

Algonac Community Schools

Elementary Handbook 2010-2011



Algonac Elementary School
1300 St. Clair Blvd.
Algonac, MI 48001
810-794-4991

Fair Haven Elementary School
8361 Broadbridge Road
Fair Haven, MI 48023
586-725-7911

Millside Elementary School
1904 Mill Street
Algonac, MI 48001
810-794-8880

Rewritten 2010

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DISTRICT INFORMATION

School district administrators are available to the public to discuss their programs and services. Below are the departments that receive public information requests most frequently, followed by the name, title, and telephone number of a contact person.

BOARD OF EDUCATION

Andrew J. Goulet.....President
Leroy Bristol.....Vice President
Sharon Stiltner.....Secretary
Bud Hulewicz.....Treasurer
Michael E. Baranowski.....Trustee
Timothy Idzikowski.....Trustee
Edward Stanulis.....Trustee

ADMINISTRATIVE SERVICES

1216 St. Clair Blvd.
Algonac, MI 48001
810-794-9364

Mr. Michael Sharrow
Superintendent
Ext. 1014

Mr. Al Latosz
Assistant Superintendent
Ext. 1010

BUSINESS SERVICES

Lori Holderby
Ext. 1009

SPECIAL SERVICES

Mary Davis
Ext. 1004

LATCHKEY/DAYCARE SERVICES

Leigh Hulewicz
810-794-8895 ext. 1650

TECHNOLOGY SERVICES

Evan Humphrey
810-794-4911 ext. 1101

FOOD SERVICES

Steve Bellante
810-794-4911 ext. 1283

OPERATIONS

TRANSPORTATION AND MAINTENANCE

William Jennings
810-794-3555 ext. 1802

WELCOME TO ALGONAC COMMUNITY SCHOOLS ELEMENTARY SCHOOLS HANDBOOK

To provide the best education and a safe environment, the following rules and policies have been developed. We believe all students can follow school rules and staff directions. Please read through these with your children.

OFF TO A GOOD START...

ATTENDANCE: *The Board of Education recognizes that a student who attends class on time and regularly derives maximum benefit from instructional programs. Attendance helps develop the habits of punctuality, self-discipline, and responsibility. There is no way to completely duplicate or replace the classroom experience for a student who is tardy or absent.* Absences should occur only for legitimate, excusable reasons, generally illness. It is the responsibility of school personnel, according to the State of Michigan Compulsory School Attendance Law, to monitor all students' attendance. Parents will be notified in writing, following the fifth, tenth, and fifteenth absence/tardy accumulated within a school year. Excessive absences and/or tardies may result in a truancy report to the Regional Educational Service Agency (RESA). According to the Michigan Compulsory Attendance Law students are expected to be in school except in cases of emergency or for the following reasons: personal illness (the school may require verification by a doctor); illness in the family (work with the teacher to keep schoolwork current); death of a relative; religious holiday; and medical appointments (parents are asked to schedule their child's regular medical and dental appointments for time after school, during vacations, or on weekends).

For safety reasons, if a student is absent from school the parents or guardians are asked to telephone the school absentee mailbox as soon as possible and supply the following: name of child, name of caller (and relationship to the child) and the reason for the absence. Without this data, the absence will be considered unexcused.

**Algonac El. 810-794-4991 **Fair Haven 586-725-7911 **Millside 810-794-8880

The absentee mailbox can be reached by selecting Option #5.

BREAKFAST PROGRAM: The Algonac Community Schools participate in the State Breakfast Program. Information and details are available in the office of each school or through Chartwell's Food Service, 794-8875.

DRESSING FOR SCHOOL/DRESSING FOR RECESS: Your child's clothing should not distract from the educational process. Reasonable standards for student dress and personal appearance are an essential requirement in the maintenance of an acceptable climate for effective conduct of

instruction. Being neat and clean (good hygiene) is important to health as well as appearance. The following dress guidelines should be followed:

1. Clothing should be non-offensive and decent. Bare chests/midribs, tank tops with spaghetti straps, clothing with obscene language or symbols, and open-armed and fishnet shirts are examples of inappropriate attire for school.
2. Sunglasses, sweatbands, coats and headbands are not to be worn in school.
3. Footwear shall be worn at all times. Open-toed shoes are not allowed.
4. Shorts and skirts should be mid-thigh in length or longer.
5. Jewelry should be limited and may not be worn in Physical Education class. Expensive pieces of jewelry should not be worn to school. Algonac Community Schools will not be responsible for loss or theft.
6. The use of make-up at the elementary level is prohibited.

EARLY DISMISSAL: For the protection of your children, teachers are instructed that they are not to release children directly from their classrooms prior to the close of the school day unless notified by the office. When a student has to leave school during the day, for any reason, the procedure is:

1. The student shall bring a note from home to give to the teacher stating the time that he/she must be excused from class.
2. A parent or designated adult must come to the office to sign out the student and remain in the office until the student comes from the classroom.
3. In the event of an emergency and proper written notice cannot be provided, a phone message to the school office will be relayed to the teacher so that your child can be prepared to leave when you arrive at the school office to pick him/her up.
4. Only persons listed on the student's emergency form will be allowed to sign a child out from school. This policy helps to insure the safety of the students.

Remember, leaving school 30 minutes or more prior to dismissal will count as a half-day absence.

LOCKER AND STUDENT SEARCHES: Searches of lockers and students shall be conducted in accordance with the policy adopted by the Board of Education. (No law enforcement officer may search any locker without a search warrant unless he has the consent and is accompanied by the principal or designated representative.) Administrators may search lockers at any time.

LOST AND FOUND: Each school has a lost and found area. Students should check the lost and found area if they are missing any personal items. Items such as eyeglasses, jewelry, and watches are turned into the school office. Unclaimed items will be given to charity on a periodic basis.

LUNCH: All students are afforded the opportunity to purchase SCHOOL LUNCHES. Ala carte snacks, milk, and juice are available on a daily basis. Lunch menus are sent home at the beginning of each month and can also be found on the district website. Lunch money should be brought to school on the first day of each school week. The money can be deposited into the child's account through the Chartwell's Food Program.

- The district participates in the Federal Free and Reduced Lunch Program. Applications are available in each school office. If there are any changes in your household income, you are encouraged to check with our office regarding eligibility.
- The school district employs lunch aides to assist in maintaining a healthy and safe atmosphere. All students will comply with the request of the aides at all times. Lunch room procedures and expectations will be posted in the lunch areas of each building and can be provided to parents/guardians upon request.
- Students may choose to carry lunches to school if they wish. Please make sure that the container is clearly marked with the student's name and will fit into a locker (when applicable). No glass containers are allowed. Pop and candy are discouraged.

LUNCH CHARGES: The charging of lunches is highly discouraged. Only when it is absolutely necessary will children be allowed to charge their lunch to a limit of two unpaid charges. Parents will be notified when the charges remain unpaid. Prompt payment is expected and appreciated. The bookwork involved with the charging of lunches is very time consuming and should not become an ongoing task for school personnel. (After two (2) charges the student will receive a cheese sandwich and milk until they pay their charges. Students will not go without eating.)

PERSONAL BELONGINGS: Students may not bring items of value to school. These include jewelry, electronic equipment players, radios, hand held video games, and large amounts of money need to remain at home. The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal property. Students should not bring any personal items to school that would cause them to be upset if lost or broken. If valuable items are needed for a special event, the parents/guardians can make arrangements to deliver and return the items to and from school. Please make certain that you place your child's name on all of his/her personal property, such as outdoor garments and lunch boxes. This will assist us greatly in returning misplaced items.

SCHOOL PHONE USAGE: The telephones are not for student use. The student's use of the phone will be limited to calls that are for situations of extreme need.

STAFF SCHEDULE: Generally, staff members are available before the start of the school day and for a short period of time after the students have been dismissed. To contact a teacher during the day, it is usually best to call and leave a voice mail message or by sending e-mail. (Teachers will provide parents/guardians with these numbers). The teacher will return the call as soon as they have an opportunity.

VISITOR REGISTRATION: We wish to safeguard your children, so please keep in mind that all visitors to the school **must** sign in and pick up a visitor pass at the school office before proceeding to the destination in the school. Each school has a security system in which visitors cannot proceed past the office without clearance from the office staff.

ABOUT ATTENDANCE...

FAMILY VACATIONS: Family vacations during the school year are strongly discouraged. Request for make-up work due to an upcoming family vacation must be put in writing to the teacher five days in advance. Since many lessons require the student to be present, the teacher may not be able to provide the work. Any exceptions to this policy will be at the discretion of the individual teachers, with the approval of the Principal.

TARDINESS: Punctuality is a lifetime habit that students should develop. Students are expected to arrive on time each day and be prepared to learn. If a student is late in arriving to school, he/she must report to the office and check in. **Elementary students late to school will be recorded as “tardy” for the first 30 minutes of the day. Reporting more than thirty minutes late to school or leaving 30 minutes prior to dismissal will result in ½ day absence.**

IN THE CLASSROOM...

CLASSROOM PARTIES: From time to time teachers may elect to have a “party”. The most frequent celebration is to acknowledge a student’s birthday. When it is your child’s birthday, you may wish to provide a healthy snack or even a non-food item for the whole class. Please contact the teacher a day or two in advance so that arrangements can be made to incorporate the treat into the instructional time of the class. Students cannot distribute party invitations to classmates unless there is an invitation for every child in the class.

FIELD TRIPS: Whenever a field trip is scheduled, parental permission must be submitted in writing. A form with the details will be sent home with your child prior to the event. Signed permission slips are required in order for students to attend events. An in-district permission form to cover all field trips of this type can be found on the student emergency card. Please check and sign that area. *Please note that the Student Code of Conduct and all school rules are in effect during field trips.*

GRADING: The purpose of a grade is to indicate the extent to which the student has acquired the necessary mastery of subject matter. In general, students are assigned grades based upon class work, test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, he/she should ask the teacher. Grades may reflect a program that has been modified for a student with special needs, providing parent, teacher(s) and the appropriate administrator have approved the program in advance.

GRADING PERIODS: Students shall receive a report card at the end of each quarter indicating their grades for each course of study for that portion of the academic term. The grading scale used is:

A=90-100% B=80-89% C=70-79% D=60-69% E=0-59%

HOMEWORK: Homework is assigned by individual teachers, as is appropriate. The amount and frequency of homework will vary from teacher to teacher, as well as, from time to time. All homework has a direct relationship to classroom work.

LANGUAGE: Loud talking and yelling will not be tolerated as it may disrupt the educational process. Abusive or obscene language may result in a suspension from school.

MAKEUP OF SCHOOL WORK: When a student is absent from school he/she will be allowed an equal number of days to make up any work missed. Any exceptions to this policy will be at the discretion of the individual teacher with the approval of the Principal. Each teacher has his/her own policy on work not completed in class and it is the student's responsibility to know and follow that policy.

REPORT CARDS: Report cards are issued every nine-ten weeks for a total of four times per school year. The reports indicate the level of educational progress, as well as the student's behavior and work habits. Many teachers send progress reports (or Friday Folders) on a weekly basis and will frequently call parents at home. The third-fifth grade teachers communicate with the parents by using the student's daily planner. Parents are encouraged to access grades on Parent Connect.

SCHOOL SUPPLIES: Students are permitted to bring their personal school supplies with them to school. A list of recommended supplies for the next grade level will be sent home with students at the end of the school year. All textbooks and related learning materials will be provided in reasonable quantities: pencils, paper, crayons, glue, rulers and scissors. Students need to bring their own gym shoes which are required by law to participate in physical education classes. Students who lose or damage textbooks will be held responsible for payment according to the degree of loss or damage. For safety and storage, school bags on wheels are not allowed and will not fit in lockers (where applicable).

STUDENT PLACEMENT/CLASS ASSIGNMENT: The principal will assign each student to the appropriate classroom and program after consulting with classroom teachers.

EXTRACURRICULAR ACTIVITIES...

SCHOOL STORE: We have a student store in each of our buildings. Among the items available for purchase are pencils, erasers, markers, note pads, and folders for school work. Most of the items are quite different from those that you might purchase in local stores. We offer this as a service to our students. The schedule for the operations of the store will be published in the school newsletter.

STUDENT COUNCIL: Each school has a Student Council involving representatives and alternates from first-fifth grades. Elections are held each fall.

VOLUNTEERS: Volunteers are an important part of the Algonac Community School District. Each day your dedication, caring and smiles touch the lives of students you see. When volunteering to work in the school, you need to sign in at the office and obtain a visitor's badge before you report to the classroom. Please sign out of the school when you leave. As a volunteer worker, you provide supplementary help to the students and teachers and perform other needed tasks in support of the educational program. At no time does a volunteer take the place of the classroom teacher or other staff person. As a volunteer, you must follow the same code of ethics that the professional staff follow. This includes keeping confidential matters confidential. Volunteers will be required to complete the district volunteer registration form for background checks.

ACCEPTABLE USE OF TECHNOLOGY...

ELECTRONIC COMMUNICATION DEVICES: In accordance with the Board of Education policies, no elementary students may carry a pocket pager or electronic communication device except for health or other unusual reasons.

This includes cellular phones (if possessed, may not be used or visible during the day. Students choice is to leave it in their backpack or school office).

TECHNOLOGY: The policy of the district is to provide technology to support curriculum and instruction. All of the district's computers are primarily intended to be used for instructional purposes and not for entertainment, advertising, recreation, or commercial purposes. Further, use of the district's computer equipment by any person is a privilege and not a right, and the district reserves the right to prohibit any use that does not further the instructional objectives of the school district. Any student violating the provisions for this policy is subject to discipline up to and including permanent expulsion from school. The Algonac School District Student Internet Access and Acceptable Use Agreement must be signed and turned in by each student. This form is sent home from each school office.

COMMUNICATING WITH YOUR SCHOOL...

INFORMATION AND CONCERNS: In the event that you are in need of additional information regarding your child's education, or if you have questions or concerns about an aspect of our school, we strongly urge you to contact the person(s) directly responsible. This will enable us to better help you. The problem solving process is hindered when the people involved in the dispute are bypassed.

PARENT ADVISORY COUNCIL: To develop a viable channel of communications between the parents and the administration, all buildings have a Parent Advisory Council. The Parents Advisory Council is the liaison between the community, the building principal and the teaching staff. The purpose is to discuss ideas, concerns, and mutual interests in the education of our children. A representative from this group meets monthly, as a member of the Central Advisory Council, with the Superintendent.

PARENT TEACHER CONFERENCES: Formal parent-teacher conferences are scheduled during the year. Watch for information in the school newsletter and information from your child's teacher. Conferences offer the opportunity for face-to-face communication between you and the teacher with the objective of working together to provide the best possible educational experience for your child. You will be able to discuss your child's report card and other materials during these conferences. Teachers are also available between scheduled conferences to discuss problems that may arise or to update any concerns about your child's progress. To make arrangements with your child's teacher please call for an appointment before coming to school. We request that parents do not come to school prior to the start of the school day for a conference unless this has been pre-arranged with the teacher. Parents are not allowed to interrupt classrooms for conferences while the children are being given instruction.

PARENT TEACHER GROUPS: Algonac, Fair Haven, and Millside Elementary Schools all have very active and dedicated Parent Teacher Groups. Their main goal is to provide students with numerous educational opportunities and fun experiences. This includes assemblies, field trips, and classroom materials. Each group meets regularly, with announcements sent home prior to each meeting. This is an excellent opportunity for parents to become involved and help with the education of the youngsters.

HERE'S TO GOOD HEALTH...

EMERGENCY CARDS: Parents are responsible for completely filling out and signing an emergency card (Student Registration Information Form). These forms are to be kept on file in the school office. Parents will be asked at the beginning of each school year to fill out an emergency card so that they can be contacted in case of an illness, accident, or injury at school. Information such as the home phone number, parent's place of employment, the best phone number to be reached at, and the name of a neighbor or friend who could pick up a child from school if the parents weren't available is important to have on file in case a child should need special care. **Keeping this information up-to-date is very important. Please let us know if names, addresses, or phone numbers change. We must be able to reach you in the event of an emergency. Children will be released only to those listed on their emergency cards.** **Note; Unless a current custody order is provided limiting access, children will be released to either parent unless legal documentation is provided to the school that states otherwise.**

HEADLICE: Students will be sent home and will only be allowed back in school after a re-examination shows that condition has been cleared up.

IMMUNIZATIONS: All kindergarten children and new enrollees must be immunized as required by state law. Students will be excluded from school if they do not comply with the state's immunization law. A record of immunization with month, day, and year is to be provided to the school. Parents must also submit a signed and dated statement by a county health department director or licensed vision specialist verifying that the child has been administered the department of public health preschool vision/hearing screening test. Check with your family doctor for further information regarding required immunizations. The only exception to the State of Michigan requirement is if the parent or guardian signs a waiver refusing the immunization on religious grounds or if there other documented medical conditions to waive the immunization(s).

In order for the child to enter 6th grade, they must have had the Hepatitis B and Chicken Pox vaccinations. These records will be collected during the fifth grade to facilitate an easier transition of records to the middle school.

MEDICATIONS: The administration of medication to students during the school day is regulated by state law. School personnel, as restricted by the State of Michigan, are not allowed to administer **ANY** medication unless it is under a doctor's order. When a student is in need of medication during the school day, the following procedure will be strictly adhered to. Please do not ask school personnel for exceptions to these rules.

1. Medication must be accompanied by a doctor's written order and written authorization of the parent or guardian (forms are available in the school office and also online).
2. The permission form must be on file before any medications can be dispensed.
3. The medication must be in the original container. The student's name, the physician's name, current date, the name and strength of the medication, and the specific

directions as to the administration of the medication must appear on the original pharmacy label on the container. The office staff cannot split pills that are in the container.

4. All medications must be delivered directly to the school office by a parent or guardian.
5. Liquid medications must be in a pre-measured form for each dosage that will be administered.
6. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parents signed release.
7. No more than a one-month supply will be stored in the buildings.
8. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered at the end of the school year.
9. The *Permission Form for Non-prescription Medication* must be complete and signed by the parents for over-the-counter medications. The form is available in the office.

Under no circumstances are children to transport any medication to or from school on the bus. This includes aspirin, cough syrup, and other over-the-counter medications.

VISION/HEARING SCREENING: Vision and hearing screening is available to each elementary school through the St. Clair County Health Department. These services will take place at the schools. Parents will be notified concerning details and dates in advance.

SAFE SCHOOLS ARE OUR PRIORITY...

CLOSING OF SCHOOL: In the event of severe weather or other emergency, school may be closed. As soon as the decision to close school is made, that information is called into the Michigan Law Enforcement Network of the State Police. Once confirmed, the local television and radio stations are notified of the closing. Parents may also consult channel 6 in the local viewing area. Please do not call school, but rather listen to these stations for updates of closings. In the event that school must close early, radio station WPHM will carry the announcement as well as the district's website (www.algonac.k12.mi.us), school closing hotline (810-794-8882) and the transportation department (810-794-3555). Please make sure your children know where they are to go if there is usually no one home during the school day. The latchkey program follows the same procedure as the school. *In an emergency situation, the safety of the children is our primary concern. We apologize in advance for any inconvenience that the school procedures may cause.*

EVACUATION DRILLS (Fire Drills, Tornado Drills, and other Emergency Drills): Evacuation and fire drill practices are required for all schools. Drills will occur throughout the year. For tornado drills and other emergency drills, students are to go to the predetermined areas and be as quiet as possible. (The Emergency Management Packet has specific instructions and details). In the

event of an actual emergency, the district and building Emergency Response Plans will be implemented.

PLAYGROUND RULES: Playground rules are posted in the classrooms and on the building website.

VISITING STUDENTS: On occasion we are asked to allow non-enrolled students to spend the day in a classroom with a friend. Our policy is that we deny these requests. The lessons are likely to have little or no relevance to where that student's own classroom is in relation to the course of study in each subject area.

STUDENT CONDUCT...

BICYCLES, SKATEBOARDS, SHOES WITH WHEELS: Bicycles riders should observe all rules and regulations of the road. Bicycles are to be walked on school property and while crossing the street. Riders are to park and secure their bicycles with a lock in the designated location at school. For safety reasons, skateboards, in-line skates, motorized scooters, and shoes with wheels are not permitted at school. Bike riders and those with scooters will be allowed to leave after all busses have departed from school. Any infractions will result in loss of bike riding or scooter privileges. **The school is not responsible for lost, damaged, or stolen bikes or scooters.**

BUS DISCIPLINE: Students who violate bus rules and regulations are, in addition, subject to the consequences of the student handbook. For example, a student who becomes involved in a fight on a bus may not only face loss of riding privileges, but also the consequences as prescribed under "Fighting" in the student handbook.

FIGHTING: Fighting will NOT be tolerated. When a fight occurs, those involved will advance immediately to the appropriate discipline step of the building's procedure, which may include suspension.

HARASSMENT: It is the policy of this district to maintain an environment for learning that is free from verbal, written, and/or physical harassment. No board member, staff member, or student of this district shall be subjected to any form of harassment or intimidation. Offenders are subject to serious consequences. Further information and procedures adopted by the Board of Education are available in each building.

PLAY GUNS, KNIVES, AND LOOK-A-LIKES: These items are not allowed and may cause a student to be permanently expelled from school. Local and/or state law enforcement officials may be notified.

THEFT OR PROPERTY DAMAGE: For damage or theft (this includes **borrowing** without permission) of school, student, or school employee possessions or property, the person(s) involved will be required to make full and complete restitution . Students, not the school, are responsible for any items brought from home. Additionally, those individuals involved will be dealt with according to the discipline code at the discretion of the administrator.

THROWING OBJECTS: Other than appropriate items, nothing should be thrown, including snow and ice.

UNIFORM STUDENT CODE OF CONDUCT: The Board of Education has adopted a Uniform Student Code of Conduct. The Code includes the type of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and terms contained in that list. It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the school's staff and administration. Due process ensures that disciplinary action is imposed only after review of facts and/or special circumstances of the situation.

NON-DISCRIMINATION EFFORT...

NOTICE OF NON-DISCRIMINATION: The Algonac Community School District does not discriminate on the basis of race, color, national origin, sex, age, religion, height, weight, marital status, political affiliation, or belief or disability in its programs and activities. All inquiries regarding nondiscrimination should be directed to the Board of Education Office, 1216 St. Clair Blvd., Algonac, Mi 48001 (810-794-9364).

INDIVIDUALS WITH DISABILITIES: The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of disability. This protection applies not just to the student, but to all individuals who have access to the district's programs and facilities.

RIDING THE BUS...

BUS RULES, POLICIES, AND INCIDENT REPORT PROCEDURES:

Our Philosophy: We believe all students can behave appropriately and safely while riding on a school bus. We will tolerate no student stopping drivers from doing their job or preventing students from enjoying safe transportation.

Parents: Please go over our bus rules and policies with your child so he/she will know what is expected of them when they ride the bus.

Our Bus Rules:

- Obey the driver's directions. Help the driver to assure safety at all times.
- Remain seated while the bus is in motion. Wait until the bus has come to a complete stop before attempting to enter or leave the bus. Enter or leave the bus only through the front door, except in case of emergency.
- Occupy seat assigned by the bus driver. Keep your feet out of the aisles, off of the seats and the backs of seats.
- Musical instruments, backpacks and bookbags must be kept out of the aisles and away from front and rear emergency doors.
- Sit with your feet on the floor. Keep your head, arms, and hands inside the bus.
- Observe classroom conduct. Avoid unnecessary disturbing noises. The driver should not be distracted while the bus is in motion. Do not shout at passing persons or vehicles.
- PROFANE OR VULGAR LANGUAGE TO STUDENTS OR DRIVER WILL NOT BE TOLERATED.
- Help keep the bus clean. There will be NO gum chewing, eating, drinking, smoking, spitting, or throwing objects.
- Be considerate of everyone on the bus.
- FIGHTING, PUSHING AND SHOVING WILL NOT BE TOLERATED.
- Damage to the interior or exterior of the bus will result in payment for damages and suspended bus riding privileges.
- Be on time at the designated bus stops. Buses cannot wait for tardy pupils. (Be at the bus stop 5 minutes prior to designated time.)
- Stay off the road while waiting for the bus. Form a line to get on the bus.
- Cross 18 feet in front of the bus when crossing the road. DO NOT CROSS IN BACK OF BUS.
- Do not leave the bus without the driver's consent. No authorized stops will be made.
- For the safety of all students, buses will not stop for cars attempting to pull them over.
- Sit three in a seat when conditions require it.
- All school buses are equipped with video cameras.
- Should problems arise at the bus stop, notify the transportation supervisor.
- While waiting for the bus, students shall maintain orderly conduct and remain as far back on the shoulder of the road as possible.
- If a student misses his/her bus he/she should report to the office. Arrangements for transportation home will be attempted with a parent or guardian.
- Riding on a bus, other than the one assigned, is allowed ONLY when the following procedure is followed:
 - The parent or guardian, through a written note, must grant permission.
 - A pass MUST be obtained from the office prior to boarding the bus.
 - The pass must be given to the bus driver.

The transportation supervisor determines bus stop locations. Usually a bus stops four times in each mile of travel. Door-to-door bus service is not available. Safety is an important

consideration in determining bus stops. Questions concerning bus service should be directed to Mr. William Jennings, Operations Director, at 794-3555.

SCHOOL BUS TRANSPORTATION IS A PRIVILEGE, NOT A RIGHT.

BUS INCIDENT REPORT PROCEDURE:

- Riding a school bus is a privilege and standards of behavior on a bus are similar to classroom behavior. Misbehavior on a bus or at a bus stop could create a hazardous condition, which affects the safety and welfare of others. If misbehavior does occur, the following steps will be followed:
- **STEP 1:** First Violation Statement: This is a warning statement and must be signed by a parent and returned to the driver the following morning in order for the student to ride the bus. In this step the driver makes a phone call to the parent to explain the behavior.
- **STEP 2:** Second Violation Statement: This may result in a possible 1-5 day suspension from transportation as determined by the building administrator.
- **STEP 3:** Third Violation Statement: This may result in a possible 2-10 day suspension from transportation as determined by the building administrator.
- **STEP 4:** A building administrator will determine the number of days of exclusion from transportation. This may be up to 90 days or the remainder of the school year.
- **SERIOUS OFFENSE:** The above procedure does not apply when the offense is of a serious nature, such as use of alcohol, use of drugs, smoking, fighting, opening safety doors, abusive language to the driver, use of fire of any form, malicious destruction of property, throwing objects, etc.
- Any serious offense will result in automatic violation slip and suspension from riding the bus. A building administrator and/or transportation supervisor will issue the suspension.
- Suspension from the bus may be the remainder of the school year. Suspension days not served in a current year may carry over to the next year in the form of continued suspension or probation. Due process will be followed.