



2026-2027 PARENT/STUDENT HANDBOOK

(970) 867-2080

415 Spruce St.

Ft. Morgan, CO 80701

<https://pioneer.fortmorgank12.com/>

Pioneer Elementary's Parent/Student Handbook

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Letter from the Principal

Dear Pioneer Elementary Families,

It is with renewed excitement and deep gratitude that I welcome you to the 2026-2027 school year! I love our incredible school community and I am more honored than ever to continue serving as the principal of Pioneer Elementary School.

A warm welcome to our new families, and a heartfelt welcome back to our returning students and parents. Our school is a special place where every child's happiness, safety, and academic growth are our top priorities. We will continue our commitment to creating an environment where your children feel secure, valued, and inspired to reach their fullest potential.

Building on the relationships we established last year, I am eager to continue our collaborative work to ensure your children have a joyful and enriching experience here at Pioneer. Our partnership is essential for their success, and I am dedicated to maintaining open communication and working together to support their educational growth.

Please know that my door is always open. Feel free to reach out with any questions, concerns, or ideas you may have as we begin this new chapter. Together, we will make this school year an extraordinary one for our students.

Thank you for your continued partnership and for entrusting us with your children.

Warmest regards,

Adrianna Nickell

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Pioneer Elementary School - Mission, Vision, Values

Mission Statement

Pioneer staff will foster a safe and caring environment for the optimum learning of each individual student.

Vision Statement

We at Pioneer are here to challenge all students to reach their potential and become lifelong learners.

Core Values

Pioneer Elementary serves kindergarten through grade five. Our staff, parents, and community believe that all students are entitled to an equitable, rigorous, and fun school experience with accountability. This belief is outlined in our Core Values.

Students First: Pioneer Elementary puts students first. Every decision, both instructional and financial, is driven by student needs. Teacher, administration, and parent input must positively impact students.

Equity: Pioneer Elementary believes that all students will learn and grow in our classrooms. We live and teach in a diverse community and our classrooms and staff reflect that. We identify and address different backgrounds and values within our community.

Accountability: Pioneer Elementary believes that all stakeholders should be held accountable for student achievement and growth. Our stakeholders include teachers and administration, students, parents, and guardians. To receive the best education possible, everyone needs to be held accountable for our students' success.

Rigor: Pioneer Elementary believes that every student should receive rigorous and challenging instruction that meets students' needs and learning styles. This instruction will be engaging and will meet students at their level while fostering a passion for learning.

Vision: In a cooperative effort, staff, students and community are committed to building a strong foundation for the advancement of learning and providing a motivating and positive environment in order to meet the diverse needs and abilities of students.

Pioneer Elementary School-Parent Compact (English)

Pioneer Elementary School, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during the school year.

School Responsibilities

We, the Pioneer Elementary staff, will support children's learning in the following ways:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:
 - Hire highly-qualified educators and provide them with high quality, research-based professional development and instructional coaching
 - Implement district-approved and standard-aligned curriculum with fidelity
 - Implement structured classroom management plans that incorporate Capturing Kids' Hearts programming, positive behavior reward systems, and tiered consequences for unsafe and disruptive behaviors
- Hold parent-teacher conferences to share each individual child's achievement.
 - Parent-teacher conferences are in October, February and throughout the school year as needed
- Provide parents with frequent reports on their children's progress.
 - We will send home quarterly report cards
 - Student work is sent home weekly or biweekly in Friday folders
- Provide parents reasonable access to staff.
 - Staff will respond to requests to meet within 24 hours to arrange a time to meet that works for parents and staff members within a few school days of the original request.
 - Do you have questions about your child's progress? Contact your child's teacher by phone at (970) 867-2080. Email addresses are the teacher firstname.lastname@fortmorgank12.com
- Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:
 - Parent volunteer: Ask the child's teacher about opportunities to volunteer and pick up a district volunteer form from the Pioneer main office.
 - Observe classroom activities: Ask the teacher and arrange a time to observe.
- Communicate with families about Pioneer events
 - Communication app messages
 - Updates on the school website and Facebook
 - Monthly newsletter

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- Stay connected: Communicate regularly with your child's teacher and attend school events.
- Support learning at home: Provide a quiet study space and time for homework and reading.
- Prioritize attendance: Ensure your child attends school on time every day, ready to learn.
- Read together daily: Spend time reading aloud, listening to your child read, or visiting the library.

- Encourage a positive attitude: Praise effort and help your child develop a growth mindset.
- Partner with the school: Work together to address any academic or social-emotional challenges.

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

- Attend school regularly and be on time. Being present and ready to learn is the first step to success.
- Come prepared with necessary materials. Bring books, folders, pencils, and any other required supplies to every class.
- Actively participate in class and complete assignments. Engage in discussions, ask questions, and turn in work on time.
- Ask questions when we need help. Don't be afraid to seek clarification or assistance from the teacher or classmates.
- Show respect to teachers, staff, and classmates. Create a positive, safe, and supportive learning environment for everyone.
- Do our best and maintain a positive attitude towards learning. Approach challenges with a growth mindset and celebrate successes.

Pacto Entre la Escuela y los Padres (Español)

La escuela Primaria Pioneer y los padres de los estudiantes que participan en actividades, servicios y programas financiados por el Título I, Parte A de la Ley de Educación Primaria y Secundaria (ESEA) por sus siglas en Inglés, (niños participantes) están de acuerdo que este pacto describe cómo los padres, todo el personal de la escuela y los estudiantes compartirán la responsabilidad de mejorar el rendimiento académico de los estudiantes y los medios por los cuales la escuela y los padres construirán y desarrollarán una sociedad que ayudará a los niños a alcanzar los altos estándares del estado.

Este pacto entre la escuela y los padres estará en vigencia durante el año escolar.

Responsabilidades de la Escuela

Nosotros, el personal de Pioneer Elementary, apoyaremos el aprendizaje de los niños de las siguientes maneras:

- Proporcionar un plan de estudios y una instrucción de alta calidad en un entorno de aprendizaje eficaz y de apoyo que permita a los niños participantes cumplir con los estándares de rendimiento académico estudiantil del estado de la siguiente manera:
- Contratar educadores altamente calificados y brindarles desarrollo profesional y capacitación instructiva de alta calidad y basados en investigaciones

- Implementar un plan de estudios aprobado por el distrito y alineado con los estándares con fidelidad
- Implementar planes de gestión de aulas estructurados que incorporen la programación Capturing Kids' Hearts, sistemas de recompensa por conducta positiva y consecuencias escalonadas para conductas inseguras y disruptivas
- Realizar conferencias de padres y maestros para compartir los logros de cada niño.
 - Las conferencias de padres y maestros se realizan en octubre, febrero y durante todo el año escolar según sea necesario
- Brindar a los padres informes frecuentes sobre el progreso de sus hijos.
 - Enviaremos a casa boletines de calificaciones trimestrales
 - El trabajo de los estudiantes se envía a casa semanalmente o quincenalmente en las carpetas de los viernes
- Brindar a los padres un acceso razonable al personal.
 - El personal responderá a las solicitudes de reunión dentro de las 24 horas para programar un horario de reunión que funcione para los padres y los miembros del personal dentro de unos pocos días escolares posteriores a la solicitud original.
 - ¿Tiene preguntas sobre el progreso de su hijo? Comuníquese con el maestro/a de su hijo/a por teléfono al (970) 867-2080. Las direcciones de correo electrónico son el maestro nombre.apellido@fortmorgank12.com
- Brindar a los padres oportunidades para ser voluntarios y participar en la clase de su hijo, y para observar las actividades del aula, de la siguiente manera:
 - Padres voluntarios: Pregúntele al maestro del niño sobre las oportunidades para ser voluntario y recoja un formulario de voluntariado del distrito en la oficina principal de Pioneer.
 - Observar las actividades del aula: Pregúntele al maestro y programe un horario para observar.
- Comunicarse con las familias sobre los eventos de Pioneer
 - Mensajes de la aplicación "Remind"
 - Actualizaciones en el sitio web de la escuela y Facebook
 - Boletín mensual

Responsabilidades de los Padres

Nosotros, como padres, apoyaremos el aprendizaje de nuestros hijos de las siguientes maneras:

- Manténgase Informado: Comuníquese regularmente con el maestro/a de su hijo/a y asista a los eventos escolares.
- Apoye el aprendizaje en casa: proporcione un espacio tranquilo para estudiar y tiempo para hacer las tareas y leer.
- De prioridad a la asistencia: asegúrese de que su hijo/a asista a la escuela a tiempo todos los días, listo/a para aprender.

- Lean juntos todos los días: dedique tiempo a leer en voz alta, escuche a su hijo/a leer o visite la biblioteca.
- Fomente una actitud positiva: elogie el esfuerzo y ayude a su hijo/a a desarrollar una mentalidad de crecimiento.
- Colabore con la escuela: trabaje en conjunto para abordar cualquier desafío académico o socioemocional.

Responsabilidades de los Estudiantes

Nosotros, como estudiantes, compartiremos la responsabilidad de mejorar nuestro rendimiento académico y alcanzar los altos estándares del estado. Específicamente, haremos lo siguiente:

- Asistiremos a la escuela regularmente y llegaremos a tiempo. Estar presente y listo para aprender es el primer paso hacia el éxito.
- Venir preparado/a con los materiales necesarios. Llevar libros, carpetas, lápices y cualquier otro material necesario a cada clase.
- Participar activamente en la clase y completar las tareas. Participar en debates, hacer preguntas y entregar el trabajo a tiempo.
- Hacer preguntas cuando se necesite ayuda. No tener miedo de buscar aclaraciones o asistencia del maestro/a o los compañeros de clase.
- Mostrar respeto a los maestros, al personal y a los compañeros de clase. Crear un entorno de aprendizaje positivo, seguro y de apoyo para todos. Hacer lo mejor posible y mantener una actitud positiva hacia el aprendizaje. Afrontar los desafíos con una mentalidad de crecimiento y celebrar los éxitos.

Absences, Attendance, Tardiness, & Truancy

We believe that regular attendance is very important in assuring a successful school experience for every student. Our goal for every student is to achieve a minimum of a 95% attendance rate; this equates to no more than 9 absences in a school year. We also believe that establishing the habit of regular attendance early in a student's school experience is critical. Please avoid scheduling non-essential trips, outings, etc. during school time. The Fort Morgan School District has an attendance policy in place which Pioneer will follow (Policy JH). This policy comes into play when a) a student has unexcused absences, or b) a student begins to accumulate a large number of excused absences. Your cooperation in keeping us informed regarding your child's absence is most appreciated. If we are not notified about an absence, we will visit you and/or attempt to contact you -- in the interest of the child's safety. Students who attend school every day are much more likely to go to work every day as adults. Help your child succeed this year by making consistent attendance a priority from day one.

Excused Absences

We request parents or guardians notify the office by 8:30 A.M. if a child in their care will be absent or tardy that day.

Per district policy, the following absences will be considered excused:

1. A student who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance on a prearranged basis. Prearranged absences will be approved for appointments or circumstances of a *serious nature only* which cannot be taken care of outside of school hours.
2. A student who is absent for an extended period due to a physical disability or a mental or behavioral health disorder.
3. A student who is pursuing a work-study program under the supervision of the school.
4. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
5. A student who is suspended or expelled.

However, once absences surpass nine in number, absences will only be excused if accompanied by a note from a physician, or via approval from the Office of the Principal. Please note that all absences, excused or unexcused, become part of your child's official school record. Because so much of learning is interactive, students who are absent miss valuable experiences that make-up assignments alone cannot replace.

In the event a child needs to be dismissed during school hours, please contact the school office explaining the reason for the dismissal and the time that child is to be released. Parents and guardians are strongly encouraged to schedule appointments and trips outside of regular school hours or on days when children are not in school.

For planned extended absences more than 3 days in length: please complete an Extended Absence Request form from the front office. The principal will review this request and attendance history to determine if the extended absence will be considered excused or unexcused.

Unexcused Absences

Absences not covered above or not approved by the school will be recorded as unexcused.

Office staff will attempt to make telephone contact with parents or guardians of absentees from which notification has not been received. If the school is unable to determine the reason for the absence, it will be recorded as unexcused.

Attendance Improvement Support Plan

Parents or guardians may be requested by school staff or administrators to meet with them to develop an attendance improvement support plan when a student is habitually truant and/or chronically absent.

- Habitually Truant: four (4) unexcused absences within one month or ten (10) in a school year.
- Chronically Absent: excused or unexcused absent for more than 10% of school days

Morning Tardiness

Tardiness to school is considered a component of student absences. A marked tardy is considered equivalent to 1/3 of an Unexcused Absence.

Truancy

According to Colorado Law, a child who has attained the age of six years and is under the age of seventeen years must be enrolled and in attendance of school. A child within this age range who has four unexcused absences from school in any one month, or ten unexcused absences from school during any school year will be considered habitually truant. Students who fall into this category may be turned over to the District's legal counsel for subsequent consequences. This law is referred to as the Colorado Compulsory School Attendance Law.

Make-Up Work

Make-up work will be provided for any day in which a student has an excused absence unless otherwise determined by the building administrator or unless the absence is due to the student's expulsion from school. It is the responsibility of the student or student's family to pick up any make-up assignments permitted on the day returning to class. There will be 1 (one) day allowed for make-up work for each day of absence.

Make-up work will be allowed following an unexcused absence or following a student's suspension from school with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school. This work may receive full or partial credit to the extent possible as determined by the building administrator.

Teachers are willing to prepare make-up work for students who are ill at home, but we ask that parents give the teachers adequate notice when requesting your child's make-up work. We appreciate your calling ahead before picking up your child's work.

Behavior Expectations

Positive Behavior Intervention Support (PBIS) will have an encouraging influence on behavior at Pioneer Elementary School. PBIS is a proactive systems approach for creating and maintaining safe and effective learning environments in school, and ensuring that all students have the social/emotional skills needed to make certain their success as school and beyond. We have posted behavior expectations throughout the spaces in our building to support respectful, responsible, and safe behaviors.

Social Contracts will be established by each classroom teacher. Social Contracts are co-created agreements on how the teacher and students will treat one another. These contracts should be simple, specific, and consistently enforced. If a rule is broken, the teacher will concentrate on the behavior -- and logical consequences for that behavior.

Students are expected to treat others as they wish to be treated and to do nothing which will harm themselves or others. Student behavior which interferes with the ability of the teacher to teach or the ability of other students to learn will not be tolerated. Student behavior should follow the district's Student Code of Conduct.

Teachers are asked to manage minor behaviors, and to provide rewards and consequences which are meaningful to the student.

Teachers may send students to the office for discipline reasons when a) the severity of the behavior warrants a more serious consequence, or b) the student is continuing to act in a disruptive on-going, repetitive manner after the teacher has already intervened. Parents will often be notified by phone or in writing when a discipline referral is initiated. Disciplinary resolutions may include: loss of privileges, apologies, mediated restorative conference with peer/staff, detention, or suspension.

All staff members are dedicated to providing a quality learning atmosphere for all students. At the same time, it is our belief that behavior interventions are most effective when students understand that logical consequences occur when a poor choice is made. By tying consequences to student choices, we strive to teach responsibility and self-control to all students. Your support at home is very important in this process. We view you as partners -- together, we can make a positive impact on a student to better prepare him/her for success in later life. Because this partnership is so important, we will keep you informed when we have discipline concerns. We will also ask for your help in resolving those concerns.

Breakfast/Lunch Program

Pioneer currently offers free breakfast and lunch. Breakfast begins at 7:15 am.

Building Accountability Committee (BAC)

A Building Accountability Committee will assist the principal and staff in the planning/accountability processes of the district. The focus of these efforts is to produce a quality education program for each student in the school. At Pioneer Elementary School, the BAC operates as a sub-committee of the Parent/Teacher Organization (PTO).

Key elements of committee involvement include: 1) An effective planning process, 2) wide involvement, and 3) disclosure or reporting results. The focus of BAC is on improvement and on achievable priorities rather than comprehensiveness.

Colorado's Accountability/Accreditation program is unique in the nation because it enhances local control by allowing the local districts to determine their own goals, priorities, plans, evaluation procedures, and expectations for quality education programs in a partnership arrangement with the state.

Under Colorado accreditation regulations, each administrative unit must develop action plans for school improvement based upon both district priorities and priorities unique to the individual buildings. Each building also has parent representation on the district's Accountability Committee.

If you're interested in joining the PTO, please email pioneer.PTO@fortmorgank12.com.

Bullying

Definition of Bullying

Bullying is the use of coercion or intimidation to obtain control over another person or to cause physical, mental, or emotional harm to another person. Bullying can occur through written, verbal, or electronically transmitted expressions (i.e., cyberbullying) or by means of a physical act or gesture.

Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of their academic performance, on the basis of their weight, height, or body size, or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, family status, national origin, religion, ancestry, or the need for special education services, whether such characteristic(s) is actual or perceived.

It is the policy of this School District to maintain a learning and working environment that is free from bullying based on a person's race, color, sex, national origin, disability, sexual orientation or economic status. The School District prohibits any and all forms of bullying because it violates the basic right of students and staff to be in a safe and orderly learning environment. This policy seeks to promote positive interpersonal relationships between all members of the school community.

It shall be a violation of this policy for any student or staff member to bully another while attending school or school-sponsored events. It shall also be a violation of this policy for any school staff member to tolerate bullying during school or at school-sponsored events.

The schools will promptly and thoroughly investigate reports of bullying, whether of a physical or a nonphysical form. If it is determined that bullying has occurred, the school will act appropriately within the discipline codes of the District and will take reasonable action to end the bullying.

It is vital to understand that a single incident may meet this definition if it is extreme, violates criminal law, or involves unreasonable harm to the victim.

Note: Sexualized bullying is considered to be sexual harassment. See the Sexual Harassment section for a definition and examples of sexual harassment.

Bullying is distinguished from roughhousing or friendly teasing in that bullying is intentionally hurtful and motivated by the desire to harm/hurt the victim.

Duty To Act

Students who experience bullying are encouraged to report it to any adult employee of the school. Any employee of the school who observes bullying or receives reports of it is required

to act immediately to protect the alleged victim and to immediately forward an Incident Report to the Principal for prompt investigation as required in school procedures.

If you believe your child has been a target of bullying, you may request a Bullying Report Form from the principal.

Sanctions for Bullying

Once an investigation has concluded, if bullying has occurred, sanctions will be taken against the perpetrator. For students, these sanction(s) must be appropriate to the seriousness of the incident(s) and may include suspension and/or expulsion or other discipline in accordance with accepted common sense application of the district discipline policies.

Retaliation Prohibited

Retaliation against any person who reports bullying incident(s) is strictly prohibited. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment use against a person who reports incident(s) of bullying in good faith. Disciplinary action against any person who retaliates or engages in reprisal for reporting such behavior(s) may include sanctions up to and including suspension/expulsion.

Children Leaving the Building

Students will not be allowed to leave the building during school hours unless checked out through the school office by the parent or guardian. If you need another adult to pick up a student during school hours, please notify the office ahead of time. Adults who are not listed on Infinite Campus will not be allowed to remove a child from the school. This is necessary as we work to protect the safety and well-being of all students.

Communication Between Home and School

Please stop by the front office between the hours of 7:30 am and 4:00 pm if you have any questions or concerns about your child's learning experience at Pioneer Elementary School. When visiting our front office, please use our main entrance on the west side of the building. Due to safety recommendations, we will not be allowing visitors to enter from the east side of the building.

It is the intention of the school to keep all parents well-informed regarding school programs, policies, and activities. Fliers and other notices are frequently sent home with students. Pioneer distributes a monthly newsletter to all families. We will give every child a copy of the newsletter to bring home and share with you. You will also find information on our monthly newsletter on Facebook, our communication app, and our website. Our teachers also communicate frequently with parents. We want you to be well informed. If for some reason you feel like you need more information about anything to do with Pioneer, please call us.

Additionally, our staff may use ClassDojo to communicate with families.

Customer Service Plan

The staff at Pioneer Elementary School promises you:

- We will make decisions with the best interest of the student in mind.
- Your views are important and will be considered.
- You are valued as an important partner with the school.
- We will continually strive to provide the best possible educational experience for each child.

Daily Schedule

The school day for students is 7:45 a.m. – 3:30 p.m. We request that students do not arrive before 7:15 am as there is no formal supervision until that time. The daily schedule is as follows:

7:15	Breakfast in the Cafeteria
7:30	1 st bell rings - Building open to students
7:45	Tardy bell rings/Classes begin
11:15-11:40	Lunch for Kindergarten
11:40-12:00	Lunch for 2 nd grade
12:00-12:20	Lunch for 1st grade
12:20-12:40	Lunch for 3 rd grade
12:40-1:00	Lunch for 4 th grade
1:00-1:20	Lunch for 5 th grade
3:25	Dismissal for bus students
3:30	Dismissal for all other students

All students spend a minimum of 5 ½ hours each day in academic subject related activities. In addition, each student will have one hour a day of special classes such as: physical education, vocal music, art, computer, or library. Parents are encouraged to discuss with their children the importance of being safe on the way to and from school. Please make arrangements to have your child picked up or come home directly after school –because of staff meetings and other activities, we cannot supervise students after 3:45 pm.

Please be sure that students are picked up from school no later than 3:45 pm.

Discipline

Student discipline is a prerequisite for sound educational practice and productive learning. Discipline will be given out by the principal or said designee. The principal has the right to suspend students.

A teacher is authorized to immediately remove a student from the teacher's classroom if the student's behavior: violates the code of conduct adopted by the Morgan County School District

Board of Education; is dangerous; unruly; or disruptive; or seriously interferes with the ability of the teacher to teach the class or other students to learn.

Dress Code

Students are asked to come to school neat, clean, and dressed appropriately for the season and school setting/situation. Appropriate shorts are acceptable in warm weather. However, students are urged to use good judgment regarding when to wear shorts, as they will be expected to go outside at recess time with other students. Please keep in mind that fall and spring weather is very unpredictable and warrants a check by adults before children leave for school. In the winter, students will play outside unless it is very cold. In cold and winter weather, please send your child to school with a warm coat, hat, gloves, and (if possible) boots. If your children wear snow boots, please send a pair of shoes for them to change into for inside activities.

It is important that a student's choice of clothing promotes a safe school environment, does not detract from the educational focus or distract other students from learning. Parents of students who wear inappropriate clothing may be called to bring an appropriate change of clothing to school.

The following clothing choices are not acceptable at school and apply to both girls and boys:

- Clothing that allows for bare midriffs, chests, or is in other ways too revealing (examples include but are not limited to halter tops, "see through" clothing, short shorts, spaghetti straps, shirts with oversized armholes, or net shirts unless worn over or under other appropriate clothing)
- Hats when worn indoors, unless part of a school endorsed event/activity
- Appearances that promote violence, gang affiliation, or clothing that contains advertisements for tobacco, alcohol, or drugs, conveys suggestive messages
- Any other clothing or accessories that, in the opinion of school staff, is inappropriate or distracting.

Dropping Off/Picking Up Students

Parents who drop students off at school are asked to use the drive-through area of the parking lot at the end of Southridge Road, southwest of our school, by the school playground. Spruce Street, on the east side of our school, is intended for buses only. Students should go to the playground area if it is before 7:30 am. Students may come in for breakfast at 7:15 am. Students may head to their classrooms beginning at 7:30 am.

Parents who pick up their children after school are asked to use the drive-through area of the parking lot on the southwest side of the building. Please notice the one-way entrance and exit to the parking lot. Be sure your child does not have to cross the street to reach your car. Please do not pick up or drop off students on Spruce Street (east side of Pioneer) because that is a bus and wheelchair loading zone.

Electronic Devices

To protect the integrity of our instructional time, we require your partnership in managing the use of personal electronic devices (including cell phones, smartwatches, cameras, tablets, and gaming consoles).

While we understand these devices are a major part of daily life, their presence in school situations poses a significant distraction and disruption to the educational process. Continuous notifications, texting, and social media fragment students' attention, hindering their academic engagement and face-to-face social connections. To ensure our classrooms remain spaces of deep learning, we strongly encourage students to leave these items at home.

If a student does bring a personal electronic device to school, staff will ask that they adhere to the following community standards:

- **Storage:** Devices must be turned completely off and securely stored inside the student's backpack for the entirety of the school day.
- **Family Communication:** We completely understand that families need to stay connected. If a student needs to contact their parent or guardian during the school day, they are absolutely permitted to do so, but the call must be made from the Main Office rather than a personal device.
- **Urgent Matters & Emergencies:** Please rest assured that our classrooms are fully equipped. Every classroom features a teacher phone with a direct line to the office. In the event of an urgent matter, our staff is fully prepared to facilitate immediate communication.

Please Note: The school district shall not be responsible for the loss, theft, or destruction of personal electronic communication devices brought onto school property.

Emergency Contacts

When you complete online registration, families are asked to provide emergency contacts. If there are any changes during the school year, it is imperative that parents contact the school with updates.

Emergency Response Protocols

In the event of a safety/security threat inside or outside the building, the Fort Morgan Police Department has assisted the school in establishing emergency response protocols. Students will be taken to secure areas until the school office is notified by the Police Department that everything is safe. Emergency Response Protocols are practiced monthly. Again, in the event of a safety or security threat, do not call the school or try to pick up your children as these actions significantly hinder the school in following their assigned and practiced safety procedures and can actually place yourself and students in greater degrees of danger. Any information regarding the threat will come forth through the District Support Center.

Pioneer will conduct an emergency drill (critical incident, fire, and tornado) at least once per

month. Please do not call the school or try to come after your children if/when you hear an alarm.

Parents -- Instruct your child in safety and emergency procedures. Remind and review these procedures periodically. Encourage your child to follow these rules, as they are made for his/her safety and protection.

The following icons represent our emergency response protocols. The next few pages describe each of our emergency response protocols.





STANDARD RESPONSE PROTOCOL

INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

HOLD

"In Your Classroom or Area"

Students are trained to:

- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

Adults and staff are trained to:

- Close and lock the door
- Account for students and adults
- Do business as usual



SECURE

"Get Inside. Lock outside doors"

Students are trained to:

- Return to inside of building
- Do business as usual

Adults and staff are trained to:

- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual



LOCKDOWN

"Locks, Lights, Out of Sight"

Students are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

Adults and staff are trained to:

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend



EVACUATE

"To a Location"

Students are trained to:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and staff are trained to:

- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.



SHELTER

"State Hazard and Safety Strategy"

Hazards might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

Students are trained in:

- Appropriate Hazards and Safety Strategies

Adults and staff are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.





STANDARD RESPONSE PROTOCOL

PARENT GUIDANCE

In the event of a live incident, parents may have questions about their role.

SECURE

"Get Inside. Lock outside doors"



Secure is called when there is something dangerous outside of the building. Students and staff are brought into the building and the outside doors will be locked. The school might display the Building is Secured poster on entry doors or nearby windows. Inside, it will be business as usual.

SHOULD PARENTS COME TO THE SCHOOL DURING A SECURE EVENT?

Probably not. Every effort is made to conduct classes as normal during a secure event. Additionally, parents may be asked to stay outside during a Secure event.

WHAT IF PARENTS NEED TO PICK UP THEIR STUDENT?

Depending on the situation, it may not be safe to release the student. As the situation evolves, Secure might change to a Monitored Entry and/or Controlled Release.

WILL PARENTS BE NOTIFIED WHEN A SCHOOL GOES INTO SECURE?

When a secure event is brief or the hazard is non-violent, like a wild animal on the playground, there may not be a need to notify parents while the Secure is in place.

With longer or more dangerous events, the school should notify parents that the school has increased their security.

LOCKDOWN

"Locks, Lights, Out of Sight"



A Lockdown is called when there is something dangerous inside of the building. Students and staff are trained to enter or remain in a room that can be locked, and maintain silence.

A Lockdown is only initiated when there is an active threat inside or very close to the building.

SHOULD PARENTS COME TO THE SCHOOL DURING A LOCKDOWN?

The natural inclination for parents is to go to the school during a Lockdown. Understandable, but perhaps problematic. If there is a threat inside the building, law enforcement will be responding. It is unlikely that parents will be granted access to the building or even the campus. If parents are already in the school, they will be instructed to Lockdown as well.

SHOULD PARENTS TEXT THEIR STUDENTS?

The school recognizes the importance of communication between parents and students during a Lockdown event. Parents should be aware though, during the initial period of a Lockdown, it may not be safe for students to text their parents. As the situation resolves, students may be asked to update their parents on a regular basis.

In some cases, students may be evacuated and transported off-site for a student-parent reunification.

WHAT ABOUT UNANNOUNCED DRILLS?

The school may conduct unscheduled drills, however it is highly discouraged to conduct one without announcing that it as a drill. That's called an unannounced drill and can cause undue concern and stress.

Parents should recognize that the school will always inform students that it is a drill during the initial announcement.

It's important to differentiate between a **drill** and an exercise. A drill is used to create the "Muscle Memory" associated with a practiced action. There is no simulation of an event; this is simply performing the action. An exercise simulates an actual event to test the capacity of personnel and equipment.

CAN PARENTS OBSERVE OR PARTICIPATE IN THE DRILLS?

The school welcomes parents who wish to observe or participate in drills.



Culturally and Linguistically Diverse (CLD) Programming

Morgan County School District Re-3 serves the needs of many multicultural and multilingual learners.

Students may qualify for CLD programming if their Home Language Survey (HLS) indicates the influence of a language other than English. Students are evaluated using the WIDA screener to determine English language proficiency in listening, speaking, reading and writing. If students score below 4 overall and in literacy they qualify for CLD services.

Instructional programming is then designed to support the student's language proficiency. Instructional services may include:

- "Pull-out" support during which time students participate in small group instruction with the CLD teacher or CLD paraprofessional.
- Sheltered instruction in the regular classroom where instruction is conducted in English with language support using research based strategies.
- Some students may also receive support from a teacher assistant during content instruction.

Sherman Language School uses the bilingual instruction model for all Spanish speaking students in addition to the programming listed above.

All certified teachers have successfully completed the requirements necessary to earn the CLD designation. Staff in all buildings are provided professional development from the CLD teacher and/or the CLD Director. In addition to this all teachers are provided with information outlining each student's language profile and appropriate teaching strategies.

Additional learning opportunities may also be available which may include intervention during the regular school day and/or summer programming.

The Morgan County School District Re-3 provides free language assistance for any parent/guardian who requests support in speaking, reading, writing, or comprehending English. The school will provide language assistance for anyone who requests it without question. Please contact the school office for assistance.

Fees

From time to time, small fees may be required to help cover the cost of special school field trips and enrichment activities.

We also take great pride in providing our students with high-quality learning materials and technology. To ensure we have ample supplies for both current and future students, we ask for your partnership in caring for these resources.

Students who accidentally damage or lose school-owned property—such as library books, headphones, and Chromebooks—will be expected to pay a replacement fee. We view this not only as a practical necessity for maintaining our inventory, but also as an important opportunity to teach students responsibility and respect for shared community resources.

Health

Nurse's office

Our nurse's office is located in our main office. Our nurse is Kim Nation. We share her with a few other schools, so she is usually in our building in the morning. When our nurse is in another building, our health clerk and admin assistant have been trained in standard first aid and CPR and help students with their first aid needs. We document visits to our nurse's office.

First Aid and Emergency Medical Care

Treatment of injuries other than first aid is prohibited in all District schools. First aid is immediate help given by the best qualified person at hand in case of accident or sudden illness.

During the school day and during school-sponsored events, including those off-site, at least one staff person must be on duty who has a current certification from a nationally recognized course in standard first aid and CPR. First aid kits must be stored and properly maintained in each school in accordance with applicable school health rules.

Any person who in good faith provides emergency care or assistance without compensation at the place of the emergency or accident will not be liable for any civil damages for acts or omissions in good faith. State law also exempts from civil liability certain health care providers who render emergency assistance in good faith and without compensation to persons injured in a competitive sport activity.

Treatment of injuries occurring outside school jurisdiction is not the responsibility of school employees.

The school's obligation continues after the injury until the injured student has been placed in the care of the parent/guardian or emergency health personnel. Therefore, the parents/guardians of all students will be asked to sign and submit an emergency medical authorization form which indicates the procedure they wish the school to follow in the event of a medical emergency involving their child.

In all cases where the nature of an illness or an injury appears serious, the parent/ guardian will be contacted if possible and the instructions on the student's emergency card followed. In extreme emergencies, where there is potential threat to life, limb or digit, school personnel will immediately call emergency health personnel to arrange for transporting the student to an emergency facility on advice of emergency health personnel.

Students who are ill or injured will not be sent home alone.

Medicine Administration

School personnel may not administer prescription or nonprescription medications to students unless appropriate administration cannot reasonably be accomplished outside of school hours.

If under exceptional circumstances a student is required to take medication during school hours, only the school nurse or the nurse's designee may administer the medication to the student in compliance with the following regulation. In the alternative, the parent/guardian may come to school to administer the medication. For purposes of this policy, the term "medication" includes both prescription medication and nonprescription medication but does not include medical marijuana.

A student with asthma, a food allergy, other severe allergies, or a related, life-threatening condition, or who is prescribed medication by a licensed health care practitioner may possess and self-administer medication to treat the student's asthma, food or other allergy, anaphylaxis or related, life-threatening condition, or other condition for which the medication is prescribed. Self-administration of such medication may occur during school hours, at school-sponsored activities, or while in transit to and from school or a school-sponsored activity. Student possession and self-administration of such medication must be in accordance with district policy.

Holiday Celebrations

The two holidays observed at Pioneer Elementary are Halloween and Valentine's Day. We have special schedules these days to allow for class parties at the end of the school day. Participation is voluntary. Alternative activities will be provided for those students whose parents wish for them not to participate in these events.

Birthdays are celebrated at lunch on the last school day of the month. We provide a special dessert with student lunches on this day (i.e., brownies, cookies, ice cream cup, etc.) and sing Happy Birthday to students who had birthdays in that month. We do not host individual birthday parties. If your child has a summertime birthday, please rest assured they won't be missed! We celebrate our summer birthdays during a special day in May.

Please refrain from bringing gifts to school for your child for any celebration times as they will not be allowed into the classroom area.

Students should get teacher permission at least 24 hours in advance before bringing treats for a special occasion. Treats brought from home must be store-bought, individually wrapped and healthy items are preferred. Treats will not be distributed during the school day. Rather, treats will be distributed to children to take home as they are dismissed for the day.

Homework

Homework assignments or projects may be offered as an opportunity for students to practice skills learned at school. Such assignments will vary with the teacher and the child. Please visit with your child's teacher regarding questions/concerns about homework.

Students should all be reading for 10-20 minutes every day whether reading homework is assigned or not.

Lunchroom Expectations

We strive to promote a friendly, courteous, and welcoming atmosphere in our school lunchroom, making it a pleasant break in the day for everyone. To ensure lunch is an enjoyable experience for all, we expect our students to uphold high standards of respect, safety, and responsibility.

Respect and Behavior

- Kindness Matters: Students are expected to show the utmost respect to our wonderful cooks, custodians, teacher assistants, and classmates at all times.
- Conversation: Students are warmly encouraged to talk and socialize with their neighboring peers. However, loud, rowdy, or distracting behavior is not acceptable. Students who struggle to behave appropriately may be asked to eat their lunch in the Main Office.
- Care for the Space: We take great pride in our school, and we ask students to help take care of our cafeteria space. Playing with food or creating purposeful messes is strictly prohibited.

Health, Safety, and Dismissal

- No Food Sharing: In accordance with federal guidelines, students are not allowed to share or trade food with one another. This policy helps us ensure student health and safety regarding allergies and dietary needs.
- Dismissal Procedure: When students finish eating, they will clean up their areas and line up nicely. Their classroom teacher will then pick them up to return to class.

Lunch Guests

We love welcoming families to our school! Parents and guardians are welcome to join their child for lunch. To help us maintain a secure campus, all visitors must check in at the Main Office first. Advance notice of your visit is highly appreciated so that our staff can plan accordingly.

Parents Please Keep These Items at Home

- Any toy, including stuffed animals, or other items that are distracting to the student or others in the classroom. Besides interfering with learning, these items sometimes disappear -- creating additional problems to which the school will not be responsible.
- Any weapon or toy weapon or any item that could reasonably be used as a weapon. This includes small pocket knives. They could present a danger to other students and staff members.
- Any animal or plant, unless it serves an educational purpose and receives prior approval.

- Cash at school is not typically needed and can disappear.
- Items taken by school officials, especially when repeated confiscations occur, may be kept by the Principal for the remainder of the school year.
- Personal electronic devices
- Any variance to the above requires prior approval by the classroom teacher or principal

Playground Expectations

We want students to enjoy recess time -- but our primary concern is safety. Because of this, we will follow these general guidelines:

- All student recesses will be supervised by one or more school staff members.
- We will expect students to follow directions and treat others with respect.
- Playground equipment is to be used only as intended (slides are to be used to go down only, and students are not to jump off of equipment, etc.).
- Supervisors may limit the number of students allowed on a given piece of equipment at a time.
- Rocks, sand, or other objects may not be thrown.
- Inappropriate language or actions will not be tolerated.
- Hard baseballs are not allowed at school -- supervisors may also prohibit other items which they feel might be dangerous to students.
- NO tackle football
- Students not following these guidelines will be provided with a consequence which may include suspension or loss of outside recess privileges.

Riding the Bus

Students are to ride only on their assigned bus and need a written note to the child's teacher, or a call from a parent before 2:20 pm if they are not to ride the bus home. Only students assigned to buses may ride them.

Students and parents are reminded that riding the bus is a privilege. Students who choose to behave poorly on the bus are a safety hazard to the other students on the bus and may lose their bus-riding privilege for a period of time. To make behavior expectations more clear, the following guidelines are in place:

1. Students shall board the bus without crowding or pushing, and shall remain seated while the bus is in motion.
2. Students shall not extend arms, legs, or head out the bus windows.
3. Students shall not talk to the driver while the bus is in motion except in an emergency. At all other times, voices should remain at a conversational level.
4. Students will not tamper with the emergency doors or any part of the bus equipment nor shall windows be opened except when permitted by the bus driver.
5. Students shall not deface the bus or its equipment.
6. Students shall not fight or scuffle on the bus or throw objects from the window.

7. Students will keep books, lunchboxes, and similar objects out of the aisle of the bus and there will be no eating on the bus.
8. Students must remain seated until the bus has come to a complete stop.
9. Students shall leave the bus in an orderly manner.
10. Students are expected to be at assigned bus stops at the scheduled time and are not to be picked up or discharged at any other stop.
11. Students must remain behind the yellow boarding line as the bus approaches its stop.

Please contact the district transportation department directly regarding bus route information.

Right to Searches

The principal or his/her designee may search a student or a student's personal possessions on school grounds or during a school activity held off school premises if there is a reasonable cause for believing that the student is concealing materials prohibited by Board policy or which are otherwise detrimental to the health, safety or welfare of other students or school personnel.

Regarding searches:

- Searches shall be made in the presence of an adult witness.
- An employee cannot carry out a strip search.
- Searches of a student shall be limited to:
 - Searches of pockets, including the student's exterior clothing.
 - Any object in the possession of the student, including but not limited to a purse, briefcase, backpack, or coat.
- Student desks, lockers, etc can be searched when the person conducting the search has reasonable suspicion.
- School personnel shall seize anything found during a search, which is dangerous to others or prohibited at the school. At this point it can be used as evidence in a suspension or expulsion hearing, or it may be turned over to law enforcement personnel.

Safety

When visiting our front office, please use our main entrance on the west side of the building. Due to safety recommendations, we will not be allowing visitors to enter from the east side of the building.

We share your on-going concern for the safety of children as they come and go between home and school. Crosswalk supervision will occur from 7:15 - 7:45 am and from 3:30 - 3:45 pm on Main Street near Landmark, at the intersection of Southridge Road and Spruce Street, as well as the intersection of Gateway Avenue and Spruce Street.

- We encourage students to obey all regulatory signs, signals and crosswalk markings
- We ask that parents help with their children's safety instruction by setting a good example as an adult
- Insist that your child use crosswalks and pedestrian lights

- Don't cross the street in the middle of a block with your child
- Don't park across the street from school and ask your child to cross in the middle of the block to reach your car
- Don't park your car in a "no parking" or bus loading zone

By teaching our children responsibility and setting good examples as adults, we hope to insure their safety.

NOTE: Students must walk their bicycles while on school grounds. Students are encouraged to use a lock when placing bicycles in the school bicycle rack.

Strangers and Others

Parents are encouraged to tell their child not to talk to or take things (including rides) from people they do not know. Encourage your child to report to their parents and/or teachers anyone who attempts to talk to them, follow them, or offer rides or "goodies" of some kind. Tell your child to yell and run if anyone they don't know tries to touch them.

Instruct your child to:

- a) Never accept rides or gifts from strangers
- b) Always report to a teacher, police officer, bus driver, or parent any strangers seen loitering on foot or in a car near schools, playgrounds, or other places where children gather.
- c) Always try to secure the license number of the car. Write it down or scratch it on the road with a stick or on the sidewalk with a stone.
- d) Seek help from a known adult or a police officer

You may want to remind your child and check-in periodically to see if he/she:

- a) Takes the most direct route to and from school
- b) Goes immediately home after school is dismissed
- c) Obeys traffic and safety regulations established for both walking and bicycle riding.
- d) Uses crosswalks

In summary, we want each child to be safe, sensible, and respect the rights of others.

Sexual Harassment

Pursuant to Title IX of the Educational Amendments of 1972, "sex-based harassment" means conduct on the basis of sex that satisfies one of more of the following:

1. A school employee conditioning education benefits on participation in unwelcome sexual conduct (i.e., quid pro quo);
2. Unwelcome conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the education program or activity or
3. Sexual assault, dating violence, domestic violence, or stalking.

Pursuant to state law, sex-based harassment means any unwelcome physical, verbal, pictorial, or visual conduct or communication directed at a student or group of students based on sex, sexual orientation, gender identity, or gender expression. To be considered sex-based harassment, the conduct or communication must be objectively offensive, and must meet one or multiple of the following:

1. A school employee conditioning education benefits, services, or opportunities on submission to the conduct or communication; (i.e., quid pro quo)
2. A school employee making educational decisions affecting the student based on submission to, objection to, or rejection of the conduct or communication; or
3. The conduct or communication unreasonably interferes with the student's access to their educational service or creates an intimidating, hostile, or offensive educational environment.

Reporting, Investigation, and Sanctions

Students are encouraged to report all incidents of sex-based harassment to either a teacher, counselor, or principal in their school building and file a complaint, through the District's complaint process addressing sex-based discrimination. All reports and indications from students, District employees, and third parties must be forwarded to the Title IX Coordinator.

The District will initiate and conduct an investigation in accordance with the appropriate procedures addressing sex-based discrimination and sex-based harassment. If the District determines an act does not qualify as sex-based harassment under Title IX, it may still qualify as sex-based harassment under state law and District policy, in which case the District will continue the investigation in accordance with the appropriate procedures (AC-R-1: students or AC-R-2: applicants, staff, and members of the public).

All matters involving sex-based harassment reports must remain confidential to the extent possible as long as doing so is in accordance with applicable law and policy and does not preclude the District from responding effectively to the harassment or preventing future harassment. Filing a complaint or otherwise reporting sex-based harassment will not reflect upon the individual's status or affect grades.

The District will take appropriate corrective action to make the harassed student whole by restoring lost educational opportunities; prevent harassment from recurring; or prevent retaliation against anyone who reports sex-based harassment or participates in a harassment investigation. A formal report or finding of harassment will not be required before the District takes corrective action.

Student Progress

Student report cards will be distributed at the end of each quarter. Two Parent-Teacher conferences are scheduled for the school year as well. Pioneer has academic standards in place for all grades.

We strongly encourage personal and/or phone conferences with a teacher whenever needed or desired.

When staff identifies that a student is struggling academically or behaviorally, as compared to same-aged and developmentally-like peers, then we will begin implementing interventions to support your child. You will be included in this conversation.

Substance Policy

The possession or use of alcohol or controlled substances is unlawful and prohibited. Students violating this policy shall be subject to disciplinary sanctions which may include suspension and/or expulsion from school, referral for prosecution, and other responses as outlined in district policy.

Suspension/Expulsion from School

Please see District Policy information on our website ~ www.fortmorgank12.com.

School Testing Times

There will be a variety of district and state assessments given to students throughout the school year and each carry their own degree of importance. In order to assist students achieve to the greatest degree possible we ask that students are present for these tests. Please make appointments, vacations, and schedule other events outside these testing dates and periods.

The following district and state assessment schedule can be used as general guidance:

- Beginning of the Year
 - State-required DIBELS (Reading for Grades 1-3): end of August through first half of September
 - District-required NWEA (Reading & Math for Grades 1-5, plus Science for Grades 4 and 5): first three weeks of September
- Middle of the Year
 - State-required DIBELS (Reading for Grades 1-3): first half of December
 - District-required NWEA (Reading & Math for Grades 1-5, plus Science for Grades 4 and 5): first three weeks of December
 - State-required ACCESS (English Language Proficiency for English Learners in Grades 1-5): mid-January through mid-February
- End of the Year
 - State-Required CMAS (math, ELA for Grades 3-5 + science for Grade 5 + social studies for Grade 4): most of April
 - State-required DIBELS (Reading for Grades 1-3): end of April through first week of May
 - District-required NWEA (Reading & Math for Grades 1-5, plus Science for Grades 4 and 5): first half of May

Vandalism

The school system's buildings, grounds, and other property are built, purchased, and maintained with taxes levied on the community's taxpayers, and all damage caused must be paid for in the same way. Students who willfully or maliciously destroy school property through vandalism or arson or who create a hazard to the safety of other people on school property may be referred to law enforcement authorities in addition to receiving disciplinary actions at school. In addition, students who intentionally damage school property will be required to pay for replacement costs or repairs.

Visiting Our School

We love welcoming our families and community members into our building. Your involvement shows our students that you value their education, and our partnership is essential to their success.

To ensure our campus remains a safe, secure, and focused place for learning, we ask all visitors to adhere to the following guidelines:

- **Sign-In Procedures:** Every visitor, including parents and volunteers, must enter through the main front doors and report directly to the Main Office upon arrival. You will be asked to present a government-issued photo ID to sign into our visitor management system and receive a visitor's badge.
- **Wear Your Badge:** Your visitor badge must be visible at all times while you are on school grounds. Please remember to stop back by the office to sign out before leaving.
- **Classroom Visits & Observations:** If you would like to observe your child's classroom or meet with a teacher, please contact the teacher at least 24 hours in advance to schedule a time. To protect our teachers' instructional focus, impromptu drop-ins or conferences during the school day cannot be accommodated.
- **Cell Phone Courtesy:** To keep our learning spaces free from distractions, we ask that all visitors silence their cell phones and refrain from taking phone calls while inside the building or classrooms.
- **Siblings and Juvenile Guests:** To prevent disruptions and ensure proper supervision, younger siblings or juvenile guests are generally not permitted to accompany parents during classroom volunteer times or regular school-day observations.
- **Background Check:** Family members who are volunteering in a classroom or chaperoning a field trip must pass a background check.