

PITTSFORD HIGH SCHOOL

STUDENT HANDBOOK 2018-2019



It is the policy of the Pittsford Area Schools District that no discriminatory practices based on sex, race, color, national origin, religion, height, weight, marital status, handicap, age, political affiliation, sexual orientation or disability or any other status covered by federal, state or local law be allowed in providing instructional opportunities, programs, services, job placement assistance, employment or in policies governing student conduct and attendance. Any person suspecting a discriminatory practice should contact the Superintendent's Office at Pittsford Area Schools, 9304 Hamilton St., Pittsford, Michigan 49271 or call (517) 523-3481.

NAME: _____

GRADE: _____ **PHONE #:** _____

ADDRESS: _____

MY CLASS SCHEDULE

1ST HOUR _____

2ND HOUR _____

3RD HOUR _____

4TH HOUR _____

5TH HOUR _____

6TH HOUR _____

7TH HOUR _____

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PITTSFORD AREA SCHOOLS

OFFICE TELEPHONE NUMBERS

Superintendent	523-3481 ext. 319
High School Office/Principal	523-3481 ext. 100/109
Elementary Office/Principal	523-3481 ext. 300/109
K - 12 Dean of Students	523-3481 ext. 150
Bus Garage	523-3481 ext. 123
Athletic Director/Secretary	523-3481 ext. 114/100

BOARD OF EDUCATION

Robert Clarke
Amy Hinkley
Erin Cole
Stacie Clark
Sandi Fish
Shane Miller
Nathan Wickard

ADMINISTRATION

Superintendent	Deanna Edens
High School Principal	T.G. Cook
Elementary Principal	T.G. Cook
Dean of Students	Jodi Mallar
Athletic Director	Mike Burger
Bus	Brock Sprunger
Maintenance	T.G. Cook

VISION STATEMENT

Pittsford Area Schools will prepare students to be productive members of society.

MISSION STATEMENT

Pittsford school community will provide continual opportunities for maximum student achievement.

**PITTSFORD AREA SCHOOLS
2018-2019 CALENDAR**

- AUGUST** 20: Staff Professional Development
 District Open House 4:00-7:00 pm
 21: Staff Professional Development
 22: First Day of School for Students
 31: No School
- SEPTEMBER** 3: No School – Labor Day
 24: No School – Fair Day
- OCTOBER** 4: Half day For Students; Dismissal at 11:10
 Parent/Teacher Conferences 12:00-3:00, 4:00-6:00
 5: No School
 19: Last Day of First Marking Period
- NOVEMBER** 21: Half Day School – Student Dismissal 11:10 a.m.
 22-23: No School – Thanksgiving Break
- DECEMBER** 21: Last Day of Second Marking Period
 24-31 No School – Winter Break
- JANUARY** 1-4: No School – Winter Break
 21: No School for Students – Martin Luther King Jr. Day
 Staff Professional Development
- FEBRUARY** 15: No School
 18: No School – Presidents’ Day
- MARCH** 11: No School for Students
 Staff Professional Development
 22: Last Day of Third Marking Period
- APRIL** 1-5: No School – Spring Break
 19: No School – Good Friday
- MAY** 19: Graduation
 27: No School – Memorial Day
- JUNE** 6: Last Day of School – 1/2 Day – Student Dismissal 11:10 a.m.

***School cancellation moves schedule to next school day.
School hours are 7:53 a.m. – 2:45 p.m.**

Student Days – 180

1st Semester Exams = December 20 & 21
2nd Semester Exams = June 5 & 6

WELCOME

On behalf of our staff, let me take this opportunity to welcome you to Pittsford High School for the 2018-2019 school year. It is our goal to provide the best education possible for each student. However, this goal cannot be achieved without the combined efforts of the school, students, parents, and the community.

Pittsford High School invites students to become active in the variety of activities available to students. Research has indicated that participation in such programs promotes, encourages, and enhances academic performance. The many different co-curricular activities offered at PHS will contribute to the personal growth, maturation, and development of each student.

Please read your handbook carefully and refer to it often. Become an active participant in your education, ask questions, provide suggestions for improvement, and enjoy each and every day at Pittsford High School.

Beginning with the class of 2011 there are many changes in graduation requirements. These changes are listed in the handbook. If you have any questions please feel free to contact the office at any time.

If any questions or concerns arise, please feel free to call or visit us. Here's to an outstanding 2018-2019 school year.

Sincerely,

T. G. Cook

High School Principal
Pittsford Area Schools

PARENT/TEACHER COMMUNICATION

Parents, if you have questions or concerns regarding your child's education, please do not hesitate to contact their teachers or the administration.

In order for this communication to be a successful endeavor, the following steps must be taken:

1. Call the teacher to set up an appointment to discuss your concerns. Requests to speak with a teacher during class time will not be granted. However, parents are encouraged to leave messages for teachers via the phone voice mail system, school secretary, or e-mail addresses for each teacher. Teachers are required to check these sources of communication at least daily. Every effort will be made by the teacher to contact you in a timely manner.
2. Contact the teacher first to share and receive information. Remember we all respond more productively when we treat each other respectfully. Try to share honestly and openly, basing input upon the facts, as we know them. Take time to learn the full situation and be ready to work together for the good of the student.
3. If the concern is not satisfactorily resolved after meeting with the teacher, the student and/or parent(s) should discuss the situation with the principal informally in an attempt to resolve the situation.
4. If the student and/or parent(s) wish to make a formal complaint to the principal about the teacher, it should be put in writing, with a copy provided to the teacher.
5. The principal will investigate the complaint, and discuss the concern with the teacher. The results of the investigation and subsequent action(s) to be taken to resolve the complaint will be documented in writing by the principal. A meeting between the student and/or parent, teacher, and principal may also be appropriate to attempt to resolve the complaint.
6. If the formal complaint is not satisfactorily resolved by the principal, the student and/or parent(s) may appeal, in writing, to the superintendent, or his/her designee. If it is necessary to take any further steps, the superintendent will advise you of the procedures to follow.

PROCEDURE FOR CONCERNS

If you have a problem that does not seem to be resolved, a follow-up call can be made to the person listed below.

IF YOU CALLED:

Classroom teacher
Counselor
Secretary
Transportation Supervisor
Food Service Director
Bus Problem

FOLLOW-UP CALL TO:

Building Principal
Building Principal
Building Principal
Building Principal
Superintendent
Transportation Supervisor

EQUAL EDUCATIONAL OPPORTUNITIES

A student will not be denied admission to the public schools by reason of the student's race, color, religion, national origin, citizenship status, sex, marital status, handicapping condition, or any other basis of unlawful discrimination pursuant to the laws of the United States and the State of Michigan.

DROP AND ADD POLICY

Any changes in class schedules must be made during the first week of the semester. Students wishing to drop a class, after the announced deadline for schedule changes, may do so only with the permission of the principal and will have the class recorded and tabulated in determining grade point averages, as withdrawn failing or withdrawn passing, as determined by the teacher.

Students wishing to test out of a course must make arrangements by the first week of school. The student must score at least a C+ on the examination.

CREDIT RECOVERY

Should a student fail a class, they have three options moving forward:

1. Immediately contact the teacher. Find out if making up certain assignments can earn back enough credit to pass the class. If so, set up an appropriate period of time for completing the make-up work.
2. Make up the credit lost through the online credit recovery system provided by Pittsford Area Schools. At the beginning of each semester, a student is permitted to enroll in the online credit recovery program. A three-week summer session may also be available. If a student elects to participate in the summer credit recovery session, the cost to enroll is non-refundable.
3. Re-enroll in the class for the following academic year.

GRADUATION REQUIREMENTS

Pittsford High School offers a semester credit-based curriculum with classes lasting the full year (thirty-eight (38) weeks).

Academic credit is earned on a semester basis. One (1) credit is earned for each semester course satisfactorily completed. Each semester course is divided into two (2) marking periods.

There will be seven (7) class periods in the school day. Each high school student will enroll in seven (7) classes.

Students must take the ACT/SAT Test to qualify for graduation.

Beginning with the class of 2011 all students will take all state required courses and standardized tests.

CREDITS NEEDED FOR GRADUATION

There is a possibility of fifty-six (56) credits. Beginning with the class of 2018, all students must have forty-eight (48) credits to graduate.

English: 8 Credits of English

- 9th Grade—2 semesters
- 10th Grade—2 semesters
- 11th Grade—2 semesters
- 12th Grade—2 semesters

Social Studies: 6 Credits of Social Studies

Math: 8 Credits of Math

Science: 6 Credits of Science

Physical Education/Health: 2 Credits

Foreign Language: 4 Credits

Seniors are able to take one class credit/no credit

Beginning with the class of 2011 all graduating seniors must meet the requirements of the Michigan Merit.

PROMOTION IN THE SENIOR HIGH

Senior high students are expected to make proper progress towards graduation in order to be promoted with their class. All class activities are restricted to class members having achieved the minimum number of credits listed below by August 15th of each upcoming year. Credits will be reevaluated each year on August 15th to determine class status. Appeals can be made to the Dean of Students. Each Semester class is worth 1 credit, for a possible 14 credits per school year. Minimum requirements are as follows:

First semester Sophomore Status: 11 credits

First semester Junior Status: 22 credits

First semester Senior Status: *34 credits

*Seniors must also have a maximum of 12 remaining credits from the Michigan Merit Curriculum.

GRADUATION CEREMONY

Senior participation in the graduation ceremony is a privilege, not a right. Misbehavior or unresolved obligations may result in non-participation in the ceremony.

NO STUDENT SHALL PARTICIPATE IN COMMENCEMENT WHO HAS NOT IN FACT COMPLETED ALL REQUIREMENTS FOR GRADUATION.

Before seniors are able to pick up their cap and gown or go through graduation ceremonies **all monies owed to the school must be paid.**

CLASS RANK AND GRADE POINT AVERAGE

Class rank is computed using grades beginning with the first semester of the ninth grade through the end of the first semester of a student's senior year. The following grades and point averages will serve as the basis for determining grade point averages and each student's rank in the entire class:

A	4.00	C	2.00
A-	3.67	C-	1.67
B+	3.33	D+	1.33
B	3.00	D	1.00
B-	2.67	D-	0.67
C+	2.33	E	0.00

Beginning with the class of 2011 Pittsford Area School will be going to an "Honor Graduation Status". At the end of the first semester of their senior year, students with honor graduate status will have their GPA and ACT scores calculated and used for graduation purposes. These students will be individually honored at the Honors Banquet. As in all other GPA calculations, there will be no rounding of GPA or points. The following honors will be recognized in this fashion at

graduation:

- Senior Scholars—ACT + GPA (1700 POINTS) will receive medallions, be recognized in the local paper, and be noted in a special part of the program.
- Summa Cum Laude—(3.9 and above GPA's) will receive a gold cord to wear during the ceremony and be noted in a special part of the program.
- Magna Cum Laude—(3.7 to 3.89 GPA's) will receive a silver cord to wear during the ceremony and be noted in a special part of the program.
- Cum Laude—(3.5 to 3.69 GPA's) will receive a bronze cord to wear during the ceremony and be noted in a special part of the program.
- Honor Roll—(3.0 to 3.49 GPA's) will be noted in the program.

For student speakers at graduation, the principal will use his/her discretion based on the printout of scores to determine who will have the honor of speaking. The students will be contacted and asked to indicate their interest in speaking at graduation or nominate others for the group to speak at graduation. Based on the results of the student interest and nominations, the principal will interview the top choices and select the student speakers. The class president will perform the opening ceremony.

The formula used to determine Senior Scholars will be the same formula used to determine academic all-state honors. Students who take the ACT over will use their highest score. If a student takes the SAT, the best score will be used. The December ACT will be the last date used. The formula used is the current formula used by the state. If the state would change formulas, we would change as well.

$4.0 \text{ (maximum GPA)} \times 250 = 1000 + 36 \text{ (maximum ACT)} \times 27.777 = 1000 \text{ Total } 2000$
 $+ 1520 \text{ (maximum SAT)} \times 0.657894$

ACT Example: John Doe $3.949 \times 250 + 987.25 + 34 \times 27.777 = 944.18 \text{ Total } 1932.430$

“ALL A” HONOR ROLL AND “B OR BETTER” HONOR ROLL

An honor roll will be published after each semester.

In order to attain the "All A" honor roll status, a student must receive letter grades not lower than "A-".

In order to attain "B or Better" honor roll status, a student must receive a letter grade at least one grade lower than an "A-", and no letter grades lower than a "B-".

Seniors have the option of taking one (1) class "Credit/No Credit". A student receiving a "No Credit" grade will be ineligible for the Honor Roll.

NATIONAL HONOR SOCIETY

Membership in the National Honor Society is one of the highest honors that can be awarded to a high school student. The NHS has worked hard to bring the accomplishments of outstanding students to the attention of parents, teachers, peers and community. Chapters in high schools across the nation strive to give practical meaning to the Society's goals of scholarship, leadership, service and character. These four ideals have been considered as the basis for your selection. No student is inducted simply because of a high academic average. The National Honor Society strives to recognize the total student: one who excels in all these areas.

Membership is more than an honor. It carries with it more than certain privileges. It incurs a responsibility and an obligation to demonstrate those outstanding qualities that resulted in the selection of the student.

ELIGIBILITY CODE FOR CO-CURRICULAR ACTIVITIES

The co-curricular program is an integral part of the total school program. In order to be eligible to participate in co-curricular activities, students must meet the following requirements:

1. Students must be enrolled full time.
2. Years of Eligibility - A student is granted four (4) years of eligibility. Students seeking a fifth (5th) year of school for academic purposes must have administration approval.
3. Age - To be eligible, a student must not be 19 before September 1st of the current school year.
4. Residency - A student who moves in to the school district with his/her parents is immediately eligible for all programs. If the student moves in to the school district with a non-custodial parent, he/she is ineligible for one (1) semester.
5. Exceptions are granted only under the guidelines established by Michigan High School Athletic Association (MHSAA).
6. To be eligible for co-curricular activities, a student must be passing five (5) out of seven (7) classes per semester.

GRADING – PROGRESS REPORTS

Grades are reported to parents four (4) times per year via grade cards. Parents can access their student's grades anytime by utilizing the PowerSchool system. These grades reflect the demonstrated academic ability of each student in the specific areas. Interim Progress Reports, which show student performance during each grading period, are issued during the fifth (5th) week of each marking period.

Parent-Teacher Conferences are held during the first (1st) marking period and everyone is encouraged to participate. We feel good communication between the parents and teachers is of utmost importance to a successful educational program.

DAILY TIME SCHEDULE

1st hour.....	7:53 a.m. - 8:45 a.m.
2nd hour.....	8:48 a.m. - 9:40 a.m.
3rd hour.....	9:43 a.m. - 10:35 a.m.
Lunch.....	10:35 a.m. - 11:05 a.m.
4th hour.....	11:08 a.m. - 12:00 p.m.
5th hour.....	12:03 p.m. - 12:55 p.m.
6th hour.....	12:58 p.m. - 1:50 p.m.
7th hour.....	1:53 p.m. - 2:45 p.m.

Students are not to be in the building or on school property before 7:45 a.m. or after 2:50 p.m. unless the student is participating in a supervised class or activity. We understand that parents can have their own conflicts with these time restraints. Students in the building on off limit times have to remember that this is a privilege and this privilege can be taken away.

- a. Students are not to be wandering or sitting in the elementary halls, unless they are going to or coming from a teacher's room.
- b. Students who are unruly will be asked to leave the school building until after 7:50 a.m. or until the extra curricular event they plan to attend starts.
- c. Students need to refrain from congregating in and around the entrance/exit doorways to the school. (Blocking the entrance/exit doorways could be dangerous in the event of an emergency).
 - Students congregating or standing in the entrance/exit doorways will be asked to move.

ATTENDANCE POLICY

1. REGULAR ATTENDANCE IS THE RESPONSIBILITY OF THE STUDENT AND THE PARENT/GUARDIAN. The reasons for an attendance policy that encourages students and their parents/guardians to be accountable for regular and punctual attendance are:
 - a. Regular attendance contributes to our instructional goal of developing responsible and productive citizens prepared for the challenges of the work world or higher education.
 - b. Like a job, school is a student's major responsibility. Current research in education has determined there is a direct relationship between success in school and a student's attendance rate.
 - c. The participation and input of each student at Pittsford is valued. Therefore, it is impossible to recreate the learning experiences of the classroom in the form of make-up work. Students and parents should be aware that any absence may adversely affect a student's progress.
2. Student attendance shall be kept on an hourly basis. Attendance is defined as any student in class more than the majority of time during a scheduled class (this is twenty-seven (27) minutes under our current system).
3. Parents are responsible for notifying the school when students are absent. The absence reporting telephone number is 523-3481 ext. 100 and is available 24 hours a day/7 days a week.
4. Two (2) categories of absences will be considered:
EXCUSED: An absence in which the parent/guardian calls the school with an acceptable excuse **within twenty-four (24) hours.**

UNEXCUSED: Any absence where the student's parent/guardian does not notify the school in the matter above.

5. Any student who has an excused absence from school has the right to make-up work for the day missed. For an excused absence, students will be allowed one day for each day absent to make up tests, quizzes and assignments. Arrangements to do so will be made with the teacher at the next scheduled class period. For unexcused absences it will be at the teacher's discretion to allow make-up work.
Parents calling in to request homework must give a 24-hour notice for teachers to gather work.
6. Any student missing two (2) or fewer days, excused or unexcused, per semester may opt out of the semester exam for each class that they meet this qualification. Absences for school-sponsored activities do not count against a student's attendance record. Should a student arrive to class late, they will be marked tardy. Three (3) tardies equal 1 absence when determining eligibility for exam exemption.
7. Any student missing more than 10 days, excused **or** unexcused, per semester will either:
 - a) Lose credit.
 - b) The absence will be forgiven due to extenuating circumstances.
 - c) Students having excessive acceptable absences (over ten combined excused and/or unexcused for any course for the semester) will be required to pass the end of the semester exam in order to receive credit for the course. Students will also be under the Hillsdale County truancy regulations.
 - d) The teacher is ultimately responsible for issuing credit.
8. A letter will be sent to parents upon the 3rd, 7th and 10th absence during a semester. For minors, depending upon the reasons for the absences, upon the 7th absence during a semester the principal will contact the juvenile court to establish a court date.
9. Students who wish to excuse an absence in advance, i.e. family vacation or being out of town, are to complete a Pre-Arranged Absence form from the high school office at least three (3) days in advance of the absence. Students must make arrangements with the teachers and administration for homework in advance, with work due upon their return. Teachers may extend this deadline at their discretion.
10. In the event there is any question regarding the application of this Attendance Policy, an appeal can be made. The student and/or parent/guardian through the high school office, and within the marking period in question, must initiate the appeal process. There is a limit of one (1) appeal per semester. The appeal hearing may include the following participants: the student, a parent/guardian, counselor, the instructor concerned, one or more teachers, and a building administrator. After listening to the appeal, the committee will dismiss the appellant, make a decision, and provide the results to the appellant within ten (10) school days.
11. Absences for school-approved activities will not be counted against a student's absence record. Teachers will be notified of such absences. (Students should attempt to do schoolwork before the absence. However, opportunity to make-up missed work at full credit is expected. There are to be no grade penalties for this type of absence.)
12. No student who is a legal dependent of his/her parent or guardian may excuse his/her own absences, or sign themselves out of school without parental permission. Legally emancipated or married students who live on their own may write their own excuses and sign themselves out of school. Students who have reached the Age of Majority (18 years old) are subject to all of the same rules and regulations of the school as any other student.
13. Students who must leave during the school day must have parental permission properly presented to the administration or his/her designee, or call their parents to receive permission before they may sign out. Students leaving school without presenting parental permission and without signing out will be considered skipping. Students who report to school after the beginning of the school day must present parental permission and sign in upon arrival. Failure to do so will be considered unexcused and subject to the discipline code.
14. Leaving school property or being in a parked car or the parking lot during lunch hour is not allowed. Any student failing to attend his/her scheduled classes, without making previous arrangements with the office, will be considered truant and subject to disciplinary action.

TRUANCY POLICY

For truancy, the definition of a student is “any student under the age of seventeen”. If a student is 17 or older, the court has jurisdiction only if there is a prior or pending case. However, each school district can implement their own policy for students age 17 and older. Students 17 or older will be held accountable to the same policies and standards as students under the age of 17. The district will follow the county truancy program.

1. The building principal will be the contact person to the Truant Officer.
2. Truancy under this policy applies to each individual hour.
3. Unexcused absences less than 50% of a day, and excessive tardiness will be handled by the building administrator, who may refer the case to the Truant Officer.
4. Excused absences are defined as an absence in which the parent/guardian calls the school’s absence hotline (preferably before noon on the day of absence) at 523-7334 with an acceptable excuse within 24 hours after each absence. The absence hotline is available 24 hours per day. The office checks this once per day.
5. Unexcused absences are absences not reported by the student’s parent/guardian by telephone within 24 hours.
6. After the 6th unexcused absence, Truancy Court will be notified.

Note: Chronic absenteeism under the heading of “excused” may be addressed by the local district through disciplinary action, loss of credit, or other action as deemed appropriate by the District. Situations involving “extenuating circumstances” with chronic absenteeism may be forwarded to the Truancy Officer at the discretion of the appointed building contact person. Excessive excused absences may be turned over to truancy.

TRUANCY REPORTING PROCEDURE

1. A written referral will be made to the Truancy Officer by the district appointee, upon the 6th unexcused absence. A copy of the truant student’s attendance record will be sent to the Truant Officer, along with the referral.
2. The Truant Officer will review the case based on recorded data and interviews.
3. A recommendation will be made to the judge by the Truancy Officer regarding disposition.
4. Upon disposition, the school will be contacted, identifying case disposition.

PARTICIPATION IN AND ATTENDING AFTER-SCHOOL ACTIVITIES

Students are not permitted to participate in or attend after school extra-curricular activities or athletics the day of an absence unless it is an acceptable pre-arranged absence approved by the building administrator. Acceptable pre-arranged absences are appointments or emergencies that cannot be arranged other than during school time. Examples (not all inclusive) include: doctor, dentist, orthodontist, hospital appointments, funerals, family emergencies, personal emergencies, or other emergencies that are approved by the building administrator. Students in AIR cannot attend any events.

Students are still expected to follow all dress codes when attending these events.

CLASS OFFICERS, REPRESENTATIVES & KING & QUEEN CANDIDATES

Students elected to a Class Officer position or running for Class Representative, or King & Queen candidate must have passed 5 of their 7 classes from the previous semester. Students with excessive absences are not eligible to hold said positions.

FOREIGN EXCHANGE STUDENTS

The promotion of friendship and understanding throughout the world through a greater understanding among people and cultures is an appropriate and worthwhile goal. Most student exchange organizations identify similar goals and objectives. The attainment of these goals will most effectively take place with students who are placed in this school district through student exchange programs, which adhere to the following stated regulations, requirements and deadlines. A serious, responsible, and acceptable student exchange organization must be willing to provide certain services for and information about their student placements.

ACCEPTANCE OF STUDENTS

Foreign exchange students who are accepted in the Pittsford Public School system must meet criteria established by the English as a Second Language Office. These requirements include that the student:

1. Be approved by the English as a Second Language Office;
2. Apply for admission to the Pittsford Area School System by July 31 of the year in which the student wishes to enroll; (application to the school system is formalized by the receipt of a copy of the foreign exchange student's application packet, including the name and address of the host family);
3. Be eligible for enrollment in grades 11 or 12 and, be between the ages of 16 and 19; and not have graduated in their own country;
4. Present a valid J-1 visa to the principal of the school to which the student is assigned.
5. Have adequate command of the English language to function in a regular classroom. The foreign exchange agency must document the student's English ability as part of the application process. NO special assistance will be given in English.
6. Present documentation of acceptable academic achievement and
7. Provide the school principal with:
 - a. Insurance documentation (accident and medical coverage);
 - b. Written permission of the program to participate in interscholastic athletics;
 - c. Results of a recent physical examination and proof of required immunizations;
 - d. A copy of any special rules and requirements contained in the foreign exchange agreement; and
 - e. Any other data required by the school or the Pittsford Public School System.

CONDITIONS OF ENROLLMENT

A foreign exchange student seeking to enroll in high school in this district must meet the following conditions:

1. The Board will allow up to one (1) Foreign Exchange Student for each one hundred (100) students enrolled in Pittsford High School. Additional exchange students may be accepted with administrative approval. Each local sponsoring agency may reserve one allocation by notifying the High School Principal of its intent to enroll a student by March 1, each year.
2. The exchange student will be required to follow all of the rules, regulations, and policies, of the district and pay the same fees as required of resident students.
3. This district reserves the right to deny admittance to any exchange student or exchange student program.
4. Foreign exchange students who complete their senior year at the high school will be eligible to graduate and may participate in the end of the year graduation and ceremonies. The student must make application preceding such graduation, including completing an equivalent number of credits and demonstrating achievement in the CORE and other required courses, and meeting any additional local requirements.
5. Foreign exchange students who complete their senior year at the district's high school will be eligible for an "honorary high school diploma" and may participate in the end of the year graduation and ceremonies.

ACADEMIC PLACEMENT AND STATUS OF FOREIGN STUDENTS

1. Students will be academically placed at the school level based on age and prior educational experience.
2. All students will be required to carry a minimum of five credit classes (or the equivalent) and remain in school for the full day.
3. The Pittsford Area Schools will assume no financial responsibility for foreign exchange students.

SELECTION OF COURSES/EXTRACURRICULAR ACTIVITIES

The selection of courses and extracurricular activities will be made through agreement with the program representative, the host family, school personnel and the students.

1. Students will be allowed to participate in all extracurricular activities and intramural athletics available to them at the assigned school except where prohibited by restrictions of the foreign exchange program. Participation is not guaranteed solely on the basis of being a foreign exchange student.
2. Exchange students may participate in interscholastic athletics with written permission of the program representative, if they meet applicable eligibility requirements under the policy of the Pittsford Area School system and the MHSAA and provide any other necessary documentation.

RELEASE TIME FOR RELIGIOUS INSTRUCTION

Absence of a student during school hours for religious education outside the school grounds will be allowed provided the student's parent or guardian submits a written request to the school principal. The religious instruction must be under the sponsorship by a duly constituted religious body or group and does not exceed 1 hour per month.

DISCIPLINE

The Behavioral Detention Program is a progressive form of discipline. Sessions will be held from 3:00—3:30 p.m. The Principal will assign the date to be served. Students may attend extracurricular activities. Examples of rule infractions that result in detention assignments include (but are not limited to) the following:

- A. Leaving campus without permission
- B. Skipping class
- C. Excessive tardiness
- D. Unexcused absences
- E. Inappropriate physical contact
- F. Inappropriate use of language
- G. Causing problems that interfere with the educational process
- H. Dress code violations
- I. Bumping and kicking vending machines
- J. Jr. High Students missing homework
- K. Missing excessive schoolwork
- L. Principal's decision

Detention session rules:

- A. No student will be admitted after ten minutes beyond the end of the school day.
- B. No student will be allowed to use the phone or go to his/her locker.
- C. No talking among students.
- D. All students are expected to bring work with them and should spend their time on homework. If they have nothing to do then the teacher in charge will assign them work to do.
- E. Students are not to eat or drink in the detention room. If a student is assigned a detention and then continues to be referred to the office for rule infractions, the assignment will be lifted and a suspension will be imposed.
- F. Students are allowed one make-up date to fulfill a detention session. If a student fails to appear for the make-up detention session, the student will then be suspended from school and the Progressive Discipline Plan will be instituted.

PROGRESSIVE DISCIPLINE FOR SUSPENSION AND EXPULSION PROCEDURE

Due process:

General procedures followed by the administration in handling of discipline cases involving students are as follows:

- 1st offense: Alternative Instruction Room (AIR). Conference with student by administration (Parents may or may not be contacted depending on severity of situation and attitude of student offender).
- 2nd offense: Alternative Instruction Room (AIR). Administration contacts parent for conference with students, parents and administration.
- 3rd offense: Alternative Instruction Room (AIR). Administration contacts parents.
- 4th offense: One day out-of-school suspension.
- 5th offense: Three days out-of-school suspension.
- 6th offense: Five days out-of-school suspension.
- 7th offense: Ten days out-of-school suspension.
- 8th offense: Recommendation for expulsion to the Board of Education or its designee.

The above is the procedure followed in dealing with students where disciplinary action is to be taken. However, depending on the nature and seriousness of the situation, steps found within this procedure may be eliminated (such as an assault on another student or disrespect to a staff member). This means it is entirely possible a student or students on the very first offense could be immediately suspended and/or referred to the superintendent's office for expulsion from school.

Suspension: Rights and Responsibilities

- A. The student shall be informed of the specific charges, which could be the basis for disciplinary action to be taken against him/her.
- B. The student will have the right to present to the school administrator any relevant information that will support his defense.
- C. If the school administrator suspends the student, the administrator will:
 - 1. Notify the parents as soon as possible of the suspension, the reasons for it, and the steps necessary to effectuate the student's return.
 - 2. Meet with the parents or guardian and the student to plan satisfactory return of the student to the school settings.
- D. If the parents or guardians are dissatisfied with the action, they may appeal to the superintendent or his designee to review the decisions.
- E. It is the students' responsibility to secure the work missed during their suspension and must be turned in on the day they return to school, if academic credit is desired.

Expulsion: Rights and Responsibilities:

- A. Written and/or verbal notice of charges against a student shall be supplied to the student and his parent or guardian, and included within this notice shall be a statement of the time and place for the hearing. The parties involved shall mutually agree upon said time. Parents or guardian may be present at the hearing.
- B. Legal counsel may represent the student, parent or guardian.
- C. The student shall be given an opportunity to give his version of the facts and their implications. He shall be allowed to offer the testimony of other witnesses and other evidence.
- D. The student shall be allowed to observe all evidence offered against him. In addition, he shall be allowed to question any witness.
- E. The hearing shall be conducted by the Board of Education who shall make its determination solely upon the evidence presented at the hearing.
- F. A record shall be kept at the hearing.
- G. The Board of Education shall state within a reasonable time after the hearing its findings as to whether or not the student charged is guilty of the conduct charged and its decisions as to expulsion.
- H. The findings of the hearing authority shall be reduced to writing and sent to the student and his parent or guardian.
- I. The student and his parent or guardian shall be made aware of their right to appeal the decision of the hearing authority to the appropriate appellate authority.

TARDINESS

It is each student's responsibility to arrive to school and class on time. Excuses will not be accepted for "my alarm did not go off", "sleeping in", etc. "Car failure", "flat tire", "stuck in the snow", etc., are also unacceptable excuses. The school district provides bus transportation for all students living in the district to get to school. If students use other means of transportation to get to school, it is their responsibility to arrive on time. If late to school first period, students must first report to the principal's office upon arrival to school to sign in. Students who arrive at school after first hour must report to the attendance secretary's office to sign in. On their first tardy per semester, students will be warned. Any additional morning tardies during each semester will result in the student being assigned the disciplinary action defined below.

The teacher will handle tardiness during any period other than first hour. A student must be entirely within the classroom when the bell rings in order to avoid being tardy. Any student more than 5 minutes late will no longer be considered tardy, but rather cutting class and will be dealt with accordingly by the building principal. Staff members who detain students from reporting to class on time will issue a signed pass to allow the student to enter the next class without penalty. Staff members will honor these signed passes.

Tardiness cases will be handled on a semester basis in each class as follows:

1. First Tardy-There will be no penalty as long as the student is no more than 5 minutes late. The student will be reminded that prompt arrival to class is required.
2. Second Tardy-There will be no penalty as long as the student is no more than 5 minutes late. The student will be reminded that prompt arrival to class is required.
3. Third Tardy-The student will make up one hour before or after school.
4. Fourth Tardy-The student will be required to make up one hour before or after school.

DETENTION

Detention is a sanction that compels a student to remain under school supervision at a time when other students are on their own time. Detentions must be served on the day and time assigned by the office. Detentions may also be assigned during part of a student's lunch hour. Students may be assigned detention by the office, and it is for those students with undesirable patterns of attendance, tardiness, or other disciplinary problems. Failure to attend detention on the assigned date and time shall be grounds for additional hours of detention or suspension, length of suspension to be determined by the building principal.

LUNCH DETENTION

Teachers may assign students to lunch detention under their direct supervision. Students will not be denied a lunch.

ALTERNATE INSTRUCTION ROOM

The goal of the alternate instruction room (AIR) program is to provide a disciplinary program that retains the student in the school setting, and as an alternative to out-of-school suspension.

While serving in the alternate instruction room:

1. Work accomplished in the AIR will be granted full credit
2. Failure to abide by the rules and assignment in AIR will result in further disciplinary action.
3. The AIR program is determined by the school administrator.
4. Students in the AIR program could receive further sanctions in their extra-curricular activities.
5. Students are expected to bring work with them to AIR. If the student does not have work to do, work will be provided.
6. Students who fail to attend AIR when they are scheduled will

move along the progressive discipline chart.

OUT-OF-SCHOOL SUSPENSION

While serving Out-Of-School suspension:

1. Work accomplished in OSS will be granted at least ½ credit.
2. Students are required to get their assignments from their teachers either prior to, or the next day after the OSS. For long term OSS (more than 3 days), the student needs to make other arrangements to get assignments through the principal's office.
3. All work will be due the second day after returning from OSS.
4. Tests or exams given while a student is serving OSS can be made up with a maximum of at least 75% credit given.
5. Students who are serving OSS may not participate in, or attend any extra-curricular activities for the length of their suspension. They also will not be allowed on school grounds during the duration of the suspension without permission of the building principal.
6. After the OSS has been served the student will meet with the Counselor or the Principal before returning to class.

CONDUCT

Categories of misconduct have been taken from the School Board Code. The school will take disciplinary action regardless of whether criminal charges result, if misconduct occurs in the school building, on school property or at school-sponsored activities.

Pittsford High School has adopted a progressive discipline plan designed to discourage students from repeating offenses. The Principal will use his/her discretion to assign student punishments, while following the Behavioral and Progressive Discipline Programs

It is understood that other forms of misconduct not specifically mentioned in the handbook may give rise to disciplinary action, including expulsion, and that the severity of any student's actions may result in discipline beyond that which is identified in the handbook, including expulsion.

Fighting: Fighting will not be tolerated. The penalty for fighting is an automatic suspension between 1 and 3 days. The student will be suspended and placed in the Progressive Discipline Plan. There does not have to be physical contact for the offense to be considered a fight.

Smoking: Smoking/tobacco products

1st Offense: Three (3) or more days out of school suspension and a youth tobacco report will be filed with a local police agency, which will then be sent to the appropriate court for disposition.

2nd Offense: Five (5) or more days out of school suspension. Plus a report will be filed with the police.

3rd Offense: Ten (10) day out of school suspension and police report filed.

Drinking/Alcohol use

1st Offense: Three (3) or more days out of school suspension and a report will be filed with a local police agency, which will then be sent to the appropriate court for disposition.

2nd Offense: Five (5) or more days out of school suspension. Plus a report will be filed with the police.

3rd Offense: Ten (10) day out of school suspension and police report filed.

Plagiarism and Cheating. Students are expected to complete their own work. Cheating and/or plagiarism (presenting the ideas or words of another's as one's own) will result in loss of credit for the assignment, and depending of the severity, loss

of credit for the marking period. Detention may be assigned to the student.

Behavioral Probation. Chronic misbehavior during the school year is disruptive to other students' learning. It will not be tolerated and will result in behavioral probation. This means that the student and their parents/guardian will be notified that the student has been placed on behavioral probation. During the next school year, any misbehavior will result in expedited discipline. An initial referral documenting misbehavior may result in immediate suspension out of school for multiple days. If the misbehavior continues, the student will be referred to the Board of Education for expulsion.

Bullying. Pittsford Area Schools recognizes that bullying and intimidation have a negative effect on school climate. Students who are intimidated and fearful cannot give their education the single-minded attention they need for success. Bullying can also lead to violence that is more serious. Every student has the right to an education and to be safe in school.

1. **Definition of bullying.** Bullying is a pattern of abuse over time and involves a student being "picked on". Bullying includes physical intimidation or assault; extortion; oral or written threats; teasing; putdowns; name calling; threatening looks, gestures or actions; cruel rumors; false accusations; and social isolation.
2. **Bullying is prohibited.** Pittsford Area Schools and staff shall not tolerate any bullying on district grounds or at any school activity on or off school grounds.
3. **Staff intervention.** The district expects staff members who observe or become aware of an act of bullying to take immediate, appropriate steps to intervene - unless intervention would be a threat to the staff members' safety. Staff members shall not directly intervene in a fight or physical altercation. If a staff member believes that his/her intervention has not resolved the matter, or the bullying persists, he/she shall report the bullying to the school principal for further investigation.
4. **Students and parents shall report bullying.** The district expects students and parents who become aware of an act of bullying to report it to the school principal for further investigation. Any student who retaliates against another for reporting bullying may be subject to the consequences listed below in paragraph 6.
5. **Investigation procedures.** Upon learning about a bullying incident, the principal or designee shall contact the parents of both the aggressor and the victim, interview both students, and thoroughly investigate. This investigation may include interviews with students, parents, and school staff; review of school records; and identification of parent family issues.
6. **Consequences/intervention.** Consequences for students who bully others shall depend on the results of the investigation and may include counseling; a parent conference; detention; suspension and/or expulsion; or involuntary transfer to another school district. Depending upon the severity of the incident, the principal may also take appropriate steps to ensure student safety. These may include implementing a safety plan; separating and supervising the students involved; providing staff support for students as necessary; reporting incidents to law enforcement if appropriate; and developing a supervision plan with the parents.

Display of Affection. School is not a place for public display of affection. Students will be reported to the office and parents will be notified. Students can be placed in the Behavioral Detention Program.

Sexual Harassment and Intimidation. It is the policy of this district to maintain a learning and working environment that is free from sexual harassment. No board member, staff member, or student of this district shall be subjected to any form of sexual harassment or intimidation. It shall be a violation of this policy for any board member, employee, or student to harass any member of the board, staff or student body through conduct or communication of a sexual nature.

Theft. Students caught stealing in school or at school activities will be suspended for a period of time determined by the principal. Restitution must be made and, in addition, criminal charges may be filed.

Weapon-Free School Zone. The Board of Education of Pittsford Area School District, as both an employer and a public school district, is concerned with and interested in protecting the health, safety, and welfare of students, employees, and visitors. The Board recognizes that school buildings, facilities, vehicles, grounds and other school property are best utilized in the educational process in the absence of threats to physical well-being and safety, by individuals possessing weapons and/or dangerous weapons.

Accordingly, the Board of Education of the Pittsford Area School District (or the superintendent, a principal or other district official as may be designated by the Board) shall permanently expel a pupil from attending school in the school district if the pupil possesses a weapon in a weapon-free school zone. Such weapons would include, but not be limited to, a dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by mechanical device, iron bar, brass knuckles or firearm.

Zero Tolerance for Gang Association. Pittsford Area Schools will not allow any students to wear gang-related clothing of any type, show or draw gang symbols, or participate in any behavior that might promote gang mentality. This will be strictly enforced as a suspendable offense. Students who take it upon themselves to initiate/haze other students will be suspended from school.

Zero Tolerance for Graffiti. Any graffiti, vandalism, or other defacement of school property is strictly prohibited. Students can face suspension, expulsion, and/or criminal charges for any graffiti, vandalism, or defacement of school property.

School Safety Regulations. The following guidelines will be followed regarding school safety offenses:

1. Students who intentionally cause or intend to cause harm to a teacher, volunteer, or contractor in school will be expelled.
2. Students who assault or threaten to assault other students or make bomb threats or similar threats **will be suspended or expelled from one (1) to one hundred eighty (180) days.**
3. A verbal assault is any statement or act, oral or written, which can reasonably be expected to induce in another person(s) an apprehension of danger of bodily injury or harm. Such verbal assaults will result in a suspension of the student by the board from one (1) to one hundred eighty (180) days. The board grants permission to the administrators to suspend students for *student on student* physical and verbal assaults. If the administrator deems it necessary, he may refer any such cases to the board for their action. In either case, the administration and/ or board may place the student in the Alternate Instruction Room (AIR) for the duration of the suspension with appropriate restrictions.

MEDICATIONS

It is understood that students sometimes need to take medication(s) during the school day. However, there are certain steps that must be followed. School personnel shall not diagnose and shall never administer any medication except for the following:

1. A medication dispensation form and notification of a student's need for medication must be filed with the school nurse.
2. The prescription medicine to be administered at school must be received by the office or school nurse in the original container in which it was dispensed by the prescribing physician or licensed pharmacist.
3. Non-prescription drugs should be sent in original container, along with a note from the parent expressing permission for their child to take the medication, and given to the office or school nurse. Only the quantity needed for one day should be brought to school. Students will be responsible for administering his/her own non-prescription drugs.
4. Students have the right to possess and use a metered-dose inhaler or a dry-powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms. The right applies at school or at any activity, event, or program sponsored by or in which the student's school is a participant. In order for a student to possess the inhaler, he/she must have written approval from the student's physician and parent or other caretaker. The principal must have received copies of these required written approvals.
5. Parents are required to notify the school nurse of any change in medication or health status of their child.
6. Teachers will never keep any type of medication for a student.
7. Students with temperatures at or above 100 degrees will be sent home.

BEHAVIOR-AFFECTING SUBSTANCES AND IMITATION CONTROLLED SUBSTANCES

The use, sale, and/or possession of alcohol, controlled or illegal behavior-affecting substances, imitation controlled substances, over-the-counter stimulant concentrates, body-altering substances (steroids), and/or related materials is strictly forbidden. It shall be the policy of the Board of Education that positive action be taken in the handling of incidents which take place in the school, on school property, during school hours, while enroute to and from school, or at school-sanctioned activities involving the possession, sale and/or use of behavior-affecting substances, imitation controlled substances, stimulate concentrates, and/or related materials. These substances shall include, but not be limited to, marijuana-

na, LSD, alcohol, barbiturates, inhalants, and glue. Imitation controlled substances shall be defined herein as: *No Doz, Vivarin*, diet pills, caffeine concentrates, and similar products. Related materials shall include, but not be limited to, roach clips, pipes, cigarette wrapping paper, etc., or other paraphernalia utilized to facilitate the use of behavior-affecting substances or imitation controlled substances.

As defined in 1984 PA 347, State of Michigan, "imitation controlled substances" means a substance that is not a controlled substance or is not a drug for which a prescription is required under federal or state law, which by dosage unit appearance, including color, shape, size or marking, and/or by representations made, would lead a reasonable person to believe that the substance is a controlled substance.

1. It is against school policy to deliver, attempt to deliver or cause to be delivered a non-controlled substance which the person:
 - a. represents to be a controlled substance, or
 - b. represents to be of a nature, appearance, or effect which will allow the recipient to display, sell, distribute, or use the substance as a controlled substance.
2. Proof of any one of the following is prima facie evidence of the above:
 - a. The substance substantially resembles a controlled substance (Black Cadillac, Black Beauty, Yellow Jacket, Blue and Clear, Brown Bombers, White Cross, Purple Heart, Valium, Librium, cocaine, etc.).
 - b. The substance is unpackaged or is packaged in a manner normally used for illegal delivery of a controlled substance (baggie, envelope, gum wrapper, etc.).
 - c. The substance is not labeled as required by the FDA.
 - d. The person states that the substance may be resold at a price that substantially exceeds the value of the substance (50 cents a hit, for example).
3. The sale and/or advertisement of any drug is against school policy.
4. The school reserves the right to conduct searches with dogs trained to detect banned substances.

Whenever a student is suspected of possessing or using alcohol or behavior-affecting substances, imitation controlled substances, stimulant concentrates, and/or related materials, being under the influence of, or suspected of having sold same, the following procedures will be followed by the administration, if practical:

1. Hold the student involved in isolation and conduct an investigation.
2. Notify the student's parents and the local law enforcement authorities.
3. Inform the district superintendent.

If investigation discloses that the person is in possession of alcohol, or using or selling such behavior-affecting substances, imitation controlled substances, stimulant concentrates, and/or related materials, the following procedure could be followed if conditions warrant:

1st Offense: A minimum penalty of forty-five (45) days suspension. Parents must attend a conference with the building principal prior to the student's return. The length of suspension may be lessened if the student and parent(s) agree to obtain substance abuse counseling through programs licensed by the Michigan Office of Substance Abuse Services at the expense of the student/parent(s).

2nd Offense: Permanent expulsion. Students committing the above-mentioned offenses may be considered for reinstatement sooner if they obtain substance abuse counseling through programs licensed by the Michigan Office of Substance Abuse Services at the expense of the student/parent(s).

Should the student or his/her parents wish to appeal this action, said student and/or parent shall present written communication to the superintendent of Pittsford Area Schools within forty-eight (48) hours of the commencement of the suspension or expulsion, requesting a hearing with the Board of Education. The superintendent will have discretion regarding whether to continue the student on suspension status pending the appeal to the Board of Education.

OUTSIDE VISITORS

Outside visitors are not permitted to attend classes and/or visit with any student or teacher unless the visitor is approved by the principal and/or the teachers and receives a visitors badge from the office. Any student wishing to bring in an outside visitor must get a permission form from the principal's office, and have it signed by the student's teachers, two (2) days in advance of the visit. On the day of the visit, the visitor will be required to wear a visitor's badge.

COURTESY AND RESPECT FOR TEACHERS

Courtesy is a reflection of the respect that one has for themselves and others. Teachers are to be addressed at all times with the proper title of Mr., Mrs., or Ms. The teacher has the prime responsibility and authority for managing and directing the lesson and classroom.

Students are responsible for knowing the accepted rules and regulations of each of their teachers, and abiding by them in each respective class. Any teacher has the authority to reprimand any student that is disrupting the learning process. Failure to respond to or carry out a reasonable request by a faculty member or authorized school personnel will be considered insubordination and subject the student to disciplinary action by the building principal.

CARE OF SCHOOL PROPERTY

The school plant and furnishings provided for our use by the school district are expensive. We sincerely hope that you will help us in taking good care of our school and its contents.

Breakage due to normal everyday situations will be paid for by the district; however, breakage due to maliciousness, horseplay, etc., will be paid for by the student(s) involved.

Students who are issued educational or athletic equipment from Pittsford Area Schools are responsible for their safe return. If school-issued equipment is lost, stolen or damaged, students will be expected to reimburse Pittsford Area Schools for the full price of the lost, stolen, or damaged equipment.

We ask that students do not write on or deface the desks, walls, and other school property. This type of behavior is unacceptable and will result in disciplinary action. It also costs the school money that could be spent in better ways.

Waste cans are located throughout the building for your use. Please deposit all waste paper, trash, and especially used lunch sacks and remaining items in these cans.

Take pride in your school; please help us keep Pittsford High School a nice, clean place to learn.

GROOMING

All students at Pittsford High School are expected to dress according to standards of good taste and good judgment in a school institution.

The following are prohibited under our dress and grooming policy:

1. Obscene or profane language on clothing.
2. Any clothing that disrupts the learning environment.
3. Clothing that promotes alcohol, drugs, tobacco, obscene or questionable printing, violence, and/or death and suicide.
4. No hats in the building.
5. Footwear is required at all times.

The building administrator has final judgment for whether clothes and other grooming issues are appropriate.

GUIDANCE

The counseling staff is in charge of all intelligence, aptitude, achievement, preference, and problem testing. They will also be glad to speak with you at any time concerning any problems that arise regarding any area or topic. Students interested in making application to college, or furthering their education in any way, should see the counseling staff as early as possible.

GUIDANCE SERVICES

Our school is prepared to give you assistance in meeting problems connected with your school life, such as:

1. Adjustment to high school.
2. Analysis of your strengths and weaknesses.
3. Exploring your vocational and educational interests.
4. Planning a program of subjects that fits your needs.
5. A tentative occupational choice.
6. Checking progress of the studies.
7. Choosing a school in which to continue your education beyond high school.
8. Planning your high school course to meet entrance requirements of your chosen school.
9. Scholarship information.
10. Assistance in finding a job.
11. Military Service.
12. Help with personal problems.

The counseling office maintains up-to-date information on vocations, trade schools, colleges, and current job openings. You may check out this material at any time.

DANCES AND SCHOOL-SPONSORED SOCIAL EVENTS

Following are the rules established by the handbook committee to control the activities of those attending so that the dance or activity is an enjoyable event for all:

1. Hours for ending school events will be 10:30 p.m. on school nights and 11:00 p.m. on the weekends (Friday and Saturday).
2. The adult chaperones are responsible for the admission of those attending. They will refuse admission to those who are:
 - a. improperly or indecently dressed. School dress code must be followed.
 - b. under the influence of, or have consumed alcohol and/or drugs.
 - c. behaving in a disorderly manner.
 - d. smoking and/or drinking on school property.
 - e. not maintaining sufficient academic and/or behavioral standards at school.
 - f. leaving the dance doesn't guarantee re-admittance
3. Club sponsors will be in attendance at all of their activities.
4. All adult chaperones have the authority to enforce all existing rules. They may remove all persons not adhering to the rules of the function.
5. Students enrolled at Pittsford High School may bring no more than one (1) guest to Pittsford dances. The guests must be registered at least one (1) day before the event, and approved by the building principal in order to attend the event.

ASSEMBLIES

Student assemblies are a privilege, and students are expected to behave appropriately. Students who have not maintained sufficient academic or behavioral standards in school will not be allowed to attend assemblies. Students are required to attend these assemblies unless they receive notice or permission from the building principal excusing them from attending.

LIBRARY

Our library is available to all students at Pittsford High School. Books may be loaned for a two (2) week period. Each student is financially responsible when books are not returned. Overdue book notices are sent out to students regularly. Once a library book is one (1) week overdue, students will be charged \$.05 per day until the book is returned. Students are welcome to use the research material available to aid in their research assignments. Students should use the library for reading research and quiet study. Conversation should be held at a minimum unless students are involved in small group study. Please be considerate of others when using these facilities.

INTERNET AND TECHNOLOGY SYSTEMS

Pittsford Internet and Technology Systems (PITS) use is a privilege extended to students, staff, and administration to enhance learning and exchange information. Each user of technology shall read, understand, and agree to the following:

1. That use of the PITS is a privilege, which may be revoked by the administration at any time for abusive conduct. Such conduct includes, but is not limited to, placing unlawful information on the system, and use of obscene, abusive or otherwise objectionable language in either public or, upon registration of complaint, private messages or other systems that are accessed through the PITS. The staff and/or administration of Pittsford Area Schools will be the sole arbitrator of what constitutes obscene, abusive, or objectionable language or conduct.
2. That use of the PITS is a privilege which may be revoked by the administration at any time for conduct that embarrasses, harms or in any way distracts from the good reputation of Pittsford Area Schools, its faculty, staff and students, or organizations, groups, and institutions with which the school is affiliated. The staff and/or administration of Pittsford Area Schools will be the sole arbitrator of what constitutes unacceptable behavior.
3. That Pittsford Area Schools technology staff and/or administration reserves the right to review any material stored in files to which all users have access, and will edit or remove any material which the staff, in its sole discretion, believes may be unlawful, obscene, abusive or otherwise objectionable.
4. That all information services and features contained on the PITS are intended for the educational use of its patrons, and any commercial or unauthorized use of those materials or services, in any form, is prohibited.
5. The user will abide by such privileges and responsibilities of system usage as may be issued from time to time by the administrators of the PITS.
6. That in consideration for the privilege of using the PITS, and in consideration for having access to the information contained thereon, the user hereby releases the PITS and its operators and sponsors, Pittsford Area Schools and its staff and administration, and all organizations, groups and institutions with which the PITS is affiliated, from any and all claims of any nature arising from the user's use or inability to use the PITS.
7. That the user's access to and use of the PITS is subject to such limitations as may be established by the administration, and may be changed from time to time. E-mail, chat rooms, game rooms or sites that engage in real-time chat are prohibited without the school administrator's permission.
8. That users violating the PITS privileges and responsibilities may face disciplinary action deemed appropriate in keeping with the disciplinary policies and guidelines of the school. Disciplinary action will include, but is not limited to:
 - a. Users will be required to make full financial restitution for any unauthorized expenses incurred or any damages caused, including service and/or repair time.
 - b. Users violating any of the privileges and responsibilities may be banned from using any school hardware and software.
9. That users disciplined for violating the PITS privileges and responsibilities may appeal disciplinary action through procedures available to them.

CLOSED CAMPUS

Pittsford Area Schools is a closed campus. Students are not permitted to leave the school grounds during the lunch hour unless a parent/guardian physically signs them out for the lunch hour.

Students must have direct permission from their parents/guardian to sign out for appointments. Direct permission means either written permission or a phone call between the parent/guardian and school secretary or building administrator.

Leaving campus without permission or signing out will be considered an unexcused absence and is a cause for disciplinary action.

CAFETERIA

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price.

The lunchroom management and your fellow students will appreciate your cooperation in the following ways:

1. Deposit all lunch litter in wastebaskets.
2. Return all trays and utensils to the dishwashing area.
3. Leave the table and floor around your place in a clean condition for others.
4. Refrain from throwing food or other objects in the cafeteria. Any student observed by school personnel, or determined to have thrown objects in the cafeteria will be subject to disciplinary action by the building principal.
5. Soda pop, which has been brought from home or has been purchased at a time when lunch is not being served, may be taken into the cafeteria.
6. Food and/or drink may not be taken from the cafeteria area, nor will students be allowed to have food and/or drink in the classrooms or hallways.

*Violations of the above may result in students losing the right to eat in the lunchroom.

TELEPHONES

Students will not be allowed to use the telephones in the classrooms without permission from the teacher. Students are not to use the office telephones, except in the case of an emergency or for school or club business. A pay telephone is located in the hallway near the large gym for student use. Misuse of this telephone will result in its removal by the telephone company. Students will not be called from class to answer the phone. Messages to students will be delivered to them in a timely manner.

There are to be no picture phones in the locker room.

Students will not use cell phones during class time. They may only use their phones between classes, before school, lunch and after school. Abuse of this privilege will result in loss of phone usage.

1st offense—Phone confiscated and given back at the end of the day

2nd offense—Parent must retrieve the phone.

3rd offense— Loss of privilege and student will be suspended

Cell phones **must be turned off, not on silent or vibrate**, during class time. In case of an emergency, students may come to the office to use their cell phones or the office phone.

Parents, please DO NOT call, text or tweet your student during class times.

TEXTBOOKS

Your textbooks are loaned to you each year. You are responsible for the textbooks and equipment checked out to you. The textbooks are expected to last ten (10) years. If you write in your textbooks or abuse them, you can expect to be fined when the textbooks are returned.

1. Sign the textbook loan sheet when you receive the textbook.
2. Your teacher will write your name and textbook condition in the textbook.
3. Textbooks will be listed as new, excellent, good, fair, or poor.
4. Lost textbooks must be paid for, with the amount to be paid depending upon their condition at the time of loan.

LOCKERS

School lockers are the property of Pittsford Area Schools, and the administration retains the right to conduct general locker inspections/searches when they believe standards of cleanliness, sanitation and/or a threat to the health and safety of students may be in jeopardy.

Locker space is provided for each student. Please use good judgment in taking care of your locker and its contents. Students are prohibited from using locks other than those that are school issued. Locks may be rented from the office.

Students should refrain from bringing things of value to school that are not necessary for class. Do not bring valuables to school!!!

Writing on the inside or outside of the lockers and/or the placing of stickers in and/or on the outside of school lockers is strictly prohibited. Students may use scotch tape or masking tape to hold up pictures, etc., on the inside of lockers. Nothing will be placed on the outside of lockers without permission from the building principal. It is the responsibility of the student to remove such items from their locker once the school year has concluded. Failure to properly maintain your assigned locker may result in a fee being charged for cleaning/repairing.

Please keep your locker free of all lunch sacks and other types of garbage that might draw rodents and cause unpleasant odors. You must remain in your assigned locker or have permission from the office to change your existing locker assignment. **The school is not responsible for personal items stored in the building.**

ELECTRONIC EQUIPMENT

Students are prohibited from having pagers or lasers in school or at school functions. If caught using these items during school time, these items will be confiscated. Students are discouraged from bringing radios, CD-players, audio equipment, etc., to school. Ipods or MP3 players may be used during passing time or lunch times.

ACCIDENTS

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the school office.

INSURANCE

The school has purchased student insurance coverage for you. The coverage that your parents have is the primary insurance. School insurance is secondary coverage and will pay benefits only after your policy benefits have been exhausted.

MOTOR VEHICLE DRIVING AND PARKING

All students driving to school will do so only with parent or guardian consent. Students wishing to drive to school will sign a driving agreement and obtain a parking tag from the office. This will be placed on the rearview mirror. Students will park in the student section and will adhere to the rules of the driving agreement. Driving to school is a privilege and should be held in high regard. Student driving privileges may be suspended or revoked by the school administration if state and school driving policies are not followed. School properties are under the jurisdiction of the Hillsdale County Sheriff Department. Tickets may be issued for improper driving or parking and, if necessary, the automobile may be

towed at owner's expense.

The administration reserves the right to search any car on school property at any time when violation of the law, student safety, and health and/or school welfare is in question.

Students may not drive between the hours of 8:00 a.m. and 2:50 p.m., without parental and administrative permission.

At all times when operating a motor vehicle on school property or on the streets near the school buildings, students must use the utmost safety precautions and abide by all driving laws and regulations.

1. Students' vehicles are to enter and exit via the west driveway of the parking area. Passing of cars through this area and/or in the parking lot is strictly prohibited.
2. Failure to park properly can cause you to lose the privilege to drive to school.
3. Students are not to be in parked cars at any time during the school day.
4. Drivers and other students are not to loiter in the parking area.
5. When new license plates are secured, the student must register them in the office as soon as possible

Permission to drive to school is a privilege, not a right. Violation of the above regulations will result in the loss of such privilege.

Violations

1. Failure to register a car.
2. Failure to park in a designated area.
3. Reckless driving on school property or on the streets near the school building.
4. Driving during the school day without permission from the office.
5. Being in parked car during the school day.

Penalties may include:

1. Warning
2. Vehicle towed at owner's expense.
3. Loss of driving privileges for a time to be determined by the principal.
4. Loss of driving privileges for a time to be determined by The principal.
5. Suspension from school for a time to be determined by the principal.

SCHOOL BUS SAFETY

All students in our school system who ride a bus are subject to Pittsford Area Schools' rules and regulations. The school bus is considered to be an extension of the school building. Any misbehavior that distracts the driver is a very serious violation and jeopardizes the safety of everyone. Students will be cited for the following:

1. Failure to remain seated.
2. Refusing to obey bus driver.
3. Throwing objects.
4. Profanity.
5. Vandalism.

If you are reported for any of the above-mentioned items, the school will take the following action:

1st Offense: A conference with the student and a report to parents.

2nd Offense: Possible suspension of riding privileges; length of time to depend on the seriousness of the infraction, and a report to parents.

3rd Offense: Suspension and conference with parent, principal and bus supervisor.

4th Offense: Permanent suspension for remainder of the school year. Students and parents/guardian should be aware that more serious offenses committed on the bus while in transit to or from school may result in suspension from both the bus and from school. These offenses will be dealt with according to the penalties described in the Conduct section of this handbook.

We hope that you will see this system as a reflection of our interest in the safety and well being of yourself and others.

RULES FOR SCHOOL BUS RIDERS

1. All students must be at the bus stop before the bus arrival time.
2. Bus riders should not move to board a bus until it is completely stopped and the door is open.
3. Walk (don't run) in front of the bus when crossing the highway.
4. Bus riders must remain in their seats, in a seated position, at all times.
5. Bus drivers have the right to assign seats to all students.
6. No changing seats without the bus driver's permission.
7. There shall be no obstructions in the aisles.
8. Keep hands and head inside the bus at all times.
9. Bus riders should leave their seats only after the bus has come to a complete stop, at their stop.
10. Loud talking, shouting and/or fighting is not allowed.
11. No profanity.
12. No eating and/or drinking.
13. No use and/or possession of tobacco in any form.
14. No throwing of any objects at any time.
15. Live animals are not allowed on the bus unless in a cage and kept in the front of the bus.
16. Damage to the bus must be paid for by the rider inflicting the damage.
17. Be courteous, respectful, and obedient to your bus driver. Your help will enable the driver to make the school bus ride safer.
18. The bus driver is authorized to suspend bus riders who refuse to cooperate. Parents must meet with the bus supervisor to resolve the problem.

CAREER CENTER TRANSPORTATION

Pittsford Area School provides transportation for students participating in the a.m. off campus education. Students attending the afternoon sessions of off campus education must find their own transportation to and from these sessions. Morning students **MUST** use the schools provided transportation.

ATHLETIC AND FIELD TRIP TRANSPORTATION

1. No one is to enter a school bus until the driver first occupies it. Students are to stay off the bus until the driver has brought it into loading position.
2. Wait until the bus has come to a complete stop before attempting to leave the bus. Remain seated while the bus is in motion. Enter or leave the bus only at the front door. **THE EMERGENCY DOOR IS FOR EMERGENCIES ONLY.**
3. Articles such as musical instruments and gym bags must be held by the owner and not left in the aisle or in front of the doors.
4. Talking and singing are permissible on spectator buses. Screaming, whistling, stomping of feet and other unruly practices will not be allowed.
5. Students are to refrain from all actions that are considered displays of affection.
6. Students who ride to activities on a school bus must return on the same bus unless given permission by the coaches or chaperones.

FIRE, TORNADO, AND EMERGENCY DRILLS

Fire, tornado, and other emergency drills are held at irregular intervals throughout the school year. Remember these

basic rules:

1. Check the instructions posted in each classroom indicating how to leave the building in case of fire, and area of the building to report to in case of a tornado or other emergency.
2. Walk. No talking. Move quickly and quietly to the designated area.

INCLEMENT WEATHER SCHEDULE

The School Board has ruled that the superintendent of schools must make the decision if school is to be changed from a normal school day due to inclement weather.

In case of severe weather, the official announcement for school closing or delays may be heard over the following radio stations; please do not call the school: WCSR (1340AM) and (92.1FM), WMXE (102.5FM), WNWN (1590AM) and (98.5FM), WQTE (95.3), WLEN (103.9), or WILX TV (Channel 10), Lansing.

SUBSTITUTE TEACHERS

Our school is fortunate in having capable people to help us whenever our regular teachers are ill or are attending conferences. A substitute teacher is an important visitor whose impressions of our school will be carried into the community. Let us be certain that these are good impressions by being polite, helpful, and considerate, as you would be to your regular teacher. Students that disrupt the educational experience will be subject to discipline by the regular classroom teacher and/or the principal.

MHSAA ATHLETIC ELIGIBILITY

We follow the rules and regulations outlined by the Michigan High School Athletic Association (MHSAA). To be scholastically eligible, a student must be passing in at least four (4) subjects. This is accumulative for the whole semester. A student must pass at least four (4) subjects in the previous semester to be eligible in the following semester. During the school year, the student must be passing five (5) of the seven (7) classes in which he/she is enrolled.

To be eligible, a student must not be 19 before September 1st of the current school year. Exceptions are granted only under the guidelines established by Michigan High School Athletic Association (MHSAA).

School of choice students in grades 9, 10, 11, and 12 who transfer to Pittsford before the 4th Friday count day in the fall or winter semester are not eligible for one semester (90 days). School of choice students who transfer to Pittsford after the 4th Friday count day in the fall or winter semester will not be eligible to participate for the remainder of the semester of transfer plus one full semester.

STUDENT ATHLETE CONCUSSIONS & HEAD INJURIES

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems), shall be immediately removed from the practice or contest and shall not return to play until cleared by an appropriate health care professional. In such circumstances, a student athlete shall not practice or participate in a competition until the student athlete provides the school with a written release from a physician (M.D. or D.O.) who has examined the student athlete.

LLS Comment: Concussions are addressed in the MHSAA Website.

<http://www.mhsaa.com/schools/administrators.aspx>

Click on NFHS Parents Guide to Sports Concussions

PARENT/COACH COMMUNICATION

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the others and provide greater benefit to the student/athlete. As parents when your children become involved in a school program, you have the right to understand what expectations are placed on your child. This begins with clear communication. In order for this communication to be a successful endeavor, the following steps must be taken:

1. Please do not attempt to confront a coach without first making an appointment. We have a 24 hour rule in place stipulating that 24 hours must pass after a contest before an appointment to meet with a coach may be made.
2. Call the school to set up an appointment to discuss your concerns. Requests to speak with a coach during class time or practice will not be granted. However, parents are encouraged to leave messages for coaches via the phone voice mail system, school secretary, or e-mail for each coach. Coaches are required to check these sources of communication at least daily. Every effort will be made by the coach to contact you in a timely manner.
3. Contact the coach first to share and receive information. Remember we all respond more productively when we treat each other respectfully. Try to share honestly and openly, basing input upon the facts, as we know them. Take time to learn the full situation and be ready to work together for the good of the student/athlete.
4. If the concern is not satisfactorily resolved after meeting with the coach, the student/athlete and/or parent(s) should contact the athletic director in an attempt to resolve the situation. If the student/athlete and/or parent(s) wish to make a formal complaint to the athletic director about the situation, it should be put in writing, with a copy provided to the coach.
5. The athletic director will investigate the complaint, and discuss the concern with the coach. The result's of the investigation and subsequent actions(s) taken in resolving the complaint will be documented in writing. A meeting between the student/athlete and/or parent, coach, and athletic director may be appropriate to attempt to resolve the complaint.
6. If the formal complaint is not satisfactorily resolved by the athletic director, the student and/or parent(s) may appeal, in writing, to the principal. A meeting between the student/athlete and/or parent, coach, and principal may also be appropriate to attempt to resolve the complaint.
7. If the formal complaint is not satisfactorily resolved by the principal, the student and/or parent(s) may appeal, in writing, to the superintendent, or his/her designee. If it is necessary to take any further steps, the superintendent will advise you of the procedures to follow.

PITTSFORD HIGH SCHOOL ATHLETIC RULES AND REGULATIONS

I. PHILOSOPHY

Pittsford Area Schools feel that interscholastic athletics are a very important part of our educational program. Many benefits and life-long values may be gained from participation in a sound athletic program. This participation is a privilege granted to the young men and women of our school district. Every athlete, through their public participation, is an ambassador of our school and community. The athlete's conduct reflects directly upon their parents, their school and their community. Therefore, it is our desire that our athletes make a favorable impression when representing our school. A student therefore may be suspended from the team by the coach or the administration for action that brings discredit to the school or the team.

In accordance with our school's athletic philosophy, the athlete must be expected to adhere to a very high level of personal conduct. The following rules and regulations have been developed and are necessary for all athletes to strictly adhere to.

II. SPORTS OFFERED

Pittsford Area Schools offer its students inter-scholastic competition in the following sports:

<u>FALL</u>	<u>WINTER</u>	<u>SPRING</u>
Cross-Country	Boys Basketball	Baseball
Football	Girls Basketball	Softball
Volleyball	Bowling	Girls Track
	Wrestling	Boys Track

III. ELIGIBILITY

- A. Any student wishing to participate in the above inter-scholastic athletics must be enrolled in Pittsford High School and meet the Michigan High School Athletic Association's eligibility, qualifications and regulations.
- B. Student athletes must be passing in five (5) credits per week in order to participate in any athletic contest. The grade will be based on an accumulative average from the first day of each semester. The Athletic Director(s) will check eligibility every Monday. Should a student athlete be ruled ineligible, the week will be Monday to the following Monday after the ineligible report. Seniors have the option of taking one (1) class for a "Credit/No Credit" grade. If the student is receiving a "No Credit" grade it counts as a failing class towards their athletic eligibility.
- C. Before any student can compete on any athletic team of Pittsford High School, he/she must first have on file in the athletic director's office a completed physical card and a signed acknowledgement form from the athletic handbook of rules and regulations.
- D. All students participating in athletics must be covered by health and accident insurance.
- E. All student athletes are to observe the rules set forth in this document throughout the athletic school year regardless of whether or not they are participating. Therefore, all students who intend to participate in athletics at any time during the school year must have a signed athletic policy acknowledgement sheet on file at the beginning of their first athletic school year.
- F. A student may miss no more than sixty (60) minutes of the school day to be eligible to practice or compete in an athletic contest on that day. The absence must also be for an excused reason. Students will be eligible to practice and/or compete if they have approved a non-illness related absence ahead-of- time with the coach, athletic director, or principal, or if they have a medical appointment, court appearance, school-sponsored trip, or death and/or funeral in the immediate family.
- G. Unsportsmanlike conduct by athletes will not be tolerated and shall be dealt with by the coach, athletic director or principal. Ungentlemanly or unladylike rude treatment of a teacher, staff member or game official will not be tolerated, and such action will be dealt with by the coach, athletic director or principal.
- H. An athlete may not participate in two (2) sports in the same season.
- I. Athletes are not allowed to play in Church or City League games.
- J. If an athlete is suspended from school or has been placed in in-school suspension for any reason (even on an hourly basis), he/she will not be permitted to practice or participate in a game on that date, and until the suspension is terminated.

IV. USE OF EQUIPMENT

Pittsford Area Schools will provide game uniforms and specialized pieces of equipment as required by Michigan High School Athletic Association regulations, and for the safety and welfare of the student participating. The student athlete must furnish shoes, socks, and other personal equipment. Athletes are expected to keep their personal equipment clean and orderly in the locker provided for their use. Athletes should also speak with their coach to obtain a lock for their locker, and keep the locker and their personal items locked. Labeling of these personal items will help to prevent loss. Equipment lost by the athlete must be replaced or paid for before awards will be given.

The borrowing of other students' equipment is discouraged for health reasons, as well as possible conflict of ownership problems.

V. DRESS AND GROOMING

The athlete shall, at all times, act, dress and groom in a manner that befits his/her position as a representative of Pittsford High School and as an honored member of the community.

The school code of dress shall apply to all athletes for trips to away games. It is highly recommended that players

dress in a highly presentable manner on the day of games and for the trip to away games.

VI. TRAVEL REGULATIONS

In the event that the school does not provide transportation, parents/guardians take responsibility how transportation is provided for the athlete to the sporting event.

VII. ATHLETIC TRAINING RULES

Disciplinary action will be taken if any athlete violates the following:

- A. Possession and/or use of tobacco in any form.
- B. Possession and/or use of alcoholic beverages.
- C. Possession and/or use of over-the-counter stimulants.
- D. Stealing, destruction of property, acts of dishonesty.
- E. Possession, use, and/or sale of drugs or substances barred under NCAA regulations as per Public Act 215.
- F. Curfew - reasonable hours set by the coach.
- G. Practice and/or game schedules set for the team.
- H. Failure to abide by the rules stated in the Pittsford Area Schools Student Handbook.
- I. Insubordination or misbehavior towards a coach, school employee or game official.
- J. Unsportsmanlike conduct.
- K. Any behavior that detracts from the integrity of the districts athletic program.

VIII. DISCIPLINARY ACTION PROCESS

A violation of the Athletic Training Rules occurs when a coach, teacher, administrator or law officer reports said violation. Complaints from other sources must be placed in writing and signed by the person observing the violation. This person must be willing to confront the offender personally in the presence of the athletic director.

Any violation of a rule, which would prevent an athlete from competition, will be cause for the coach and/or athletic director to inform the parents or guardian.

If a violation occurs for rules A, B, C, D or E listed in Section VII, disciplinary action will be as follows:

- 1st Offense: Suspension from two (2) games for basketball, basketball cheerleading, volleyball, wrestling, golf, baseball and softball. Suspension from one (1) game for football, football cheerleading, track, and cross-country.
- 2nd Offense: Suspension for forty-five (45) school days of sport participation, and loss of the sports award for the sport season that the infraction occurred. A day will be defined as any day that includes a practice, scrimmage or game. The days may/will carry over into the athletes next sport season. The athlete will be required to attend practices and finish all sport seasons involved in order for the days to be counted.
- 3rd Offense: Suspension for one (1) calendar year from the date of the offense.
- 4th Offense: Suspension for the remainder of the athletic sports participation career.

All offenses will have a one year reviewable probation.

Athletic Training Rules F, G, and H listed in Section VII will be enforced at the discretion of the coach according to the rules he/she has determined and published for that sport. These rules are on file in the athletic director's office.

If a violation occurs for rule I, J, or K listed in Section VII, disciplinary action will be taken in accordance to the severity of the violation. This decision is to be made by the coach and athletic director.

IX. APPEAL PROCESS

The athlete or their parents/guardian may make an appeal of a suspension by contacting the athletic director within forty-eight (48) hours of the offense. The parents/guardian, athlete, coach and athletic director will meet to discuss the circumstances surrounding the disciplinary action. If an objection still exists, the next step will consist of a meeting with the principal and coach with the athlete and his/her parents/guardian.

ALL INTER-SCHOLASTIC SPORTS ARE DANGEROUS AND CAN LEAD TO A SERIOUS INJURY OF THE STUDENT ATHLETE. THIS IS THE SCHOOL'S WAY OF WARNING THE ATHLETE AND THE PARENTS OF THE ATHLETE AT PITTSFORD HIGH SCHOOL

OF THIS POSSIBILITY.

Non-Discrimination and Complaint Procedure

The District will not discriminate against any person based on sex, race, color, national origin, religion, height, weight, marital status, handicap, age, or disability. The Board reaffirms its long-standing policy of compliance with all applicable federal and state laws and regulations prohibiting discrimination including, but not limited to, Titles VI and VII of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000d, et seq.; and 42 U.S.C. §§ 2000e, et seq.; Title IX of the Educational Amendments of 1972, 20 U.S.C. §§ 1681, et seq.; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794; The Americans With Disabilities Act of 1990, 42 U.S.C. §§ 1210, et seq.; The Persons with Disabilities Civil Rights Act, MCL §§ 37.1101, et seq.; and The Elliott-Larsen Civil Rights Act, MCL §§ 37.2101, et seq.

The administrator in charge of Special Education is appointed the Civil Rights Coordinator regarding complaints of disability/handicap discrimination involving educational services, programs and activities.

Inquiries or complaints by students and/or their parent(s)/guardian(s) related to discrimination based on disability/handicap should be directed to:

The Administrator in Charge of Special Education
Pittsford Area Schools
9304 Hamilton Street
Pittsford, MI 49271
Phone: 517-523-3481

The administrator in charge of Human Resources is appointed the Civil Rights Coordinator regarding complaints made by students (grades Pre-K through 12) and/or their parent(s)/guardian(s), and involving sex, race, color, national origin, religion, height, weight, age, or marital status.

Inquiries or complaints by students (grades Pre-K – 12) and/or their parent(s)/guardian(s) related to discrimination based on and involving sex, race, color, national origin, religion, height, weight, age, or marital status should be directed to:

The Administrator in Charge of Human Resources
Pittsford Area Schools
9304 Hamilton St.
Pittsford, MI 49271
Phone: 517-523-3481

In the event the complaint is against the Superintendent of Schools, the Vice-President of the Board of Education is appointed the Civil Rights Coordinator.

Inquires or complaints against the Superintendent should be directed to:

The Vice-President of the Board of Education
Pittsford Area Schools
9304 Hamilton St.
Pittsford, MI 49271
Phone: 517-523-3481

The Civil Rights Coordinators, as specified herein, are designated to receive and resolve complaints from any person who believes that he/she may have been discriminated against in violation of this policy. Any person who believes he/she has been discriminated against in violation of this policy should file a written complaint with the appropriate Civil Rights Coordinator within ten (10) calendar days of the alleged violation. The Civil Rights Coordinator will take, then, the following action: First, cause an investigation of the complaint to be commenced. Second, arrange for a meeting to occur with the complainant that may include District staff who are knowledgeable of the facts and circumstances of the particular complaint or who have particular expertise that will assist in resolving the complaint. Third, complete the investigation of the complaint and provide, in writing, a reply to the complainant. If the

Civil Rights Coordinator determines that a violation has occurred, he/she shall propose a fair resolution of the complaint and deliver the determination to the complainant and the Superintendent. In the event the complaint is against the Superintendent, a copy of the determination shall be delivered to the President of the Board of Education. The complainant may appeal the Civil Rights Coordinator's determination to the Superintendent, or, in the case of a complaint against the Superintendent, to the President of the Board, by so notifying the Superintendent or Board President in writing within (10) calendar days of the Civil Rights Coordinator's determination. The Superintendent or Board President may conduct additional investigation of the facts and circumstances surrounding the complaint.

The Board Vice-President or President may elect to secure the services of an outside party to investigate the facts and circumstances surrounding any complaint against the Superintendent.

The Superintendent, or Board President in the case of a complaint against the Superintendent, shall affirm or reverse the Civil Rights Coordinator's decision and, if warranted, implement the Civil Rights Coordinator's proposed resolution or a modification thereof. The Superintendent or Board President's decision shall be final.

Complainants have the right to file a complaint at any time with the Office for Civil Rights, US Department of Education. The complaint should first be directed to the following address:

Office for Civil Rights
600 Superior Avenue, Suite 750
Cleveland, OH 44114
(216) 522-4970 phone
(216) 522-2573 fax

CAREER COUNSELING

Pittsford Area Schools ensures that career counseling and related materials will not discriminate on the basis of race, color, national origin, gender, or disability. No student will be directed or urged to enroll in any career or program for which they are not personally interested. Furthermore, it is the policy of Pittsford Area Schools and of the Dean of Students that all students shall be the master of their own destinies and that no teacher or advisor shall attempt to predict students' prospects for success based on their race, color, national origin, gender, or disability.

CAREER AND TECHNICAL EDUCATION

Pittsford High School offers opportunities in career and technical education through the Hillsdale Area Career Center. Current programs include:

- Health Sciences/Nursing
- Criminal Justice
- Construction Trades
- Computer Aided Drafting/Design
- Welding
- Computer Information Technology

All juniors and seniors are eligible to attend one of the above CTE programs on a first-come first-served basis based on the number of seats available in each program and on the date your application is received by the Dean of Students. Priority is always given to students in their second year at the HWDTC. No preference to who attends CTE programming at the HWDTC is made on the basis of race, color, gender, national origin, or disability.

Inquiries regarding nondiscrimination policies should be directed to:

Personnel Secretary
Hillsdale County Intermediate School District
310 West Bacon Street; Hillsdale, MI 49242
T: 517.437.0990

General information inquiries should be directed to:

Brooke Ballee-Stone
Director of Hillsdale Workforce Development and Technology Center
279 Industrial Drive; Hillsdale, MI 49242
T: 517.437.3729

Deanna Edens
Superintendent, Title IX, and Section 504 Coordinator
9304 Hamilton Street; Pittsford, MI 49271
T: 517.523.3481

HILLSDALE COUNTY EARLY/MIDDLE COLLEGE

Beginning with the class of 2019, students are eligible to apply to the Hillsdale County Early/Middle College (HCEMC) during the spring of their 10th grade year. The HCEMC is a five-year high school program designed to allow a student to earn a high school diploma, a MEMCA certificate, and upwards of 15 transferable college credits. Students admitted to the HCEMC will be co-advised with the Dean of Students and a Jackson College advisor each semester. Applications for this program are available from the Dean of Students.

HIGH SCHOOL COURSES AVAILABLE

SCIENCE:

Physical Science
Biology
Chemistry
Physics
Anatomy
Physiology

SOCIAL STUDIES:

World History
U.S. History
Civics/Economics
Psychology/Sociology

MATH:

Algebra I
Geometry
Algebra II
Personal Finance
Trigonometry
Calculus
Probability/Statistics

ENGLISH:

English 9
English 10
English 11
English 12
Journalism

ARTS/TECHNOLOGY:

Computer Literacy
Band
Percussion Ensemble
Art
Crafts
Drama

HEALTH/ WELLNESS

Physical Education
Advanced P.E.
Health
Sports Physiology

LANGUAGES:

German
Spanish

**SUPPLEMENTARY AIDES & SUPPORT SERVICES
FOR STUDENTS WITH DISABILITIES
ENROLLED IN CAREER & TECHNICAL EDUCATION**

To enable students with disabilities to satisfactorily participate and progress in Career & Technical Education courses, the following supplementary aides and support services may be made available if deemed necessary and appropriate by their instructors and/or their Individualized Education Planning Team:

Environmental/physical accommodations/modifications

- Providing preferential seating
- Altering physical arrangement of classroom
- Modifying equipment
- Allowing use of study carrel
- Providing assistance in maintaining uncluttered space
- Providing space for movement or breaks

Instructional modifications

- Teaching to learning style
- Modifying materials
- Providing resource room instruction
- Varying method of instruction
- Varying content of lesson
- Providing alternative assignments
- Providing extra visual and verbal cues and prompts
- Providing study sheets
- Conducting assistive technology evaluation
- Providing augmentative communication devices
- Allowing use of computer and calculator
- Providing textbooks for at home use
- Providing notetaker or teacher outlines, study guides
- Modifying workload or length of assignments/tests
- Modifying time demands
- Allowing additional time for assignments and tests
- Allowing answers to be dictated
- Providing word bank
- Providing hands-on activities
- Alternate quiet and active time
- Teach management skills

Social/behavioral interventions/supports

- Providing immediate feedback
- Allowing rest breaks
- Conducting functional behavioral analysis
- Implementing behavioral intervention strategies
- Implementing behavior modification plan
- Provide peer buddies
- Providing study skills instruction
- Providing management skills instruction
- Providing agenda book
- Providing visual daily schedule
- Adjusting assignment timelines
- Providing checklists

Staff supports/collaboration

- Enhanced staffing
- Providing one on one aide
- Instituting Co-teaching arrangement
- Providing small group instruction

Staff supports/collaboration

Enhanced staffing
Providing one on one aide
Instituting Co-teaching arrangement
Providing small group instruction
Using cooperative learning groups
Providing staff development

Testing Accommodations

Allowing answers to be dictated
Allowing additional time
Allowing oral testing
Giving no timed tests
Giving choice of test (multiple-choice, essay, true-false)
Accepting short answers
Allowing open book or open note tests
Shortening test
Reading test to student
Providing study guide prior to test
Highlighting key directions
Allowing calculator, word processor

FREE APPROPRIATE PUBLIC EDUCATION

Section 504 of the *Rehabilitation Act of 1973* protects the rights of individuals with disabilities in programs and activities that receive federal financial assistance, including federal funds. Section 504 provides that: "No otherwise qualified individual with a disability in the United States . . . shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance . . ." ¹

The U.S. Department of Education (ED) enforces Section 504 in programs and activities that receive funds from ED. Recipients of these funds include public school districts, institutions of higher education, and other state and local education agencies. ED has published a regulation implementing Section 504 (34 C.F.R. Part 104) and maintains an Office for Civil Rights (OCR), with 12 enforcement offices and a headquarters office in Washington, D.C., to enforce Section 504 and other civil rights laws that pertain to recipients of funds. ²