



Parent/Student
Middle School Handbook

**614 South Madison
Sandpoint, ID 83864**

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The Forrest M. Bird Charter School is open to all children, on a space available basis. The school does not discriminate based on race, creed, color, gender, national origin, or ancestry. Students will not be denied enrollment due to a parent, guardian or sponsor declining involvement in the charter school. Special needs will not be a factor in admission decisions.

Welcome to your school: Forrest M. Bird Charter School! We are expecting to have a great year with you as our student.

New school years mean new beginnings, new opportunities, and new chances. I look forward to each fall because it is a clean slate in which each of us are able to create what we want from the year. I am very proud to work in a school which values each of you for the person you are. We want you to be the best version of yourself and will strive to help you obtain this goal.

At FBCMS, we believe that education needs to be more than worksheets and you are more to us than a test score. Our faculty work very hard and with a great deal of passion to bring creative curriculum which incorporates all of the best elements of Project Based Learning (PBL). We endeavor to know you as an individual so we can help you with your learning and your passions as well as support you through each step. Our school is a community. It is important that we treat one another with respect, understanding and, at times, empathy. These will then create a school environment that is safe and fun; because, if anything, learning should be engaging. There will be opportunities for you to participate in meaningful and relevant projects, field trips, life sports activities, and academic competitions; in short, to find out your strengths and passions.

This handbook is prepared for you and your parents. Please read it carefully. It will serve as a helpful guide to the opportunities and requirements that are part of an education in our school. If ever there is a time when you may have questions, please contact me. My door is open.

Welcome to the creativity, the rigor, the fun. Enjoy the year!

Jennifer Greve
Middle School Educational Leader
Forrest M. Bird Charter School

Forrest M. Bird Charter School Board

President: Mr Jim Zuberbuhler
Vice President: Mrs Kate McAlister
Secretary: Mrs Robin Ruppert
Treasurer: Mr Chris Warren
Board Member: Mr Bill Hertzberg

Administrative Team

Executive Director: Alan Millar
Education Leaders: Jennifer Greve
Mary Jensen
Academic Advisor: Mitzi Veseky
Office Coordinator MS: Andrea Levora
Office Coordinator HS: Hillary DeCecchis
IT Director: Ryan Zimmerle
Bookkeeper: Greta Warren

Faculty

English: Ben Evans, 6th and 7th grades
Wendy Thompson, 8th and 9th grades
Department Head: Michael Bigley (HS)

Social Studies: Todd Claunch, MS & HS
Audra Mearns 6th & 7th
Department Head: Mark Webber (HS)

Science: Sarah Evans, 6th and 7th grades; Department Head
Becky Bigley, 8th grade

Math/STEM: David Lien, 6th grade
Laura Maas, 7th grade; Department Head
Krysten Harrison, 8th grade

Foreign Language: Eric Fulgenzi, MS & HS
Art Department: Amy O'Hara, MS
Physical Education/Health: Janenne Russell, MS
Music Department: Paul Gunter, MS/HS
Culinary Arts Department: James Mize, MS/HS
Special Education: Kenda Russell, MS/HS
Academic Support: Shainnie Wade, MS/HS
Ben Evans, MS/HS

Support Staff

Building Maintenance: Ray and Tina Smith

About FBCS

Mission Statement

The mission of Forrest M. Bird Charter School, a public school incorporating middle and high school grade levels, is to create a community of learners equipped with two kinds of literacy.

1. The ability to read, write, speaks and calculate with clarity and precision, incorporating technology.
2. The ability to participate passionately and responsibly in the life of their community.

To fulfill this mission we:

- Limit our community to approximately 50 students at each of the middle and high school grade levels, 6-12 (prospective enrollment of 350 students, not to exceed 400 total). Actual grade level enrollments may vary.
- Provide each student with at least one positive adult adviser/advocate to support student success.
- Provide students access to innovative pathways, maximizing their post-secondary academic and career opportunities.
- Facilitate a positive and safe community culture by fostering accountability through high behavioral standards and academic success through integration and project-based learning.
- Focus on student-family-teacher relationships.
- Embrace the needs of the student body as the primary focus of our school; therefore encouraging individuality.
- Work in collaborative relationships within and outside of the school to promote leadership and mentoring partnerships, and service the greater community.
- Actively encourage creativity and fun within our school.

Philosophy of Education

Beliefs: *It is not possible to change significantly what happens in the schools unless you change significantly the nature of the human relationships that form the educational process. (Olds & Pearlman, Designing the New American School)*

The truly educated person is one who understands relationships, both academic and personal. By providing a more personal school with smaller class sizes, students can develop relationships with peers, parents, teachers, and community members. By implementing engaging teaching methods, students will have access to their own knowledge and be enabled to integrate their thoughts thus achieving higher levels of thinking.

We are committed to the belief that education is a life-long process in which the classroom is only one arena. Learning best occurs in a creative but disciplined environment, and through the involvement of parents and community members, we can develop a larger community of learners.

Procedures

Admissions

Two lottery pools and two waiting lists will be established to handle overflow. The primary pool will be those students residing within the authorized district. The secondary pool will be those students residing outside the district. The lottery will be open to all, will not rely on computers, and will be easily understood and followed by all observers. All students whose applications were filed by the application deadline will be separated by grade and entered into the lottery. A drawing of names by grade will be held until all spaces are filled. Once all spaces are filled the drawing will continue to establish a waiting list. Students will be placed on the waiting list in the order their names are drawn. Students whose applications are received after the deadline will be placed on the list in the order their applications were received.

The following forms must be completed and received by the school office:

- Student Application
- Student Records/ Transcripts from Previous School (if applicable)
- Birth Certificate
- Immunization Records/ Exempt of Immunization Form

Academics

Curriculum

Our curriculum is comprised of 5 components

Core Curriculum

This area of the curriculum contains all course work that is consecutive in nature. English (written, verbal and reading), Math, Science and Social Studies are included in this category. Grade level curriculum and standards are defined by the State of Idaho although students may be placed at different levels.

Project-Based Curriculum

This area integrates classes as needed to create meaningful and relevant projects. These classes are designed to be active, participatory and engaging. Students may be placed in working groups and be tasked to work together to create projects. Most evaluation of these projects will be through portfolio development and presentation.

Elective Curriculum

Elective offerings are dependent on staff availability and student interest. Classes may include Foreign Languages, Art, Band, Drama, Journalism, Photography, Technology, Cooking, Challenge Science and many more. Independent Electives are also an option for high school students.

Advocacy

All students and faculty will meet in Advocacy groups at the beginning of each day. This class is used to establish relationships with the students as people; learning communication and organizational skills, appropriate behavior, accountability and school culture. This class is also used for reading time, checking on homework and college planning. Forrest M. Bird Charter School devotes this time each day to nurturing a positive school culture and helping our students succeed.

Early College Access

All students attending Forrest M. Bird Charter School will have the opportunity to become Dual Credit students in high school. Dual Credit students take college courses for high school credit as well as allowing students to have a jump start to their college education while in high school. Various programs offered by the Department of Education are utilized in order for students to reach their advanced opportunity goals.

Student Retention

The administrator and teacher may consider retention when a student does not meet the stated academic requirements for grade promotion. Students must obtain passing grades in 80% of their courses for a year. A student may not fail a whole year of a single course. If either issue occurs, the family, in coordination with the Educational Leader and primary teacher(s), will decide upon retention or an alternative path.

Conferences & Communication

Individualized Learning Plan (ILP): Each Middle School student will, within the 1st trimester, develop an educational plan with his or her parents/guardian and a faculty member. These plans will stem from student generated educational goals and be combined with parent and teacher goals. ILP conferences will occur within the first trimester to develop the plans and during the second trimester to review the plans and modify as needed. These conferences are student driven and students and parents must attend.

4 Year Plan: Each 8th grade student will, within their 3rd trimester, develop an educational plan with his or her parents/guardian and a faculty member. These plans will stem from student generated educational goals and post-secondary goals. The purpose of the 4 year plan is to help guide the student towards post-secondary goals. These conferences are student driven; students and parents must attend.

Parent/Teacher Conference: Mid-year a parent/teacher conference is held in our high school building. Parents are encouraged to come and meet each of their student's teachers to ask questions, discuss progress, identify any possible issues, and hear positives. These conferences are round-robin style with parents traveling to each teacher.

Communications: Your student's advocacy teacher serves as the primary communicator for questions about the student. However, other teachers may call, email or talk with you about specific subjects or issues. All of the teachers are available via email or by phone. Our teachers are generally available after school hours until 3:30 pm if you need to meet with them. If you need to schedule a meeting with a group of teachers, ask your Advocacy teacher to help set this up.

Grading

Scale

We believe in students reaching a proficiency level in their work. Students receiving a score less than 70% will receive a No Credit [NC] or Incomplete [I] mark on their report cards. D's and F's are not acceptable. Every effort will be made to assist students who are not reaching proficiency levels.

100-98%	A+	
97-94%	A	Excellent
93-90%	A-	
89-87%	B+	
86-84%	B	Superior
83-80%	B-	
79-77%	C+	
76-74%	C	Satisfactory
73-70%	C-	

Incomplete: Our teachers are committed to ensuring that our students gain the knowledge they will need for life outside our walls. If a student is struggling to show mastery of a subject, their grade will reflect this struggle. In an effort to allow students time to work towards mastery, the teacher has the option of issuing an “Incomplete”. If the student receives an “Incomplete”, he/she will then receive a certain amount of time to either finish or master course work. Once the student has completed the work, the teacher will then issue the appropriate grade and the student will earn credit for the class.

No Credit

At Forrest M. Bird Charter School, ‘below average’ grades (anything below 70%) will not earn a student credit. The grade the student receives in this case is a “No Credit” or NC. If a student receives an NC for a class, the student will need to take the class again in order to earn credit for the class. Unfortunately, every attempt a student makes to earn credit in a class is factored into the calculation of the student’s overall GPA and can have a negative effect on the student’s high school transcript.

Report Cards and Progress Reports

Report cards will be issued approximately one week after the end of each trimester. Middle School will send regular communications home to parents discussing grades. Parents can access their student’s grades at any time through our learning management system: Canvas. Trainings on how to utilize Canvas are held at the beginning of the year; however, parents are always welcome to ask for these trainings as needed.

Academic Integrity/Dishonesty

Forrest M. Bird expects all students to abide by ethical academic standards in order to help prepare students for real world college and work situations. Academic dishonesty—including plagiarism, cheating or copying the work of another, using technology for illicit purposes, or any unauthorized communication between students for the purpose of gaining advantage during an examination—is

strictly prohibited. Academic Integrity covers all school-related tests, quizzes, reports, class assignments, and projects, both in and out of class.

Plagiarism is not the same as cooperation or collaboration. Teachers often expect, even encourage, students to work on assignments collectively. Collaboration is encouraged at FBCS, as long as whose work being presented is clearly relayed.

- **Collaboration** is to work together (with permission) in a joint intellectual effort.
- **Plagiarism** is to commit literary theft; to steal and pass off as one's own ideas or words, and to create the production of another. When you use someone else's words, you must put quotation marks around them and give the writer or speaker credit by citing the source. Even if you revise or paraphrase the words of someone else, if you use someone else's ideas you must give the author credit. Some Internet users believe that anything available on-line is public domain. Such is not the case. Ideas belong to those who create and articulate them. To use someone else's words or ideas without giving credit to the originator is stealing. For the most part, FBCS uses the MLA citation style.
- **Cheating** includes, but is not limited to, copying or giving an assignment to a student to be copied (unless explicitly permitted by the teacher). Cheating also includes using, supplying, or communicating in any way unauthorized materials, including textbooks, notes, calculators, computers or other unauthorized technology, during an exam or project.
- **Forgery or stealing** includes, but is not limited to, gaining unauthorized access to exams or answers to an exam, altering computer or grade-book records, or forging signatures for the purpose of academic advantage.

The determination that a student has engaged in academic dishonesty shall be based on specific evidence provided by the classroom teacher or other supervising professional employee, taking into consideration written materials, observation, or information from others.

Students found to have engaged in academic dishonesty shall be subject to disciplinary as well as academic penalties. Teachers may have the discretion to the consequences of the first offence, which may include a zero on the assignment or In School Suspension (ISS). On the second offense, the student will be referred to administration and may face earning a zero on the assignment or the class and spending at the least one day ISS. Parents will be notified in all academic dishonesty incidents.

Advanced Opportunities Options

8-IN-6 Program

The 8-in-6 program (House Bill 426) was approved by the Idaho Legislature in 2012 to help Idaho students take advantage of the dual credit opportunities provided by the Dual Credit for Early Completers. The 8-in-6 program is designed to help students complete 8 years of schoolwork (2 years of middle school, 4 years of high school, and 2 years of postsecondary or trade school) in just 6 years. Students accomplish this by taking online courses over the summer and by taking online overload courses during the school year. It is important to note that 8-in-6 does not reduce the amount of time students spend in the classroom; it simply increases learning time throughout the year.

The state will pay for up to 2 online summer courses and 2 online overload courses per student per school year, for a maximum of 4 courses per year. The state will pay for a maximum of 8 credits of online summer/overload courses per student during their participation in the program. The state will pay \$225 per online course. If the cost of the online course exceeds \$225, the student will be responsible to pay the difference.

The 8-in-6 program dovetails with the Dual Credit for Early Completers Program and Mastery Advancement Program (MAP). If students complete their high school graduation requirements early through 8-in-6, they can choose one of two options. Through the Dual Credit for Early Completers Program, the student can take dual credit courses paid for by the state while still in high school. Through MAP, the student can graduate early and attend an Idaho public college or university on a partial scholarship. The student receives 35% of the annual average daily attendance (ADA) their school district would've received for that student as a scholarship. Thirty-five percent (35%) of the ADA is distributed to the school district, and the remaining 30% is savings to the state.

Basic Information:

Only 10% of students per grade level can participate. The counselor will determine eligibility based on students' academic record.

Courses must be offered by an Idaho public education provider or a provider that is accredited by the Northwest Accreditation Commission/AdvancED.

Student/ Parent Responsibilities:

- Student- maintain good program standing
- Complete at least one online summer or online overload course per year
- Student takes a full course load to qualify for online overload courses
- Student takes minimum of 14 courses to qualify for online summer courses
- Earn a 'C' or better in 8 in 6 courses – Students earning less than a 'C' will be withdrawn from the program.
- Complete at least one dual credit or professional-technical course during eleventh or twelfth grade
- Complete the required form to officially withdraw from the program

8 in 6 Course Limitations:

- The SDE shall pay for no more than two credits of online overload courses per student per school year.
- The SDE shall pay for no more than two credits of online summer courses per student per summer.
- The SDE shall pay for no more than a combined total of 8 credits of online overload and online summer courses per student during such student's participation in the program.

Information Source: <http://www.sde.idaho.gov/site/studentEngagement/advancedOpp/#8-6>

High School Opportunities

There are various opportunities for student advancement within our high school. As your student progresses through FBCS middle school, these occasions will be discussed according to your student's interest and/or capabilities. Such opportunities include Fast Forward, Early Completers, and Senior Year College.

Attendance

Regular attendance is a critical component for success in school. Parents are requested to schedule family vacations during school vacation periods. A student is expected to be in attendance except when ill or when unable to attend because of emergency circumstances or a death in the family or severe illness. When students are absent from school, it is critical that proper arrangements are made for the absence and that responsibility is taken for appropriate reentry into school. Too many absences can affect student performance and their ability to move forward in grade levels.

Absences

Excused Absences

In order for an absence to be excused for any reason, the parent must notify the school. A telephone call the day of the absence is preferred, but a written note the first day back in class is acceptable as long as the note includes the date returning, child's name, dates absent, and the reason for the absence. School work that is missed will be allowed to be made up for excused absences. Communication with teachers is requested if the student is out for a week or more.

Unexcused Absences

Any absence for which the school does not receive appropriate notification will be unexcused. Students may receive no credit for assignments on the days of unexcused absences. Unexcused absences can be considered truancy. A student who is found to be habitually truant will be referred to the FBCS school board and could face possible expulsion. Habitually truant students who are of the compulsory attendance age will also be reported to the local authorities, as per 33-206 of Idaho State Law.

Excessive Absences

Any student who misses more than 10 days in a trimester or 20 days per school year will be reviewed for retention in the current grade level the following school year and/or removal from the school. The school reserves the right, should a student exceed these limits, to require the parents to submit, in writing, an explanation detailing the absences and the justification of each absence. See also notes regarding Habitual Truancy.

Prearranged Absences

The parents will need to notify the school office, in writing, of any prearranged absences. Arrangements will need to be made with the child's teacher for school work that will be missed.

Makeup Work

For scheduled absences, arrangements for makeup work must be made in advance with at least an equal number of days advance notice as the number of days of planned absence. This allows the teachers to prepare. Make up work during an illness can be found on Canvas or through an email to the teacher. Communication with teachers is important in the timely completion of this work.

Tardiness

Students arriving after 8:00 a.m. will be considered tardy for the day.

Expectations of Student Behavior

Respect for you, your curiosity and knowledge: The teachers at FBCS are passionate, highly qualified and dedicated professionals who care about the success of their students. They will facilitate ideas for independent projects, courses, or electives. Teachers will also accommodate individual plans towards post-secondary success.

Curriculum that is challenging and at your level: Classes are designed for students to be challenging and rigorous, so students gain academic skills. Actual progress is up to the student and will be part of the educational plan. Teachers assign homework regularly. The intent of homework is to supplement schoolwork and enhance learning. Homework may include research, worksheets, reading assignments, or project based activities. Teacher assisted homework time is generally available during study lab.

Student Discipline Policy

Respect and responsibility are the key values that we teach in our school. You are responsible for your own conduct and are expected to contribute positively to the environment of our school.

Respect for teachers or staff

The teachers and the staff of Forrest Bird Charter School invest their time and energy in providing a safe and educational environment to all students. Students are expected to comply with legitimate instructions and cooperate with teachers and staff. At no time will disrespect for staff be tolerated.

Respect for other students

The students of Forrest Bird Charter School have the responsibility to:

- Respect the right of others to express their views and the rights to express views through speaking and writing, but without being obscene, disruptive, slanderous or libelous;
- Behave respectfully during patriotic observances;
- Respect the religious beliefs of others and to refrain from activities that hold religious beliefs up to ridicule and the rights to have one's religious beliefs respected;
- Refrain from sexual harassment and the right to be protected from sexual harassment;
- Respects others' personal property and the right to have personal property respected
- Know and obey school behavioral expectations and to report unsafe situations to school or law enforcement personnel and the right to feel safe from crime, violence, intimidation, bullying, harassment, racism and other discrimination in the school.

Possible Consequences

There are consequences for violating the student conduct and discipline code. Each consequence will depend on the violation and whether the violation is a first offense or a repeated act. The FBCS principal, Educational Leaders, Counselor and staff will attempt to solve problems informally before proceeding to the next level of consequences. Consequences for inappropriate behavior may include, but are not limited to the following:

- Apology
- Conferencing
- Calling home
- Time-out

- Detention
- Peer mediation
- In-school suspension
- Temporary suspension
- Isolation
- Service to the school
- Expulsion
- Behavior Review Board hearing

To achieve the best possible learning environment for all our students, Forrest Bird Charter School rules and discipline will apply:

- On, or within sight of, school grounds before, during or after school hours or at any other time when the school is being used by a school group.
- Off school grounds at a school sponsored activity or event, or any activity or event that bears a reasonable relationship to school.
- Traveling to and from school or a school activity, function or event; and
- Anywhere, if the conduct is deemed unreasonable by a staff member, or interferes with school purposes or an educational function.

Zero Tolerance Behaviors

Most disagreements and lack of respect situations can be handled. However, there are some actions and activities that are considered “zero” tolerance situations. Zero tolerance means that the behavior absolutely cannot be accepted. Some of these are governed by Federal and State Laws and have consequences beyond the school. Explanations of those behaviors follow.

Fighting

Fighting may include pushing, shoving, excessive or unwelcome physical contact. Any student involved in fighting will be suspended from Forrest Bird Charter School, parent or guardian will be called, and a conference required. The conference will determine if there is a need to submit the student and their situation to the Charter Board with a recommendation for expulsion.

Possession or use of weapons, drugs, tobacco, or alcohol

1. Student will be taken to the office.
2. Parent or guardian will be called.
3. Material will be taken by the school official.
4. Police will be notified.
5. Student will be suspended from school.
6. Student may be taken to the Charter Board for possible denial of continued attendance at FBCS.
7. Student may be readmitted to Forrest Bird Charter School only after fulfilling any and all requirements placed on him/her by the Board, and petitioning the Board for re-admittance.

Harassment, threats of violence, violent language, or physical violence

Threatening someone or using violent language creates a very unsafe environment for school. If your language contains a threat or violent language you will be immediately removed from the classroom, with a possible suspension or recommendation for expulsion. Bullying will not be tolerated, whether it is in person or electronically.


Sexual Harassment

Not only is this not acceptable for students of Forrest Bird Charter School, but sexual harassment of any kind is against Federal law. The law does not allow inappropriate touching, stalking, pictures, offensive remarks or any other action that is deemed offensive. Any behavior that a student finds to be offensive may be harassment and should be reported to an administrator or teacher immediately.

Disrespect for facilities or school furnishings:

Vandalism will not be tolerated. Any student involved will be required to fix and/or pay for any damages that he/she causes. Suspension or expulsion from school could result from multiple or severe violations and students may also face charges.

Please note: The Forrest Bird Charter School has the right to not accept students who have been expelled from other school districts without a formal hearing with the FBCS Board.



Student Dress Code

The philosophy of our dress code at FBCS:

The FBCS dress code is intended to assist in the creation of a positive culture in our school. By creating a dress code, we can minimize the differences between students, promote a good attitude toward learning and focus the student's attention on schoolwork. In addition, the dress code provides a visible identity in our community. The dress code is a cornerstone of our school and we ask parents to make sure that their student is appropriately dressed every day.

Anything that creates a disturbance or interferes with the educational environment or is a safety hazard is not appropriate.

Middle School

<u>Appropriate Dress Code</u>	<u>Inappropriate</u>
<p><u>Shirts</u></p> <ul style="list-style-type: none"> • Solid Color Short and long sleeve knit Polo shirts, no logo • White or Light Blue button down dress shirts, long sleeve and short sleeve • Suit jackets • Long and short sleeve t-shirts with the FBCS logo only available at Sand Creek Custom Wear. • Sweatshirts and fleece jackets with the FBCS logo only available at Sand Creek Custom Wear. • Ties, Scarfs • All seams must be finished, clothing should be pressed • Vests, as one you would wear with a suit <p><u>Bottoms</u></p> <ul style="list-style-type: none"> • Khakis, black chino or denim pants • Khakis, black cargo pants • Khaki, black skirts/shorts no shorter than a hand width above the knee • Khaki, black capris <p><u>Shoes</u></p> <ul style="list-style-type: none"> • Casual, low heel, shoes • Sandals with heel straps 	<p><u>Shirts</u></p> <ul style="list-style-type: none"> • Any shirt or polo that is sleeveless, tank top or spaghetti strap, tube top, off the shoulder or midriff length • Any shirt that has a logo other than FBCS • Clothing that is ripped, torn, overly wrinkled • Shirts that are see-through/transparent or revealing • Clothing that is excessively baggy • Evening wear • Clothing that is excessively tight or revealing. <p><u>Bottoms</u></p> <ul style="list-style-type: none"> • Clothing that is ripped, torn • Clothing that is excessively tight or revealing • Clothing that is excessively baggy • Sweat pants, yoga pants, leggings, low rise or hip hugger • Mini skirts, cut offs • Pants that hang lower than the hips showing underwear • Excessive decorations on jeans. <p><u>Shoes</u></p> <ul style="list-style-type: none"> • Open heeled shoes, flip flops, slippers • Shoes with heels over 1.5 inches

Physical Activity Dress Code

<u>Appropriate Clothing</u>	<u>Inappropriate Clothing</u>
<ul style="list-style-type: none">• Short and long sleeve t-shirts• Sweatshirts• Gym shorts, no shorter than a hand width above the knee• Sweatpants, yoga pants• Appropriate gym shoes with socks	<ul style="list-style-type: none">• Any shirt that is sleeveless, tank top or spaghetti strap, tube top, off the shoulder or midriff length• Any shirt that has inappropriate logo or pictures• Any pant or short that is excessively tight or revealing• Clothing that is ripped or torn.• Shoes with untied laces or hard soles

Other Dress Code Requirements:

- No visible tattoos.
- Sunglasses, hats, visors, or bandannas may not be worn inside the school building.
- Hair must be kept out of your eyes.
- Spikes or studded jewelry are not permitted.
- Dress code is required while on school property or at school events. When school is dismissed, students will not be allowed to change out of dress code unless they are leaving to participate in an athletic event.

If your student comes to school and is determined by FBCS staff to be out of dress code:

1. Students will be given a verbal warning and a written violation will be placed in their file
2. Parents/ Guardians will be called to bring the student dress code appropriate clothing or to collect their student.
3. After repeated violations of the dress code, school Administration may place the student on In School Suspension or the student will be sent home.

Dress Down Day Dress Code

Certain days can be declared dress down days. On these days, students may wear appropriate casual clothing that is neat and clean.

<u>Appropriate Dress Down Day Clothing</u>	<u>Inappropriate Clothing</u>
<ul style="list-style-type: none">• Jeans, must be clean and free of rips, tears and fraying: may not be excessively tight or revealing or hang below the hips• Shirts with a sports team, university and fashion brand names/logos are generally acceptable.	<ul style="list-style-type: none">• Yoga pants, leggings, exercise wear• Beachwear• Any shirt that is sleeveless, tank top or spaghetti strap, tube top, off the shoulder or midriff length• Evening wear• Any logo or photo on clothing that has potentially offensive words, terms, logos, pictures, cartoons or slogans.

Opportunities for Parent Involvement

Parent involvement is critical to Forrest Bird Charter School's overall effectiveness. Parents can get involved by:

Fund-Raising

Occasionally, school sponsored events such as field trips, may require student fundraising. We work to provide different fundraising activities which parents are welcome to participate in or facilitate.

Volunteering

Parent involvement is an essential part of your child's education at Forrest Bird Charter School. In order to help build community, the Board and staff encourage participation in all school activities. You are vital to the success of our school!

Please sign in at the office when you arrive at school to volunteer.

Health and Safety Issues

It is of utmost importance that FBSC provides a safe environment for our students. Because of this commitment, the following rules will apply:

Distribution and Consumption of Medication

Parents are requested, whenever possible, to schedule medication to be given at home. If medication is needed to be given during school hours, parents must provide a written request from the child's physician, including the name of drug, time of dosage, route of administration, possible adverse effects, and emergency instructions that might be applicable. Medications must be brought to school in a container appropriately labeled by the pharmacy or physician and is to include only that medication to be given during school hours.

Should a child need any non-prescription medication during school hours, parents must notify the school and provide these medications for their student.

Students are not to carry any medication (prescription or over-the-counter) on their person with the exception of prescribed inhalers for asthma or kits for allergies. They must have a signed order from the doctor.

No school staff will be held responsible or liable for medications of any kind.

A note should be sent from the parent or physician if PE or any other activities should be restricted.

Immunizations/Medical Examination

Current immunization records or an Exemption of Immunization from must be on file at FBSC for every student by the first day of the school year. If not, the child will not be allowed to attend.

Emergency Drills

Fire – In case of fire, it is imperative that the building be emptied quickly and calmly. Fire drills will be held periodically during the school year to practice clearing the school quickly, and teachers will instruct students on proper procedures during a fire.

Emergency Closures - During the school year there may be days when schools are closed because of bad weather. Whenever the Lake Pend Oreille Schools are closed for weather, Forrest M. Bird Charter School will also be closed. Notification will be placed on the school's Facebook page, website and through mass text messaging. Additionally, Lake Pend Oreille School District has a telephone message machine (263-2312) that will have closure information on it. Many area radio and television stations also broadcast school closings.

To sign up for our text alert system, test FORREST to 91011 or visit our website for more information.

General and Miscellaneous Information

School Hours

School begins at 8:00 a.m. and dismisses at 3:10 p.m. Doors open at 7:30 a.m. Students are welcome to stay after school for homework house, school service, school activities; or if they have made arrangements with a teacher. Students will be asked to leave the school if they are not engaged in one of these activities or should be picked up no later than 3:30 p.m. FBCS employees are not responsible for supervising students who arrive on school grounds more than 30 minutes before school and 30 minutes before a school sponsored activity is scheduled to begin or students remaining on school grounds more than 30 minutes after school and 30 minutes after the school-sponsored activity ends. FBCS is not responsible for supervising students not in attendance at school, or students not authorized to participate in school-sponsored activities. Casual or incidental contact between FBCS personnel and students on school grounds shall not result in a duty to supervise students. Parents or guardians should not rely on FBCS employees to provide supervision for their student outside of the above time period.

School Business Office Hours

All school business should be conducted during the regular business hours of 8:00 a.m. and 3:30 p.m.

Bicycles and Other Wheels

Students may ride their bicycles or skateboards to school. Care and cooperation from everyone will ensure the safety of all students and property. Students who ride bicycles to school must park them in the bike racks and locked for your own protection. The school cannot be responsible for your bike, skateboard or other wheels. Caution and respect toward other pedestrians and regular bicycle traffic laws are to be observed.

Buses

Forrest Bird Charter School provides limited bus service to and from school, subject to rules and regulations established by the Forrest Bird Charter School Board. Actual routes and pickups will be determined by the number/ location of riders; may vary at times.

Bus Conduct

Students are expected to conduct themselves in an orderly manner while waiting for or riding the bus. Appropriate student behavior is essential for a safe and positive environment while transporting students and therefore, it is important not to distract the bus driver. It is the responsibility of every student to know and obey the bus rules. Misbehavior on the bus can deprive a student of the privilege to ride. See Appendix B for the specific student conduct document.

Consequences

In the event of a violation of bus policy that results in a Driver's Report, FBCS students will lose their bus riding privilege for 5 days. In the event of a second violation, the student will lose their bus riding privilege for 30 days. A third violation of the bus policy will result in the loss of bus privileges for the remainder of the school year.

Campus Visitors

Parents and others are always welcome to visit. Visits to individual classrooms during instructional time are welcome and encouraged as long as it does not interfere with the delivery of instruction or disrupt the normal school environment. Forrest M. Bird Charter School is a closed campus. For your safety and to help us fulfill our obligations, you must sign in or out at the office if you leave during school hours and pick up an authorized visitor pass. Parents picking up students during school hours must sign their student out in the office.

Canvas

Students and parents are assigned password protected logins to Canvas where academic progress, attendance and fees can be checked regularly. You can access the Canvas site through our website: www.forrestbirdcharterschool.org. This site is extremely important for our parents in maintaining an awareness of their student's progress in classes.

Change of Address

When families move during the course of a school year, it is critical that they notify the school office of this change so the school can maintain necessary and appropriate contact with the family. If you move during the course of the year, please submit all pertinent information to the school office prior to the move.

Computers & Personal Electronics

Forrest M. Bird Charter High School incorporates computer technology with all aspects of our curriculum. Students utilize computers for Internet research, project design and presentations, spreadsheet creation, photo editing and other technology skills, as well processing for written assignments. The following agreements are designed to allow student's access to the information and available technologies necessary to succeed without jeopardizing the safety of individuals, their files, or the organization, machines, or network of the school.

To ensure the safety of our students and to maintain compliance with the Children's Internet Protection Act, school administrators monitor the use of information technology resources. Administrators reserve the right to examine, use, and disclose any data found on the school's information network in order to further the health, safety, discipline, or security of any student of other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

The user agrees to:

- Communicate only in ways that are appropriate and respectful
- Report threatening or discomfoting materials to teachers.
- Not intentionally accessing, transmitting, coping, or creating material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
- Not using the resources to further other acts that are criminal or violate the school's code of conduct.
- Not sending spam, chain letters, or other mass unsolicited mailings.
- Use only school approved email accounts at school.
- Not buying, selling, advertising, or otherwise conducting business, unless approved as a school project.
- Not installing applications or change operation settings on FBCS computers.
- Allow Administrator's access to personal computers if being used at school.

Violation of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources.

Please see Appendix A for the full Internet Usage Policy.

Delivery and Pickup of Students

In order for the dropping off and picking up of students to run as smoothly and efficiently as possible, it is imperative that every driver follow the guidelines that govern the parking lots.

Please drop off your student in the designated area at the North or South end of the middle school building, or pull to the left into the Student Drop Off and Pick Up Area. Do not stop in the middle of Madison Avenue in front of the middle school main entrance.

Driving

All drivers of motorized vehicles are to observe Idaho traffic codes, school regulations and common sense while operating their vehicles on campus. More specifically, drivers who endanger the lives of others on school property by speeding or reckless driving are subject to citation by local police and school consequences. Please be conscious of our students moving between buildings and other drivers picking up or dropping off.

Electronic Access Days

Forrest Bird Charter School will offer Electronic Access days and be open to students. Teachers will be available from 11 to 3:00 pm and via email on these dates; students may schedule additional time with specific teachers. Bussing will be available for these days at a later A.M. pickup time. Electronic Access days will also be provided in the event of school closure due to snow.

Electronic Communication Devices

Students, with permission of their parent(s)/guardian(s), or request of the student him/herself if over 18 years of age, may be in possession of a cellular telephone or other related electronic devices on school property. The devices shall not be used in a manner that disrupts the educational process, including, but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual. Students may use cell phones only between classes or with the

permission of their teacher. Students using cell phones during class time will result in confiscation of the phone. MP3 player can be used in the classroom only with teacher permission.

Students found to be using any electronic communications device to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held.

Students are responsible for devices they bring to school. Forrest M. Bird Charter School shall not be responsible for loss, theft, or destruction of devices brought onto school property.

Students shall comply with any additional rules developed by the school concerning appropriate use of telecommunication or other electronic devices. Any student who violates the provisions of this policy are subject to disciplinary action, including losing the privilege of bringing the device onto school property, detention, suspension or expulsion. In addition, an administrator will confiscate the devices, which shall only be returned to the student's parent(s)/guardian(s). Where appropriate, police authorities may be contacted.

Expenses

Various electives and science labs charge a class fee. Once paid, these fees may be transferred with approval from the teachers but not refunded. Yearbooks, student store, signature shirts, field trips are an additional expense. Fundraising and scholarships are available but are limited. Scholarships will be determined by the Income Determination Form.

Extra activities & Athletics

Although Forrest M. Bird Charter School does not have formal extra-curricular activities, FBSC recognizes the importance of learning activities outside of the regular classroom day. Students will be permitted to participate in school athletics or activities with another school district with the permission of that school district.

Forrest M. Bird Charter School will follow all current and subsequent eligibility requirements of participation in interscholastic activities, as set forth by the Idaho

Field Trips

During the school year, teachers may schedule fun, educational or service-based field trips. Trips will be announced in writing in advance by the teacher or school office. A permission slip must be signed and returned to the school in order for the student to attend the field trip. The permission form will provide details of the trip (destination, times, transportation, and cost) and a way for the parent to sign up to chaperone.

Lost and Found Items

Students are responsible for all personal items brought to school. Forrest M. Bird Charter School does not accept liability for any personal item lost on school property due to theft, fire, water damage or for any other reason. Items that are lost or found can be turned in or looked for at the office. Students are reminded to check the lost and found for any missing items. Students should report all lost items to the office immediately. Due to the lack of storage, any unclaimed item will be donated to a local thrift store.

Lunch Program

FBCS will not provide a hot lunch program. Students will be asked to bring a lunch. Please send items that do not need refrigeration. FBCS does not have the facilities to accommodate perishable foods. There will be a student store with some food items available if needed. Microwaves, hot water are available. Our Culinary Arts: Catering Program periodically will provide lunches for sale periodically through each trimester.

Media Release

The school periodically uses images and names of students in various media (printed, photographic, or video) to promote school activities or programs. If you do not wish your student's name or image to appear in any such school produced materials, please notify the school administration in writing.

Messages

Students can receive **important messages** at school by calling the school office at 208-255-7771. Use of the office telephone by students is limited to emergency and/or school business calls only. Students requesting to use the office phone during class time must have a pass from their classroom instructor and receive permission from the front office personnel before using the phone.

Release of Students during the Day

For your child's safety, parents are required to sign a student out at the office when removing them from school. Students will remain in the classroom until parents arrive to maximize instructional time. When anyone other than a parent/guardian is picking up a child, they must have a note from a parent/guardian. A parent may also call the office and authorize the person listed as an emergency contact to pick up their student. Picture ID may be required for anyone picking up a student.

*****No student is to leave the school premises without first obtaining permission from the FBCS office. It is essential that the school be aware of a student's location at all times. ****

Special Education & 504s

Forrest M. Bird Charter Schools recognize its responsibility to provide a free and appropriate public education (FAPE) to eligible students with disabilities within its geographical boundaries. The District has a "child find" process that is designed to locate, identify, and evaluate children with disabilities residing within its geographical boundaries preschool age through grade 12 or through age 21 if they have not received a high school diploma. Child Find activities run throughout the year.

If you know a child who attends Forrest M. Bird Charter Schools and may be in need of special education and/or related services, please contact FBCS's Director of Special Education for further information regarding the referral and evaluation process.

The District's Child Find process extends to students with physical or mental impairments that substantially limit a major life activity. Such students may be eligible for services or accommodations pursuant to Section 504 of the Rehabilitation Act. Section 504 is a Federal civil rights statute that prohibits discrimination against persons with disabilities and programs receiving

Federal financial assistance. Please contact your student's Educational Leader for more information regarding Section 504 eligibility and services.

Internet Usage Policy

Internet access and interconnected computer systems are available to FBCS students, faculty, and guests (users). Electronic networks, including the Internet, are a part of the FBCS instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication.

In order for the FBCS to be able to continue to make its computer network and Internet access available, all students, staff, and guests (users) must take responsibility for appropriate and lawful use of this access. Users utilizing school-provided information services are responsible for good behavior online. The same general rules for behavior apply to users' use of school-provided computer systems. Users must understand that one person's misuse of the network and/or Internet access may jeopardize the ability of all users to enjoy such access. While the FBCS staff is authorized to take reasonable action to implement, supervise, and enforce the provisions of this policy, user cooperation in exercising and promoting responsible use of this access is required.

Acceptable use of information services is confined to educational purposes only. All use of the FBCS electronic network must be: (1) in support of education and/or research in furtherance of the FBCS stated educational goals; or, (2) for a legitimate school business purpose. Use of school-provided information services is a privilege, not a right. Users shall have no expectation of privacy in any data that are stored, transmitted, or received via the FBCS electronic network or FBCS computers. FBCS reserves the right to monitor, inspect, copy, review, and store – at any time and without prior notice – any and all usage of the computer network and/or Internet services and any and all information transmitted or received in connection with such usage.

Unacceptable Usage

The following are specifically considered unacceptable uses of school-provided information services and constitute a violation of this policy; this is not intended to be an exhaustive list, and other uses may be deemed unacceptable uses on a case-by-case basis.

- Uses that violate the law or encourage others to violate the law, including but not limited to: transmitting offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by FBCS policy; viewing, transmitting, or downloading pornographic materials or materials that encourage others to violate the law; intruding into the networks or computers of others; and/or, downloading or transmitting confidential information, trade secret information, or copyrighted materials.
- Uses that cause harm to others or damage to their property, including but not limited to: engaging in defamation (harming another's reputation by lies); employing another's password or some other user identifier that misleads message recipients into believing that someone other than the actual user is communicating; otherwise using another's access to the network or the Internet without authorization; uploading a worm, virus, other harmful form of programming or vandalism; participating in "hacking" activities or any form of unauthorized access to other computers, networks, or other information.
- Uses that jeopardize the security of student access and of the computer network or other networks on the Internet.

- Uses that do not foster an environment of educational excellence. Internet Safety FBCS computers and other school-owned technology-related services shall have filtering that prohibits sending, receiving, downloading, or viewing materials that are: obscene; pornographic; harmful to minors; or, that depict sexual exploitation of a minor as defined by, but not limited to, the Children’s Internet Protection Act and Chapter 15 of Title 18 of Idaho Code [Ref. R14], and/or as determined by the Charter Administrator or his/her designee.

FBCS will also monitor the online activities of users, through direct observation and/or technological means, to ensure that users are not accessing material that is deemed harmful to minors as defined by, but not limited to, Section 18-1514 of Idaho Code [Ref. R14]. The Charter Administrator or his/her designee shall enforce the use of such filtering devices.

The term “harmful to minors” is defined by 47 USC §254(h)(7) [Ref. R12] as meaning any picture, image, graphic image file, or other visual depiction that:

- Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and/or,
- Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors. Filtering should only be viewed as one of a number of techniques used to manage students’ access to the Internet and encourage acceptable usage. It should not be viewed as a foolproof approach to preventing access to material considered inappropriate or harmful to minors. Filtering will be used in conjunction with:
 - Internet safety for students integrated into the FBCS instructional program;
 - Using recognized Internet gateways such as a searching tool and/or homepage for students, in order to facilitate access to appropriate material;
 - Utilizing “Acceptable Use Agreements”;
 - Using behavior management practices whereby Internet access privileges can be earned or lost; and,
 - Appropriate supervision, in person and/or electronically.

The system administrator and/or the Charter Administrator shall monitor student Internet access.

The system administrator may, with the approval of the Charter Administrator or his/her designee, temporarily disable portions of the content filtering service and/or other technology-based protection systems on an individual basis. The content must be deemed necessary for purposes of bona fide research or other educational projects being conducted by students age 18 and older.

Policy Enforcement

The system administrator and/or the Charter Administrator (or his/her designee) is authorized to take reasonable measures to implement and enforce this policy. The system administrator and/or the Charter Administrator (or his/her designee) is also authorized to enforce additional content filtering and/or conduct monitoring, and to select additional technology as deemed necessary to support this policy and an environment of educational excellence.

This policy will be made available for review online and at the FBCS office. Additionally, the FBCS office will address any questions regarding procedure and complaints related to this policy.

Internet Access Conduct Agreements

Each student and his/her parent(s)/legal guardian(s) will be required to sign and return to the school at the beginning of each school year the Computer Use Agreement prior to having access to the FBCS computer system and/or Internet service.

Warranties / Indemnification

FBCS makes no warranties of any kind, express or implied, in connection with its provision of access to and use of its computer networks and/or the Internet provided under this policy. FBCS is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved and/or transmitted via the Internet. The user or, if the user is a minor, the user's parent(s)/legal guardian(s) agrees to cooperate with FBCS in the event of the school initiating an investigation of a user's use of his/her access to its computer network and/or the Internet.

Violations

If any user violates this policy, access will be denied (if not already provided) or withdrawn and he/she may be subject to additional disciplinary action as deemed appropriate by the Charter Administrator or his/her designee. The system administrator and/or the Charter Administrator (or his/her designee) will make all decisions regarding whether or not a user has violated this policy and/or any related rules or regulations. Access may be denied, revoked, or suspended at any time, with any such decision being final.

Rules Governing Student Conduct on School Bus

Riding the bus is a privilege not a right. The driver is in complete charge. Students are expected to demonstrate good behavior, observe established BUS RIDER SAFETY RULES, and cooperate fully with the driver in order to continue this privilege and insure their safety during the ride to and from school. Safety is most important! Safe, clean and well-maintained buses will be provided.

- 1. BE AT YOUR BUS STOP ON TIME. WAIT FOR YOUR BUS SAFELY.**
Be at the school bus stop 5 minutes before the scheduled pickup time-and stay there. Respect private property at stop location. Keep yourself and others safe by waiting at the designated area and do not play or wait in the road.
- 2. ENTER YOUR BUS IN AN ORDERLY MANNER AND TAKE YOUR SEAT.**
Line up in single file. Wait for the bus to stop, get on immediately and go to your seat.
- 3. OBEY YOUR SCHOOL BUS DRIVER**
Cooperate and comply with your bus driver's requests. The following are not allowed on the school bus: Use of foul language or gestures, eating, drinking, use of tobacco products, possession of alcohol or illegal drugs, weapons, explosive or flammable materials and live animals. If other bulky or dangerous items (such as class projects and skate boards) are required at school, other transportation should be arranged. Otherwise, the driver has authority to require objects to be placed in a safe place, or deny transportation of such items. School books, notebooks, lunch pails, purses, small backpacks and small musical instruments are allowed and should be held on the student's lap.
- 4. REMAIN IN YOUR SEAT WHILE YOUR BUS IS IN MOTION**
If you wish to change seats, you must request the driver's permission to do so. If granted, move only when the bus is stopped. Standing, kneeling on the seats, or facing the rear are unsafe riding positions and not allowed. The correct and safest position is seated facing forward with your back against the seatback cushion. The driver has full authority to assign seats.
- 5. KEEP YOUR BODY INSIDE THE BUS AT ALL TIMES. TAMPERING WITH EMERGENCY EQUIPMENT OR EXITS IS ILLEGAL.**
- 6. KEEP AISLES CLEAR.**
Feet, legs, arms and bodies, as well as books, bags, lunch pails, instruments and other "stuff" must be kept out of the aisle: the driver must have a clear view down the aisle to the back of the bus at all times.
- 7. REMAIN QUIET AND ORDERLY.**
State law requires complete silence at all railroad crossings; use a quiet voice at all other times. Talking to the driver while the bus is moving is distracting and shouting or any loud noise is not acceptable. A low noise level is necessary for the safest driving conditions.
- 8. BE COURTEOUS TO YOUR SCHOOL BUS DRIVER AND FELLOW PASSENGERS.**
Keep your hands to yourself; this includes high fives, pushing, grabbing, reaching over seats, etc. can be dangerous and is not permitted. Avoid roughhousing and any kind of physical play. Throwing, spitting, kicking or shooting items inside the bus or out the window is hazardous and prohibited. Any willful damage inflicted to the bus will be paid for by the student.
- 9. BE ALERT TO TRAFFIC WHEN LEAVING THE BUS.**
Use only the front door and follow the instructions of your driver for safe procedures when crossing the street or leaving the bus drop-off location.
- 10. OBTAIN WRITTEN PERMISSION FOR A BUS STOP CHANGE**
Students must have written permission from their parents to use a stop other than their own.

ADDITIONAL INFORMATION:

In general, rule violations will be dealt with on an individual basis between rider and the driver. If a problem continues, a written report will be made to Harlow's School Bus Service and the administrator will determine the appropriate action or consequence and parents will be contacted. Remember, school bus transportation is a privilege, not a right, and may be suspended or terminated for repeated misconduct, a single serious offense or endangering the overall safety of the school bus or its occupants.

These rules are from the management and to be carried out by all drivers.