

Parent and Student
Procedures and Information
Booklet
2022-2023



TABLE OF CONTENTS

Page 2	Welcome Letter
Page 3	Pioneer Trail School Contact Information
Page 4	Attendance Reporting Absences Student Arrival Procedures
Page 5	Tardy Policy Early Pick Up Student Dismissal Procedures
Page 7	After School Child Care Change of Address or Phone Number Custody of Children Breakfast and Lunch Program Emergency Procedures and Safe House Library Media Center
Page 8	School Counselors Parent-Teacher Conferences School and Home Communication Report Cards and Midterms
Page 9	Requests for Teachers Visitors Background Checks Classroom Parties Party Invitations
Page 10	Classroom Birthday Treats Pictures of Students and Yearbooks Money/Non-School Miscellaneous Items Cell Phone/Personal Electronic Devices Field Trips
Page 11	Lost and Found Dress Code Recess
Page 12	Student Behavior and Discipline/Consequences School-Wide Positive Behavior Support

Pioneer Trail Elementary School! Home of the Gray Wolves!

Dear Pioneer Trail Families,

Welcome to the 2022/2023 school year! This booklet has been compiled so that students and parents can become familiar with the school, rules, and procedures of Pioneer Trail Elementary. If there are any questions regarding this guide, please do not hesitate to contact the office at 573-632-3400. You may also email by going to the school website at www.jcschools.us. Please refer to the District Elementary Handbook for specific policies and guidelines or visit the district website for the complete Board policies.

We expect our students to be and do their personal best in and out of the classroom and to respect our school, the staff members, and fellow classmates. In fact, you will often hear us encouraging all of our students to become safe, respectful, and responsible learners.

As always, I am extremely proud of our school and will have high expectations for each of my staff members and students this school year. I want to encourage you to become involved in your child's educational experience. Let them know that their success at school, both academically and behaviorally, are of high value to you. We want every child to feel success and to be successful. We will work with you to make that happen, but we also want to know that you will do everything from your end to support and shape that road to success as well. Working together, we can make this year a very productive and enjoyable one!

Sincerely,

Scott Salmons

Principal

Pioneer Trail Elementary School Contact Information

Office Phone Number: 573-632-3400

Office Fax: 573-632-3420

Office Hours: 7:00 a.m. – 3:30 p.m. (M-Th)

7:00 a.m. - 3:00 p.m. (Friday)

Student Hours: 7:45 a.m. – 2:45 p.m.

District Website: www.jschools.us

Click on “Schools” to access the Pioneer Trail Website

Nurse/Health Room: 573-632-3404

Cafeteria: 573-632-3407

First Student: 634-7645

JCPS Information Hotline: 635-5277



School Motto: Be Safe! Be Respectful! Be Responsible!

School Mascot: Gray Wolves

School Colors: Carolina Blue, Black, Gray, and White

ATTENDANCE

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. When a student misses instruction, it is very difficult to give them the same level of learning as if they were present. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem.

Excused absences are still considered absences and will be documented through our daily attendance report. Students arriving late and being picked up early also count against a student's daily attendance. PLEASE try to schedule all doctor's appointments, lessons, and extracurricular activities after school or on non-school days to preserve academic time for your child.

Please refer to the Jefferson City School District Elementary Handbook for more information about attendance policies and procedures.

REPORTING ABSENCES

For the safety of your child, parents are required to notify the school office anytime a student must miss school for any length of time. If it is necessary for a student to stay home due to illness or other reasons, the student's parent/guardian must call the school office at (573) 632-3400 by 8:30 a.m. If calling the school is not possible, the student should return to school with a parent/guardian or written notification from the parent/guardian, stating the reason for the absence and the days missed from school.

When students have excessive absences, it is school policy for the principal to notify the parents/guardians by letter. **All students' parents receive this letter regardless of the circumstances leading to the absences.** The purpose of this letter is to keep parents informed about the total number of days a child has missed school and the effect these absences can have on a student's success at school.

STUDENT ARRIVAL PROCEDURES

When can my child be dropped off?

School doors open at 7:15 a.m. each day. There is NO before school supervision provided for students until 7:15 a.m. There will be teacher supervision at the side doors each morning beginning at 7:15 for student drop-off.

Where do I drop my child off?

Parents are to drop off ALL students at the side doors of the school by the gym. Please follow the directions of the staff supervising traffic in the mornings. Students being dropped off will enter through the side doors by the gym until 7:45 a.m.

What is the process for dropping my child off?

Please follow the directions of the staff supervising traffic in the mornings. For safety and efficiency, we ask that each line of traffic please pull forward to the orange cones before stopping and unloading your child(ren).

If you have to put your car into park to help your child out of the car in the mornings, the procedure is to pull into a parking space and let all other cars continue to unload.

Where does my child go once they enter the building?

7:15-7:45 - Students will walk along the sidewalk and enter through the side doors by the gym.. They will then go directly to classrooms. Breakfast will be served in classrooms.

7:45+ - Students should report to the office with their parent for a tardy pass.

TARDY POLICY

Students arriving after 7:45 a.m. are considered tardy and must report to the office for a pass. **Parents must sign-in late students at the office.**

When students have excessive tardies, the principal will notify the parents/guardians by letter. The purpose of this letter is to keep parents informed about the total number of tardies the child has received and the effect that these tardies can have on the student's success at school.

Excessive tardies can lead to revoked special permission.

EARLY PICK-UP

If early dismissal is necessary, the parent needs to notify the office explaining the time and the reason for early dismissal. Parents needing to pick up their child early should come to the office and sign them out. At this time, the office personnel will call for the child to come to the office. Students returning later in the day should report to the office before returning to the classroom. Students may not leave the building or school grounds before the close of school unless approval is granted from the office. **Parents/guardians must be on the student's contact list or they will not be allowed to leave with the student. For the safety of our students, please have your photo I.D. available when you come to the office to pick up your student.** Students are to ask teachers for make-up assignments after an absence.

STUDENT DISMISSAL PROCEDURES

Students will be sent home as the parent indicated on the transportation form during registration. If you need to change the way your child goes home, you must notify the office by 1:45 p.m. that day in writing or by a phone call. Students will not be sent home an alternate way without written or verbal permission from the parent to the office staff. Once the dismissal process begins at 2:35 p.m., we will not interrupt the flow. If you want to pick your child up earlier than the time frame spelled out, you will need to do so prior to the designated time.

To ensure your child's safety, we do not dismiss students to anyone who is **not** listed on the census form completed at registration (student contact list). It is important to keep the school office personnel informed of changes that need to be updated in the student's file.

Dismissal is a procedural process and will need to be followed to ensure the safety of all of our students. Please help us out by following the procedures and guidelines set forth. In order for the process to work effectively, efficiently, and fairly, we need everyone to do their part to comply.

When are car riders dismissed?

At 2:35, the "**car riders**" will start being dismissed to the gym and from classrooms as names are scanned in our KIDAccount dismissal system.. In order for your child's name to be called, drivers must be able to present school personnel with the correct KIDAccount card for dismissing students. Vehicles without the correct card, will have to report to the office.

Where do I get the cards that are required for car rider pick up?

Parents of new students will be given cards at the beginning of the year. Once your student has a card, it can be maintained for the course of their enrollment at Pioneer Trail. You may request additional cards from the office if necessary for your family situation. You must have the card with you as part of the pick up process. Students will not be called out without the card. This is strictly for safety measures. Replacement cards and/or additional cards are \$2.00 each.

What is the procedure for picking my student up as a car rider?

From Pioneer Trail Drive, you will turn onto Wilderness Court. **Please do not block the driveway entrances to the residential care center - the two areas marked with yellow stripes must stay open at all times for emergency purposes.** Three lines will need to start forming along the side of the school (gymnasium side). There will be an orange cone at the beginning spot for each line. When you are in the car line to pick up your student, a staff member will come to your car to identify the student needed. If you are picking up more than one child, you will have more than one card. ****ONE CARD PER CHILD. ****

If my student attends YMCA After School Care, what is the earliest that I pick them up from the cafeteria?

You will be allowed to pick up students from YCare beginning at 2:45 P.M. YMCA staff will supervise students in the cafeteria and other designated areas of the school until parents or guardians are able to pick up students. YMCA Staff will have parents sign out students each evening.

If you need your student to leave earlier, be sure to contact the office by 1:45 to let them know your student should be a car-rider, and you can then pick them up in the car-rider line at dismissal time.

When are bus riders and walkers dismissed?

At approx. 2:40 p.m., the bus riders and walkers will be dismissed.

Walkers will be supervised crossing the street to go down the hill towards Apache Flats and another group will walk up the hill towards the roundabout. A teacher/safety patrol member will supervise them to the edge of the school property. **Students walking should truly be walkers. Vehicles will not be allowed to park alongside Paradigm to pick students up. If a child is being picked up in a vehicle, the process of the car rider line needs to be followed.**

Can I get my child off the bus during the loading/dismissal process?

Not unless it is an extreme case. Attempting to retrieve a student off the bus at the last minute is confusing to the child, the bus driver, and often the staff supervising the buses. If you want your child to be a car rider instead of a bus rider please call the office by 1:45 p.m., and we will let the teacher and student know in advance.

What is the latest time that I can pick my child up after school?

At 2:55 p.m. any "car riders" who have not been picked up on time will be brought to the office, and parents will be contacted to pick them up. It is expected that students will have departed from school grounds by 3:00 p.m. Exceptions to this may be those students involved in YMCA After School Care or activities under the direct supervision of a sponsor or teacher. The principal will contact the parents of any students who are repeatedly late being picked up from school.

AFTER SCHOOL CARE - YMCA AND/OR BOYS AND GIRLS CLUB OPTIONS

After school care options may include: YMCA - on site at Pioneer Trail available until 5:30P.M. or Boys and Girls Club (off site) until 6:00 P.M. (students bused from P Trail to the off site location).

For more information on the cost of available after school care programs, please reach out to the Boys & Girls Club or the YMCA. The fee structures may vary depending on household income. Financial assistance or scholarships may be available. Information can also be obtained on the district website.

CHANGE OF ADDRESS OR PHONE NUMBER

It is very important that every student maintain an up-to-date address and telephone number recorded at the school office. Notify the school immediately if you have a change of address, cell-phone number, or work telephone number during the school year.

CUSTODY OF CHILDREN

Custody of children can be a very difficult situation. Many times, it is a problem determining whether or not a child can go with a particular parent or relative. If there is a situation in your family in which a child is not allowed to go home with a particular parent or individual, please make sure the school office has a copy of the legal documentation.

BREAKFAST/LUNCH PROGRAM

Nutritional breakfasts and lunches are served at Pioneer Trail. **Breakfast is available in the classrooms between 7:15 and 7:45.**

The same meal account can be used for both breakfast and lunch. Appropriate forms for free/reduced lunch rates may be picked up from the office. Checks for school lunches should be made payable to Jefferson City Public Schools. Parents can also add money to the students' accounts online using www.myschoolbucks.com on the district website. The amount paid is credited to the student's lunch account. If you have questions regarding the status of your child's lunch account, contact the cafeteria cashier at (573) 632-3407. The cashier will notify students when their lunch account is about to run out.

Any food item brought to school is to be stored in a container not made of glass. Students are not permitted to bring a soda to drink with their brought lunches. Students who bring their lunch may go through the lunch line to purchase milk or bring water.

EMERGENCY PROCEDURES AND SAFE HOUSE

Emergency procedures have been developed and are in place to cover any foreseeable problems. Those procedures are practiced throughout the school year.

In the event of a required evacuation from the building in which we are not allowed back inside, all students will be relocated to our safe house, Solid Rock Church. The bus will still transport students who typically ride the bus home. Parents or guardians of the designated emergency contact person may pick up all other students at Solid Rock Church.

LIBRARY MEDIA CENTER

The media center/library is located towards the kindergarten/first grade pod and is open daily. Books may be checked out for one week and renewed for another week if necessary. Lost and/or damaged books shall be the responsibility of the student checking out the book.

SCHOOL COUNSELORS

Students are encouraged to become familiar with the counselors. Any students nominated for small group counseling will receive an opt out letter to inform the parent. The counselors are not typically available for individual counseling sessions, however, a list of community resources for individual counseling can be provided upon request.

PARENT TEACHER CONFERENCES

We encourage ALL parents to attend parent-teacher conferences. At the first parent-teacher conference in the fall, the teacher will discuss your child's progress in school and learn more about him/her from you. During the second student-led conferences in early spring, your child will lead the conference and inform the parent/guardian of their academic progress. Your child's teacher will schedule a time that is convenient for you on both occasions.

SCHOOL AND HOME COMMUNICATION

We pride ourselves on consistent and frequent communication with each student's parents concerning his/her progress. Parents form a vital link in the growth of our students, and we urge them to contact the school whenever concerns arise to obtain information about their child's progress. Conferencing between parents and/or students with teachers provides an opportunity upon which we may devise a plan for ultimate success.

Classroom newsletters, letters from the principal, our school's website, the school marquee, and the School Messenger System which sends out phone messages, emails, and text messages about upcoming events and information are ways information is shared with the parents and the community.

The district-wide School Messenger phone service will also provide timely information/reminders via phone call and/or text messages to your phone. This phone service will also allow the school district to inform all patrons of emergencies or information which needs to be disseminated in a timely manner

This year we will be trying out social media tools, such as Twitter, Instagram and Facebook to keep parents better informed and share great things happening at Pioneer Trail.

REPORT CARDS AND MIDTERMS

Please note: Every effort is made to communicate the progress of each student in regards to their academic and social growth.

Kindergarten through Fifth Grade uses a report card with specific objectives listed. Certain numbers from a scale of 4-1 are used to communicate your child's progress. "4-Exceeds Grade Level Standard", "3-Meets Grade Level Standard", "2-Partially Meets Grade Standard", "1-Does Not Meet Standard", and if left blank it means that objective was not assessed this quarter.

Grades 3-5 use the 4 -1 scale and also include letter grades of A, B, C, D, F.

Report cards are sent home quarterly with all students and mid-term reports are sent home at each mid-quarter for students that are not performing at the expected proficiency level for that grade.

Parents can view their child's academic progress using Parent Portal at anytime during the school year. Sign up in the office for a Parent Portal account.

REQUESTS FOR TEACHERS

Due to the number of students enrolled at Pioneer Trail and the detailed process we follow for creating class lists, we will not be able to honor requests for specific classroom teachers. It is our belief that all of our teachers are highly qualified to work with each child that is placed in their care for the school year.

VISITORS

We welcome visitors at Pioneer Trail. Any parents, guardians, or other interested parties are encouraged to visit our school. You are welcome to come and have lunch with your child. For safety precautions, visitors will not be allowed to go onto the playground with students during recess.

We do require that all visitors sign in at the office and receive a visitors badge to wear during the visit. This is all for the safety of the students in the building. Any visitor without this badge will be required to go to the office and get signed in. Please sign out and return the badge to the office as you leave.

Teachers are not available to visit with parents during instructional times of the day. Please call and make an appointment before or after school, or during plan time to speak with your child's teacher. Students may not bring school-aged visitors from other schools or districts to Pioneer Trail during the school day.

BACKGROUND CHECKS

“In accordance with the law, any volunteers that work directly with children, must first pass a background check and must be cleared before beginning to work with children.”

All parent volunteers/mentors must complete a volunteer affirmation, name search, and/or a background check through the district. This includes anyone who wants to assist with classroom parties and/or field trips. The Board of Education will pay the fee for the background check. You can pick up and return the forms to the school office.

CLASSROOM PARTIES

The classroom teachers plan these parties and PTO provides snacks/drinks. Fall and Valentine's Day parties begin at 1:30 p.m. and end at 2:30 p.m.

Parents are invited to all parties and classroom celebrations, however, non-school aged siblings may not attend. Parents assisting with the party will have to fill out a background check, which is available in the office. **Any treats brought into the classroom must be store bought and individually wrapped in order to reduce health risks.**

Check your child's grade level handbook for information on contacting the teacher if you would like to help out and/or attend the parties.

BIRTHDAY PARTY AND PERSONAL PARTY INVITATIONS

Invitations to personal birthday parties **MAY NOT** be given out at school or on school grounds to a few select individuals. If **ALL** students in the classroom are being invited, then it will be permitted. We do not want to cause hurt feelings with students that may be potentially left out of the invite.

Please do not request personal information from the office regarding the names, addresses, or phone numbers of other students or parents in the school.

CLASSROOM BIRTHDAY TREATS

Students may bring store bought, individually wrapped treats to share with their classmates on their birthdays. Healthy snacks are highly encouraged. Please consult your child's teacher regarding the number of treats and the best time to schedule the treats. Please do not send drinks or items that have to be cut and served. Birthdays are recognized daily during announcements.

SCHOOL PICTURES AND STUDENT YEARBOOKS

Fall school pictures will be taken each year. Orders must be preselected and prepaid. Spring Pictures will be taken second semester. You will be notified in advance. Orders will be taken for yearbooks in the spring of the school year. A small number of yearbooks from the previous year will be available for purchase after the school year is over.

MONEY AND MISCELLANEOUS NON-SCHOOL ITEMS

To avoid potential problems, please do not send students to school with extra money or miscellaneous non-school items in their pockets, coats, and/or backpacks.. To send money to school for a payment, place it in a sealed envelope with the name of the student, your name, and place or activity on the front. Please instruct your child to give the envelope to the teacher. Toys, playing cards, playing devices, and electronic games are not needed at school or on the buses. Please leave these items at home.

CELL PHONES AND PERSONAL ELECTRONIC DEVICES

It is strongly recommended that students and parents carefully weigh the choice of whether or not to bring personal cell phones, music players, cameras, and other electronic devices to school. These items can be disruptive to the learning environment, often create discipline problems, and are frequently damaged, lost, or stolen. Parents are reminded that in case of an emergency, the main office is the appropriate point of contact to ensure that your child is quickly reached and assisted. If students do bring cell phones and/or other electronic devices to school, they will need to be turned off during the day and stored in their backpacks or assigned lockers. Students who bring cell phones or other devices to school are responsible for the safety and security of those devices. Headphones or earbuds will need to be stored securely and should not be worn during school unless the teacher has approved an activity that requires listening on chrome books or school provided media. The school accepts no responsibility for cell phones or other electronic devices that are lost, damaged, or stolen at school or while traveling to and from school. Cell phones and personal electronic devices will not be used during any part of the school day, therefore, should not be visible during the school day.

FIELD TRIPS

All students attending a field trip should ride the school bus to and from the designated field trip unless it is necessary for an alternate arrangement. It is also expected that students stay at the field trip for its entirety unless an unforeseen situation requires an early dismissal from the trip. All field trip volunteers must complete and pass a name search and background check. Parents who volunteer must provide their own transportation on the trip. Please make arrangements to leave non-school age children with an alternate care-taker as they should not be part of the field trip.

LOST AND FOUND

Clothing, tote bags, and other student belongings should be clearly marked with the child's first and last name. Articles found in and around the school will be placed in the lost and found. Parents/students are responsible for searching through the lost and found themselves (before and after school) if their child has lost an item. Each quarter, all items are laid out in the hallway and teachers walk their classes past the items to give students one last chance to claim any belongings before they are donated to a local organization.

DRESS CODE

Our goal is to provide an optimal learning environment for all students. **If, in the judgment of the classroom teacher or the building principal, any student's mode of dress or appearance (including hair styles or unnatural colors) detracts from the learning climate, the principal may contact the student's parents and ask them to help correct the situation or, otherwise, provide the student a choice of clothing or opportunity to correct the situation so that it is not distracting.**

Clothing should not be too tight, have negative or inappropriate captions, promote alcoholic beverages, tobacco, etc. All tops and pants/slacks must cover the stomach, back, and shoulders. Spaghetti straps, halters or low cut tops and dresses, either front or back, should be saved for non-school functions. Any child wearing a hat or other fabric on the head to school will be asked to remove it while in the building. Any attire associated with gang behavior, such as bandanas, will not be allowed on the head.

Children should wear shoes that are appropriate for P.E. classes and daily playground running, jumping and playing. The Art, Music, and PE schedules are on the teacher newsletters. Please do not send your child to school in flip flops if they are scheduled to have PE class. Students may bring tennis shoes to change into for this class.

RECESS

Students have (2) recesses scheduled daily with their grade level teachers, with the second one being optional depending on day, grade level, and activity in the classroom. Decisions to have outside recess during cold weather depends upon the temperature and the wind chill factor - both must be above 20 degrees. Always dress your child for outside recess. Students will have supervised time in their classroom or in the gym on days when weather prevents outside recess. Quiet games, talking with friends, etc. are usually allowed by the teacher in charge. All students with medical excuses will be allowed to remain in the building during scheduled outside recess. Each day the child is to stay inside, a note is required by the parent or guardian. **Visitors will not be allowed to go onto the playground or in the classroom during recess times.**

STUDENT BEHAVIOR AND DISCIPLINE/CONSEQUENCES

We want to create and maintain an environment that supports students in becoming safe, respectful, and responsible learners. We will work hard to teach, model, and practice with students the outlined expectations, routines, and procedures that help foster a predictable environment. We will strive to hold students accountable by positively reinforcing the outlined expectations, routines, and procedures and by building strong, positive relationships across the building.

We want a strong partnership with you to help with student behavior. We definitely want to do our part to make your child successful, but when we contact you with an issue, we really want to know that you are going to support our concerns and work with us to find a positive solution.

Potential consequences include, but are limited to: student conference, students practicing correct behavior/expectations, completing a reflection/think sheet, loss of privileges, time in buddy room, loss of recess time, lunch detention, after school detention, restitution, In School Suspension, Out of School Suspension, community service, and/or referrals to the juvenile office and/or children's division.

SCHOOL-WIDE POSITIVE BEHAVIOR INTERVENTION SUPPORT

At Pioneer Trail, we utilize School-Wide Positive Behavior as our guideline to teaching and reinforcing expectations. Our goal is to create and maintain an environment that supports students in becoming safe, respectful, and responsible learners. . We consistently use language of classroom/school expectations, routines, and procedures to prompt, praise/reinforce, and correct behaviors.

What is Positive Behavior Intervention Support?

SW-PBIS is a process for creating safer and more effective schools. It is a systems approach to enhancing the capacity of schools to educate all children by developing research-based, school-wide, and classroom behavior support systems. The process focuses on improving a school's ability to teach and support positive behavior for all students. Rather than a prescribed program, PBS provides systems for schools to design, implement, and evaluate effective school-wide, classroom, non-classroom, and student specific plans. SW-PBS includes school-wide procedures and processes intended for all students and all staff in all settings. SW-PBS is not a program or a curriculum. It is a team-based process for systemic problem solving, planning, and evaluation. It is an approach to creating a safe and productive learning environment where teachers can teach and all students can learn.

What is PBIS at our school?

We have adopted a unified set of school expectations. These statements define our expectations for behavior in our school. You will see these rules posted throughout the school, and your child will be learning them during his or her first days at school. Our unified school expectations, found in every classroom and non-classroom setting in the school, are as follows:

- ☪ Be Safe!
- ☪ Be Respectful!
- ☪ Be Responsible!

This year students will be earning Matrix Money for displaying correct expectations in the school building. Each classroom teacher will have a school store set up for students to spend their Matrix Money bi-monthly. Students can spend or save their Matrix Money each time their classroom store is open. Students can purchase a variety of prizes, including candy, trinkets, and coupons for various other incentives.

