

The Complete

2018-2019

Student Handbook

Botsford Elementary



WELCOME TO OUR HOUSE
"Where Character Matters"

Clarenceville School District

Clarenceville School District

Botsford Elementary

19515 Lathers

Livonia, Michigan 48152

Christine Teff, Principal

Phone (248) 919-0402

Fax (248) 919-0442

September 2018

Dear Parents,

On behalf of the entire staff at Botsford Elementary, I would like to extend a warm welcome to all our new and returning families of Botsford! Each year, we pick a theme for our school community. This year our theme is "Welcome to Our House-Where Character Matters". Our theme connects us as a community and as a family. Our theme centers around the 8 qualities of good character. Our staff will be planning lessons that center around each quality. Students will be recognized when they exhibit one of the qualities of good character. Our building will be very colorful this year. You will see the colors red, blue, yellow and green highlighted throughout the building as it ties to our house theme.

The task of preparing your child for our challenging world cannot be completed without a strong partnership between school and home. It is critical to the success of your child to set some time aside to read with them every night, ask about the activities completed at school that day and take a few moments to go over their homework. Please do not hesitate to call or send in a note to your child's teacher if you have a question or concern.

This handbook is written to help you learn more about Botsford Elementary. Please read it carefully and share the information with your child. After reading, please sign page 43 in the handbook and return the bottom portion of that page to school as soon as possible.

I look forward to working with you to give your child the quality education they need and deserve.

Sincerely,

Christine Teff

Principal

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Clarenceville School District Vision Statement

The vision of Clarenceville School District is that all students be empowered to face the challenges of the 21st century. We provide our students with an academic foundation designed to promote the skills necessary to be successful in an ever changing and global society: problem solving, effective communication, technical skills, critical and creative thought, an understanding and appreciation of diverse cultures and physical, social, and emotional wellness.

Supported by an enthusiastic faculty, dedicated staff, committed families, and a proud community, we create a safe and caring environment that fosters deep and enduring personal relationships. Within this supportive atmosphere our students explore their talents and interest, set individual and group goals, and pursue courageous endeavors in all areas of their lives. Cooperative relationships among families, businesses, organizations, community members, and the school provide strong ties which enhance learning beyond the walls of the school.

We value a culture of civility where all stakeholders are treated with fairness, are celebrated for their successes, and are respected for their contributions.

We prepare our students to live their lives with resilience, compassion, and above all, integrity. As our students move through life, we know that they are prepared to ace knowledgeably, lead thoughtfully, share generously, and contribute meaningfully.

Clarenceville School District Mission Statement

The mission of the Clarenceville School District is to provide individuals a variety of educational opportunities that enable them to become lifelong learners and productive members of a changing world.

Clarenceville School District Belief Statement

1. All people have value, worth and dignity.
2. Everyone can learn.
3. All individuals are unique.
4. Learning is a lifelong process.
5. Everyone can experience success.
6. Change is inevitable.
7. Cooperation leads to greater learning and productivity

8. Continuous improvement comes from trying new ideas

Botsford's Mission Statement

Educating Today's Children for Tomorrow's World

Botsford's Vision Statements

Our Students

- Choose to be productive members of society who are fully equipped to continue their preparations for the future.
- Are confident and self-assured.
- Have a positive vision of the future and goals to achieve their vision.
- Are well rounded academically.
- Take pride in their school and community.
- Appreciate learning as a lifelong endeavor.
- Are creative problem solvers who make sound decisions.
- Value and accept diversity.
- Feel safe at school.

Our Parents

- Are necessary partners in the process of learning.
- Are involved at school by volunteering in the classroom and being members of school based organizations.
- Welcome dialogue and differences as we work to create the very best learning opportunities for all of our children.
- Understand that learning is not limited to the four walls of a classroom or the length of a school day and extend their child's learning to their homes and communities, and in the process, create lifelong learners.
- Feel secure in the knowledge that their children are in a safe and stimulating learning environment.

Our Staff

- Will provide a safe and nurturing learning environment.
- Adapt to an ever-changing educational climate.
- Seek out and use innovative strategies including the latest technology to meet the needs of a diverse student population.
- Continue a healthy rapport with our school's parents and community to help increase their involvement with their student's education.

Our Curriculum

- Promotes collaboration to actively involve and cooperatively support the educational process of our children.
- Utilizes differentiated instructional techniques to meet the individual needs of each learner.
- Combines resources to enhance a curriculum based on Common Core State Standards.

- Offers experiences in technology, music, art and physical education. In addition, research and advanced technology skills are integrated into the elementary curriculum at the intermediate grade levels.
- Teaches children to read well, express their thoughts through speaking and writing, to work with numbers and mathematical operations, to investigate, to inquire, and to solve real-world problems.

CLARENCEVILLE PUBLIC SCHOOLS

20210 Middlebelt Road Livonia, Michigan 48152

Mr. Paul Shepich, Superintendent

(248) 919-0400
fax (248) 919-0403

Mr. David Bergeron, Assistant Superintendent

(248) 919-0400
fax (248) 919-0403

Ms. Renee Valentine, Assistant Superintendent

(248) 919-0400
fax (248) 919-0403

Mr. Neil Thomas, Special Education Coordinator

(248) 919-0290
fax (248) 919-0403

Transportation/Maintenance/Garage

(248) 919-0410
fax (248) 919-0423

Botsford Elementary School

19515 Lathers

Livonia, MI 48152

Mrs. Christine Teff, Principal

(248) 919-0402
(248) 919-0385,
absence line
fax (248) 919-0442

Grandview Elementary School

19814 Louise

Livonia, MI 48152

Mrs. Melissa Carruth, Principal

(248) 919-0404
fax (248) 919-0434

Clarenceville Middle School

20210 Middlebelt Road

Livonia, MI 48152

Ms. Alan Kantor, Principal

Mr. Kevin Murphy, Dean of Students

(248) 919-0406
fax (248) 919-0436

Clarenceville High School

20155 Middlebelt Road

Livonia, MI 48152

Mr. Troy Nelson, Principal

Mr., Assistant Principal

(248) 919-0408
fax (248) 919-0438

BOTSFORD ELEMENTARY SCHOOL 2018-2019

Special Ed./Early Childhood

Room 4 Mrs. Lisa Meyers
Co Taught Ms. Jami Marks

Kindergarten/JR.KDG

K1 Mrs. Jenna Patterson
K2 Mrs. Lori Skrelja
K3 Mrs. Laura Wildfong
Room 5 Ms. Bridget Bussell

First Grade

Room 6 Mrs. Cheri Delong
Room 7 Mrs. Colleen Carson

Second Grade

Room 13 Mrs. Nikki Collini
Room 15 Mrs. Brittany Murawski
Room 16 Ms. Lana Schultz

Third Grade

Room 23 Ms.Jodi Demorest
Room 24 Mrs. Nichole Noble
Room 25 Mrs. Amy Presley

Fourth Grade

Room 8 Mr. Amanda Tuitt
Room 9 Mrs. Veronica MacIver
Room 11 Mrs. Kathy O'Callaghan

Fifth Grade

Room 18	Mrs. Kimberly Williams
Room 20	Mr. Bryan DeCaire
Room 21	Mrs. Katherine Richardson

Interventionists and Special Education Services

Room 19	Mrs. Karen Morrison, ESL Teacher
Room 22	Mrs. Melissa Handschumacher, Title I
Room D	Ms. Vanessa Hoye, Spec Ed. K-5
Room 14	Mr. Devin Cashman and Ms. Jamie Apfel, Resource Room
Social worker	Ms. Melissa Harvey
Psychologist	Mrs. Patricia Hughes

Specialists

Gym	Mr. Matt Mair
Library	Mr. Michael French
Music	Mr. Anthony Altovilla
Art	Mr. Sean Davidson
TECH	Ms. Natalie Makulski

EQUAL EDUCATION OPPORTUNITY

It is the policy of the Clarenceville School District to provide an equal education opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the Clarenceville School Districts Compliance Officer at the Superintendent's Office.

Complaints will be investigated in accordance with the procedure described in Board policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to education opportunity.

SCHOOL TIMES

Office hours are from 7:30 AM until 4:00 PM each day. Breakfast starts at 8:30am.

	Entrance	Dismissal
Grades K- 5	8:30 AM	3:40PM

Students walking or receiving a ride to school should plan to arrive no more than five (5) minutes before the scheduled time. If the weather is raining or below 0 degrees, children will be allowed to enter the building. Changes in these hours caused by curriculum workshops, holidays, and other reasons are announced in newsletters sent home to parents.

STUDENT ARRIVAL

Children are allowed in the building at the entrance bell (8:30 AM). Rain or weather below 0 degrees may cause us to alter this procedure. It is the parents' responsibility to see that children do not arrive too early for school. There is no adult supervision provided for students who arrive before the entrance bell. We offer Latchkey Services.

ABSENCES

Attendance at school is vital if a child is expected to progress academically. If a child is ill and cannot attend school, a parent is expected to report the absence by:

1. A note to the teacher or office. It may be delivered beforehand or with a brother, sister or neighbor.
2. A phone call to the school absence line (248-919-0385) prior to 8:45 AM on the day of the absence.

NOTE: Please understand that we will monitor attendance and punctuality closely. It is your legal responsibility as a parent to see that your child is in school regularly and on time. The Michigan School Code states that a student should not be absent in excess of ten school days. Excessive absences are considered truancy. Students absent more than ten days not verified by a doctor will be evaluated for a court referral. Even if you have called school or written a note, if your child's absences or tardies are excessive, follow up will be done. A doctor's letter should be on file in the office if there is a long-term illness that causes frequent absences. **Letters will be sent to parents of children who miss school or are tardy more than 10% of any marking period and we will pursue court action if necessary to see that children are in school regularly and on time.**

A student who does not attend classes will not be allowed to participate in after school or evening activities that day. Exceptions may be granted by the principal.

EMERGENCY SCHOOL CLOSING

Emergency closing of school may be necessary on rare occasions. Parents will be notified of an unscheduled school closing by announcement on local radio stations. It is important that you listen to the radio during bad weather before you send or bring your child to school. If school is closed, the office is usually closed, so please don't call the school.

LUNCH and BREAKFAST PROCEDURES:

Breakfast is served "On the Go" style. All students exit the gym at the entrance bell and report to their grade level assigned breakfast cart. Students gather up their breakfast items and report to the classroom to eat their breakfast. Breakfast is served from 8:30-8:45 am.

At lunchtime, children spend 25 minutes in the cafeteria and 20 minutes on the playground or, weather not permitting, in the classroom or Media Center for recess. The cafeteria and playground are supervised at lunchtime by six adults from the community. This is a very difficult job and the lunch supervisors need your support. Children are expected to give the lunch staff the same respect they give a teacher.

Children are to behave in the cafeteria and on the playground. The rules are explained to the children at the beginning of each year and are in the Student Code of Conduct section of this handbook.

LUNCH SCHEDULES: Students eat lunch first and then they have recess.

<input type="checkbox"/> A Lunch	Grades 1st and 3rd	11:20-12:05
<input type="checkbox"/> B Lunch	Grades KDG and 5th	11:50-12:35
<input type="checkbox"/> C Lunch	Grades 2nd and 4th	12:20-1:05

STUDENT RIGHTS AND RESPONSIBILITIES

The rule and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teacher directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail, or hand delivery may be used to ensure contact. parents are encouraged to build a two-way link with their child's teacher and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from the school counselor.

STUDENT WELL-BEING

Student Safety is a responsibility of the staff. All staff is familiar with emergency procedures such as fire, lockdown and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident s/he must notify a staff person immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the front office. A student may be excluded from school until this requirement is fulfilled.

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the School Office.

EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have an Emergency Medical Authorization form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic events and any extra - curricular activities and co-curricular activities.

The emergency medical authorization form is provided at the time of enrollment and the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program.

CONCUSSION ACKNOWLEDGMENT FORM

In accordance with the State of Michigan's concussion legislation, Clarenceville School District is required to provide concussion education materials from the Michigan Dept. of Community Health to parents and their child(ren). This information is available at <http://bit.ly/recedconcussion>. A signed copy of the Parent and Student Concussion Acknowledgment must be on file here at Botsford before your child will be allowed to participate in Gym classes or any after school sports activities.

DISCIPLINE PROCEDURES

In order to support our mission and to ensure the maintenance of an educational environment at school, we have established a student code of conduct. It is impossible for children to learn without appropriate behavior. We have set up a series of consequences, which will occur if a student does not follow school rules. The consequences will be implemented for discipline problems.

The support of all Botsford parents is very important to the success of the educational program. Attached at the end of this handbook are copies of the discipline procedures and forms. Please review them with your child. (Please note that while they are all copied on white paper for convenience in this handout, they will be color coded as noted on the top of each page when used throughout the school year.)

It is important to us at Botsford to emphasize the positive side of student motivation. Throughout the year we have many events specifically designed to celebrate the successes of our students, including bimonthly "Teacher's Choice" awards assemblies, bi weekly den lessons and gym celebrations, special classroom events and other fun and rewarding activities for those students who choose to follow the rules.

BOTSFORD ELEMENTARY SCHOOL RULES

1. Respect and obey all adults.
2. Use good manners everywhere.
3. Use proper language.
4. No rough play or fighting.
5. Walk safely and talk quietly.
6. Respect property, projects and people.
7. Respect privacy of others.
8. Use facilities correctly.
9. Follow lunchroom rules, and follow directions given by lunchroom and playground supervisors.
10. During inside recess, stay in your room and behave appropriately.
11. No snowball throwing.
12. Use equipment properly and follow rules for equipment use.
13. Go out and come in at your bell times.
14. Stay within the playground boundaries.
15. Wear appropriate clothing for the learning atmosphere and the weather.

16. Avoid interfering with the learning and rights of others.

RULE INFRACTION CONSEQUENCES FOR BEHAVIOR PROBLEMS

1. 1st Offense - Warning given by either the regular classroom teacher or by lunch supervisors or special class teachers.

2. 2nd Offense - Loss of one recess and office referral form sent home to the parents

3. 3rd Offense - Loss of one recess and DIRECT PARENT CONTACT by the teacher or principal.

4. 4th Offense - DETENTION - Principal will meet with the student during a lunch detention. Office referral form will be sent home.

- ❑ **FIGHTING AND OTHER SERIOUS INFRACTIONS WILL BYPASS ABOVE STEPS AND WILL BE BROUGHT TO THE IMMEDIATE ATTENTION OF THE PRINCIPAL TO BE FOLLOWED BY IMMEDIATE CORRECTIVE DISCIPLINE.**
- ❑ **THE ABOVE PROGRESSIVE STEPS OF DISCIPLINE WILL ACCUMULATE THROUGHOUT THE SEMESTER AND ARE CUMULATIVE BETWEEN TEACHERS, AS WELL, STUDENTS WHO RECEIVE AN OFFICE REFERRAL FROM A SPECIAL SUBJECT TEACHER OR ANOTHER CLASSROOM TEACHER WILL HAVE THE REFERRAL ADDED TO THOSE GIVEN IN HIS/HER HOMEROOM.**

GIVING MEDICATION TO STUDENTS

School personnel are not permitted to give medication of any kind without a completed medical authorization form which has been signed by a physician. This prohibition includes cough medicine, aspirin, or any over-the-counter medication, as well as prescription medication. We will not make any change in the dosage or time indicated on the form, so please make sure it is accurate. If a change occurs, a new form must be completed. Authorization is good for only one year only and a new form must be completed annually.

Students who wish to carry an inhaler during school hours must have medical authorization to do so on file in our office.

HEALTH CONDITIONS/COMMUNICABLE DISEASES

The school needs to be informed of any medical conditions which could affect the student's progress at school. Such conditions as diabetes, heart problems, emotional disturbances, epilepsy, severe allergic reactions, etc. can occur at school. These conditions **MUST** be clearly indicated on the emergency card parents complete for each child, and should be discussed with the classroom teacher. Communicable diseases, such as chickenpox, pink eye, etc. also need to be reported to the school.

IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the school secretary.

APPROPRIATE DRESS - DRESS CODE

We expect children to come to school dressed appropriately for learning AND play. The following rules apply in the school building during school hours and at all school events or school sponsored activities.

- ❑ No Tank Tops or Spaghetti straps. Shoulders on all shirts are to be at least 2" wide.
- ❑ Pants and shorts must be worn at the waistline. We do not wish to see briefs.
- ❑ Shorts, skorts and skirts must be at least fingertip length.
- ❑ Hats, bandanas, scarves, dew rags, wave rags, hoods, sweatbands, etc. are not to be worn in school. The only exceptions are special school sponsored days and as part of a uniform, e.g., Cub Scouts.
- ❑ Sunglasses are not to be worn in school.
- ❑ Appropriate footwear must be worn. Shoes and sandals must tie or strap onto the feet.
- ❑ Coats or jackets (for outdoor wear) are not to be worn in school, unless there is a school heating problem.
- ❑ Students should wear outside clothing appropriate for the weather. We go outside for recess when the temperature is above 0 degrees and when it is not raining. **Hats, boots, coats and gloves are expected in cold temperatures.**
- ❑ The school administration has the authority to make the final interpretation of the dress code guidelines.

VISITORS

Parents and community members are expected and always welcome to visit Botsford School.

Arrangements for classroom visitations should be made in advance with the classroom teacher. All visitors must report directly to the school office and sign in when they enter the building. A visitor's pass will be issued by the office. Teachers will ask visitors without a pass to report to the office.

TRANSPORTATION

Bus transportation is provided for students who live over a mile from the school or where the Board of Education has determined that main thoroughfares create a safety problem. Nevertheless, district transportation is a privilege, not a requirement. All students who live in Redford, in Farmington Hills, or south of Seven Mile Road in Livonia receive bus transportation to and from school. Transportation changes do occur, but parents are notified in advance of such changes.

EARLY RELEASE OF STUDENTS

Leaving school early during school hours is discouraged. Students leaving the building early must be picked up by a parent and signed out in the office. Teachers are instructed not to release a child unless told to do so by the office. Students may be released only to parents or an authorized representative of parents. Authorization must be in writing.

It is not reasonable for us to release a child to walk home alone during school hours. If a child is ill or has an appointment, we expect an authorized adult to pick him or her up at school and sign the release book. School staff are not trained in medicine to make judgments regarding illnesses. Consequently, if your child tells us that he or she is ill, we assume such is true.

Far too often, the school is not notified of a phone or neighbor change for our emergency card file. This puts us in a very difficult situation when a child is injured or becomes ill. Please make sure you keep us informed of any changes.

PARKING

We kindly ask that visitors to the school use the parking lot and **DO NOT PARK** in the circle drive in front of the office or along the south fence leading out to Brentwood. These areas are used by the school buses when loading and unloading students and emergency vehicles should the need arise. Cars parked in these areas present a safety hazard because they block the view and a child could be endangered.

STILL AND VIDEOTAPING OF STUDENTS

Parents may request that their child not be photographed or videotaped during the school year. Throughout the year staff of the Clarenceville Schools take still or video pictures of children in school. Students frequently participate in quality concerts, plays, and other programs that the general public enjoys. The school or district newsletters and the district's TV studio are two media that broadcast the accomplishments of your youngsters. An exemption form can be found in the office.

VIDEO MONITORING SYSTEM

A video monitoring system may be used on school busses and a video monitoring system may be used in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on videotape, that recording may be used as the basis for imposing student discipline. If criminal conduct is recorded, a copy of the tape may be provided to law enforcement personnel.

ANIMALS AND PETS

For safety reasons, the Clarenceville School District does not allow animals and pets to be brought to school.

SCHOOL SUPPLIES

Each child in kindergarten through grade five would benefit by having tennis shoes for physical education class. However, this is not absolutely necessary. Textbooks, paper, and workbooks are furnished by the school district. If a book is lost or damaged, parents will be billed for a replacement. Suggested supply lists are provided to help make appropriate purchases for the school year.

Botsford provides each student in grades 3-5 with a planner in which to write daily assignments. **This planner should be taken home every afternoon and returned to school every morning.** This is a way for parents to see what homework children have each day and to help students prepare for daily and long range assignments.

PARENT VOLUNTEERS

We are always in need of parent volunteers. We need parents to help in the Media Center, in classrooms, playground and in the office area. This is an excellent opportunity for you to become directly involved with the educational program. Come and see what really goes on at school and get actively involved. We want your help and ideas. Please be sure to have a RECENT ICHAT form on file in our office.

BOTSFORD MEDIA CENTER

Botsford has an excellent Media Center which we encourage children to use frequently. Please urge your child to bring library books home and then see that they are read. Parents may also help by teaching responsibilities for taking care of books and for returning them on time. Students will be charged for lost or damaged books. Studies show that children who have been read to often show a great love of reading. You can help by reading to your child or listening to him or her read daily.

DRUG FREE ZONE

Botsford School has been designated a Drug Free Zone by the Clarenceville Board of Education. The use of drugs is against the law. The possession of drugs is unlawful. The use of alcohol by students is wrong and harmful. The Clarenceville Student Code of Conduct sets penalties for students who use or possess drugs or alcohol on school property or when the school is in charge. Students who violate these rules will receive the penalties outlined in the Student Code of Conduct, up to and including expulsion and referral for prosecution to law enforcement agencies. Compliance with these standards are mandatory in accordance with the laws in the State of Michigan.

LOST AND FOUND

A lost and found box is located in the area near the office. To **help identify your child's misplaced articles, we suggest that you securely label each boot, mitten, coat, hat, etc. with your child's**

name. The lost and found box is cleaned out often, so we suggest that you check it periodically for any lost items.

SAFETY PATROL

For those children who walk to school, we have student safety patrols. These patrols are located at key locations around the school area. We ask you to instruct your child carefully in how he or she should walk to and from school. Children should only cross the streets at the corners or in the crosswalks. Children should always walk on the sidewalk.

SCHOOL/PTO SPONSORED SPORTS

Any student wishing to participate in an after school sporting event sponsored by our school or PTO must exhibit appropriate school behavior, maintain passing grades and have attended school the day of the event. Exceptions may be granted by the principal or their designee.

REPORTING TO PARENTS

Clarenceville elementary schools use a standards based report card system. There are four marking periods in the school year: two during the first semester and two during the second semester. Report cards are given at the end of each marking period (4 times a year) for grades K-5. The last report for the school year is mailed home approximately one week after school is closed for the year. In addition, parent contact is achieved through classroom newsletters, phone calls and email.

Parent Teacher conferences are held twice a year. It is essential that parents attend scheduled parent-teacher conferences in the fall. Spring conferences are by teacher invitation or parent request. We want you to always be well informed about your school and what we are doing with your child. Any time you have a concern regarding your child's progress, please contact your child's classroom teacher right away; do not wait until the regularly scheduled conferences or report cards.

BASIC SUBJECT AREAS

The Clarenceville Schools give a well-rounded education at the elementary level. The greatest emphasis is on reading, mathematics and writing. The following subjects are taught each week: Reading, English, Writing, Mathematics, Social Studies, Spelling, Science and Computer Technology.

ENRICHMENT PROGRAMS

BAND: The elementary band program begins in the fifth grade, at which time all fifth grade students are given instruction on the song flute. The song flute program usually ends in November. Children are then given an opportunity to select a musical instrument for further instruction. Children who decide to continue in the instrumental program are provided excellent instruction by our band instructor.

PHYSICAL EDUCATION: Every child in grades one through five receives forty minutes per week of physical education instruction taught by a certified physical education teacher. Children come in contact with a great deal of physical exercise. However, this is a program designed to provide definite training to develop coordination, attitude, sportsmanship, and body functional knowledge.

VOCAL MUSIC: Every child in grades one through five receives forty minutes per week of vocal music instruction from a staff member certified in music. This program provides children an excellent beginning in the development of creative talents and skills. The projects and activities are fun to make, yet full of artistic learning.

ART: Each child in grades one through five receives forty minutes per week of art instruction from a staff member certified in art. This program gives youngsters a good start to develop creative talent or skill. The activities are fun, yet educational.

LIBRARY and INFORMATION TECHNOLOGY

Children receive 80 minutes each week from our certified librarian and technology specialist.

Extra-Curricular Activities: The following extra-curricular activities for students are offered at various grade levels: Choir, Student Council, Service Squad, Safety Patrol, Science Fair and Art Fair. Each of these learning activities offers students an opportunity to develop leadership skills. Our BEST Parent Teacher Organization also offers Flag Football, Floor Hockey and a Baseball league. These events occur after the school day.

SPECIAL EDUCATION

Special education services are mandatory in the State of Michigan. The Clarenceville School District provides many special education services to children from birth to age 25. The Director of Special Services is located at the Clarenceville Board of Education located in the Middle School facility. Botsford Elementary has two basic special education programs. Briefly, they are:

Basic Classroom Program: This program is for children who have a very difficult time performing academically or behaviorally in the regular classroom setting. They usually spend at least half of their school day in the special education classroom.

Resource Room Program: This program is for children who have problems which are not usually as severe as those assigned to the Basic Room. These children usually spend most of their school day in the regular classroom setting. The child and the classroom teacher receive supportive assistance from the teacher consultant.

The goal of the special education program at Botsford is to remediate the problems and get children back into the regular classroom full time as soon as possible. The decision on program placement for a child with a problem in the special education area must be the result of a

committee decision and not one person acting alone.

Testing for special education is done by the teacher consultant and the school psychologist and only done with parental permission. Parents are invited to attend meetings regarding the test results and possible program placement. A child may be referred for special help by the classroom teacher, the principal, or the parent.

HOMEBOUND INSTRUCTION

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school counselor regarding procedures for such instruction. Applications must be approved by the Principal. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A physical must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

INDIVIDUALS WITH DISABILITIES

The Americans with Disabilities Act (ADA) and section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. The protection applies not just to the student, but to all individuals who have access to the building's programs and facilities.

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. Contact the Special Education Director to inquire about evaluation procedures and programs.

LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore the policy of the District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extracurricular programs offered by the District. Parents should contact the

Director of Curriculum to inquire about evaluation procedures and programs offered by the District.

TESTING PROGRAM

Clarenceville has a rather extensive testing program at the elementary level. Besides teacher created tests, the following standardized tests are administered:

- Grades Jr. K, Kindergarten - 5 NWEA Assessment
- Grades 3 - 5 Michigan State Assessment (M-Step) Math & Language Arts
- Grade 5 Michigan State Assessment (M-Step) Science
- Grade 5 Michigan State Assessment (M-Step) Social Studies

A parent can expect to receive additional information regarding testing prior to the administration of the above tests.

SOCIAL WORK PROGRAM

The goals of the social worker are to assist teachers who have a concern about a student and to help parents that experience difficulties with children at home. The social worker works both in groups and one-on-one with such issues as:

- Social problems
- Family problems
- Grief Issues
- Attendance problems
- Students' decisions affecting school

The social worker is concerned with the development of self-concept, self-awareness, awareness of others, and the general physical and emotional status of students, focusing on the identification of student's needs, achievement, and social relations.

FIRE, TORNADO and LOCKDOWN DRILLS

Botsford conducts at least five fire drills a year to practice evacuation of the building in case of fire. During a fire drill, we are usually able to vacate the building in approximately 60 seconds or less. We caution children to treat the drills with great seriousness. Each teacher provides instruction in procedure during the first week of school and reviews procedures periodically throughout the school year.

Botsford conducts two tornado drills each year. Children are instructed by the teachers in what action must be taken in case of a tornado warning. Children will not be released from school during tornado warnings until the regular mode of transportation is available at the end of the day, or until parents sign out their children at the office.

Botsford will also conduct three lockdown drills each year. Children are instructed by the teachers

in what action must be taken during a lockdown drill. During a lockdown drill all doors to the school will be locked and no one will be allowed to enter or exit until the drill is completed.

NUISANCE ITEMS

Nuisance items are any item or device which distracts from the learning environment. These include, but are not limited to:

Laser Pointers/Pen- are not permitted anywhere on school grounds and will be confiscated. Laser pointer/pens can cause permanent eye damage Discipline will range from: confiscation of device through suspension and/or expulsion.

Electronic Equipment - Unless they are being used for a classroom presentation with teacher approval, the use of MP3 players, iPods, CD players, radios, electronic games, cameras, headphones, earphones, and other similar items should not be brought to school. These items are not conducive to learning and pose a security problem. Please leave electronic items at home. **The school/district is not responsible for broken, lost, or stolen equipment.**

CELL PHONES/PDAs

Students may be in possession of a cellular telephone or other electronic communications device subject to the terms of Board policy and the administrative rules of the district. Use of the device shall be limited to the period after school or with the expressed permission of a staff member and used for educational purposes. **Such devices must be turned off, out of sight when not used for educational purposes.** In no case will any personal communication device be allowed that provides for wireless, unfiltered connection to the Internet. The school/district is not responsible for lost devices. **Progressive Discipline for cell phones and electronic equipment is as follows**

- ☐ First Offense: Confiscation of device requiring parent/guardian pickup.
- ☐ Second Offense: Parent/guardian pickup and possible loss of use for rest of year.

BICYCLES, ROLLER BLADES, SCOOTERS, HEELIES AND SKATEBOARDS

The school is not responsible for bicycles or scooters brought to school by our students. The Transportation Policy prohibits children who ride a bus from riding a bicycle to school. Only children in grades 3, 4 and 5 who can walk to school are allowed to ride bicycles to school. Students in grades K, 1 and 2 may not ride a bicycle to school. No students are allowed to ride or bring a skateboard or roller blades to school.

TOYS IN SCHOOL

Students are allowed to bring small toys to school only if they are kept in their backpacks and used only during recess times. Any student caught playing with a toy(s) during instructional time will have the item taken away by the teacher. The toy(s) will be placed in the office and returned to the

student's parent or guardian during their next visit to the school.

SCHOOL PARTIES

It has been customary to have three classroom parties each year. These parties have been held to coincide with Winter Break, Valentine's Day, and the end of the school year. Parties are arranged by the classroom teacher with help from parents and students.

BIRTHDAY PARTIES

Birthday parties are left to the discretion of the teacher. At most, it is only a "treat" and should not interfere with the instructional program. Please contact the teacher before sending or bringing any treats to school. Healthy treats are always preferred.

FIELD TRIPS

The surrounding metropolitan area has an abundance of mind-improving places for parents and the school to assist in educating children. Each classroom is encouraged to take a field trip during the year which are related to topics being studied. Before a child is allowed to go on a school-related and sponsored trip, we **MUST** have a signed permission slip from the child's parent or guardian. All field trips are made using district-owned vehicles.

CHILD CARE/LATCH KEY PROGRAM

CHILD CARE: Botsford Child Care Program is designed for three, four, and five year old children not yet enrolled in school. This licensed program is open Monday through Friday from 6:30 AM to 6:00 PM and is in session during some holiday vacation periods as well. Information about this program is available by calling (248) 919-0361.

LATCHKEY: The Latch Key Program is housed in Botsford School. A full program of activities is offered daily and includes a morning and an afternoon snack. LatchKey hours at Botsford are from 6:30 AM to 6:00 PM. The Botsford Latch Key includes care for kindergartners. Information about this program is available by calling (248) 919-0361.

HEAD LICE

From time to time, we have cases of head lice among students. As you may know, head lice are contagious and require treatment. If a case is discovered at school, a parent of the student involved is contacted directly to come and pick up the child. A notice is then sent to all members of the child's class. Two treatments are needed to complete the necessary procedure and the child is not allowed to return to school unless all nits are removed from the hair. This is a time consuming task, but one which must be accomplished to avoid the spread of lice to others.

TEACHER REQUESTS

Parents are encouraged to allow classroom teachers to make the assignments for the following school year. It is educationally advantageous to have professional educators look at teaching and learning styles and make the best possible placement for each child.

SCHOOL-LEVEL PARENT INVOLVEMENT POLICY

Botsford Elementary strongly believes and encourages active parent support and involvement in their child's education. We invite and welcome all parents to join in a true partnership to build a strong foundation in education for all Botsford children. Many opportunities are available for your participation.

Decision making at the building:

- ❑ Participate in parent surveys which impact building decisions. Involvement on school improvement committees
- ❑ Monthly B.E.S.T. (Botsford Elementary Support Team) meetings to plan school-wide activities and programs.
- ❑ CAT (Child Assistance Team) meetings allow parents to have a voice in the issues that impact their child. The decisions made at these meetings are collaborative between staff and parent.

Active involvement in student learning:

- ❑ Parent volunteers are encouraged to help in the classroom, media center, playground, lunch room and evening programs.
- ❑ Web-based tutorials are accessible from home to support student learning
- ❑ Botsford holds a yearly LEARNING Fair which involves numerous members from our community and students' families to discuss projects.
- ❑ Parents are expected to monitor and assist in daily homework assignments and reading logs.

Together we will make a commitment to ensure the success of every child at Botsford Elementary.

**THE BY-LAWS OF THE
BOTSFORD PARENT-TEACHER ORGANIZATION**

(Amended May 2019)

ARTICLE V: OFFICERS AND THEIR ELECTION

a. The Executive Board shall consist of the President, Vice President, Secretary, Treasurer and Sports Director of this organization, the school principal and teacher representative.

ARTICLE VI: DUTIES OF OFFICERS

Section 4:

a. The treasurer shall have custody of all the funds of the organization; shall keep a full and accurate account of receipts and expenditures; and shall make disbursement in accordance with the approved budget, as authorized by the organization, the executive committee, or a special committee. The treasurer shall present a written financial statement at every meeting of the organization and at other times when requested by the executive committee and shall make a full report at the last meeting. The treasurer's report shall be made publicly available monthly after each meeting. The treasurer shall be responsible for the maintenance of such books of account and records as conform to the requirements of the bylaws.

b. The Treasurer shall file an IRS Form 990-N e-postcard each year with the IRS. This is done online only. This is like a tax return certifying that the charity made less than \$50,000 for the year. This is obviously assuming it was less than that amount. If we fail to file the report for 3 years then we lose the 501© (3) status.

c. The Treasurer shall file a State of Michigan Annual Report (MAR) form every year and renew the status with a paid fee.

Section 5: The Sports Director shall manage the after school grade and age appropriate sports programs. The Sports Director shall solicit coaches, prepare registration forms, rosters, log-in registration fees, etc. for a full accounting of the sports programs instituted each season. The Sports Director will work closely with the President, Treasurer and school principal for all decisions to be made regarding coaches, students, parents, funds, etc.

Section 6: All officers shall:

a. Perform the duties prescribed in the parliamentary authority in addition to those outlined in these bylaws and those assigned from time to time.

b. Deliver to their successors all official materials at the time of installation of the new officers in June.

ARTICLE VIII: MISCELLANEOUS

Section 1

a. This Organization will be incorporated under the Laws of the State of Michigan and the Internal Revenue Service as a Non-Profit Organization.

BOTSFORD PARENT-TEACHER ORGANIZATION

ARTICLE I: NAME

The name of this organization is Botsford Elementary Support Team (BEST).

ARTICLE II: PURPOSE

The purpose of this organization shall be to promote a close relationship between the school and home.

The BEST organization shall sponsor programs and functions for students, parents, faculty, and community members in order to attain this goal. In addition, the BEST shall raise funds for the purpose of providing items and services which directly or indirectly benefit the students.

ARTICLE III: BASIC POLICIES

The following are basic policies of this organization:

Section 1: The organization shall be non-profit, nonsectarian, and non-partisan.

Section 2: The name of the organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to the promotion of the objectives of the organization.

Section 3: The organization shall not directly or indirectly participate or intervene in any way, including the publishing or distributing of statements, in any political campaign on behalf of, or in

opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

Section 4: The organization shall cooperate with schools to support the improvement of education in ways that will not interfere with administration of the schools and shall not seek to control their policies.

Section 5: The organization may cooperate with other organizations and agencies concerned with child welfare, but persons representing the organization in such matters shall make no commitments that bind the organization without prior approval of the membership present at a scheduled meeting of the organization.

Section 6: This organization reserves the right to dissolve at any time upon the affirmative vote of two thirds of the current membership. Upon dissolution, all remaining assets, after payment of expenses, shall be transferred to Botsford Elementary School.

ARTICLE IV: MEMBERSHIP

1. Membership shall include all parents and guardians of students attending Botsford Elementary School.
2. Persons who are otherwise interested may attend the meeting as associate members, but may not have the privilege of making motions or voting. They may not hold office.

ARTICLE V: OFFICERS AND THEIR ELECTION

- a. The Executive Board shall consist of the President, Vice President, Secretary, and Treasurer of this organization, the school principal and teacher representative.
- b. Officers shall be elected by ballot annually in the month of May. However, if there is but one nominee for any office, it shall be in order to move that the secretary cast the elective ballot of the organization for the nominee. The teacher representative shall be elected by the staff at school in May.
- c. Officers shall assume their official duties following the close of the regular meeting in June and shall serve until the election and qualification of their successor.
- d. A person shall not be eligible to serve more than two consecutive terms in the same office. In the event there are no new nominations for said office, an extension may be granted by a vote of the general membership.
- e. School principal will organize and run BEST elections, with all nominations of candidacy made through the office of the principal.
- f. All candidates must be nominated by April 1st and such candidates must be nominated by current Botsford parents.
- g. Candidate names will be published in school newsletter for no less than 2 weeks prior to the meeting at which the voting is to be held.
- h. To be eligible to vote, parents must be present at said meeting.
- i. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the executive committee, notice of such election having

been given. In case a vacancy occurs in the office of president, the first vice president shall serve notice of the election.

j. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.

ARTICLE VI: DUTIES OF OFFICERS

Section 1: The President shall preside at all meetings of the organization and of the executive committee at which he/she may be present; shall perform such other duties as may be prescribed in these bylaws as assigned to him/her by the organization or by the executive committee; and shall coordinate the work of the officers and committees of the organization in order that the objectives may be promoted.

Section 2: The vice president shall act as aide to the president and shall (in their designated order) perform the duties of the president in the absence or inability of that officer to act.

Section 3: The secretary shall record the minutes of all meetings of the organization and of the executive committee, and shall perform such other duties as may be delegated to him/her. All minutes of BEST meetings are to be made publicly available.

Section 4: The treasurer shall have custody of all the funds of the organization; shall keep a full and accurate account of receipts and expenditures; and shall make disbursement in accordance with the approved budget, as authorized by the organization, the executive committee, or a special committee. The treasurer shall present a written financial statement at every meeting of the organization and at other times when requested by the executive committee and shall make a full report at the last meeting. The treasurer's report shall be made publicly available monthly after each meeting. The treasurer shall be responsible for the maintenance of such books of account and records as conform to the requirements of the bylaws.

Section 5: All officers shall:

- a. Perform the duties prescribed in the parliamentary authority in addition to those outlined in these bylaws and those assigned from time to time.
- b. Deliver to their successors all official materials at the time of installation of the new officers in June.

ARTICLE VII: EXECUTIVE COMMITTEE

Section 1: The executive committee shall consist of the officers of the organization, the chairpersons of standing committees, and the principal of the school or a representative appointed by him/her and teacher representative or a representative appointed by him/her. The chairpersons of the standing committees shall be selected by the officer of the organization and the principal of the school or his/her representative. The members of the executive committee shall serve until the election and qualification of their successors.

Section 2: The duties of the executive committee shall be (a) to transact necessary business in the intervals between organization meetings and such other business as may be referred to it by the organization which may include handling of BEST funds (b) to create standing committees; (c) to approve the plans of work of the standing committees; (d) to present a report at the regular meetings of the organization; (e) to appoint an auditor or auditing committee at least two weeks

before the installation of the new officers to audit the treasurer's accounts. The auditing committee may consist of the president, principal, and one other person.

ARTICLE VIII: MEETINGS

Meetings of the organization shall be held on a monthly basis. When possible, ten days' notice shall be given of change of date. All BEST Board Members and Chairpersons are required to attend these meetings. BEST Board Members and Chairpersons who miss two consecutive meetings may be asked to resign from their positions.

ARTICLE IV: STANDING AND SPECIAL COMMITTEES

Section 1: The executive committee may create such standing committees as it may deem necessary to promote the objectives and carry on the work of the organization. The term of each chairperson shall be one year and until the election and qualification of his/her successor.

Section 2: The chairperson of each standing committee shall present a plan of work to the executive committee for approval. No committee work shall be undertaken without the consent of the executive committee. Records shall be submitted to the executive committee at the end of their term of office or project for the purpose of aiding the next chairman of the committee.

Section 3: The power to form special committees and appoint their members rests with the organization (unless bylaws make other provisions or unless this power is delegated by the organization to the executive committee of the president).

Section 4: The president shall be a member of all committees except the nominating committee.

Section 5: The committee chairs shall act as coordinators for each committee. Each chair shall report directly to the president and turn in a monthly report which shall be read at each meeting.

ARTICLE X: FISCAL YEAR/FISCAL RESPONSIBILITIES

Section 1: The fiscal year of the organization shall begin on June first and end on the following May thirty-first.

Section 2:

a. Only board members; principal and board approved volunteers; and Botsford staff will be permitted to handle BEST funds.

b. Procedure for handling cash box shall be as follows:

1. Box shall not be handled by more than two approved people.
2. Funds must be counted in front of two people when taken out of secure location.
3. At the end of the event, funds must be recounted in front of two people, cash box reset to fifty dollars, with remaining funds made ready for deposit.
4. Cash box returned to secure location.

c. BEST funds may not be removed from school premises, with the exception made for the deposit into the BEST account by only the principal or his designee.

d. All reimbursements are made upon delivery of board approved receipt.

e. All expenditures must be board approved.

f. All checks from BEST funds must have two authorized representative signatures.

ARTICLE XI: PARLIAMENTARY AUTHORITY

Robert's Rules of Order Revised shall govern the organization in all cases in which they are applicable and in which they are not appointed by the president.

ARTICLE XIII: AMENDMENTS

Section 1

a. These bylaws may be amended at any regular meeting of the organization by two thirds vote of the members present and voting, provided that notice of the proposed amendment shall have been given in two consecutive school newsletters.

b. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of the organization or by two thirds vote of the executive committee.

HOMEWORK GUIDELINES

The District intends that homework assignments become an integral aspect of the instruction program. Furthermore: The administration will develop appropriate guidelines and implementation strategies.

Implementation Strategies

The committee realizes that the adoption of this policy and these guidelines represents a change in the educational program of the Clarenceville School District. To foster as smooth as possible, a transition to these concepts, we are recommending the following as strategies for implementation of this policy.

A. Distribute the Parent's Guide to Helping Children with Homework to parents in the fall of each school year. Incorporation of this information in the school handbooks would facilitate this distribution.

B. Plan to discuss the policy and its guidelines with parents at orientation meetings and conferences.

C. Provide for the necessary in-service of teachers. In order for our staff to do an effective job of working within these guidelines, they must not only be aware of Board expectations, but understand and be able to apply them.

D. Design a promotional campaign to explain these expectations to our students and especially to promote homework among our elementary population.

E. Monitor and evaluate this expectation during the first year of implementation with an eye to improving its effectiveness.

A Parent's Guide to Helping Children with Homework

It will require an investment in time, effort, and energy to put this system of helping with homework into effect with your children. We encourage you to make this investment, as it will result in more quality learning and improved school performance.

There are seven important steps toward helping your child gain the maximum benefit from his/her school experience and from the school work brought home.

1. Set a definite time for study each school day which meets these conditions:
 - a. Primary age children must have parental help with homework assignments.
 - b. Plan a time which will not be interrupted.
 - c. Set both a starting and ending time.
 - d. Have other material available, such as reading books, for use when a child completes his/her assignments prior to the end of established time. Children must be working from start to the end of the established time. Thus children avoid the temptation to rush through work to do something else.
 - e. Keep the child's attention span in mind when planning the length of study time. Young children may do better with two short study periods as opposed to one long one.
 - f. Give the child some relaxation time after school prior to the start of the study session.
2. Provide a proper place for study.
3. Provide materials needed for completing assignments
4. Require your child to organize school materials.
 - a. Provide some type of organizational tool such as a notebook.
 - b. Have your child keep all returned assignments until you check them.
5. Require your child to make a daily list of homework assignments.
 - a. Provide a specific place for your child to list all homework assignments.
 - b. Parents should develop the habit of checking this daily list.
 - c. Provide a blank calendar for older children
6. Provide support when your child becomes discouraged
 - a. Help your child find the solutions to difficult assignments without telling him/her the correct answers.
 - b. Sometimes a short break in the midst of a difficult assignment will help to clarify the problem.
 - c. Do not hesitate to contact the teacher should your child have repeated problems with the difficulty of homework assignments.
7. Help your child to understand the difference between studying a subject and completing an assignment.
 - a. Help your child read and reread textbook materials to gain basic information.

- b. Have children correct errors on old work, quizzes or tests.
- c. Encourage older children to take notes during class sessions.
- d. Have children review problems, work sheets, notes, and text information before taking quizzes or tests.
- e. There is more to studying and learning than completing assignments and turning them in.
- f. Encourage your child to read for pleasure at every opportunity.

TRANSPORTATION GUIDELINES

Our district transports a large percentage of our students. The safety of students while riding the buses is one of our prime concerns. It is a privilege to be able to ride a school bus.

Aside from the mechanical condition of the bus fleet, the drivers are key factors in transporting students safely to and from school. It is their responsibility to maintain order on the bus, while at the same time watching the road and traffic conditions. This is an impossible task for bus drivers if students are disorderly or uncooperative.

The responsibility for the safe transportation of students must be shared by students, parents and school personnel. We urge you to share the following pages with your children.

RULES AND REGULATIONS FOR BUS PASSENGERS

REMEMBER, the bus driver is not only responsible for the bus, but has complete authority to control the conduct of the bus passengers while in transit. All students will follow instructions issued by the driver. If at any time, in the judgment of the driver, a student fails to follow instructions and becomes a violator of any of the "Rules for Bus Passengers", the driver will fill out a written notice.

Previous to Loading:

1. Student conduct at the bus stop is a joint responsibility of parents and school officials. Children, while waiting for the bus, should be watched by the parents whenever possible.
2. Students must walk to the bus stop using the sidewalk.
3. If there is no sidewalk, stay as far from the road as possible. Always walk facing traffic.
4. Students should be at their designated stop at least FIVE minutes, but not more than TEN minutes, prior to the scheduled arrival time.
5. Students should stay off the road at all times while waiting for the bus and conduct themselves in a safe manner.
6. Remember the "Danger Zone". Always stay at least ten feet away from a moving bus.
7. Wait until the bus comes to a COMPLETE stop before attempting to enter the bus. There can be absolutely NO pushing or shoving.
8. **Riders may board and depart only at their assigned bus stops.**

While on the Bus:

1. Students are forbidden to do anything that is detrimental to the health and safety of any passenger or the driver.
2. Students should not extend anything out of the windows at any time, i.e., themselves, books, papers, etc.

3. Students are forbidden to throw any objects within the bus, out of the bus, or at the bus driver.
4. Students are forbidden to hold on to or touch in any way, the outside for the bus while it is in motion.
5. Bus riders must treat the seats and other equipment in the bus with respect. Students are forbidden to mutilate or deface the bus in any manner. Damage to the bus must be paid by the offender or the parents prior to using school transportation.
6. Students are forbidden to fight on the bus, at the bus stop, or on the way to and from the bus stop.
7. Students will use the emergency door only in the case of an emergency or as directed by the driver during evacuation drills.
8. Students are prohibited from smoking, using alcohol or narcotics in any form on the bus.
9. Students are forbidden to carry weapons of any nature aboard the bus.
10. Each student boarding the bus will locate a seat, sit down, and stay in a sitting position on that seat until arriving at the destination. The driver will not place the bus in motion until all passengers are seated properly.

The bus driver is in complete charge of the bus and the students while in transit and students will obey the driver. If rules are broken a bus ticket could be given. Removal from the bus for a period of 1-10 days may be considered.