

PINCKNEY COMMUNITY SCHOOLS



K-3 ELEMENTARY INFORMATION GUIDE 2018-2019

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BELIEF STATEMENT

Pinckney Community Schools K-3 Program Belief Statements

We the K-3 staff of Pinckney Community Schools have the following beliefs:

- We will provide a safe, nurturing environment that encourages individuality, creativity, development of the body and mind and builds a sense of community.
- It is our responsibility to teach children to become respectful and responsible citizens who are lifelong learners and problem solvers.
- Children respond positively to the learning environment when given respect, responsibility and are accepted as part of the group.
- Given time, all students will learn if our classrooms use a variety of research-based teaching strategies and assessments.
- All students have the right to receive a quality education through the implementation of developmentally appropriate, sequential curriculum goals.
- Collaboration will be fostered among staff, students and parents to build a positive school community.

BOARD OF EDUCATION

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Bethany Mohr
Amanda Mortensen

Melissa Mueller
Bill Wearne
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ADMINISTRATION

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Dr. Les Sharon
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Co-Principal, Navigator School

Ruth Badalucco
Co-Principal, Navigator School

Eric Ray
Principal, Pathfinder School

Lori Scott
Assistant Principal, Pathfinder School

Dear Parents and Students,

Welcome to Farley Hill Elementary! At Farley Hill we truly believe in our mission statement:

“Our school community will work together to provide a positive environment where all members learn and develop to the best of their abilities.”

The dedicated staff at Farley Hill looks forward to joining with you to make your child's elementary school experience the best it can be. Please don't hesitate to call or stop in if you have any questions.

Sincerely,

Yvonne Taylor, Ed.S.

Principal

PARENT INVOLVEMENT

Parental involvement with the school provides the cornerstone on which the child's educational experience is built. Research solidly indicates that the children who do best in school come from families where the parents participate in their child's education. Feel free to participate in the School Improvement meetings, which are held monthly to address our School Improvement goals and objectives. We welcome your input.

WE NEED YOUR PARTNERSHIP IN THE EDUCATIONAL PROCESS!

PARENTS TRANSPORTING CHILDREN

Please keep in mind that we do not have supervision prior to the start of the day and after school. If you are transporting your child, we ask that they **do not arrive more than ten minutes prior to the start of the day and are picked up shortly after dismissal**. We do have Latch Key services in the district before and after school.

If you are picking your child up from school or having them picked up by another adult we ask that you send a note or call the office. Students often get confused at the end of the day and may believe a parent is picking them up when in reality they are not. **If a student does not have a note or we have not received a phone call they will be placed on the bus.**

VISITING OUR SCHOOL

We consider parents as a key part of our team. Your presence is always welcome at our school. We ask that you stop by the office to let us know you will be spending time in the building and wear a visitor's badge. Please note that due to class sizes and liability, we do not allow students to bring guests to school to spend the entire day.

OUR CHILDREN'S HEALTH

Your child's health is important to us and we attempt to maintain good health conditions while your child is in school. We must report to the County Health Department each week any cases of communicable disease reported to us. Parents are urged to keep children home when they show symptoms of illness, especially when a child has a fever or a contagious condition. When you must keep your child home, report the reason for the absence as soon as possible by calling our attendance hotline @ 810-225-6410. Children who attend school are expected to participate in daily recess/outdoor activities. We do not go outside if the wind-chill temperature falls below zero. Children should wear appropriate clothing for the weather conditions of the season.

ACCIDENTS OR ILLNESS

If a child becomes ill or is injured during school hours, the parent will be notified immediately. Please make sure emergency numbers are current and on file with the office. If parents are unavailable, the alternate name appearing on the enrollment form will be contacted. The parent will be responsible for making arrangements for the care of the child.

In cases of serious injury or illness, the principal will take the responsibility for the injured student by seeking professional help when parents or their designated alternates cannot be reached. In cases of emergency, every effort will be made to reach the parents. Please keep in mind that we practice only emergency first aid treatment at school.

DISPENSING OF MEDICATION

Michigan law and District policy provide that school personnel may administer medication to students if it is done in the presence of another adult and it is done in compliance with a physician's instructions. The law also provides that a parent must provide written permission before any medication (prescription or over the counter) may be administered. (Forms are available in the office)

"Epi-pens will be available in the building for administration in emergencies by staff in accordance with State law and Board Policy."

The elementary school will dispense medication under the following guidelines:

1. All medications will be dispensed by office personnel and logged in a record book with time, date and signature of school official.
2. A written, dated request (forms in the office) must:
 - a. Be signed and dated by the parent/guardian
 - b. Include the name of the medication
 - c. Include the dosage
 - d. Indicate the time for administering

- e. Please include the student's name
- 3. **All medication must be delivered by the parent/guardian to the building office.**
Please do not send medication to school with your child.
- 4. The medication must be in its original container and include the physician's instructions.
- 5. Medication shall be administered to the student only after the above conditions are met and only in the presence of another adult who could testify that physician's and parent's instructions were followed.
- 6. Non-prescribed medication such as aspirin, may be dispensed only under the following conditions:
 - a. There is written, dated and signed permission from the parent or guardian.
 - b. Medication must be in its original packaging.
 - c. The medication is given in compliance with the parent's/guardian's written instructions.
 - d. Medication will be dispensed by school personnel only.

*Exceptions to this condition may be granted by the principal only. These building regulations will be effective immediately. Any medication which has not been picked up by the parent prior to the last day of school will be disposed of.

REGULAR ATTENDANCE/PUNCTUALITY

In accordance with the Compulsory School Attendance Law (380.1561), "every parent, guardian or other person in this state having control and charge of a child from the age of six to the child's eighteenth birthday, shall send that child to the public school during the entire school year. The child's attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled".

If any student is to be absent for an extended period of time due to illness, please inform the principal or your child's teacher in writing. If the school is not notified the attendance is considered unexcused. Students are counted ½ day absent if they miss more than one hour of consecutive class time during the school day.

Parents or guardians may be notified after students have accumulated 10, 20, 30 absences per school year. A parent conference may be required at each absence interval (unless the principal determines that extenuating circumstances prevented the student from attending school).

A student can and will be referred to the attendance officer (Livingston Educational Service Agency) for the following attendance violations:

1. Not properly enrolled in school
2. Absent 10 consecutive days without notification
3. Five unexcused absences in one semester
4. Educational neglect (failure of the parent(s) to send the child(ren) to school
5. Numerous excused and unexcused absences

Continued violations of the above could subject the parent(s)/student(s) to court action and penalties. (Juvenile Court)

We do not count the students tardy if he or she rides the bus and the bus arrives late. In cases of frequent tardiness, parents will be contacted.

HOMEWORK REQUEST POLICY

Daily:

Homework may be requested on a daily basis in case of illness. Requests should be made before noon on the day of absence, to be picked up after school or sent home with a specified student.

Extended:

Homework may be requested for a one week pre-arranged absence. The requests must be received five school days preceding the absence. Homework will be provided the last day of attendance.

Homework must be turned in during the first week the student returns. For any additional absences beyond one week, make-up work will be assigned upon student's return to school with a reasonable period of time allowed for completion.

DISTRICT STANDARDS FOR STUDENT BEHAVIOR

The Pinckney Community Schools is committed to promoting mutual respect, tolerance, and acceptance of and by all students, staff, and parents and believes that all students have a right to a safe and healthy school environment. The Board of Education has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards.

The Pinckney Community Schools Board of Education expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities

with a proper regard for the rights and welfare of other students, school staff, and volunteers. The Pinckney Community Schools will address behavior that infringes on the safety of any student or staff member **when it occurs on school property or in a school vehicle, at any school-sponsored activity, or occurs outside of school if it is deemed by the school to substantially interfere or cause substantial disruption with the orderly operation of the school.**

The complete Standards for Student Behavior policy which addresses Peer Conflict, Harassment and Bullying can be accessed online at the Pinckney Community Schools website (www.pinckneyschools.org) under the Students tab or a hard copy can be obtained at any school office.

SCHOOL DISCIPLINE AND RULES

The major purpose of school discipline is to ensure a safe environment conducive to learning.

In order to meet the above goal for our school-wide learning environment and provide personal safety for all children at our elementary school, two all-encompassing rules have been established:

1. We will at all times respect the rights and property of others
2. We are responsible for our own behavior

In order to abide by these rules, we must exhibit good citizenship. Therefore, everyone at our school will:

- Be polite and courteous and respect the authority of the adults in charge
- Be careful in our use of language and actions
- Take pride in our school buildings and grounds
- Follow the rules that are established for the classroom, assemblies, lunchroom, hallways, playground as follows:

Classrooms:

We follow the rules established for our classroom so that there is an environment conducive to learning for everyone

Hallway:

We walk at all times remaining quiet and orderly

We keep our hands to ourselves

Assemblies:

We behave in an orderly manner

We are polite at all times giving proper attention to the speaker

Lunchroom:

We sit at our assigned tables and converse in conversational voices with our friends

We use good table manners, raise our hands for help, and clean our tables before leaving

We follow directions given by lunchroom monitors and listen quietly for announcements

Playground:

We keep our hands and feet to ourselves

We enter and exit the school only at designated times and places

We take care of equipment and use it properly

We listen to and follow the directions of the playground supervisors

DISCIPLINARY PROCESS

It is our desire to work with students to help them problem solve and make behavior changes so that they can feel good about their actions and relationships with others. Any disrespectful or aggressive act or behavior which affects the safety and welfare of others or destroys school property will be immediately reviewed by staff and parents will be contacted.

When minor infractions of school rules occur, the student will be counseled as to what she/he did that was inappropriate and provided direction as to what is expected in the future. The student will also be provided an opportunity to remedy the problem that has occurred.

When serious or continuous infractions of rules occur, parents will be involved in an ongoing course of action to remediate the situation. Continuous disobedience and/or disregard for school rules/regulations may result in the student losing privileges. When a further course of action is deemed necessary, the student may be subject to the following progressive course of action:

1. Before or after school detention
2. In-school suspension
3. Out-of-school suspension
4. Referral to the Livingston County Educational Service Agency and possible involvement with the court system

Before suspending or expelling a student, the following state-mandated factors will be considered:

- a) The student's age
- b) The student's disciplinary history
- c) Whether the student is a student with a disability
- d) The seriousness of the violation or behavior committed by the student
- e) Whether the violation or behavior committed by the student threatened the safety of any pupil or staff member
- f) Whether restorative practices will be used to address the violation or behavior committed by the student
- g) Whether a lesser intervention would properly address the violation or behavior committed by the student

Classroom:

Classroom teachers handle discipline problems according to school procedures within their classroom on an individual basis. They involve the building principal in the disciplinary process when deemed necessary or when serious problems arise.

Lunchroom/Playground:

Our lunchroom or playground supervisors handle minor problems by talking with students or by requiring them to serve some "timeout" during the recess time. More serious problems are referred to the classroom teacher or the principal.

BUS CONDUCT AND SAFETY PRECAUTION

The following transportation and safety rules have been developed by the district's Transportation Department.

Students and parents should understand that riding the school bus is a privilege, not a right. Violations(s) of the conduct and safety rules below could result in the loss (suspension) of bus privileges, depending upon seriousness and/or frequency of violation(s). Continued disorderly conduct or persistent refusal to obey the driver is sufficient reason for a student to be denied transportation in accordance with regulations as set by the Board of Education.

Additionally, it should be noted that bus drivers may return their take home bus to school for administrative assistance in cases of wide-spread misconduct and/or serious infraction. Also, bus drivers are authorized to assign seats as deemed necessary.

Please understand, students transported to and from school in a school bus are under the authority of and responsible to the driver of the bus and the driver of the school bus is

responsible for the orderly conduct of the students transported. No driver shall require a student to leave the bus before he or she has reached their destination.

Transportation Conduct and Safety Rules

Students will:

1. Observe appropriate classroom behavior in order to protect their riding privileges.
2. Be courteous to others. Demonstrate responsible citizenship through positive social interactions while on the bus. Use no profanity or verbal or physical abuse.
3. Remember that eating, chewing gum, drinking, smoking, and possessing illegal substances, weapons, or obscene materials are not allowed on the bus.
4. Cooperate with the bus driver and follow the bus driver's instructions the first time they are given.
5. Remain seated while the bus is in motion.
6. Extend nothing, including head, hands and feet out of the bus windows. Open windows only with permission.
7. Be responsible for intentional damage to the interior or exterior of the bus and pay charges for any damages.
8. Display proper respect for the rights and comfort of others on the bus.
9. Be on time at bus stops and stay off roadways while waiting. **Buses cannot wait for tardy students.**
10. Cross in front of the bus at all times, and only after direction from the driver.
11. Limit objects that are brought on the bus to those items that can be safely held by the student. Do not bring or use any items on the bus that could affect health, safety, and security of any passengers. Examples: scooters, skateboards and live animals may not be transported on the bus.
12. Realize that ANY driver distraction is potentially hazardous to the safety of all passengers.

STAYING AFTER SCHOOL

Students who stay in the building after school for any school related activity must be under the immediate supervision of a teacher or activity sponsor.

SCHOOL MEALS AND MILK PROGRAM

All children in grades kindergarten through three eat their lunch in the cafeteria. Breakfast and lunch are available (including one carton of milk). Milk is also available for those who carry lunches. A free or reduced breakfast and lunch program is available to families who meet certain requirements. For information regarding the free/reduced breakfast and lunch program call the school office. Parents are strongly urged to deposit funds into their child's breakfast and lunch account on a weekly basis. Please note that the office cannot make loans for lunches or milk. Elementary meal prices for the 2018/2019 school year are \$1.85 for breakfast, \$2.85 for lunch and, and .55 for milk. Parents are encouraged to use our online MIStar Parent Connection program to check the balance and make deposits in their child's account. Information about this is available on the district website.

The school lunch program is maintained as a vital part of the school program to encourage good nutrition and well-balanced lunches for children. Children will have a forty minute lunch and recess period each regular school day.

ARTICLES PROHIBITED IN SCHOOL

Students are to bring only those items to school which are necessary for the completion of class assignments. Examples of items which students are to leave at home include:

1. Knives
2. Lighters and matches
3. Guns of any kind, squirt bottles, etc.
4. Caps, bullets, etc.
5. Skateboards, sleds, coasters, roller shoes, etc.
6. Toys of any kind except sports equipment
7. Fireworks and other explosive devices, etc.
8. Trading cards

Parents are asked to note that the above articles will be taken from the children as they are dangerous and/or interfere with the educational process. Articles of this nature once taken will be returned only to the parents at the parent's request.

ELECTRONIC DEVICES

Due to the possibilities of theft and disruptions within the individual classrooms, students are encouraged to leave ALL electronic devices (including cell phones) at home unless required for a class project. The school is not responsible for loss of or damage to electronic devices.

ARSON/FIREARMS/ASSAULT

In accordance with the State of Michigan School Code students can be expelled for the following reasons:

- A. Arson – Any student who commits arson (the intentional setting of fire) in the school building or on school grounds may be permanently expelled from the school district.
- B. Firearms – Firearms or guns are prohibited on school property or at school sponsored events. Possession of firearms on school property, which includes students lockers, buses, and student parking areas, will result in permanent expulsion from the school district, subject to school code rules.
- C. Assault – A student who possesses, threatens with, or assaults another person with a weapon (gun, including cartridge propelled BB gun, revolver, pistol, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar, club, brass knuckles, numchuks, or other dangerous weapons, may be expelled from school permanently. Further the student may be referred to law enforcement which could result in felony or misdemeanor charges, depending upon the weapon and circumstances. Decisions on suspension or expulsion will be considered pursuant to the state-mandated factors listed above in the “Discipline Process” section.

SELLING OF ITEMS

Students must realize that only school approved buying or selling of anything is permitted.

MONEY AND VALUABLES

Parents should also note that in cases when their child is sent to school with money and/or other valuables, the following is suggested:

- Place the money/valuable in an envelope or package
- Place teacher’s name and child’s name on outside of envelope/package
- Designated purpose of money/valuable

We discourage parents allowing children to bring large amounts of money to school. Large amounts of money or unusual items of value taken to school by the children is normally questioned by staff members and followed through with a phone call home.

STUDENT DRESS

As a part of our program, children are encouraged to take pride in their appearance.

In order to feel good about themselves and work well with others, children need to dress and groom themselves neatly in clothes that are suitable for the various school activities and weather conditions of the day.

Please note that parents will be contacted in cases where articles of dress are determined to be of a health or safety problem, or distracting to the learning environment. Hats, short shorts and/or skirts, bare midriffs, tube tops, shirts advertising taverns and alcohol, tobacco and violence or inappropriate slogans are not permitted. Open-toe shoes are not recommended for safety reasons.

CURRICULAR MATERIALS, SUPPLIES

Students will be held responsible for any unusual wear and tear, waste or loss of school provided materials.

Textbooks will be turned in to the teacher at the close of the school year. Any charge for unusual damage or loss will be determined by the teacher and principal at that time.

MEDIA CENTER/LIBRARY

Students are encouraged to take library books home to read. Books will be checked out for one week at a time. Students who check out materials from the Media Center are responsible for their return and/or cost of replacement if they are lost or damaged. When materials become "overdue", the student is not permitted to check out other materials until the "overdue" materials are returned and a minimal fee may be charged.

Kindergarten and first grade students may borrow one book per week. Second and third grade students may borrow two books per week. Books are to be returned weekly and may be renewed if requested. If books are overdue for more than two weeks, additional books may not be checked out. Overdue notices will be mailed home if a student has an overdue book for three or more weeks and the student will lose library privileges. Students will be charged a replacement cost for books (library bound copy) that are damaged beyond repair.

The Media Center welcomes financial donations to purchase books. Families donating funds to purchase a book for specific events (eg. Birthdays, Memorials) will have a book plate placed inside the book recognizing the individual.

COMMUNICATION BETWEEN SCHOOL AND PARENTS

Pinckney Community Schools

Effective Parent-Teacher Communication Practices

2018-2019

As part of our K-6 Re-Design, one of the goals for our district is to improve the effectiveness of parent-teacher communication. The research is clear that building positive relationships with the parents/guardians of his or her students is invaluable in maximizing the time that the teacher has with that student. Furthermore, studies have shown that students who know that the teacher communicates on a regular basis with their parents/guardians and who know that their parents/guardians trust the teacher will put forth more effort in school.

The core principle underlying all of the practices we are implementing is that parent-teacher communication should occur early and often. As we studied in our May professional learning, it is the teacher's responsibility to connect, engage and sustain the relationship with the parents/guardians of his or her students.

The following practices will be implemented in all K-3 schools in our district:

- **Connecting:**
 - Teachers will make contact with the parents/guardians of each student in their classroom within the first month of the school year. This contact can be by phone or a face-to-face visit.
 - When a new child enrolls in a classroom during the school year, the teacher will contact the child's parents/guardian within the first week of enrollment.
- **Engaging:**
 - Any concerns that the teacher has about an individual child are to be communicated to the parents/guardians in a timely fashion through the teacher initiating the contact at a time when the teacher can give the conversation their undivided attention.
 - If the issue is one that may create an issue that involves administration, the teacher should copy the principal on the communication with the parents/guardians.
 - Parents/guardians should feel welcomed and should be offered meaningful opportunities to participate in classroom instruction.
 - Teachers should check their school email and voicemail at the beginning and end of each day.
 - Teachers should respond to parent/guardian emails and voice mails within 24 hours of receipt.

- **Sustaining:**
 - Every classroom will send home weekly, class-wide communication through a hard copy or electronic newsletter, Blog, Wiki, Website, etc. This communication will include, but not be limited to:
 - what is being taught in class (can include future plans or be based on what the class has already studied);
 - “I Can” statements (what we’ve already learned);
 - special activities;
 - upcoming assessments;
 - calendar;
 - school-wide events;
 - contact information, e.g.:
 - best time to reach you
 - best strategy for reaching you
 - specials schedule
 - suggestions for ways parents/guardians can support learning at home;
 - When websites, blogs, etc. are updated, the teacher should push out a notification to parents/guardians and the principal.

Progress Reporting/Report Cards

Report cards will be available online at the end of the second, third and fourth quarters. These contain academic and citizenship marks for each subject area. Students who are not progressing satisfactorily will have additional reports sent home periodically. In addition to the formal reports, teachers and the principal call parents and receive calls from parents daily. These communications are encouraged and considered basic to the school's effectiveness in working with the children it serves.

Parent/Teacher Conferences

We believe that Parent/Teacher Conferences are one of the best ways of reporting student progress. Therefore, the elementary schools schedule conferences **for all students** in November. Parents will receive a written progress report at their November conference. These conferences are by appointment and you will be notified well in advance. If you are unable to attend at the appointed time, contact the school office to reschedule the appointment. Beyond these conferences, parents, teachers and the principal may schedule a conference if necessary.

Pinckney Community Schools Web Page

School information may be accessed through the district Web Page at: www.pinckneypirates.org. Each building has their own page with building specific information.

SPECIAL CLASSROOM AND SCHOOL-WIDE ACTIVITIES

Classroom parties must be planned with the classroom teachers. These activities are planned in conjunction with the holidays throughout the school year. The planning of these parties usually involves the room parents and children.

WITHDRAWAL FROM SCHOOL PRODEDURE

When a student is planning to transfer to another school please:

- Turn in all text books
- Turn in all library books
- Pay any fines, if necessary
- Leave forwarding address with school secretary

POSSIBLE SCHOOL CLOSING

Under normal circumstances, the Superintendent or designee will make the decision to close school by 6:00 AM. Please check pcs website at www.pinckneypirates.org, listen to radio stations WJR (760 AM) or WHMI (93.5 FM), or TV Channel 4 or 7 or you may call your elementary school to hear a recorded message about school closings.

Weather or other emergency conditions may necessitate closing school after the school day has begun. When the Superintendent or designee determines that school shall be closed, radio stations WJR and WHMI will be notified. The notification will include the anticipated dismissal time.

Inclement weather, such as fog or icy roads, may necessitate delaying the start of a school day. School delay announcements will be communicated to radio stations WJR and WHMI, generally by 7:00 AM. The announcement will include the adjusted time school will begin for that day. **Parents should not drop off students at the school prior to the starting time.** On days when the start of school is delayed, students will be dismissed at regular dismissal times.

In case of an emergency closing, parents should provide their children with a means of shelter should they find the house empty and locked when they arrive home. This emergency plan should be discussed with children to ensure that they understand the arrangements that have been made.

K-3 ASSESSMENTS

As a part of the Pinckney Community School's District assessment schedule, elementary children are given achievement and aptitude tests annually. The program provides teachers and parents a tool with which to determine appropriate instructional levels for individual children within the classroom as well as school programs. The assessment program also provides valuable information with which to assess curriculum on an ongoing basis.

The current K-3 assessment schedule includes:

Kindergarten	AIMS Web (fall, midyear, spring) MLPP (fall, midyear, spring) DRA (fall, midyear, spring)
1 st Grade	AIMS Web (fall, midyear, spring) MLPP (fall, midyear, spring) DRA (fall, midyear, spring)
2 nd Grade	AIMS Web (fall, midyear, spring) DRA (fall, midyear, spring) NWEA MAP (Fall, Midyear, Spring)
3 rd Grade	AIMS Web (fall, midyear, spring) DRA (fall, midyear, spring) NWEA MAP (fall, midyear, spring) State Assessment (spring)

****3rd** grade students who score below grade level in reading in multiple measures will participate in our intervention program. These students will have an Individualized Reading Intervention Plan (IRIP) written for them that describes their current level of performance and what the intervention program will consist of. Parents, the teacher, the reading intervention specialist and the principal will participate in the IRIP meetings. According to the Third Grade Reading Retention Law, students who are not at grade level in reading at the end of third grade may be retained.

LIVINGSTON EDUCATIONAL SERVICE AGENCY

The following Special Education Support Services and Programs are available to our school through Livingston Educational Service Agency (LESA). In order to receive these services, a child must go through the referral process.

Psychologist
Social Worker
Teacher of the Speech and Language Impaired
Occupational/Physical Therapist Services
Consultant for the Physically Impaired
Consultant for the Visually Impaired
Consultant for Self-Contained and Resource Room

STUDENT & FAMILY SPECIALIST

The Student and Family Specialist position was created to assist students in achieving success and growth in their social, emotional, and educational potential. Our social worker provides support and guidance to parents and staff in creating and maintaining an environment supportive of learning and student achievement.

IMPORTANT GENERAL SCHOOL INFORMATION

The following informational topics are very important to the home and school. Please review them carefully.

..... Pinckney Schools Technology Program – Acceptable Use Policy

Pinckney Community Schools has adopted an Acceptable Use Policy for all students who will utilize technology within the school system. The Acceptable Use Policy is included in this Information Guide. Your signature on your child's new emergency information sheet will indicate your acknowledgement of this policy.

..... Emergency Drills

In order to acquaint the children with the proper manner in which to evacuate or lock down the building, fire and tornado drills and lock down drills are scheduled – both announced and unannounced at regular intervals throughout the school year. Drill instructions are given to teachers and children. All drill discussions and practices are designed to assure the safety of all in the event a real emergency should occur.

..... Leaving School Grounds

We are concerned about the safety of the children placed in our care, and in order to provide adequate supervision, each child must remain on the school grounds from the time he arrives until the normal dismissal time. Please understand, teachers have instruction to release a child only through the office.

Upon dismissal, children are required to report directly home unless a special prior arrangement has been made.

..... ***Animals and Pets***

Due to the potential for injury and allergic reactions, bringing animals into the school is discouraged. Please see the principal to discuss any special circumstances and receive permission. Due to the possibility of injury to other students, animals are not permitted on the bus.

..... ***School Lost and Found***

The school lost and found area is maintained for all personal articles and clothing. It is located just outside the cafeteria for the convenience of students and parents. Unclaimed items remaining in the lost and found at the end of the school year will be donated to charity.

..... ***Emergency/Enrollment Form Information***

Please promptly notify the office regarding changes in address/phone number/employment status. It is most important that the information on the enrollment/emergency form be kept current in case of emergency situations.

..... ***Board of Education Meetings***

The regular meetings of the Pinckney Board of Education are held in room 419 at Pathfinder School at 7:00 PM. The schedule for board of education meetings can be found on the district website, <http://www.pinckneyschools.org/index.php/home/board-policy/board-of-education>.

NON-DISCRIMINATION

Pinckney Community Schools does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category ("Protected Classes"), in its programs and activities, including employment opportunities, and provides equal access to the Boy Scouts and other designated youth groups." The following person has been designated to handle inquiries regarding the District's non-discrimination policies:

Brian G. Higgins
Assistant Superintendent for Human Resources/Student Services
2130 E. M-36, Pinckney, MI 48169
810-225-3900

Individuals may also, at any time, contact the U.S. Department of Education, Office of Civil Rights, 1350 Euclid Ave, Suite 325, Cleveland, OH 44115.

STUDENT RECORDS AND PRIVACY

The Family and Educational Rights and Privacy Act (FERPA), a federal law, governs the privacy of student educational records and the process by which records may be accessed by parents and staff and conditions under which personally identifiable information may be disclosed. Michigan has recently adopted a similar law, The Student Online Personal Protection Act (SOPPA). These laws afford parents the right to inspect/review educational records, the right to request the amendment of student records the parent considers to be inaccurate or misleading and the right to provide written consent before a school discloses personally identifiable information. A detailed description of these rights can be found in Board Policy 8330 (Student Records) on the district website.

There are times when directory information on our students is disclosed to groups such as the media, Michigan High School Athletic Association or general public regarding honor roll, participation in sporting events or school performances, scholarships/awards or similar activities. FERPA provides for this information to be released unless parents or an eighteen-year-old student notify the school, in writing, that they do not want directory information released. Therefore, unless we receive written notice that any or all such directory information is not to be released to appropriate groups, within two weeks of receiving this handbook, or by the first Wednesday in October, whichever is later, the following information MAY be provided: name, address, telephone number, date and place of birth, major field of study, participation in school activities, date of school attendance, honors and awards and other similar information, height and weight of athletes, honor roll members, and information generally found in yearbooks.

Complaints regarding FERPA or SOPPA should be brought to the attention of the building principal. Parents also have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

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

VIDEO PICTURE EXCLUSION LETTER

Oftentimes teachers like to video/audio tape or take pictures of students during class activities. Students enjoy seeing themselves and can learn from reviewing their actions. Occasionally photographs are posted in the school or used in the district newsletter, on the school website or sent to the local newspapers to promote an activity. Please notify the school office in writing by the first Wednesday in October if you want your child excluded from the above activities.

TOBACCO USE IN SCHOOLS

The Board of Education has adopted a No Smoking Policy in accordance to the requirements of state law. This policy is effective 365 days a year and 24 hours a day. There is to be no smoking on any school grounds, in any buildings, vans, trucks or buses at any time. This ban also includes chewing tobacco. The policy applies to all students, staff, visitors, and the general public. Violators are subject to a misdemeanor charge and a \$50.00 fine.

DRUG FREE SCHOOLS

Alcohol and other illicit drugs are not permitted on school premises or at school functions. Any violations of this rule will be dealt with according to State laws in accordance with the Drug Free School Ordinance.

FAIRNESS IN ADDRESSING CONCERNS/COMPLAINTS

The Pinckney Community Schools strives to maintain an educational program that provides for the successful growth and development of each student. Toward this end, it is important for the district to foster an environment where concerns/complaints or opinions can be expressed and addressed in a fair and appropriate manner. The Pinckney Community Schools recognizes that a successful educational program is based on the understanding of mutual concerns among community members, parents, students and staff.

It is the hope of the Board that all concerns of the general public (i.e. parents and other community members) whether regarding curriculum, building procedures, staff members or other school-related matters, can be discussed and appropriate resolution found. Parents and community members should feel comfortable in stating concerns/complaints or opinions regarding school-related matters. Reprisals or retaliation by any representatives or the school district (employees, volunteers, or contract agents) shall not be tolerated against a student, parent or community member based on an expression of or the filing of a complaint/concern regarding school-related matters.

NOTIFICATION OF RIGHTS REGARDING APPLICATION OF PESTICIDES

As part of the Pinckney school district's pest management program pesticides are occasionally applied. You have the right to be informed prior to any pesticide application made to the school (daycare) grounds and buildings. In certain emergencies, pesticides may be applied without prior notice, but you will be provided notice following any such application. If you need prior notification, please complete and return the notification request available in your school's office.

PINCKNEY COMMUNITY SCHOOLS TECHNOLOGY ACCEPTABLE USE POLICY

Privileges, Responsibilities and Disciplinary Action

Privileges

Users may access available technology to facilitate learning and enhance educational exchange. Access to the Pinckney Community School's technological resources is a privilege, not a right. All users of these resources must abide by the rules set forth in this policy, general school rules and additional rules as may be established by the District. The District maintains software filters that block access to visual depictions that are obscene, depict child pornography, are harmful to minors, or are deemed inappropriate for minors.

Responsibilities

1. Users are responsible for utilizing District technology only for facilitating learning and enhancing educational information exchanges based on District curriculum and instructional goals.
2. Users must comply with District technology etiquette including rules regarding the Internet, the conservation of time, file space, and unauthorized use.
3. Users are responsible for maintaining the privacy of passwords and are prohibited from publishing or sharing passwords with other system users without District authorization.
4. Users are responsible for maintaining appropriate use of electronic mail. School officials reserve the right to monitor any or all activity on the district's computer system and to inspect individual files. Users should not expect that their communications on the system are private.
5. Users must not access, display or transmit pornography, obscenities or other material deemed inappropriate for educational purposes. However, the district does not guarantee that school officials will monitor or control user access to such materials or that users will not have access to such materials while using the District's technological resources.
6. Users are responsible for properly using and caring for District technology including hardware and software. Any use which infringes upon or compromises the legitimate educational uses of

the District's technological resources or which jeopardizes resource availability of other users is prohibited.

7. Users are prohibited from installation of computer viruses on District equipment. Users are responsible for using the virus protection software maintained on the network to further prevent the transfer of computer viruses to District equipment.
8. Users must adhere to copyright and trademark laws and applicable licensing of text or files on the Internet, or from other resources. Users must also comply with all other applicable laws, both state and federal with respect to their use of the District's technological resources.

Disciplinary Action

1. Users may be disciplined for violating any of the above technological responsibilities as well as other school policies or rules developed by the District. Users may be disciplined for any improper or prohibited activity including, but not limited to:
 - a. Using a computer ID other than his/her own
 - b. Modifying or defacing hardware or software
 - c. Improperly exiting established menus or applications
 - d. Using District technology without authorization
 - e. Using software prohibited in labs and classrooms
2. Users will be required to make full financial restitution for any damages or unauthorized expenses that the District incurs from violation of this agreement.
3. Users violating any of the responsibilities may face additional disciplinary action deemed appropriate in accordance with the District's disciplinary policy.

Limit on District liability:

The Pinckney Community Schools makes no warranties of any kind, whether expressed or implied, regarding the use of its technological resources, including but not limited to, loss of data resulting from delay, non-delivery or any service interruption. Furthermore, the District is not responsible for any damage to user hardware or software incurred from a computer virus or other malfunction of the district's computer system or other technological resources. The Pinckney Community Schools shall not be responsible for any claims for damages arising from the use of the district's technological resources.

Start and End Times of the Elementary School Day 2018-2019

Monday-Thursday – 8:53 am – 3:58 pm

Fridays – 8:53 am – 2:38 pm

Half Days – 8:53 am – 12:26 pm

Pinckney Community Schools Calendar

2018-2019 School Year

Day	Date	Event
Monday	August 20, 2018	New Teacher Orientation (if needed)
Tuesday	August 21, 2018	New Teacher Orientation (if needed)
Wednesday	August 22, 2018	New Teacher Orientation (if Needed)
Thursday	August 23, 2018	AM: All Staff Orientation/Professional Development PM: Building Staff Meetings
Monday	August 27, 2018	SCHOOL OPENS - Half Day of School K-12
Friday	August 31, 2018	NO SCHOOL
Monday	September 3, 2018	NO SCHOOL - Labor Day
Friday	October 26, 2018	K-12 END OF 1 st MARKING PERIOD
Tuesday	November 6, 2018	NO SCHOOL - Election Day
Thursday	November 8, 2018	Early Release - Conferences
Wednesday	November 21, 2018	NO SCHOOL - Thanksgiving Break
Thursday	November 22, 2018	NO SCHOOL - Thanksgiving
Friday	November 23, 2018	NO SCHOOL - Thanksgiving Break
Thursday	December 20, 2018	NO SCHOOL – HOLIDAY VACATION Starts
Wednesday	January 2, 2019	Classes resume
Thursday	January 17, 2019	K-12: School AM/No School PM - Records
Friday	January 18, 2019	K-12: School AM/No School PM – Records END OF 2 ND MARKING PERIOD/1 ST SEMESTER
Monday	January 21, 2019	NO SCHOOL – Martin Luther King Holiday
Tuesday	January 22, 2019	K-12 BEGINNING OF 2 ND SEMESTER
Monday	February 11, 2019	NO SCHOOL – Winter Break
Friday	March 22, 2019	K-12: School AM/No School PM – Records END OF 3 rd MARKING PERIOD
Monday	March 25, 2019	NO SCHOOL – Spring Break Starts
Monday	April 1, 2019	Classes Resume
Friday	April 19, 2019	NO SCHOOL
Monday	May 27, 2019	NO SCHOOL – Memorial Day
Thursday	June 6, 2019	K-12: School AM/No School PM - Records
Friday	June 7, 2019	K-12: School AM/No School PM - Records K-12: LAST DAY OF SCHOOL K-12: END OF 4 TH MARKING PERIOD/2 ND SEMESTER

SPECIAL NOTE TO PARENTS

We hope you and your child have found this year's information guide helpful. Best wishes for an enjoyable and successful school year!

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PLEASE SIGN AND RETURN TO EACH CHILD'S TEACHER

My child _____ and I have received and reviewed a copy of the Pinckney Community Schools Elementary 2018-2019 Information Guide.

Parent's Signature

Date

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PLEASE SIGN AND RETURN TO EACH CHILD'S TEACHER

My child _____ and I have received and reviewed a copy of the Pinckney Community Schools Elementary 2018-2019 Information Guide.

Parent's Signature

Date