



## District Telephone Numbers

|                         |  |          |
|-------------------------|--|----------|
| District Office         | Mr. Michael Dodge, Superintendent<br>Email: mdodge@fillmorecsd.org<br>Mrs. Susan Abbott, Secretary   | 567-2251 |
| PK-6/ Curriculum Office | Mrs. Chelsey Aylor, Principal/<br>Director of Curriculum<br>Email: caylor@fillmorecsd.org<br>Mrs. Lacie Lavallee, Secretary  | 567-4432 |
| 7-12 Office             | Mr. Eric Talbot, Principal<br>Email: etalbot@fillmorecsd.org<br>Mrs. Michelle Harding, Secretary   | 567-2289 |
| Business Office         | Mr. Joseph Butler, Business Mgr.<br>Mrs. Lynette Folts, Secretary<br>Mrs. Brenda Nolan, Secretary  | 567-2259 |
| Guidance Office         | Miss Stephanie Cook, Guidance Director<br>Mrs. Heidi Rose, Secretary<br>Mrs. Heidi Stroud, School Psychologist<br>Miss Annemarie Herzing, School Psychologist<br>Miss Cassandra Bailey, School Social Worker | 567-2270 |
| Special Education       | Mrs. Krista Lonergan<br>Director of Special Education  | 567-2270 |
| Nurse's Office          | Mrs. Stacy Parmenter, R.N.   | 567-8584 |
| Transportation          | Mr. Chad Potter, Supervisor  | 567-2276 |
| Technology              | Mrs. Betsy Hardy, Director of Technology   | 567-2251 |
| Greeter                 | Christina Dantz  | 567-2252 |

## Teacher Contact Information

**PK-6 teachers can be contacted by telephone at 585-567-4432 or via email.**

|            |   |  |                                       |  |  |
|------------|---|--|---------------------------------------|--|--|
| <b>3PK</b> | Mrs. Reed                                     | sreed@fillmorecsd.org  | <b>12:1:1</b>                         | Miss Harrington  | vharrington@fillmorecsd.org  |
| <b>UPK</b> | Mrs. Campbell                                 | dcampbell@fillmorecsd.org  | <b>4th</b>                            | Mrs. Austin<br>Mrs. Clark<br>Mrs. Swift  | <a href="mailto:jaustin@fillmorecsd.org">jaustin@fillmorecsd.org</a><br><a href="mailto:wclark@fillmorecsd.org">wclark@fillmorecsd.org</a><br><a href="mailto:dswift@fillmorecsd.org">dswift@fillmorecsd.org</a>   |
| <b>K</b>   | Mrs. Asberry<br>Mrs. Beardsley<br>Mrs. Tanner | <a href="mailto:sasberry@fillmorecsd.org">sasberry@fillmorecsd.org</a><br><a href="mailto:karissabeardsley@fillmorecsd.org">karissabeardsley@fillmorecsd.org</a><br><a href="mailto:atanner@fillmorecsd.org">atanner@fillmorecsd.org</a> | <b>5<sup>th</sup>, 6<sup>th</sup></b> | Ms. Coloney<br>Mrs. Garrison<br><br>Mrs. Peters<br>Mrs. Rookey<br>Mr. Slocum<br>Mr. Tucker | <a href="mailto:acoloney@fillmorecsd.org">acoloney@fillmorecsd.org</a><br><a href="mailto:klau-garrison@fillmorecsd.org">klau-garrison@fillmorecsd.org</a><br><a href="mailto:lseitz@fillmorecsd.org">lseitz@fillmorecsd.org</a><br><a href="mailto:krookey@fillmorecsd.org">krookey@fillmorecsd.org</a><br><a href="mailto:aslocum@fillmorecsd.org">aslocum@fillmorecsd.org</a><br><a href="mailto:ntucker@fillmorecsd.org">ntucker@fillmorecsd.org</a> |
| <b>1st</b> | Mrs. Bentley<br>Mrs. Farrington<br>Mr. Fuller | <a href="mailto:sbentley@fillmorecsd.org">sbentley@fillmorecsd.org</a><br><a href="mailto:cfarrington@fillmorecsd.org">cfarrington@fillmorecsd.org</a><br><br><a href="mailto:jfuller@fillmorecsd.org">jfuller@fillmorecsd.org</a>       | <b>PE</b>                             | Mr. Beardsley<br>Mrs. Mancuso<br>Mr. Parks   | <a href="mailto:jbeardsely@fillmorecsd.org">jbeardsely@fillmorecsd.org</a><br><a href="mailto:kmancuso@fillmorecsd.org">kmancuso@fillmorecsd.org</a><br><br><a href="mailto:tparks@fillmorecsd.org">tparks@fillmorecsd.org</a>   |
|            |   |  | <b>Art</b>                            | Mrs. Earley  | <a href="mailto:mearley@fillmorecsd.org">mearley@fillmorecsd.org</a>   |
|            |   |  | <b>Music</b>                          | Mrs. Chapman<br>Miss Polaski   | <a href="mailto:jchapman@fillmorecsd.org">jchapman@fillmorecsd.org</a><br><a href="mailto:jpolaski@fillmorecsd.org">jpolaski@fillmorecsd.org</a>   |
|            |   |  | <b>Tech/Library</b>                   | Mrs. Anderson  | <a href="mailto:eanderson@fillmorecsd.org">eanderson@fillmorecsd.org</a>   |
| <b>2nd</b> | Mrs. Chaddock<br>Miss Hatch<br>Mrs. Reed      | <a href="mailto:kchaddock@fillmorecsd.org">kchaddock@fillmorecsd.org</a><br><br><a href="mailto:khatch@fillmorecsd.org">khatch@fillmorecsd.org</a><br><a href="mailto:jreed@fillmorecsd.org">jreed@fillmorecsd.org</a>                   | <b>AIS</b>                            | Mrs. Hint<br>Mrs. Cutting<br>Mr. Hotchkiss   | <a href="mailto:dhint@fillmorecsd.org">dhint@fillmorecsd.org</a><br><a href="mailto:dcutting@fillmorecsd.org">dcutting@fillmorecsd.org</a><br><a href="mailto:shotchkiss@fillmorecsd.org">shotchkiss@fillmorecsd.org</a>   |
| <b>3rd</b> | Ms. Buckley<br>Mrs. Miller<br>Mrs. Pierce     | <a href="mailto:cbuckley2@fillmorecsd.org">cbuckley2@fillmorecsd.org</a><br><a href="mailto:dderockmiller@fillmorecsd.org">dderockmiller@fillmorecsd.org</a><br><a href="mailto:spierce@fillmorecsd.org">spierce@fillmorecsd.org</a>     | <b>Special Ed.</b>                    | Mrs. Beardsley<br>Mrs. Hirsch<br>Mrs. Washburn   | <a href="mailto:kbeardsley@fillmorecsd.org">kbeardsley@fillmorecsd.org</a><br><br><a href="mailto:shirsch@fillmorecsd.org">shirsch@fillmorecsd.org</a><br><a href="mailto:mwashburn@fillmorecsd.org">mwashburn@fillmorecsd.org</a>   |
|            |   |  | <b>Speech</b>                         | Mrs. Pomeroy<br>Mrs. Hamm  | <a href="mailto:tpomeroy@fillmorecsd.org">tpomeroy@fillmorecsd.org</a><br><a href="mailto:jhamm@fillmorecsd.org">jhamm@fillmorecsd.org</a>   |
|            |   |  | <b>OT</b>                             | Miss Schledorn   | <a href="mailto:kschledorn@fillmorecsd.org">kschledorn@fillmorecsd.org</a>   |

## **SCHOOL HOURS:**

- 8:00 a.m. Buses arrive - \*\*Walkers should not arrive on the school grounds prior to this time.
- 3:13 p.m. Students are dismissed. No students are to re-enter the building. Students should exit the door as directed by their teacher.

## **STUDENT DROP-OFF TIME:**

School hours are from 8:00-3:13. Students should not arrive before 8:00.

### Walkers/ Family drop off

- All students entering the building before 8:00 must go to the cafeteria.
  - No students will be permitted in the PK-6 hallways before 8:00.
- Students who walk to school should enter the building through the main office door.
- Students who are dropped off at school should use the student drop off loop on Lowell Street and should not be in school until 8:00.
  - Families should not park in the drop off area.
- Families who wish to walk their child into the building should park in the parking lot, enter through the main office door and say goodbye to their child at the front door.

### Bus Riders

- Students who ride a bus will remain on the bus until 8:00 and will go directly to their classrooms.
- All bus riders in grades PK-6 must enter the building by the preschool entrance.
- All students will be given an opportunity for breakfast after entering their classroom.

## **THE SCHOOL DAY:**

- All children receive classroom instruction in math, reading, language arts, social studies, health, science, and writing. Children are encouraged to think logically, work independently and assume responsibility in all areas. All students participate in physical education, music, art, and library, where grade appropriate, each week.

## **STUDENT BEHAVIOR:**

- At FCS students are expected to be Responsible, Respectful and Resilient.
- Students are expected to follow school (code of conduct), teacher, and classroom rules at all times. Failure to follow rules will result in a disciplinary referral to the Principal.

In general, students are expected to:

1. Follow teacher or other adult requests,
2. Use appropriate language with peers and adults,
3. Keep their hands to themselves and their property,
4. Complete classroom assignments as assigned by teachers and adults,
5. Use instructional materials, including technology, as designed, and
6. Speak appropriately to students and adults at all times.

Failure to follow student behavioral expectations could result in:

1. Loss of playtime,
  2. Lunch in the office,
  3. Loss of classroom rewards,
  4. Completing classroom work in the office,
  5. Or other disciplinary action that addresses the behavior as decided by the Principal
- Students, families, teachers, staff, and administrators must work together to create a safe learning environment. Following the identified behavior expectations will help create the desired learning environment for all students.

#### **ATTENDANCE:**

- Your child's regular attendance in school is of great importance to his/her educational success. State law requires that any student absence be accounted for by a written excuse from home.
  - After 10 absences or tardies a letter will go home to inform families of the need to improve attendance
  - After 15 absences or tardies a letter will be mailed home and a meeting with the principal or school social worker will be required
  - After 20 absences or tardies a letter will be mailed home and a meeting with the Superintendent will be required
- Continued excessive absences or tardies could result in a referral to Child Protective Services for educational neglect.
- If your child is tardy or re-entering school after an appointment, he/she must sign in at the greeter's desk. The student will then be issued a pass to be admitted to the classroom.
- If a child is to be excused earlier than the regular dismissal time, a note should be sent to the teacher in the morning. The parent, upon arriving at school, should report to the greeter's desk. The child will report to the greeter's desk to be picked up by the parent.
- A child's end of day arrangements should be on a permanent schedule. No end of day bus changes will be made by notes or phone calls sent in on the day of the change. All changes must be given to the greeter a minimum of 24 hours in advance. The exception being a parent picking a child up from the school.
- Children will not be dismissed to anyone other than the parent or legal guardian unless the school has been notified in writing by the parent or legal guardian to do so.
- Parents are encouraged to schedule medical appointments, if possible, outside the hours of the school day in an effort to allow for students to have consistent attendance and instruction.
- If a child is sent home for medical reasons, the parent/ guardian must still sign the child out of school at the greeter's desk in the main entrance. In case of an emergency at school, this ensures the office is able to account for all students.

## STUDENT CONDUCT:

This is a “plain-language” summary of the district’s Code of Conduct, which can be accessed in its entirety on the district website: [www.fillmorecsd.org](http://www.fillmorecsd.org)

The Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment. Students are expected to treat other students and adults with respect and dignity regardless of race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender or sex.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students’ ability to grow in self-discipline.

The Board recognizes the need to make its expectations for student conduct while on school property, riding the bus, or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct.

Students may be subject to disciplinary action, up to and including suspension from school when they:

- A. Engage in conduct that is disorderly. Examples of disorderly conduct include:
  - 1. Running in hallways.
  - 2. Making unreasonable noise.
  - 3. Using language or gestures that are profane, lewd, vulgar or abusive.
  - 4. Engaging in any willful act which disrupts the normal operation of the school community.
  - 5. Computer/electronic communications misuse, including any unauthorized use of computers, software, or Internet/Intranet account; accessing inappropriate web site; or any other violation of the district’s acceptable use policy.
  - 6. Using cell phones and other communication devices in school during the school day is strictly prohibited.
  - 7. Use of information technology to bully, harass, tease, intimidate, threaten or terrorize another student or staff member is prohibited on and off school property.
  
- B. Engage in conduct that is insubordinate. Examples of insubordinate conduct include:
  - Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
  
- C. Engage in conduct that is disruptive. Examples of disruptive conduct include:
  - Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.

D. Engage in any conduct that endangers the safety, morals, health or welfare of others. Examples of such conduct include:

1. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a student, teacher, administrator, school employee, or other person lawfully on school property, or attempting to do so.
2. Possessing a weapon.
3. Possessing prescription or over the counter medication or illegal drugs.
4. Intentionally damaging or destroying school district property.
5. Lying to school personnel.
6. Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function.
7. Bullying or harassment that includes a severe action or persistent pattern of actions or statements directed at a group or individual that are perceived to be demeaning, ridiculing, or taunting.
8. Intimidation or threatening actions or statements that put an individual in fear for their safety.
9. Negative or offensive statements or actions toward others based on their race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.
10. Use of technology or electronic communication (social media, texting, email) to bully or harass other students or staff.

E. Engage in misconduct while on a school bus. It is crucial for students to behave appropriately while riding on district buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting, bullying, or harassment will not be tolerated.

Students are expected to show respect and dignity toward classmates at all times during the school day and at school events. In doing so, appropriate conduct will contribute to the school atmosphere that is expected to be an environment free from discrimination and harassment.

### **BULLYING, HARASSMENT & DISCRIMINATION:**

- Parents are asked to teach their children respect and dignity for themselves and others regardless of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex which will strengthen children's confidence and promote learning and dignity for all students.
- Parents are also asked to provide instruction and close monitoring of their children's responsive and appropriate use of information technology and electronic communication, including social media, on and off of school property. Internet usage presents students with many opportunities for learning and entertainment; however, it also presents many opportunities for misuse by the student that may have unsafe or harmful results for the student and/or others.
- Students and/or parents should contact their child's teacher, the principal or the district's Dignity Act Coordinator to make an oral or written report of bullying, harassment or discrimination. This is important especially if the action was severe or there is a persistent,

pervasive pattern of behavior that is ridiculing or demeaning. The district is committed to preventing these actions and to investigating and responding when they do occur.

### **COMMUNICATION PROCEDURES:**

1. Share your concerns directly with the teacher and work toward a mutual resolution.
2. If you are unable to come to a mutual resolution, share your concerns with the PK-6 Principal and attempt to work toward a solution.

### **BICYCLES:**

Anyone who rides a bicycle to school should follow these rules:

1. Bicycles are to be walked on school grounds.
2. Bicycles are to be placed in the racks provided.
3. Bicycles are to be locked at all times.
4. Children are not permitted to borrow or lend bikes.
5. Students, age 14 or under, must wear helmets.

### **HEALTH SERVICES:**

- The health office is staffed by a School Nurse (a NYS registered nurse). The nurse attends to students' health needs, assessing whether problems may be handled at school, or whether students should be sent home or to a doctor for care. The nurse is available in the building whenever school is in session.
- Students are sent home for any of the following conditions:
  - a fever of 100 degrees or more;
  - vomiting and/or diarrhea; or
  - injuries which need immediate attention not provided by the school.
  - Students with contagious conditions (such as rashes, "pink eye", etc.) are to remain home until the conditions are corrected.
  - Students with a fever should remain home until they are fever free, without medication, for 24 hours.

### **MEDICATIONS:**

- All medication sent to school is to be kept in the health office. Written instructions must accompany the medication. Instructions are to include NAME of the medicine, NAME of the student, how much medicine is to be taken, and when. A parent's signature is necessary to permit the school to oversee the dispensing of specific medicine. New York State law forbids schools to allow students to take medicines, except as regulated above.
- Remembering to take medication is the responsibility of the individual student. The school is not legally obliged to enforce students' taking their prescribed medication.

### **IMMUNIZATIONS:**

- All public school students must have a record of the mandated immunizations on file in the Health Office. Students lacking any of the required immunizations will be notified by the school nurse. Failure to comply following notification will result in suspension from school (New York State Law) unless you have a written medical exemption.



**NOTICES:**

- Families are encouraged to have your child share and review the contents of his/her backpack and folder in an effort to be aware of occasional communication from teachers. Please encourage your child to deliver them in a readable form. Showing an interest in reading these notices with your child may help to ensure that they are delivered.
- Non-custodial or shared custody families may request copies of communications, notices, and reports by calling the office and providing mailing information as long as there is no existing court order preventing this.

**PARENT-TEACHER CONFERENCES:**

- The parent-teacher conferences give you an excellent opportunity to become better acquainted with your child's progress. It is important that you and the teacher discuss mutual concerns.
- Scheduled conferences are held in November of each school year and it is strongly recommended that you make an appointment to meet with teachers in November. However, parents or teachers may request a conference at any time.

**CLASSROOM VISITATION:**

The safety and security of our students is extremely important, as is the protection of instructional time. Please remember that all guests are required to sign-in at the greeter's desk in the main entrance and get a visitor's pass before walking through the halls of Fillmore Central School.

- Although families are encouraged to visit the school, a time agreed upon by both teacher and family is preferred. This will avoid disruptions during instructional time.
  - If you need to bring something to school for your child, please bring the item(s) to the greeter's desk and we will call your child down to get the items.
  - If you need to speak to your child, the greeter will call your child down to the office and make them available for you.
  - If you need to talk to a teacher or visit a classroom, the greeter will call the teacher to make sure the visit will not disrupt instruction before you go to the classroom. Whenever possible classroom visits or conversations should be scheduled with the teacher in advance.
  - If you are picking up your child at the end of the day you must wait by the greeters station or outside the main entrance.

**OPEN HOUSE:**

- All families of our school community are invited to attend the annual Open House. This evening is designed to give students an opportunity to share their classroom with their parents. This event is an annual highlight of the school.
- Open House is not an appropriate time for discussion of children's progress with their teachers. Discussions pertaining to students' academic progress could be made during scheduled Parent/Teacher Conference dates, phone calls and any other scheduled meetings with teachers.

**SPECIAL EDUCATION:**

- Fillmore Central School provides special education support services to qualifying students who meet New York State definitions of students with disabilities. Each student's needs are identified by the Committee on Special Education to recommend specific, individualized supports needed for a child to be successful in school. Services offered at Fillmore Central include:
  - Consultant teacher

- Resource room
- Intermediate 12:1:1 self-contained classroom
- MS/ HS 12:1:3 self-contained classroom
- Related services
  - Speech Therapy
  - Occupational Therapy
  - Physical Therapy
  - Counseling

Services and supports necessary for each student with a disability are identified and included in an Individual Education Program (IEP), which is reviewed at least annually.

### **RESPONSE TO INTERVENTION:**

Fillmore implements services in a Response to Intervention (RTI) model for all students

- to better accommodate in the individual needs of all students,
- to be in compliance with state and federal guidelines, and
- to align with recommended best practice.
  
- RTI is a methodology that encompasses:
  - Curriculum-based assessments of academic progress
  - Quality/ Researched-based interventions matched to student needs
  - Frequent progress monitoring data collection
  - Frequent review of progress monitoring data to inform educational decisions
  
- RTI follows the following core assumptions:
  - that the educational system can effectively teach all children
  - that early intervention is critical to preventing problems from getting out of control
  - that the implementation of a multi-tiered service delivery model is necessary
  - that a problem solving model should be used to make decisions between tiers
  - that research based interventions should be implemented to the extent possible
  - that progress monitoring must be implemented to inform instruction
  - that data should drive decision making.

### **EMERGENCY CLOSINGS:**

There are times during the year that school may have to be closed or delayed in opening because of inclement weather and road conditions, mechanical malfunctions in the school building, etc. Such announcements will be made through the use of School Messenger and carried by the following radio stations:

Wellsville..... WJQZ, WZKZ, WQRW  
 Rochester..... Channel 13  
 Olean ..... WHDL, WPIG  
 Buffalo..... Channels 2, 4, 7

### **FIRE DRILLS:**

- State Law requires that schools conduct 12 fire drills each year. Instruction related to fire safety as mandated by the State is provided by your schools. Students should remain calm throughout a fire drill.

**MOVING:**

- If you are moving **WITHIN THE DISTRICT** or **OUT OF THE DISTRICT**, please notify the school of your new address and phone number so we can keep your child's records current.

**LUNCHES:**

- The first issue of the district newsletter each year contains information concerning the school lunch program. Every child at FCS receives a free breakfast and lunch through the CEP program. However, it is extremely important that each family complete the CEP household income form that accompanies this program to identify our free and reduced lunch rates that make the District eligible for this program and other grant opportunities.

**VENDING MACHINE:**

- 3-6 students are only allowed to use the vending machines with adult permission.
- Pre-K-2 students must have a written note from a parent/ guardian to use the vending machine.
- Students may only use the vending after school.

**GENERAL LUNCHTIME RULES:**

- Children are expected to use good manners, be polite, remain calm and respect classmates and lunch monitors.
- Children are to be seated except when purchasing food, returning items to the dishwasher area, or accessing activities.
- Children leave the cafeteria as a group with their teachers or the lunch monitor
- When lunch is completed, all papers are to be properly disposed of, trays returned, and tables left clean.
- There is to be no throwing of food at any time.
- Excessive noise is prohibited.
- Generally, the student who fails to follow these simple rules of courtesy and safety is counseled by the monitor and given an opportunity to correct his/her behavior. If the behavior continues, then appropriate action will be taken.

**SCHOOL ATTIRE:**

Administration will determine whether or not clothing is appropriate. Students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school activities. Families are encouraged to guide their child(ren) to come to school appropriately dressed. All students' dress, grooming and appearance shall:

1. Be safe, appropriate and not interfere with the educational process or negatively affect the general health, safety and welfare of district students and employees.
2. Recognize that garments should be of appropriate length.
3. Include safe footwear to be worn at all times. Footwear that is considered to be a safety hazard will not be allowed.
4. Not include the wearing of hats except for religious or medical purposes.
5. Not be vulgar, obscene or offensive to others.
6. Not promote drugs, violence, alcohol, tobacco or illegal drugs in any way.

**LOST AND FOUND:**

- "Lost and Found" articles may be taken to the Lost/Found area, located in the hallway by the cafeteria, where interested persons may look for lost items.

- Any items not claimed after being displayed at the annual Open House will be donated to the Salvation Army immediately following Open House and at the end of the school year.

### **LIBRARY NOTES:**

The Elementary Library contains books at a wide range of reading levels to be used for research projects or for enjoyment.

The objectives of the Elementary Library program are as follows:

1. To promote students' enjoyment of and commitment to reading.
2. To help students find answers to questions, whether posed in the classroom or based on personal interests.
3. To expose students to materials which reflect the rich diversity of our world.
4. To promote awareness and usage of resources available in the library, both in print and electronic form
5. To encourage an appreciation of the valuable resources available in libraries.

Children are expected to return or renew books each week during their scheduled library classes. Students/families will be responsible for the payment of lost or damaged books. Money will be refunded if the book is returned at a later time.

### **TEXTBOOKS/WORKBOOKS:**

- Textbooks and workbooks are provided for each child for the entire school year, without charge. However, children are responsible for the condition in which books are returned. A book returned in poor condition due to neglect or carelessness will result in a charge to the student. If a book is lost, the child will be expected to pay the cost of a replacement book.

All textbooks must be covered. Please follow the recommendations from your child's teacher concerning the type of paper, pencils and other supplies needed at the grade level.

### **TELEPHONE USE:**

- Cell phone usage is prohibited. In the event of an emergency, the office phone will be made available to a student. Students need to have permission from their teacher before visiting the office to use a phone.

### **TRAFFIC:**

PLEASE REFRAIN FROM ENTERING THE FRONT DRIVEWAY BETWEEN 7:50 AND 8:20 A.M. AND BETWEEN 2:50 AND 3:30 P.M. YOUR COOPERATION HERE WILL ASSIST US IN PREVENTING A POSSIBLE ACCIDENT.

FAMILIES DROPPING OFF STUDENTS SHOULD DO SO IN THE PARENT DROP OFF CIRCLE IN THE FRONT AREA OF THE BUILDING AND THE CHILDREN ARE TO REPORT TO THE CAFETERIA UNTIL 8:00.

### **BUS TRANSPORTATION:**

- A child's end of day arrangements should be on a permanent schedule. No end of day bus changes will be made by notes or phone calls sent in on the day of the change. All changes must be given to the greeter a minimum of 24 hours in advance. The exception being a parent picking a child up from the school.

- Students in 4<sup>th</sup> grade and below must have an adult or identified caregiver visible to the driver in order to be dropped off.

**STUDENT RESPONSIBILITIES:**

- Your child will be expected to accept certain responsibilities in return for the privilege of riding the school bus. Please understand that your child may lose his/her riding privilege if he/she fails to follow bus rules and directions of the bus driver. Your child must be on time at the bus stop which means getting there prior to the arrival of the bus. Please review with your child the following important points:
  1. Always go to the correct bus stop and ride only the bus assigned.
  2. Respect other people's property and stay off lawns and gardens.
  3. Stay safely out of the road while you are waiting.
  4. Line up with other students when the bus arrives.
  5. Be courteous to one another.
  6. Don't crowd or push.
  7. Look out for younger children.
  8. STUDENTS SHOULD NOT RUN TO OR FROM BUSES AT ANY TIME.

**RULES FOR BUS PASSENGERS:**

1. Stay seated until bus comes to a full stop.
2. Observe classroom conduct.
3. Unacceptable language is not allowed.
4. Do not eat or drink on the bus.
5. Keep the bus neat and clean.
6. Co-operate with the driver.
7. Do not damage the bus or equipment.
8. Keep head, hands and feet inside the bus.
9. No fighting or quarreling is allowed on the bus.
10. Children may not change seats after they are seated on the bus unless directed to do so by the driver.
11. Always face forward while riding the bus.
12. The bus driver is in complete charge of students and is authorized to assign seats.