



STUDENT HANDBOOK

2022-2023

Rev. 08/29/222



Pioneer Academy Team

1. ALLEN, REBECCA, GATE, ENG/ESL TEACHER, SPANISH, ASU DUAL CREDIT POETRY
2. BEAN, PATTY, DISTANCE EDUCATION LAB ASSISTANT
3. CORBITT, JOHN, MATH TEACHER,
4. COUNCIL, JILL, DISTANCE EDUCATION COORDINATOR
5. DAYKIN, BIANCA, SUPER SUBSTITUTE
6. ECHEBARRIA, DANIEL, ENGLISH & SOCIAL STUDIES TEACHER
7. FINN, KERRI, EMT
8. GINGRICH, JULIE, MATH TEACHER
9. HENDRICKS, JEFF, SSS FOR ONLINE STUDENTS
10. JORDAN, CARY, COUNSELOR, PUBLICATIONS, PROJECT DISCOVERY ADVISOR
11. LANGUM, DANIELLE, SCHOOL SOCIAL WORKER, PROJECT DISCOVERY ADVISOR
12. LOGAN, ZACK, SOCIAL STUDIES TEACHER, CPD123 TEACHER
13. LOCKE, JENNIFER, ONLINE TEACHER, GRADES 1-6, YOGA
14. LORION, PAUL, ART TEACHER
15. MITCHELL, LANAE, ATTENDANCE
16. RAAT, RACHEL, ONLINE LAB, ART ELECTIVES
17. RASOR, MATT, HEAD CUSTODIAN
18. RHOADS, RON, MBRJJC TEACHER
19. RIIPPI, KELLEY, J4NG SPECIALIST LONG TERM SUBSTITUTE
20. ROTTER, ELIJAH, SSS INSTR. ASSISTANT, PROJECT DISCOVERY ADVISOR, OUTDOOR ED
21. TBA TUTOR
22. SHUFELT, JULLIAN, SSS TEACHER/ SPEECH AND DEBATE ADV
23. STEINKRAUS, KRISTIN, CHEMISTRY, PHYSICS, ENGINEERING I/II TEACHER
24. STROM, AMY, LEARNING STRATEGIST, ENGLISH TEACHER
25. WALKER, STEFFANY, ENGLISH, HLTH, TEACHER
26. WARD, MONICA, OFFICE MANAGER, DAC, CLUB ADVISOR
27. WAYNE, KAREN, NUTRITIONAL SERVICES
28. WENTWORTH, LEAH, PE AND HEALTH TEACHER
29. WESTRE, AMY, BIOLOGY, ANATOMY & PHYSIOLOGY, LEADERSHIP ADV, VOLLEYBALL
30. ZONA, JASON, PRINCIPAL

Pioneer Academy 1-12 Goals 2022-2023

Together, we will:

- Create a Safe and Secure Learning Environment for 1-12th
- Prepare Students to Graduate “College and Career Ready”
- Decrease Chronic Absenteeism
- Increase Achievement in High Stakes Testing
- Utilize the 1-4 Point Grading to Mastery System
- Utilize Dual Credit Options with WNC and ASU (CPD123, COMS113, Poetry & JumpStart)
- Promote AP and Discovery Block Course Options
- Utilize AVID, Project Lead the Way, and J4NG Options
- Participate in Team Building Activities
- Volunteer in our Community
- “Work Hard and be Kind to One Another”

Pioneer Academy: 775-283-1300

<http://pioneer.carsoncityschools.com>

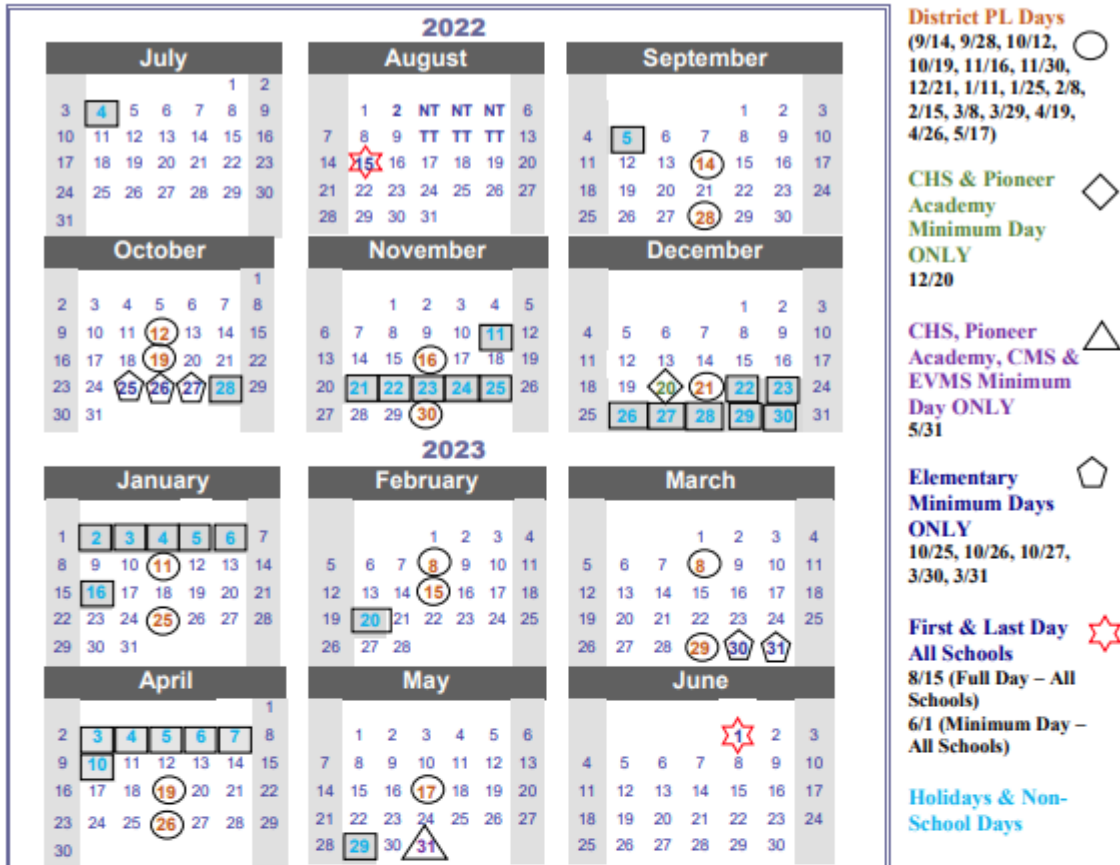


BELL SCHEDULE

Breakfast		7:00-7:35	
		7:30	
1A or 2B		7:35-9:05	(90Minutes)
	Passing Period	9:05-9:10	(5 Minutes)
	Tardy Bell	9:10	
3A or 4B		9:10- 10:40	(90 Minutes)
Lunch Break		10:40 -11:10	(30 minutes)
	Tardy Bell	11:10AM	
5A or 6B		11:10-12:40	(90 Minutes)
	Passing Period	12:40-12:45	(5 Minutes)
	Tardy Bell	12:45	
7A or 8B		12:45-2:15	(90 Minutes)
	Dismissal Bell	2:15	

CARSON CITY SCHOOL DISTRICT

Academic Year 2022-2023



District PL Days
 (9/14, 9/28, 10/12, 10/19, 11/16, 11/30, 12/21, 1/11, 1/25, 2/8, 2/15, 3/8, 3/29, 4/19, 4/26, 5/17)

CHS & Pioneer Academy Minimum Day ONLY
 12/20

CHS, Pioneer Academy, CMS & EVMS Minimum Day ONLY
 5/31

Elementary Minimum Days ONLY
 10/25, 10/26, 10/27, 3/30, 3/31

First & Last Day All Schools
 8/15 (Full Day – All Schools)
 6/1 (Minimum Day – All Schools)

Holidays & Non-School Days

FAMILY INFORMATION:
First Day of School K-12 Aug 15
Last Day for Students K-12 June 1
 June 2, 5, & 6 designated make-up days if necessary (for staff and students)

First Day for Pre-K Aug 22
Last Day for Pre-K May 26

Start Times & End Times:
 Carson H.S.: 7:40 a.m. – 2:05 p.m.
 Pioneer Academy: 7:35 a.m. – 2:15 p.m.
 Middle Schools: 7:45 a.m. – 2:25 p.m.
 Elementary: 8:25 a.m. – 3:15 p.m.
 Pre-K: 8:30 a.m. – 1:30 p.m.

PL/Minimum Day Dismissal Times:
 Carson High School – 11:40 a.m.
 Pioneer Academy – 11:50 p.m.
 Middle Schools – 12:00 p.m.
 Elementary Schools – 12:40 p.m.
 Pre-K – 10:55 a.m.

Secondary Quarter End Dates:
 First Quarter – October 14 (44)
 Second Quarter – December 21 (41)
 Third Quarter – March 17 (48)
 Fourth Quarter – June 1 (47)

Elementary Parent Conferences
Minimum Days:
 October 25-27, 2022
 March 30 & 31, 2023

Promotion Dates:
 EVMS – May 31, 2023, 1:00 p.m.
 CMS – June 1, 2023, 1:00 p.m.

Graduation Dates:
 Pioneer Academy – May 31, 2023, 6:00 p.m.
 CHS – June 3, 2023, 9:00 a.m.

School Holidays & Non-School Days:

Labor Day	Sept 5
Nevada Day	Oct 28
Veteran's Day	Nov 11
Thanksgiving	Nov 21 - 25
Winter Break	Dec 22 – Jan 6
Martin Luther King	Jan 16
President's Day	Feb 20
Spring Break	April 3 - 10
Memorial Day	May 29

Elementary Reporting Periods:
 First Quarter – October 14 (44)
 Second Quarter – January 13 (46)
 Third Quarter – March 17 (43)
 Fourth Quarter – June 1 (47)

STAFF INFORMATION:
New Teacher Training (NT) Aug 3 – 5
Returning Teachers Report Aug 10
Teacher Training (TT) Aug 10 – 12
Classified - 181 Day Aug 12 – June 1
Classified - 201 Day Aug 1 – June 16
Admin – 201 Day Aug 1 – June 16
 If you're not sure, please check with your Supervisor

First Day of School Aug 15
Last Day for Students June 1
Last Day for Teachers June 1
 June 2, 5 & 6 designated make-up days if necessary (for staff and students)

Year round employees observe the following holidays:
 July 4
 September 5
 October 28
 November 11
 November 24, 25
 December 23, 26, 30
 January 2
 January 16
 February 20
 April 10
 May 29

CCSD Mission Statement

The mission of the Carson City School District is to contribute to the development of successful young adults who will make healthy contributions to themselves, their families, the State of Nevada, and our great nation and world.

Non-Discrimination Statement

Nevada Department of Education: does not discriminate against any person on the basis of race, color, national origin, sex, disability and age, and that they provide equal access to the Boy Scouts of America and other designated youth groups. If you have any questions or concerns regarding the non-discrimination policies contact: Randi Hunewill, Title IX Coordinator, 504 Coordinator (775) 687-7284

PIONEER HIGHLIGHTS

- Project Lead the Way Introduction to Engineering Design Levels 1-2, CPD123, Jumpstart, Poetry in America/ASU Dual credit, and COMS101 were added for students to obtain dual credits for college and high school units articulated with WNC
- The Project Discovery and PHS partnership helped provide off campus activities, leadership and character development options
- Flexible scheduling options include: 2 semesters, small classroom style sections, hybrid, and part-time/full-time online education formats
- Additional fitness and athletic options for PE included: cross country skiing, snow shoeing, hiking, basketball, swimming, weight lifting, rock climbing, cross fit, and yoga

Goals:

GOAL 1: Students will increase their average daily attendance in comparison with the prior school year.

GOAL 2: Students will increase their achievement in math, science, reading, and writing, in regards to the Pass/Fail ratios, weekly assessments in Mastery Connect, IC, ACT in all grades 1-12 and in State Testing

GOAL 3: Students will master content as defined on the 0-4 point system for secondary and 0-3 point system in grades 1-5, graduate with their cohort class, and will continue their education at higher education institutions and/or begin careers upon graduation.

GRADING FOR MASTERY AT PIONEER

Pioneer High School Formative Assessment Rubric

Standard/ Learning Target	4 Distinguished	3 Proficient	2 Advancing	1 Emerging	0 Unengaged
Write Standard/ Learning Target Here.	Student consistently meets this standard independently (>90% of the time), and he/she is able to explain and teach it to another.	Student usually meets this standard independently (>80% of the time), but may demonstrate some inconsistency .	Student struggles to meet this standard independently (<80% of the time); however, he/she can meet the standard with assistance and shows consistent effort .	Student cannot meet this standard independently (<70% of the time), and he/she struggles with assistance, but still shows effort .	Student lacks effort or is otherwise unengaged in his/her learning and cannot meet the standard with assistance .
Grade Equivalent	A 100%	B 87%	C 74%	D 61%	F 0%

Pioneer High School Student Self-Assessment Rubric

Standard/ Learning Target	4 Distinguished	3 Proficient	2 Advancing	1 Emerging	0 Unengaged
Write Standard/ Learning Target Here.	I can consistently meet this standard independently (>90% of the time), and I am able to explain and teach it to another.	I can usually meet this standard independently (>80% of the time), but I am inconsistent .	I usually struggle to meet this standard independently (<80% of the time); however, I can meet this standard with assistance and I'm really trying! <small>(Provide feedback to your teacher – What might help you move to level 3 or 4?)</small>	I usually cannot meet this standard independently (<70% of the time), and I even struggle with assistance, but I don't always try. (Provide feedback to your teacher – What might help you move to level 2 or 3?)	I am choosing to put forth little effort and I am often unengaged in my learning; therefore, I have not attempted to meet this standard. <small>(Provide feedback to your teacher – What might be preventing you from attempting this?)</small>
Grade Equivalent	A 100%	B 87%	C 74%	D 61%	F 0%

Mastery

GUIDANCE INFORMATION

Class changes will be made only if there is an obvious mistake or for a graduation requirement. Students will need to make an appointment with their principal or counselor during the first week of school before any needed changes are made. All changes may require a conference with the counselor, teacher, administrator and parents. Changes must be in the best educational interests of the student and the school.

SCHEDULE CHANGES

Changes to course selections or to classes assigned during scheduling should be limited to the following reasons:

- The student has been placed into the wrong level of a subject.
- The student must drop an elective course in order to take one required for graduation or in order to re-take a required course, which was not successfully completed.
- The student has an incomplete schedule or an over-filled schedule.

CREDITS

60 hours of class equals .5 credit. Credit is awarded at the end of each semester to students who have been in attendance for the required length of time, completed work successfully, and taken the final examination.

Students who do not complete the work required for a course or who do not take the final exam may receive an "incomplete". An incomplete (INC) must be made up within two weeks after the beginning the next semester or the incomplete becomes an "F" and no credit is awarded. It is the student's responsibility to make contact with the teacher to arrange to complete the necessary work.

GRADUATION COMMENCEMENT PARTICIPATION REQUIREMENTS

In order to participate in the Pioneer High School Graduation Ceremony each student must meet the following requirements:

1. Successful completion of graduation cohort plan (See your Counselor)
2. All required classes successfully completed
3. No financial or disciplinary obligations
4. **Participate/Pass all components of the end of course exams (EOC)**
5. Appropriate student behavior must be maintained through out the commencement ceremony
6. All fines and fees must be paid, and books returned before caps and gowns will be issued
7. Students must also take the ACT to graduate in Nevada

WESTERN NEVADA COLLEGE (CTE, TECH PREP, and DUAL CREDIT OPTIONS)

TECH PREP or CTE Classes offered at WNC

This allows students to earn college credit for occupational course work completed in high school. Applicable courses are taught by a high school instructor who targets competencies established by both high school and college faculty. These courses carry over into Western Nevada College certificate and degree programs, giving students a head start on higher education programs that relate to their chosen career pathways.

(Students will receive high school credit, college credit, and a certification in the field.)

- Machine Tool (Paul Eastwood, WNC Instructor)
- Construction
- Welding
- Auto Mechanics

WNC ADMISSIONS

Students in grades 11 and 12 are eligible to participate in the following programs once they have obtained a signed "High School Authorization to Enroll Form" (available in the Office). The authorization requires the signature of the principal of

designated official. The student must then register at WNC (a one-time only fee), and submit payment for each option as outlined below.

WNC ADMISSION PROCEDURE

- 1- Must be 11th or 12th grade and have transportation for a 4th period class at WNC
- 2- Student must express interest to the PHS office and obtain the (High School Authorization to Enroll Form) this must be signed an administrator.
- 3- Enroll at WNC and bring your signed form
- 4- You will meet with a counselor at WNC
- 5- Take admissions test at WNC
- 6- Based on the results of the admissions exam, you may be placed in the class requested
- 7- Bring a proof of enrollment at WNC to PHS office and your 4th period class will become the WNC class.

GRADE REQUIREMENTS

Students must earn a grade of “A” or “B” in an articulated Tech Prep course in order to receive WNC credit upon course completion.

OTHER DUAL CREDIT OPTIONS

Dual credit allows students to earn both college and high school credit, simultaneously, while pursuing their fields of interest. Students may maximize their educational potential by accessing courses not available and financially feasible through Pioneer High School.

- Math, Science, English, Art, Humanities (Please refer to the WNC website and course offerings per semester

Each individual school district recognizes select courses as dual credit. The student must register at WNC and submit tuition payment. When a student successfully completes a WNC course recognized as dual credit, he or she could apply the course credits toward both high school and college progression. A course must be 3 credits to be considered Dual Credit. One class at WNC which is 3 college credits = (.5 High School Credit or one Class at PHS).

Students are responsible for completing a Dual Credit Form (available in the office), and delivering official WNC Transcripts to the registrar so that the appropriate credit can be added to the high school transcript. It is also the students' responsibility to send a WNC transcript to the college or university of their choice.

CTE OPTIONS

See your Counselor

EARLY ADMISSIONS AT UNR

Students with good SAT/ACT scores and high school grades will be given consideration for early admission. All students accepted for admission to the University does not mean admission to the program of your choice.

SCHOLARSHIPS

- All University of Nevada, Reno Scholarship Applications are due to the University February 1. Students must be admitted to the University to qualify for scholarships.
- The Charles D. Keller Memorial Scholarship is awarded to a student once per year
- The Mike and Ruth Pintar Scholarships totaling 10,000 dollars will be awarded starting in 2010 to all students in 500.00 dispersals who go on to higher education programs

MILLENNIUM SCHOLARSHIP INFORMATION (See the Counselor for Updates)

*Please see the “Governor Guinn Millennium Scholarship” Fact Sheet for current updates.

EXTRA AND CO-CURRICULAR ACTIVITIES

Studies have shown that students who are involved in extra and co-curricular activities enjoy school more and the do better academically. Pioneer High School has variety of activities in which they can participate. (Student Leadership, Rock Sport Club, and Project Discovery)

HIGH SCHOOL CAREER AND TECHNOLOGY PROGRAMS

Pioneer High School together with WNC offers machine tool technology, auto body, automotive technology, welding, construction technology, Introduction to Engineering Design, Hands on Computer Technology. These programs are available to Juniors and Seniors only.

FOUR YEAR COLLEGES

Four year colleges vary greatly in their size, costs, admission policies, and in the majors they offer. In order to be ready for college-level work, students need to follow a college prep program in high school. Students who want to go to a four year college also need to register for the PSAT, SAT, ACT or whatever their chosen college requires.

COMMUNITY COLLEGES

Community Colleges provide affordable, career-oriented programs that enable students to begin their careers after two years of college or less. Business, law enforcement, real estate, and engineering technology are just a few of the careers that students can prepare for going to a community college.

CAREER AND TRADE SCHOOLS

Career and trade schools offer short-term training programs in a wide variety of career fields, such as cosmetology, dental hygiene, welding. While some programs last only a few weeks, others take up to two years to complete. Career and trade schools can be expensive, and not all of them are reputable. **Note: Make sure the school you're considering is accredited.**

THE MILITARY

The military trains young men and women so that they can protect the interests of our country. The military offers qualified high school graduates a variety of opportunities and free job training. The military also provides discipline and structure, as well as opportunities for career advancement and travel. In addition to the Army, Navy, Air Force, and Marines, there are opportunities in the Reserves and the National Guard. For more information, go to www.military.com. All branches of the military require students who are interested in a career in the military to take the ASVAB Test.

COLLEGE INFORMATION

School counselors and the principal are available to assist you with college entrance, but it is the responsibility of the family to be aware of application deadlines, admission requirements, and other college entrance related information. Individual school web sites are the best resource for finding this information. Be aware that colleges can change requirements from year to year. The information you find during your child's sophomore year may change drastically by the time he/she is prepared to apply for college during his/her senior year. **Questions should be directed to the Office of Admissions: 784-4700 (UNR) or 1-800-334-UNLV (UNLV)**

RECOMMENDED COURSES FOR MOST COLLEGES (See your guidance counselor for updates)

Four year colleges and universities generally recommend students take the following college preparatory courses in high school:

- 4 credits English
- 4 credits Math completing a minimum of Algebra II
- 3 credits Science (2 lab sciences)
- 2-3 years of the same Foreign Language
- 3 years Social Studies
- 1 year Fine or Performing Arts

College bound students should complete all of the above recommended courses. Even if a student successfully completes these courses, there is a chance they will still need to take remedial courses once they are in college. Again, you will need to check with individual schools to see placement standards. Competitive schools and programs consider the above to be "minimum requirements". They recommend that students challenge themselves by taking advanced, honors, and AP courses whenever possible. As a general rule, college bound students should take as many college prep math, science, English, social studies, and foreign language courses as possible.

Colleges use some, if not all, of the information listed below when determining whether or not to accept an applicant. Individual colleges, however, differ in how they evaluate information. One college, for example, may place a great deal of importance on test scores. Another college may focus more on other factors such as the following:

- Grade point average (GPA)
- Recommendations
- Class Rank
- Activities/Awards
- Strength of subject/courses
- Personal Essays
- ACT/SAT scores
- Interview
- Student Leadership
- Involvement in extra-curricular/community activities

Note: College recruiters and employers may check your (student blogs) such as MySpace.com and Facebook.com to research more about potential applicants. Be careful what you advertise about yourself on these public domains.

INFORMATION FOR PARENTS: **HELPING YOUR CHILD SUCCEED**

- Insist that your child be on time to school every day
- Show an interest in what your child is learning
- Talk about the importance of getting a good education
- Expect your child to follow the school rules
- Attend all open houses and back to school nights
- Help your child relate what she/he is learning to her/his future
- Before talking with your child's teachers or counselor, make a list of information that you want to share, along with any questions or concerns that you may have. Also, talk to your child to see if there is anything that she/he would like you to discuss.

DIPLOMA TYPES AND POTENTIAL POST HIGH SCHOOL OPTIONS

Pioneer High School's curriculum is designed to prepare all students with the skills they need to be successful after graduation from high school. Research shows that whether students leave high school and enter the work place, the military, or a college or university, the skills they need are the same.

Every high school student is encouraged to challenge him or herself by taking the most rigorous and intellectually challenging course of study available. Even though every high school graduate will not continue his or her formal education past high school, every student can and should be prepared to do so.

All freshmen will be required to complete a four year plan, which will have to be signed by a parent or guardian. The four year plan will be reviewed yearly. You will find your Degree Plan Page in the back of this Student Manual. It is a blank four year plan, followed by examples of four year plans for each diploma.

Pioneer Student Support Programs

The following programs will be offered throughout the year. Contact the office to sign up and check for availability.

Project Discovery
Ron Wood Center Information
Tutoring
WNC Counselor visits for potential enrollment
School Social Worker on Site
School Guidance Counselor Office
Tutor

Volunteer Work and Community Services Opportunities

- Food and Blanket Drives
- Community & Volunteer Service Projects
- Community & Campus Blood Drive
- Campus Beautification Projects

PHS Clubs & Activities

- Student Leadership Organization
- Project Discovery Team
- Prom Night
- Project Discovery Field Trips: (Mt. Rose, Spooner, Lake Tahoe, Mills Park, Rock Creek, Reno)
- Student Leadership Projects
- Yearbook/Media
- Family Night BBQ's
- Student Movie Night
- Speech and Debate
- Family Orientations
- Volleyball Club
- Roller-skating Club
- Skit Team

Student Rules and Regulations

Restorative Justice Process:

Students will follow the rules and regulations of CCSD, laws, and school procedures. The Restorative Justice Process will begin with all referrals. Students will complete the plan on all referrals.

Parking: All students who drive are required to obtain a parking permit and park only in the student parking lot. Failure to comply with the parking procedures could result in a zone variance denial.

Listed below are some basic rules to guide Pioneer students. The rules are itemized because they represent difficult areas. Violations of any of the following school rules will result in appropriate disciplinary action as determined by the proper staff member.

1. Students are expected to respect members of the school staff and/or any visitors to the school.
2. Skateboards, scooters, rollerblades, etc, must be kept in lockers during the day. Bikes must be locked inside the courtyard. No motorized or battery powered skateboards, scooters, moped, motorcycles, etc., can be kept on campus for safety.
3. Couples should show proper respect for each other and those around them by avoiding excessive displays of affection.
4. Students must obtain administrative approval for any meeting or assembly held on school property and any printed matter they wish to distribute or post on school property.
5. Only staff, parents/guardians (once they have checked in with the office), and enrolled students attending scheduled classes are allowed on school grounds. Students who have completed their school day will not be allowed to loiter on the school grounds or in the school buildings. A Trespass Warning will be issued to unauthorized individuals on a first offense, on a second offense individuals will be subject to arrest per NRS 207.200.
6. No students may leave the campus for any reason during class without obtaining a pass from the office.
7. Students in the hall without a hall pass or who leave class without permission are subject to progressive discipline.
8. Eighteen-year-old students must conform to the same requirements as students who have not attained the age of eighteen if they are to attend the regular day classes.
9. Students are to keep the campus clean.
10. **The school cannot assume responsibility for lost, stolen, or confiscated items, which may include lunch tickets, money, electronic equipment, school issued supplies, equipment, and books, etc.**
11. Students representing the school must conform to standards established by the sponsors of the activity. All fees MUST (No Exceptions) be paid in order to participate in any extra-curricular activity. Students involved in school-sponsored activities, either on or off campus, are subject to the Pioneer Academy Discipline Code and the right to represent agreement.
12. Any item defined as dangerous is prohibited from campus. Staff will use Carson City School Board Policy and NRS to define dangerous items. Prohibited items will be confiscated.
13. Lockers are considered to be school property and may be searched at any time. School officials may search students, student's lockers and vehicles, if there is reasonable suspicion the students have violated school rules or civil law.
14. Student records are confidential information and are made available only to the parent/guardian and/or the student. Parents/guardians wishing access to their student's records may do so by contacting the Principal's Office, and providing proper identification.
15. Carson City School District prohibits behavior that is intimidating, harassing, threatening or disruptive and/or which is associated with gang membership, including solicitations to join or become associated with a gang.
16. **Visitors are not allowed to attend classes.**
17. Hazing of students on school property, at school sponsored activities, and/or on school district transportation is prohibited. Any student hazing another student will be subject to disciplinary action.
18. Students must give proper identification to school personnel upon request.
19. Students may be removed from the application only full time online schooling if they do not maintain the minimum criteria for acceptance.

20. Any discussion referencing the following items is prohibited and will result in disciplinary action. Examples: (Gangs, Bullying, Drugs, Fighting, Violence, Weapons, Comments of a Sexual Nature, Harassment, Discrimination, Racial remarks, Sexist Remarks, Reasons for Suspension)
21. Cigarettes, matches, lighters, porcelain cigarettes, e-cigarettes, vapes, vape devices, incense, spice, and controlled substances are not to be in the possession of students while on campus, in vehicles, or on school activities. These items will be confiscated and progressive discipline will be initiated. Law enforcement may be contacted and loss of field trip privileges may also occur. Students are not to be in possession of any medicine or controlled substances on campus. All medication needs to be approved and administered through the school nurse. Any food, candy, medicine, or non-food items portrayed or presented as controlled substances to other students by distribution or by sale is prohibited. Such items will be treated as controlled substance distribution and sale per NRS. Progressive discipline will be started per the CCSD Restorative Justice process.
22. Smoking or vaping (on and off campus) during the school day are not allowed. Failure to comply could result in suspension, a Required Parent Conference, or removal from PHS. This includes all fieldtrips.
23. Open campus lunches: Students will not be allowed to spend the lunch break in the residential streets or corners. Off campus lunches are to be eaten on the restaurant property or you can bring your lunch back onto campus. Failure to comply can result in a closed campus for lunch.
24. Pioneer Academy is a harassment and bully free zone. All forms of harassment, bullying, and cyber-bullying between students, towards staff, or other members of the community will not be tolerated. Students who experience these issues or witness these incidents are to report the incidents immediately to the main office and complete a written witness statement. PHS will utilize the district's progressive discipline and PHS's student disciplinary policies to address the above issue.
25. **Toy Air Soft Pellet Guns**
 - a. This is a reminder that toys that resemble guns or other weapons in any way are strictly forbidden on school campuses in the Carson City School District. This includes, but is not limited to, toy air soft pellet guns. Students who bring such items to school will have them confiscated, law enforcement authorities will be notified, and appropriate disciplinary action will be taken. Disciplinary action could result in long term suspension from school per NRS 392.466.
26. Students who are late from lunch can lose their privileges to go off campus, even if they have the minimum credits for off campus lunches.
27. Cell phones must be placed in the classroom box during each class period. Please turn off your phone and give your phone to the teacher for storage. If a teacher must confiscate your phone for a violation, it will be turned into the office for a parent pick up.
28. No cell phones are allowed to be used in restrooms.
29. You are never allowed to take photos, video, or record audio of anyone on campus without permission from the principal.
30. Please follow all signage on restrooms. Do not enter the restroom if the maximum students are inside. Do not eat, smoke, vape, use phones or computers, and loiter in restrooms. Only one student per stall is allowed.
31. Do not let others into the campus by opening or propping open perimeter gates and doors.

PHS STUDENT DRESS CODE POLICY rev. 08/29/22

The purpose of this policy is to promote an atmosphere of learning. With this purpose in mind, the dress and personal appearance of each student is required to be of such character as not to disrupt or distract from the educational environment or to diminish instructional effectiveness or disciplinary control of the teacher.

The following refers to clothing, bags, purses, cases, computers, phones, and any items carried onto campus by students etc.

- No hoodies are to be worn on heads inside the buildings, classrooms, or hallways at any time. Outside usage of hoodies on the head are acceptable.
- Hats can be approved to be worn at certain times unless it becomes a distraction. Hats are defined as anything worn on the head which would include; beanies, caps, bandanas, handkerchiefs, etc. No bandanas are to be worn on your person, visible hanging out of clothing, and visible on backpacks or other objects.
- Shoes or sandals, pants, shorts, and shirts/tops must be worn at all times.
- Midriff revealing or see-through outfits, and sports bras are not permitted as a top by themselves.
- Sagging clothing revealing undergarments are not permitted.
- Slippers or pajamas are not appropriate for school.
- Shorts and skirts shorter than fingertip length will not be acceptable. This is measured by the student's arm length at the side hip and leg.

- Clothing, symbols, jewelry, or other paraphernalia which advertise controlled substances, alcoholic beverages, display inappropriate words or pictures, or which are derogatory to any ethnic group or intended to cause disruption of any school or class activity are not acceptable for school wear.
- Studded/spiked clothing and accessories are not acceptable and will not be worn.
- Apparel, jewelry, notebooks or any manner of grooming which, because of its color, the way it is worn, its trademark, or any other characteristic, carries known gang connotations are not acceptable and will not be worn.
- Headphones **should not** be worn in the classroom during instructional time unless approved by the teacher.
- Sunglasses will not be worn in the classrooms and can be confiscated.
- Inappropriate tattoos may not be exposed.
- Clothing that conceals a student's identity is not allowed.
- Any combination of clothing that forms a gang connotation is prohibited.
- Students wearing solid colors with gang affiliations and walking in a group will not be tolerated. Any colors worn on clothing items that may cause a disruption may be restricted for all students based on safety.
- Any other items, symbols, graphics, colors, language, etc., that administration or staff deem as disruptive on campus or in classrooms may be referred to the office for disciplinary actions.
- Staff may give the student a chance to correct the dress code violation at their discretion for minor infractions. If the student refuses to comply with staff, a referral and the student will be sent to the main office for progressive discipline.
- All Personal Protective Equipment (PPE) must follow school dress code guidelines listed above. PPE includes face masks or other items as directed by CCSD.

STUDENT BEHAVIOR REMINDERS:

Cell Phones:

1. Please turn off your phones and turn them into your teachers upon entering each class.
2. No phones are allowed in restrooms at any time.
3. Failure to turn in your phones during class will result in a parent pickup of your device and possible suspension.
4. Phones will be returned to all students in the event of an emergency.

Parking:

1. All students are required to park in the student parking lot.

Dress Code:

1. Students who violate dress code policies will be given the chance to correct the issue to stay in class. If the student refuses to fix the issue, parents will be called for assistance.
2. Any clothing which might cause a disruption, represents illegal substances, weapons, gang affiliation, and/or contains derogatory/offensive/discriminative symbols or language will not be allowed.

Restrooms:

1. Students are not permitted to congregate and loiter in restrooms. Violations of this policy will result in disciplinary actions.

Prescription & Controlled Substances/Vaping/Smoking:

1. All doctor approved prescription drugs are to be in the possession of the school nurse. Do not carry any medications or controlled substances on your person or backpack.
2. Never provide any controlled substances or prescription medications to other students.

3. Vaping, smoking products, and paraphernalia are not allowed on campus.
4. Do not attend school under the influence of controlled substances. (Medications approved by doctors and guardians might be an exception.)

Backpacks/Purses:

1. Any student who carries controlled substances, prescription medications, or any other banned items will lose the privilege of carrying a backpack and purse at school.
2. Do not carry knives and/or any other weapons to school. Do not carry any items that look like weapons to school.
3. There is no right to privacy while on a public school campus or at an off campus school event. Your person, backpack, locker, clothing, and vehicle may be searched at any time when there is a safety concern or suspicion of a violation of; school rules, CCSD policies, and state/federal laws.

Skateboards/Scooters:

1. All skateboards and scooters are to be stored in lockers only. You cannot carry these items around with you all day. Contact the office at lunch for a locker.

ATTENDANCE POLICY

- Students with habitual truancy will be referred to the SARB committee.
- Students are deemed “Chronically Absent” if they miss 10% or more of school days enrolled.
- Only approved school functions don’t count towards total absences.
- Parent notes and doctor’s notes create excused absences, but these still count for total absences.

It is the student’s responsibility to turn in documentation to attendance office.

1. Any student arriving at school late must report to the office.
2. Teachers will maintain a tardy list and submit a tardy referral to the office for lunch or afterschool detention on the student’s 3rd tardy. Teachers will do their own lunch/after school detentions.
3. Students who are tardy 1/3 of the class period (approx. 30 min in 90 min class) or more to class will be charged with the absence for that period.

SARB Hearings:

Students who miss 18 or more classes (excused or unexcused) will be deemed as “habitual” or “chronic” truant or chronically absent. These students will be referred to the SARB process. Students who miss 3 or more will also be started into the intervention and SARB process.

Make-Up Work:

Students absent from school and returning to class are required to make up all work missed without any grade penalty. If unusual circumstances exist, a teacher may extend the time as appropriate. Teachers are encouraged to have a grade separate from attendance and participation. If no makeup work is completed, the teacher can inform the attendance office. It is recommended that students have unlimited time to make up work.

PROHIBITED ACTIONS

The disciplinary policy defines school rules that apply to any student who is on school property, in attendance at school, or is in attendance at a school sponsored activity (Carson City School District Regulation Number R-519.5 and R-525). When city, state or federal laws have been violated, referral will be made to the proper legal authorities. An offense deemed serious by the proper administrator may result in expulsion as stipulated by Carson City School District Board Policy and Nevada Revised Statute. There are four types of prohibited actions referred to as offenses.

All offenses in this class will be referred immediately to the administration of the school.

- Gang Activity (written, communicated verbally or physically, electronic communication, symbols or drawings)
- Arson
- Extortion
- Physical or verbal assault on school district employee
- Possession, use, distribution, sale of or under the influence of any controlled substance, prescription medications, drugs, narcotics, alcoholic beverages, intoxicants, all types of marijuana, or synthetic substances
- Possession, sale or use of drug paraphernalia
- Possession or use of Dangerous Article, Weapon, Substance or its counterfeit (Pursuant to NRS 202.350 and 392.466)
- Fighting or Incitement to a fight
- Threats to any person (human being) or organization (students, staff, parents, and community members)
- Hazing/Harassment/Racial and Gender Motivated Intimidation
- Property Damage
- Physical assault (Battery)
- Campus Disruption
- Blocking Staff Access to a Fight
- Alteration of school records
- Carrying or using lighters, matches, cigarettes/tobacco, and or paraphernalia (no porcelain cigarettes) any smoking, vaping, or e-cig devises, smoking on or in sight of campus, smoking at school activities
- Theft
- Trespassing or Violation of Trespass Warning
- Computer violation
- Disorderly conduct, profanity, obscene language / behavior or intimidation
- Bullying/Cyber-bullying or Harassment
- Leaving campus without permission
- Non-compliance or disrespect with staff
- Scholastic dishonesty (NRS 392.461)
- Unauthorized area
- Vandalism
- Classroom disruption
- Dress code violations
- Loitering before or after school
- Lying
- Unauthorized presence in hall
- Littering on campus or streets, sidewalks, private property
- Not reporting a crime or infraction which is witnessed on campus

Possible Progressive Discipline for Offenses: Some of the following progressive disciplinary procedures are required based on the level of infraction. (See CCSD Progressive Discipline Document on the CCSD Website)

- Restorative Justice Plan
- Student Conference
- Required Parent or legal guardian Conference RPC (with Student)
- ALC or ISS (In School Suspension)
- Written Apology to staff or students
- Harassment Agreement Signature
- 3, 5, or 10 Day suspension (Off Campus) (Progressive)
- Referral to Hearing Committee for 90 or 180 days
- 90 day (Off Campus) Suspension/Expulsion
- 180 day (Off Campus) Suspension/Expulsion
- Referral to sheriff for citation and/or arrest
- Possible Referral to Ron Wood Family Resource Center Proof of satisfactory completion will be required to return to school
- Possible Restitution and Community Service for Damages

(WEAPONS)

Any weapon in the possession of a Pioneer High School student will result in a 90 day suspension or expulsion from PHS, pursuant to NRS 202.350 and 392.466. Possession is defined as the student's person, purse, backpack, locker or vehicle. A knife with a fixed or lockable blade more than 2 ½" in length as measured from the tip of the blade to the tang (hinged end) of the knife is a dangerous weapon. Also, any item(s) that can be altered or constructed as a weapon that can be used to endanger or harm students or staff will be deemed a dangerous weapon.

On a first offense Nevada Statute provides for a **90 day** at home suspension or expulsion for **(1) battery which results in injury of a school employee, and (2) sale or distribution of a controlled substance.** (NRS 392.466.1)

On a first offense Nevada Statute provides for a **180 day** at home suspension for **possession of a dangerous weapon.** For a second offense, the student must be permanently expelled from school. (NRS 392.466.2)

(HABITUAL DISCIPLINARY STATUS)

Students who have been suspended five or more times are considered habitual offenders and may be suspended for 90 school days. A student's suspension record is cumulative and will be maintained for his/her high school career. All suspensions will continue into the next school year. (NRS 392.4655)

(K9 Visitations)

Carson City Sheriff's Officers may conduct canine visitations of school hallways, lockers, classrooms, buildings, parking lots, and other school property and may also conduct canine sniffs of the personal property including vehicles of students. K9 unit visitations will occur at random, at the discretion of the School District and at the availability of a canine unit. Additionally, canine sniffs can occur in response to a reasonable suspicion that an illegal or prohibited substance, weapon, or bomb may be located in the area or on the item being searched. There shall be no canine sniffs of a student's person. If a canine unit alerts on an area of school property owned by the school, including lockers, a search by school officials can follow immediately.

(Battery)

On a first offense Nevada Statute provides for a **90 day** at home suspension or expulsion for **(1) battery which results in injury of a school employee, and (2) sale or distribution of a controlled substance.** On a first offense Nevada Statute provides for a **180 day** at home suspension for **possession of a dangerous weapon.** For a second offense, the student must be permanently expelled from school. To cooperate fully with the discipline procedures of other schools, Pioneer High School may not accept students who are under suspension/expulsion from another school until such suspension/expulsion has been completed. If a specific term is not indicated for the suspension, the student will not be permitted to enroll until the end of the current semester. Students on suspension are not permitted to attend or participate in school sponsored activities. Parents/guardians who wish to appeal the suspension of their student may do so by notifying the principal.

DETENTION POLICY

Detention is served by:

1. It is the student's responsibility to ask which teacher is handling detention that week.
2. It is the student's responsibility to keep track of their days of detention.

Detention must be started the next day after receiving the detention; however, a student may start serving the detention the same day if desired. Once a student begins serving their detention time, it must be completed consecutively without interruption.

SKIPS: Skips may be removed from a student's record if the student has passing grades in ALL their classes the previous semester.

Skips will remain on the student's record if ALL grades are not passing.

A suspension does not remove any detention time. The student must still serve any remaining detention time.

In addition a teacher, for a variety of reasons, can give class detention, anywhere from 5 to 30 minutes after school. Class detention must be served when instructed by the teacher. The consequence for failure to serve class detention is that it becomes school detention. **School detentions (those assigned by the office must be served prior to classroom detention.**

FAILURE TO SERVE DETENTION IS INSUBORDINATION AND WILL RESULT IN A SUSPENSION FROM SCHOOL!

Community Service – Students who owe restitution to PHS, are truant, or involved in any other disciplinary infractions, may be assigned to the after school Pioneer High School Community Service work program if deemed necessary by the Administrator.

DRIVING REGULATIONS

Driving and parking on campus is a student privilege, which can be revoked if the student does not abide by the Pioneer High School driving and parking rules or the laws of the State of Nevada. **Students are required to park only in the student parking lot.**

The speed limit in all parking areas provided is 5 miles per hour. Students exceeding this speed limit, or driving/parking in any unauthorized areas, or driving in a reckless manner will be suspended for 3 to 90 days for endangerment. If the violation is also a violation of state traffic laws, the students may be referred to the proper authorities. Students driving on school grounds are responsible for their passengers. Passengers riding in a reckless manner will be subject to disciplinary action along with the vehicle's driver. Students are required to register their vehicles with the office.

Office and Teacher Aides

Placement as an aide requires:

- Good citizenship
- Good attendance
- No discipline problems
- Approval by the teacher and the principal
- Student will receive a pass/fail grade in place of a letter grade

STUDENT HEALTH SERVICES

Medication Policy – All medications that are to be taken at school must be cleared through the office. This includes over the counter medications (medications that do not require a doctor's prescription, i.e. Tylenol, Advil). In order for any medication to be administered at school, a consent form must be signed by the parent or guardian. The signature of the physician is also required for all prescription medications to be taken at school. All medication brought to the school must be in the original box or prescription bottle from the pharmacy and will be kept only in the office. Do not carry prescription or non-prescription medications on your person while on campus or school events.

LOCKERS

Lockers are assigned in the office on a first come first served basis.

RIGHT TO REPRESENT

As a representative of Pioneer High School, students have the responsibility of proper conduct. Should a student involve himself or herself in any activity that discredits them, their activity, the school or the community, the student will be subject to disciplinary action, which may include removal from the activity.

SMOKING

NRS 202.2491 prohibits smoking **on or in the vicinity** of school property. Please refer to the assessment at the end of the hand book for the areas that are off limits.

CELL PHONES, IPODS, CAMERAS, PAGERS, AND OTHER ELECTRONIC DEVICES

While cell phones/pagers are allowed in school, they are **NOT** permitted to be used during class time or in the classrooms. A cell phone/pager being used during class or ringing during class **will be** confiscated and turned into the office after teacher warnings are given. Additionally, if the cell phone/pager is used during class, a referral for class disruption may be written and a suspension may be issued. If a cell phone/pager is requested by the teacher, it may be picked up by a guardian only. With parent cooperation, PHS will retain the electronic device for a minimum of 24hrs before pickup.

PHOTOS/VIDEOS

No photos or videos may be taken of students, staff, visitors, vehicles, or the campus property without prior permission in writing from administration.

DANCES

Calendar for school dances will be arranged with the approval of the site administrator. Upon arrival to the dance students may leave only for an extreme emergency which will be determined by administrator on site. No student will be admitted

with out proper identification. Students may invite 1 guest to the dance and must fill out a guest pass for approval. Passes may be obtained from the school's main office and must be returned to the principal for approval no later than 2 weeks prior to the date of the dance. Guests must be enrolled in high school and/or be under 21 years of age. Exceptions require administrative approval. Students who invite a guest are responsible for their conduct. Guests are expected to abide by Pioneer High School rules. Failure to do so will result in removal from the dance and will not be allowed to attend future dances. The student responsible for a disorderly guest will not be issued guest passes in the future. No admittance to the dance will be permitted 1 hour after the start of the event. Any exceptions must be approved by the administration prior to the dance or receive on site approval by administrator pending mitigating circumstances. Failure to remain in designated areas will result in removal from the dance. Any one in possession or under the influence of drugs or alcohol will receive consequences as defined in the student handbook and have charges filed with the local law enforcement. Random preliminary breath tests will be given at all school sponsored dances. Once a student leaves the dance they will not be readmitted.

Tutoring Schedule:

- All teachers are available for student tutoring by appointment
- PHS Lab Hours are from M-F (TBA) for tutoring and distance education classes

ONLINE INFORMATION: COURSE REQUIREMENTS

- **WEEKLY** contact with online coordinator, by telephone or e-mail
- **WEEKLY** contact with online teacher, by online chat, telephone, or email!
- All students must schedule midterms and finals at least **24 hours in advance!**
- Call Mrs. Council to schedule your exams
- **DO NOT OPEN MID-TERMS OR FINAL EXAMS WITHOUT APPROVAL OF THE SITE ONLINE COORDINATOR!** If a student opens the mid-term or final without approval there may be an additional fee to the student to reset the exams.
- All mid-terms and finals are monitored by coordinator and will be taken at Pioneer
- Students should set up their own schedules and establish routine course hours
- Students need to use appropriate communication skills with **all** Online teachers and staff
- Full-time students need to have access to the internet
- Adobe Flashplayer must be installed on your computer
- Silverlight must be installed on your computer



Pioneer High School Graduation Plan

Carson City School District

Pioneer Academy is fully accredited with AdvancED in the State of Nevada. Pioneer offers the following diplomas: Standard Diploma, Advanced Diploma, CTE/Occupational Diploma, and the Adult Diploma

See your Counselor for Your Individual Graduation Plan