



*Nurturing Exceptional Future Leaders*

**Pioneers Academy  
Student Parent Handbook  
2024**

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## ***Our Mission***

Prepare our students for success in this life and the Hereafter by providing them with exemplary education based on Islamic morals, values, and the highest academic standards.

## ***Our Vision***

Pioneers Academy (PA) will be recognized among the top educational institutions of its kind providing exemplary education based on Islamic morals and the highest academic standards. This vision will be embodied in each Pioneers Academy graduate who will have acquired strong Islamic beliefs and practices, demonstrating model behavior and character.

Graduates will have the academic grounding, confidence, and the skills to meet life's challenges and relate to others with respect, tolerance, and understanding. They will be knowledgeable enough to be critical and creative thinkers. PA graduates will be ambitious and influential enough to become productive citizens and leaders within their communities, demonstrating their Muslim-American identity.

## ***Our Goals***

- Providing an academic program that promotes excellence, builds curiosity, and creates ambition
- Creating an atmosphere where logical reasoning and independent thinking are enhanced
- Incorporating a learning environment that involves exploration, discovery, and discussion
- Guiding students to become productive citizens with leadership, responsibility, and integrity
- Instilling in students the self-assurance and discipline required to reach excellence in all endeavors
- Developing competence in public speech and creative writing
- Broadening cultural awareness by fostering an appreciation for art and sports
- Establishing social skills through peer and adult interaction emphasizing mutual respect and trust
- Fostering responsibility to God, society, and the environment
- Teaching students the Arabic language as a means of communication and understanding the Quran
- Guiding students to use Quranic principles and moral strength in their daily lives
- Developing God consciousness and using prophetic examples as a model to be emulated throughout life.

## ***Our Values***

We teach each and every student values that will enable them to strive for excellence. Our aim is to build a strong foundation for your child in morals and ethics that will help them become both leaders and active members of our community for the future.

# Pioneers Academy Structure

The School Board oversees the operations of Pioneers Academy. The administration, school staff, and parent helpers perform the daily operation of the school. The school draws on the resources of the parents and Muslim community to ensure the best education possible for its students.

## *School Board*

The Board consists of seven board members. The School Board is responsible for overseeing the entire operation of the school. Board members are responsible for coordinating the location, staff, budget, insurance, legal matters, and public outreach. Any staff member, parent, or community member may approach the board with any concerns or questions by contacting the board's secretary.

## *School Administration*

The School Administration consists of Principal and Administrative Assistant/Secretary.

## *School Staff*

- **Teachers, Teacher Aides, and Other Staff:** Recruiting teachers, teacher aides and other staff is conducted by the school's Hiring Committee with the final approval of the School Board. Evaluating and monitoring the school's staff is conducted by the administration. Termination of teachers and other staff is done by the School Board based on the principal's recommendations. State and Islamic guidelines are followed when selecting and reviewing candidates for positions.
- **Volunteers:** Parents are encouraged to help in the school. Children will value their educational experience more when they see that their parents support the school. If you are interested in becoming a volunteer, please contact your child's classroom teacher.

# Student Enrollment

## *Registration*

Before your child's first day of class, the school must receive the following completed in full:

- o Copy of Birth Certificate
- o Emergency Card
- o Health Care Summary (preschool, kindergarten, and new students only)
- o Early Childhood Screening report (kindergarten only)
- o Immunization record
- o Previous school records (sent directly from previous school)
- o Registration form
- o Release form
- o Signed Parent Agreement (agreeing to comply with Pioneers Academy rules, procedures and tuition payment schedule)

Registration is completed electronically at [secure.tads.com](https://secure.tads.com)

**A nonrefundable deposit of \$500** is due to lock into a seat for the current school year. Please note, if you do not finish the enrollment and you do not make the advanced payment, your child's seat is not guaranteed.

All new students need to pass an evaluation session for PK and K.

Math, English and Arabic test for all grades.

## *Withdrawal Procedure*

Written notification to the school needs to be given immediately upon withdrawal of your child from Pioneers Academy. Withdrawal forms are available in the office. Parents are responsible for tuition until the end of the month in which the school office receives written notification. **PLEASE NOTE:** all records will be held until all financial obligations to the school are met. Any student who withdraws during the first trimester of the school year and reapplies for the subsequent school year will be required to pass the admissions test.

## *Transfer Procedure*

Records are forwarded directly to the new school at the request of that school, unless a student is transferring to a school outside of United States. In that case, records can be given to the parents. Requests for a copy of the records must be submitted in writing, and may take up to 5 business days. **PLEASE NOTE:** If you have any outstanding financial obligations with the school, your child's records will be held until these obligations are met.

# Attendance Policy

## *Attendance*

Please respect the child's learning and growth that goes on each day by scheduling vacations, dental and medical appointments outside of school hours or during school breaks whenever possible. Excessive absences will affect a student's overall performance and will be reflected on his/her record.

If absences continue to occur, the administration will take appropriate actions, which might include asking the child to repeat the grade, being expelled from the school, or not being allowed to enroll the following year.

When an absent student returns, parents must fill out an excused absence form in the office and attach any documentation of the absence. These forms will remain in the student's file. **It is further recommended that the parent/guardian call the office on the day of the absence.** Extended absences (more than three days) due to illness must be noted by the attending physician for the office to classify the absence as *excused*. It is the responsibility of the parent to help his/her child learn what was learned during the extended absence. The parent is responsible to contact and coordinate with the teacher about the material or content that was missed during the child's extended absence.

**Elementary students (grades K-3) who miss more than 20 days of school in a year may be required to repeat the grade.**

## *Late Arrival*

Students are considered late if they are not seated and ready to begin class at 8:30 a.m. sharp. An "excused" late arrival is defined the same as an "excused" absence and will not contribute to the late arrival fee (see below). A student who is late must obtain a late pass from the office before reporting to classroom. The late arrival is documented both by the homeroom/first period teacher and the secretary of the school. Three late arrivals are allowed per trimester. If late arrival continues to occur, the administration will take appropriate action, which might include expulsion or cancellation of enrollment for the following school year. Pioneers Academy will adhere to State truancy policies.

## *Classification of Absences*

Each absence is classified as either "excused" or "unexcused."

**EXCUSED ABSENCES:** To be considered an excused absence, a **written** explanation signed by a guardian for the absence must be submitted to and approved by the administration. Only absences caused by illness, death in the family, legal or medical matters, or genuine family emergencies are subject to excuse. **NOTE:** You are responsible for paying tuition, even if your child is sick for an extended period of time.

**UNEXCUSED ABSENCES:** Absences that are not caused by reasons listed above will be considered unexcused. Attendance will be reviewed periodically by staff members and communicated to parents to determine the reasons for excessive absences. Upon the conclusion of this review, appropriate action will be taken.

**EXTENDED ABSENCES:** If you elect to take a vacation during the school year, you are still responsible for paying tuition during that time and all other expenses. Students are required to catch up on missed work when they return. Make-up work will not be provided.

### *Sick Policy*

When you know your child is sick, you should call the school as soon as possible, preferably one-half hour before the start of classes. You may leave a message on our voice mail. You should keep your child at home whenever you feel he/she is too sick to come to school. Your child will not be allowed to come to school if he/she has experienced any of the following in the past 24 hours:

- A fever of 100 degrees or more. Remain home until fever free 24 hours without medication.
- Vomiting/diarrhea (due to illness) more than 2 times in 24 hours.
- Any contagious condition, bacterial or viral as determined by the family doctor or the school nurse (e.g. a cold accompanied by a runny nose which has yellow or green discharge, strep throat, chicken pox which have not yet scabbed over, lice until 24 hours after treatment, etc.).

The administration will consider an exception if the attending physician provides written permission to return to school.

The following conditions must be reported to school immediately upon diagnosis (**EVEN WHEN SCHOOL IS NOT IN SESSION**): H1N1 flu, lice, strep infection, bronchitis, pneumonia, tuberculosis, pertussis (whooping cough), diarrhea, pinworm, ringworm, staph infection, mumps, measles, chicken pox, small pox, rubella, tetanus, any food borne illness, meningitis, lead poisoning, Reye's Syndrome, viral hepatitis, OR any contagious disease determined by a medical professional.

The administration has the right to determine if any child is too sick to attend. If your child becomes sick at school, you will be notified as soon as possible. You will be required to pick up your child immediately or make arrangements for someone else to do so. We will be in contact with the District in case of school closing due to a medical condition.

Parents are required to provide a physician's documentation to the school regarding any serious medical condition that may require emergency care for their child (e.g. allergies, asthma, diabetes, heart condition, or seizures). Please be advised that even in the event of illness, parents must fill out an excused absence form and attach any documentation to excuse the absence.



# School Hours and Programs

## *Grades Pre K1*

School hours are from 8:30 a.m. to 3:30 p.m. Monday through Friday.

## *Drop-Off Policy*

Drop-off starts at 8:15 a.m. until 8:25 a.m. After 8:30 am, doors will be locked, and parents **must** accompany their children to the main school office. Students will not be allowed in school before 8:15 a.m. Students should arrive no later than 8:25 a.m. so they have adequate time to go to their lockers and be seated in class by 8:30 am.

## *Pick-Up Policy*

Children should be picked up no later than 3:45. At 3:45 p.m., teachers will escort their students to the late-stay room. After 3:45 p.m., there is a late charge fee in the amount of \$10 per child for every 15 minutes or any fraction thereof. If late stay fee is not paid the same day, you will be billed on your monthly statement and administrative fee will added on.

For parents who consistently cannot pick up their children before 3:45 p.m., Pioneers Academy may offer a latchkey program for a fee.

Students are only allowed to leave school with their parents, siblings, guardians, or people appearing on the emergency card. Any other person must have prior permission through a note or phone call to the office.

## **Late Stay:**

The late stay fee is \$10 for every 15 minutes. Late stay charge starts after 3:45.

# Financial Matters

## *Tuition Policy*

Pioneers Academy relies on tuition to pay for rent, staff, school supplies, etc. Full payment of tuition is due by the fifth-business day of the month, before service is to be administered (even during vacation months). Tuition installments will be billed on a monthly basis (beginning in September) for a total of nine payments. It is imperative that you pay on time, so that the school's financial obligations can be met.

Tuition can be paid as follows:

- 1) The full yearly amount at one time or two times
- 2) 9 installments plus the advanced tuition payment – payment schedule

1 <sup>st</sup> payment	-	September 05,
2 <sup>nd</sup> payment	-	October 05,
3 <sup>rd</sup> payment	-	November 05,
4 <sup>th</sup> payment	-	December 05,
5 <sup>th</sup> payment	-	January 05,
6 <sup>th</sup> payment	-	February 05,
7 <sup>th</sup> payment	-	March 05,
8 <sup>th</sup> payment	-	April 05,
9 <sup>th</sup> payment	-	May 05,

If you anticipate any problems (including late payment) in meeting your financial obligations, YOU MUST contact the School's Administrator by the first of the month (or sooner if possible). Failure to pay by the due date will result in a late fee. Failure to pay tuition may also result in dismissal of your child from Pioneers Academy. Academic records will be held until you have met *all* of your financial obligations with the school.

There will be a return check fee applied to all checks returned to Pioneers Academy for any reason. Returned checks will not be re-deposited. School will require certified funds (money order, cashier's check, etc.) for all returned checks in the amount of the check plus the return check fee.

If you have any questions, concerns, or need special arrangements, you should contact the School's Administrator as soon as possible.

## Tuition rates

# 2025-26

## PIONEERS ANNUAL TUITION



Grade	Annual Tuition	2 installments after \$500 deposit	9 monthly installments after \$500 deposit
Pre-K1 Pre-K2 5 Days	\$8,890	\$4,195	\$932
Kindergarten 1st-3rd Grade	\$7,890	\$3,695	\$821

### Additional Annual (One Time) Fees:

- \$250 Books Fee
- \$150 Technology Fee
- \$75 Enrollment Fee (**Registration**)
- \$60 Application Fee (**Admission**) *For new students only*



## Donations

Donations of money or supplies are gratefully accepted. The school is always in need of your support to assist a family or upgrade our supplies. If you wish to donate money monthly and would like a reminder note, this can be arranged. May Allah (SWT) bless you for any extra help you offer. You will be issued a receipt if you choose, and should be aware that your donations are tax deductible.

# Parent Responsibilities

Parents are role models for their children. They are expected to conduct themselves in a respectful and responsible manner while on school property. Failure to follow these guidelines may result in the misconduct being recorded in the student's permanent record. Repeated infractions may result in the parent being banned from the school property or the expulsion of their children.

The above policy applies to all parents, their children, and their guests.

Parents and all visitors are required to follow all posted signs in and outside of the building, including parking lots.

## ***Student Homework***

Pioneers Academy wants every child to succeed and excel. Homework is assigned for the benefit of our students. Parents play a key role, not only in the moral character of their children, but also in their academic success.

## ***Communication with Teachers***

Parents are encouraged to schedule meetings or phone calls with teachers if there is any concern. You may contact the teacher either by leaving a phone message with the office or emailing the teacher directly. Your child's teacher will provide you with her email address and phone number during the open house.

## ***Parent-Teacher Conferences***

Parent-teacher conferences are held twice a year. Please view the attached calendar to find out the specific days of the conferences. These conferences serve as a tool for parents, teachers, and students to communicate achievements, concerns, and suggestions to each other. The student may be present for part or all of the conference, based on the discretion of the parent. Parent-teacher conferences are not mandatory but are highly encouraged.

## ***Grievance Process***

Pioneers Academy is committed to providing an effective means for the grievant to voice concerns and complaints. The administration and/or board also strive to resolve concerns and complaints whenever possible. To this end, the board has established the following processes:

**Informal Resolution:** The grievant (parent or guardian) will discuss the grievance with the most immediate and appropriate school official (e.g., teacher or principal) as soon as possible after the occurrence-giving rise to the grievance. The initial discussion may be as informal as a telephone

conversation. If the grievance is not resolved after an informal discussion, the formal grievant will follow the steps provided below:

Grievance Process: grievance procedure for addressing concerns regarding specific decisions, especially when there are concerns that board policy or law has been misapplied, misinterpreted or violated.

Complaints that are not specifically included in other policies should be addressed in the following manner:

a. Submit a written complaint to the school:

- i. If the complaint involves a staff or faculty member, a written complaint is submitted to the principal no more than 30 days after the issue occurs,

*The school wants to ensure all complaints are submitted and addressed and the English language should not be a barrier to our diverse group of parents to raise their concerns for the education of their children. To ensure the grievant (parent/guardian) can file a formal complaint, the grievant may elect to bring a translator to the school office. In addition, the school may also provide translators to assist if needed in translation or writing.*

- ii. If the complaint involves the principal or a board member, a written complaint is submitted to the Pioneers Academy board no more than 30 days after the issue occurs.
- iii. The written complaint must contain the following information:
  1. Name of the person the person the complaint is against.
  2. The specific decisions or actions that caused the complaint.
  3. The specific resolution or remedy being requested.

b. Receive a written response:

- i. If the complaint involves a staff or faculty member, the principal will investigate the situation and send a written response that is postmarked within 10 business days of receiving the complaint.
- ii. If the complaint involves the principal or a board member, the Pioneers Academy board (without the involvement or presence of the individual who the complaint is against) will investigate the situation and send a written response that is postmarked within 10 business days of receiving the complaint.

c. Appeal Process - Requesting a hearing:

- i. If the grievant is unhappy with the written response, he/she can request a hearing by submitting a written appeal request to the Pioneers Academy board.

- ii. The board will schedule appeal hearings one time per month. The board will hear complaints individually on the scheduled date and time. The board will send a written notice of the grievant hearing.
- iii. All hearings and proceedings regarding complaints will be private.
- iv. The Pioneers Academy board will issue a written decision within 10 business days of the hearing.

d. Formal Communications

- i. To ensure the complaint is registered in the office, the grievant will contact the Pioneers Academy staff, faculty, and board members using the school mailing address and the school e-mails about issues regarding Pioneers Academy.
- ii. Grievant will respect the privacy of the Pioneers Academy staff, faculty, and board members and only raise issues about Pioneers Academy at appropriate times and locations.

e. Religious Affairs

All religious matters and disputes are solved with consultation of the Minnesota Fiqh Council.

### ***Parent Organizations***

Pioneers Academy encourages the development and participation of parent organizations that support the goals of the board and the schools. The board also supports parent organizations as an effective means of actively involving parents in the schools. The principal is expected to educate such organizations on the goals of the school, especially as it relates to improving student success. The school administration is expected to help such organizations to identify opportunities to assist the schools in meeting these goals.

The Pioneers Academy principal and/or the board of directors must approve all groups involving parents, students, or staff that meet on the Pioneers Academy grounds, including the parking lot. No unauthorized group may use the school grounds, facilities or parents and students lists or contact information. Please contact the Principal and/or board of directors of the school with details to get the authorization at least a week in advance.

# Student Responsibilities

## *Academic Advancement*

Promotion to the next grade is determined by the teacher's evaluation of the student's performance and meeting the academic standards for that grade.

No child is allowed to stay in the same grade more than two years. Failing to pass the same grade for the second time will result in automatic dismissal from the School unless there are compelling medical reasons that led to the failure.

## *Academic Warning*

If the student falls behind in his/her academic performance, the teacher will initiate an intervention plan. If the student's academic performance is not improving, the teacher will then issue an academic warning in form of a letter, which may include probation.

## *Homework Policy*

Parents are responsible to check their children's backpacks and make sure that their children do their homework assignments.

Some helpful homework tips:

- o Provide children with a quiet place in order to concentrate.
- o Let children do their homework independently, with minimum help, if needed

## *Evaluation/Reports/Tests*

Students are evaluated each trimester through tests, homework, and teacher observations. Each trimester, the school will provide you with an evaluation of your child's performance in a form of a report card. If you have any question or concerns, about your child's progress, please call the teacher and discuss these issues. Concerns should be communicated as soon as possible to the teacher to ensure the best for your child.

## *Personal Belongings*

Students are only permitted to bring items to school that are related to schoolwork. Any items included but not limited to: electronic devices (iPods, mp3s, CD players, video games, Gameboys, etc.), CDs, movies, cellular phones, pagers, or trading cards will be confiscated and not returned to the student. Parents must come to the office to retrieve any confiscated items; they will not be released to students. In addition, if a student brings any material that is deemed inappropriate by the school's administration, the student may face disciplinary action.

## *Behavioral Expectations of Students*

Students are expected to behave in an Islamic manner towards themselves and others. The school will not tolerate un-Islamic behavior such as bullying and harassment.

### Discipline Policies and Procedure

Pioneers Academy will take disciplinary measures including, and not limited to, detention, suspension, and expulsion to correct undesirable behavior. Corporal punishment is not allowed on school property by school staff or parents. The teachers and administration work together to solve discipline problems during the school day. A student's visit to the office for discipline will be documented.

The teachers and administration are expected to follow the Pioneers Academy Student Discipline Code.

<b>Pioneers Academy – Student Discipline Code</b>	
<b>Level 1</b>	<b>Consequences</b>
<ul style="list-style-type: none"> <li>– Talking in the hallway when unauthorized</li> <li>– Possession of unauthorized gum, candy, drinks, etc.</li> <li>– In unauthorized area or hall without permission</li> <li>– Not following directions</li> <li>– Inappropriate items (water pistol, electronic games, etc)</li> <li>– Inappropriate electronic devices during classroom hours (personal cellphones, pagers, laptops, I-pods etc.) unless cleared with the office for specific reason.</li> </ul>	<p><b>Intervention plans</b></p> <p><b>1<sup>st</sup> Offense</b> – Verbal Warning (3 times)</p> <p><b>2<sup>nd</sup> Offense</b> – Take a Break</p> <p><b>3<sup>rd</sup> Offense</b> – Buddy Teacher</p> <p><b>4<sup>th</sup> Offense</b> – Office</p> <p>* After 3 office visits, home suspension 1 day per trimester. Every office visit after this for the same level of offense means automatic suspension for 2 days, then 3 days, then exclusion.</p>
<b>Level 2</b>	<b>Consequences</b>
<ul style="list-style-type: none"> <li>– Lying, cheating, gambling, etc</li> <li>– Pushing, shoving, hitting, etc.</li> <li>– Disrespect/defiance to school staff or volunteers</li> <li>– Verbal disrespect to other students (swearing, name calling etc)</li> <li>– Spitting, spit wads, food throwing</li> <li>– Inappropriate use of classroom/school equipment</li> </ul>	<ul style="list-style-type: none"> <li>– <b>1<sup>st</sup> Offense</b> – sent to the office immediately, call home, student talks to the Counselor</li> <li>– <b>2<sup>nd</sup> Offense</b> – In-school suspension</li> <li>– <b>3<sup>rd</sup> Offense</b> – Out-of-school suspension</li> <li>– <b>4<sup>th</sup> Offense</b> – 2 days out-of-school suspension</li> <li>– <b>5<sup>th</sup> Offense</b> – 3 days out-of-school suspension</li> <li>– <b>6<sup>th</sup> Offense</b> – Expulsion</li> </ul>



Level 3	Consequences
<ul style="list-style-type: none"> <li>- Damage to school and private property (including bathrooms)</li> <li>- Possession of matches or lighters</li> <li>- Profanity, obscene gestures, possession of indecent materials, violent pictures</li> <li>- Threats</li> <li>- Stealing</li> <li>- Fighting</li> <li>- Truancy</li> <li>- Leaving school property unauthorized</li> <li>- Running away from staff</li> </ul>	<p><b>1<sup>st</sup> Offense</b> – In-School Suspension</p> <p><b>2<sup>nd</sup> Offense</b> - Out-of-school suspension</p> <p><b>3<sup>rd</sup> Offense</b> – 2 days out-of-school suspension</p> <p><b>4<sup>th</sup> Offense</b> – 3 days out-of-school suspension</p> <p><b>5<sup>th</sup> Offense</b> – Exclusion</p> <p>* Out of school suspension is day after incident (day of incident student can return back to class for the rest of the day unless it is for fighting). If a student is returned to class and not acting correctly, he/she will be brought back to the office for the rest of the day</p>

**In-school Suspension**

Removal of student from class to serve a specific time in the detention room/or identified area.

**Out-of-school Suspension**

Removal of student from school and requires a parent/guardian conference with administrator.

**Exclusion**

The student will be permanently removed from Pioneers Academy.

# General Policies

## *Care of Books*

Textbooks are loaned to students for their use. Maintaining textbooks in good condition is the student's responsibility. No excuses will be accepted for damage, loss or theft of a textbook. In the event the book is lost, stolen, damaged, or destroyed, it shall be the parent's responsibility to pay the replacement cost. Failure to pay for the replacement of textbooks will result in a hold on the student's record.

## *Changes of Address*

Parents must report, as soon as possible, to the office any change of address, home, cellular, or work telephone numbers. The school is not responsible for any lost mail.

## *Child Abuse and Neglect*

Minnesota law mandates the reporting of neglect, physical or sexual abuse of a child, which is known or suspected. Consequently, when a staff member suspects that a child has been physically abused at home, they must report it to the police/authorities, or face criminal prosecution and/or licensing investigation.

## *Dress Code*

### *General note for all students*

The intention behind our uniform guidelines is to please Allah (SWT) by conforming to His standards in terms of modesty and cleanliness. Other factors, such as safety (i.e. closed toe sandals) and aesthetics (e.g. color, neatness) are also used to determine the school's uniform.

### *General Guidelines for all students*

- o No jewelry for elementary students. .
- o All shirts must have collars (turtlenecks are acceptable).
- o All students must wear clean uniforms and have a tidy appearance.
- o Logos or brand names may not be displayed on any item of clothing, except shoes.
- o Students should not wear extra attire that modifies the uniform (for example: hoodies, jackets, hats, sunglasses, etc.)
- o Students may not be allowed to enter classrooms if they do not have proper uniform attire.
- o Students may have to wait in the office for their parents to bring proper uniform.
- o Flip-flops and heels are not allowed.
- o No nail polish allowed; please keep nails keep nails cut and groomed well.

## Uniform

All students are expected to be in uniforms except on designated out of uniform days. Neatness, cleanliness and modesty are always to be observed.

Parents need to purchase their child's uniform. Please check our website for more info.

### **Uniform Guidelines:**

1. Land's End Brand .
2. Dress black shoes. (girls & boys)
3. Students need to wear socks (white, black or navy blue) daily.
4. For girls: jumpers need to be below the knees.
5. Leggings or thick tights need to be worn under jumpers for girls. (white, black or navy blue), please no see through tights.
6. Hair bands need to be white, black, navy blue or ever green only.
7. Land's End ever green sweaters only (check below).
8. All Uniform should be pressed and clean.
9. 9.Pioneers Academy logo mandatory for:
  - A. Girls: jumper and sweater
  - B. Boys: shirts and sweater

### ***Out-of Uniform Notice***

If a student comes to school with improper uniform, he/she will be issued an "Out of Uniform" notice. One copy will be sent home with the student and another will be submitted to the office and kept on the student's file.

### ***Uniform Policy Consequential Procedures***

#### ***Elementary School:***

- **First offense** – Teacher fills out "Out of Uniform" notice and sends student to the office with the slip. Offense is recorded by the office personnel and notice is mailed to the parent.
- **Second offense** – Teacher fills out "Out of Uniform" notice and sends student to the office with the slip. Offense is recorded by the office personnel and parents are called.
- **Third offense** – Teacher fills out "Out of Uniform" notice and sends student to the office with the slip. Offense is recorded by the office personnel. Parents are contacted and a

conference is set up with the Principal. Warning may be given to the parents that student's enrollment in the school may be in jeopardy for the following year if the situation is repeated.

### ***No Uniform Days***

On specified days throughout the year (e.g. picture days and Eid celebrations - refer to school calendar), students have no uniform days. All shorts and skirts must be below the knee. Legs must be covered with above-the-ankle-length dresses/skirts.

### ***End of School Day Procedures***

- o The main door will remain locked during school hours.
- o Doors remain locked until 3:30 p.m.
- o Students will be dismissed when the bell rings at 3:30 p.m.
- o Parents are not allowed to enter the classroom before 3:30 p.m. unless they have an early dismissal pass for their children.
- o Students are to stay with their parents after they are picked up.
- o The homeroom teacher will escort any student still in the classroom at 3:45 p.m. to the late stay room.
- o All students should be picked up by 3:45 p.m. unless they signed for the latchkey program.
- o The latchkey program is offered an hour before, and an hour and a half after school hours. The charge is \$10 per hour.
- o The late stay fee is \$10 for every 15 minutes. Late stay charge starts after 3:45p.m.
- o Teachers and administration staff will be monitoring hallways.
- o Parents will be notified in writing about changes in the dismissal policy.
- o Students leaving the building without a parent will have an "in school" suspension.
- o Any staff member or parent who finds a student outside of the building should report that student to the office.

### ***Emergency Closings or Delayed School Openings***

- **Due to Weather:** In case of severe weather (i.e. snow/ice storms, extreme cold, etc.), you should call the school at 763-208-0823 any time after 6:00 a.m., check the KARE 11 school listing or your email. There will be a message regarding late start or cancellation.
- **Due to Other Emergencies:** In case the school is closed for any other reason (i.e. heating failure), a note will be posted at the school entrance, and a message will be left on the school's voice mail. To find out when school will resume, call the school on a daily basis.

## ***Fire and Tornado Drills***

Students must be familiar with the fire and tornado drill procedures. Walking in a quiet and orderly manner during such drills is a must. These drills are for the students' own protection. Pioneers Academy participates in the annual statewide tornado drill and conducts city-mandated fire drills on a monthly basis.

## ***Fieldtrips***

Periodically throughout the year, fieldtrips are arranged for the students. You may have the opportunity to participate in such trips if there is a need for parent chaperones. Students may be gone for half or all of the day. You will be notified ahead of time and be required to sign a permission slip and pay fieldtrip costs for your child to attend. Please note that your child cannot go without a signed permission slip. We welcome and encourage parents to chaperone field trips. However, in order to ensure the safety of all our children, chaperones may not bring other children along. If you wish to join the class only as a parent (i.e. not as a chaperone) you must provide your own transportation and pay regular admission fees. If you choose not to allow your child to attend a field trip, he/she is required to stay home for the duration of the field trip.

## ***Lost and Found***

Articles found anywhere in the building or on school grounds will be taken to the main office. The person who has lost them may claim these articles there. Students should refrain from bringing valuables or large sums of money to school. At the end of each week, all items will be thrown out.

## ***Lunch/Snacks***

We do not offer hot lunch at this point. Parents should provide cold lunch for their kids. We highly encourage parents to send nutritious and healthy foods and drinks. All lunches must include a serving of fruits and vegetables. Snacks should be packed with their lunch.

## ***Medical Emergencies***

Each child is required to have an emergency card on file. The information on these cards regarding special needs will assist us in taking action. Parents will be notified as soon as possible in case of an emergency. In situations that are not life-threatening, the parents or the emergency contact listed will be responsible for transporting their child to the appropriate health care facility if needed. Life-threatening emergencies and serious injuries will be referred to 911.

## ***Administering Medication***

No children are allowed to take medication (prescriptions as well as over-the-counter drugs) independently at school. If any child requires medication at school, daily or when ill, we must have the following from the parent to be able to administer the medication:

- o A signed release from the parent waiving any school liability for problems that may occur as a result of this medication;
- o A copy of the prescription;
- o Written and signed instructions from the child's doctor (for long-term prescriptions only).

### ***School Property***

The school will take actions deemed appropriate in response to any damage caused to its property by the students, parents, their siblings, or their guests. Such actions can include, but are not limited to, charging the parents of the child who caused the damage, suspension, or expulsion.

### ***Telephone Use***

Personal messages or telephone calls cannot be accepted. Messages will not be given to any student during school hours, except in an emergency. Students may use the telephone in the main office with permission. Please make transportation arrangements in advance. The office staff cannot leave the office to notify staff/students about transportation arrangements. Messages for teachers will be noted and placed in a designated message center. It is the teacher's responsibility to check his/her messages. Office staff cannot leave the office during office hours to deliver messages to students and/or staff.

### ***Computer & Technology Use***

Pioneers Academy provides its students with access to the computer. Classrooms will also be equipped with smart boards.

### ***Visitors***

Parents of enrolled students may visit their children's classrooms **by appointment only** during normal school hours. All other visitors must have prior approval from the administration before entering the school. They must check in at the office and acquire a visitor's pass.

### ***Holidays***

Pioneers Academy recognizes only Eid Al-Fitr and Eid-Adha as official religious holidays. Other national holidays are listed on school calendar.