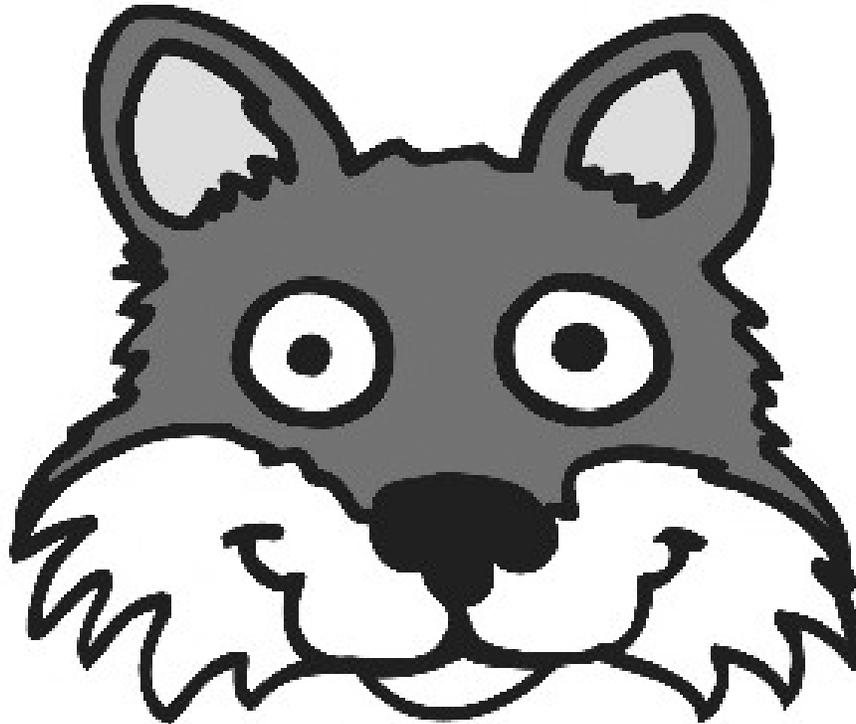


Farrand Elementary School Parent & Student Handbook

Plymouth Canton Community Schools

41400 Greenbriar Lane
Plymouth, Michigan 48170
(734) 582-6900



A great place to learn!

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PLYMOUTH-CANTON COMMUNITY SCHOOLS

Farrand Elementary School

41400 Greenbriar
Plymouth, Michigan 48170

(734) 582-6900
www.pccs.k12.mi.us/farrand

Welcome to Farrand Elementary School:

The Farrand Elementary staff and students extend a warm welcome to you. We hope you will enjoy being a part of the Farrand community. Please read through this handbook and keep it in a convenient location.

SCHOOL MISSION STATEMENT

Farrand Elementary School, in partnership with the community, is dedicated to providing an environment that supports individual differences and ensures success for all students.

Farrand Elementary School Hours

Grades 1 – 5	8:48 a.m. - 3:50 p.m.
A.M. Kindergarten	8:48 a.m. - 11:52 a.m.
P.M. Kindergarten	12:42 p.m. - 3:50 p.m.
Half-Day Schedule (No lunch is served on half days)	8:48 a.m. - 11:48 a.m.
Kid's Time Schedule	7:00 - 8:48 a.m. & 3:47 - 6:00 p.m.
Kindergarten Crew	7:00 a.m. - 6:00 p.m.

Office Hours 8:00 a.m. - 4:30 p.m.
Summer Building Hours 7:00 a.m. - 3:00 p.m.
(Please call for an appointment)

DISTRICT MISSION STATEMENT

The Plymouth-Canton Community Schools, in partnership with the community, is dedicated to providing educational opportunities for each student to achieve personal excellence and to become a productive contributing citizen.

MI-SAAS and No Child Left Behind

The Plymouth-Canton School District is in compliance with the regulations of No Child Left Behind and the Michigan School Accreditation System.

TELEPHONE DIRECTORY

Farrand School	Office	(734) 582-6900
	Attendance Line	Option 2
	Calendar of Events	Option 3
	School Closing Information	Option 3
	Building Secretary	Option 4
	Fax	420-7022
	Kid's Time Number (on site)	416-7991
	Kindergarten Crew (on site)	416-2725

District Services

Board Office	416-2701
Transportation	416-3000
Special Education	582-6800
Instructional Services	416-4842
Student Services	416-2760
Extended Day (Kid's Time Extension)	416- 6194
Kindergarten Crew Extension	416-6194

PCCS CALENDAR

Plymouth-Canton Community Schools Calendar is available in the school office or online at www.pccs.k12.mi.us

SCHOOL SERVICES

PTO (Parent Teacher Organization)

The Farrand School PTO welcomes every parent to its membership. Farrand has a long history of parent involvement with the PTO, and dedicated parental support continues to this day. The PTO welcomes your participation in whatever capacity you choose and hopes you will continue to seek new partnerships as your children matriculate through the grade levels (K -5) and into their middle and high school years.

MEDIA CENTER

The Farrand School Media Center features a 10,000+ fiction and non-fiction print collection available through electronic circulation. Internet connections for research purposes are available throughout the school. Students attend regularly scheduled class sessions each week following a planned curriculum in research, genre study, and the use of technology as a tool. Our Media Specialist also provides technical and curricular assistance in content areas to our certified staff throughout the year.

Farrand has an established parent library. These materials as well as informational materials on elementary curriculum are available for loan to parents. Please see the media specialist for more information. Book titles and media center news are available by using the web on Farrand's web site.

GUIDANCE

Students receive instruction on character qualities and core democratic values. It is important that our students treat one another with dignity and respect, and resolve conflict appropriately. Psychologist and social work services are available on a limited basis through our Special Education Department. These services involve testing and some contact with individual students. Parents are made aware of these contacts except in emergency situations.

Farrand has the services of a school counselor several days each week. The counselor provides mini-lessons to classes and sees children in small groups. The counselor provides parent training and resources.

Second and fifth graders are involved with the TEAM substance awareness and violence prevention programs in cooperation with our local law enforcement agencies.

SPECIAL EDUCATION Individuals with Disabilities Education Act (IDEA)

A student can access Special Education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Children who are suspected of having an impairment that may interfere with their education are referred to evaluate their eligibility for Special Education services. Teachers, parents, or other professionals may make this referral. Contact the building principal at 582-6943 to inquire about evaluation procedures and programs, or contact Tanger Center at (734) 582-6800.

504 ACCOMMODATIONS

Section 504 of the Rehabilitation Act of 1973 requires schools to provide reasonable accommodations and adaptations for students who have a mental or physical impairment which substantially limits one or more of their major life activities, including learning. Students with a medical condition or Attention Deficit Disorder (ADD) are examples of students who may be protected by Section 504. For these students, the District must develop and implement a plan to ensure appropriate educational services. Developing a 504 plan is the responsibility of the building principal, in cooperation with the classroom teacher, other trained professionals, and the parents.

ENGLISH LANGUAGE LEARNERS (ELL) SUPPORT

Trained ELL support staff members provide additional academic support on a regular basis to students whose English language proficiency is limited. These staff members provide support to students throughout the district and schedule their time in a building according to the number of students needing ELL services.

TALENTED & GIFTED (TAG) PROGRAM

Plymouth-Canton Community Schools' Talented and Gifted Program is located at Miller Elementary. Five teachers offer differentiated instruction to approximately 150 qualifying students in grades three through five. The middle school TAG Magnet Program is currently housed at East Middle School with approximately 180 students in grades six through eight.

In January the district administers the Cognitive Abilities Test (CogAT) to all second, third, and fourth graders who are nominated by parents or teachers. Generally speaking, any student who scores an average of 96% or better on the CogAT may enter the TAG screening process which includes further ability testing.

TAG information and nomination forms are available in school offices or online at www.pccs.k12.mi.us by November 1st of each school year. **Any student who is a resident of the PCCS attendance area and is in grades two through seven is eligible for TAG screening.** Students do not need to attend a public school to be considered. For more information, please contact the district's TAG office at 416-4867.

GENERAL INFORMATION

CURRICULUM

Michigan's K-12 content standards and benchmarks are embedded into the Plymouth-Canton Community Schools curriculum and will ensure that all students have the opportunity to develop to their potential in order to lead productive and satisfying lives. All students will engage in challenging and purposeful learning that blends their experiences with content knowledge and real-world applications in preparation for their adult roles. These include becoming literate individuals, healthy and fit people, responsible family members, productive workers, involved citizens, and self-directed, lifelong learners. Copies of the district curriculum overview are available in the school office or on the District web site (www.pccs.k12.mi.us).

EMERGENCY CARDS

It is very important that we have an up-to-date and complete emergency card on file for every student. This allows us to contact you, other family members, or trusted friends promptly when your child is sick or hurt. We can only release your child to someone listed on the card in the event of an illness or emergency. **Please remember to update this information if you change phone numbers, jobs, or if grandparents are out of town for the season, etc.**

IMMUNIZATIONS

Immunizations needed to attend school:

Michigan law requires that before students can attend school, they must have all of their required immunizations. **Those who do not have all of their required immunizations will not be allowed to attend school until parents provide proof that all required immunizations have been given***. This is a directive issued to all school districts in Wayne County from the Wayne County Health Department.

*There are three circumstances in which a required vaccine may be waived or delayed: (1) a valid medical contraindication exists; (2) religious/philosophical beliefs against receiving a vaccination or; (3) a child has received at least one dose and the next dose is not yet due. If you feel your child falls into one of these categories, please contact your school.

Information regarding specific immunizations is available online (www.pccs.k12.mi.us) or at school.

SAFETY TO AND FROM SCHOOL

Students are expected to follow all school rules and standards on their way to and from school. Actions that are not allowed at school are similarly not allowed on the bus, at the bus stop, or while walking to or from school or the bus stop. The "Code of Conduct for Elementary Students" details behavior expectations for students. Violations of this code should be reported to the principal.

BICYCLE SAFETY

Bicycle safety guidelines have been established in order to help ensure safety during times of heavy traffic at Farrand. Fourth and fifth grade students may ride their bikes to school without a chaperone providing a helmet is worn and proper cautionary measures are taken as they ride. Students are required to dismount from their bikes once they enter the school property and walk them to the back of the building where they will need to lock their bikes to the rack.

PICK UP AND DROP OFF SAFETY

Parents are able to drop off and pick up students using our traffic circle. It is imperative that drivers follow the traffic pattern as directed by the adult safeties. Students should be ready to exit their vehicle quickly from the passenger side upon stopping in the traffic circle. School staff members are able to help as needed with vehicle doors, as drivers should not exit their vehicles. **Vehicles may not cut across the traffic circle at any time.** We appreciate your patience as we work together to ensure that all students come and go safely. Only buses may drive through the front loop.

Parents who wish to park in order to walk to the building with their children may do so in the front, side, or back lots. In order to maintain as secure and orderly an atmosphere as possible, please refrain from bringing pets to the school grounds at arrival and dismissal times.

LATE ARRIVAL/EARLY DEPARTURE OF STUDENTS

If your child arrives late or needs to be taken out of school before the day ends, please stop in at the office to sign out. A note to the teacher in the morning is also very helpful so that he/she is aware the child will be leaving and can make appropriate plans. However, an adult must sign the child out in the office. **It is very important that we are aware if children have left school. Only those people listed on the signed emergency card may remove a child from school. If you need to add names to the card, please stop in the office to do so in person. Please review pages A5 and A6 for additional information.** Students who are not in school for an hour or more in the morning or afternoon will be marked absent for ½ day.

LUNCHES

Lunch is served daily in the cafeteria. Students may choose from one of five daily entrees. Milk and ala carte selections are also available. Menus go home at the beginning of each month informing parents of each day's choices. Lunch tickets can be purchased by the week, month, or semester through the cafeteria. **(Checks should be made out to: PCCS Cafeteria Fund-please write child's name on check)** Our cafeteria manager keeps lunch tickets so that they are not lost. At some point during the 09/10 school year, we anticipate being able to offer parents the option to pay for school lunches online. Parents are welcome to dine periodically with their students if they choose. The Farrand cafeteria manager can be contacted at (734) 582-6907.

LOST AND FOUND

Our Lost and Found is located in the hallway area directly across from the cafeteria. Periodically throughout the year anything remaining in the area is donated to a needy organization.

VISITORS

We ask that all visitors and volunteers sign in at the office. This allows us to know who is in the building and the ability to locate the person in the event of a question, phone call, etc. Although we encourage parent involvement in the school and classrooms, our major focus is to preserve the learning environment in each classroom. If you would like to visit the school or a classroom, please make arrangements through the teacher or office prior to your visit. Only the main entrance at Farrand is open during the school day. Please always enter using the main entrance, sign in, and receive a visitor's pass before proceeding to the classroom.

FIRE, TORNADO AND CODE RED DRILLS

Fire drill procedures and other emergency conditions will be discussed with students and staff periodically during the school year. Emergency procedures must be conducted in a serious and orderly manner. Safety procedures will be coordinated with the local fire and police departments. Students are to follow the directions of the teacher or supervising adult in the area during these drills.

COMMUNICATION

WEBSITE

Please utilize our website often as a main source for information. We are always interested to know what else could be made available via this format. The web page contains email links to building staff. Consider subscribing to the RSS feed in order to receive updates as soon as they are made to both the school and your children's teachers' pages. RSS feeds can be delivered to your email account, your phone, or even an iTouch.

RAPID CALLING SYSTEM

Understanding that not everyone has easy access to the Internet, we will also utilize the rapid calling system to deliver information by phone. If you are not receiving these messages and wish to, please contact the school office so that the issue may be addressed.

GENERAL PHONE LINE

Information can also be obtained via our general information phone line. This phone line (582-6900, Option 3) also contains the school cafeteria menu.

CALENDAR OF EVENTS

News of upcoming events can be found in a number of places. The school year calendar published by the PTO includes all prescheduled events. This includes all activities known to us by the start of school. A calendar update is also included in the PTO newsletters.

EMERGENCY SCHOOL CLOSING

On days when it becomes necessary to close schools because of adverse weather conditions, announcements will be carried on:

WWJ-AM

WJR-AM

WJBK-TV Channel 2

WDIV-TV Channel 4

WXYZ-TV Channel 7

School Phone #582-6900 Option #3

Or, information will be available online at www.pccs.k12.mi.us or on the District Hotline at (734) 416-2700.

PARENT/TEACHER CONFERENCES - REPORT CARDS

Parent/Teacher conferences are scheduled in early November. Information will be sent home regarding dates and times. This is the only district-scheduled conference for the year. However, a parent is always welcome to contact the teacher and schedule an individual conference as needed.

Written progress communication is issued four times per year for children in grades 1-5. First quarter parents will receive a conference report at the P/T conference. At the end of each of the remaining three quarters, report cards will be issued. Students in

kindergarten will receive a report card in February and June, and a conference report in November.

GRADING

Teachers will provide you with information concerning their grading process at Open House, through their newsletter, or by individual appointment. Report cards are graded using district guidelines.

PROMOTION/RETENTION

Children who progress in the curriculum are promoted. When students have difficulty mastering the curriculum, parents are contacted and learning concerns are discussed with the parent, principal, and other school staff. The school works toward identifying the causes for the lack of school progress and creates a plan for the child. Students are retained with parent agreement when the staff and parent feel that additional time in a specific grade will benefit the child.

ADDRESSING CONCERNS

Everyone at Farrand works toward making attendance at this school the best possible experience for children and their families; however, we know that problems or concerns can arise. The district has developed a process for resolving problems.

ATTENDANCE POLICY

The Plymouth-Canton Community School's Board of Education, as an agency of the state, is required to enforce regular attendance of students. The Board recognizes that presence in the classroom enables the student to participate in instruction, class discussion, and other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for the student to excel.

Parents are expected to notify the school promptly of any absence or extenuating circumstances regarding illness or personal family problems that may have an effect on attendance. Every effort should be made to schedule routine appointments after school hours, and family vacations should be planned during the holidays outlined on the school calendar. Parents should discuss the importance of good attendance with their student(s) and avoid supporting any abuse of the Attendance Policy. Students can participate in "Take your son or daughter to work day", but it will count as an absence, as does any time a student is not present or in a non-school-sponsored activity.

Please note: The principal may require a doctor's confirmation when there are an excessive number of excused absences (20 per year). Students and parents must understand that school attendance is not a matter of choice, but a legal requirement. (MCL 380.1561 Compulsory attendance)

ABSENCE REPORTING

Please inform the office if you know your child will be late/absent from school. We have an attendance line on our voice mail system; call 582-6900 and then press

Option #2. This line is available 24 hours per day. Since we begin to make calls home about absent children at 9:15 a.m. each day, we would appreciate a call before that time. Our system of calling home allows you to be sure that your child arrived safely and is in school.

If your child is indeed ill, please keep him/her at home to recover. Children that are ill gain little from school, and they spread viruses that infect others. Often a day of rest at home allows the child to regain his/her health more quickly, and more importantly their learning benefits upon return.

TARDINESS

Students not in class at the scheduled time are considered tardy. All students who are tardy to school must report to the office to sign-in. In grades K-8, a parent/guardian is requested to accompany the student. Chronic tardies will be referred to the principal.

TRUANCY

School officials will cooperate fully with local ordinances, the Wayne County Prosecutor's Office and the 35th District Court to address and eliminate student truancy through the ERASE TRUANCY PROGRAM. That program requires students within the compulsory school age (from 6 to 16 years of age) to be in school regularly. Eight unexcused absences will result in a warning and a scheduled meeting to improve attendance. Ten unexcused absences may result in a "truancy complaint" filed with the Wayne County Prosecutor.

STUDENT VACATIONS DURING THE SCHOOL YEAR

Whenever a proposed absence-for-vacation is requested, parents must discuss it with the principal/assistant principal. Parents should complete Form 5200F1. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence.

The student may be given approximate assignments and materials for completion for up to 10 school days either before or after the vacation period.

The time missed will be counted as an authorized, unexcused absence, and may be a factor in determining grades if make-up work is not completed.

HEALTH PROCEDURES

MEDICATION

Plymouth-Canton Community School's policy prohibits employees from diagnosing, prescribing or dispensing medication of any kind to students without permission from the student's physician. If it is essential that medication be administered at school, the following guidelines must be followed:

1. Written permission from the student's parent or guardian must be on file in the school office.
2. Written statement **FROM THE DOCTOR** must be on file in the school office. This must include student's name, medication, and physician's signature.

3. Medication must be in the **ORIGINAL CONTAINER FROM THE PHARMACY** clearly marked with the student's name, medication, dosage, and time to be given.
4. Parents must bring all medications to the school office. Medication may not be hand- carried to school by students.

Please Note: Emergency medication i.e. epi-pens and rescue inhalers may be carried by students under special circumstances (a medication permission form is still needed to hand-carry these emergency medications). Please contact the school office if you have further questions about the parameters surrounding emergency medications.

The parent/doctor permission slip **is available through the school office and IS REQUIRED FOR ALL MEDICATIONS**, including over-the-counter items such as aspirin, cold remedies, cough medicines, cough drops, eye drops, ointments, etc. **It is the responsibility of the parent to secure the information from the physician along with the required signature. Medications MUST BE STORED IN THE OFFICE. No medication of any kind is to be sent to school to be taken independently by the child.** These precautions are necessary as a safeguard for all children. Your cooperation and understanding are appreciated.

HEALTH SERVICES

Each school has the services of a nurse on a part-time basis; generally, one-half day per week. In addition, school personnel carefully treat any minor injury your child may receive while at school.

You will be notified of injuries to your child that are of special concern to us, especially head injuries, even if they seem minor.

If your child contracts a communicable disease, please notify the school office immediately. The school will work with you to plan for your child's return to school.

Vision and hearing tests are given to student upon parent or teacher requests. You will be notified if testing reveals potential problems.

ILLNESS - WHEN TO RETURN TO SCHOOL

A message from the nurse...

1. Any child who has had a fever of 100 degrees or more should not return to school until 24 hours of normal temperature have passed.
2. Active, heavy coughing with a runny nose and sneezing are symptoms that may need a doctor's evaluation. Allergy symptoms can be controlled with medications. A child with a cold needs additional rest and fluids in order to avoid complications and should remain home until symptoms have diminished.

Any child who vomits should not return to school until 24 hours have passed with no vomiting. Diarrhea may be difficult for a child to manage in school and may be a symptom of a contagious disease. Diarrhea can also be very upsetting to a child. Treatment requires diet modification, rest and fluids, which can be better managed at home.

NOTE: Any child who runs a fever of 100 degrees or more or presents signs of a contagious disease will be sent home from school. It is the parent's responsibility to provide transportation and care for the child. Please keep your emergency phone numbers up-to-date and provide us with SEVERAL names and numbers of people who can care for your child if you are unavailable. It is very sad to watch a sick, feverish, or crying child wait for long periods of time while attempts are made to locate a responsible adult. Please take the necessary precautions to ensure that this does not happen to your child(ren).

DISTRICT CODE OF CONDUCT

Please review the district Code of Conduct at the end of this handbook. This is the code adopted by all elementary buildings in the district.

RECESS

Students will be outside for recess twice daily unless it is raining or very cold (temperature or wind chill below 10 degrees Fahrenheit. Caution is used between 10-15 degrees Fahrenheit temperature or wind chill). Children are expected to go outdoors unless they have a note from a doctor. Please be sure your child is appropriately dressed for winter recess, including gloves, hats, boots, scarves, snow clothes, etc. Students are expected to make good choices regarding appropriate clothing for recess.

DRESS CODE/DISTRACTIONS TO THE SCHOOL ENVIRONMENT

Students are expected to be well groomed and neatly dressed at all times. Any form of dress or hair which is considered contrary to good hygiene, is distracting or disruptive in appearance, or detrimental to the purpose and conduct of the school will not be permitted. If the appearance is not acceptable, the student and parent will be notified and a change will be requested. For safety reasons, appropriate footwear is required at school. **Shoes with wheels are strictly prohibited.**

Additionally, any materials brought into school (pictures, toys, etc.) which are disruptive or detrimental to the purpose or conduct of the school will be sent to the school office and may be picked up by a parent or guardian. This includes popular items of the moment, which are often disruptive to the school environment. **Electronic devices/games are not permitted at school, on school grounds, or on the bus, without prior approval of the principal.**

Student should refrain from bringing any of the following items to school: scooters, skates, sports equipment, live animals, glass containers, and sharp objects. These items can be hazardous on the bus, at bus stops, or on the journey to and from school.

BUS REGULATIONS

Riding the bus is a privilege; therefore, following the bus procedures is essential! Safety is first and foremost. Rules that apply specifically to buses are posted on the front of every bus. These are available upon request.

For the safety of every student who rides the bus, the bus driver must be given complete cooperation. Should a student choose not to follow the rules regarding the school bus, the following are consequences for violations of bus policy:

First Offense - Warning/Probation
Third Offense - Three days off the bus
Fifth Offense - Two weeks off the bus

Second Offense - One day off the bus
Fourth Offense - One week off the bus
Sixth Offense - Four weeks off the bus

Please be aware that in circumstances where the behavior of the student seriously compromises the safety of the other students or is destructive or vulgar in nature, the principal and/or designee may automatically suspend bus privileges for a period deemed appropriate for the infraction.

NOTE: The school office must be notified, in writing, if your child is going home with another student and the school office will approve/disapprove (contingent on bus space) and notify the driver.

CELL PHONES

“A student may possess a cellular telephone or other electronic communication device (ECD) provided that it is turned off and kept out of sight during school hours or on a school vehicle. Possession of an ECD is a privilege, which may be forfeited. Violations of this policy may result in confiscation of the ECD and/or further disciplinary action. The school will not assume responsibility for the theft, damage, or loss of electronic devices. Beepers/pagers/cell phones **must** be turned off during the school day and on a school vehicle.”

RESPONSIBLE TECHNOLOGY USE

School technology supports teaching and learning. Students are responsible for their actions and activities when using school technology.

- Students are responsible for properly using and taking care of computers, computer disks, cameras, etc.
- Students must follow all directions and rules given by the teacher and/or supervising adult when using school technology.
- Students are responsible for using computers and other technology only with teacher permission and supervision.
- Students may only use the computer software provided by the school.
- Students may not waste supplies or damage equipment.
- Students are responsible for using school technology in an ethical, legal, and appropriate educational manner.
- Students are responsible for following the rules in the student handbook when using school technology.
- Students understand that teachers and supervising adults may look at the files and messages saved by students to make sure they are being used responsibly.
- Parents/guardians give permission before a student's picture or work is published, by signing the technology use form when enrolling.

STUDENT DUE PROCESS RIGHTS

Due process rights will be afforded each student before and/or during appropriate disciplinary action. Students will be made aware of the accusations against them, or the inappropriate behaviors, and have an opportunity to respond. Parents will be informed of any serious disciplinary actions.

HUMAN DIGNITY

The Board of Education, recognizing that we are a multi-racial, multi-ethnic school district, believes it is a part of our mission to provide a positive, harmonious environment in which respect for the diverse make-up of our school community is promoted. A major aim of education in the Plymouth-Canton Community Schools is the development of a reasoned commitment to the core democratic values of our nation.

In accordance with this aim, the school district will not tolerate behavior by students or staff that insults, degrades, or stereotypes any race, gender, handicap, physical condition, sexual orientation, marital status, ethnic group, or religion.

Plymouth-Canton Community Schools is a tobacco, drug, and weapon-free zone. Possession or use of any of these items will result in immediate disciplinary actions. Please emphasize with your child/children the importance of treating others with respect and the avoidance of any threatening or harassing behavior. Respect is the cornerstone of all our interactions and behaviors. We acknowledge the dignity and worth of one another and strive never to diminish another by our conduct or our attitudes.

As of January 1, 1995, the Gun Free Schools Act and Michigan PA 328 went into effect. These laws require that a student shall be expelled if he or she brings a dangerous weapon to school or possesses a dangerous weapon at school.

NON-DISCRIMINATION POLICY

The Board of Education shall comply with all federal and state laws and regulations, as well as the requirements and regulations of the U.S. Department of Education, with regard to prohibitions against discrimination, including but not limited to the following: Title II, Title IV, Title VI, Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; the Americans with Disabilities Act of 1990 and its implementing regulations, the Individuals with Disabilities in Education Act (IDEA) and its implementing regulations; the Michigan Mandatory Special Education Act; and the Revised Administrative Rules for Special Education. Plymouth-Canton Community School District is committed to a policy of non-discrimination because of gender, religion, race, color, national origin or ancestry, disability, age, marital status, and/or any other legally protected characteristics in employment, education or any program or activity for which the Board of Education is responsible and/or for which the Board of Education receives financial assistance from the U.S. Department of Education.

If any individual believes that he or she has been discriminated against or believes that the district or an employee of the district has inadequately applied the principles and/or regulations of any federal or state law or regulation, or any requirement or regulation of the U.S. Department of Education, a complaint should be directed to the following coordinators:

Title II - Facilities Construction Manager

Title IV, VI, 504-students, Special Education/IDEA - Director for Student Services

Title VII, 504-Employees, Age Discrimination, ADA - Executive Director for Human Resources

Title IX – Director of Secondary Education

All complaints and/or requests for accommodations should be directed to the persons specified above and will be handled in accordance with Board Policy and Administrative Guidelines.

SCHOOL VIOLENCE HOTLINE

A toll-free ***School Violence Hotline*** has been established by the Michigan State Police Operations Center and is operational 24-hours per day, 365 days per year at **1-800-815-TIPS**. The **School Violence Hotline is intended to provide a means for students to anonymously report specific threats of imminent school violence or other suspicious or criminal conduct**. The hotline should only be used when the student feels he/she cannot talk to a trusted adult first. Confiding in a trusted adult is by far the best way to deal with information about school violence with contacts made to the local police department as well as school officials. Any risk of immediate harm should be reported to 911 immediately.

ABUSE OR NEGLECT OF CHILDREN

Michigan law requires any staff member having reasonable cause to suspect that a student has been physically or emotionally abused or neglected to immediately report this to the Department of Social Services. In addition, parents may report any suspected neglect or abuse they feel may be happening to a child in the neighborhood by calling the Family Independence Agency at (313) 396-0300. All referrals are handled confidentially.

FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 year of age (“eligible students”) certain rights with respect to the student’s education records. These rights include the right to inspect and review the student’s education records, the right to request amendment to the student’s education records, and the right to consent to the disclosure of personally identifiable information contained in the student’s records. **These FERPA rights are contained in their entirety in the August Newline, which is mailed to all homes in the Plymouth-Canton School District.** Parents or legal guardians who want to review their student’s education records should submit a written request to the school principal that identifies the record(s) they wish to inspect.

MAKING GOOD CHOICES

It is our expectation at Farrand Elementary School that students make good choices. Teaching and learning is the focus of our day at school. When students make good choices, their learning experiences are protected. It is important for parents to support the staff at Farrand as they work with students to make good choices. Staff at Farrand will utilize the research-based system, Schoolwide Positive Behavior Support. The use of PBS ensures that all students are taught the expectations and behaviors of the school. Students are given substantial positive feedback when making good choices as well as support and redirection when a poor choice has been made.

General Beliefs

1. Every Farrand student has the ability to be safe, respectful, and responsible.
2. Farrand students can be responsible for solving their own problems with guidance from empathetic adults.
3. Students have great success when all adults in their lives consistently model appropriate behavior and problem solving skills.
4. Providing students the opportunity to manage their behavior and supporting them while they learn how to manage themselves is our goal.

For Minor Infractions

The adult supervisor will discuss the situation with the student. Conflict resolution is used when disputes involve two or more students. Possible consequences could include, but are not limited to, the following:

- Redirection
- Time out
- Notification of classroom teacher/parent

For Major Infractions or Patterns of Disruptive Behavior

The behavior and consequence will be discussed with the student, and the classroom teacher and parent will be notified. If the misbehavior continues, parent, student, principal, and teacher will meet to develop a plan. Persistent misbehavior may result in suspension from school.

District Expectations

It is essential that our children be provided a safe, orderly, and fear-free environment in which to learn, and we know that when good behavior and good instruction are combined, our students will excel in their learning. With that in mind, all of our elementary schools will be stressing the following positive behaviors:

- Be responsible (example: Follow adult directions promptly.)
- Be respectful (example: Treat others as you wish to be treated.)
- Be safe (example: Keep hands, feet, and objects to self.)
- Demonstrate perseverance (example: Complete assigned tasks even when they are difficult.)

Code of Conduct

ELEMENTARY



One important characteristic of an effective school is a safe and orderly environment. Plymouth-Canton Community Schools is continually striving to provide for the health, safety and security of each student. Parent/guardian awareness and support of the following principles, guidelines and consequences will assist each student in learning appropriate attitudes and behaviors.

Every student is expected to support the rules of conduct at each school which contribute to the safety of others and provide for maximum learning opportunities.

Student Conduct Principles

Excerpted from Core Democratic Values from the Michigan Department of Education Content Standards.

Raising Responsible Citizens

Fundamental Beliefs

- Life
- Liberty
- Pursuit of Happiness
- Justice
- Equality
- Diversity
- Truth

Constitutional Principles

- The Rule of Law
- Representative Government
- Individual Rights
- Freedom of Religion

It is the philosophy of Plymouth-Canton Community Schools that all individuals should be treated with dignity and respect. *—Board Policy 5517*

Parents/guardians could discuss how these principles allow for both freedom and responsibility within our daily lives

Inappropriate Conduct

Bullying Behavior:

Defined as, any written or verbal expression, or physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, to and from school, at school activities or sanctioned events is strictly forbidden. All students must be treated with dignity and respect.

Bus Behavior:

Riding the bus is a privilege. Students are expected to follow all bus rules for safety reasons or could lose bus privileges.

Disruptive Behavior:

Any student's behavior or action that disrupts the learning environment and/or negatively affects a safe and orderly environment will be subject to disciplinary action up to and including suspension or expulsion.

Drugs:

Students are not to bring medication to school unless prescribed by a physician. At no time is the student to keep the medication in his/her possession or to share his/her medication with others. The use, possession or sale of illegal drugs will result in an automatic school suspension and involvement by local police authorities.

Fighting: Fighting (including: biting, spitting, grabbing, pushing, kicking and hitting) is not allowed. Students who choose fighting as a means of handling disagreements will be counseled and/or be subjected to disciplinary action up to and including suspension or expulsion. Parental support of this rule is expected to insure the safety and well-being of all students.

Harassment: To provide a physically and psychologically safe learning environment, harassment will not be tolerated. Harassment includes sexual harassment as well as the use of racial, ethnic, gender, disability, height, weight, etc., or other verbal or physical harassment. Anyone violating this policy will be subject to disciplinary action up to and including suspension or expulsion from the District. Such behavior may also be in violation of Federal and State Law. If a student believes he/she is being harassed, he/she should contact the building principal immediately.

Matches / Fires: Students having matches, lighters, etc. will have them confiscated and parents will be contacted and informed. Lighting matches, smoking, starting a fire on school premises or pulling a fire alarm will warrant an automatic school suspension.

Playground: Every student is expected to follow the safety rules on the playground. All pieces of equipment are designed for pleasure, muscle coordination and development. If misused, equipment may cause bodily harm to self and others.

Threatening Comments: If harassing or threatening remarks are made and/or heard, which reflect potential violence (i.e. kill, murder, shoot, stab, etc.) the school resource officer or police will be contacted and a risk assessment and interview will be completed. Anyone violating this policy will be subjected to disciplinary action up to and including suspension or expulsion from the District.

Weapons: Every student must respect the physical well-being of others. Weapons of any kind are not allowed on school property or on school buses. A Michigan law requires the school board to expel a student if the student is discovered to have been in the unlawful possession of a firearm, or in possession of another dangerous weapon while on school premises or at a school-related activity. Dangerous weapons include a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar or brass knuckles. This policy shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

Range of Disciplinary Action:

Disciplinary actions include, but are not limited to the following:

- Conference with student
- Problem solving meeting
- Conference with student and parent/guardian
- Intervention or Peer mediation
- Behavior plan
- Before or after school detention
- Saturday detention
- In-school suspension
- Out-of-school suspension (1 to 5 days)
- Recommendation for expulsion

A Parent's Guide to the...

ABC's for Solutions!

We believe...

- In Plymouth-Canton our philosophy is to resolve issues with the individuals *closest* to the situation.
- We encourage parents to form partnerships with teachers and to work together on classroom and student concerns.
- We believe that the best solutions are developed collaboratively by the people most familiar with the issue.

A *cept Personal Responsibility*

FIRST:

Ask for information

- Know your child's teacher, principal, and other significant people at school.
- Understand this procedure and who the people are who can help you.

Discuss your concern

Contact your child's teacher

- When you have a classroom concern, or specific concern about your child contact the teacher first.
- Ask for information, express a concern, suggest a solution or share an idea through a conversation or a meeting.

Contact your child's principal or assistant principal

- When you have a general school or school district concern.



B *uild Consensus*

NEXT:

Generate a possible plan

together

- Work with the teacher first.
- Ask the teacher to keep the principal aware of the communication to date.

Agree to a timeline for trying the solution and include when you will communicate again to evaluate it.

- Work with the principal when both you and the teacher agree it is time to get additional insight or when you cannot reach a solution.
- Depend on the partners to agree when it is time to get further insight.

OR If you are unable to agree to a solution:

- Ask the principal (or assistant principal) to join the process.
- Generate a possible plan together
- Agree to a timeline for trying the solution and include when you will communicate again to evaluate it.

OR If you are unable to agree to a solution at the building level, the principal will invite the next most appropriate administrator to join the process. Depending upon the issue, that may be the:

- Director of Human Resources, Director of Student Services, Director of Elementary Instructional Services, Director of Secondary Instructional Services or another administrator with knowledge or experience specific to your concern.

C *ontinue to Communicate*

LAST:

Monitor your solution

together

- Evaluate the success of the plan.

Make adjustments as necessary

- Discuss when adjustments might improve the plan.

Congratulate one another on your successful resolution

- Continue to grow, learn and work together as collaborative partners.



Please note: With appropriate attention to your concerns through this due process design, very few unresolved problems will remain. In rare instances, those few problems that remain unresolved will likely involve the Assistant Superintendent of Instructional Services or the Executive Director for Human Resources.

District Mission:

The Plymouth-Canton Community School District, in partnership with the community, is dedicated to providing educational opportunities for each student to achieve personal excellence and to become a productive contributing citizen.

District Vision:

As a public educational institution, the Plymouth-Canton Community School District will lead our state in educating students to thrive in a complex global community.

Plymouth-Canton Community Schools

12 Required Social Skills for Being a Successful Student

Studies have found that students who are seen as “defiant”, resulting in being referred to the office on a referral are lacking one or more of the following social skills. These students need direct instruction on the “How To” for each of the skills listed below. (Dowd & Tierney, 1992; West & Young 1994a, 1994b; Young & West 1995; Peterson & Peterson & Lacy, 2003)

1. **Follow Instructions:** not only needed for the social skills aspects of the class but also for the academic components
2. **Getting the Teacher’s Attention:** varies from class to class, how do students get attention in your classroom?
3. **Accepting “No” for an Answer:** students are usually expected to accept “no” as an answer without responding back
4. **Accepting Feedback:** can be in regards to a student’s behavior and/or a needed correction on an assignment
5. **How to Disagree Appropriately:** most students have difficulty telling the teacher that they disagree and why
6. **How to Make a Request:** students may assume the answer will be “no”, so they don’t ask or do so in a manner that will lead to “no”
7. **How to Make a Decision:** students don’t know the steps to making a sound decision
8. **How to Resist Peer Pressure:** students don’t know how to say “no” to their peers and want to “save face”
9. **How to Negotiate:** if students don’t know how to disagree appropriately, the they will struggle with compromising
10. **How to Respond to Teasing:** we tell students all the time to “ignore” their peers, but do we really teach them how? Also, kids “blow up” after they ignore a peer and it doesn’t go away right away-we need to let our students know it will get worse before it gets better
11. **How to Deal with an Accusation:** students become very defensive when accused of something, whether they are guilty or not, making it hard for them to share their side of the story
12. **How to Apologize:** students need to learn when to say, “I’m sorry” and how to do it with sincerity, which will show that they care about others



"Top 10" Respect and Responsibility

1. Use "Please," "Thank you," and "Excuse Me." These phrases are polite and helpful.
2. Make eye contact when talking to someone.
3. Greet students, staff and visitors by name, if you know it. "Sir" and "Ma'am" are polite ways to address adults. Shake hands, if appropriate.
4. When someone says "hello," say "hello" back.
5. Enter a room after the previous class has exited. Leave the room looking better than you found it when you arrived.
6. If you are asked a question in conversation, respond and express interest in the other person. "How are you?" "I am fine and how are you?"
7. If someone drops something, pick it up.
8. Cheer for others. Appreciate their hard work. Everyone needs a cheerleader. Recognition is a powerful motivator.
9. Open the door for others. Surprise others with random acts of kindness. Share.
10. **Model** expected behavior. The Golden Rule in five major religions of the world states:

- Blessed is he who preferreth his brother before himself.
~Baha'i Faith
- Hurt not others in ways that you yourself would find hurtful.
~Buddhism
- Do unto others as you would have them do unto you.
~Christianity
- No one of you is a believer until he desires for his brother that which he desires for himself.
~Islam
- What is hateful to you, do not to your fellow man. That is the entire Law; all the rest is commentary.
~Judaism



Farrand Facts and Information

- Farrand was established in 1958 as Lake Pointe subdivision was being built. Additions were made during 1968 and 1992.
- Farrand is named after Helen Farrand, a long time educator in the district. Her portrait hangs in the media center.
- Farrand has the only multi-age program in the district. The program was designed by parents and school staff and has been in existence for many years.
- The school mascot is the fox. Our school colors are royal blue and white. Our motto is “A great place to learn!”

School Events

A detailed calendar is sent home at the beginning of the year. Please refer to the school website for additional information and changes.

Open House: In September, teachers invite families to visit their children’s classrooms. Parents are provided with an overview of the year’s learning topics and are able to ask questions.

Fox Trot (PTO Fundraiser): This is Farrand’s major fundraising event, held in the spring. Students obtain pledges and then walk laps around the playground.

Fall Parade: In October, students dress up and parade through the neighborhood.

Pizza Pumpkin Night: In October, students come to school in the evening and enjoy pizza and games. A favorite of students and parents!

School Musical Performances: At various times throughout the school year, students showcase their musical talents.

Learning Celebration & Ice Cream Social: In May, this even showcases student work from throughout the course of the school year.

Field Day: In spring, students participate in various athletic activities.

Game Nights & Movie Nights: as announced throughout the year.