

# PITTSFORD ELEMENTARY



## Student Handbook 2019-2020

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Pittsford Area Schools

9304 Hamilton St.

Pittsford, MI 49271

Website: [www.pittsfordk12.org](http://www.pittsfordk12.org)



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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.

**PITTSFORD ELEMENTARY SCHOOL  
MISSION STATEMENT**

*Pittsford Area Schools  
will provide continual opportunities  
for maximum student achievement.*

**PITTSFORD ELEMENTARY SCHOOL  
BELIEF STATEMENTS**

*Each individual is valuable and will be treated with dignity and respect.*

*Students can learn.*

*Students will be given the opportunity and support to develop their potential in a safe and nurturing environment.*

*Curriculum will be rigorous and relevant to the students' present and/or future world.*

*Student success is a shared responsibility between students, teacher, parents, and the community.*

*Learning is a lifelong process.*

*The values of honesty, responsibility and good citizenship will be modeled and required.*

*Individuals are responsible for their own action.*

## PITTSFORD STUDENT PLEDGE

*I am a good person.*

*I can and I will learn.*

*I will respect others.*

*I will follow the school rules.*

*I will be honest with myself and others.*

*I am proud of myself, my family,  
and my community.*

*I am proud to be a Pittsford student!*



## NON-DISCRIMINATION STATEMENT

*Pittsford Area Schools will not discriminate because of race, creed, color, handicap, sex, age, or marital status. Any person who feels that their rights have been violated may contact the Superintendent of Schools for a copy of the grievance procedure*



## PARENT INFORMATION

1. School hours are 7:53 a.m. – 2:45 p.m.
2. 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 TV Channel 10 out of Lansing, Channels 11, 13 & 24 out of Toledo and Channel 6 out of Jackson. When school is cancelled due to unforeseen circumstances, all elementary school-sponsored activities will be cancelled for that day as well.
3. When school related meetings have been scheduled for times when school is cancelled or delayed, those meetings will be rescheduled for a later date.
4. Free breakfast and lunch will be provided to all students.
5. **No home-prepared foods are to be brought in for class consumption.**
6. Children are expected to ride their regular bus home at night unless permission to change buses is obtained. If your child is not to ride their regular bus, **a note to the teacher is necessary.** If a child has no note and the parent cannot be reached, the child will ride the bus as normal. A phone call to the office or your student's teacher by 1:45 p.m. (the office is very busy at that time) will be accepted in place of a note.
7. Head Lice Policy:
  - The School District will periodically conduct "head checks" to screen for head lice infestation. Designated school personnel trained to look for head lice will do this.
  - If a student is found to be infested with head lice, or to have nits, he/she will be sent home for treatment and a notification letter will be transmitted to the parent(s)/guardian(s).
  - The student shall not be readmitted to school until the child, parent(s)/guardian(s) can show proof, acceptable to the Superintendent, of an approved treatment.
  - The student must remain nit-free upon inspection at school. If the student is found to still have nits after returning to school, the parent(s)/guardian(s) will be notified and the child will be sent home for nit removal.
  - Copies of this policy, along with District rules and regulations governing head lice control and advice to parent(s)/guardian(s) on head lice control in the home, will be distributed to students and parent(s)/guardian(s) in a manner to be determined by the Superintendent.
8. Parents/Guardians should bring all student medication to the office. Prescribed medications

MUST be in a prescription bottle or have a doctor's instructions attached in order for the school to administer them. Prescription and Non-prescription medications must be accompanied by a signed medical permission form that indicates how it is to be dispensed. Non-prescription medications will always be administered strictly according to directions on the container unless specified otherwise by the student's physician. Medication left over at the end of the school year should be picked up by the parent/guardian, or the school will appropriately dispose of the medication.

9. Please remember that Pittsford Elementary School is not responsible for the "diagnosis" of student illness. We have very limited diagnostic tools and capabilities. **The ultimate decision as to whether medical treatment should be sought rests with the parents.**

10. **If a child has a temperature of 100 degrees or more, the parent/guardian will be called to come and pick her/him up.**

11. Michigan state law obliges elementary schools to adhere to the following: **"Children who have not received the required immunizations WILL BE EXCLUDED from school UNTIL parents provide proof that ALL REQUIRED IMMUNIZATIONS have been GIVEN.**

**If parents wish to fill out an Immunization Waiver, they must make an appointment with the Hillsdale Community Health Department at 517-437-7395. Schools are not allowed to give parents Immunization Waiver forms.**

12. Student Concussions and Head Injuries:

A student 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, contest, or activity and shall not return to play/activity until cleared by an appropriate health care professional. In such circumstances, a student shall not practice or participate in a competition/activity until the student/parent provides the school with a written release from a physician (M.D. or D.O.) who has examined the student.

13. Pittsford Elementary encourages parents and the public to visit our school. Visitors are required to register at the high school office. Visits shall be scheduled by appointment with the teacher and the building principal. Violation of this rule may lead to removal from the building or grounds and denial of further access to the building or grounds.

14. As a school we have to be proactive in school education and in safety. ***All visitors will enter the building at the high School or elementary main doors.***

When you enter the building you are to sign in at the office.

Drop off and pick up students at the front of the school. When you come to pick up your student(s) please wait outside by your car or by the exits. Your student(s) will be brought to you. If you need to meet with a teacher after school, please check in at the elementary office. The office will make contact with the teacher for you.

15. Students with outstanding debts, missing classroom or library books will not receive their report card until those debts are paid.

16. Updating Student/Parent Demographic Information: It is important that Pittsford Area Schools always be able to make contact with parents or with emergency contacts. Please keep the building office updated with any changes to address, phone numbers, and email addresses.

### 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  
Dean of Students  
Secretary of the Building  
Facilities/Transportation Director  
Food Service Director  
Bus Problem  
Building Principal  
Central Office-Payroll/Accounting Dept.  
Superintendent's Secretary  
Superintendent

FOLLOW-UP CALL TO:

Building Principal/Elementary Lead Teacher  
Building Principal  
Building Principal  
Superintendent  
Superintendent  
Transportation Director  
Superintendent  
Superintendent  
Superintendent  
Board of Education President

### **SAFETY DRILLS**

Over the course of the school year Pittsford Area Schools will be conducting safety drills for fire, tornado, bomb evacuation, and an intruder in the building. We must practice all of these drills so that we will be prepared if any of these circumstances should occur. The following is a description of how we will handle an evacuation of the school and an intruder in the building.

When we have to evacuate the building, students will be placed on school buses with their classroom teacher and removed from the school premises. We will take the students to a remote sight and decide what our next step will be. We will then, either have the building checked and send students back to class, or close school. If school is closed we will contact the local T.V. and Radio stations to inform parents. **If this happens, students or parents will not be able to go back to school until the school has been cleared of the threat.** This means the students will have to ride the bus home, or a parent will have to pick them up.

There will be **no one** at the school to take phone calls. **Please set up a plan with your child/children so they will know what you want them to do about getting home, if something like this should occur.**

If there is an intruder in the building, the school will go into "lockdown". During "lockdown" students are moved to the safest area of the classroom and the doors are locked.

Please talk to your students about these different drills and the need for the school to do them. It is our greatest hope that we will never have to do these drills in a real setting, but if we have to we will be prepared.

## **PARENT/TEACHER COMMUNICATION**

Both parenting and teaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of others and provide greater benefit to the student. As parents, if at any time you should have any questions or concerns regarding your child's education, please do not hesitate to contact their teacher(s).

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 email 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 or elementary lead teacher 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 or elementary lead teacher 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 or elementary lead teacher may also be appropriate to attempt to resolve the complaint.
6. If the formal complaint is not satisfactorily resolved by the principal or elementary lead teacher, 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.



***COMMUNICATION TOOLS: E-MAIL, NOTE OR PHONE***



## **DISCIPLINE**

We at Pittsford Elementary School believe that good discipline is essential to an effective school. We also believe that you play an important part in the effectiveness of our discipline policy. Your support for this policy will help make our school a safe, orderly place where our students will learn to respect the rights of others. Our school wide discipline plan includes a system of rewards for good behavior, and consequences for inappropriate behavior.

Children who are sent to the principal or elementary lead teacher's office will be disciplined in a fair and consistent manner. **Documentation of discipline will be kept using the Power School Discipline Program.** Parents will be notified either by telephone or written letter from the student explaining why their child was sent to the principal or elementary lead teacher's office.

### **Severe Discipline Clause**

The following behaviors constitute a severe disciplinary referral: lying, cheating, stealing, intentionally hurting another, showing disrespect to an adult, or disobeying a direct order. The student's parents will be responsible for arranging transportation for the student when transportation is necessary.



## **STUDENT ATTENDANCE POLICY**

It is imperative that students be in attendance each school day in order to not miss a significant portion of their education. Important learning results from active participation in classroom and other school activities which cannot be replaced by individual study. Please call the school office at 523-3481 to leave a brief explanation for the reason for absence.

### **Truancy**

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. After 6 days of truancy a student will be considered a "habitual truant" which can result in a report to the local truancy authorities of the Probate Court concerning lack of parental responsibility in providing proper care and supervision of a child.

### **Excused Absences**

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and/or tests.

Illness

Recovery from accident

- Professional appointments
- Funeral attendance
- Required court attendance
- Observation or celebration of a bona fide religious holiday
- Such other good cause as may be acceptable to the Superintendent

Students with a health condition that causes repeated absence are to provide the school office with an explanation of the condition from a registered physician.

Parents must provide an explanation for their child's absence on the day of the absence or by the following day. They are to call 523-3481 and explain the reason for the absence. If the absence can be foreseen and the "good cause" must be approved by the principal or elementary lead teacher, the parent should arrange to discuss the matter as many days as possible before the absence will occur so that arrangements can be made to assist the student in making up the missed school work.

Students who are excusable absent for more than 3 days in a grading period, regardless of the reasons, will be considered "frequently" absent". If there is a pattern of frequent absence for "illness", the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition. Without such a statement, the student's permanent attendance record will indicate "frequent unexplained illness", a possible sign of poor work ethic and irresponsible behavior.

During the next grading period, a "frequently-absent" student will be placed on "attendance watch" to monitor whether or not the pattern continues. If it continues, a report may be filed to the local truancy authorities of the Probate Court concerning lack of parental responsibility in providing proper care and supervision of a child.

### **Suspension from School**

Absence from school due to suspension shall be considered an absence. The student will be given credit for properly completed assignments and a grade on any made-up tests.

### **Unexcused Absences**

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State.

### **Notification of Absence**

If a student is going to be absent, the parents must contact the school at 523-3481 and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible. When no excuse is provided, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child's attendance. *The skipping of classes or any part of the school day is considered an unexcused absence. Disciplinary action will follow.*

### **Tardiness**

A student who is not in his/her assigned location by 8:00 a.m. shall be considered tardy. Any student arriving late to school is to report to the school office before proceeding to class.

### **Vacations during the School Year**

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and

the student's teacher(s) to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

### **Make-up of Tests and Other School Work**

Students who are excusably absent from school or who have been suspended shall be given the opportunity to make-up missed work. The student should contact his/her teacher as soon as possible to obtain assignments.

## **LIBRARY POLICY**

All students may check out books every week. Students who do not return their books the following week will not be allowed to check out any books until the past due books are returned. Children who lose or damage books will be responsible for their replacement or repair.

## **STUDENT DRESS POLICY**

1. Children are expected to dress appropriately for weather conditions. Boots, gloves, and a warm coat are needed for cold weather. Children are expected to go outside for recess. If it is raining or the temperature/wind chill falls below 15 degrees, the entire class will be kept inside.

2. Students are expected to wear shoes at all times. Articles of clothing should be in good taste. They should not contain obscene or profane language, nor should they promote drugs, alcohol, or tobacco. Articles of clothing which overly expose a student's body, or are otherwise considered inappropriate for school such as string tops, halter tops, tank tops, extremely low cut tops, half t-shirts, t-shirts with cut off sleeves, short shorts, spandex shorts, boxer shorts, overly tight clothing, see-through clothing, or pajamas are not allowed under our dress and grooming policy. The test for clothing that overexposes a student's body will be as follows:

a. If a student raises their arms and the mid-section is visible, or the midsection is visible without the student raising their arms, the clothing is unacceptable.

b. If a student places their arms at their side and the fingertips extend past the length of the shorts, skirt, dress, etc., the clothing is unacceptable.

c. Pants, shorts, etc., must be worn where they are intended, at the waist. Oversized slacks that hang inappropriately below the waist line exposing undergarments will not be permitted.

Any student found in violation of any of the above will be given appropriate clothing to wear, or their parents will be contacted to bring acceptable clothing to the student. Repeated violations of these rules will require disciplinary action to be taken. Clothing which is considered inappropriate or a distraction to the educational process will not be allowed.

3. No hats, or any other materials that cover your head may be worn in the school building. Personal items should be labeled. Lost and found items may be obtained at the office.

## **GENERAL SCHOOL-WIDE RULES**

1. Follow directions the first time they are given.
2. There will be no real or pretend fighting, teasing, inappropriate language, or name calling.
3. Do not litter, abuse, or damage school property.
4. No gum chewing will be allowed in the classroom or playground, unless permission is given by the teacher.
5. Walk in the school building and on the school grounds. (Recess and gym class are exceptions to this rule.)
6. Respect and obey all school personnel.
7. **POP IS NOT TO BE BROUGHT TO SCHOOL AND ALL VENDING MACHINES ARE OFF LIMITS TO ELEMENTARY STUDENTS.**
8. Keep hands, feet, and objects to yourselves.
9. Do not bring baseballs, toys, matches, lighters, radios, tape recorders, CD players, **hand-held electronic games, cell phones and trading cards to school.**
10. Alcohol, tobacco, drugs, or imitations of these substances are not allowed. (Pittsford Area Schools will, on occasion utilize a trained dog to conduct drug sweeps in grades 5 -12.)
11. Guns and knives are not to be brought to school. Consequences are severe as mandated by law.

## **LUNCHROOM RULES**

1. Stay seated in assigned area until dismissed by supervisor.
2. Use quiet, inside voices.
3. Eat only your own food.
4. No throwing, spitting, or playing with food or other items.
5. No breaking, bending, or popping of any item.
6. Clean up your space after eating.
7. No food allowed out of the cafeteria.

## **VISITORS**

All visitors, including parents and siblings, are required to enter through the front door of the high school or elementary office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors will be escorted to and from their destination. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in an appropriate manner will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

## **PLAYGROUND RULES**

1. Get a drink, go to the restroom, and get appropriate clothing before going out to recess. Students may go back inside only in an emergency and only with the playground supervisor's permission.
2. Play in the designated areas only—the playground is bounded by sidewalks, fences and roads. Do not leave the playground without a supervisor's permission.
3. No food on the playground.
4. No standing or jumping out of swings. Stand clear of the swings when in use. Swings are to be used by one person at a time.
5. Slides are to be used in a sitting position only, face toward the bottom of the slide.
6. Softball, football, soccer, kickball, and tag should be played in uncongested areas. Do not throw rocks, snowballs or anything else not meant to be thrown. Return balls to supervisor at the end of recess time.
7. No unnecessary rough play is allowed: pushing, shoving, hitting, cursing, name-calling or other mean acts are not allowed. If fighting occurs, everyone involved will be taken to the principal.
8. Line up quickly and quietly in your room's designated area when you hear the whistle.

## **BUS RULES**

Riding the bus is a privilege. Students are to be ready and waiting for the bus every morning. The bus is not required to wait while students walk from the house to the pick-up point. This is time consuming and dangerous for the bus and its students. Students are expected to cooperate in making trips safe. You are to follow all bus rules and directions of the bus driver. Should you have any questions regarding transportation, please contact Jessica Rebeck, Transportation Director at 523-3481, Ext. 123.

1. Observe the same conduct on the bus as in the classroom.
2. Be courteous and do not use profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean at all times.
5. Cooperate with the bus driver.
6. Do not be destructive.
7. Stay in your seat at all times.
8. Keep your head, hands and feet inside the bus at all times.
9. The bus driver is authorized to assign seats at any time.



This calendar represents:

Total Student Days: 180  
 Total Staff Days: 185  
 PD Days: 5

JULY 2019						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

No School: January 1-3  
 Winter Break  
 Staff PD: January 20

Student Days: 19  
 Staff Days: 20  
 Staff PD: 1

Staff PD: August 19  
 Staff PD: August 20

First Day of School: August 21  
 No School: August 30

Student Days: 7  
 Staff Days: 9  
 PD: 2

AUGUST 2019						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

No School: February 14  
 No School: February 17

Student Days: 18  
 Staff Days: 18

No School: September 2  
 Labor Day  
 No School: September 23  
 Fair Day

Student Days: 19  
 Staff Days: 19

SEPTEMBER 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MARCH 2020						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

No School: March 30-31  
 Spring Break\* (may be adjusted based on State's testing schedule)

Last Day of Third Marking Period:  
 March 20  
 Staff PD: March 9  
 No School March 9

Student Days: 16  
 Staff Days: 17

No School: October 4  
 Last Day of First Marking Period:  
 October 18

Student Days: 22  
 Staff Days: 22

OCTOBER 2019						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

No School: April 1-3, Spring Break  
 No School: April 10  
 Good Friday

Student Days: 21  
 Staff Days: 21

No School: November 28  
 No School: November 29  
 Thanksgiving Break

Student Days: 19  
 Staff Days: 19

NOVEMBER 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY 2020						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

No School: May 25  
 Memorial Day

Student Days: 20  
 Staff Days: 20

No School: December 23 – 31  
 Winter Break  
 Last Day of Second Marking Period: December 20

DECEMBER 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Student Days: 15  
 Staff Days: 15

JUNE 2020						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Last day of School – ½ day only students: June 4  
 Students Days: 4  
 Staff Days: 5

## 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 St.  
 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