

# FAMILY GUIDEBOOK

## 2018-2019



### **Mission:**

Pioneer Springs Community School was created by 3 founding families to give the community the opportunity to be part of a Basic School connecting students to their community and the natural world. At Pioneer Springs, we believe in:

- Keeping the desire to learn burning bright in every student through individualized, hands-on, creative exploration of an integrated curriculum;
- Fostering the growth of the whole student: academically, physically, socially, and emotionally;
- Functioning as a community of learning in which students, parents, teachers, and staff collaborate to achieve common goals;
- Capturing students' inherent curiosity about their environment to foster deeper connections to nature.

### **Educational Program**

Pioneer Springs Community School is focused on the development of the whole child and seeks to address the cognitive, emotional, social and physical needs of each student. The ultimate goal is to help students develop happy, healthy lives well equipped for the future.

According to The Basic School by Dr. Ernest L. Boyer there are four building blocks to promote each student's learning.

1. The School as Community – At Pioneer Springs, we believe that parents are the child's first and best teacher. We seek to engage parents as partners in the educational process. Teachers are empowered to make decisions and will truly be the leaders in the classroom. Teachers are encouraged to plan relevant field trips, provide service learning opportunities to students, and utilize the "teachable moment."
2. A Curriculum with Coherence – Students will become confident and accomplished in reading and writing, mathematics and the arts. Students will be engaged in studies of thematic units with integrated curriculum. Assessments, formal and informal, guide instruction. Students will become well-informed in many disciplines. We have high expectations for Pioneer Springs students and offer a research-based curriculum which is guided by state requirements.
3. A Climate for Learning – Pioneer Springs provides happy, safe, engaging classrooms staffed by excellent teachers. Class size and school size will remain intentionally small with an average of 22 students per classroom with two adults – one teacher and one full-time assistant. Classrooms will provide optimal learning environments, and students will have access to the curriculum through appropriate, differentiated instruction. Teaching and learning will be accomplished through the use of brain- friendly instruction.
4. A Commitment to Character – Pioneer Springs will emphasize the seven core virtues; honesty, respect, responsibility, compassion, self-discipline, perseverance and giving. All the virtues are taught by both work and deed, which promotes an excellence in learning and living. The physical, social, and emotional development is considered as important as cognitive development. Character is more than learning about certain virtues; it is infused throughout the curriculum through word and deed. Service learning opportunities in the school as well as in the community are an integral part of the Pioneer Springs curriculum.

## **ADMINISTRATIVE AND OPERATIONAL INFORMATION**

### **Registration/Admission**

All students who submit a registration for admission to Pioneer Springs Community School prior to the annual

enrollment deadline will be admitted, unless the number of applicants for a grade level exceeds the number of openings at that grade level. If the number of applicants exceeds the number of openings, a lottery will be held to determine admission, and a wait list will be created if necessary. The lottery is held each year, and families are notified immediately as to their admission or wait-list status. When your child is admitted into PSCS, he/she has a permanent slot in subsequent years as long as he/she is continuously enrolled. Please go to our website, under "Enrollment" for a detailed description of the registration and admission process.

### **Age Requirements**

Kindergartners must be 5 years old on or before August 31 of the year in which they enter school. *Original, raised-seal, birth certificates are required as proof of age.*

### **NC Residential Requirements**

The NC Department of Public Instruction mandates that applications from out-of-state residents are not eligible for admission unless proof of North Carolina residency can be provided prior to January 31.

### **Nondiscrimination**

Pioneer Springs Community School is committed to providing an environment that is free from discrimination in education and employment. PSCS does not discriminate on the basis of race, color, religion, creed, national origin, ancestry, disability, gender, sexual orientation, gender identity, age or ethnic origin in administration of its admission policies, educational policies, scholarship and loan programs, employment, or other school-administered programs, granting all students and employees the same rights, privileges, programs, and activities generally accorded or made available at the school.

### **Immunization/Physical Examination Requirements**

Kindergartners must have completed their immunizations and must have a physical examination by the first day of the school year. A health assessment form for the child is available at the school. Those who do not have both the immunizations and examinations completed by the thirtieth day of school will be suspended from school until they have been completed unless the child is exempted by North Carolina law, in which case the parent or guardian shall provide a written and signed exemption form (included in appendices).

### **Medication**

School personnel may only administer prescription or over-the-counter medication upon submittal of a completed medical authorization form which includes: doctor authorization, type of medicine, dosage and emergency contact information. All medication must be stored in a lockbox on school grounds. If a student needs over-the-counter medication and this form has not been submitted, a parent/guardian must come to school and administer said medication to the child during school hours. In either situation, the parent/guardian is responsible for supplying and retrieving the medication. Form is located in the appendices.

### **Student Emergency Medical Plan**

If your child has a serious or possible life-threatening medical condition we ask that you complete the forms found in the appendix and review it with your healthcare provider and return the form to the Main Office as soon as possible! Forms are included in the appendices

### **School Wellness**

PSCS strives to maintain a healthy environment for all students and staff. Wellness is a priority and in an effort to minimize the spread of illness, the following policies will be observed. If a teacher notices a child is not feeling well and is unable to participate in class activities, the teacher will contact the parent/guardian or emergency contact. The parent/guardian or emergency contact will adhere to the teacher's recommendation as to whether a student can remain in the classroom, or will need to return home. A student must be fever and symptom-free (no vomiting) for 24 hours before returning to school after an illness.

### **Head Lice**

If a student has been identified with head lice, he or she must be sent home and treated. Students sent home for lice must be nit-free or provide documentation of professional heat treatment before returning to school. Once a student has been identified as having lice, the email below will be sent to parents of the appropriate grade level.

*Pioneer Families,*

*Recently a case of head lice has been identified in your child's classroom or grade level. In an effort to remain proactive, please check your child daily, beginning today, and if you find nits or lice, please notify school administration and treat your child according to the policy (below).*

*We also wanted to pass along some preventive measures that can help keep lice from spreading. Keep in mind these strategies are not a treatment for an active case of lice, but may be helpful in preventing children from getting lice.*

*Keep hair up. Either keep hair braided, or in a ponytail secured by multiple hair bands spread out over the entire length of the ponytail. A loose ponytail secured by one hair band is not an effective deterrent.*

*Children should not share hats, costumes, scarves, etc.*

*Spray hair with mint, rosemary, or tea tree oil in the morning before coming to school.*

### **Lunch, Snack, and Water Bottles**

Students will bring a healthy snack and bag lunch each day. Lunch is eaten in the classroom or outside. Teachers cannot be responsible for heating up lunch items for students. Microwaves are not available for student use. Meals delivered by restaurants are on an exception basis only and this should only be a solution in an emergency. Daily water bottles need to be provided by parents/guardians for their children. If a parent/guardian indicates they cannot provide lunch and snack, as indicated on a completed Free and Reduced Lunch Form, PSCS will provide food for that child. If the number of families in this situation is more than 5% of the total student population, this policy may be revised to use additional resources. Students are expected to use reusable lunch containers as well as water bottles. We encourage a pack in pack out policy of respecting the environmental footprint of the school as well as waste management. Families are asked to pack food that will aid student success and refrain from sending food with low nutritional content. Students are expected to pack only water as a daily beverage. If students have soda, artificial beverages or candy in their packed lunches it will be sent home. Students learn about compost and are encouraged to use the compost bins in each classroom as a means of disposing of fruit and vegetable waste. Uneaten whole pieces of fruit and vegetables will be returned in lunch boxes.

### **Allergen Awareness**

Pioneer Springs Community School was founded on a philosophy of educating the whole child and valuing each child equally. In order to fully integrate this philosophy into a set of allergy procedures, Pioneer Springs adheres to an 'Allergen Aware' Policy. The focus of this program will be to promote allergy awareness to staff, parents and students rather than limiting certain foods or environments to which we expose children. Through extensive research and discussions, having a clearly defined set of roles, responsibilities and individualized allergy action plans provides the safest means to address allergies, while keeping true to the school's long term vision.

The goals and guidelines outlined in this policy were written to ensure that Pioneer Springs' constituents (staff, parents/guardians, students) clearly understand the importance of their respective roles in making this policy a success. Pioneer Springs encourages open dialogue to address questions and/or concerns.

The goal of this policy is to provide a set of guidelines to ensure our students with allergies have a safe environment in which to learn. Our policy outlines the responsibilities of parents/guardians, Pioneer Springs staff, and students in order to safely mitigate risks associated with allergies.

### **Parent/Guardian Responsibilities**

1. Communicate to the Pioneer Springs staff, including both the teacher(s) and administration, your child's specific allergy prior to the first day of school.
2. Supply the medical records associated with your child's allergy.
3. Work with the administration to identify a specific action plan for your child including, but not limited to the following:
  - a. medications and steps in administering the medication, including number of EpiPens needed per child.
  - b. emergency contact info
  - c. engaging the child in assisting in their own action plans
4. Teach your child to take age-appropriate responsibility for their allergy including, but not limited to the following:
  - a. recognize the symptoms of an allergic reaction and notify an adult immediately

- b. no sharing of food, drinks or utensils
  - c. stress the importance of handwashing
  - d. stress the importance of understanding the allergy and all the ingredients that may trigger a reaction
5. Follow the 'Shared-Food Events' policy outlining the parent/guardian's responsibility as it relates to providing food for potluck events, field trips, parties, etc.

#### Pioneer Springs' Action Plans

1. A designated administrative team member will meet with the parent to collaboratively build an individual action plan for the student.
2. Communicate the action plan to all other staff members and volunteers who will attend PSCS during school hours.
3. Ensure all applicable staff is capable of administering applicable medications, including epinephrine injections.
4. Create and adhere to an emergency action plan to address life-threatening allergic reactions.
5. Designate a safe place to house all medications to treat allergic reactions. Ensure Pioneer Springs staff is aware of this location.
6. Become familiar with foods and other allergy triggers that may cause a reaction, especially anaphylaxis.

#### Student Responsibilities

1. Do not share food, drinks or utensils.
2. Properly wash hands after eating and throughout the day.
3. Understand the symptoms of a reaction and immediately tell the nearest adult.
4. Never eat anything with unknown ingredients.
5. Understand his or her responsibilities within the individual action plan, as age-appropriate.

#### Shared-Food Events

Foods that contain nuts, eggs, gluten, soy and shellfish must be clearly labeled for shared events and placed on a designated table.

#### Resources:

The Food Allergy and Anaphylaxis Network (FAAN)  
Liberty Public School District Food Allergy Policy and Guidelines American Academy of Allergy, Asthma & Immunology  
Food Allergy Research and Education (FARE)

#### FAQs:

1. What types of foods can we bring to group events?  
**Answer:** As a general rule, we ask that you not bring foods that can cause anaphylaxis, i.e. peanuts, tree nuts (such as walnut, cashew, Brazil nut), shellfish, fish, milk, eggs and preservatives. See our Shared foods policy for specifics.
2. Can we send our child into school with cupcakes or cake for his/her birthday?  
**Answer:** We ask that you not send food in to celebrate your child's birthday. However, we do encourage supplying a craft or other activity that the class can participate in to celebrate your child's birthday.
3. What are some of the biggest contributing factors in PSCS's decision to "Allergen Aware" vs. "Nut free"?  
**Answer:** Based on extensive internal discussions, we felt our inclusive vision for Pioneer Springs should allow for allergic children to enjoy and participate in the Pioneer Springs experience. Along with that general thought, below are a few specific items we found, through research, to be more common in "nut free" schools. We are striving to avoid the following through our "Allergen Aware" policy:
  - Bullying of allergic children
  - Lack of oversight of allergic triggers, for ex. individual action plans per child
  - Lack of training for staff on how/when to administer epinephrine to a child
  - Careless assessment of the food being brought into the school
  - Sheltering children who will have to face allergens outside of school

#### Supporting Procedures/Documents:

- Individual Action Plan(s)

- Shared Food Events
- Frequently Asked Questions (FAQ)- add more
- Parent/Guardian waiver
- Training Document including staff signoff

### **Birthdays**

We encourage supplying a craft or other activity that the class may participate in to celebrate your child's birthday. Please DO NOT bring food to celebrate your child's birthday. Summer birthdays, your teachers will set aside a day in May per your request to have a summer birthday celebration.

If your family is having a birthday party and you would like to invite students from our class, please be sensitive to the feelings of all. If everyone in the class is invited or if all girls or all boys are invited you may send invitations to school for us to distribute. Otherwise, we ask that you make an effort to keep the celebration low-key and ask your child to not talk about it at school if only some children from the class are invited.

### **School Day**

The school day for 3rd-7th Grade is 8:30 a.m. – 3:30 p.m. The school day for Kindergarten-2nd Grade is 9:00 a.m. – 3:00 p.m. A child must be in attendance one-half of the instructional school day, three hours for K-2nd graders and 3.5 hours for 3rd-7th graders, to constitute being present. Timeliness is expected and appreciated. Children who are tardy miss part of the instructional day, and disrupts the instructional time of his/her classmates. Morning carpool ends promptly at the start of the instructional day at 8:30 and 9am respectively. Teachers have been instructed to close down carpool and enter their classrooms at that time. Beginning at 8:31am and 9:01am, children will be tardy and parents will need to go to Asbury to sign children in and pick up a TARDY CARD to take to class to signify they have been signed in at the office. Students are tardy if they are not in their classrooms by the beginning of the their school day, as outlined above.

### **Student Attendance Policy**

The Compulsory Attendance Law (NC General Statute 115C-378) states that a student under sixteen must attend school regularly while school is in session. The school will report unlawful absences to proper authorities. When a student misses class or parts of class, he or she does not have the benefit of discussions, demonstrations, experiments, or instruction, which has a tremendous bearing on learning and grades. Repeated absence defeats the purpose of school and jeopardizes the student's progress and chances of promotion. It is the responsibility of the family (parent/guardian and child) to make sure the student attends school unless the child must be absent for one of the following reasons:

1. Illness or Injury
2. Quarantine - when ordered by the local health officer or by the State Board of Health
3. Death in the Immediate Family
4. Medical or Dental Appointment for the student
5. Court or Administrative Proceedings if the student is party to the action or under subpoena as a witness
6. Religious Observance
7. Educational Opportunity - **Approval for such an absence must be granted by the director or designee prior to the absence.** Administrators will not grant approval for educational opportunities leaves during the first 30 days of school nor for more than 5 total days in a school year. An Educational Opportunity Form may be found in the appendices.

It is the responsibility of parents to provide documentation (hard copy or email) excusing above absences to the school office and the student's teacher. Absences will be marked unexcused until said documentation has been received. All other absences are unexcused. After three unexcused absences, the required state procedure will be followed. In the event a student has excessive absences and/or tardies, at the discretion of the Director, additional documentation may be required.

### **Family Trips**

Before a student may be excused from school for a family trip, the parent must make written arrangements with the Director **three days prior to the trip.** Students will be excused for **up to 5 days per year for family travel that is considered an educational opportunity.** Students who leave school for an extended family trip will be coded in the following manner: excused the first five days, and all additional absences are unexcused. The student is responsible for obtaining and completing all classwork. Multiple family trips during a school year are discouraged as it greatly impacts the learning of your child.

## **Dress Code**

**Rubber-soled, closed-toe shoes suitable for outdoor play (no Crocs) should be worn every day.** Our students will participate in many messy activities and should come dressed for those experiences. Parents/guardians will send an extra change of clothes (season-appropriate) to be kept at school for emergencies with child's name written or sewn inside. Spaghetti straps or halter tops are not allowed. Straps should be two fingers wide. Shirts must cover the entire abdominal area. Shorts should be at least fingertip length with arms extended down the side. Clothing depicting weapons or any foul language will not be allowed.

## **Safe Outdoor Play**

During outdoor play, PSCS staff will be stationed such that all students are visible. Teachers will have class meetings with students in order to discuss specific rules and safety during outdoor play. Rules and guidelines will be posted near outdoor equipment where necessary for safety. PSCS teachers, staff and students will adhere to these procedures. If a child is injured, parents/guardians will be contacted and a staff member will complete an incident report to be kept with the Director.

## **Carpool**

Croft House AM DROP OFF ONLY: 8:00 a.m. – 8:30 a.m.

Davis House/Barn: 8:30 a.m. – 9:00 a.m. and pickup is 3:00 p.m. – 3:30 p.m. AND and 3:30 p.m. – 4:00 p.m.

Asbury: 8:00 a.m. – 8:30 a.m. and pickup is 3:30 p.m. – 4:00 p.m.

## **Inclement Weather**

The primary concern when inclement weather strikes is the safety of students, parents, and staff. In the event of inclement weather, parents will be sent an automated call for all delays and closings. Information will also be posted to the main page of our website. If no announcement of delay or cancellation of school is heard, you should assume school is scheduled as normal. Please know that we will make every attempt to communicate delays/closings as early as possible. As always, do what is best/safest for your family. In some cases, school may be canceled after students arrive. Make a plan well in advance concerning how you will handle pick-up for your child if school is dismissed early. Make sure your child knows your "emergency bad weather plan" before inclement weather arrives!

*As always, no matter what delay/cancellation plans we make for school, we ask you to make the safest decision for your family. Conditions can vary greatly and your family's safety is our top priority. We trust you to do what is best for your family.*

## **Special Activity Fee**

All of our students participate in special activities at Pioneer Springs. Events can vary depending on the grade, but some examples are:

- Grade level field trips
- Guest speakers/performances
- Attending theater productions
- Latta experience visits

In order to make this process simple, we ask parents/guardians to pay one installment (or two installments as needed) for the year's events. The per student cost for the year which is used to cover all of our expenses for special activities. You may choose to pay this at the beginning of the school year or in two installments. If this is a financial hardship, please see our director as scholarships are available. Pioneer Springs' students will participate in ALL activities regardless of payment status. Excess funds will be used to offset other school expenses such as instructional materials and school supplies. Special Activity Fee Form is found in the appendices.

## **Field Trips**

Field trips are an extension of classroom learning. All students attending off campus field trips must submit the signed Student Permission Form (found in appendices). Prior to any trip, parents/guardians will be notified of details including purpose, transportation, date and time of the field trip. Parents/guardians may be asked to drive students. Prior to driving, parent/guardians must attend a volunteer training session, complete a background check form, sign the Volunteer Driver Pledge Card, and provide a copy of a valid driver's license,

registration and insurance card. Field Trip expenses are covered by Student Activity Fees, as outlined in the Student/Family Handbook. Field trips are considered a privilege. Classroom behavior is taken into consideration, and participation is contingent on teacher and Director recommendation. In specific circumstances, a parent/guardian may be required to accompany their child on the field trip.

### **Visitors and Volunteer**

Volunteers at PSCS are required to attend volunteer training sessions prior to volunteering. Volunteering will not begin until the classroom teacher has established routines and procedures within the classroom community. Pioneer Springs typically has a six-week sanctioned time at the beginning of the school year to establish class community, set expectations and develop boundaries before classroom volunteers begin. Parents/guardians will be notified when volunteering opportunities are available but are encouraged to reach out to the grade level team and ask where/how they are needed. Volunteers will adhere to the expectations and responsibilities outlined in the Volunteer Training.

### Volunteers Code of Conduct

PSCS volunteers are expected to be respectful and considerate to other students, PSCS staff, and PSCS visitors. PSCS volunteers also are expected to respect the property of PSCS and of other students, volunteers and staff. No volunteer shall in any way bully or exhibit inappropriate or disrespectful behavior toward students, staff, volunteers, or any other person. Prohibited bullying can take many forms and can include any of the following: (a) physical bullying, such as hitting, kicking, pushing, pulling hair, scratching, biting and tripping; (b) verbal bullying, such as teasing, name-calling, starting rumors, taunting and threatening; (c) emotional bullying, such as rejecting, excluding, defaming, humiliating, isolating, and ostracizing; (d) sexual bullying, such as exhibitionism, propositioning, and sexual touching; (e) cyberbullying, which is defined as using technology to intimidate, embarrass, stalk, or coerce and (f) discrimination, such as harassment of a person based on race, color, gender, religion or ethnic origin.

Volunteers will not go behind closed doors with a student. Volunteers do not assist children in the restroom or with dressing. Volunteers may assist with bodily fluids only in emergencies, with a staff member present, and while wearing rubber gloves. Volunteers cannot apply bug spray, sunscreen, itch cream etc. to students. Volunteers must adhere to the Allergen Aware Policy and have an awareness of allergies in the classroom. Volunteers do not administer Epi Pens. Volunteers do not discipline children.

Volunteer Expenses: PSCS will not be responsible for reimbursing volunteers for expenses such as admission fees on field trips, parking fees, food, or gas.

Volunteering on Field Trips: When chaperoning on field trips, volunteers will be asked to focus on children and avoid sideline conversations with other parents or volunteers. Volunteers will not talk on phones or text unless an emergency situation requires phone use.

### **Family and School Communication**

In order to serve our students, we strive to maintain strong communication with our families. At PSCS our goal is to be environmentally friendly and use as little paper as possible. PSCS Teachers and the Director will provide regular and open communication through blog entries and/or newsletters and emails. Inclement weather and emergency situations will be broadcast to families through electronic communications.. On the website, you may access various forms and other important information. Also, found on our website, is the Coop Scoop link which contains campus wide as well as class specific news. To access the Coop Scoop, an email will be sent to all parents with the password. Please contact the Office Manager if you are locked-out of your account.

### **Parent Committees and Volunteer Opportunities**

We have many opportunities for parents/guardians to participate at Pioneer Springs in order to enrich and improve our school. W.I.N.G.S. (An acronym for Working with Intention to Nurture the Goals of our School) is our homegrown version of a PTO. The W.I.N.G.S. mission is to support the mission, students and educators of Pioneer Springs Community School. They work cooperatively with students, educators and families on community development, creative communication, opportunities for gratitude and complimentary learning. More information may be found on our website or by emailing [WINGS@pioneersprings.org](mailto:WINGS@pioneersprings.org)

### **Serve 5**

Parents as partners is one of the core principles of the basic school philosophy and is part of the Pioneer Covenant. Involvement of parents is imperative for the success of the school.

Each school year each family is asked to give 5 hours seasonally

5 hours in Fall: September-November, 5 hours in Winter: December- February, 5 hours in Spring: March- May

All on campus volunteers must have completed volunteer training and must sign in at the front desk upon arrival.

## **ACADEMIC INFORMATION**

### **Class Assignments**

The Administration and teachers work carefully to create balanced class lists each year. We have an amazing group of teachers who work together so that all of our children get the benefit of many teachers. In our view, teacher requests alter the harmony and teamwork that make our staff so effective. For that reason, we do not accept teacher requests. You are welcome at your spring conference to identify any specific needs your child has that might impact placement. This information will assist us as we make class placements for the following year. Our students loop at PSCS, which means that they remain with the same class and same teachers (if possible) for two years, beginning in Kindergarten through 4th grade. Although we cannot control all variables (i.e. teacher moving away, maternity leave), we do our best to keep these loops intact.

### **Homework**

Pioneer Springs Community School greatly values the time a child is at home with his family. For that reason, our teachers make highly purposeful and intentional choices when assigning homework. The most important homework that every child has is to read at home daily. We do not want or expect your child to work for hours each night on homework. If your child is struggling with homework or working longer than expected, again, please share this information with your teacher so that adjustments can be made.

### **Gifted Education**

Pioneer Springs, we believe that every child has gifts. Students may have academic, social, emotional or physical gifts or a combination of all. As reflected in our mission, we believe that all children learn to their greatest potential through an inclusive classroom model. Our teachers are masters at differentiated instruction. Students receive an appropriately individualized curriculum to meet their needs. Again, we care about the whole child, including each student's cognitive, social, emotional and physical development. We believe that a balanced educational program will assist children in becoming happy, well balanced, and successful individuals. Although a child might excel in one of these areas, we are committed to a well-rounded plan for each child that includes goals in all areas.

### **Units of Study**

Parents may visit the school website for an overview the units of study for each grade level.

### **Special Area, Arts and Nature Education**

**Connect Classes:** Your child attends music, physical education, art, nature (Packs), ceramics, yoga and 4th-7th graders will have Spanish with our Connect Specialists regularly. An overview of each of these classes can be found on our website.

### **Report Cards**

Report cards are issued in October, February and May. Measurement of academic growth and development are based on periodic assessment using various methods and strategies. A description of how we measure success can be found on the website.

### **Conferences**

**August/September** Parent/Teacher Covenant Conference

**October/November** Parent/Teacher Conference

**February/March** (optional)

**May** Parent/Teacher Conference

Please schedule time to talk with a teacher during her/his planning time or after school, so as not to disrupt the teaching environment.

## **Formal Assessments**

PSCS administers standardized testing as mandated by the state for all public schools. For more information about the range and types of testing required, please see the state Department of Public Instruction Website.

## **Character**

Pioneer Springs Community School has a strong character education focus. We believe that students learn about character from their role models, curriculum and through the opportunity for service learning activities. We embrace the core virtues described by Dr. Ernest Boyer which include the following; respect, honesty, perseverance, compassion, giving, responsibility, self-discipline. These core virtues are taught by both word and deed and we believe they promote excellence in living as well as learning.

## **Behavior and Discipline**

Pioneer Springs Community School uses positive discipline. We believe that our first responsibility in regard to student behavior is to create a classroom that is engaging to the students and to individualize instruction in a way that allows students to be appropriately challenged. We anticipate that this first step will help to avoid many discipline issues. We adamantly disagree with extrinsic reward systems and do not employ these systems (classroom behavior charts, Friday treat boxes, etc.) at our school. We focus on nurturing intrinsic motivation within our students.

When necessary, PSCS will adhere to recommended guidelines as provided by DPI Behavior Guidelines for restraint, suspension and expulsion. Expectations for student behavior are communicated to students and parents/guardians on a regular basis. Students with exceptional needs may be held to alternative behavioral expectations and discipline on a case by case basis.

### General Rules of Conduct

PSCS students are expected to be respectful and considerate to other students, PSCS staff, and PSCS visitors. PSCS students also are expected to respect the property of PSCS and of other students and staff. No student shall in any way bully or exhibit inappropriate or disrespectful behavior toward other students, staff or any other person. Prohibited bullying can take many forms and can include any of the following:

- physical bullying-such as hitting, kicking, pushing, pulling hair, scratching, biting, tripping;
- verbal bullying-such as teasing, name- calling, starting rumors, taunting, threatening;
- emotional bullying-such as rejecting, excluding, defaming, humiliating, isolating, ostracizing;
- sexual bullying-such as exhibitionism, propositioning, and sexual touching;
- cyber-bullying-which is defined as using technology to intimidate, embarrass, stalk, or coerce and
- discrimination-such as harassment of a person based on race, color, gender, religion or ethnic origin.

### Discipline Measures

Discipline is determined on a case by case basis, subject to certain parameters. Offenses are categorized according to the following levels to provide general guidance as to the appropriate disciplinary action taken. The administration and staff will be trained on the discipline plan. Parents will be notified of expectations for behavior.

#### Level One Offenses

Level One Offenses are relatively minor incidents of bullying or similar actions, such as open defiance of a teacher's request, intentional or repeated disruption of class, use of inappropriate or obscene language, lying to a teacher or staff member, stealing, or an isolated, minor incident of verbal bullying. Discipline for Level One Offenses will generally be handled by the classroom teacher, and the discipline will generally be determined at the discretion of the teacher.

#### Level Two Offenses

Level Two Offenses are more significant incidents of bullying or inappropriate behavior, such as physical bullying, sexual bullying, repeated or severe incidents of verbal or emotional bullying, or repeated incidents of Level One Offenses. Any time there is a physical strike of any kind, towards a student or staff member, the offending student must be removed from the classroom. Parents will be notified. Level Two Offenses should be reported to the Director(s). Discipline will be determined by the Director(s) in consultation with the classroom teacher. Discipline may include temporary detention, in-school suspension, or suspension from school for one to three days.

### Level Three Offenses

Level Three Offenses are severe incidents of bullying, inappropriate behavior, or repeated Level One and/or Level Two Offenses. Level Three Offenses shall be reported to the Director(s) or Assistant Director(s) by staff. Discipline will be determined by the Director(s) or Assistant Director(s) in consultation with the classroom teacher. Discipline may range from suspension from school for one day to expulsion.

PSCS policies and procedures for discipline of students (including students with exceptional needs) shall be consistent with state and federal laws and regulations. The PSCS student discipline policy sets parameters for addressing inappropriate student behavior. Nothing in the policy is intended to nor does it in any way impose any additional liabilities, requirements or obligations on the board or the school beyond those liabilities, requirements and obligations imposed by applicable law.

### **Weapons and Dangerous Instruments**

No student shall knowingly possess, handle, or transmit any weapon, to the campus of PSCS. A weapon is defined as outlined in the North Carolina Law. Violation of this rule may result in immediate suspension. Further action will be determined based on findings of Director's investigation, any time a violation is reported.

### **Prohibited Substances**

Possession, use, sale, exchange, or distribution of any prohibited substance on educational property will not be tolerated. "Prohibited Substances" include, but are not limited to, the following: tobacco products, alcoholic beverages, illegal drugs, and controlled substances or over-the-counter pharmaceuticals. Violation of this policy by staff or students may result in suspension, expulsion or termination.

### **Cell Phones and Electronic Devices**

Cell phones and electronic devices are not to be in the possession of students while on the campus or while attending PSCS events. These items are a distraction to our learning environment. If a student brings one of these items to school, the equipment will be confiscated for the day. On a second offense, a parent will need to retrieve the item. Exceptions will be made only with explicit permission from the Director. Phones are available to our students for communication.

## **FEDERAL COMPLIANCE**

### **Asbestos Inspections**

In compliance with the US Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), in the spring of 2014, we performed an inspection of our school building for asbestos-containing building materials. No asbestos-containing materials were found during the inspection but we continue to inspect every 6 months. A complete inspection is performed by a licensed inspector every 3 years and these inspections are reviewed by an accredited management planner who recommends actions we should take at our school. A copy of the inspection findings and the asbestos management plan is on file in the administrative offices of our school and everyone is welcome to view these during normal school hours.

### **FERPA NOTICE FOR DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that PSCS, with certain exceptions, obtain a parent's written consent prior to the disclosure of personally identifiable information from a child's education records. However, PSCS may disclose appropriately designated "directory information" without written consent, unless the parent has advised PSCS to the contrary. The primary purpose of directory information is to allow PSCS to include this type of information from a student's education records in certain school publications or activities. Examples include:

- a playbill, showing your student's role in a drama production
- a yearbook
- a graduation program
- a sports program

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Examples of outside organizations are companies that take school photographs or publish yearbooks.

Each year parents may choose to instruct us not to disclose directory information from your child's education records without your prior written consent. To provide us that instruction you must notify PSCS in writing by the Monday before school begins in August. PSCS has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Email address
- Photograph
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams

### **Notice of FERPA Rights with Respect to a Student's Education Records**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to a member of the PSCS administrative team a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should notify a member of the administrative team in writing, clearly identifying the part of the record they want changed, and specifying why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled, if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-8520

### Notice of Rights under Section 504 of the Rehabilitation Act of 1973

The following rights are granted by Federal law to students with disabilities. The intent of the law is to keep you, the parent, fully informed concerning decisions about your child and to inform you of your rights. You have a right:

- to have your child take part in, and receive benefits from, public education programs or activities without discrimination based on his/her disability;
- to have the school advise you of your rights under Federal law;
- to receive notice with respect to the identification and evaluation of your child and the determination as to whether your child is a qualified individual requiring accommodations necessary to provide access to educational programs and activities;
- to have your child receive a free appropriate public education in the least restrictive environment;
- to have your child receive services and be educated in facilities comparable to those provided to nondisabled students;
- to have evaluation, educational, and placement decisions made based on a variety of information sources, and by persons who know your child and who are knowledgeable about the evaluation data and placement options;
- to have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by PSCS;
- to have the opportunity to review relevant educational records under the Family Education Rights and Privacy Act (FERPA);
- to request a hearing before an impartial hearing officer by notifying the school director should you disagree with the decisions reached by school for accommodations for access to educational programming and/or facilities;
- to file a complaint with the Office for Civil Rights:

Washington DC (Metro)  
Office of Civil Rights  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-1475  
Telephone: 202-453-6020  
FAX: 202-453-6021; TDD: 877-521-2172  
Email: [OCR.DC@ed.gov](mailto:OCR.DC@ed.gov)

The designated Student Support Services Coordinator is Cindy Friday, [cindyf@pioneersprings.org](mailto:cindyf@pioneersprings.org).

9300 Bob Beatty Road Charlotte, NC  
28629

Notice of Rights under Section 504 of the Rehabilitation Act of 1973

### **Appendices**

- North Carolina Religious Exemption Form
- Authorization Form to Administer Medication
- Student Emergency Medical Plan
- Food/Allergy Restriction Form
- Family Educational Opportunity Form
- 2018/19 Special Activity Fee Information
- Student Permission Form
- Parent Survey
- Student Survey
- Approved Carpool List



**NORTH CAROLINA IMMUNIZATION**

**LAW RELIGIOUS EXEMPTION**

**NORTH CAROLINA GENERAL  
STATUTE 130A-157**

SECTION 130A-157. Religious exemption. – If the bona fide religious beliefs of an adult or the parent, guardian or person in loco parentis of a child are contrary to the immunization requirements contained in this Part [Chapter 130A, Article 6, Part B], the adult or the child shall be exempt from the requirements. Upon submission of a written statement of the bona fide religious beliefs and opposition to the immunization requirements, the person may attend the college, university, school or facility without presenting a certificate of immunization.

Pursuant to the aforementioned N.C.G.S. 130A-157, I the undersigned, declare the immunization requirements as set forth in N.C.G.S. 130A-152 contrary to my bona fide religious beliefs and request, as permitted by the law, an exemption from the immunization requirements of your institution for myself or the undersigned minor child under my legal care or guardianship.

I hereby release your institution, \_\_\_\_\_,  
its owners, staff, or representatives, from any liability based on health impairment  
resulting as a direct consequence of this exemption.

Name: \_\_\_\_\_

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

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

Address: \_\_\_\_\_

City/State \_\_\_\_\_

Phone Number: \_\_\_\_\_

Check here if declaring exemption for a  
minor child and enter child's name below:

Minor Child's Name:

\_\_\_\_\_

Address:

\_\_\_\_\_

City/State/Zip:

\_\_\_\_\_

Phone:

\_\_\_\_\_



## AUTHORIZATION FORM to ADMINISTER MEDICATION

Forms only need to be renewed annually if medical condition or medications have changed.

Name of student:

\_\_\_\_\_

Medication:

\_\_\_\_\_

Time medication needs to be given: \_\_\_\_\_ a.m. \_\_\_\_\_ p.m.

To be given from (date): \_\_\_\_\_ to \_\_\_\_\_

Significant information (include side effects, toxic reactions, etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contraindications for administration:

\_\_\_\_\_

If an emergency situation occurs during the school day or if the student becomes ill, school officials are to:

- Contact the parent at:

\_\_\_\_\_

- Contact the physician's office at:

\_\_\_\_\_

- Take child immediately to the emergency room  
at: \_\_\_\_\_

This medication will be furnished by the parent or guardian within a properly labeled container by a pharmacist with identifying information, (name of child, medication dispensed, dosage prescribed, and the time to be given).

\_\_\_\_\_

Physician's Signature

Date

PARENT'S PERMISSION: I hereby give my permission for my child to receive medication during school hours. This medication has been prescribed by a licensed physician. I hereby release Pioneer Springs Community School and its employees from all liability that may result from my child taking the prescribed medication.

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Date



## STUDENT EMERGENCY MEDICAL PLAN

**Form only needs to be renewed annually if medical condition or medications have changed.**

**Parents – If your child has a serious or possible life-threatening medical condition we ask that you complete the form below and review it with your healthcare provider and return the form to the FRONT DESK as soon as possible!**

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Medical Condition(s):

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Allergies/Reactions:

---

---

---

Medications currently taken by your child:

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---

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Date of child's last tetanus shot: \_\_\_\_\_

# Emergency Medical Instructions:

Signs/symptoms to look for:

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If sign/symptoms appear, follow these instructions (Ex. Call 911; admin epi pen):

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To prevent incidences:

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---

Other instructions or procedures that may be needed:

---

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## Note to Health Practitioner:

(Please review and approve the above information and complete the following):

Name of Health Practitioner: \_\_\_\_\_ Date: \_\_\_\_\_

---

Signature of Health Practitioner



## Food/Allergy Restriction Form

Student's Name: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

Parents Name: \_\_\_\_\_ Asthmatic Yes\*  No   
(\*Higher risk for severe reaction)

Food Allergy to (and must be avoided due to life threatening reaction):

\_\_\_\_\_  
\_\_\_\_\_

\*Allergy Test Date: \_\_\_\_\_  
(\*Must be within one year of first day of current school year)

### Symptoms:

- ◇ If a food allergen has been ingested, but *no symptoms*:
- ◇ Mouth Itching, tingling, or swelling of lips tongue, mouth
- ◇ Skin Hives, itchy rash, swelling of the face or extremities
- ◇ Gut Nausea, abdominal cramps, vomiting, diarrhea
- ◇ Throat Tightening of throat, hoarseness, hacking cough
- ◇ Lung Shortness of breath, repetitive coughing, wheezing
- ◇ Heart Fainting, pale, blueness
- ◇ Other \_\_\_\_\_

### Give Checked Medication:

(To be determined by physician authorizing treatment)

- Epinephrine  Antihistamine

### DOSAGE

**Epinephrine:** inject intramuscularly (circle one) EpiPen Epipen Jr. Twinject 0.3mg Twinject 0.15mg

**Antihistamine:** give \_\_\_\_\_  
medication/dose/route

Notes from Physician (\*Please Print):

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Physician Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

Parent's Emergency Contact Number: \_\_\_\_\_

*(Form must be completed, signed, & dated by physician at the start of each of your child's school years at Pioneer Springs Community School)*



# Pioneer Springs Community School

## Family Educational Opportunity Form

Filling out this form does not automatically ensure approval. Several factors will be taken into consideration before granting approval including: Educational value of trip, school calendar timing, and student's academic standing in classroom. **Please note: Maximum of 5 days per school year allowed for Educational Opportunities**

Student's Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Homeroom Teacher/Advisor: \_\_\_\_\_

Dates that student will be absent: \_\_\_\_\_

Total # of school days that will be missed: \_\_\_\_\_

Destination: \_\_\_\_\_

Please provide a brief description of the educational activities planned during your trip:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list any past approved family educational opportunity days taken during this current school year:

Destination: \_\_\_\_\_ # of school days missed: \_\_\_\_\_

Destination: \_\_\_\_\_ # of school days missed: \_\_\_\_\_

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

Director Approved

Director Not Approved

Director Signature:

Date:



## Special Activity Fee

All of our students participate in special activities at Pioneer Springs. Events can vary depending on the grade, but some examples are:

- Grade level field trips
- Guest speakers/performances
- Attending theater productions
- Huntersville Oaks service learning

In order to make this process simple, we ask parents/guardians to pay one installment (or two installments as needed) for the year's events. Below are the fees for 2018/19.

Fall Call to Adventure Trips	Spring Into the Woods Camp	Adventure Fee
K-Charlotte Nature Museum Oct. 9	K-Campfire at PSCS May 16	<b>\$75</b>
1-Carolina Raptor Center Oct. 5	1-Campout at PSCS May 31-June 1	<b>\$75</b>
2-Latta Nature Center Oct. 2	2-Camp Weaver May 2-3	<b>\$75</b>
3- Schiele Museum Sept. 28,	3-Camp Weaver May 2-3	<b>\$75</b>
4- Reedy Creek Nature Center Sept. 26	4-Camp Caraway May 8-10	<b>\$150</b>
5- McDowell Nature Center Sept. 21	5-Camp Caraway May 8-10	<b>\$150</b>
6- Kings Mountain Military Park Sept. 18	6- MTO School April 8-10	<b>\$175</b>
7- Catawba River Keepers Kayaking Sept. 20	7- MTO School April 8-10	<b>\$175</b>

We are excited to offer our students the opportunity to participate in these exciting hands on adventures again this year. Based on the positive feedback received last year, Adventure Fees have once again been calculated based on the cost of your student's grade level adventures. Students attending the Fall Call to Adventure Trips must have a minimum payment of \$40 submitted no later than September 7, 2018. The final payment will be due no later than March 1, 2019 for students attending the Spring Into the Woods Expedition. If there is financial need or circumstances, please feel free to contact Mr. Chris to request an "Adventureship" application form. *Due to financial commitments made to the transportation company and host facilities, Adventure Fees are nonrefundable.* If we have an excess of funds, they will be used to offset other school expenses such as instructional materials and school supplies.

Thank you!

Pioneer Springs Administration



# Student Permission Form Student's

Name:

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*Please indicate participation preference for your child in the boxes provided within each section.*

## Photo Release

Pioneer Springs Community School occasionally uses photos of the students in newspaper and magazine articles and we often use photos on our school website and brochures.

I Grant Permission  I Decline Permission

## Field Trip Permission

A variety of field trip experiences will be scheduled with our students. I am aware that the school may contract bus services for some of the field trips. Parents will receive prior notification of all field trips the students will be attending.

I Grant Permission  I Decline Permission

## E-Mail and Internet Use Policy

I have read and agree to the terms and conditions of the Email and Internet Use Policy attached and:

I consent to my child's supervised use of the computer and the internet at school.

DO NOT allow my child any access to Internet resources.

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE NOTE:** Parents or guardians are only required to sign one permission slip that will be kept in the student's permanent file. If any changes to the permission are desired, another form can be downloaded from our website, filled out and returned to student records.



Parent Survey: Tell us about your child!

1. What are your child's interests/extracurricular activities? (What do they love to do?)

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2. What is your child most excited about to learn or to do at Pioneer Springs?

---

3. Do they have any fears or insecurities? What, if any, are their biggest concerns?

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4. If they are upset, how are they comforted?

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5. What are your child's strengths (academic, social, emotional, physical)?

---

6. In what areas would you like to see your child grow?

---

7. Anything else you would like us to know? (please use the back or attach a new sheet)



**Student Survey: Tell us all about you!**

1. What do you enjoying doing at home?

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2. What do you like to do at school? (favorite activities, subjects, etc.)

---

3. What do you like to do or play outside?

---

4. Tell us some books and/or games you love?

---

5. Do you have any pets?

6. What are you excited about doing or learning this year at Pioneer Springs?

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7. Are you worried about anything involving school?

---

8. Anything else that makes you unique that you want us to know?

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## Approved Carpool List

These people are approved to pick up my child, \_\_\_\_\_, from Pioneer Springs Community School during the 2016-2017 school year.

Name \_\_\_\_\_ Relationship to Child \_\_\_\_\_

Cell: \_\_\_\_\_ Home: \_\_\_\_\_ Work: \_\_\_\_\_

Name \_\_\_\_\_ Relationship to Child \_\_\_\_\_

Cell: \_\_\_\_\_ Home: \_\_\_\_\_ Work: \_\_\_\_\_

Name \_\_\_\_\_ Relationship to Child \_\_\_\_\_

Cell: \_\_\_\_\_ Home: \_\_\_\_\_ Work: \_\_\_\_\_

Name \_\_\_\_\_ Relationship to Child \_\_\_\_\_

Cell: \_\_\_\_\_ Home: \_\_\_\_\_ Work: \_\_\_\_\_

Name \_\_\_\_\_ Relationship to Child \_\_\_\_\_

Cell: \_\_\_\_\_ Home: \_\_\_\_\_ Work: \_\_\_\_\_

Name \_\_\_\_\_ Relationship to Child \_\_\_\_\_

Cell: \_\_\_\_\_ Home: \_\_\_\_\_ Work: \_\_\_\_\_

Print Name of Parent/Guardian/Legal Custodian:

\_\_\_\_\_

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

Date:

\_\_\_\_\_

