

Lake View Elementary

Student / Parent Handbook 2012-13



The mission of Lake View Elementary is to produce life-long learners who are prepared to adapt to the demands of a changing world.

To achieve this goal, students, staff, and parents work cooperatively in a positive environment to nurture the academic, social, emotional, and physical development of each child to their highest potential.

Lake View Elementary

Information for Students and Parents

Dear Parents:

Welcome to Lake View! The purpose of this handbook is to be a resource for information about Lake View Elementary. Within these pages, you will find all sorts of information about how the school functions. We have included information on schedules, operating hours, attendance and more. We have also included rules and guidelines about how we expect students to behave and treat each other. We believe that information and communication are a primary reason why Lake View continues to be a school that helps students to not only achieve academically, but also become caring, contributing individuals.

Beliefs

- Students are more successful when there is a strong partnership between home and school.
- Meaningful relationships enhance self-esteem and develop positive behaviors.
- Involvement in “meaningful school work” increases appropriate behaviors and attitudes.
- Expectations for behaviors need to be clear and simple and those expectations need to be taught and understood by all.
- A school discipline plan should be positive and pro-active.
- Accepting natural consequences and making restitution is an important part of learning to manage one’s behavior.

Have a great school year!

Sincerely,

Mike Weibel
Principal

SCHOOL HOURS

Regular Schedule

AM Kindergarten	9:10 – 11:45
PM Kindergarten	1:05 – 3:40
Grades 1 – 5	9:10 – 3:40

Late Start (PLC Mondays) Schedule

AM Kindergarten	10:10 – 1:05
PM Kindergarten	1:05 – 3:40
Grades 1 – 5	10:10 – 3:40

Supervision of students is not available before or after school. So we can provide a safe environment for children, we need your help by not bringing students to school prior to 9:00 AM without prior approval, and on late start days not before 10:00 AM.



SCHOOL VISITATIONS / PARENT INVOLVEMENT

Parents are *welcomed and encouraged* to visit and become actively involved at Lake View. There are many opportunities to volunteer and participate in classroom and school activities. Your child's teacher will often ask for help, some on a consistent basis, others for special events.

For another avenue toward involvement, you are encouraged to join the Lake View PTA and help with the many wonderful events and activities the PTA sponsors at school.

VISITORS

For student safety, **all school visitors are expected to report to the office before going to the child's classroom.** When you sign in, please pick up a Visitor/Volunteer badge to show that you have been in the office. Please do not enter the classroom while the teacher is in the middle of instruction, wait until there is an apparent break before entering.

If you need to give your child a message, medication, homework, lunch money, etc., please go to the office. Interrupting class or standing in the hall may hamper valuable instruction time.

ATTENDANCE:

Regular attendance is essential for student achievement. Learning is enhanced by the interaction between student and teacher. This cannot easily be replaced or "made up." Further, research clearly shows that students who regularly attend school are much more successful throughout their school careers and life beyond school. We know that there are important reasons why a child may not be in attendance on any particular day – illness, family emergencies, etc. are all excused absences.

ABSENCE

If your child is absent from school, the parent needs to call the school office (931-4830), before 9:10 a.m. Upon returning to school, the student should bring a note from home stating the reason for the absence. It is very important that the school maintain accurate written records and this is the reason for requesting a written note in addition to the phone call. Note: Students are responsible for completing any missing work.

LATE ARRIVAL

It is important that students be on time. It is disruptive to the educational process to have students arrive late. It is a parent/student's responsibility to be on time for school. There are, however, instances when students will be excused upon arriving late to school, e.g., doctor, dentist appointments. If your child is going to be late to school, the parent needs to call the school office (931-4830), before 9:10 a.m. When students arrive late for any reason, they are to **GO TO THE OFFICE TO CHECK IN AND RECEIVE AN ADMIT SLIP.**



UNEXCUSED TARDINESS OR TRUANCY

Excessive Tardiness: Notification of parent by phone or mail and a conference may be scheduled with the parents to plan procedures for getting the student to school on time.

Unexcused Absences: Washington State Compulsory School Attendance Law (RCW 28A.225) gives parents the legal obligation to ensure that their child attends school on a regular basis. The law, otherwise known as the Becca Bill, requires that schools take legal action if a student has 5 unexcused absences in one month.

STUDENT EARLY DISMISSAL PROCEDURES

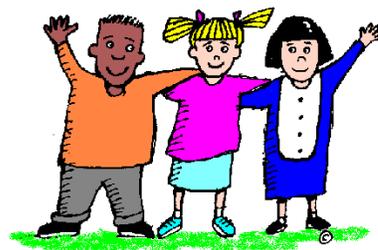
We discourage early dismissals from school, yet understand it is necessary, on occasion, for doctor, or dental appointments. If so, we request that a written excuse be sent to the teacher that morning. In this way, the teacher is able to plan for the child's absence. We ask that parents sign their children out in the office and the office will call the student from the classroom.

Parents picking up a student early from school must report to the office for student check out. The student will then be called to the office. If someone other than the parent/guardian is going to pick up the child from school the office needs to receive a note stating who will pick up the child in the place of the parent/guardian. A 24 hour advanced notice is needed for homework requests.

An extended absence requires a one week notice for homework to be prepared. Students are responsible for completing the work and turning it in upon his or her return.

SCHOOL LUNCH PROGRAM

The Child Nutrition Program serves thousands of lunches each year. A variety of hot, nutritious breakfasts and lunches are served daily. The price for breakfast is \$1.25, the price for lunch - \$2.75. Meals can be pre-purchased in any amount. Checks or cash for meals can be given directly to the kitchen, or try online pre-payments at www.mymealtime.com



DRESS FOR SUCCESS

Students should dress appropriately for the activities in which they are expected to participate. Appropriate cold weather clothing and rain gear help with the child's comfort going to and from school as well as at recess time. Even on rainy days, children will go outside and play in the covered areas. Please work with your child to select proper attire. In addition, we would like to suggest marking your child's clothing and belongings with permanent pen with his or her name.

LAKE VIEW DRESS GUIDELINES

- The wearing of obscene or offending apparel is not appropriate. Any clothing that displays alcohol, drug, tobacco, sex, nudity, violence, profanity or gang behavior cannot be worn to school or any school function.
- Bare midriff clothing is not permitted. Tube tops, spaghetti straps, and halters are not permitted unless a shirt, blouse or vest is worn with them.
- Pants, shirts, or blouses must not be torn or cut to be revealing.
- Shorts and skirts must be hemmed and reach to the fingertip when arms are hanging at the student's side.
- Shoes must be worn at all times for health and safety reasons. "Skate shoes" are not allowed. To prevent injury, appropriate shoes must be worn for PE and recess.
- Pants or jeans which distract from the school setting such as ones that are "shredded" or "sagging" will not be allowed.
- Any clothing that disrupts learning or interferes with work will not be permitted.

INCLEMENT WEATHER

- We encourage children to wear coats, hats and other warm clothing to school during the cold and wet weather.
- All children will be encouraged to go outside during recess.
- During any weather, the office and classrooms will not be used to house students who are not feeling well. Sick students should be kept at home.
- Absolutely no splashing, sliding or kicking of water and/or mud.
- Snow stays on the ground; students are allowed to roll snow but not pick it up and/or throw it.



GETTING TO & FROM SCHOOL

Riding the Bus

- Be courteous and respectful
- Sit quietly in your seat
- Obey bus driver
- Exit quietly and line up at outside classroom door

Walking

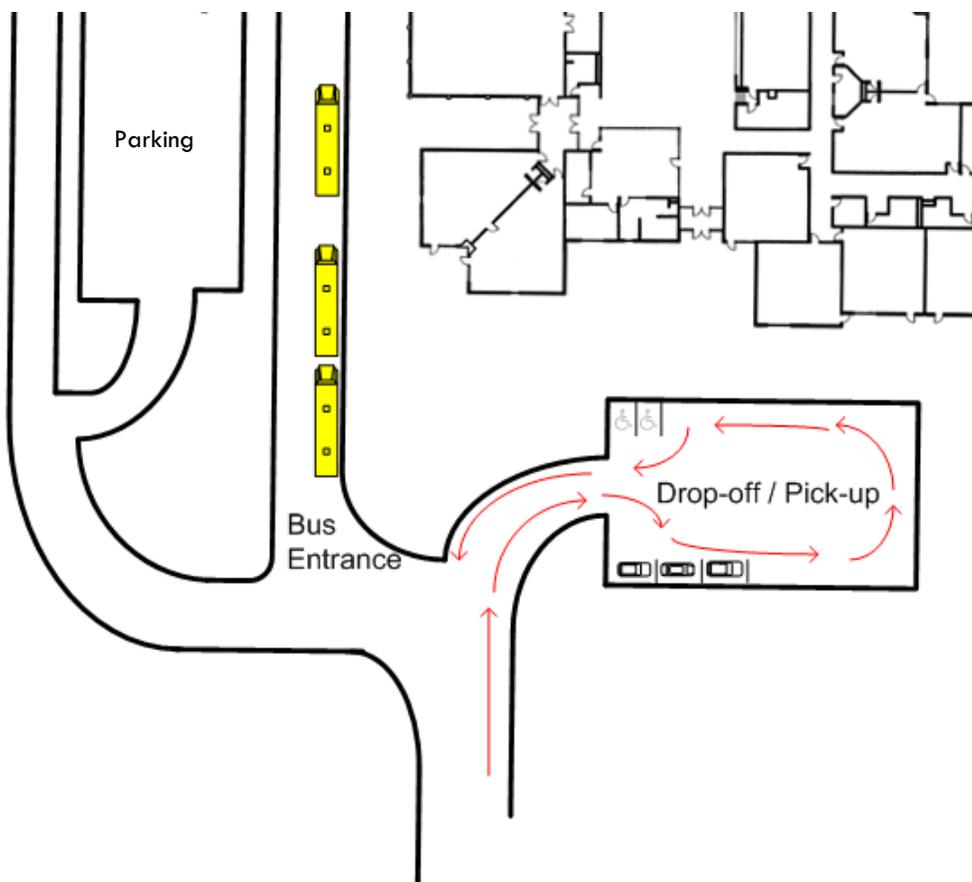
- Stay on walkways or side of road
- If possible, walk with a buddy
- Go directly to school
- Walk instead of run
- Stay on walkway & off curbs

Riding Bikes

- 3rd, 4th & 5th grade students , may ride bikes to school
- Wear helmets
- Follow all bike rules
- Lock your bike
- Walk bike on campus
- Bike riders must live in the Lake View “safe walking” area.

STUDENT DROP-OFF / PICK-UP PROCEDURES

Use the pick-up lane for dropping off or picking up students only. **DO NOT PARK IN THE PICK UP LANE!!** If you need to enter the building, please park your car in the parking lot. Again, watch your speed and look for children.



DO NOT PARK IN THE PICK-UP LANE 20 MINUTES BEFORE THE START OF SCHOOL, AND 20 MINUTES BEFORE THE END OF SCHOOL

Parents, Please Watch Your Speed!

STAFF

ROOM	TEACHER	GRADE	
106	Mary Jo Seeley	AM/PM Kdgn.	mseeley@auburn.wednet.edu
408	Andrea Cummings	1st	acummings@auburn.wednet.edu
405	Erika Moore	1st	emoore@auburn.wednet.edu
401	Lisa Berry	2nd	eberry@auburn.wednet.edu
404	Sharon Borton	2nd	sborton@auburn.wednet.edu
211	Angie Fettig - job share	3rd	afettig@auburn.wednet.edu
210	Jamie Haws – job share	3rd	jhaws@auburn.wednet.edu
212	Bob Dale	3rd	bdale@auburn.wednet.edu
204	Gina Greco – job share	4th	ggreco@auburn.wednet.edu
204	Sarah Lockett- job share	4th	slockett@auburn.wednet.edu
205	Cyndie Miracle	4th	cmiracle@auburn.wednet.edu
202	Brandi Gwin	3/4	bgwin@auburn.wednet.edu
313	Jennifer Caldwell	5th	jcaldwell@auburn.wednet.edu
312	Alesha Rowe	5th	arowe@auburn.wednet.edu
303	Megan Orr	Resource Room	morr@auburn.wednet.edu
301	Erica Wittgow	E.C.E.	ewittgow@auburn.wednet.edu
500	Janet Millgard	Librarian	jmillgard@auburn.wednet.edu
309	Margaret Stalmaster	Reading Specialist	mstalmaster@auburn.wednet.edu
119	Kim Allen	Music Specialist	kjallen@auburn.wednet.edu
109, 209	Melanie Jennings	PE Specialist	mjennings@auburn.wednet.edu
305	Sarah Lockett	Learning Specialist	slockett@auburn.wednet.edu
311	Carrie Sukert	Counselor	csukert@auburn.wednet.edu
300	Leanna Ridgeway	Psychologist	lridgeway@auburn.wednet.edu
102	Carrie Sasser	Nurse	csasser@auburn.wednet.edu
208	Simone Kytile	SLP	skytile@auburn.wednet.edu
101	Kim Horton	Office Manager	khorton@auburn.wednet.edu
101	Ramona Klemkow	Office Assistant	rklemkow@auburn.wednet.edu
102	Christine Blazer	Health Tech.	cblazer@auburn.wednet.edu
303	Beth Lindell	Sp. Ed. Para-Educator	blindell@auburn.wednet.edu
313	Janet Wheeler	LAP Para-Educator	jlwheeler@auburn.wednet.edu
306	Chris Erickson	ELL Para-Educator	cerickson@auburn.wednet.edu
118	Bill Price	Custodian	wprice@auburn.wednet.edu
118	Lannie Kirby	Custodian	lkirby@auburn.wednet.edu
112	Debra Dube	Head Cook	lkvmtime@auburn.wednet.edu
112	Sheri Washburn	Assistant Cook	
301	Susan Lee	E.C.E. Para	slee@auburn.wednet.edu
301	Debbie Jones	E.C.E. Para	djones@auburn.wednet.edu

EMERGENCY / SAFETY

School is one of the safest places to be. School employees make a great effort to provide a safe environment for each student and the educational process. We ask that each student display the same concern for the safety of all students and employees in their actions while in attendance at Lake View.

Our emergency guidelines and plans are as follows:

EARTHQUAKE DRILL

During an actual earthquake

- If indoors crawl under sturdy furniture. If possible, move to an inside wall or to a doorway. Stay away from windows and glass.
- Do not run through or near buildings where debris could fall on you.
- If outside, stay in the open. Keep away from buildings, trees and electrical wires.

After the shaking

- Make sure no debris is hanging over building exits.
- After exits have been inspected, evacuate building and move well away from it.
- Keep with class until teacher completes roll to make certain no one is missing.

FIRE DRILL

When the fire alarm sounds, all students and personnel will evacuate the building immediately. Students must leave their classrooms and proceed directly to the designated exit as posted in each classroom. All classes should walk rapidly and silently away from the building. Stand facing away from the building while the teacher takes roll to make certain no one is missing.

LOCK-DOWN DRILL

In order to keep everyone in the building safe from an unwanted intruder or dangerous situation, we will each year practice securing all entrances into the building and practice a procedure to make certain that students are safe and secure. If a lock down drill is called, move into the nearest classroom and follow the teacher's directions for securing the room.

EMERGENCY DISMISSAL

The safety of children is our primary concern therefore:

- Children will not be released except to those for whom the parent has given permission. Please update your emergency information as you change addresses or phone numbers.
- School Personnel will remain with your children until they are picked up by a parent, or designated person.

CARE OF PROPERTY

Who owns this school? Surprisingly you do! Parents and all taxpayers are legally required to pay taxes that build and maintain the school building. Therefore, any damage done to this building, equipment, buses or books must be paid for with your own family's money! For example, writing graffiti on walls may result in your paying for paint and labor to fix the marks. You must help protect the school by discouraging or reporting any damage.

RESTRICTED AREAS/OUT OF BOUNDS

Being in restricted areas makes you subject to disciplinary action. Students will be taught the out of bounds areas at the beginning of the school year.

TELEPHONE

Student use of the telephone for personal or social reasons is not allowed. Students may call home for emergency reasons only.

STUDENT BEHAVIOR



Lake View Behavior Expectations

Our mission is to provide an environment where students will acquire the knowledge, skills, and personal confidence they need to be successful.

The goal of Lake View Elementary is to provide learning situations in which each individual child can succeed. In this atmosphere, each child will develop a positive self-concept. This image should be reflected in their relationships with others. In continuation of the positive learning environment at Lake View, we

will follow this discipline policy.

We Believe. . .

- People who are honored, valued, and respected, learn to honor, value and respect others.
- When students are responsible for their own learning and behavior, they will feel successful.
- Staff, teachers, and parents need to help children be accountable and responsible for their learning at home and school.

Lake View Cardinals show:

- Respect for Others
- Respect for Learning
- Respect for Safety
- Respect for Property

STUDENT RECOGNITION

Student of the Month

Given to one student in each classroom who exemplifies the life-skill for the month.

Cardinal Award – Given by staff to students who show:

- Respect for others
- Respect for learning
- Respect for safety
- Respect for property
- Respect for Reading
- Respect for Math

Good Deed Bucks

Can be given to any student by staff, a student, or a community member for a specific, positive act.

SAFE & HELPFUL BEHAVIORS

Line Up Before School

Be on time - after 9:00 and before 9:05
Walk directly to outside classroom door to line-up
Stay in line quietly until invited in by your teacher
Respect others' space

Restroom Behaviors

Walk to restrooms
Be respectful & appropriate
Wash hands
Return to class immediately

Rainy Day Recess

Quiet activities in classroom
Work cooperatively
Respect others
Play in covered areas
Stay out of puddles and muddy areas

Hallway Behaviors

Walk
Keep hands to self
Keep silent
Stay to the right
Respect our school

Behavior at School Wide Signal: "Lake View Cardinals" Students Respond "Fly With Pride!"

Stop - what you are doing
Look - to the speaker
Listen - until speaker is finished

Responding to Others (Staff, Students and Visitors)

Stop, look, listen
Be respectful
Ask if you don't understand
Respond appropriately

Going to and from Specialists

Come prepared
Arrive as a group
Enter quietly
Stay on task
Line up quietly

Classroom

Be on time
Be prepared: materials and assignments
Do your personal best
Respect yourself and others

Lunch Line Behaviors

Wait **silently** in line with your class
Do not push or shove
Use utensils to pick up food.
Do not lean against serving tables

PROGRESSIVE DISCIPLINE

Students will be successful and feel good about themselves by following these expectations. If a student chooses to disregard these expectations, the following process will be used to assist the student:

▪ Step 1.

If a school rule is violated, the student will be given a reminder of school rules and procedures by a staff member.

▪ Step 2.

If a second rule violation occurs, a Think Time Slip will be issued to the student. The Think Time slip will be sent home for a parent signature.

Step 3.

If a third violation of the school rules occurs, the student will lose recess time or another, natural consequence will be issued.

▪ Step 4.

If a fourth violation occurs, a phone call will be made to the parents by the teacher or staff member.

Step 5.

If a fifth violation occurs, a parent / principal / staff conference will be scheduled to help improve student behavior.

▪ Severe Clause:

Behaviors that are severe in nature may result in more immediate discipline action such as loss of recess, in-school suspension, or temporary removal from school.

Severe behaviors include:

- Disobedience or disrespect, damaging property, fighting, classroom disruption, stealing

NATURAL CONSEQUENCES

It is our goal that natural consequences be used to help children learn to take responsibility for their behavior and understand the results of their behavior.

As the result of inappropriate behavior, a student may be asked to participate in an activity. (e.g. If a student writes on a building wall, he/she would be asked to clean the wall. A student who throws rocks from a play area would be asked to pick up the rocks.)

We, the Lake View Elementary staff, are committed to providing a quality learning environment in which learners develop to their fullest potential.

We believe that every student should receive support and the opportunity to learn and succeed. We will provide whatever assistance is needed and available to help each student succeed. In return, we expect students to demonstrate respect for themselves, others, and property.

HARASSMENT/ BULLYING

We believe we are more alike than different. We also believe in, and value, diversity. We know that a diverse school means people are different sizes, colors, shapes, cultures, religions, strengths and weaknesses. All children should have the right to feel safe and supported in our school community. The goal of this policy, therefore, is to create an environment where all children feel safe and free from bullying, teasing and harassing comments.



HARASSMENT:

Lake View Elementary and the Auburn School District is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons, free from harassment, intimidation, or bullying. "Harassment, intimidation, or bullying" means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation, or mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, or physical act:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is so severe, persistent, or pervasive that it creates an intimidating and/or threatening educational environment for students; or
- Has the effect of substantially disrupting the orderly operation of the school

PURPOSE: If we are to meet the needs of all students we must teach them how to interact. We must provide an environment that is safe from damaging comments and physical harm.

ACTION: Serious hurt can be caused by unkind or uncaring words and comments. Unkind remarks in any form, especially those that contain comments about a person's looks, race, culture, gender or learning differences, will not be tolerated. We have established these guidelines on diversity and kindness that all students and staff must comply with. If a student makes such a remark:

- Both, the speaker and the person spoken to, will conference with a staff member.
- The inappropriateness of the remark or behavior will be explained to the students.
- The student hurt by the remark will meet with an adult to help rebuild the self esteem damaged by the remark.
- If the student behavior meets the criteria for harassment, or bullying, parents of all students involved will be contacted; the matter will be discussed with them and their support at home will be sought.

COMPLAINT PROCESS

Students who believe they or others have been subjected to harassment, intimidation, and bullying should bring this to the immediate attention of a teacher or the principal. When a teacher receives such a complaint, he or she has the responsibility to develop an awareness, commit to monitor, intervene appropriately and report where necessary to the appropriate authorities.

TEACHING: Each year every classroom teacher will teach lessons specifically dealing with this policy. Throughout the year staff will be models of the behavior we expect.

PARENTS: Please read and discuss this with your family. It is only with the support of families that we will achieve our goal of making Lake View a safe school both physically and emotionally.

CONDUCT IN SCHOOL ASSEMBLIES

Assemblies are an important part of Lake View's program. They may be educational or just entertaining, but will always help students learn the important skill being of a good audience. These are the rules for appropriate assembly conduct:

- Walk to the mall in a quiet and orderly class group.
- Wait for instructions about where to sit then sit all the way down.
- As soon as the person in charge of the assembly comes to the front, immediately become silent and attentive to the speaker.
- Be careful not to touch other students.
- Remain seated during the program.
- Applause is very important to the performers to show appreciation, but should be given at the proper time and in an appropriate manner. (Booing or whistling is rude and unacceptable)
- When the program is over all students remain seated until their class is dismissed and leave quietly.
- Hats are not be worn to assemblies or anywhere inside the school building.

GENERAL PLAYGROUND RULES

Students will follow all directions given by playground supervisors and behave in a respectful manner towards PLAYGROUND SUPERVISORS and OTHER STUDENTS.

- Obey all directions given by supervisors.
- Stay within playground boundaries and away from off-limit areas. Play games only in approved and designated areas.
- Follow game and equipment rules.
- Use school equipment; do not bring toys and equipment from home.
- Avoid wearing loose jewelry.
- Do not carry pens or pencils on the playground.
- Leave dirt, sawdust, stones, sticks, snowballs, rocks or other objects alone.
- Stay away from fences, trees, and other structures not intended as playground equipment.
- Respect another person's space. Keep your hands and feet to yourself.
- Be courteous and a good sport.
- Speak respectfully to each other.
- Stop playing immediately when the signal is given.
- Games will not be allowed in which there is inappropriate language, tackling, shoving, play fighting, spitting or any type of harmful physical contact.
- During inclement weather students are to avoid playing in/on wet or sloppy areas.
- In heavy rain, coats are required if students are playing in open areas.
- Umbrellas will not be allowed on the playground during the school day for safety reasons.
- Once a game has been established students are encouraged to allow others to play.
- Students are responsible to return all equipment they take out.
- Students are not to (re)enter the hallways or classrooms during recess without written permission.
- Free standing or sitting on top of bars is considered unsafe play.
- No tag is to be played on or around any equipment.

Reports should be made to the playground supervisor of unsafe conditions.

BIKES/SKATEBOARDS/ROLLERBLADES

Bikes may be ridden to school by 3rd, 4th, & 5th grade students only. Bikes must be walked on campus and locked in the bike rack immediately upon arrival.

NO SKATEBOARDS, ROLLER BLADES, OR SCOOTERS ON CAMPUS!

DANGEROUS WEAPONS POLICY

Regulations:

1. Possessing, handling, or transmitting any object which could be considered a weapon at school or a school-sponsored activity, event, or function is in violation of this policy.
2. No weapon shall be possessed, handled, or transmitted on or around school property or facilities or off school property during, immediately before or after, or on the way to and from school or school-sponsored activities, events, or functions.
3. These regulations do not apply to normal school supplies such as pencils or compasses, but do apply to any and all firearms, explosives (including firecrackers), knives and any other objects of no reasonable use to the student at school.

School officials shall notify the appropriate law enforcement agency of known or suspected violations of this policy. Students who violate this policy are subject to district discipline policies, including the due process provisions regarding notification of parents.

The superintendent/designee is directed to see that all school facilities post "gun-free zone" signs and that all violations of this policy and RCW 9.41.280 are reported annually to the Superintendent of Public Instruction.

STUDENT DISCIPLINE ON SCHOOL BUSES

- The driver is in full charge of the bus and responsible for the enforcement of rules of conduct.
- Students should show respect to other passengers and their bus driver.
- Students must ride their regularly assigned bus at all times and get on/off at their assigned stop unless written permission has been granted by the principal or his/her designee.
- Each student may be assigned a seat in which they must be seated at all times.
- Food or beverage must not be consumed on the bus except by permission of the driver.
- Smoking, lighting of matches or throwing objects are strictly prohibited in the bus.
- Windows may be opened to the level determined by the bus driver; however, the driver may require the windows be closed at his/her discretion.
- No student shall at any time extend any part of his/her body out of the window of a bus.
- Objects that are dangerous or that may cause injury to another person are strictly prohibited from being brought on the school bus. The determination of "dangerous" is at the discretion of the driver.
- Animals or insects are prohibited from being transported on the bus.
- Belongings of students must be kept out of the aisle. Only band instruments approved by the school district may be transported on the bus. Instruments should either be on your lap or between your feet.
- No student shall sit in the drivers seat or anywhere in the driver compartment area at any time.
- Students must be seated and remain seated while the bus is starting, stopping, or otherwise in motion.
- Students must enter and leave the bus in an orderly manner.
- Students must cross the roadway only in front of the bus and only with the consent of the driver.

RULES OF CONDUCT AT THE BUS STOP

- Students must not stand or play on the roadway while waiting for the bus.
- Students should arrive at the bus stop no more than 10 minutes before the scheduled arrival of the bus.
- Students must wait to board the bus in an orderly manner: No games, no cuts, no throwing of objects.
- Students should wait until the bus comes to a complete stop before approaching the bus.
- Students must respect private property while waiting for the bus.
- Self-discipline must be exercised by students waiting in the bus loading area.

SANCTIONS FOR VIOLATIONS OF BUS DISCIPLINE

The Auburn School District must be reimbursed for any damages to buses that are caused by students.

Student misconduct is sufficient reason for issuing a "Bus Conduct Report."

Continuous, willful, or serious violation of any of these rules may be sufficient reason to deny a student transportation on the bus.

BUS CONDUCT REPORTS

Any infraction of these rules or any other misconduct may result in the issuance of a Bus Conduct Report which will be mailed to the parent. Any Bus Conduct Report may be grounds for suspension or permanent revocation of a student's bus riding privileges pending the determination of the seriousness of the incident.

The bus driver will fill out the Bus Conduct Report. Copies of the report will go to the parent, the principal and to the Director of Transportation.

If the driver has difficulty determining which students are involved in a violation, the driver may return the bus to the school and have the administrator take whatever action he/she deems necessary. The driver should wait until the administrator has determined the appropriate course of action and then, if directed, resume the scheduled home delivery of all students.