

**CHANNAHON SCHOOL DISTRICT #17**



**PIONEER PATH SCHOOL**

**BUILDING WORLD CLASS THINKERS**

**2018–2019 SUPPLEMENT TO THE DISTRICT STUDENT HANDBOOK**

**PIONEER PATH SCHOOL  
24920 S. SAGE STREET  
CHANNAHON, IL 60410  
(815) 467-4312**

**MISSION STATEMENT**

*The purpose of Pioneer Path School is to educate students to become life-long learners and responsible individuals, in a safe and supportive environment.*

**Arrival – 8:20am  
Car Rider/Walker Dismissal – 3:05pm  
Bus Dismissal – 3:00pm  
4th grade Lunch – 11:15am  
3<sup>rd</sup> grade Lunch – 11:55am**

# PIONEER PATH SCHOOL

## 2018-2019 SUPPLEMENT TO THE DISTRICT STUDENT HANDBOOK

From the desk of Laura DuBois, Principal of Pioneer Path School:

It is every child's right to learn to his/her full potential and the staff of Pioneer Path School is dedicated to fulfilling this right. We believe that children learn in a situation where love and understanding are coupled with mutual respect - students for adults, adults for students. Children need to know what they can and cannot do and that they will be treated fairly, equally, and consistently.

Some rules and regulations are necessary in every gathering of individuals to ensure safety and harmonious living. We will all - students, teachers, administrators - exercise good manners and obey safety rules. **PIONEER PATH STUDENTS ARE EXPECTED TO BE RESPECTFUL.** Please note the following guidelines.

**RULES: We have 3 school rules, Be Safe, Be Respectful, & Be Prepared**

### **ARRIVALS:**

The circle drive of Pioneer Path School is designated for busses and emergency vehicles only. Parents may park on Sage Street. All parents need to enter and exit through the front entrance. **THANK YOU FOR YOUR COOPERATION AND PLEASE DO NOT PARK IN THE CIRCLE DRIVE.**

**BUS STUDENTS:** All bus students will enter through the doors on Sage Street and proceed directly to their classrooms from the bus. The first bell rings at 8:17 a.m. *If students arrive after 8:25 a.m., they need to report to the office and are marked tardy.*

**CAR RIDERS, WALKERS, BIKERS:** These students are to enter the building through the Tryon Street gym entrance under the canopy. Staff members will monitor the entrance. **PLEASE DO NOT DROP OFF STUDENTS BEFORE 8:15 A.M.** For safety reasons the Tryon Street door will not be open until 8:15 a.m. **This entrance is used for morning drop-offs and after school car riders only.** Your cooperation is needed in this matter.

As parents are dropping off their children at the gym door, please be aware that if a school bus is stopped with the Stop Arm out, it is against the law to go around the bus. Motorists may proceed after stopping for a bus if one of the following occurs: the bus resumes motion, the bus driver signals the motorist to proceed, or the flashing lights are turned off and the stop arm signal is no longer extended.

You may want to consider using Joliet Street in order to bypass the bus unloading. As always, safety for all children is always our number priority. Please assist us in keeping all of our children safe.

## **DISMISSAL:**

Dismissal time begins at 3:00 p.m. No one will be allowed to take students from the school busses at dismissal time. This is to protect students and to keep bus schedules on time.

Each bus rider is assigned to a bus and a bus stop. Any permanent changes for any reason must be approved **IN ADVANCE** by the Transportation Director, Mr. Schroeder. His office is located in the District Office at Pioneer Path School, 467-4315. A one-time or temporary bus change to or from school needs to be approved in advance by the building principal. These changes will only be considered for emergency child-care situations. **A note must be sent to the office EVERY time you deviate from your permanent transportation schedule.**

If you find it necessary to pick up your child at dismissal, guardians will need to send a note to school stating who is picking up the child so he/she can exit through the Tryon Street gym door. If a signed note is not received, any person requesting that a child leave with them (other than the legal guardians or custodial parent), will be asked to wait patiently while a phone call is made to verify the request. In joint-custody situations the residential parent will be contacted to verify the request.

**CAR RIDERS, WALKERS AND BIKERS** will be dismissed through the Tryon Street gym door under the canopy. Same procedure for "drop-off" applies. Legal guardian or custodial parent must provide written permission stating your child will be a walker, bike rider, or car rider on a specific day. **STUDENTS AND ADULTS ARE ASKED TO PLEASE FOLLOW THEIR DIRECTIONS.**

Members of the faculty will be on duty to maintain safety procedures. **STUDENTS AND ADULTS ARE ASKED TO PLEASE FOLLOW THEIR DIRECTIONS.**

Drivers, please be patient! It is worth the extra few minutes that you have to wait when you think a small child might be hurt because you were in a hurry.

## **EARLY DISMISSAL:**

For the protection of students, we will enforce the following policy when it is necessary for children to leave school before dismissal. Legal guardian or custodial parent must provide an early dismissal request in writing to the teacher, stating the date and time of dismissal, the reason and who will be picking up the student. Students will be called to the office by the principal or secretary for early dismissal.

Students will not be dismissed from the office after 2:45 p.m. If you need to dismiss your child after 2:45 p.m., you must follow the car rider dismissal procedure at the Tryon Street gym door.

## REPORTING ABSENCES:

In accordance with the District Handbook, after the 4th absences a doctor's note will be required to return to school. This will help to improve communication and assist the teacher in understanding current student needs. Absences can be reported on the Pioneer Path School Hotline number, 521-2191. Please request homework at that time. You can request for parent pick-up that will be available in the foyer cubbies or you can arrange to have it sent home with another student. When arranging for work due to a vacation absence, please contact the teacher to develop an effective and agreeable plan. When students miss school they miss the opportunity to learn with their classmates. Please try to make all appointments and scheduled family vacations during non-school hours.

## BIRTHDAY CELEBRATIONS/INVITATIONS/TREATS:

Birthdays are special days that we celebrate with our students, even those who have birthdays in the summer. **Students may bring a non-edible treat such as pencils, erasers, stickers, bookmarks, pencil grips, etc.** Parents who choose to send **non-edible** treats should send enough for their child's classroom only. Please do not send extra items. We discourage students from distributing to other classrooms/teachers as instructional time is lost when doing so.

Further, we ask that you **DO NOT** send special things, such as flowers and balloons as they become disruptive both in the classroom and on the school buses. **Invitations to any celebrations/Thank you notes may only be distributed at school if they are for all the boys or all the girls or the entire class. Addresses (postal and e-mail) for individual students cannot be shared by the school for any reason.**

## CLASSROOM PARTIES:

We have three parties each year. The parties fall on/near Halloween, on/near the final day of school prior to Winter Break, and on/near Valentine's Day. Each classroom will have up to 3 volunteers per party and the parties will last for 45-60 minutes. The volunteers will meet with or talk with the teacher prior to the party to plan for one or two games or crafts.

## DRESS CODE:

Pioneer Path School strives to provide all students with a safe and decent learning environment. Students should be dressed in clothing appropriate for instruction at school.

Appropriate dress is defined as clothing that covers the torso from the shoulder to mid-thigh (**no more than 3 inches above the knee**) and is not revealing. Shoulders and midriff must be covered. Spaghetti strap/tank tops may not be worn without another shirt over it. It is recommended that short sleeved shirts be worn so that shoulders are always covered.

Flip-flops and sandals can be dangerous to children's feet while moving around the building and while out at recess. Close-toed shoes (gym shoes) are preferred.

Inappropriate dress is defined as immodest clothing which disrupts the learning environment. Student choice of clothing can disrupt the learning environment when it is representative or suggestive of violence, illegal acts, drug/alcohol/tobacco use, offensive/obscene gestures/pictures, gang affiliation or devil/cult worship. Clothing or accessories containing any of these items are strictly prohibited and will not be allowed. At social events, the dress code is strictly enforced. Students violating the dress code policy shall be subject to appropriate disciplinary action as per School Board Policy 7:160.

## **HOMEWORK CLUB:**

Our **Homework Club** is for students who require additional assistance in Math or Reading based on a recommendation from the classroom teacher. Permission slips will be sent out at the beginning of the school year. A facilitator will be available to assist the students. The club will be limited to 10 students per session. Students will meet one or two days per week depending on the number of permission slips received.

Students will stay in their classrooms until the 2<sup>nd</sup> round of buses are dismissed. They will then be dismissed to the facilitator's classroom. Students will need to be **picked up at 4:15** at the **Pioneer Path Sage Street Entrance**. Your child will need to attend all of the sessions he/she is assigned unless we receive a note or phone call from you stating that your child should not attend for that day.

This homework/additional support club is a privilege. Appropriate and respectful behavior is expected. If a student chooses to challenge the rules during Homework Club, the supervisor will enforce the appropriate consequences, which may include principal and parent involvement.

## **Response to Intervention (Rtl) Services:**

Rtl services are provided for those children at Pioneer Path who have deficits in reading, language arts and math. Children are placed in the program after reviewing educational data to determine their instructional level. Parents will be notified if their child is in need of additional support and the child will remain in the program until data shows they are performing at grade level.

Rtl services are also provided for social-emotional or behavioral concerns. Strategies are always coordinated and implemented in the classroom first, but if a student continues to struggle behaviorally or socially, then a more specific plan may be implemented to assist the student by teaching identified social skills and guiding them to practice those skills throughout their school day. Plans are individualized to address the student's needs. Some common interventions used for social emotional or behavioral Rtl include daily progress charts, Tier 2 Social Skills groups, or individual social work services.

\*Please visit the District website, (<http://www.csd17.org>) and click on the Response to Intervention tab on the left side for additional information regarding Rtl services.

## **STUDENT RECORDS:**

School student records are confidential. State and federal law grants students and parent/guardians certain rights, including the right to inspect, copy, and challenge school records. The information is kept current, accurate, clear and relevant. Each student has a permanent and temporary file assigned to them.

**The permanent file includes:** Basic identifying information, academic transcripts, attendance records, and accident and health reports.

**The temporary file includes:** Family language background, intelligence and aptitude scores, psychological reports, achievement test reports, teacher anecdotal records, disciplinary information (suspension, expulsion, etc.), special education files, 504 plans, verified reports or information from non-educational persons, verified information of clear relevance to the student's education.

## **TELEPHONE:**

The office telephone may be used for emergency calls only. We expect students to be responsible for their actions. Classrooms will not be interrupted with messages for students. Emergency messages will be given to students as soon as possible, but without interference to classroom learning or academics.

## **DISCIPLINARY PROCEDURES:**

To discipline with authority is to give life to learning - in developing a positive school climate, the positive approach to discipline takes into consideration the beauty of each student and provides an opportunity for each student to take an active part in his/her academic planning. Pioneer Path School will provide a safe place where students can feel needed, valued and responsible. Students need to learn how to act and speak with respect for each other. It is the school's responsibility to help develop students who can be productive in society. In such an environment, students are responsible for their own behavior, academic success, and failures. Actions are owned by the individual student. They cannot blame the environment, parents or peers for their own behavior. Each student has the ability to choose. All students have the right to be in school. With this right comes the responsibility to respect the rights of other students and to become actively and productively involved in their own academic learning. Such an atmosphere creates a joint effort to learn, relate and experience.

Classroom teachers begin each school year by organizing the classroom and setting guidelines (rules and consequences). Teachers will hold students accountable for following school-wide rules. Teachers will follow their classroom management plan, track behavior and reward positive behavior. Students are involved in discussions of these practices; and teachers model the behaviors. Parents are informed about the procedures used. Positive reinforcement is used at Pioneer Path School. Student frequently receive<sup>5</sup>Red Tickets to let them know they are behaving

appropriately. However, when students choose not to follow the class procedures, consequences will occur. These consequences may begin with a simple reminder of the rules to the student. If a student chooses to continue behaviors that are not acceptable, those consequences will increase to such things as time out periods, loss of recess, in office lunch period, calls to parents, visits to the Principal's office, Behavior Plans, and suspension.

Recent occurrences in our society have resulted in schools taking a strong stand on verbal and/or implied threats. Students cannot make verbal and/or implied threats to teachers and/or students that could alarm, disturb, or interfere with the orderly operation of the school. Statements such as "I'll kill you", "I'm going to hurt you", or any comments that may be construed as threats to the safety of our students and staff members will not be allowed. Similarly implied threats will also be taken seriously. "Kidding around" about hurting or shooting others is not appropriate in our society and will not be allowed in our school.

Please contact Mrs. DuBois (815-467-4312) if you have questions or concerns.

## **BULLYING AND CONFLICT:**

All forms of bullying are prohibited. We take bullying seriously and work closely with children to rectify the situation and ensure safety for all students. It is important to note the difference between bullying and student conflict. When students are at odds with each other they are in conflict, neither one is bullying or being bullied. We handle student conflict through conflict resolution skills while working with both parties.

Channahon School District supports and implements the approach of the Bullies2Buddies program. Bullies2Buddies supports students in developing resiliency, emotional maturity, independence and problem solving skills. The staff at Pioneer Path teach, model, practice and facilitate these skills with our students. We believe in treating all people like friends and living kindly. We encourage students to problem solve with one another, but we are aware that students need more guidance in practicing these skills.

Bullying, on the other hand, is when there is a **consistent victim** and a **lack of provocation/reciprocation**. Examples of prohibited conduct include name-calling, using derogatory slurs causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the teacher, social worker, principal or any other staff member. Any student who is determined to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences including but not limited to suspension and expulsion consistent with the district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

Pioneer Path School participates in a school wide initiative called Positive Behavior Supports (PBS). Positive Behavior Supports embeds school wide strategies for helping students achieve important social and behavioral goals. We believe that when students are taught positive

behavior, they will exhibit those positive skills at home, school and in the community. We believe that both academic and behavior skills are important in order to be a successful individual. Students are taught the expectations of **Be Safe, Be Respectful** and **Be Responsible** in all areas of our school. When students are following the expectations they are rewarded frequently with red Indian Pride tickets or yellow positive office referrals. If students struggle with these behavioral expectations, they are retaught the appropriate behavior and may receive a blue negative office referral. We apply consistent positive reinforcement and high expectations for all students.

Pioneer Path students will be rewarded for their good behavior by "spending" their red tickets on a predetermined reward throughout the year.

## **LUNCHROOM ETIQUETTE:**

Students enter the lunchroom in line. Those purchasing hot lunch proceed through the line, get their food tray and then give their lunch card to the employee. Those purchasing milk only, go through the same line. Students are given time to eat before dismissal to lunch recess. Students are expected to remain seated and finish eating before leaving the lunchroom. Food or drink may not be taken from the lunchroom. Students are responsible for cleaning up after themselves. Pioneer Path School operates a closed campus. Students are expected to eat lunch at school unless other arrangements are made between the parent and the principal.

Student conduct in the lunchroom shall be consistent with the standards of good eating habits and table manners as practiced at home. Students will be allowed sufficient time to eat lunch. The time not used for eating will be spent in play and/or quiet relaxation either outdoors or in a classroom.

**CAUTION!** - PLEASE REFRAIN FROM SENDING CARBONATED BEVERAGES TO SCHOOL. ALSO, PLACING CARBONATED BEVERAGES IN THERMOS CONTAINERS CAUSES THEM TO LEAK. THERE ARE A VARIETY OF DRINKS AND PACKAGING OPTIONS ON THE MARKET. PLEASE HELP US IN THIS MATTER.

## **RULES FOR LUNCH AND OUTDOOR RECESS:**

The following guidelines are for your child's own safety. Please review them with your child and make sure he/she understands them.

1. Walk at all times in the lunch area.
2. Raise your hand for help or to get out of your seat.
3. Use indoor voices only.
4. Eat only your own food. Do not trade with someone or share anyone else's food.
5. Clean your area before you leave including the floor.
6. Keep hands and feet to your self.
7. Respect other students. No rough play such as tackling, pushing, fighting, etc.
8. Line up when the bell rings.



## **GENERAL GUIDELINES AND PROCEDURES:**

1. Students are not allowed to carry weapons or other items considered dangerous to themselves or fellow students.
2. Personal items are not to be brought to school without the special permission of the teacher or principal. Radios, iPads, iPods, Video games, etc., are not permitted due to the potential for distraction, theft, or damage. Cell phones must remain turned off and kept out of sight. Students are not allowed to make or receive phone calls or text messages during the school day. Cell phones will be confiscated and held in the school office if used during the school day. Any items held in the office will be released to (parents/guardians) only.
3. A student may be allowed to leave his/her classroom only with the permission of his/her teacher.
4. There is to be no chewing of gum in school.
5. Students not engaged in a school activity after school hours are required to leave the school grounds immediately.
6. No abusive language will be used on school property or while under the supervision of school officials.
7. There will be no fighting at school.
8. Students will conduct themselves in a polite, orderly manner wherever they are. They will have respect for school and personal property of other students.
9. Running in school (except for P.E. classes) is not permitted at any time. Keep to the right in the halls.
10. Students do go outside at lunch time whenever possible. PLEASE DRESS YOUR CHILD WARMLY AND APPROPRIATELY.
11. It is necessary to check your child in or out through the school office when he/she is coming in late or leaving early. PLEASE CALL THE SCHOOL WHEN YOUR CHILD IS GOING TO BE LATE OR ABSENT.
12. Students may not bring promotional items (such as Girl Scout cookies, Band candy, etc.) to school to sell.
13. Students should not bring money to school unless it is for a specific reason.
14. Any projects that are too big to bring to school on the bus, will also need to be picked up when assignment is completed.
15. Students and parents are discouraged from returning to school after dismissal to retrieve any materials.

## **A FINAL THOUGHT:**

Good communication between school and home is vital to the well being of our children. Please feel free to contact the school at any time. Students should feel free to come to the office with questions, problems or concerns. In this day when people communicate electronically so often a misinterpretation of text can happen. Please feel free to call if you think that would be the best way to communicate with the office, teachers or principal.

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