or front office.

Self-Administration of Medication

As a general rule, students are not allowed to carry any medication with them in school. However, students may carry and administer their medication if both of the following conditions are met:

- It is warranted by a potentially life-threatening condition and advised by their physician AND
- An 'Authorization to Carry Inhaler, EpiPen, Insulin or Other Approved Medicine Form' is on file in the office signed by the student's parents and the physician.

Epi-Pen Policy:

If your child has an allergy that may require the use of an Epi-pen, PA will require their own Epi-pen kept on-site, which will be provided by the parent or guardian. If your child would require the use of the Epi-pen while in attendance the following steps will be taken:

1. The Epi-pen would be injected by a staff member.
2. 911 would be called after the Epi-pen is injected.
3. The parent or guardian would then be contacted and given further information.

Medication Storage and Administration

Medication should not be brought to school unless it is essential to the health of the student. If a student must take medicine at school, these procedures must be followed:

PA requests that all medication be delivered directly to the nurse and that proper documentation is

Completed. Medications are kept in the nurse's office in an area that can be locked at all times. PA will not store nor administer any medication that has not been delivered by the parent/guardian with properly completed accompanying documentation.

Expired medication will not be kept on site. All expired medication will be returned directly to a parent/guardian. It is the responsibility of parents/guardians to supply PA with non-expired medication and properly completed accompanying documentation in order to administer any prescription or non-prescription medication on site.

Written Permission and Instructions

PA staff shall give or apply medication, both prescription and non-prescription, only with prior written permission and written instructions from a parent/guardian. PA staff shall comply with the instructions provided by the parent. Medication shall be in the original container, stored according to instructions, clearly labeled for a named child, and returned to the parent when no longer needed. The dosage will not exceed that which is printed on the label. Expired medication shall not be given or applied to a child and shall be returned to the parent.

Delivery of Medication: Any PA nursing staff that gives or applies medication shall ensure the following:

1. The right drug;
2. The right recipient;
3. The right dose;
4. By the right route;
5. At the right time;

Report to Parents: Any error in the giving or applying of medication shall be reported to the parent.

Parental Responsibility: Parents or any licensed health care professional shall determine if PA nursing staff are competent to give or apply medication. The administration has the responsibility to assess the ability of staff to give or apply medication safely.

Medication Log: PA has a designated medication binder in the front office for all children enrolled receiving medication. The information within the binder is kept confidential. For each child receiving medication, there must be an "Authorization For Medication" form completed in its entirety signed by a parent or guardian. The log recording the administration of medication will be located on the back of this form. A notation on the log will be made if an adverse reaction to over-the-counter and/or prescribed medication occurs. Parents will be contacted immediately via phone regarding a major adverse reaction to medication requiring professional medical attention. Minor adverse reactions, such as slight redness will be reported on the minor adverse medication reporting form sent home with the student for a parent signature.

If a prescription medication is to be given on an "as needed" basis, a note from a licensed healthcare professional indicating that PA can administer the medication on an "as needed" basis is required. Medication log forms are required to be updated with each medication (type, dose, route, and/or time of administration is modified).

Unusual Circumstances: There must be a written statement from the licensed health care professional who prescribed medication allowing the provider to give the medication when:

1. Any prescription medication is given or applied as needed (PRN); or
2. By route other than oral, topical, inhalant, or installation.

Confidentiality: Any PA staff who gives or applies medication shall not disclose information about that child's medication unless such information is needed to protect the health of other children or staff.

First Aid Kit

First Aid supplies are located in the nurse's office stored in areas that can be locked at all times. The following first aid supplies are available at all times: scissors, tweezers, thermometer, bandages, sterile gauze pads, medical tape, protective eyewear, protective mask, insect sting preparation, antibacterial ointment, antiseptic cleaning solution, cold packs, triangular bandages, and gloves.

Latex Gloves

Latex gloves are worn by staff when administering first aid. Please inform the front office staff and your child's teacher and indicate on your child's registration form if your child has a latex allergy.

Hand washing:

All PA staff shall wash hands before giving or applying any medication. If handling any bodily fluids is involved, PA staff must also wear gloves and wash hands after giving or applying medication.

XI. Resources, Transportation, School Grounds, and Facilities

Pioneer Academy is first and foremost an educational institution. The school facilities, inside and out, must be respected as such. Breaking and entering, trespassing, vandalism, defacement, theft of school property, accessing and/or manipulating administrative/faculty data and networks are crimes. Pioneer Academy reserves the right to seek compensation for correction, repair or replacement due to criminal activity and to notify the local police department of suspected perpetrators. Please note that convictions may carry severe penalties, including fines, jail time, and deportation.

Identification Cards

Pioneer Academy will provide a designated time and place for students to take ID photos and the school will provide each enrolled student with a High School ID. Students are required to have their photos taken for their student ID cards. These IDs are to be used as proof of enrollment and identification as a high school student. Any student who fails to comply with school requirements will be disciplined accordingly.

Middle & High School Student Pick-up and Drop-off

Pick-ups and drop-offs are at the South Entrance unless posted otherwise. Traffic patterns, signs, and speed limits should be observed at all times.

Drop-Off and Pick-Up Procedures K-12

K-12 students should be dropped off in the designated area appropriate for their class as directed by the school administration per written guidelines. When picking a student up at dismissal time, please use the driveway at the front of the building. Any student will not be allowed to enter or leave school without being escorted by the parent(s), a person authorized by parent(s), or facility personnel.

After-school care parents must come into the building in the evening when picking their children up and escort them from the building. If the person picking up a child appears to be under the influence of alcohol or drugs, another authorized person will be called to pick up both the child and adult.

If there is a Court Order keeping one parent or guardian away from the child, PA must have a copy of the Court Order on file otherwise we cannot prevent the non-custodial parent from picking up the child.

Early Pick-Up

The school receptionist MUST be notified by 12:00 PM if a student is to be picked up early. No student may be picked up between 2:45 and 3:00 pm except in emergency situations.

Being removed from classes and leaving the school prior to the official end of the school day with a parent or legal guardian is considered an early checkout. A photo ID is required to check a student out of school. Only those persons who have been previously approved by the parent(s)/guardian(s), and officially recorded on the student's records at school will be allowed to check out a student.

- To be considered "in attendance" for a school day, a student must be present for at least one-half of the school day (four class periods). Students leaving school before meeting that requirement will be considered absent for the day.
- A parent or legal guardian should bring appropriate documentation showing the necessity of an early checkout at the time the student is released from school.
- Early checkouts are not permitted during the last 30 minutes of the school day.

Late Pick-Up & Penalty Fees

For day students not signed up for after-school study hall, a late fee of \$5.00 will be charged to parents failing to pick up their children within five minutes of the end of dismissal time. For pick-up times that are more five minutes late, another \$1.00 will be charged for each additional minute that parents are late to pick their children up. Students not enrolled in after-school study hall must be picked up at dismissal time. Habitual late pick-up will require a parent meeting with administration.

Pick-up by Non-Parent/Guardian

Parents wishing to have their children transported by another non-parent/guardian must complete and sign the "Alternative Pick Up" form with the name, telephone number, and ID of the person designated to transport the student. The same form may be used to provide permission for the student to be transported by taxicab or by another transportation service, though only for school

arrival and dismissal. Use of private or commercial transportation services for times other than arrival and dismissal require prior written notification from parents or guardians. For dormitory students, permission for any non-school transportation must be provided in writing by the parent/guardian and approved in writing by the Dormitory Director, as outlined in the Dormitory Student Handbook.

School Buses, School Transportation Vehicles, Student Vehicles

School Buses and School Transportation Vehicles are provided for the convenience of students and parents who may not have other means of transportation to and from the school and school-related events. Safety while using school transportation is the number one priority of Pioneer Academy. Students must maintain proper behavior at all times while utilizing this school resource as improper behavior may cause breaches in safety protocol and lead to serious injury or death.

At the Bus Stops

- Arrive at the bus stop 10 minutes earlier than the pick-up time.
- Stay out of the street.
- Do not engage in horseplay or rambunctious activity as cars will be passing by.
- No harassment, bullying, or fighting.
- Stay off of any private property.
- Do not disturb nearby residents with excessive noise.
- Wait until the vehicle stops before approaching.
- Students waiting on the side opposite the bus/passenger door must wait until the bus driver signals them to cross the street and enter on the right (not left) side.
- Do not walk behind the school vehicle; always walk in front of the school vehicle so the driver can see you.
- Enter and exit the vehicle in an orderly, single-file line.
- Never try to get anything under the vehicle; things can be replaced—you cannot.
- Report any strange activity by students or strangers to the Main Office upon arrival at school or by telephone upon arrival at home.

On School Buses/In School Vehicles

- Do not stand up or walk around.
- No eating or drinking.
- No tobacco products.
- Do not make excessive noise or distract the driver.
- No cursing, no use of obscene language or gestures.
- Do not place bags or other items in aisles.
- Do not extend any body parts outside vehicle windows.
- Do not throw things in the vehicle or out of the windows.
- Keep the vehicle clean; do not deface the vehicle and do not leave trash in the vehicle.
- No harassment, bullying, or fighting.

- Do not exit via rear/emergency doors unless directed to by the driver or school staff.
- Report any strange activity by students, bus drivers, or staff to the Main Office upon arrival at school or by telephone upon arrival at home.

Driving Privileges and Student Vehicles

Driving privileges may be granted only after eligible students have completed an application to drive and park on the Pioneer Academy campus. Each application is subject to approval. Students who have the privilege of driving on campus must meet Pioneer Academy's expectations for safe and proper behavior and must register their vehicles with the Office of the Dean of Students. For information on vehicle registration fees, see the Dean of Students. Please note that seniors are given priority when driving privileges are granted. Unregistered vehicles may be subject to fines and towed at the owner's expense. Day students that drive to school are expected to park in designated locations, where their cars should remain until they leave for the day. Please observe the following rules:

- Only junior (11th) and senior day (12th Grade) students may have driving privileges.
- Students must post their driving permit tags in their vehicles while their vehicle is on campus.
- Transportation of any boarding student by either other boarding students or day students without permission is strictly prohibited.
- Leaving campus for any reason prior to the end of the day without permission from the Dean of Students or an appropriate administrator is prohibited and will result in the suspension of campus driving and parking privileges.
- Students must park in the spaces designated for students ONLY. No students may park their vehicles on campus overnight.
- Students who leave campus at the end of the school day may return to campus only when necessary but must park again in their designated parking area. With the exceptions of arrival and departure, driving around campus is not permitted and will result in loss of driving privileges.
- Students may not loiter in vehicles or in the parking lot.
- Driving at speeds in excess of 15 mph or posted speeds is prohibited.
- All traffic patterns and traffic safety signs and notices must be observed and adhered to.
- Cars must be well-maintained and may not pose safety or pollution risks.
- Cars must be properly insured and registered with the NJ MVC and the PA Dean of Students.
- Any violation of the above expectations may result in the revocation of on-campus driving privileges and/or an appearance before the Discipline Committee.

For full guidelines and regulations for on-campus driving and parking, see the PA Driving and Parking Pamphlet available at the Office of the Dean of Students. Students granted driving privileges must park their vehicles immediately upon arriving on campus, promptly exit and lock their vehicles, and enter the school building. Loitering inside or around parked vehicles is strictly prohibited for safety purposes.

The school reserves the right to revoke driving privileges excessive tardiness, excessive absence, poor conduct, poor academic performance, for improper vehicle operation, or for failure to adhere to any on-campus driving guidelines.

Pioneer Academy does not recommend the purchase of vehicles by boarding students as they may increase the potential for safety-related problems. Please note that no students may park their vehicles on campus overnight.

General Use of School Facilities and Rooms

All facilities in all areas of the school, including classrooms, recreational and fitness rooms, and dormitory rooms, are governed by school rules and by the faculty and staff assigned to them. Students are obligated to follow the rules the staff members set for the facilities and rooms, including dining halls and cafeterias. Furniture must not be rearranged without faculty permission, and may not be used in a manner inconsistent with the purpose of its construction. Failure to follow school rules or heed the directives and warnings of staff and faculty will result in disciplinary action.

Classrooms

School classrooms are designed to be environments of learning. With the exception of water, no food or drink, of any kind, including gum, is allowed in the classroom for any reason without permission from the administration. Exceptions to this rule will usually coincide with special school-wide events. Students are expected to utilize trash cans and refrain from leaving trash in, on, or around desks or on the floor of the classroom. Students must also keep their belongings with them at all times. Classrooms should not be used for the storage of student belongings. Items left unattended in classrooms may be collected by sanitation, security, or other staff members. Students may not disrupt classes to search classrooms for lost items.

Lockers

Lockers are provided as a convenience to students. Each student will be assigned a locker which must be kept clean, orderly, and locked at all times. Students will receive locker numbers from the administrators. Students are cautioned not to give out locker combinations to anyone since the locker is to be used only by the individuals to whom it is assigned. Please note the following guidelines:

- Individual students are prohibited from utilizing lockers not assigned specifically to them.
- Lockers must be closed and locked at all times with no locks pre-set to the combination.
- Students jamming or otherwise disabling the locking mechanism of the lockers will be subject to disciplinary action. Tampering with locking mechanisms may damage or render the locker inoperable. This will incur fines to return the locker to operable condition.
- Combinations must never be given to other students.
- Malfunctioning lockers must be reported to the Dean of Students immediately.
- Students allowing others access to their lockers not only violate school regulations but also compromise their own security. Students are responsible for their own valuables.
- Valuable items frequently brought to school (e.g., coats, jackets, calculators, backpacks, etc.) should be marked in an inconspicuous place so that identification

may be swift and undeniably accurate. Indelible ink is best suited for this purpose—not sewn-/ironed-on labels.

- Carrying large amounts of money to school is neither necessary nor recommended. Talking about money in one's possession or "flashing" bills is both dangerous and irresponsible.

Students may have access to their lockers before homeroom, before and after lunch periods, and after the last period of the day. Students found at their lockers at any other time risk tardiness and may be subject to disciplinary action. It is the student's responsibility to be prepared for classes with the proper books, supplies, and homework at the appropriate times. "Forgotten" items may not be retrieved during the class or in between classes. Teachers will not issue locker passes. Please note that school officials reserve the right to inspect student lockers for contraband. Students should be aware that their lockers may be checked at any time as detailed in the Security section of this handbook.

Lavatories

Pioneer Academy makes every effort to keep the lavatories and showers clean and sanitary. Students are obligated to maintain proper decorum and hygiene in the lavatories by adhering to the following rules:

1. Use only the restrooms which are designated for your students.
2. Use only the restrooms which are designated for your grade.
3. Elementary school students must use the restrooms located in the elementary school section.
4. Middle school students must use the restrooms located in the main hall on the 1st floor.
5. High School Students must use the restrooms located on the 2nd floor.
6. Flush toilets and urinals after use.
7. Do not intentionally clog toilets, urinals or sinks.
8. Place all used paper towels in trash receptacles and flush all used tissues down the toilet. DO NOT leave paper of any kind on floors, toilets, or sinks.
9. Wash your hands with soap and water before leaving the lavatory.
10. Do not vandalize or damage lavatory facilities.
11. Report any damaged or non-working lavatory facility to the Main Office.

While the use of the lavatory during class time requires permission from the class instructor, use between classes is permitted if it does not make the student tardy. Lavatories are not social halls; students are not permitted to gather in or utilize the lavatories for any other purposes than that for which they were designed. After using the facilities, students must wash their hands and return immediately to their classes.

Hallways and Corridors

Students are expected to pass from class to class in an orderly manner. Running and/or horseplay are not permitted as such actions may lead to injury and are subject to disciplinary action. Once students have reached their classroom, they are to enter the room and remain there until the end of class. No student is to leave the classroom without permission after the start of the period.

Food, Beverage & Treat Policies

School Meal Policy (Lunch & Daily Snacks)

Parents are responsible for providing a sack lunch (or purchase Pioneer Cafe) and two snacks (Only K-4) per day from home for their child.

Food that is provided to students shall be evaluated each day and if the child's lunch does not meet the nutritional requirements of 591-1-1-.15 (1), as provided in the meal guidelines chart below, PA will provide the student with the additional food necessary to meet the requirements. The student's account will be charged for the additional expense of the food items. Any pre-packaged food items provided by PA shall be properly stored and/or refrigerated at a temperature of 40 degrees or below per 591-1-1-.15 (10).

Individual lunches and snacks must be labeled with the student's first and last name. No swapping of home-prepared food between students is permitted.

PA suggests that the content of sack lunches and snacks meet the following guidelines:
Meal Guidelines – Ages 1-12 Source: Child and Adult Care Food Program, USDA Food and Nutrition Service Updated 9/25/00 www.nal.usda.gov/childcare/Cacfp/index.html

Student Snacks

Snacks will be provided twice per day for grades K-4. Depending on a grade's specific lunchtime they will receive either a morning or an afternoon snack. Lunch and snack times vary, so classroom teachers will inform parents of their student's specific times.

Snacks during After-school Care

Time will be provided during the after-school care program for a late afternoon snack per schedule.

If your student arrives after lunch or snack time, he/she will wait until the next meal or snack time to eat. Students are encouraged to use this time to share their experiences with each other. Manners are taught, reinforced, and practiced during this time as well.

Please list on the registration form any food allergies your child may have. If your child needs a special diet, the parent is responsible for supplying the proper food and informing PA staff in writing. If a student is consistently refusing to eat during mealtimes, parents will be informed.

Cafeteria Rules

Maintenance of the Pioneer Academy Dining Hall is the responsibility of everyone who uses it. All students are expected to clean up after themselves. No one may leave trash or dishes on the tables. Failure to clean up after oneself may incur disciplinary action such as detention or assisting in cleaning the entire dining hall. Students must report all spills or potentially slippery floor areas to the dining hall staff. Additionally, no dishes, mugs, glasses, or silverware may be removed from the dining hall. Please note that except for the picnic tables outside of the cafeteria, no food or drink may be brought outside of the dining or canteen areas. No trays from the cafeteria should be moved to the canteen area. No dining materials may be left outside. Students are expected to adhere to the following cafeteria rules at all times:

- Students should remain seated at all times unless they raise their hand and are given permission by an adult to leave their seat (K-4).
- Students should walk at all times, no running in the cafeteria.
- There will be baskets for napkins, spoons, forks, and cups (for water). Students should get all items before sitting down.
- Trash should be thrown away at the end of lunch.
- Under no circumstances, are students ever allowed to share food.
- Students are to keep their hands and feet to themselves at all times.
- Students are to be respectful to all classmates and adults.
- When given permission by an adult (K-4) to throw away any trash, students are to make sure their area, including the floor, is free of all food and paper.
- Assigned table washers should begin their job five minutes before the end of lunchtime. They should wait until all trash, food, and lunchboxes are cleared before beginning their job.
- If applicable, students should exit the table quietly when lining up for recess.

Birthday Treats & Invitations

Elementary:

Students in Grades K through 4th enjoy sharing their birthdays with all of their classmates. These special occasions will be marked on the class calendar. You may contact your child's teacher about celebrating your child's birthday at school. If your child celebrates his/her birthday in the class, students are welcome to bring in treats (cupcakes, cookies, etc.). We ask that all treats include an ingredient list. Party favors are discouraged at school as they create a distraction. We know that you will understand our request that invitations to birthday parties not be brought to school to be distributed unless every student in the class is invited. Parents are not allowed as visitors in the classroom and all items brought are compliant with the school policy.

Middle Grades:

Students in Grades 5th through 8th are allowed to bring in treats to celebrate their birthday during their lunch period. However, enough treats must be provided for the entire grade. The front office can provide parents with the correct number of students. Treats can be dropped off in the front office with the student's name, period, and teacher clearly indicated on the treats. We ask that all treats include an ingredient list. We know that you will understand our request that party invitations not be distributed at school unless every child in the student's entire grade is invited.

Food Fundraisers

Periodically and/or occasionally PA, school clubs, school academic teams, and/or the PA PTO will offer treats, foods, and/or beverages for sale to raise money to support enrichment activities, purchase equipment, charitable endeavors, and/or school competition expenses. These events will be publicized via posters, stickers, paper notices, email, and/or the school newsletter. The school may choose to participate in outside food vendor fundraisers where a portion of the purchases raised at that vendor's facility would be donated to the school. These events will be publicized via posters, stickers, paper notices, email, and/or the school newsletter.

These types of food purchases are 100% optional and up to the discretion of each student and family. Further, these purchases should not be considered replacements for nutritious school lunches or snacks.

Classroom and/ or School Celebration Foods

At the end of difficult lesson units, quarters, semesters, and/or as a reward teachers may organize and allow their students to participate in pizza, popcorn, and/or a frozen treat party. Students may be asked to bring in \$1 to \$10 depending on the size of the class to fund the optional participation in these activities.

Occasionally students will be asked to bring in dishes to enrich a school lesson, such as Spanish food for a Spanish class. This is not mandatory, but it is fun for the students and greatly appreciated.

If homemade dishes are brought to school for a class activity, please provide a complete list of ingredients with the dish. Teachers will apprise parents of the class if there are any student food allergies. If any, please refrain from using those ingredients in donated dishes, so that all students may be able to participate and enjoy the class activity equally.

Food Purchase and Deliveries

Delivery food purchases by students may not be made or delivered during class times. Food delivered during class time is subject to confiscation and forfeiture. Otherwise, food deliveries must arrive before 8:30 PM.

Canteen Usage

The canteen has been provided by the school as a convenience for students. Usage of the canteen is a privilege. Please note that the students may use the canteen to purchase items and food only in the morning before 8:25 AM, lunchtime, and after the last class period of the day. Please note that no food or drink may be brought outside of the canteen or dining areas.

Non-Food Purchase and Delivery

Students may purchase items for delivery to Pioneer Academy provided that no delivered items are prohibited by school policy and school rules. The student to whom the item is addressed is the only person who may claim the delivered item. In addition to prohibited items, no perishables, unapproved health/fitness aids (e.g., dietary supplements, herbs, drugs, medicines, pharmaceuticals), poisons (including pesticides and herbicides), toxic or radioactive materials, biological materials, contagions, or other potentially harmful materials may be purchased or delivered.

Fitness Center

The fitness center is open to all students during posted hours as posted, PA reserves the right to update the hours of usage as needed throughout the academic year. Every member of the Pioneer Academy community is expected to adhere to the rules of use, be considerate of others, and contribute to keeping it safe, clean, and orderly. As with all machinery, those who use the fitness equipment must be trained in proper safety protocols prior to use of the facilities. Any questions should be directed to the Director of Athletics.

Personal Computers and Chromebooks

Chromebooks will be provided for elementary school and middle school students only. Pioneer Academy high school has implemented a “bring your own device” policy for its students, therefore Chromebooks will not be provided to high school students. All high school students will be required to have, bring, and maintain their own notebook/laptop computers to school every day. A fully charged computer is necessary to be prepared for learning. It is the responsibility of the student to have a charged and functioning computer and to have the necessary/appropriate accessories for learning, especially charging cords. Failure to bring a computer to school may preclude participation in classes or result in the inability to complete important assignments. If students have some extenuating circumstances that prevent them from obtaining a computer independently, please contact the Dean of Academics prior to the start of the school year.

Loss or Theft of Personal Electronic devices:

Maintenance and tracking of personal electronic devices is the responsibility of the student; therefore, students are strongly urged not to leave personal items unattended anywhere in the school. While the school will make efforts to locate missing items, the school is not responsible for lost and/or stolen property. Any items of value should be placed in lockers and locked when possible and locker combinations should never be shared.

Appropriate Use of Electronic Devices While on School Campus:

The use of personal electronic devices during school hours is limited to educational purposes. Students must adhere to the rules governing the use of electronic devices and school resources at all times while on the Pioneer Academy campus. Students misusing personal electronic devices such as a tablet, a notebook, a laptop, or a palmtop computer in ways abusive to school resources or in a way that is disruptive to the educational environment will be subject to disciplinary action.

Network Usage

All wireless network access must be authorized by the administration or the network administrator. Unauthorized attempts to access the wireless network are prohibited and will be met with disciplinary action.

School computer systems and networks constitute an expensive and valuable resource and are provided for students as part of the school academic program. Students are encouraged to become proficient in the use of computers as a means of enhancing their educational experience. However, the capacity of this resource to fulfill all the legitimate academic and administrative needs of the students, faculty, and staff may at times be limited.

The school reserves the right to govern the use of its computer and network resources and to restrict student access to usage directly related to the students’ academic programs in order to maintain efficient functionality. Computer misconduct can result in restrictions on, revocation of computer access privileges, or further disciplinary action.

The School also reserves the right to determine what usage practices constitute violations of rules or inappropriate use, including, but not limited to, theft and harassment. School personnel may monitor student accounts, files, and/or log-in sessions for appropriate management purposes including the performance of archival and recovery procedures, system performance evaluations, the ensuring of system integrity and security, and other routine operations.

Please note that

Hardware

The school and dorm facilities are provided with internet access through wi-fi. Personal computers with Windows or Macintosh operating systems are the only devices that may be attached to the school network. Students are not allowed to attach routers, hubs, switches, or wireless access points without permission.

Student computers are not to be set up as servers for web, FTP, email, or peer-to-peer file sharing.

Printers may be installed locally on computers but should not be shared across the network. Attempting to bypass network security, impair the function of the network, or bypass restrictions set by the network administrator is forbidden. This includes, but is not limited to, accessing network switches, servers, or filtering and packet shaping hardware. It also includes setting up wireless networks on administrative jacks that do not shut off or circumventing protocols to facilitate network access by devices that have been denied access by the network administrator.

Telephones and Mobile Communications Devices

Generally, telephones are prohibited during the school day and must be shut off and stored in student backpacks, lockers, or dormitory rooms. Pioneer Academy is not responsible for any items lost or misplaced. As a general rule, we highly discourage usage of the cell phone devices.

Elementary and Middle School Students Phone Policy

The use of telephones is permitted before homeroom, and after the last class of the day. Mobile communications devices, including telephones, may be confiscated if handled outside of designated times and places. If a telephone call must be made during the school day due to a problem or an emergency, the student may consult the Main Office staff who will make the call from the office phone if warranted.

High School Phone Policy

The use of telephones is permitted before homeroom, at lunchtime, and after the last class of the day. Mobile communications devices, including telephones, may be confiscated if handled outside of designated times and places. If a telephone call must be made during the school day due to a problem or an emergency, the student may consult the Main Office staff who will make the call from the office phone if warranted. Students are not permitted to handle any cellular device or engage in messaging applications on any electronic device during class hours. If a parent wishes to communicate with a student during class times, they may contact the school office to make arrangements.

Students may not use any phone at school other than an office phone – classroom phones are prohibited from use by students at any time. The school does not have sufficient phone lines to

accommodate student phone calls at the end of the school day. All arrangements regarding after-school activities must be made before the student leaves home in the morning. Calls of an emergency nature, that may involve the interruption of a class to deliver a message to a child, must be directed to the dean of students for approval.

Students must have permission from an administrator stating a reason in order to use the office phones. We ask that all students please come to school in the morning clearly knowing whether their parents expect them to ride the bus, or be picked up by car in the afternoon. We also ask that parents please know whether or not their children are planning to stay for an after-school activity.

Students that Violate the School Cell phone and messaging app policy will be subject to disciplinary actions as outlined below:

1st Offense: Verbal warning - confiscated by staff and returned at the end of the day. Warning issued and documented in Alma.

2nd Offense: Verbal warning - device will be confiscated by staff and given to the Dean's Office. Parents will immediately be notified of the problem. Phones may be picked up at the end of the day or after study hall for the dorm student. Appropriate detention assigned.

3rd Offense

Elementary Students:

- Repeat procedure as listed above.
- The student loses recess privilege for five days.

Middle and High School Students:

Students that violate the electronic device policies will receive adequate disciplinary action as deemed appropriate by the administration. A third violation will receive three after-school detentions and are mandated to provide their cell phones to the Dean's Office on a daily basis for a period of 1 week. Students that continue to violate the electronic device policy may be suspended from school for one day and mandated to provide their cell phone to the Dean of Students' Office for 1 month or longer as determined by the Discipline Committee.

Other Electronic Devices

Students may be allowed or required to use certain electronic devices for classes. These devices may include calculators, audio recording devices, electronic dictionaries, e-readers, or other similar devices. Approval for the use of such devices will be determined by the class teachers and the administration. Unauthorized use may result in confiscation and academic penalties. If the device has not been designated a requirement for the class, students must secure permission before use in the classroom.

ALMA Student Information System (ALMA SIS) Portal

PIONEER ACADEMY offers all parents and/or guardians the opportunity to view their child's academic data such as grades, progress reports, and attendance by accessing the SIS (ALMA) via the internet. Access requires a username and password. If you have not already received this information in the mail, please contact the student's homeroom teacher or guidance counselor.

XII. School Events, Excursions, and Off-Campus Activities

Academic and Field Trips

Pioneer Academy students may have the opportunity to go on field trips at various times throughout the school year and attending them is a valuable privilege that offers students exciting ways to learn. Some of these trips may be required by a class (e.g., a trip to a history museum), and some of them may be optional (e.g., cultural trips to foreign countries, pre-season sports trips during Spring Break). Because the well-being of all students is of the utmost concern, participation in field trips may be denied for some students due to behavioral or academic reasons. In most cases, the school will arrange for transportation to and from the event; parents and students will be notified of any exceptions.

Specific safety rules will apply to these activities. For all field trips, the following rules will apply:

- Students must return the Field Trip Permission Slip with a parent or guardian signature by the required date. Phone calls will not be accepted as permission.
- Students must wear school uniforms unless otherwise specified.
- Students must abide by Pioneer Academy codes of student conduct while on the field trip.
- Students must follow the rules and guidelines provided by the trip advisor, and respect all faculty, staff, and dorm assistants.
- Dorm assistants: Only teachers and approved dorm assistants are permitted on field trips. The principal shall approve all dorm assistants.
- Parents must meet their children at the scheduled time of return if they return from a field trip after school dismissal time or at a time when school is not in session. If students return from a field trip prior to school dismissal time, students will be sent to their appropriate classes. (For overnight field trips, a separate set of guidelines will be provided by the administration prior to the event.)
- Failure to observe the rules and protocols of school travel will result in disciplinary action and possible revocation of future travel privileges with the school.

Travel for Participation in Extracurricular Activities

Participation in team sports, clubs, and other extracurricular activities may entail travel to the forum of competition. In most cases, the school will provide transportation. School bus and vehicle rules will be in effect. Participants must remember that they are representatives of the school and that breach of rules will incur disciplinary action.

Please note that participation in school trips may incur additional fees not included in regular tuition payments or supply fees.

Students that have legitimate reasons for not attending an extracurricular activity can refer to the guidelines outlined in the Absence portion of the handbook.

XIII. Academics and Academic Policies

Parent/ Teacher Conferences

Parents and teachers should maintain a good working relationship to help students get the best possible education. Conferences are good communication tools. Our most important form of communication is the parent-teacher conference. If you would like to have a conference with any staff member, please contact the school and arrangements will be made.

Student Information System (ALMA)

Parents can see their children's academic improvement, daily homework and assignments, projects, discipline records, and attendance records through PA SIS (ALMA). Anyone can visit our website at www.pioneeracademy.org to receive more information. At the beginning of each school year, parents will be provided a username and password, which will provide access to ONLY their student's records. We strongly encourage parents to visit PA SIS(ALMA) daily to stay informed of their student's progress.

Elementary Policies

K- Grade 3 Grading System & Reporting

Students receive four (4) progress reports each year documenting their academic and social/emotional progress, as well as, their school attendance. If you would like to schedule a conference, you may contact your child's teacher at any time. The PA Governing Board, in compliance with State Standards, approves the grading scale.

Grading scale for Kindergarten to third grade classes

EX = Exceeds Standard

MS = Meets Standard

PR = Progressing

EM = Emerging

ND = Not Demonstrated

K Student Promotion

At the end of each school year students who have made satisfactory progress are promoted to the next grade level. In cases where promotion is questionable, the school notifies parents in advance and a cooperative/partnership approach is implemented to ensure student success.

Kindergarten students are assessed on a variety of levels and content including maturity level, social skills, behavior, grasp of learning concepts, and readiness to move to a more challenging subject material.

Middle School Policies

Graded Assignments and Assessments

- A. Teachers will distribute their grades so that no one individual graded assignment or assessment, with exception of the quarterly benchmark exam, is worth more than 10%.
- B. At the end of each marking period, students will take a benchmark exam in their core and foreign language classes. These assessments are meant to measure the retention of any material covered throughout the academic year. Benchmark exams are worth 15% of the quarterly grade.
- C. Teachers of core courses will assign and grade a minimum average of 2.5 graded assignments per week.
- D. All special and elective classes will assign and grade a minimum average of 1 graded assignment per week.

Marking Period Honor Roll Recognitions and Awards

- A. Honor Roll - GPA equal to or greater than 3.5 but less than 3.8
- B. High Honor Roll - GPA equal to or greater than 3.8 but less than 4.0
- C. Principal's List - GPA equal to 4.0 (Straight A's)
- D. Subject teachers will use their own criteria to determine the recipient of any subject award. No student can earn the same award twice within an academic year.
- E. Middle school teachers will collectively recognize one student from each grade with The Pioneer Academy Leadership Award for their positive contributions to the school environment.

Merit Ticket System

- A. Teachers may award students merit tickets throughout the year as a reward for academic achievement, demonstration of character, or exceptional effort. These tickets can be traded in for prizes, such as notebooks, stickers, and lunch parties.

8th Grade Valedictorian and Salutatorian

- A. Valedictorian and Salutatorian will be awarded primarily on GPA. In the case of a tie, a credit weighted percentage average will serve to break the tie.
- B. Any student that accumulates more than 20 demerits during the year will be ineligible for the Valedictorian and Salutatorian recognition

Homework Policy

- A. All homework assignments will be posted on Google Classroom. It is the responsibility of the student to check each classroom nightly for posted assignments.
- B. Middle school students should expect an average of between 30 to 60 minutes of homework per school night. Students may opt to join Homework Club at any time if they feel overwhelmed with the workload.
- C. Students with homework grades lower than 70% in more than one class may be enrolled in Homework Club once or twice a week.

Late Submission Policy

- A. Any assignment submitted late will be penalized based on the criteria outlined in the subject teacher's syllabus.
- B. Students will have three days after the last day of the marking period to submit any late assignments for the marking period.

Absence Policy

- A. Absent students are expected to complete all in-class or homework assignments posted on Google Classroom by the normal deadline unless specified otherwise by the classroom teacher.
- B. Students who are absent on the day of an assessment will be expected to take the assessment the day that they return to class.

Attendance to School Events and Field Trips

- A. Students who are failing two or more classes may not be permitted to attend the school event or field trip
- B. Students who received more than 20 demerits within the last month may not be permitted to attend the school event or field trip

Cheating and Plagiarism Policy

- A. Pioneer Academy has a zero-tolerance policy against cheating and plagiarism. Students caught cheating or plagiarizing will be given a zero on the assignment or assessment and will receive the predetermined number of demerits points for the incident.

Intervention Policy

- A. Teachers are responsible for informing parents via email if their child's grades have dropped below 70%.
- B. If a student has less than a 70% in two or more courses, the student will be enrolled in Homework Club and the teacher's office hours at least once a week.
- C. The school will try to arrange tutoring services from a designated National Honors Society high school student.
- D. An intervention meeting will be scheduled with the parents of any student that fails two or more classes in the first marking period. During the meeting, teachers and parents will develop a plan of action to help improve the student's academic performance.

Retention Policy

- A. Any student whose average grade is below 60% will fail that course for the year. Students who fail a core class will have to retake the course the following year.
- B. Students that fail two or more core classes will be retained and will have to repeat the grade.

Demerit System and Discipline

- A. Students that violate classroom or school rules may receive demerit points. The number of points associated with each infraction is outlined in the student handbook.
- B. Teachers will email home concerning any incident resulting in 5 or more demerits.
- C. For every 10 demerits accumulated, students will receive lunch detention.
- D. After 20 demerits are reached, students will receive after-school detention for every additional 10 demerits.
- E. Students who accumulate 50 demerits will receive an in-school suspension. A parent meeting will be scheduled with the Dean of Students.
- F. Students who accumulate 100 demerits will receive an out-of-school suspension and may not be readmitted for the following school year. Another parent meeting will be scheduled with the Dean of Students and the Assistant Principal.

Middle School GPA Calculations

A student's grade point average (GPA) is calculated by multiplying the number of credits per course by the grade achieved in the course. The totals for each course are added and then divided by the number of credits taken to compute a student's grade point average.

Letter Grade	Percent Grade	4.0 Scale GPA
A+	97-100	4.0
A	93-96	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	0.7
F	Below 60	0.0

Outdoor Recess & Physical Education Policy

If the temperature or wind chill is:

Above +32 degrees Fahrenheit, children will be allowed to go outside.

Between +32 and +20 degrees Fahrenheit, outside will be an option for children. Below +20 degrees Fahrenheit, NO OPTION. All children will remain inside.

Staff must use good judgment on days when the temperature or wind chill is in this range (example: shortened outside time)

Cold/Snow: Children must be properly dressed to go outside in cold weather. Coats, hats, and mittens/gloves must be worn at all times when the temperature is below 32 degrees Fahrenheit.

Heat: If the heat index is excessively high, staff will shorten or eliminate outside time. This includes heat, humidity, and air quality factors. On these days, it is best for outside time to occur prior to 11:00 am.

Lightning/Severe Weather: At the first sign of threatening weather or lightning, staff will bring all children indoors into a safe area. Staff will need to monitor the situation.

High School Graduation Requirements

PIONEER ACADEMY HIGH SCHOOL GRADUATION REQUIREMENTS		
Courses	College Prep Diploma	Honors College Prep Diploma
English/Language Arts	20 credits	20 credits
Mathematics	15 credits	20 credits*
Science	15 credits (Min. 2 courses with lab)	15 credits (Min. 2 courses with lab)
Social Studies	15 credits	20 credits**
21st Century Life & Careers	5 credits	5 credits
PE/Health	10 credits	10 credits
World Languages***	10 credits	20 credits
Financial Literacy	2.5 credits	2.5 credits
Fine Arts	5 credits	5 credits
Electives	32.5 credits	22.5 credits
TOTAL	130 credits	140 Credits
GPA	NA	Minimum 3.50 out of 4.00

-
- ELL students will earn a maximum of 5 English/Language Arts credits during their ESL prep year. All remaining ESL credits will be counted towards Electives
 - English/Language Arts: Only certain courses will count towards meeting core requirements.
 - *Every student must take or show proficiency in Algebra-1, Geometry, Algebra-2
 - **5 credits of Social Studies can be replaced with Science credits
 - ***Students whose native language is other than English may take a waiver test in their native language to be exempted from the World

Besides the number of credit requirements, students must also have 3.50 to earn an Honors College Prep Diploma based on a 4.00 scale. *Students who have a native language other than English may take a waiver test in their native language to be exempted from Word Language Requirement.

Course Selection

Guidance Office distributes a course selection table every May to the current student body. The students should discuss the course selection table with their parents/guardians and finalize their courses for the upcoming school year with the guidance counselor. After students complete the selection and approval process with their counselors, the students may only change their courses if their change request does not present any conflicts. Certain administrative changes may still occur to adapt to general scheduling restrictions and other unanticipated eventualities, or to facilitate graduation requirements.

Dropping and Adding Courses

All students are expected to choose courses carefully during the course selection process. Schedules are planned according to student requests and students are expected to abide by their choices. The administration determines staffing requirements for each academic year based upon the course selections of the students; therefore, the add/drop policy will be strictly upheld. Requests by students and/or parent(s) to initiate schedule changes will only be considered if the following criteria are met:

- An official PA Course Change Form must be completed and submitted by the student or parent before the end of the third week of school.
- In order to process a change, students must:
 - Schedule an appointment with their counselor during the add-drop period.
 - Complete the PA Course Change Form
 - Choose a substitute course, if one is available, for each dropped course.
- Final approval of changes can only be possible upon the following:
 - The proposed change does not jeopardize graduation
 - The proposed change does not negatively affect the prospects of college admission.
 - The change requested is logistically possible
- Under no circumstances, will schedules be adjusted to:
 - Change teachers
 - Change lunch periods (unless supported by medical documentation)
 - Change to more convenient and/or desirable periods
 - Group friends together in the same class
 - Provide a chance to improve GPA by dropping courses a student seems likely to fail

Student schedule changes recommended by administrators, teachers, and/or counselors due to academic concerns may occur anytime throughout the school year. Approval for such changes will take place upon the agreement of the counselor, teacher(s), parent(s), and the administration.

Students may not drop courses after the first three weeks of the school year. If a course is dropped after the first FIVE weeks of the school year, grades for the course will be given as either “WP” (Withdrew Passing) or “WF” (Withdrew Failing) as determined by grades received up until the date the course was dropped. No partial credit will be given. Dropped courses for which a student receives a WP or WF will not affect the student’s GPA, but will be indicated on their grade transcript.

Advanced Placement (AP) Courses

To enroll in Advanced Placement courses, students must do the following:

1. Have AP Potential Designation, which is determined by the College Board after taking the PSAT or the SATs.
2. Get teacher approval for taking the AP course.
3. Attain an A- or higher in the relevant content area(s) (i.e. a student who wants to take AP US History must have earned an A- or higher in their social studies course prior year).

Students failing to meet the requirements above may complete an appeal form.

Further information about AP fees, conditions, and requirements can be found in the AP Contract which will be emailed to AP students at the beginning of each academic year.

Grading Policies

Grading policies will be determined by each department based upon the needs of the subject and will be included in course syllabi. For additional information on grading policies, consult your syllabus or speak to the course instructor.

Parental Notification

Teachers will when possible regularly contact parents/guardians to discuss failing students or students in danger of failing at least once per month. It is the responsibility of the student and parent to check grades regularly on the student information system.

Grading Scale 9-12

As in the chart below, all Pioneer Academy classes follow a standard scale for assigning letter grades. In general, students scoring 50% or below on any assignment will receive a grade of 50%; however, for incidents involving academic dishonesty, the student will receive a 0 (zero). A grade of 1 (one) will be entered for assignments that have not been submitted by the student.

Letter Grade	Percent Grade	4.0 Scale GPA
A+	97-100	4.0
A	93-96	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	0.7
F	Below 60	0.0

HS Weighted and Unweighted GPA

A student's Grade Point Average (GPA) is calculated by multiplying the number of credits per course by the grade achieved in the course. The totals for each course are added and then divided by the number of credits taken to compute a student's grade point average. A weighted GPA is computed to provide information for scholarships and to determine valedictorian and salutatorian. Class rank information is available only upon request. There are two levels of courses utilized for the purpose of calculating weighted grade point average. Weighted courses are Advanced Placement (AP) and Honors (H) courses. Unweighted courses are courses not designated AP or H. Advanced Placement courses are weighted 1.33. Honors courses weigh 1.25.

Usage of Unweighted GPA:

Calculating the grades during the year, report cards, qualification of Diploma types.

Usage of Weighted GPA:

Reporting Transcripts to Colleges and other institutions; Determining

Class Rank:

Defining the valedictorian and salutatorian.

Principal's List:

A student who earns a 4.0 average for the quarter with no suspensions in the same quarter will be on the Principal's List for that quarter.

High Honor Roll:

A student who earns a 3.75 average for the quarter with no suspensions and no failing grades in the same quarter will be on the High Honor Roll for that quarter.

Honor Roll:

A student who earns a 3.50 average for the quarter with no suspensions and no failing grades in the same quarter will qualify for Honor Roll for that quarter.

Valedictorian:

The Valedictorian is selected from the class of graduating seniors and is based on the student's status as an exemplary student, having earned the highest overall weighted GPA by the end of the senior year while also having exhibited obvious support of Pioneer Academy school values and beliefs. Please note that GPA is not the only requirement to become Valedictorian; in addition to meeting GPA requirements, students must also meet the following criteria:

- No major disciplinary infractions
- No instances of disrespect to teachers or staff
- No more than 10 minor infractions and 2 major referrals in high school
- No major referrals during junior or senior year

In some cases when the top two candidates are extremely close, co-valedictorians may be selected.

Salutatorian:

The Salutatorian is selected from the class of graduating seniors and is based on the student's status as an exemplary student, having earned the second-highest overall weighted GPA by the end of senior year with no major disciplinary infractions while also having exhibited obvious support of Pioneer Academy school values and beliefs. Please note that GPA is not the only requirement to become Salutatorian; in addition to meeting GPA requirements, students must also meet the following criteria:

- No major disciplinary infractions
- No instances of disrespect to teachers or staff
- No more than 10 minor infractions and 2 major referrals in high school
- No major referrals during junior or senior year

Intervention, Tutoring, and Summer Coursework

Limited in-house intervention and tutoring will be available for students after regular "extra help" opportunities have been exhausted and do not appear to be meeting the students' needs. Tutoring sessions will be arranged by the school. All tutors will write tutoring reports at the end of each term. The goal of tutoring at Pioneer is to assist students towards being able to independently manage their academic responsibilities as soon as possible. We do not guarantee that qualified tutors will be available in every discipline. Tutors may not be full-time Pioneer Academy faculty or staff and must rely on their tutors to come prepared and to dictate the direction of their sessions.

Students earning grades below "C-" (either "D" or "F") in two or more courses are advised to retake the courses over the summer from a nearby high school, community college, or online

school. Students earning an “F” in any course may require more than the usual four years to graduate from high school as they will be required to repeat the course the next academic year. Additionally, the appearance of Ds and Fs on grade reports may hinder acceptance into competitive colleges and universities.

Character Education

Students are expected to learn, grow, and mature while attending Pioneer Academy. The Pioneer Academy community has a mission that it expects students to embrace willingly. It is the desire to improve and succeed that serves as the primary motivation to actively pursue academic, personal, and moral excellence. (See “Pioneer Academy Mission Statement”.) Character Education classes are designed to assist in this pursuit and are a part of Pioneer Academy’s core curriculum for all students. The grade includes conduct during the following situations:

1. presence on school grounds, both in class and out of class;
2. at school events on or of campus;
3. at events that Pioneer Academy is participating in or where Pioneer is being represented;
4. on school trips or excursions and during transport to and from such activities;
5. while wearing any Pioneer Academy paraphernalia

XIV. Virtual Education Technology Policy and Conditions of Use

Virtual Education Guidelines

Supervision PK-12

- Please note that we expect all of the students to follow the outline below.
- Please review it thoroughly with your child to ensure compliance.
- If you have any concerns you may contact us directly. All students and parents who use Zoom and other designated software, agree to all of the terms and conditions and agree to release Pioneer Academy of any liability arising from its usage.
- Any issues or problems must be immediately reported to the administration.

Respect the Space

- Students are expected to be mindful of their cyber education space.
- They should treat our digital classroom just like a regular classroom.
- They need to do their best to stay attentive, respect their classmates, listen when others are speaking, and observe the general rules of respect and kindness that we would observe on any other school day.

Structure

- Structure and schedules are important to give a sense of normality.
- Consider setting up a space at home where your child will go to school each morning.
- This workspace should be relatively free of clutter and distractions, have a place for the student to sit upright, and should have basic supplies available in the space.
- It is important that your child is engaged and focused. They should not be doing other activities like brushing their teeth, doing their hair, eating, etc.
- Mobile phones were being reported as a distraction in the class. Have students put phones and other distractions away during school time.
- Physical Education - To respect our student's privacy and preference, during a zoom conference, students attending physical education class can turn off the camera, complete assignments, and report back. Please follow the instructions as assigned.

Materials

- If a teacher has communicated you will need materials for a class, please have them ready by the time class begins.
- Please do not work ahead if your teacher sends materials before Zoom sessions.

Questions and Clarifications

- If a student has questions about each day's work, they should join office hours for that day to ask/get clarification. Office hours are otherwise not mandatory for students.
- Teachers reserve the right to prioritize their office hours and will respond to any inquiries at their discretion within a reasonable amount of time.

Attendance

- Attendance will be taken during these Zoom/cyber education sessions.
- Please be logged into the waiting room using your correct name by the time class starts each day, just like you would be on time at school!
- Your students will be counted as present as they enter the Zoom session for each of their class periods and they are mandated to be active participants until the end of the period.
- Lateness policy will be the same as regular school day - 1st period 10 minutes will be considered an absence, subsequent periods 5 minutes lateness will be considered an absence.
- Attendance grade percentage may be increased at your teacher's discretion. Please pay special attention to ensuring compliance.
- In the event that you have multiple siblings and a shared device, internet concerns, etc. our Zoom sessions will be recorded and available for you to access on google classroom or See-saw/ ClassDojo for one week after each class period has ended.

- Students are expected to watch and complete assigned activities even in the event of these concerns.
- If a K-4 student is unable to attend the live session, a synopsis of the session and completed activities should be emailed to the respective teacher to have that child counted as 'present' for the school day.
- If a child is unable to attend the live session for any reason, they may refer to their Google Classroom/Seesaw for the recorded versions of the sessions to stay up to date with their classwork and assignments. It will be available for a period of 1 week and can be obtained directly by the student.
- The lessons, live sessions are the property of Pioneer Academy, anyone distributing or forwarding it to anyone who is not the designated user/ student will be violating the usage policy and prosecuted to the fullest extent of the law. Pioneer Academy does not provide any permission to share with others without written consent. This includes not taking an external device to record or take a photo of any of the sessions or images.
- In the event that a student is unable to attend a live session, communication to that respective teacher, elementary homeroom teachers via email and should be sent as indicated below:
 - PK-4 - Please inform Ms. Duzgun: Oznur.Duzgun@pioneeracademy.org
 - 5-12 - Ms. Lainez: plainez@pioneeracademy.org
 - Please refer to the student handbook for the full description of the attendance policy.
- This email should include that you have reviewed the class session recording, as well as completed the activities. This communication should be sent by the end of the day to have that child counted as 'present' for the school day.

User Personal Safety includes, but is not limited to

- Users will not post personal information about themselves or others. Personal information includes, but is not limited to the following: address, telephone, date of birth, etc.
- Users will never arrange for meetings with anyone they have met online without the knowledge of the school and permission of a parent/ guardian.
- Users will promptly disclose to their teacher or administrator any message they receive that is inappropriate or makes them feel uncomfortable.
- Users will not harass another person or engage in personal attacks, including those prejudicial or discriminatory in nature following the guidelines of the anti-bullying policy.

Security System

- Users should take all reasonable precautions to prevent others from gaining access to their accounts .
- All users are responsible for their individual accounts.
- If an individual suspects a possible security breach, the user should immediately contact their teacher, Dean of Students, or Technology Coordinator
- Users will not disseminate passwords, codes, telephone numbers, account numbers, grades, or other individuals' documents to unauthorized persons.
- The schools' network and related technologies are the property of the school department and its storage systems, subject to inspection by the administration at any time.
- Pioneer Academy reserves the right to monitor, or spot check, any internet or electronic communication device, activities occurring on school equipment or accounts.

Illegal Activities (includes but not limited to)

- Users will not attempt to gain unauthorized access to the system(s), or to go beyond their authorized access.
- Users will not deliberately attempt to disrupt the performance of any computer system or destroy data via a virus or any other means.
- Users will not use the system to engage in any illegal act.
- Vandalism of any kind will require restitution for costs associated with hardware, software, and system restoration and cancellation of technology privileges.

Respecting Resource Limits

- Users will use technology specifically for educational activities.
- Users will not download files or software programs without the authorization of the systems administrator, PA IT Department
- Users will not create a website or use any of the images except under the direct supervision of a teacher as part of a school-related project.
- Users may not use the network for personal and commercial purposes, such as but not limited to offering or purchasing goods and/ or services for personal use.
- Users will not alter in any way the configuration of a computer (if the property of PA) or network without permission of authorized staff.
- Users will not intentionally waste resources.

Appropriate/ Inappropriate User of Educational Technology

- Users will not use any Pioneer Academy technology to play unauthorized games. Assigned teacher-approved interactive tools, which are directly related to the curriculum are permitted.
- Users will not use the internet or other technology to access chat rooms or any type of instant messaging without the teachers' consent.

Social Networking Sites

- Users will not engage in social networking that is prohibited or in direct conflict with the school policy.
- Students are responsible for their own behavior when communicating with the system accounts and will be held accountable for the content of the communications that they transmit or post. Students are responsible for the school's conduct requirements.

Examples of inappropriate conduct include, but are not limited to:

- Posting or publishing any insensitive or inappropriate information or content on any social media and from viewing any insensitive or inappropriate social media content.
- Impersonating or assuming the identity of any other individual.
- Posting or publishing any information about themselves or another individual that is confidential or of a private nature.
- Using any device capable of capturing video, pictures, or audio to record or take pictures of any other individual without their express consent and permission. In addition, the use of such recording devices on or off school grounds is strictly prohibited. Moreover, no such recording or pictures shall be posted on social media unless they are educationally related. Also, students are not allowed to "tag" an individual in a picture or recording without their express consent and permission.
- Students must immediately comply with any request that infringing materials be removed from any social media platform. Using the computer system and software is a privilege, not a right, any violation of any provision of this policy will result in the restriction of a scholar's access and/ or imposition of additional appropriate consequences.
- Students should always be mindful of the fact that material posted or published online will be public for a very long time and may perhaps become a permanent part of their record. Students should be sensitive to others, should avoid posting or publishing anything distasteful, and should not post or publish anything that may be inappropriate.
- The policy applies any time students are using the school property, including the software in a manner that endangers a scholar's or staff member's physical or emotional safety,

security, or well-being, and materially and substantially interferes with the requirements of appropriate discipline in the operation of the school.

Google Mail

- Google mail is currently provided to all students. Email is enabled for students in grades 4 through 12. Email that originates or is received by a school-owned computer or its contracted hosting company, is the property of Pioneer Academy and can be used for or against during a legal proceeding. The same holds true for any other visual content stored on Pioneer Academy network systems.
- All users of Pioneer Academy system should know that when writing or responding via email, please remember that it is a public record and Pioneer Academy reserves the right to inspect and review it as needed.
- Other users cannot breach another users' system.
- The sole purpose of the student-assigned Google account is for the student to communicate and collaborate with school staff and fellow students in a professional manner.
- Use of the Google account is a privilege.
- Students are responsible for the messages sent from their accounts. Students should exercise extreme caution with their passwords and never let a fellow student use their account.
- No student should use their Pioneer Academy account to operate a personal business.
- Pioneer Academy reserves the right to terminate either temporarily or permanently a Google account if used inappropriately.
- Students will not identify their home phone number or any personal information in any email correspondence without direct consent by a parent.
- All Laptops/ Chromebooks that were temporarily lent to the students, and removed from school premises are considered the property of Pioneer Academy and all policies and good faith efforts as previously outlined apply, students may be liable for the full cost of the device if not returned. You may contact the school administration if you need to borrow a Chromebook. As an exception, the school may assign one, subject to availability at the full discretion of the PA IT Department.
- Authorization to access and utilize Pioneer Academy's electronic communications equipment and computer systems ends when the student is no longer attending the school, is expelled, or intends to leave the school for any reason, even if Pioneer Academy has not blocked the access.

User Security

- Users are responsible for the security of their system passwords, personal account passwords and will be held accountable for any violations of acceptable use that are traced to their accounts or use of school IT resources.

Exams

- Personal technology devices, with the exception of approved calculators in appropriate moments of an exam, are never to be used during exams.
- When assessments/ exams are being administered, students are responsible for ensuring that their devices are stored in a backpack or other inaccessible location.
- Any student found with an unapproved device available during an exam will be subject to an academic penalty and disciplinary action.
- If any student was not able to get any exam, s/he should contact the teacher for make-up possibilities.

Use of Likeness and School Work

- Pioneer Academy may, with a user's prior consent. As per the school policy, parents would need to notify the school in writing to opt-out at the beginning of the academic year. Make use of photographs of the user is permissible at the school's discretion.
- Under no circumstances are Users allowed to publish student photographs without the school's consent. Users must receive prior approval from Pioneer Academy prior to posting material or publishing it.

Liability

- The School's IT resources are provided "as is" and "as available." The school disclaims all representations and warranties, express or implied, of any kind with respect to the IT resources and the content.
- The school shall not be responsible for the actions of individuals outside of the school constituency, or for the quality and content of information they make available actively or passively.
- The school shall not be liable for disruption of, external networks and computer systems as the result of activities initiated by Users of School IT Resources

Enforcement

- The administration of the school reserves the right to monitor any and all activity generated by student use of technology equipment. Any User who becomes aware of any misuse of the school's IT resources should immediately report the matter to the Dean of Students. Violations of this policy will be investigated and may result in suspension or revocation of computer, network, or service access; discipline, up to and including

suspension, expulsion; and/ or legal prosecution, in accordance with school policy and the fullest extent of the permissible law.

- Parents have an option of opting out if Pioneer Academy is notified within 1 week of this notice in writing by contacting the Dean of Students directly. Please note that at this time we may not be able to provide alternate instruction for the students.
- Pioneer Academy reserves the right to alter and update the policy as needed with or without prior notification. You may refer to the latest updates sent via emails for detailed information.

Zoom Additional Policy as outlined by the company:

Information Collection

We collect the following categories of data from K-12 students:

- Information commonly used for identification, such as a user's name and other similar identifiers;
- Information about a student's school, including its location;
- Information about the student's device, network, and an internet connection, such as IP address(es), MAC address, other device ID (UDID), device type, operating system type and version, and client version;
- Information about the student's use of the Zoom platform, including actions taken, date and time, frequency, duration, quantity, quality, network connectivity, and performance information related to logins, clicks, messages, contacts, content viewed and shared, calls, use of video and screen sharing, meetings, cloud recording, and other feature usage information ("Usage Information"); and
- Other information users – including teachers, school administrators, and students - upload, provide or create while using the Service ("User-Generated Information"), as further detailed in the "User-Generated Information" section below.

We collect data in the following ways:

When students are set up for, invited to, or use Zoom services, by the very nature of the usage and the service, data is collected. We gather students' personal information from the School Subscriber, directly from the student as they interact with educational content on the Zoom platform, directly from students' devices, and directly from someone who invites users to communicate with them via Zoom (such as a meeting host). Some of this collection happens when a student or someone who wants to communicate with them via Zoom (e.g., a teacher or

classmate) affirmatively submits that information. Some of our collection happens in the background – that is, it’s automatically collected when users interact with our Products.

Zoom and our third-party service providers also automatically collect some information using methods such as cookies and other tracking technologies (further described below). Information automatically collected includes Internet protocol (IP) addresses, browser type, Internet service provider (ISP), referrer URL, exit pages, the files viewed on our site (e.g., HTML pages, graphics, etc.), operating system, date/time stamp, and/or clickstream data. We use this information to offer and improve our Services, and to troubleshoot for support. We do not use this information to deliver advertising or for any other purpose not related to the delivery and support of the Services.

We may collect Personal Information about K-12 students from the School Subscriber and authorized users of the district/school/teacher account, including Personal Information contained in “educational records,” as defined by FERPA. Zoom maintains this information on behalf and at the direction of the School Subscriber and does not use the information for other purposes.

Data Use

We use Personal Information collected from and about students only as needed to deliver the functionality of the Zoom platform, operate our business, and for use by School Subscribers at their direction as follows:

We may use all of the types of Personal Information that we collect for the following purposes, to the extent permitted by our agreements with our School Subscriber customers:

- 1) Providing, running, personalizing, improving, operating, and maintaining our Products.
 - Account configuration
 - Account maintenance
 - Enabling meetings and webinars between users and third-party participants
 - Hosting and storing personal data from meetings and webinars on behalf and at the direction of the meeting host/School Subscriber
 - Fulfilling requests made by users of the Service, including requests for access to Personal Information received from a School Subscriber
 - Protecting, investigating, and deterring against fraudulent, harmful, unauthorized, or illegal activity
 - Providing access to data and reports to School Subscribers based on information collected from students’ use of our Service
 - Providing support and assistance for our Products

- Complying with our contractual and legal obligations, resolving disputes with users, enforcing our agreements

Some of these students' Personal Information may be shared with other meeting participants. For example, messages and content shared by a student in a meeting, webinar, or interactive educational setting, including personal information, will be available to all other participants in that meeting. If the School Subscriber or a student shares a meeting link with another user who is not already in the meeting, when that user tries to join the meeting, he or she will be able to see the list of other users in the meeting, as well as other invitees joining the meeting.

In order to optimize the provision of the Service, we may collect broad geographic location (city-level location) information about where users are located when using our Services. We use this information for service-related purposes (such as optimizing connections to our data center), supporting compliance, and customizing user experience with our Products (e.g., language preference).

We may also use third-party service providers to help us provide the Services, and they may have limited access to Personal Information in the process. We prohibit our service providers from selling Personal Information they receive from us or on our behalf and require them to only use that Personal Information in order to perform the services we have asked of them, unless otherwise required by law.

2) Following the instructions of our School Subscriber.

Personal Information we collect, we collect on behalf of our School Subscribers. (To use the technical term, we are the "Processor" of that Personal Information, acting as a service provider on behalf and at the direction of our School Subscriber, and our School Subscriber is the "Controller" or decisionmaker.) For example, the School Subscriber may determine when meetings can be recorded, how long the recordings are retained, and the like.

We are typically required to follow a School Subscriber's instructions related to Personal Information we have collected on their behalf. On a School Subscriber's instructions, we may provide reports to the School Subscriber containing Personal Information relating to the school's account and students' use of the educational setting controlled by the School Subscriber.

3) Complying with our legal obligations or the legal obligations of our subscribers.

This includes responding to a legally binding demand for information, such as a warrant issued by a law enforcement entity of competent jurisdiction, or as reasonably necessary to preserve Zoom's legal rights.

Third Parties

Zoom does not share Personal Information with third parties other than the service providers described above, or as required by law, except at the direction and on behalf of a School Subscriber.

Security

Maintaining the confidentiality, security, and integrity of students' Personal Information is a top priority. We use industry-standard security technologies, procedures, and organizational measures designed to help protect Personal Information from unauthorized access, use, or disclosure.

Individual Rights

If a student or his or her parent would like to request to access, review, refuse further collection of, or delete the student's personal information (or to delete the students' posts), please contact your school or school district with your request. (Please note that a request to delete posts does not ensure complete or comprehensive removal of the content, as, for example, some such content may have been reposted by other users.) Because Zoom is required to comply with contractual confidentiality obligations related to our customers' data, we are not able to respond to parental or student requests directly.”

XV. Athletics, Clubs, Interscholastic, Intramurals and Extra-Curricular Activities

There is no better way for students to enrich their education than by taking part in clubs and after-school activities or through working with a teacher. These opportunities will allow you to explore things you already enjoy and to try other areas that sound interesting.

To participate in any after-school extra-curricular activity, including music performances, plays, etc., students must arrive in time to be counted present during the school day. Students serving in-school suspension may not participate in after-school activities on the day(s) the suspension(s) is served. Students staying for after school activities will be expected to adhere to the following rules or they may be banned from all after school activities:

- You may not stay after school to wait for another student.
- You must be with a teacher or other staff member at all times
- You must abide by the PA Code of Conduct while participating in the activity.
- Your school activity privileges will be canceled if discipline becomes a problem.

- You must clear the school building immediately following after-school activities by using the front door.
- You must arrange for your own transportation to arrive promptly at the end of the activity.

Academic Teams

PA has many academic competitive teams, including, but not limited to Science Olympiad, Model U.N., Tech Fair, Robotics, Lego League, Chess Team, Math Team, etc. Participation is open to students in grades K through 12. Participation is governed by the same rules as listed above for after-school clubs and activities.

Interscholastic Eligibility

Interscholastic activity is defined as any activity where PA competes against or interacts with, other schools or groups of students that are not attending PA. Students involved in any interscholastic activity must follow the following eligibility requirements:

1. Students must maintain an average of 70% or above in each of their core classes of Math, Science, Social Studies, Language Arts, and Reading/Spanish.

Should a student drop below the required 70% average in any of the specified subjects, that student will not be able to continue to participate in any interscholastic activity until that average has been brought up to the 70% requirement. This includes any practices or meetings.

2. Students must maintain a discipline record free from any severe consequences of either in-school suspension or out-of-school suspension. Should a student receive either an in-school or out-of-school suspension, they will not be able to continue to participate in any interscholastic activity during the course of serving the suspension. This includes any practices or meetings. Additionally, there will be a one-game or one-event suspension penalty – during this suspension penalty, the student must attend, but not participate in the game or event with their team or group.

Should a student receive a total of three (3) in-school and/or out-of-school suspensions during the course of the school year, that student will be removed from and not allowed to participate in any and all interscholastic activity for the balance of the school year.

It is the responsibility of the coach or sponsor to ensure that each student involved in their interscholastic activity meets these eligibility requirements and to notify the PA Administration of students who become ineligible immediately.

School Sponsored Activities Eligibility & Discipline

PA administration organizes and/or sponsors both on and off-campus activities. Unless otherwise specified by the administration, all school rules are in effect in any such school-organized and/or sponsored activity. Eligibility to participate in such programs and any additional specific policies will be determined and announced by the administration as needed.

General Expectations

Participation in school-sponsored extracurricular programs at Pioneer Academy is both a privilege and a responsibility and taking part in them is an excellent way to enrich the learning experience. Students are free to choose participation in any of several clubs and teams sponsored by the school. Pioneer Academy is always looking to expand its extra-curricular activities to areas of student interest and betterment and welcomes suggestions for new clubs and teams. All students are encouraged to indulge their interests or try something new! Students participating in after-school activities will be expected to follow these rules:

- Remain with advisers, coaches or other staff members until dismissal.
- Independently arrange for transportation to arrive promptly at the end of the activity.
- Pioneer Academy is not liable for any issues arising from transporting the students to and from activities. In order to be able to participate, a student must arrange their own transportation and fully agree to the rules as outlined in a separate agreement to be distributed by the Athletic Director.
- Abide by the Pioneer Academy Student Code of Conduct at all times.
- Do not stay after the activity to wait for other students.
- Students are encouraged to show school spirit and design a club T-shirt. The design must be pre-approved by the administrator by submitting the design and full description including the request, name of the athletic club or activity. Each request will be reviewed by the administration on a bi-monthly basis, every 1st and 15th or the subsequent academic business day. Full cost must be paid by the students. Please note that the approval is at the full discretion of Pioneer Academy's Administration. Upon approval, the Pioneer Academy School Spirit T-shirts may be worn on Fridays, unless otherwise posted. Every student is still responsible to comply with the full uniform requirements.

A full list of after-school clubs and activities will be posted at the start of the school year.

Physical Health Clearance

Please note that for certain extra-curricular activities, a health check from a physician indicating fitness to participate in athletic activities may be required. Please see the relevant activity coach/adviser or the Director of Athletics for the required forms.

Student Leadership

Among the highest honors at Pioneer is being appointed or elected to a student leadership position. Students holding these positions are the core of the school and team spirit and should assert themselves in challenging, motivating, and integrating members of their respective extra-curricular activity groups. Such positions include Team Leaders or Team Captains, Student Government Association (SGA) leadership positions, or other positions which may be required by various school-sponsored extracurricular activities. Though each position carries with it differing responsibilities, all carry the same basic expectations:

- To provide leadership both on and off the field.
- To be an example to other students by upholding the Mission of Pioneer Academy, taking pride in the school, and respecting the expectations of the school community.
- To adhere to the rules of both the school and their extra-curricular activities, to

respect the spirit of such rules, and to address all concerns about rules with the activity advisers.

- To encourage and expect the same levels of pride and respect for the rules from fellow students, and to address violations of the same whenever witnessed.
- To maintain a positive attitude and to exhibit and contribute to school spirit at all times.
- To assist the coaches/advisers with practice/meeting organization and with activities such as awards assemblies, team get-togethers, and other events.
- To work with faculty and staff to improve the school and make school life fun, productive, and safe for all members of the Pioneer Academy Community.

Athletics and Clubs

While participation in physical education classes is mandatory, students are encouraged to join sports and intramural programs offered at Pioneer Academy. These activities serve to challenge students both mentally and physically while instilling in them a love of healthy competition, the value of teamwork and cooperation, an understanding of sportsmanship, and a sense of fair play.

Intramurals

These are programs provided to broaden interest in athletics through active competition against their fellow students within the school in a variety of after-school sports.

Team Sports

Team Sports are highly competitive athletic programs in which schools with sports teams compete against each other in meets, matches, and games. Tryouts are held by the coaching staff to choose team members. Medical clearance exams are required for participation.

Clubs and Academic Competitions

Pioneer Academy sponsors diverse clubs and participates in several academic competitions each year. The clubs serve to broaden interests and encourage the development of well-rounded students. They also provide enjoyment and variety to the school day. Students may join the clubs of their choice at the start of the school year. Although clubs are provided for your enjoyment, each club can only be as good as its members make it. Cooperation and consideration of others is necessary.

Clubs and Academic Teams

Academic and recreational clubs and teams are provided to allow students to indulge their interests in various school-sponsored activities through less competitive participation with fellow students within the school, or academic challenges against other schools. Usually, these activities are not athletic, though they may have physical components. Additionally, some clubs may participate in national or international events.

Academic Competitions

Some individuals or clubs may participate in special events such as academic fairs, chess matches, debates, talent competitions, science or other academic competitions, robotics competitions, spelling bees, or other national or international events. Some events may travel to the competition forum. Please note that the protocols for school travel will be in effect.

Assemblies

Assemblies are periodically scheduled throughout the school year for information sessions, guest speakers, or other events. Students are expected to report to their seats quickly and quietly. Attendance will be taken and unauthorized absences will be considered a cut. Proper behavior is expected at all times.

XVI. Student Rights and Responsibilities

Student Rights

All students have the following rights:

- **Participation in School Activities**
 - To have the opportunity to take part in all school activities on an equal basis regardless of age, socio-economic stratification, gender, personal lifestyle preferences, marital status, pregnancy, ethnicity, color, race/haplotype, nationality or national origin, immigration status, disability, physical traits, creed, or religion.
 - To address the school on the same terms as any citizen.
 - Students have the right to equal application of rules and consequences, or the right of freedom from the inequitable application of rules and penalties. However, it should be noted that conduct falling outside of school regulations may incur a suspension from participation in school activities.
- **Freedom of Expression**
 - Students are entitled to express their personal opinions verbally, in writing, or by symbolic speech. The expression of such opinions, however, shall not interfere with the freedom of others to express themselves, and all written expressions of opinion must be signed by the author. Any form of expression that involves libel, slander, the use of obscenity, personal attacks ad hominem, or bullying, or that otherwise disrupts the educational process, is prohibited. All forms of expression also must be in compliance with the Student Disciplinary Code and the school dress code, violations of which are punishable as stated in the Disciplinary Code.
 - Student participation in the publication of school-sponsored student newsletters, yearbooks, literary magazines, and similar publications is encouraged as a learning and educational experience. These publications, if any, shall be supervised by qualified faculty advisers and shall strive to meet high standards of journalism. In order to maintain consistency with the school's basic educational mission, the content of such publications be reviewed by school authorities prior to publication.

No person shall distribute any printed or written materials on school property without the prior permission of the authorized faculty advisers. These advisers may regulate the content of materials to be distributed on school property to the extent necessary to avoid material and substantial interference with the requirements of appropriate discipline in the operation of the school. The advisor may also regulate the time, place, manner, and duration of such distribution.

All students at PA are entitled to the rights guaranteed by the United States Constitution and Bill of Rights, and their rights will not knowingly be denied by the required code of conduct or by any disciplinary actions taken by the school. Any student that exhibits any of the unacceptable student behaviors or Conduct Violations listed in this handbook, or added to this list at a later date, will suffer immediate consequences. These consequences range from notification of parents, isolation, detention, and emergency removal from a school activity, to suspension, expulsion, and criminal prosecution.

In all instances, PA's policies and procedures governing the due process for suspensions and expulsions will follow New Jersey Education Law. All students at PA have the right to feel physically, emotionally, and intellectually safe. Therefore, if at any time you feel you are the subject of harassment, hazing, threats, or other intimidating behavior, you should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible. All reports like this will be kept completely confidential.

Similarly, if you are concerned about the safety of a student who seems to be the subject of harassment, hazing, or threats, you should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible and reports will be kept completely confidential.

STUDENTS' RESPONSIBILITIES

Students are expected to:

- be caring and honest,
- do his or her best to learn and master all he/she can,
- respect school rules, regulations, and policies,
- be sure that personal expressions do not interfere with the rights of others,
- follow state law and school policies concerning substance abuse,
- respect and protect the personal and property rights of others and of the school,
- treat all members of the community with full respect, fairness, and courtesy,
- abide by all the expectations of the school and its community,
- follow the prescribed guidelines for participation in school activities, AND
- adhere to due process procedures

STUDENTS' RIGHTS

Students have the right to:

- feel safe in the school environment,
- take full advantage of the learning opportunities,
- work in an environment free from disruptions,
- express his or her opinions, ideas, thoughts, and concerns,
- have a healthy environment that is smoke alcohol, and drug-free,
- use school resources and facilities for self-betterment under appropriate supervision,
- expect courtesy, fairness, and respect from all members of the community,
- be informed of all expectations and responsibilities,
- take part in a variety of school activities, AND

- have the right to due process.

Student/Parent Contract

Students will be asked to sign a Student/Parent contract stating and confirming receipt of, understanding of, and agreement to adhere to the rules and policies of Pioneer Academy as detailed in this handbook.

XVII. Parent/Guardian Rights and Responsibilities

General Parent/Guardian Rights

Parents may request formal visits to speak with school personnel and to participate in tours of the school to see the facilities and the school in operation. Such visits must be approved and scheduled by the school and may not interfere with the staff or faculty duties or with the educational environment of the school.

Parents and guardians also have the right to pick up/drop off items from/to their children or to pick up their children without appointments at any time during the day by signing in at the lobby and announcing the purpose of their visit.

General Parent/Guardian Responsibilities

It is imperative that parents/guardians update the school in a timely manner when there are changes or updates to parent/guardian contact information. Failure to inform the school of such changes or updates may preclude the school from contacting parents for important matters or in emergency situations. The school cannot be responsible for contacting parents/guardians or for any negative consequences arising from lack of communication if parent/guardian contact information has not been accurately and promptly updated.

School Events/Teacher Meetings

Pioneer Academy encourages parents to participate in all school events; however, certain events are extremely important and are designed to keep parents aware of the needs and progress of their children, and to provide a forum to discuss concerns, exchange information and advice, and to give parents a better idea of how the school environment operates. We therefore strongly urge all parents and guardians to attend all Orientations, Parent-Teacher Conferences, and Back-to-School nights. We strongly suggest that parents make arrangements and modify their schedules to attend these events. Parents who cannot attend these events will certainly miss out on very useful information about both the school and their children.

We also encourage parents to make appointments with teachers and administrative personnel whenever they feel that more time is needed to address their concerns. Pioneer Academy is committed to working with parents and students to provide the best education for each student.

Other events such as Family Night, Spring Festival, and any other school events are wonderful and exciting times when parents may see their children showcase their work. Other events may be held throughout the year as well to express appreciation to students and parents. Students are encouraged by parental involvement in school events and feel pride when their parents see their efforts and progress.

Emotional & Psychological Needs of Students

As parents and educators, we know that besides the natural whims of youth, every child is subject to the psychological effects of several factors:

- the challenges of growing up
- pressure from parents, teachers, and society to do well in school
- social pressures by friends and peers
- self-inflicted pressure to achieve acceptance by peers, family, and society

Small children are learning about cause and effect, how to interact with one another, and how to listen to their teachers. Elementary school students are learning about friendship, sharing, and self-control, and taking initiative. Middle school students are beginning profound psychological and physical transitions that strongly affect their emotional states and sometimes their ability to sympathize—while they are still learning about social structures, and trying simultaneously to fit in and to be unique. High school students are beginning to feel more and more like adults, seeking more autonomy while often struggling with judgment, risk, and long-term outlook.

Despite our best efforts to prepare them, every child will struggle with something. For this reason, it is very important for parents to take an active role in the education and psychological well-being of their children. Pioneer Academy is honored to be here for your child's educational needs; we are also very happy to work with parents to overcome the difficulties that children have as they advance through school. We strongly suggest the following to promote a healthy relationship between you and your children, and to maintain awareness of your child's psychology.

Be involved in your child's life.

- What is my child doing at school and after school?
- Who is my child spending time with? Where are they? What are they doing?
- Am I talking to my child regularly, without criticism or pressure?

Look for warning signs.

- Has my child shown any changes in behavior?
- Has my child seemed antisocial or depressed?
- Am I worried about my child? Is my child shutting me out?

Intervene before the problems get bigger. Talk to your children about:

- **Academics:** What can I do if I am struggling in school? Who can I talk to?
- **Behavior and Self-Discipline:** Behavioral missteps at school may happen with any child; however, habitually overlooking, justifying, or denying them may lead to habitual behavioral issues.
 - Speak to your child about behavioral issues at school and discuss the reasons the behavior is inappropriate.

- If the behavior is serious, or has been repeated several times, speak to your child about creating a plan that will help reduce the incidence of this behavior.
- Work with the school to develop a team effort to assist the child in developing good habits, better self-control, and positive things in which to channel the student's energies.
- Work with the school to establish regular communication between teachers or counselors to monitor the student's progress and make adjustments to any intervention plans.
- **Bullying: *Bullying can be deadly.*** Ask the hard questions. What is it and what are its effects? What should I do if I am bullied? Why must I never bully? Why must I report bullying?
- **Depression:** Children must know that they are never alone, will never be judged for their depression, and that there is a way out of whatever situation they are in. Talk to your children about their feelings regularly so that you can monitor their psychology. If you notice significant changes, talk about it. Do not worry about stigmatization; seeing a psychologist may be appropriate and may save your child. In some cases, it is a minor issue that can be quickly remedied; in other surprisingly common cases, self-harm, drug use, and/or violent or suicidal thoughts can result from depression. Seek professional help immediately if you suspect any of these things. ***Do not wait until tragedy strikes.***
- **Substance Abuse:** Talk to your children about the long- and short-term dangers of drugs, alcohol, tobacco, vaping, et cetera. If you suspect that your child may be using one of these or other dangerous substances, speak to him or her immediately. Counseling and programs can be great for helping children recover—but you must not waste time. The longer a person uses dangerous substances, the more harm is done.
- **Sex:** What are the risks and how can they be avoided? How can feelings and pressures be dealt with? It is better for students to learn about these issues from you than from the internet and/or their friends.

Candid, supportive discussions about these and other difficult issues is critical to maintaining a healthy relationship with your children and promoting psychological and emotional health. Unfortunately, many parents are unaware of the fact that their children are at risk, falling under dangerous influences, battling depression, or engaging in unhealthy activities. Obvious signs may manifest too late.

Support of School Mission and Methodology

Pioneer Academy encourages and appreciates involvement from all parents and wishes to incorporate their input as the school endeavors to provide the best, most equitable education for all of our students. Likewise, we regard our teachers as the most revered, most precious, and most essential resource in our mission to provide an excellent education to all students. The

administrative staff is thereby obligated to provide our educators with the resources and support needed to do their jobs.

This means ensuring that our academic staff has a fair, non-hostile work environment, reasonable workplace goals, fair evaluations and feedback, required resources, earned trust from the administration, and reasonable buy-in from parents allowing them the freedom as educators to provide quality education in accordance with their training, with school policy, and with federal, state, and municipal laws.

Please note that the student handbook is available to all students and parents online. All parents and students are mandated to review the full contents and agree to follow all of its rules and regulations within two weeks of attending Pioneer Academy by "opting-in" as a default. In case if the student or parent/ guardian disagrees, he/ she and his or her family notify the school in writing, which will disqualify the student from attending Pioneer Academy. The school is not liable for any potential issues arising from the student attending the school at his or her own risk. Please note that the Student Handbook is in effect for the full duration of the academic year. The school reserves the right to suspend or expel the student immediately at their full discretion. Pioneer Academy reserves the right to make changes periodically as needed.

The provision of an excellent education is impossible without the buy-in and support of the parents. It requires agreement on three issues:

1. Trust from the Parents
2. Courtesy & Professionalism
3. Observation of Applicable Laws, Accepted Protocols, and School Policy

1. Trust from the Parents

Parents must trust the teacher and the school to provide educational services without unreasonable or exceptional demands. Our teachers choose their profession and are trained to educate students; they are excited and happy to be in the classroom; their administration and colleagues trust them as educators. This does not mean they are not held to exacting standards; staff members failing to meet such standards will be disciplined appropriately. However, not all aspects of classroom work and formative assessments are observable by the parents; such assessments are, however, either graded or used as diagnostics.

We understand that it is normal and reasonable to have questions and to desire clarification. Methods of evaluation, grading policies, and class requirements can be explained by the teachers or by the Director of Curriculum & Assessment or by the Dean of Academics; this can be requested via a patient, courteous email, or face-to-face meetings made by appointment. If parents or students are not satisfied with the education being provided or the remedies offered by the school in good faith as a response to concerns tendered by the parents, we urge them to make an appointment with the administration at their earliest convenience. The best interests of the student, the parents, and the school are served by discussing how to resolve and concerns as soon as possible.

2. Courtesy & Professionalism

Civility Towards Teachers and School Personnel

Civility towards our faculty and staff is expected. Please understand that teachers have a demanding, high-energy job involving a great deal of planning and work.

Curriculum-writing; lesson planning; teaching, differentiating, and providing for individual needs in the classroom; entertaining, counseling, coaching, intervening, encouraging students at all times; attending professional development; assignment design, creation, and grading; organizing, preparing for, and participating in school events; preparing for parent-teacher conferences; responding to parent emails and inquiries; addressing non-academic student needs and problems; tutoring and mentoring; running clubs; serving on school and board committees; meeting to determine how to improve the school's education and offerings...

The above is an incomplete list of a teacher's typical duties and responsibilities. While the workload is high, they love and appreciate the opportunity to do it all for their students. In most cases, it is best to communicate with the teacher directly to find mutually agreed upon solutions to any issues which may have arisen; unfortunately, teachers may not be able to reply to every e-mail or telephone call immediately, but will usually respond within a few days. Pioneer Academy always welcomes parental involvement and communication. Nonetheless, teachers have no obligation to reply to emails or telephone calls during their non-working hours; therefore, a teacher response time of 24-48 hours per e-mail is considered reasonable by the administration. If no response is received within 24-48 hours, please contact the administration.

Regardless of the circumstances or rationale, employees of Pioneer Academy shall never be subjected to harassment, inappropriate behavior, or interference/coercion in the performance of their professional duties by anyone in or out of the school community at any time. This includes parents, students, other employees, affiliates of the school, and anyone coming into direct or virtual contact with Pioneer Academy Employees.

Inappropriate behavior includes: verbal abuse, such as speaking in excess of civil conversational tones/loudness; verbal, recorded, written, and/or electronically transmitted communication of any kind containing abusive language such as profanity, threats or insults, and/or upbraiding; making false, questionable, or misleading statements about the school or school personnel; repeated or continuous badgering; rallying, inciting, or encouraging others to attack, berate, or undermine school personnel; repeatedly making excessive demands for special treatment or exceptions from school policies and rules; any communication likely to cause an adverse effect in the person being addressed or referred to.

Employees of Pioneer Academy are neither required nor expected to remain in any forum or meeting in which inappropriate behavior is directed towards them; furthermore, they are not obligated to reply to any communication deemed inappropriate or deemed to contain inappropriate elements.

Civility Towards Parents and Guardians

Pioneer Academy is determined to support the interests and rights of parents and guardians.

The school expects all parents and guardians to treat each other with courtesy and respect. As parents/guardians and educators, the display of proper and exemplary behavior to the students is critical. We encourage any parents/guardians who feel that they are being harassed or otherwise mistreated by any other parents/guardians to report the behavior to the school administration so that a resolution can be determined and implemented.

Civility Towards Students and Minors

Parents and Guardians are understandably protective of their children and passionate about the interests of their children. However, it is imperative that parents refrain from potentially harmful behavior directed towards students and minors present at Pioneer Academy. Whether physical, verbal, written, virtual, or other, directing comments which are likely to offend, insult, intimidate, shame, or psychologically harm children is both prohibited by school policy and by law, and is immoral. Likewise, any and all physical contact with students and minors who are not family members is prohibited.

The Pioneer Academy Administration takes seriously its obligation to protect its personnel, students, and community members from harassment and inappropriate behavior from anyone. Steps taken by the school may include the following responses by the Pioneer Academy Administration:

- the suspension of standard privileges and benefits;
- the suspension of access to, or communication with non-administrative faculty and staff;
- the retraction of invitations and/or permission to participate in non-academic activities;
- the suspension or barring of individuals from Pioneer Academy facilities and resources;
- the cancellation of offerings, discounts or scholarships;
- the termination of some or all services provided by Pioneer Academy;
- cancellation of enrollment;
- legal action/litigation;
- referral to law-enforcement

Parents are urged to make an appointment with the administration to address any outstanding concerns or issues they may have regarding school personnel. If you believe someone has acted inappropriately, please contact the school administration as soon as possible.

3. Observation of Applicable Laws, Accepted Protocols, and School Policy

The decision to enroll at Pioneer Academy is an agreement to accept the policies of the school. In many cases, these policies are specific to the school; in others, they are also a reflection of State or Federal law.

Privacy Policy and Freedom of Information

Student Information and Records

Parents/guardians and adult students are advised that they have the right to review their student records in accordance with N.J.S.A. 18A: 36-19; New Jersey Administrative Code: Title 6, Education, Subtitle A, chapter 3, 2.1-2.8. Such requests must be directed to the school principal for prior approval.

All student information and records are strictly confidential and will not be shared with any individual or institution unless requested in writing by adult students or by the parents/guardians of students under the age of eighteen. Pioneer Academy will never sell any personally identifiable student, parent, or guardian information to any third party. Pioneer Academy may, however, share your information with certain entities in specific situations. These situations include:

- The processing of payment information: We may share your information with companies required to process your payments to Pioneer Academy. These companies may include credit card companies that you use to pay or other financial institutions which may provide services for you.
- The provision of services requested by you: We may share your information with other entities if required to fulfill requests by you or to improve services provided to you by Pioneer Academy. In these instances, you will be notified of the need to share your information.
- Database administration: Companies who assist us with the creation or management of our information systems may have access to your information.
- Law Enforcement, Safety, and Legal Requirements: Your information may be provided to law enforcement agencies as required by law, if we believe that you have engaged in unlawful activities or violated our policies, or if we believe that the provision of such information will aid law-enforcement in the investigation of unlawful activities. We may also provide any information to law enforcement for the purpose of protecting the rights, property, or safety of you or other individuals.
- Court and Legal Defense: We may share your information as required or permitted to satisfy court orders, subpoenas, or other legal processes; we may also share information to exercise our legal rights and for defense against legal claims, potential or actual, which have been or may be brought against Pioneer Academy.

Public Relations and Advertising

There may be occasions when students will be photographed or recorded on video participating in various school functions. These photographs and videos may be used for public relations and/or school advertisement purposes. If students DO NOT WISH FOR THEIR IMAGES TO BE USED BY THE SCHOOL, parents or students over the age of eighteen must notify the Dean of Students in writing within the first week of attendance.

Student/Parent Contract

Parents will be asked to sign a Student/Parent contract stating and confirming receipt of, understanding of, and agreement to adhere to the rules and policies of Pioneer Academy as detailed in this handbook.

Intent to Return Forms

Each spring, your family will receive an *Intent to Return Re-Enrollment Form* to reserve your child's seat at our school for the next year. If the re-enrollment form along with a deposit is not completed by March 1, 2022, your child's seat may not be guaranteed and the seat may be given to another student.

XVIII. School Rights and Responsibilities

School Responsibilities

The mission of Pioneer Academy is to provide a well-rounded, character-building education through challenging interdisciplinary curricula, stimulating extra-curricular activities, and community involvement. We seek to instill a lifelong passion for learning, a strong sense of moral responsibility, and a welcoming of diversity.

In the constant pursuit of these goals, Pioneer Academy has developed several policies which require the support of all members of the Pioneer Academy community. We are committed to doing the following on behalf of the students:

1. The school will work with parents and guardians to achieve the best education for the student.
2. The school will listen to the concerns of the students and parents and attempt to meet reasonable requests.
3. The school will review and update policies to further the goals of excellent education, safety, health, and efficiency.
4. The school will treat all students justly and without prejudice regarding age, socio-economic stratification, gender, personal lifestyle preferences, marital status, pregnancy, ethnicity, color, race/haplotype, nationality or national origin, immigration status, disability, physical traits, creed, or religion.
5. By law, the school is obligated to report any instances of suspected child abuse or neglect to the proper authorities.

Please see below for some additional policy guidelines.

Application of Rules:

Pioneer Academy has in place rules and regulations meant to ensure the fairest, most effective means of achieving its objectives of providing top-tier education. There shall be no exceptions to rules and all rules shall be applied equally to all students to the extent possible. No school is perfect, and no rules can be enforced 100%; nevertheless, every effort will be made to apply the same rules equitably to all students irrespective of circumstance.

Enrollment Policy:

Before enrolling your child at PA there are several things you must do:

1. Read through and become familiar with the Policies. You will be required to sign a form or forms that indicate you have read, understand, and agree to ALL the policies as outlined.
2. All appropriate forms must be filled out, signed, and on file before admission. All necessary forms/consents will be given to you in your admission package.

Contacting Instructors:

Instructors are not permitted to use class time to meet, converse, or respond to parental inquiries unless an appointment has been made. Pioneer Academy makes every effort to make teachers and administrators available to parents wishing to voice concerns. Additionally, parent-teacher conferences are organized specifically for that purpose.

Disability Accommodations

Pioneer Academy welcomes all students of all abilities and is happy to provide for the needs of the ability-compromised students to the extent of the school's capabilities. Disability accommodations will be provided if such accommodations are feasible, reasonable, and unlikely to disrupt normal classroom management and/or teaching. It must be noted, however, that requests for disability accommodations will be considered only if the following requirements are met:

- 1 Students for whom disability accommodations are requested must be evaluated by a certified, licensed professional, such as a physician, psychologist, psychiatrist, occupational therapist, social worker, speech and language specialist, or other licensed, and certified professionals recognized by the state as qualified to make such evaluations.
- 2 All requests must be accompanied by an official, professional letter summarizing the student's evaluation, stating the specific diagnosis, the reasons accommodations are needed, and prescribing the specific accommodations required for the student to participate equitably in school.
- 3 The original, official, professional diagnosis letter, written by the professional or the facility that actually conducted the evaluation must be submitted; no evaluations by proxy or third-party certifications of evaluations will be accepted in lieu of the original evaluation letter. Original documents will be scanned or copied, then returned.
- 4 In certain cases, Pioneer Academy may not have the facilities or personnel to accommodate the needs of some students. For such cases, the school recommends seeking out specialty schools or public schools with facilities designed with special needs students in mind and personnel trained specifically to address their needs.

Special Education:

Pioneer Academy does not provide special education services at this time. Please consult your local public school for more information on available programs.

In-School Recording:

No parent or student may record audio or video in Pioneer Academy classes without the express, written permission of the Pioneer Academy Administration and the individuals to be recorded. Doing so without permission may constitute an invasion of student privacy, and/or an infringement upon the Constitutional rights of Pioneer Academy staff members.

Termination of Services

Pioneer Academy is a private school and therefore may not be subject to the same laws as the public school systems. As such, please note that the school may choose to discontinue services to anyone at any time for any reason (except for discrimination against protected groups).

Termination of services may result from situations including but not limited to the following:

- 1 Consistent or repeated failure by student or parent/guardian to adhere to school policy and/or rules, and/or applicable law;
- 2 Consistent, repeated, or egregiously disruptive and/or inappropriate behavior by the student;
- 3 Consistent, repeated, or egregiously disruptive and/or inappropriate behavior by parents/guardians;
- 4 Failure to respect staff, teachers, directors, supplies, the building & its grounds;
- 5 The behavior of the child, which is harmful to the physical or emotional well-being of the other children and/or staff; Pioneer Academy has the right to terminate a contract without notice in the case of harm to other children and/or staff, or a dangerous situation due to any action that the child or parent/guardian has caused intentionally or otherwise.
- 6 Failure to abide by PA Policies;
- 7 PA may revoke the enrollment of the Student and dismiss the Student from PA if the Student's progress is unsatisfactory or if PA is unable to meet the needs of the Student as determined in the sole judgment of the principal.
- 8 False or incomplete information on the application, enrollment forms, and/or other forms requested by the school;
- 9 Failure to disclose information critical to the well-being and/or educational needs of the student;
- 10 Non-Payment of tuition fees
- 11 PA reserves the right to immediately end school instruction and student care for non-payment. Per the PA contractual agreement, the full amount of the tuition is obligated and earned upon the enrollment of the Student and no refund is due or payable upon the withdrawal, transfer, or dismissal of the Student during the academic year.

Pioneer Academy may withhold or refrain from releasing/sending transcripts and/or student records due to nonpayment of tuition fees until such time as all fees are paid and up-to-date.

Financial and Payment Policies

School payments can be made following four ways:

- Check - Payable to Pioneer Academy -must be handed in person to the Accounting Manager or placed in the safety box located at the South Entrance Reception Area.
- Cash - Must be handed in person to the Accounting Manager
- Wire Payments
- Online Payment Option
- Credit Card - Please note that a convenience fee of 3% is charged for credit card payments.

Payment Policy

If on an incremental payment plan, all payments are due by 4:00 P.M. as outlined in the previously agreed upon payment plan. Payments made after 4:00 PM on the specified date per contract will be assessed a late fee of \$50.00 after 5 days of the grace period indicated on the payment plan. If payment is not made within two weeks of the contracted dates, your child will not be allowed to attend class until payment, including all late fees is made. You will be responsible for any costs related to the collection of outstanding tuition and any other school-related costs/fees. These costs will include late fees, collection costs fees, and any other applicable fees. Cash, credit, online payment, wire transfer, or check will be accepted and a receipt will be given upon request.

Refund and Withdrawal Policies:

For cancellations made before the first day of school: Pioneer Academy will retain 25% of all school fees. Please note that the fees will be calculated at an undiscounted rate. For cancellations made prior to the first day of school and the first day of winter break: Pioneer Academy will retain 50% of all school fees; please note that fees will be calculated at the undiscounted rate. For cancellations made after the winter break, no refunds will be issued. Refer to the website for any updates to the policy.

General Money Matters

A year-end statement will be made available by January 31st of the New Year. Parents may take care of monetary obligations by cash, credit card, or check. Checks should be made payable to PA. There will be a minimum \$25 charge for any check returned to the school by the bank.

Please note that a convenience fee of 3% is charged for credit card payments.

School fees and tuition are due regardless of whether or not your child attends. You are paying for a staff position, as well as educational instruction. No refunds are given for late arrivals or early departures. All education services will be contracted. The contract is a legal document obligating PA to provide a service for you and obligating you to pay PA for those services. There are other requirements in the contract. PA urges you to thoroughly read the contract and parent handbook and recognize that it is legally binding and you will be held liable for each item in the contract. By signing the contract, you are accepting it in all its terms.

A non-refundable application fee of \$50.00/child and a non-refundable enrollment fee of \$250.00/child will be payable upon enrollment at PA. A slot at PA will be considered open until the application and enrollment fees are received. After payment is received PA will hold your class spot for your specified start date. Students must start within 2 weeks of the proposed start date to maintain a secured class spot.

XIX. Pioneer Academy Regulations and Discipline System

From arrival to departure, students at Pioneer Academy are expected to behave in a civil, courteous manner. In doing so, they will contribute to their own success and that of others. To encourage those desirable characteristics, the school has set forth this “Code of Conduct.” All students are expected to live by and live up to these ten points.

Discipline System

Code of Conduct

Students are implored to take the first step in the path to success by making this personal commitment and agreeing to:

- show respect to everyone.
- not be violent in speech or action.
- not cheat, steal or tolerate those who do.
- maintain academics as my primary goal while here at Pioneer Academy.
- be honest in his or her actions and relationships.
- always strive to make his or her family proud.
- attend school and classes on time regularly.
- accept the consequences if he or she makes a mistake and try to correct any problems I caused.
- always strive to do his or her personal best.
- do his or her best to help those around me through honesty and integrity.
- recognize that he or she is a unique individual and strive to apply my talents to make Pioneer Academy a better place and a better school.

School-wide Rules:

1. Respect yourself and others.
2. Follow directions the first time.
3. Be prepared for each class.
4. Keep yourself to yourself.
5. Transition quickly and quietly.

In the Cafeteria:

1. No loitering in the cafeteria.
2. Push-in chairs after eating.
3. Keep tables, chairs, and floors clean.
4. Talk in a normal voice (classroom voice).
5. No backpacks allowed in the cafeteria.
6. Dispose of trays, trash, and debris in trash cans.
7. Keep hands, feet, personal belongings, and food to yourself.
8. Keep cafeteria lines orderly. No pushing, no running, and no cutting in line.
9. Students who mutilate or deface school property will be fined an amount necessary to cover the cost of restoring the damaged property, as well as receiving appropriate disciplinary action.

At Group Assemblies

Team or grade school assemblies are held for the benefit of the students and the faculty. Courtesy will be shown to those in charge of and participating in the program. Misbehaving students will be removed and may lose their privilege to attend assemblies in the future.

Regarding Technology Equipment in Computer Labs, Media Center or Laptop Carts
Students should respect all of the technological equipment. Any mishandling or tampering with computers, SMART Boards, or systems may result in losing computer privileges at school. In addition, disciplinary action, including suspension, may occur for situations considered serious by the school administration. Any damage, requiring repair to hardware or software will result in financial charges being assessed. Students shall not alter or attempt to alter school or private property, including technology hardware and software. Students may not bring computer software to campus to be used on school computers without prior approval from the school administration. Students are not allowed to instant message, email, write BLOGs or visit personal websites on school computers. Students should not bring food items or beverages into the classroom setting.

In the Halls, Lavatories, Media Center

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member. Students who are found in the halls without passes will be subject to disciplinary action. Hallways and lavatories are areas used by all members of PA. Because everyone uses these areas, there are rules of conduct that all students must follow:

1. Do not roughhouse, push, or wrestle.
2. You may not eat or drink in halls and lavatories.
3. You may not run in the halls, lunchroom, and lavatories.
4. Do not leave belongings on the floor outside your locker.
5. You may not use any profane or vulgar language while in these areas.
7. You may not loiter in the halls, lunchroom, lavatories, or media center.
8. Make sure you clean up after yourself and appropriately dispose of all trash.
9. Report any leaks, spills, or other problems in the lavatory to a teacher or the office.
10. You may not yell, scream, hit lockers, or make excessive noise while in these areas.

During an Emergency

Fire, intruder, and tornado drills are held at different intervals throughout the school year. Students must follow their teachers' instructions and go to designated areas as quickly as possible. Students must not talk, run or push. A signal bell or announcement will be given for returning to class.

Description of Disciplinary Actions**Withholding of Privileges**

The student may be denied an opportunity to partake in school-related activities and/or events as deemed appropriate by the administrator.

Administrative Lunch Detention

An administrator may assign administrative lunch detention to a student who fails to comply with school rules. Parents will be sent a notification when administrative lunch detention is assigned. All administrative lunch detentions are documented on the student's permanent discipline record.

In-School Suspension

In-School Suspension is a formal disciplinary action that can only be assigned by the PA administrator and requires written correspondence to parents. In-school days of suspension may increase on successive occasions where it becomes necessary for the same student to be placed in in-school suspension. All students under in-school suspension are prohibited from participating in after-school activities and are therefore required to leave the school campus immediately upon dismissal. Disciplinary Referral Forms resulting in In-school suspension assignments will be recorded on the student's discipline transcript.

Out-of-School Suspension

Out-of-School Suspension is a formal disciplinary action that can only be assigned by the PA administrator and requires written correspondence to parents. Out-of-school suspension may increase on successive occasions where it becomes necessary for the same student to be suspended from school. A meeting between a parent and an administrator is required prior to the return to PA of any student serving an out-of-school suspension. All students under out-of-school suspension are prohibited from participating in after-school activities and therefore are not allowed to come on the school campus. Students who receive an out-of-school suspension will not be able to participate in any overnight field trips for the rest of the school year and any fees or deposits paid earlier are non-refundable. Out-of-school suspension assignments will be notated on the student's discipline transcript.

Biting Policy

Explanations, policies, and procedures regarding biting at PA are as follows:

Children biting other children are one of the most common and most difficult behaviors in young students. It can occur without warning, is difficult to defend against, and provokes strong emotional responses in the biter, the victim, the parents, and the PA staff involved. For many young students, the biting stage is just a passing problem, usually corrected during the toddler years. For other students, biting is a persistent and chronic problem. They may bite for a variety of reasons: frustration, boredom, inadequate language skills, stress or change in the environment, feeling threatened, or to feel a sense of power. No matter what the cause, biting in a group situation causes strong feelings among all parties involved. It does help, however, to be aware of the potential problem before it happens, and to form a plan of action if it does occur. The staff of the PA, after consulting child care experts and manuals, has developed the following plan of action to be used if and when biting occurs in any of our classrooms.

When a student is bitten:

For the biter:

1. The biter is immediately removed with no emotion, using words such as “biting is not okay – it hurts”. Avoid any immediate response that reinforces the biting or calls attention to the biter. The caring attention is focused on the victim.
2. The biter is not allowed to return to play and is talked to on a level that the student can understand. “I can see that you want that truck, but I can’t let you hurt him. We don’t put our teeth on people.” Or “That hurts Johnny when you bite him, he is sad.”
3. Redirect the child to another play.
4. Write an accident report and notify the parents of the biter.

For the victim:

1. Separate the victim from the biter.
2. Comfort the student.
3. Administer first aid.
4. Write an accident report and notify parents of the victim (in writing).

If biting continues:

1. Classroom staff meets with the administration on a routine basis for advice, support, and strategy planning.
2. Chart every occurrence, including attempted bites, and indicate location, time, participants, behaviors, staff present, and circumstances.
3. Let all classroom parents know that there is a problem and the procedures that will be followed to deal with it.
4. “Shadow” students who indicate a tendency to bite:
 - Head off biting situations before they occur.
 - Teach non-biting responses to situations and reinforce appropriate behavior.
 - Adapt the program to better fit the individual student’s needs.
5. “Shadow” students who have a tendency to be bitten:
 - Head off biting situations.
 - Teach potential responses to being bitten like “No” or “Don’t hurt me!”

6. Work together as partners with the parents of both biting children and frequent victims to keep all informed and develop a joint strategy for change.
7. Prepare the parents of the biting student for the possibility that the child may have to be removed from PA and help them to make contingency plans.
8. If it is deemed in the best interest of the student, PA, and other students, termination of the child from PA enrollment for the duration of the biting stage may occur. Written warning will be given to the parents before this action will be taken.

Academic and/or Behavioral Contract

Students who have been given consequences based on Step 4 of the disciplinary cycle in any category will be asked to enter into an academic and behavioral agreement. Failure to sign the agreement by the parent and/or student will not hinder the school administration from taking any further actions.

REWARD SYSTEM

Students at PA are always expected to exhibit appropriate behavior. However, in an effort to encourage students to go beyond the expected behavior, students will be recognized for “doing good”. Some examples are, but not limited to:

- Assisting someone in need.
- Volunteering to do an unwanted task.
- Cleaning up after others.
- Consistently having a cooperative spirit.
- Exceeding requirements on an assigned task or assignment.

Citizenship Award

Individual rewards will be planned for the end of each semester for PA students. Those students who have not received any Conduct Points, Administrative Lunch Detentions, Isolations, Intervention Referrals, or Disciplinary Referrals during each semester will receive a Citizenship Award for excellence in behavior.

Commendations

A Commendation will be awarded to students who are observed exhibiting behavior “above and beyond” expected behavior. Any PA employee who observes a student engaged in this type of exceptional behavior can issue a Commendation. These Commendations will not be noted on a student’s permanent discipline transcript. However, they will be entered on PA SIS (ALMA) for parental viewing.

School-Wide Rewards

A system of rewards to students who reach a documented level of behavior has been put in place to recognize those students for their achievement. Some of the School-Wide Rewards will be, but are not limited to:

Classroom Management

PA uses a School-wide Classroom Management Plan in which all faculty and staff work in a cooperative systematic effort to encourage a successful learning environment. This plan is designed to ensure an effective learning atmosphere for all students and to curtail any minor inappropriate behaviors that disrupt the learning environment.

The structure of the Classroom Management Plan consists of four main parts:

- Rules - the expected behaviors for all students.
- Consequences – what the student chooses to accept if a rule is broken.
- Rewards - what the student receives for appropriate behavior
- Commendations – what the student receives for exceptional behavior.

Teacher Intervention Process for Classroom Misconduct

The teacher, in response to minor disciplinary problems in the classroom, will take the following steps when students fail to abide by the established behavioral expectations:

Verbal Warning (Information of the rule, non-verbal, verbal or written warnings)

Students who create classroom disruptions and/or fail to meet behavioral expectations will be given a verbal warning – they will be identified by name, told what they are/aren't doing properly, instructed how they need to correct the situation. Verbal warnings may or may not be entered on PA SIS (ALMA) for parental viewing.

Isolation in Classroom or Private Conference with Pupil

Students who do not properly respond to the first step of a verbal warning will be placed in isolation within the classroom. Upon being placed in isolation, the student will be required to sign-in on the Isolation Log – should they refuse to sign the Isolation Log, they will be given a Disciplinary Referral Form for defiance of authority or failure to follow direction. The length of time to be served in isolation will be determined solely by the teacher and may differ for each situation. Isolations will be entered on PA Connect for parental viewing and students will receive demerit points after each Isolation in Classroom or Private Conference.

Intervention Referral Forms

If misbehavior continues after the first two steps, the teacher will complete an Intervention Referral Form and send the student to the Intervention Room. The student will remain in the Intervention Room for the rest of the period. The Intervention Room is considered an extension of the classroom. During the student's visit, the Intervention Specialist will counsel the student with regard to the cited offense. If the Intervention Specialist determines that additional counsel or parent contact is needed, he/she may do any or all of the following:

1. Contact the parent(s)/guardian(s)
2. Refer the student to the Counselor
3. Refer the student to the Resource Teacher
4. Refer the student to the Dean of Students or Vice Principal
5. Refer the student to the Preliminary Student Support Team (PSST).

Intervention Referral Forms will not be noted on a student's permanent discipline transcript. However, they will be entered on PA SIS for parental viewing and students will receive 2 Conduct Points for each Intervention Referral Form they receive.

Minor Violations that may result in a Verbal Warning, Isolation, or Intervention Referral

1. Excessive talking
2. Pencil pops, spitballs
3. Throwing objects in class
4. Verbal exchanges, arguing
5. Failure to follow classroom instructions
6. Classroom disruptions (out of seat, not participating, etc.)
7. Unprepared for class

Additional Conduct Information

It is our belief that good discipline is one of the cornerstones of a good education, and that to ensure good discipline a close cooperative relationship must exist between the home and the school. It is our goal to provide close communication with parents at the onset of any discipline problems, so that together we can find alternatives for students and they can experience success in relationships at home and school.

For this discipline program to be successful, students must make choices for themselves and be responsible for their own behavior, as well as, for their academic performance. Students who make poor choices cannot, and should not, place blame on the environment, parents, the school, and/or peers. All persons involved in committing, planning, participating, helping, advising, encouraging, or benefiting in the violation of a rule or code of conduct are parties to the violation. While the school will help students develop good decision-making skills, ultimately, the future is determined by each student's own actions. The procedures in the discipline program will be followed in a fair and consistent manner.

Responsibility for Individual Actions or Choices

It is expected that every individual will accept responsibility for his/her own actions, whether intentional or unintentional. Often harm caused to other persons or their possessions is unintentional, or the result of careless behavior. This, however, does not excuse or diminish the personal responsibility of the student (and/or his/her parent/guardian) to make appropriate restitution. When known and verified by an administrator, any harm caused to another will be reported to parents. PA, its employees, and/or the Board of Directors do not assume any liability for the intentional or unintentional harm caused by any student to another individual or his/her possessions.

PA has as its goal to help every student fulfill his/her intellectual, social, physical and emotional potential. Everything in and about the school has been designed to create an orderly and distraction-free environment in which all students can learn effectively and pleasantly. To foster this kind of learning environment, the PA administrators and teachers shall not allow inappropriate, distractive, or disorderly behaviors to occur during school, on school property, or at any school-sponsored activities. Students who continuously disregard the code of conduct may be recommended to the Board of Directors for expulsion.

Our ultimate goal is to develop in students a sense of responsibility and self-discipline. Firm but fair is the basis for this system-wide discipline program. Guidelines are provided in order to foster mutual respect and cooperation within the school setting. PA takes seriously its responsibility to educate its students in a safe and drug-free school where they are free from fear of harm or intimidation. Weapons, drugs, and gang activity will not be tolerated. Students, who violate PA rules, or State laws related to these offenses, will be suspended or expelled from school. Violators will also be reported to the police and may be arrested. These rules apply to all students at school or school-sponsored activities, including field trips and on buses, athletic fields, stadiums, parking lots, and other sites used for school-sponsored activities.

Minor Violation Discipline Procedures

Minor violations in or outside of the classroom will be handled by the issuance of Conduct Points. Students' violations will be recorded by the teachers or other staff with the help of a computerized Conduct Log system. Conduct points can be given anywhere in the school by any school employee. Parents and students will have online access to the recorded information at PA SIS (ALMA).

Repetitive minor violations recorded in the ALMA student information system will result in a student being classified as a student with Continuous Disciplinary Infractions. Appropriate support will be provided to resolve behavior issues within the Student Support Team (SST) problem-solving framework. However, the principal may refer students with Continuous Disciplinary Infractions to the Board of Directors to be expelled from the school to protect the learning environment of other students at any time during the SST process.

Major Violation Discipline Procedures (Class II-IV Offenses)

Major violations of the student code of conduct result in a Disciplinary Referral Form. The Disciplinary Referral Forms are investigated and consequences are assigned by the administrator. Parents are notified of the consequences by either a phone call, email, PA SIS (ALMA), notice letter sent by a student, or US mail. Assignments of consequences are progressive. In general, each disciplinary referral advances the student to the next step in the Major Violation Discipline Cycle and violations may have higher consequences if committed at a higher cycle step. Consequence ranges on the Major Violation Discipline Cycle cover most of the major violations. However, it cannot cover all possible examples for violating the listed offenses. Therefore, the school administration may impose consequences that are not listed if warranted by individual circumstances. Any item that is deemed unsafe, inappropriate, or hazardous to persons or property may be confiscated by school personnel. Offenses not covered by the Discipline Cycle are handled by the school administration in accordance with federal and state laws

At the discretion of the administration, heavier or lighter consequences may be assigned if warranted by individual circumstances.

The consequence may be one of the following, according to the seriousness of the misbehavior, and not necessarily in this order:

- Withholding of Privileges
- Administrative Warning / Assign Conduct Point
- Student / Administrator Conference
- Student / Teacher / Administrator Conference
- Student / Teacher / Parent / Administrator Conference
- Administrative Lunch Detention
- Referral to Preliminary Student Support Team (PSST)
- In-School Suspension
- Out of School Suspension
- Option to Withdraw
- Recommendation for Expulsion

Intermediate Violations (Class II Offenses)

Intermediate acts of misconduct are more serious or disruptive examples of the offenses in Class I. Class II also includes repeated acts of misconduct from Class I and acts directed against people or property that do not seriously endanger the health or safety of others. The misconduct must be reported to the appropriate school administrator for disciplinary action.

Major Violations (Class III Offenses)

Class III infractions are major acts of misconduct. They include repeated misconduct acts from Class II; serious disruptions of school order; threats to the health, safety, and property of others; and other acts of serious misconduct. The misconduct must be reported right away to the school administrator, who may remove the student from the school or activity immediately.

Zero Tolerance Violations (Class IV Offenses)

Class IV acts of misconduct are the most serious. Students who have been found to have committed the following offenses on school grounds, a school bus, school-sponsored transportation or at a school bus stop, or during a school-sponsored function or activity shall be

recommended for expulsion by the school principal or designee, receive the most severe consequences and be referred to the appropriate law enforcement agency:

High school students will be subject to the consequences of accumulating demerits associated with the infraction committed. Infractions are divided into two categories: Minor Infractions and Major Infractions.

- Minor Infractions may carry consequences such as detention, temporary suspension of privileges, parent/guardian conferences, and extra assignments or tasks.
- Major infractions may carry all the consequences of Minor Infractions plus additional consequences such as permanent revocation of privileges, levying of fines, and suspension, expulsion, or arrest by local law enforcement.

Please note that excessive accumulation of demerits may also lead to poor Character Education grades, disqualification from eligibility to hold certain student positions/receive certain awards, and revocation of permission to participate in events, activities, clubs, and sports.

Please note the following:

- Every undesirable behavior results in a specified number of demerits.
- A teacher may give points only once for the same incident each class period. The teacher shall fill out a Discipline Referral Form if the same disciplinary problem continues, then contact the Dean of Students.
- Failing to attend an After School Detention without any confirmed excuse may result in a 1-day in-school suspension.
- Repeated failure to fulfill disciplinary sanctions will result in escalated disciplinary action.
- Excessive accrual of Demerit Points may, at the discretion of school officials, result in expulsion from school.
- Certain offenses may be referred to law enforcement and result in prosecution in a court of law.

Demerit Accumulation Chart

Demerit Accumulation	Consequence
0-9 Demerits	Warnings/Temporary Privileges Loss
10 Demerits	First Detention
20 Demerits	Second Detention
30 Demerits	Third Detention
40 Demerits	Fourth Detention
50 Demerits	Suspension, 1-Day
100 Demerits	Suspension, 2-Day
150 Demerits	Suspension, 3-Day
200 Demerits	Expulsion
250 Demerits	Expulsion, LE* Referral
300 Demerits	Expulsion, LE* Referral, NO APPEALS

VIOLETIONS AND CONSEQUENCES

Tobacco Products

Possession, distribution, smoking, or any other use of any kind of tobacco product is forbidden by Pioneer Academy. A first offense will be treated as a finable offense and will be dealt with by the adviser and the Dean of Students. Parents will be notified of the offense and the consequences, which may include fines of up to \$1,000.00. A second or third violation will also result in fines, suspension, and possible expulsion from the school. Possession of a lit tobacco product in a school building is considered an open flame and is a fire hazard. The financial burden of any fines, penalties, damages, or problems incurred by Pioneer Academy due to the use of smoking materials will be passed on to the student and the student's parents/guardians. A list of guidelines with regard to prohibitions is below.

- Students are not permitted to smoke at any time in school buildings, or anywhere within school boundaries, on school buses, on school-sponsored trips, or during school-sponsored off-site activities.
- Possession of smoking paraphernalia or other tobacco-related products, such as pipes or cigarette rolling papers, lighters, smoking filters, cigarette holders or cases, cigar box humidors, or cigar cutters while on school property is prohibited.
- The possession, distribution, and use of alternative smoking materials such as electronic cigarettes, personal vaporizers, e-liquids, hookahs, or hookah materials, et cetera, are prohibited.

- Materials and drugs used to stop smoking, such as nicotine gum, patches, and related items may not be used without the permission of the school nurse and the administration.
- The school administrators shall notify the students and their parents/guardians of these rules in the following manner:
 - Letters sent to the home;
 - Assemblies with the students;
 - Statements over the public address system;
 - Signs at entrances prohibiting smoking during school events and on school grounds at all times

Controlled Substances and Alcohol

The use of alcohol and regulated, non-prescription, non-OTC (over-the-counter) drugs is both illegal and strictly prohibited at Pioneer Academy and anywhere on school grounds, at any school activity, and on any school vehicle. The use of prescription medicines and OTC drugs is subject to the regulations of Pioneer Academy and approval by the Pioneer Academy Nurse and Administration.

Drug and alcohol use is defined as knowingly possessing, consuming, using, handling or transporting, delivering or providing, storing, concealing, selling or facilitating the sale of, transmitting, acquiring, buying, making, utilizing for any purpose, encouraging the use of, or being under the influence of any controlled or illicit substances (including but not limited to narcotics, hallucinogens, amphetamines, barbiturates, marijuana, tranquilizers, non-prescription or prescription drugs, alcoholic beverages, intoxicants, solvents gases, mood-altering chemicals, K2, recreational drugs, designer drugs, or other substances used for their ability to cause effects identical to or similar to such chemicals and drugs et cetera). Exceptions will be applied if the student is under the direct care and supervision of a physician who has prescribed the legal substances in question and appropriate documentation has been provided. This prohibition also applies to any type of drug-related paraphernalia. If caught, the student will be expelled and law enforcement officials may be contacted. Many drug abuse offenses are also felonies. School personnel may search rooms, lockers, book bags, gym bags, coats, and/or any other containers if they suspect the presence of drugs or drug paraphernalia.

Random Drug and Alcohol Testing

If a student's behavior raises suspicions (but no direct evidence) of drug use, Pioneer Academy may require the student to produce a urine sample for testing. If the test is negative, no further action will be taken. If the test is positive, the student will be required to get a substance use evaluation, the results of which must be available to the School Counselor, who will devise the follow-up plan. Any student suspected of alcohol consumption will be asked to submit to a breathalyzer test. Students refusing drug and/or alcohol testing will automatically receive a "non-negative" substance abuse result and will bear the same consequences as if the test results were positive.

Academic Dishonesty

Pioneer Academy is committed to helping students to understand the importance of personal honesty and academically honorable behavior. The goal of the academic integrity policy is to help students follow these core values and avoid academic dishonesty or plagiarism. This is defined broadly as any attempt to give, receive, or otherwise use any form of unauthorized assistance, any attempt to gain an unfair advantage when completing academic work, or any attempt to receive credit for work done by anyone other than the person whose name appears on the work; this includes homework, classwork, short answers work, and essays.

Electronic Devices

Radios or any electronic devices such as handheld video games, MP3 players, iPods and CD players etc. are not permitted in school. Not only do they disturb classes, but they may be lost or stolen. Any student found in possession of prohibited electronic items will have it confiscated and turned over to the Dean of Students. Only parents or guardians may pick up the item from the office and disciplinary action will be imposed at the discretion of the administration.

Audio/Video Recording Devices

The use of audio and video recording devices of any type is prohibited and will result in severe disciplinary consequences. The first offense will be a minimum out-of-school suspension.

Laser Pointing Devices

These devices project a powerful, intense, and potentially damaging point of light. They are not permitted on school property at any time. Any student found to be in possession of a laser pointing device will have the device immediately confiscated and the student will be subject to out-of-school suspension.

Mobile Communications Devices

Students are not permitted to bring or possess a remotely activated paging device or beeper onto school grounds at any time, whether the school is in session or not. All mobile communications devices, including cell phones, must be powered off and stored in lockers out of sight while the student is in the school building. Such devices may be turned on after school has concluded for the day and the student is outside of the school building. If brought to school, such devices shall not be openly displayed and must be stored in the assigned places.

Pioneer Academy recognizes that as telecommunications and other technologies shift, the manner in which information is accessed, communicated, and transferred will alter the nature of teaching and learning. Access to telecommunications allows students to explore databases, libraries, internet sites, bulletin boards, et cetera while exchanging information with individuals throughout the world. The school supports access by students to information sources but reserves the right to limit in-school use to materials appropriate for educational purposes.

Pioneer Academy also recognizes that telecommunications will allow students access to information sources that do not meet school-approved standards and have not been pre-screened by educators. The school, therefore, adopts the following standards of conduct for the use of computer networks and declares unethical, unacceptable, or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges, and/or initiating legal action.

- Pioneer Academy provides access to computer networks/computers for educational

- purposes only.
- Pioneer Academy retains the right to restrict or terminate student access to the computer network/computers at any time, for any reason.
 - Pioneer Academy retains the right to have school personnel monitor network activity in any form necessary to maintain the integrity of the network and ensure its proper use.

Uniform Violations:

Uniforms must be worn at all times throughout the entire school day. No non-uniform articles of clothing may be worn over uniforms. Students will not be allowed to attend classes until they are in proper attire. All missed work must be made up. Demerits will be given for each uniform infraction. Continued or egregious uniform infractions may lead to revocation of privileges and suspension from school.

Additional Consequences:

1st Offense: The student will be sent to the office to fix the violation. If the violation cannot be corrected, the student's parent/guardian will be contacted to bring proper attire. Up to one detention will be administered.

2nd Offense: The student will be sent to the office to fix the violation. If the violation cannot be corrected, the student's parent/guardian will be contacted to bring proper attire. Up to two detentions will be administered.

3rd Offense: The student will be sent to the office to fix the violation. If the violation cannot be corrected, the student's parent/guardian will be contacted to bring proper attire. Up to three detentions will be administered.

4th Offense: The student will be sent to the office to fix the violation. If the violation cannot be corrected, the student's parent/guardian will be contacted to bring proper attire. Up to four detentions will be administered.

5th Offense: The student will be sent to the office to fix the violation. If the violation cannot be corrected, the student's parent/guardian will be contacted to bring proper attire. Possible suspension may be administered..

Full information detailing the Pioneer Academy dress code and required uniform items can be found at the Pioneer Academy website address: <http://www.pioneeracademy.org>

Using Cellular Telephones or other Electronic Devices:

Cell phones. Digital music players, radios, tape or CD players, electronic games, and/or similar devices are not allowed in classrooms as they may be disruptive and distracting from the learning process. Students may bring a camera to class with the permission of the classroom teacher. Cell phones can only be used for the purpose of calling parents before or after school hours. Students must consult with their teachers for permission to use voice recorders.

Consequences may include confiscation, detention, or suspension.

Public Displays of Affection, Prolonged Physical Contact

Public displays of affection, such as kissing, prolonged hugging, or other types of physical contact are not allowed. Extreme instances of physical contact and/or repeated violations of such behavior constitute major violations of school policy.

Consequences may include detention, suspension, or in extreme cases, expulsion.

Habitual Tardiness

Students and parents must ensure that students arrive at school on time and arrive in classes on time.

Bus and Bus Stop Misconduct

Failure to comply with rules of bus safety or disturbing others will incur disciplinary action.

Consequences:

1st Offense: Parents/Guardians will be contacted. Up to a two-day out-of-school suspension

2nd Offense: Parents/Guardians will be contacted. Up to a three-day out-of-school suspension; bus privileges may be revoked; Possible expulsion.

Bus and or/ School Transportation Conduct

Conduct on a school bus and/or other school transportation during field trips and/or to and from other school activities is expected to be the same as in the classroom. Any behavior that would not be permissible in the classroom is not permitted. Safety depends on the skill of the driver and the ability to do his or her job without distractions. Students will be permitted to carry books and other items related to schoolwork which can be held in their lap. Sports equipment, animals, glass jars, and other objects that might distract the driver or jeopardize students' safety will not be transported.

Bus Conduct Rules:

1. Do follow any and all instructions of the driver.
2. No bullying
3. No profanity
4. No vandalism
5. No throwing objects
6. No physical violence
7. No eating or drinking
8. No unnecessary noise
9. No out of seat behavior
10. No disrespecting the bus driver
11. No changing clothes on the bus
12. No tampering with emergency doors
13. No placing of body parts outside of windows
14. No physical contact with others on the bus
15. No music without earphones.

Leaving Campus without Permission

Consequences may include suspension or expulsion.

Truancy

Absence from school without knowledge or permission of parent/guardian is a serious offense that may involve the local police department.

Consequences:

Parents/Guardians will be contacted. Automatic Suspension; Discipline will be applied at the discretion of the administration; Possible expulsion

Academic Dishonesty: General Cheating and Plagiarism

Cheating on tests, and/or any other types of attempts at deception to get credit without required academic effort is unacceptable conduct. Each teacher sets his/her own standards of behavior for the classroom, and students are expected to know the standards and procedures for each of their classes and the expectations of their teachers. The administration has reviewed/accepted and will support individual teacher standards and procedures for cheating and plagiarism.

Plagiarism, defined as the unauthorized taking of another person's ideas or written work without giving appropriate credit to the author, constitutes taking a word, phrase, or idea directly (direct copy of text) or indirectly (paraphrase of material) without proper citation or credit given to the original author. Types of conduct that will be deemed plagiarism include, but are not limited to the following:

- giving or receiving answers to homework
- giving or receiving answers to questions on tests or quizzes
- taking credit for work that was completed by someone else, including other students, internet resources, and any other source material not created by the submitter

When a teacher or administrator determines that a student has engaged in any form of academic dishonesty, the following consequences will be imposed:

Consequences:

1st Offense: The student will receive a 0 (zero) for the assignment. The student may rewrite the paper but the final grade will not be higher than 50%. The student's parent or guardian will be notified as soon as possible.

2nd Offense: The student will receive a zero for the essay with no opportunity for a rewrite. The student's parent or guardian will be notified as soon as possible. The teacher will notify the administration and file an incident report. The student, teacher and Dean of Students will meet to discuss the conduct. The incident report will remain in the student's file.

Forgery

Any attempt by a student to duplicate or imitate a teacher's, administrator's, parent's/guardian's, or another student's signature on any school document is considered forgery.

Consequences may include suspension or expulsion.

Lying to Faculty/Staff, Failure to Self-Identify

The knowing provision of false information to Faculty and Staff, refusal to provide name and/or other identifying information and refusal to stop or report when so instructed by staff will not be tolerated.

Consequences may include suspension or expulsion.

Gambling and Playing Cards

Gambling includes but is not limited to card playing, dice shooting, and sports pools and involves the awarding of money, personal belongings, or acts from the losers to the winners in games of chance or skill. Gambling is strictly prohibited as it may cause bad feelings, conflicts, and legal problems for the school and all others involved.

Consequences may include suspension or expulsion.

Additionally, bringing, trading, and playing any cards (Pokémon cards, Yu-Gi-Oh cards, sports and non-sports cards, other trading cards) is not recommended.

Disrupting Learning

Disrupting learning includes any behavior that prevents other students from learning or interrupts the teachers' instructional process. It may include but is not limited to repeated interruptions, use of inappropriate written and verbal language, eating or drinking during class, chewing gum, insubordination, or making noise.

Consequences

Demerits assigned/removal from class and detainment in the Office of the Dean of Students for the remainder of that class. If a student is sent out of a classroom to the Dean's Office a second time in the same day, the student will remain there for the remainder of the day with a suspension.

Initiating A False Fire Alarm, Misuse of Emergency Numbers

Initiating a false fire alarm is a violation of State Law. Any student who initiates a false fire alarm is subject to the disciplinary actions of the local police and state authorities. The penalties for this, especially if any injuries result, can be significant. A fine of \$1,000.00 or greater penalties may be levied upon the school by the fire department/local authorities; these fines will be passed on to the student or students causing the false alarm. Making inappropriate 911 calls is also a violation of State Law. Any student who calls inappropriately is subject to a \$1,000.00 fine and prosecution by local and state authorities.

Consequences:

Parents/Guardians will be contacted. Three (3) day suspension. Recommended for expulsion. Restitution for any damages. Possible prosecution by legal authorities.

Possession of Inappropriate Media Materials:

Possession of, or watching pornographic, criminal, hate-related, or other potentially psychologically damaging material, et cetera, goes against the school mission and will incur swift disciplinary action. Consequences may include suspension or expulsion.

Use or Possession of Tobacco Products, Transport of Such Products to School

Cigarettes, herbs, cigars and smokeless tobacco, e-cigarettes and other vaping, smoking or tobacco-related materials are prohibited in all areas of school grounds.

Consequences:

- **1st Offense:** Parents/Guardians contacted; One Saturday detention; **\$125.00** fine
- **2nd Offense:** Parents/Guardians contacted; One-day in school suspension; **\$250.00** fine
- **3rd Offense:** Parents/Guardians contacted; Two-day in-school suspension; **\$500.00** fine
- **4th Offense:** Parents/Guardians contacted; Three-day in school suspension; **\$1,000.00** fine
- **5th Offense:** Parents/Guardians contacted; Recommendation for expulsion; **\$1,000.00** fine

The Dean of Students and the School Nurse will offer assistance in quitting tobacco habits in all cases. Educational resources and a nurse consultation to that end will be set up. Cooperation and requests for help fighting addictions may mitigate disciplinary and financial penalties.

Possession or Use of Drugs/Alcohol

Pioneer Academy is strongly against the use of alcohol and drugs by minors. However, we are committed to assisting those with a sincere desire to end addiction and start recovery from harmful habits. If you or someone you know has a drug or alcohol use problem, please inform the Dean of Students and/or the School Nurse immediately before more harm is done. Cooperation and requests for help may mitigate disciplinary action as well as financial and/or legal consequences.

Sale of or Intent to Sell Drugs/Alcohol

It is illegal to sell alcohol or tobacco to minors. It is illegal for minors to possess alcohol or tobacco. It is illegal to sell, buy, or possess certain controlled or restricted substances regardless of age. In the event that a student breaks NJ State or federal laws regarding the sale and distribution of controlled/restricted substances, alcohol, or tobacco, the student's parents/guardians will be contacted, and the student will be recommended for expulsion and may be referred to law enforcement.

Prescription Drugs/Medicines

For the safety and health of students, Pioneer Academy requires written notification of all medicines students intend to bring and use at the school. Parents/Guardians must fill out a medical form and submit it to the Main Office for processing. Prescription medicines and over-the-counter (OTC) medicines must be approved by the Nurse and the Administration to ensure legality, proper dissemination, and proper observance of safety protocols. All such medicines must be kept in the Nurse's office unless otherwise specified.

Possession or Use of Fireworks

Using or possessing any incendiary devices, explosives, smoke bombs, stink bombs, et cetera is a danger and a fire hazard, and creates a negative image for the school.

Abuse or Misuse of Computers and Laboratory Equipment

Computer hardware, software, and lab equipment are for the benefit of all students. No student may tamper with the hardware, software, tools or equipment, or render them inaccessible to other students or faculty/staff members. Abuse/misuse of computers also includes installing private software and accessing inappropriate sites using school equipment. Students may not move or alter equipment or materials. Consequences may include fines, repair fees, expulsion, referral to law enforcement, and/or prosecution in a court of law.

Trespassing

Physical:

Entering any school property or any school facility, getting into the school bus without proper authority, entering school grounds during a period of out-of-school suspension, using emergency fire exits all constitute trespassing.

Students will be disciplined accordingly and will be responsible for all fees related to the incident, including fines incurred by emergency service responses.

Virtual:

Additionally, unauthorized access to any protected/restricted computer network or storage facility on or off school premises shall be considered trespassing. Please note that unauthorized access to school-related property or information constitutes not only a breach of school rules but of NJ State Law. In certain cases, students may be expelled, referred to law enforcement, or prosecuted in a NJ Court of Law for unlawfully accessing school-related information, devices, or systems, including, but not limited to, the following:

databases; restricted school websites; data/information on protected storage media; videos, images, photographs; access codes, passwords, PIN numbers; personnel information; student information; computer programs and applications; resource management systems; device management systems; etc.

Vandalizing/Stealing School or Private Property

Causing or attempting to cause damage to private property or steal or attempt to steal private property either on school grounds or during a school activity, function, or event on school grounds is unlawful. Students and their parents or guardians will be held responsible for all instances of theft/vandalism that the student commits on school property and full payment for any damages including replacement or the cost of labor must be made within one week. Please Note: The school may file a police report in cases of theft and vandalism. Either offense can result in expulsion and carry heavy legal penalties.

Possession of Stolen Property

Having in one's possession property obtained without permission of the owner is a crime similar to theft and may result in similar consequences.

Disrespect to Teachers or Staff or Using Inappropriate Language and Behavior

Responding in a rude and/or impertinent manner (i.e., rolling eyes, sucking teeth, not answering when asked a question, or talking back) is unacceptable behavior for Pioneer Academy students. Consequences may include suspension, and in repeated cases, expulsion.

Provoking/Instigating

Behavior encouraging or urging other students to violate school rules, deliberately attempting to cause conflict, confusion, or misunderstandings between other individuals is conduct unbecoming a Pioneer Academy Student. Such behavior may be grounds for expulsion.

Bullying, Harassment, Intimidation, Displays of Threatening Behavior

Harassment, intimidation, and bullying include any physical act, gesture, written or verbal threat, non-verbal threats, including “hard” stares, et cetera that a reasonable person should know will cause harm to another individual, damage another individual’s property, place another individual in reasonable fear of harm to the individual’s person or property, or insult or demean any individual or group of individuals, including teachers and administrators, in such a way as to disrupt the school’s educational mission, the education of any student, or the work of any member of faculty and staff. Acts meant to cause any student, teacher, administrator, or staff member to feel frightened or intimidated are violations of Federal Law and are contrary to the school’s commitment to providing a physically and psychologically safe environment in which to work and learn. “Joking” and “playing” will not be accepted as excuses for this type of behavior; disciplinary consequences will be the same irrespective of the reasons for such behavior.

Consequences may include expulsion and/or prosecution in a court of law.

Gang and Secret Society Symbols:

Disruption and/or intimidation caused by the wearing of any type of clothing/jewelry, displaying tattoos, or by the writing of any signs identified as or associated with gangs is strictly prohibited. Students may not be or vow to become members of a gang, secret society, illegal club, or fraternity while attending Pioneer Academy.

Consequences may include suspension or expulsion.

Fighting and/or Arranging Fights:

Whether fights take place on or off school grounds, all fights will result in the discipline of all students involved in the fight and its facilitation.

Consequences may include suspension or expulsion.

Possession of Weapons on School Grounds

The Board of Trustees, administration, and professional staff of Pioneer Academy stand united in their expression of intolerance for the presence of weapons in our schools. We believe that our schools must be safe and free from the danger that the presence of a weapon creates. Students who are found in possession of a weapon on school grounds, on school buses, or at any school-sanctioned event will be subject to permanent expulsion from the school. In addition, criminal charges will be filed with the Police Department.

A weapon is defined as any instrument of offense or defense, which is capable of causing injury or death to another person. Examples of items, which would be considered weapons include, but are not limited to, the following:

Guns (loaded or unloaded):

Revolvers, semi automatic firearms, BB guns, pellet guns, stun guns, dart guns, shotguns, rifles, gun “look-alikes”, any device or instrument similar to weapons from which may be fired or

ejected any solid projectile ball, slug, pellet, missile or bullet, or any gas, vapor or other noxious things, by means of a cartridge or shell or by the action of any combustion, or by the lighting of flammable or explosive substances shall all be considered weapons and are prohibited from school grounds.

Blade Weapons:

Pocket Knives, hunting knives, switchblades, gravity knives, daggers, stilettos, dirks, box cutters, razor blades, swords, machetes, and any other similar instrument or device that could be used for cutting shall all be considered weapons and are prohibited from school grounds. This includes unsharpened or sharpened “dummy” models, display models, and replicas of blade weapons. (Items such as precision, craft, X-Acto knives, or other cutting tools required for class or extra-curricular activities will be provided by instructors and may be used only in the supervised instructional space for which they are required; all such blades and cutting tools must be returned to the instructor after use or as per the instructors’ directions. No such blades or cutting tools may be taken from the instructional areas.)

Other:

Pipes, tire irons, bats, dubs, blackjacks, brass knuckles or other blunt-force weapons, slingshots, leather bands studded with metal, whips, large straight pins, large safety pins, large needles of any kind, syringes, lighters, or other flame producing devices, mace, pepper spray or like substances shall all be considered weapons and are prohibited from school grounds.

Additional Items:

Any item or substance, whether chemical, biological, or otherwise, used to assault, cause deliberate harm to, threaten, or fight another person shall be considered a weapon by Pioneer Academy.

Consequences will be immediate suspension and/or expulsion and may entail referral to law enforcement and prosecution in a court of law, depending on the circumstances of the case.

Note:

Students/parents are to sign and return the handbook receipt form attesting that they have read and are aware of the definition of a weapon and are aware of the penalties that will result from bringing a weapon to school.

Conspiracy

The agreement by any two or more persons to commit any unlawful act shall be considered a conspiracy.

Consequences may include suspension or expulsion.

Arson/Attempted Arson

Intentionally starting any fire or combustible reaction on school property, resulting in damage or not, shall be considered arson or attempted arson.

Consequences will include expulsion or prosecution in a court of law.

Note:

This is not an exhaustive list of violations and consequences, but an overview of common issues and major infractions. For a full list of violations and consequences, please see the Office of the Dean of Students.

XX. Statement of Equal Rights and Non-Discrimination

Pioneer Academy does not discriminate based on age, socio-economic stratification, gender, personal lifestyle preferences, marital status, pregnancy, ethnicity, color, race/haplotype, nationality or national origin, immigration status, disability, physical traits, creed, or religion. Pioneer Academy believes all humans have equal rights and expects all members of the Pioneer Academy community to respect such rights without question. Pioneer Academy also encourages all witnesses and victims of discrimination and/or harassment of any nature to report such issues privately to the Pioneer Administration, to The Guidance Department, and/or to the Human Resources Department.

XXI. Disclaimer – Notice of School’s Right to Revise Policies

Pioneer Academy is constantly striving to improve its policies and practices. Please note that Pioneer Academy reserves the right to revise its policies at any time, with or without notice, as required to fulfill the security, educational, and organizational objectives of the school. This document should be viewed as a guideline that is continually under review and subject to modification with or without notice. Should issues arise which have not been clearly addressed in this document, a resolution will be determined on a case-by-case basis by the Pioneer Academy Administration.

Parent Partners

Involvement

Parental involvement is an important part of our program. Parents and students working together with staff members is an important element in a quality school program. Visitation is encouraged by parents and other interested parties who wish to visit the site. A solid relationship with the PA teachers and staff is built on mutual trust and respect and is key in making your student’s school experience work well for everyone.

Also, there are a number of opportunities and events at PA where a parent can volunteer. Please contact the PA Parent Volunteer Organization (PVO) for a list of involvement opportunities.

If parents plan on consistently volunteering on a regular basis for more than an hour at a time, they need to complete a criminal background check and submit it to the school. Please note that this does not apply to attending school events.

Keep these general tips in mind as you begin to build your relationship with PA:

- Keep the lines of communication open at all times. Let your teacher know if there is something going on in your child’s life that may affect behavior and/or school performance.
- Be aware of program policies and honor them. Respect drop-off and pick-up times, policies, and procedures.
- Get involved with the program. The more you participate, the more comfortable and confident in the school programs you will be.

We want to build positive relationships with all our families. Visit us whenever you can – You are always welcome!!

School Visitation and Scheduled Observation

PA values the concept of parents as partners in education. Parent and community support and assistance are vital in all facets of the school program. Parents of currently enrolled students or prospective students may wish to observe the classroom setting or perhaps volunteer to serve as an instructional partner in the classroom. While custodial parents of attending students are always permitted access to all student areas of our school as long as they have made their presence known to the administration, interruption of classroom instruction is prohibited.

Note: Actual classroom observations during regular school day instructional hours must be scheduled to minimize disruption to all students and maintain the integrity of class lessons are limited to 1 per semester for grades K through 8.

Also, impromptu conversations and/or discussions with teachers about students are prohibited in order to maintain school schedules and teacher planning times unless they are initiated by the teacher themselves. Parents should schedule conferences with the teacher to discuss issues and/or student concerns.

General Parent/ Guardian Responsibilities

The following outlines the responsibilities of Pioneer Academy parents/guardians.

- Contact PA if your child will not be attending class on any given day.
- Notify PA in advance if anyone other than the parent or guardian will pick the student up. Note: These individuals must be listed on the emergency contact form.
- Honor PA operating hours by not dropping your child off before 7:30 am and picking your child up by 6:00 pm.
- Update your child's records and/or family information as changes in occur. It is the responsibility of parents to notify the front office staff of any changes in employment, address, phone numbers, care and/or custody arrangements, and any other important information regarding their child or family situation. All aforementioned informational changes must be completed in writing and submitted to the front office.
- Notify and/or consult with the school personnel should any problems arise concerning your child, whether at home, at school, or at PA. We are there to help.
- Notify the school of any special needs your student may have. The information must, also, be listed on your child's enrollment form.
- Follow all PA policies and procedures.
- Notify the administration in the event of questions or concerns with PA staff or policies.
- Notify in writing any changes to your child's enrollment status or any intention to withdraw from PA.
- Keep your tuition account current.
- Attend all general school meetings whenever possible.
- Read all emails sent by the school and/or teachers to stay informed about current information.
- Volunteer and participate in school activities whenever possible. Get involved.
- Avoid Danger - When left unattended in a motor vehicle, children are at risk for bodily harm or death due to factors including extreme hot and cold temperatures, kidnapping, and tampering with the vehicle's gear setting or ignition.

HANDBOOK CORRECTIONS AND/OR MODIFICATIONS

PA reserves the right to make changes or modifications to this handbook as needed throughout the school year. The latest version will always be available on our website at www.pioneeracademy.org

HANDBOOK DEFINITIONS AND/OR INTERPRETATIONS

For purposes of clarity, many terms and situations have been defined or explained in an effort to explicitly determine the exact meaning and/or context. The PA administration will determine and apply specific definitions and interpretations where necessary to provide maximum security, safety, and educational opportunities for PA students. No other definition or interpretation, nor any other source may be used or applied to terms or situations described within this handbook.

COVID-19

Please refer to “Pioneer Academy Road-Forward Guidelines for the Start of 2021/2022” for the full outline and protocol as listed on the Pioneer Academy Website.

XXII. STUDENT CONTRACT

COVID-19 WAIVER OF LIABILITY AND INDEMNIFICATION

MANDATORY TO ATTEND PIONEER ACADEMY 2021-2022 ACADEMIC YEAR

1. I agree that I am personally responsible for my safety and actions while on the premises of Pioneer Academy. I agree to comply with all Pioneer Academy policies and rules, including but not limited to all Pioneer Academy policies, guidelines, signage, and instructions. Because Pioneer Academy is open for use by other individuals, I recognize that I am at a higher risk of contracting COVID-19. With full awareness and appreciation of the risks involved, I, for myself and on behalf of my family, spouse, estate, heirs, executors, administrators, assignees, and personal representatives, hereby forever release, waive, discharge, and covenant not to sue Pioneer Academy, its board members, officers, agents, volunteers, independent contractors, affiliates, employees, successors, and assignees (collectively the “Released Parties”) from any and all liability, claims, demands, actions, and causes of action whatsoever, directly or indirectly arising out of or related to any loss, damage, or injury, including death, that may be sustained by me related to COVID-19 whether caused by the negligence of the Released Parties, any third-party using Pioneer Academy, or otherwise, while participating in any activity while in, on, or around Pioneer Academy and/or while using any of Pioneer Academy facilities, tools, equipment, or materials.

2. I agree to indemnify, defend, and hold harmless the Released Parties from and against any and all costs, expenses, damages, claims, lawsuits, judgments, losses, and/or liabilities (including attorney fees) arising either directly or indirectly from or related to any and all claims made by or against any of the Released Parties due to bodily injury, death, loss of use, monetary loss, or any other injury from or related to my use of the Pioneer Academy facilities, tools, equipment, or materials, whether caused by the negligence of the Released Parties or otherwise specifically related to COVID-19.

3. By signing below I acknowledge and represent that I have read the foregoing Waiver of Liability, understand it and sign it voluntarily as my own free act and deed, including without limitation the Release of Liability and Indemnification requirements contained in this document; I am sufficiently informed about the risks involved in using Pioneer Academy to decide whether to sign this document; no oral representations, statements, or inducements, apart from the foregoing written agreement, have been made; I am at least eighteen (18) years of age and fully competent; and I execute this document for full, adequate, and complete consideration fully intending to be bound by the same. I agree that this Waiver of Liability shall be governed by and construed in accordance with New Jersey law, and that if any of the provisions hereof are found to be unenforceable, the remainder shall be enforced as fully as possible and the unenforceable provision(s) shall be deemed modified to the limited extent required to permit enforcement of the Waiver of Liability as a whole. This waiver remains in effect until the State of New Jersey lifts all COVID-19 related mandates including 2021-2022 academic year.

Student name (PRINT): _____

Student Signature: _____ *Date* _____

Parent name (PRINT): _____

Parent Signature: _____ *Date* _____

PIONEER ACADEMY COPY - Parent-Student Handbook 2021/ 2022

I understand that PIONEER ACADEMY is committed to reviewing its policies, practices, and benefits continually. Accordingly, I understand that the policies, practices, and benefits outlined in this student handbook are subject to change at any time in order to improve the school environment. I recognize and accept that the PIONEER ACADEMY Administration reserves the right to enforce all current or future policies based upon examination of such policies and investigation of any situations to which they may apply. In the event of an incident or situation for which no clear policy has been established or to which current policies cannot reasonably be applied, I understand and accept that the PIONEER ACADEMY Administration reserves the right to determine, at its own discretion, which actions will be appropriate to rectify or resolve any outstanding issues, and to execute such actions.

Furthermore, I understand and consent to my student responsibilities as outlined in this Pioneer Academy Parent/Student Handbook. I understand and agree that I will be held accountable for my behavior and must accept and adhere to the policies as outlined in this document. Additionally, I understand that these policies will be upheld at school, at school-sponsored and school-related activities, including school-sponsored travel, and at events in which the school participates. I understand that any student who violates the code of conduct is subject to disciplinary action as outlined in this Parent/Student Handbook, and that in extreme cases when local, state, or federal law is violated, disciplinary action may include referral for criminal prosecution.

No handbook can cover every aspect relating to the functions, procedures, and policies in place within a dynamic institution such as Pioneer Academy. Therefore, any situation not specifically referred to in this handbook will fall under the jurisdiction of PA Administration and the Board of Directors. Pioneer Academy reserves the right to update it as needed with or without prior notification. The latest copy will be posted on the website and a hard copy will be available upon request.

I HEREBY RECOGNIZE AND AGREE WITH MY OBLIGATIONS TO ADHERE TO PIONEER ACADEMY SCHOOL POLICY.

Student name (PRINT): _____

Student Signature: _____ *Date* _____

I HEREBY RECOGNIZE AND AGREE WITH MY OBLIGATIONS TO ADHERE TO PIONEER ACADEMY SCHOOL POLICY.

Parent name (PRINT): _____

Parent Signature: _____ *Date* _____

*****Please sign and return to the Office of the Dean of Students*****

Any student attending Pioneer Academy, their parents and guardians are required and agree to abide by the enclosed handbook. Their continued attendance is an agreement to all rules and protocols as outlined.

Pioneer Academy
2021-2022
Student and Parent Handbook
www.pioneereacademy.org



PioAcademy



PioAcademy



PioAcademy



PioAcademy



<http://pioneeracademy.org/fee>