

York Chester Middle School

601 South Clay Street
Gastonia, North Carolina 28052

Dear Students and Parents:

Welcome to York Chester Middle School! We are glad to have you with us as we work to provide the finest middle-level education available. The purpose of York Chester Middle School is to provide a safe, nurturing environment that challenges all students, values community support, and models respect for everyone. Middle School is a unique experience, and it offers a variety of exciting opportunities for all students. We ask that students take advantage of the many opportunities as they will prove themselves beneficial in providing a well-rounded educational experience.

It is paramount to us that you feel welcome in our school. We must have a network, which involves teachers, staff, students, parents, and community members sharing in the responsibility to provide an exceptional education. We cannot work in isolation. Please let us know when you have concerns.

We invite you to take advantage of the opportunities presented to be a part of the education of your child. Parents are the most important people in their child's life. We encourage you, through your participation, to share in the implementation of our school program.

The information contained in this handbook will help our students have a successful year. Please take the time to review the agenda and the Gaston County Schools Code of Student Conduct with your child.

We look forward to working with the students and parents of York Chester Middle School and having a great year.

Sincerely,

Dr. Amy J. Holbrook

Principal

York Chester Middle School

CONTACT INFORMATION:

Principal: Dr. Amy J. Holbrook

Assistant Principal: Matt Crain

Counselors: Tammy Hubbard

Office Staff: Joel Webb

Judith Ayala

Gloria Walker

Tracey Cook-Brewton

Melissa Kale

Social Worker: Marsha Beattie

Media Coordinator: Faith Huff

School Telephone Number: 704-836-9609

Nurse: Madillenne Arias

Fax#: 704-866-6319

Bus Questions: Matt Crain

Cafeteria Manager: Suzette Whaley

Athletic Director: Michele Radford

Parent Involvement Specialists: Katrina Cherry

DAILY SCHEDULE & OFFICE HOURS

First Bell	7:50 a.m.
Tardy Bell	8:00 a.m.
Regular Classes	8:00-3:20 p.m.
School Dismissed	3:20pm

York Chester Middle School

"Committed to Pride and Excellence"

Congar pride means we are (P) Prepared, (R) Respectful, (I) Inclusive, (D) Dignified, (E) Excellent

Our school's purpose is to provide an exceptional learning experience that develops P.R.I.D.E.

ATTENDANCE

Absences: Students must be present in class a minimum of 1/2 of the day (11:30 a.m.) to be counted present for the day and for the determination of perfect attendance. Students absent from school are responsible for arranging all make-up work with their teacher. A note must be brought and signed by the parent or emailed to joelwebb@gaston.k12.nc.us, to explain the absence, within 3 days of the absence, for the absence to be excused. **Notes are also required when signing students out early or signing students in late.**

We recognize county approved reasons for absences as an excused absence from school (illness, court, death in family with documentation). Students are responsible for asking their teachers for make-up work. Arrangements to make up work must be made within THREE (3) days of the absence. Parents requesting homework assignments for students who are absent must give a 24 hour notice to the office prior to picking up these assignments. **Students are required to be in attendance at least 94% of each school year (only 12 absences allowed per year) to be eligible to pass to the next grade level.**

Parent Information Tips Sheet on K-8th Grade Student Attendance Gaston County Schools



The following summary provides key information on ten significant statements from our new Gaston County Schools' Board of Education policy on student attendance. To view the full policy, please visit our GCS website at www.Gaston.k12.nc.us

School Day Attendance:

The school year is 180 days. Students must be in attendance at least 168 days. Only 12 absences, including excused and unexcused absences, are permitted each school year.

In order for students to benefit from the instructional day, it is important for students to arrive on time and remain at school for the entirety of the school day.

For students who exceed twelve absences, each school shall have a promotion/retention committee that must review information on these students and make a recommendation to the principal regarding the student's promotion or retention status.

In order to be recorded present, a student must be present at least one-half of the school day.

Documentation:

Following any absence(s), a student is required to present a written document from the parent or guardian stating the reason for the absence.

All absences will be coded unexcused in the computer until a written note is received from the parent or guardian.

Written documentation must be presented within three school days after the student returns to school; otherwise, the absence(s) will be recorded as unexcused.

Communication:

After each absence, excused or unexcused, the principal/ principal's designee shall inform the parent/guardian/custodian by the way of a personal or computer-generated telephone message.

Prior to six (6) cumulative absences of any type the principal shall notify the parent/guardian by mail for the purpose of sharing information regarding the Gaston County School attendance policy.

Make-Up Work:

Upon the student's return to school, arrangements for make-up for excused or unexcused absences shall be made within three (3) school days. Due dates for make-up work will be at the discretion of the teacher

YCMS Attendance and Make-Up Work Procedures

On the day you return from an absence, you must bring a note to your homeroom teacher that contains the following: your name, date(s) of your absence, reason for absence and parent/guardian signature. You should also immediately make arrangements for any make-up work.

School Pride

York Chester Middle School is where you will spend a great part of your day. Each student is a valuable member of our team and carries a responsibility to contribute to our team's success. Just as you should take pride in your academic, athletic, and other school organization's success, you should take pride in your school. Specifically, we ask that trash goes in trash containers, walls are not damaged, our restrooms are always clean, and the school grounds are kept neat and litter-free. You, as an individual, can make a difference by doing your part in respecting our school facilities.

Student Information

It is extremely important that York Chester Middle School be made aware of any changes to your demographic information. We must have reliable contact information in case of an emergency. If you have a change of address, home phone number, parent/guardian work number, or emergency contact information, please inform your teachers and /or the office staff immediately.

Visitors

For the safety of our staff and students, all visitors must check in at the front office upon entering the school and provide a picture ID. Visitors are not allowed anywhere in the building without permission from the office and a visitor's badge. Students not enrolled at York Chester Middle School are not permitted to visit during the instructional day.

Arriving at School

Supervision for students begins at 7:25 a.m. Car riders and walkers should not arrive at school before that time. Students eating breakfast will report directly to the cafeteria. Breakfast is served from 7:30-7:50 a.m. Upon finishing breakfast students will report to their designated grade level area. Students should enter on the 5th Avenue entrance until 7:50 a.m. No student should come through the front door before that time unless accompanied by a parent.

Student Drop-Off and Pick-Up Areas

Car Riders-Before school students should be dropped off at the 5th Avenue gym entrance. Students can be picked up on 5th Avenue in the afternoon. Please remember that from 7:30-8:00 and 2:45-3:30 5th Avenue is a one-way road. Stopping in the middle of the street to drop off or pick up is prohibited due to student safety.

Walkers-All walkers should leave school grounds immediately after the dismissal bell rings.

Bus Riders-Bus riders will be dropped off and picked up in the back parking lot.

Tardy Policy

Tardiness: Students must be in class by 8 a.m. Students arriving after 8 a.m. will report to their first block class and be counted tardy. Students arriving after 8:05 a.m. should report to the office to sign in, secure a tardy pass and then report to class. A note from their parents stating the reason for tardiness should be given to either their first period teacher or the office depending on the time of day the student is late. There are **excused and unexcused** tardies. **Only medical, dental/orthodontist appointments are considered excused. Please bring a note from your doctor's or dentist's office to be excused from a tardy. The note is to be left in the office when checking in.**

Excessive or Unexcused Tardies to School: Students should not have any tardies to school during the year. Excessive or unexcused tardies will result in disciplinary action. Tardies will not carry over to the next semester or mid-term. Consequences will be given per semester.

Consequences:

^{3rd} **Tardy**-----Office will make parent contact

4th, 5th, 6th, 7th Tardy-----Administrative Lunch detention

8th, 9th, 10th Tardy-----Community Service (Office referral), referral to school social worker, and parent contact

10th plus all subsequent tardies-----Office referral (ex. ISS or OSS)

Withdrawal Procedures

If you need to withdraw from school, your parent or guardian needs to come to the office to complete the necessary paperwork. You will need to return all textbooks, library books, uniforms and any other items that belong to the school and pay any fees or charges you still owe. Upon completion of all of these requirements, your withdrawal process will be finalized.

Transfer Procedures

Students who move out of the York Chester school district and wish to remain for the year must secure transfer approval from Ms.Terri Surbeck (704-866-6100) at the GCS County Office.

Leaving School

In order to receive the full benefit of school, all students should remain in school until school is dismissed. However, if it is necessary for you to leave during school hours, parents/guardians must come to the school's front office to sign their student out. **Parents/Guardians MUST have a photo ID with them to sign the student out.** If anyone other than a parent/guardian is to pick up the student, we must have permission in writing from the parent/guardian.

Inclement Weather

Gaston County Schools will be closed when the Superintendent considers the weather conditions unfit for the safe operation of school buses. School closings or delays will normally be announced by 6:00AM on TV channels 3, 9, 21, and 36, and on most local radio stations. In most cases, Gaston County Schools will also notify families at home with a Connect-Ed message.

7th Grade Immunization Requirement

In accordance with North Carolina state law, all incoming seventh grade students are required to receive a booster dose of the TDAP immunization and Meningococcal conjugate vaccine (MCV). Any child who does not receive a TDAP booster will not be allowed to attend school after September 24, 2019. Please see the school nurse or an administrator if you have questions regarding immunization requirements.

Student Health Information

If you have any changes in your health status, or if you have any medical conditions or situations that the school should be aware of, please report them to the School Nurse immediately.

Academic Information

Report Cards are sent home with students at the end of each nine-week grading period. Interim reports are sent home with students at the mid-point of each nine-week grading period (4 ½ weeks). Interim reports are a good indicator of a student's progress during a grading period. If parents have questions or concerns about a report card or interim, call your child's teachers to set up a conference.

Promotion Requirements

Students in grades 6-8 must meet local Board of Education requirements in order to be promoted to the next grade. Promotion requirements as set by the Gaston County Board of Education are:

1. A student must pass 3 of 4 core subjects, including math and language arts.
2. Students should maintain a passing average in the combined yearly average of the elective courses. (Note: A passing average in the 4th academic class can be substituted for one yearly elective average.)

Conference Requests

Every staff member who works at YCMS is committed to working with parents and guardians to ensure the success of each student. Regular communication and meetings between parents and teachers, counselors and administrators are an integral part of this effort.

We welcome the opportunity to meet with parents and guardians to discuss any concerns that may arise. We do request, though, that parents and guardians call to schedule these conferences and appointments in advance. This will ensure that your concerns are addressed in the best manner possible. You may contact the school office at **704-836-9609**.

Homework Responsibilities

Student Responsibilities

- Understand homework assignments before leaving school and record them accurately in your agenda.
- Take home all necessary materials to complete assignments.
- Schedule and organize time for homework assignments.
- Confer with teachers about homework concerns.

Parent Responsibilities

- Provide encouragement and support and show interest in your child's work.
- Assist students in developing good study habits by providing a comfortable, well-lighted area free from distractions.
- Evaluate your child's activities to be sure he or she has enough time to study and participate in family and outside activities.
- Encourage students to complete homework independently, unless otherwise instructed.
- Review and sign the student's agenda as requested by teachers.
- Acknowledge good efforts and work habits.

Cheating

Any attempt to obtain credit for work done by another person is unacceptable. Cheating includes copying someone's homework, giving someone your homework to copy, getting or giving help on a test, or copying word-for-word from a book. For instances when a student cheats, a grade of zero will be assigned and the teacher will notify parents. The parents will be notified again on the second offense. A parent conference may be requested if the problem persists.

Responsible Use Policy

Each student will be required to complete a Responsible Use Policy form and return it signed by a parent or guardian giving the student permission to use the computers as well as the internet at school. This form will be distributed to students prior to their first visit to the Computer Lab.

Guidance

The guidance counselor is available to see students in small groups or individually. Sessions can focus on such areas as peer conflicts, substance abuse, depression, career planning, etc. Students who want to see the counselor must secure a pass from his or her teacher. Parents are welcome to contact the counselor by telephone, and we ask that you make an appointment if you wish to speak to the counselor in person.

Clubs and Organizations

YCMS has a variety of clubs for student participation. Membership in these organizations is subject to the requirements available from each teacher-sponsor. Club offerings at YCMS include: Student Council, Battle of the Books, Math Elite, Junior Beta Club, Yearbook, Robotics, and Bible Club.

Through these clubs and organizations YCMS works to offer a total school program where students can explore social, academic, and extra-curricular opportunities outside the norm of a classroom.

Safety Drills

Fire and tornado drills are held periodically throughout the school year. When either alarm sounds, students should listen carefully to any instructions from your teachers or administrators and walk silently and quickly to your designated area. **Note:** Pulling the fire alarm without cause is not only a danger to people in the school and fire department personnel, it is also a crime. For these reasons, YCMS will suspend and/or seek criminal prosecution against any student endangering students, faculty, staff, or fire department personnel by falsely pulling the fire alarm.

School Security

All persons entering the school campus and buildings are subject to search by metal detecting devices. In addition, the school campus is monitored by surveillance cameras at all times. These measures are in place to ensure the safety and security of all students, staff, and visitors.

Students should only use designated entrances and exits. Also, students must not be in any unauthorized area of the building or campus at any time. This applies during school hours and at after-school events.

Finally, in accordance with School Board policy, school officials may conduct random classroom or locker searches at any time, including through the use of metal detectors. School officials may also conduct other searches based on reasonable suspicion.

School Telephones

Students may use school telephones only in emergency situations, such as illness. You must have permission from your teacher (in writing) or the teacher will contact Mrs. Kale or the office to call a parent/guardian. **We safeguard our students' instructional time; therefore, students will not be called out of class to receive phone calls.** Phone messages for students will be delivered at the end of the day.

Deliveries

Board of Education policy prohibits the delivery of flowers, balloons, etc. to students, and our office staff will refuse any such deliveries. The goal of this policy is to free the instructional day from interruption or distraction.

No outside deliveries: Students are prohibited from having flowers, balloons, outside food, etc delivered to the school.

Lockers

In order to assist students, YCMS maintains a limited number of lockers for student use. Lockers will be assigned to students by teachers at the beginning of the school year. Students are asked to pay a \$3.00 locker and lock maintenance fee each year. Please remember that only school-issued locks are allowed on lockers. Students will be allowed to go to their locker only at designated times determined by their teachers. The contents of the locker are the sole responsibility of the student to whom that locker is

assigned, and lockers and their contents may be searched **at any time** by school officials. Students should not share lockers. You will be charged a replacement fee if your lock is lost or stolen. Book bags, including small gym bags, must be kept in lockers. Students are strongly encouraged to purchase their own locks for use in the locker room.

Lost and Found

Articles found should be taken to the front office. Owners may claim their property by identifying it in the front office. Students are encouraged to mark clothing, pocketbooks, book bags, books, etc., with their name so that lost items may be returned to them. Unclaimed lost and found items will only be kept in the office for two weeks. **Students should never leave items unattended in classrooms, locker rooms, halls, etc.**

Cafeteria

Students may bring a lunch or purchase one in the cafeteria. All cafeteria food and drinks must be consumed in the cafeteria. Students are not allowed to charge items in the cafeteria. We ask that all students maintain pride in their cafeteria by leaving tables, chairs, and floors clean, and properly disposing of trash.

Students who require modifications to their school meals for a diagnosed medical condition (allergy, diabetes, celiac disease, etc.) must have a completed *Diet Order* form on file at the School Nutrition Office. *Diet Order* forms may be obtained from the School Nutrition office, cafeteria manager, or school nurse. The parent or guardian of the student requiring a special diet will be notified by School Nutrition regarding the effective date of the diet order.

To ensure safety and sanitation, all food served to students in the school must be obtained from a commercial food service entity which is subject to local rules, regulations, and inspections.

All students receive breakfast and lunch free of charge.

School Sales

No item may be sold on the York Chester Middle School campus unless they are part of an authorized school sale or club/athletic project.

Asbestos Information

York Chester Middle School's asbestos plan is located in the front office.

Medicine: No student may have any type of medicine in his/her possession or locker. This includes acetaminophen (Tylenol) and ibuprofen (Advil). If medicine is necessary, bring the medicine to the office in the original container (medication WILL NOT be dispensed if not in the original container), which is labeled with your child's name and when/how much needs to be taken. All medications (over-the-counter or prescription) will only be held in the office for **ten school days** without a physician signed "Authorization of Medication for Students" form. Possession of any prescription medicine without a note from parents is a violation of the drug policy of Gaston County Schools.

Medication: Any student needing to take medication on a long-term basis will be required to have their physician complete an "Authorization of Medication for Students" form. These may be obtained in the

office. Unless, otherwise ordered/authorized by a physician medications will not be given until the students lunch period. **ALL** medication that can be given outside school hours without adversely affecting the health of the student should be given at home. This includes headache medications, stomach medications (other over-the-counter medications). York Chester Middle School strictly enforces the Gaston County Board of Education's policy concerning medication.

Illness: If a student becomes ill at school, he or she should notify his or her teacher and come to the office with a completed phone pass. The office will contact a parent/guardian. It is very important that we have all possible phone numbers. **The student should not go to the restroom and remain there alone, without an adult knowing they are sick. Calls to parents will be for medical emergencies only.**

Students may not carry any type of medication on their person during school, including aspirin, cough medicine, and similar items. All such items must be kept in the school office with a note from the student's parent/guardian.

Athletic Information

York Chester Middle School offers a variety of athletic events for students in grades 7 and 8, including softball, football, volleyball, wrestling, basketball (girls and boys), soccer (girls and boys), track (girls and boys), baseball and cheerleading. To be eligible for athletic participation, a student must:

- Be a resident of the school administrative unit in which you are assigned or have a valid transfer
- Fall eligibility requires that a student pass 3 of 4 core courses in the preceding spring semester **and** meet local promotion standards for the previous school year
- Spring eligibility requires that a student pass 3 of 4 core courses in the preceding fall semester
- Receive and pass a physical exam
- Not be 15 years old on or before August 31 of the school year

OSS/ISS: If you are absent from school, or have OSS or ISS, you are not allowed to practice or play in a game or match that day. In addition, each coach will set forth team rules in accordance with school and school system rules, and each student-athlete is expected to follow those rules.

OSS: If an athlete is assigned OSS he/she may be removed from a team's roster.

Behavior Guidelines

Good discipline is the key to developing self-control, character, orderliness, and efficiency. Students are expected to exhibit good citizenship at all times and to follow instructions of any teacher or staff member. Students who misbehave will be dealt with firmly and fairly in order to protect the rights of all students and staff members.

The Gaston County Board of Education has adopted Student Behavior Guidelines that have been provided to each student. Please take the time to review the rules and the consequences of violating each rule. The school system code of conduct is strictly enforced at each Gaston County middle school.

In addition to the school system behavior guidelines, YCMS has specific expectation/rules outlined below:

1. Any item brought to school that interferes with or distracts from the school's mission of maximum student learning is prohibited. As a rule, if there is a question of whether to bring it to school...leave it at home. Such items will be confiscated and returned only to the student's parent/guardian. Continued violation of this policy will result in inappropriate disciplinary consequence.
2. Electronic devices, such as cell phones, PSP players, CD players, etc., must be kept in the student's locker at all times during the school day. The school accepts **no responsibility** for lost or stolen items. If students bring these items to class they will be confiscated and returned only to the student's parent/guardian. **Beginning with the third offense, students will be assigned ISS or OSS for repeated violation of school rules.**
3. Misbehavior in the gym, auditorium, and/or athletic event will result in removal from the event, loss of the privilege to attend future events, and/or suspension
4. Students should walk on the right side of the halls at all times. Pushing, shoving, picking, name-calling, loitering and running are not allowed.
5. Gym bags, book bags, etc., are not allowed in classrooms. You may bring these to school; however, these bags must stay in your locker during the school day.
6. There will be no bodily contact between students on our campus. School is not the place for showing affection, or for playfulness with others. Students should keep their hands, feet and objects to themselves.
7. After you arrive on campus, you are not to leave unless you have permission and sign out through the office. Once you have left campus after school, you are not to return except for athletic events.
8. The administration retains the right and privilege to issue penalties for acts of discipline not specifically stated and to alter any penalties as deemed necessary.

Procedures for Handling Student Discipline

Teachers will handle minor misconduct in the classroom. However, if a student's behavior does not improve with the teacher's efforts, he or she will be referred to the administration for appropriate disciplinary measures. Teachers will use consequences such as, but not limited to: a warning, a conference with the student, parent conference, detention, or a student may be sent out of the room for a period of time.

Redirect Procedures

Certain behaviors will result in a student's being sent to Redirect for the remainder of that class period. Redirect offenses include:

- Abusive language
- Classroom disruptions that interfere with the learning of others
- Talking back to a staff member
- Defiance
- Repeated minor offenses when the teacher's interventions did not work

When a student is sent to Redirect the parent/guardian will receive a phone call from the assistant and the referring teacher. The following consequence will be assigned:

- 1st =phone call home
- 2nd =phone call home, team conference
- 3rd =phone call home, parent conference
- 4th =phone call home, administrator discretion (may include alternate placement)
- 5th =3 day ISS

Students referred to the administration for misbehavior will be subject to the following disciplinary measures:

- In school disciplinary measures such as verbal warning, behavior plan, parent conference, detention, or in-school suspension (ISS); or,
- Out-of-school suspension (OSS). OSS is the exclusion of a student from the regular school program for a period of one to ten school days.

Repeated school violations may result in the administration referring a student for alternative placement, including the Warlick Alternative School, or seeking a long-term suspension. Long-term suspension is the exclusion of a student from school for the rest of the school year. However, the administration reserves the right to refer students for alternative placement or long-term suspend students at any point.

Positive Reinforcement: Students who demonstrate respect for the policies and rules of the school will have opportunities each quarter to participate in special activities and programs reserved for those who have not received disciplinary referrals. Rewards will consist of positive contact with the home, awards and recognition, dances, and other activities deemed appropriate by school staff and parents.

Dances: York Chester Middle School dances are a part of our positive reinforcement program. In order to participate, students must adhere to the behavior guidelines set by York Chester Middle School and Gaston County Schools.

- Students who have received out-of-school suspensions during the first semester until the date of the first dance will not be eligible to participate in the first semester dance.
- Students who have received out-of-school suspensions from the date of the beginning of the second semester until the date of the spring dance will not be eligible to participate in the spring dance.
- Students must be in good standing, with no monies (including lunch charges) or library books owed to the school, in order to participate in these events.

STUDENTS MUST BE PRESENT FOR THE ENTIRE DAY OF THE DANCE IN ORDER TO PARTICIPATE IN DANCES.

POSITIVE BEHAVIOR SUPPORT

VISION: All schools in North Carolina will implement Positive Behavior Intervention and Support as an effective and proactive process for improving social competence and academic achievement for all students.

The York Chester Middle School PBS Team will provide reward celebrations to students who exhibit positive behavior in the classroom and who have good attendance.

Dress Code

The appearance of any young person is primarily the responsibility of that individual and his/her parents. Each student is expected to maintain an appearance that is neither distracting to other students nor disruptive to the educational environment or the safe and healthy climate of schools. While trying to be understanding of today's styles, we must provide an atmosphere that is conducive to learning. Therefore, the following dress requirements will be enforced in addition to school system dress code policies:

- Shoes must be worn at all times
- Shirts, blouses & dresses with sleeves are preferable attire. ***NO TANK TOPS or SLEEVES CUT OFF***

- Pants are to be worn at the waist with belts buckled.
- Shorts or skirts should be no shorter in length than **a dollar length** above the top of the knee, even if leggings or other items are worn underneath. No leggings are to be worn without a long shirt that is a dollar length from the top of the knee.
- In general for pants/shorts; no skin should be exposed over **6 inches** above the top of the knee. No pants with holes or frays above the knee may be worn to school.
- In general for shirts and tops, no skin should be exposed above the top of the pants (midriff), or below the collarbone.
- Neither pajama pants nor bedroom shoes may be worn at school.
- No Hoodies, hoods, hats, headgear or sunglasses of any type are allowed inside the school building.
- No clothing with indecent or suggestive language or pictures (sex, alcohol, drugs, tobacco, gang activity, etc.) is to be worn.

Disciplinary Action-If a student violates the stated dress code the student will be required to change into appropriate attire. If necessary, a parent/guardian will be contacted to bring the appropriate attire to the student. The majority of dress code violations can be avoided by reviewing the dress code policies frequently (especially during warmer months) and by parental monitoring of student attire. **If you think you may get in trouble for wearing something, do not wear it!**

Bus Rules

Gaston County Schools offers bus transportation to any qualifying student. However, all students are expected to follow school rules from the time you begin waiting for the bus in the morning until you leave your bus stop area in the afternoon. Students must follow the directions of the bus driver and remain seated at all times while on the bus. Any behavior affecting the driver's ability to drive the bus or endangering the safety of passengers or the public will result in appropriate disciplinary consequences including suspension from the bus and/or school. No food or drink is allowed on the bus.

Bus transportation is a privilege, not a right.

For safety and liability reasons, students are not allowed to ride buses to which they are not assigned without the permission of an administrator. Students needing to ride a school bus other than their assigned bus must bring a note signed by a parent/guardian and give that note to an administrator for verification.