



Parent/Student Handbook

2015-2016

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A Message from the Director

It is with great pleasure that I welcome you to B. Wright Leadership Academy in Miami, Florida.

Our Academy is designed to provide a safe, nurturing, and developmentally appropriate educational environment for the school aged members of our community. Families are the key to success of our program. In order to achieve the highest of academic standards, we emphasize an active partnership between the family, the church, and the community.

For the upcoming year, we will provide a multi-sensory learning environment that augments the social, emotional and spiritual development of all of our scholars, as well as challenge each student academically. This program enhances our student's natural curiosity to explore and investigate the world around them and spark an undying interest in learning.

With your assistance and support, we shall continue to employ the highest standards in our delivery of Elementary and Secondary Education.

With sincere and best wishes,

Bernard Wright
Director

Mission

B. Wright Leadership Academy Inc. mission is to provide a safe and nurturing environment for student by fostering and engaging and educational atmosphere which will promote each student's unique social, emotional, physical, technology, and cognitive development with a strong emphasis on art and technology.

Vision

B. Wright Leadership Academy Inc. vision is to not only teach students how to use technology but to guide students in acquiring skills needed to be successful in the 21st century.

The B. Wright Leadership Academy provides a safe learning environment where students are given the opportunity to work on their individual levels and are encouraged to press beyond their limits to excel.

The Academy provides the following:

- Fully Accredited classes or course
- Kindergarten through 12th grade
- Small class sizes
- A Motivated Teaching Staff
- Quarterly report cards to parents
- Reports about the progress of the Quarter
- Educational field trips
- Electives in the Arts
- Music
- Art
- Drama
- A Physical Education Program including sports such as Basketball, etc
- Morning and After School Care
- Computer usage/ access

Our days are planned around the social, emotional, physical, creative, and intellectual needs of the developing student. Our focus is on the individual student in a developmentally appropriate framework.

We believe that parents are an integral part of our daily curriculum. As such, our

professional educators encourage an open –door policy. Parents are invited to observe their student in active learning experiences.*

*Parents are required to make an appointment with their student’s teacher to sit in on a class session.

Non-Discrimination Policy

The B. Wright Leadership Academy does not discriminate in offering access to its educational programs and activities or with respect to employment terms and conditions on the basis of, race, color, national and ethnic origin. Such a policy ensures that the B. Wright Leadership Academy’s only relevant factors are academic and spiritual enrichment.

Admissions Policy

The B. Wright Leadership Academy in Miami is registered with the State Department of Education in Tallahassee, Florida.

Each student entering The B. Wright Leadership Academy must have the following information on file before enrollment:

A \$125.00 registration fee is payable upon enrollment.

Registration fees are non-refundable.

The B. Wright Leadership Academy (BWLA) provides a safe learning environment where students are given the opportunity to work on their individual levels and is encouraged to press beyond this level to excel. Parents wishing to enroll their students are required to inform the school of any special needs that their student may have.(i.e., any special learning, developmental and or physical needs) Please be advised that BWLA is not equipped to provide necessary services for those with more acute needs. Students with special needs will be reviewed on a case-by-case basis.

All current and incoming students must complete a BWLA Enrollment Application. **At the end of each year, parents of all current students must update their student’s records by re-enrolling, before the student can be enrolled for the upcoming school year.**

Students transferring from another school must complete a BWLA Record Release Form to obtain their former school records. Upon enrollment, parents must supply a copy of their student's most recent standardized test scores and copy of their most recent report card. In addition, high school students are required to provide transcripts. In order for your student to be considered enrolled, prospective families will be required to participate in an entrance interview with an administration representative.

Students who will be five years old on or before September 1 may enroll in kindergarten in August of the same year. For kindergarten and children entering a Florida school for the first time, Florida laws (Statutes 232.0315 and 232.032) require the following documentation be on file in their school health records:

- Physical exam (HRS-H 3040 March 91) complete and signed by a licensed physician. The exam must be within the 12 months prior to the child enrolling in a Florida school.
- Certificate of immunization with all immunization Dates (months, day, year) or proof of all immunizations on an HRS 680 or 681 form.
- The fifth dose of DTP, fourth dose of OPV, and the second dose of MMR should be given after the fourth birthday, preferably at or just before the time of entry into kindergarten. Kindergarten entrance requires proof of the Varicella vaccine or record of the Chicken Pox. A series of three shots of Hepatitis B are required before 7th Grade.
- All Kindergarten through 8th grade students are required to have documented history of a second dose of the measles vaccine.
- Students transferring to B. Wright Leadership Academy from within the state must produce their health records and cumulative records for registration and documentation.

All school accounts must be current in order for your child to be enrolled and attend classes. Delinquent accounts may result in your child being excluded from classes during the course of the year. The school's Board will strictly enforce this policy. All payments must be received by the first day of the week to keep your account current. Since extenuating circumstances do arise, it is your responsibility to notify the Director of Education in such cases. Discounts on tuition payments will not be made for student absences.

Withdrawals

Before School Starts:

The registration fee is non-refundable. Book fees will be refunded only in case where the class is full and another student is enrolled before the start of the school year to take the withdrawing student's place.

During the School Year:

Registration, book, and tuition fees will not be refunded after the start of the school year.

Refund Policy

Any unpaid fees from the previous school year must be paid in full before re-enrollment can be considered for the upcoming school year. Report cards will not be given nor records transferred until the account is paid in full. There will be no refunds for absences, enrollment fees, or tuition fees paid. **Tuition is an annual commitment. All registration fees are non-refundable.**

Arrivals

Parents drop off:

Parents are encouraged to bring their children at 8:15 a.m. each day. After 8:30 a.m., your child is considered late. If your child will be late, we ask that you call the school by 8:15 a.m., please enter the classroom quietly, as it is disruptive to the learning environment. If you arrive prior to 8:15 a.m., you must pay for before school care for your child. Otherwise, we are not responsible for them until 8:15 a.m. We do understand, however, that emergencies do occur. In case of an emergency, please contact the school office to inform us of the circumstances.

Tardiness to Class:

Students must be in the classroom at 8:30 a.m. Failure to report to class on time may result in a detention or other disciplinary actions taken by the teacher.

Transportation Policy:

For all students needing transportation, parents must fill out a transportation request form prior to services. All parents will be notified of student's time of drop off and pick up.

- All students should be at the bus stop 10 minutes before the scheduled pick up.
- If you live in a gated community, please have your child at the front gate prior to the scheduled pick up time.
- Improperly dressed students will not be allowed to board the bus and reconsider will be asked to return home.
- Wait for the bus to come to a complete stop, and then board the bus in single file line, in an orderly fashion, using the handrails.
- Find your seat quickly without pushing other students. Keep the aisles clear at all times.
- Remain seated, talk quickly, do not eat, drink, or leave trash on the bus.
- Always listen to driver's instructions.
- Never put your head or arms out of the window.
- Know where the emergency exits are, but **DO NOT TAMPER** with them.
- When getting off the bus, wait until the bus comes to a complete stop before leaving your seat.
- Walk a safe distance from the bus so that the driver can see you and know that you are out of danger.
- Should you need to cross in front of the bus, keep a safe distance and watch for the drivers signal. **DO NOT RUN**. Proceed with caution.
- If your child is a threat to the safety of him/her, the bus driver, or to other students on the bus, the bus driver will pull over and contact the school's administrators immediately. (If this should occur, you may be asked to pick up your child immediately.)

Dismissal

Upon dismissal, students will leave the building from the Academy side entrance at the side of the school. After school care is available if you cannot pick-up your child by 3:00 p.m. We are not responsible for children who have not been picked up or are not enrolled in the after school care program.

Morning Care

Families that need childcare during the hours of 6:30 a.m. to 7:30 a.m. may sign up for the Early Morning Care Program. The fee is \$25 per week and \$5 per day.

After School Care

Families that need child care beyond 3:00 p.m. may sign up for our After School Care Program. This program is held Monday through Friday from 3:00 p.m. to 6:00 p.m. The fee is \$45 per week and \$9 per day.

Late Pick Up

Parents are expected to pick up their children within 20 minutes after the end of classes for the day. Failure to do so will result in your child being taken to the After School Care Program and an aftercare fee will be assessed. If there is a change in your regular transportation routine, please notify the school ahead of time. It is requested that parents pick up students without parking when possible due to the shortage of parking spaces. Please notify the office if you are going to be late. We realize that unexpected situations occur; however, there will be a fee for extended care.

Confidentiality of Records

Student records are accessible to the teacher, the Director of Education, and to the student's parents or legal guardians. Information regarding individual students will be kept confidential. In the event of a divorce, separation, or custody ruling, please notify the school so that we may ensure that proper procedures are followed. Our responsibility is to protect your child. Generally, schools must have written permission from the parent of eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions: School officials with legitimate educational interest; Other schools to which a student is transferring; Specified officials for audit or evaluation purposes; Appropriate parties in connection with financial aid to a student; Organizations conducting certain studies for or on behalf of the school; Accrediting organizations; To comply with a judicial order or lawfully issued subpoena;

Appropriate officials in cases of health and safety emergencies; and State and local authorities within a juvenile justice system, pursuant to specific State law.

Telephone Use Policy

Students may use the school telephone only in case of an important need and after first obtaining a permission slip from their classroom teacher. Requests of this nature must be very limited.

Cell Phone Policy

Cell phones are **prohibited** on campus. If a student must bring one to school they must turn it in to the school office before school begins and retrieve the phone after school is dismissed.

Any cell phone that is not turned into the office will be taken, and the parent must sign for the release of the phone from the administration.

A second offense will result in confiscation of the phone and will not be returned until the end of the school year.

School Calendar

The BWLA school calendar coincides with Miami-Dade County Public School Schedule. A monthly calendar is given to students at the beginning of every month, which specifies holidays, school closings, early release days, etc.

Uniforms

All students must wear school uniforms. Uniform tops must include B. Wright Leadership Academy logo. Tops are **Orange, Royal Blue and White** collared shirts with the school logo. Acceptable uniform bottoms are Navy **Blue** or **Khaki**. **A belt must be worn at all times.** No hats or head coverings are to be worn in school. Closed shoes or sneakers are acceptable footwear (**no heels or open toes**). On Friday, students are allowed to wear the B. Wright Leadership Academy Tee-Shirt. For cold weather you can purchase the school Jacket or sweater with the school logo. Students who arrive to school without the appropriate uniform be sent to the office. Their parents will be contacted and asked to bring the proper uniform.

Dress for success for Mondays: you must wear a white collar, button-up shirt with the school logo, and a tie and/or bow tie, this is mandatory attire for Mondays.

All school uniform can be purchase from:

**North Side Shopping Center
All Uniform Wear
7900 N.W. 27th Ave F-10
Miami, Florida 33147
305-649-2749**

Website

store11@alluniformwear.com

STORE HOURS:

Monday to Friday, 10:00am to 6:00pm

Saturday-10:00a.m to 5:00pm and Sunday 12:00pm to 5:00pm

*******NO JEANS*******

B. Wright Leadership Academy is a Mandatory Uniform School

Teacher Qualifications

Teaching professionals at B. Wright Leadership Academy all possess a minimum of an Associate's degree or higher.

Curriculum

The B. Wright Leadership Academy is currently using Common Core Curriculum as our main source of educating students in grades K-12th. It is our goal to provide your children with the best education possible. Classroom routines allow for student's active involvement and encourage meaningful educational experiences

Subject areas covered included:

- Bible
- Math
- Science
- Social Studies
- English
- Reading
- Creative Writing
- Physical Education
- Speech and Debate
- Technology

Electives being offered are:

- Drama
- Music
- Art
- Spanish
- Dance

Physical Education

Physical education is offered to students two days during the week. Tennis shoes are a must. Sandals, open-toe or dress shoes are not acceptable attire. Please see to it that your child abides by the physical education rules. Students who are not dressed properly will not be allowed to participate during P.E.

Report Cards and Progress Reports

Report cards are issued every quarter. Progress reports are given at the midpoint of each quarter. Please take time to go over these report cards carefully with your child. If a question arises, please call the school for clarification or make an appointment with your child's teacher.

Grading Policy

Letter grades are used to indicate student performance achievement in academic classes. The grading scale is as follows:

90—100% = A

80—89% = B

70—79% = C

60—69% = D

Below-60%= F

Homework Policy

Homework is given every day. It is the responsibility of the student and the parent to make sure that homework is a priority and is turned in on time, neat and done correctly. Homework assists your child in retaining information taught and helps them more on to the next level at a faster, steady pace.

Standardized Testing

BWLA administers the Terra Nova Test to students in grades K-12th during the month of October and April. This test will not be a determining factor of grade promotion.

Retention

Elementary School: Students must master the subjects of math and language arts in order to be promoted to the next grade. Parents will be made aware of potential difficulties at the third quarter or sooner. Parents are encouraged to work with their child or arrange for outside tutoring if their child is having difficulty.

Middle School: Students must earn at least four points in a subject (one of the points must be earned in the second semester) in order to pass a subject for the year. Points earned for each nine-week period will be calculated using the following scale: A =4 points; B =3 points; C =2 points; D = 1 point; F = 0 points.

High School: Students must earn at least four points in a subject (one of the points must be earned in the second semester) in order to pass a subject for the year. Points earned for each nine-week period will be calculated using the following scale: A =4 points; B =3 points; C =2 points; D = 1 point; F = 0 points.

A student earning a “C” the first quarter, a “D” the second quarter, “F” the third quarter and a “D” the fourth quarter would barely pass for the year in that class, having earned the minimum four points.

Students may fail one class and be promoted to the next grade. Students failing two or more classes in the same year will be retained.

It is the desire of the entire staff of BWLA to help each student achieve their very best. We will do our best to keep parents well informed of their child’s progress and give each student special attention and help where needed. Some students are developmentally behind and may be better served if they remain in their current grade an addition year. Other students lack the necessary work ethic, and/or motivation to succeed. Such intrinsic attitudes can be difficult to change, but through prayer and encouragement, we will seek to make a difference.

Our Parents are Our Partners

Parents are notified of school activities through monthly calendars and other channels of communication including handouts distributed to students by classroom teachers, telephone contacts and e-mails.

Parents are encouraged to be active participants in their child’s education. Teachers are required to contact parents every quarter to provide updates on the child’s progress and build parent teacher relationships.

Periodically, the B. Wright Leadership Academy will host a Parent Education Night. Many professionals will be invited to present information on student development, health, safety and other topics of interest. You will be informed with regard to the date and focus of our discussion. We encourage your participation and involvement so that you can make a difference in these early stages of your

child's educational development.

PTO

We have established a Parent Teacher Organization (PTO). The (PTO) is to support and speak on behalf of children and youth in our school. To assist parents in developing the skills they need to raise and protect their children; and to encourage parent and public involvement in BWLA. The PTO meets will TBA to discuss matters concerning our children and school. All PTO meeting will be posted on the monthly calendars.

Parent/Teacher Conferences

Parents wanting to speak with their child's teacher or an administrator must first make an appointment with that person to schedule a conference time. Speaking with your child's teacher at any other time concerning your child's progress or behavior will not assure you the information you need for the progression of your child or to resolve problem situations.

Parent Volunteer

Parent volunteers are welcomed at the B. Wright Leadership Academy. To make sure that we maximize the time you have with us, volunteers must complete a volunteer form to schedule a time frame with the teachers you will be assisting. Parent volunteers are needed as follows: assistance with early morning devotion, cafeteria volunteers, attendance and active involvement at PTO meetings, cleaning a classroom, painting, trash pick-up, help at PTO fundraisers, and assisting teachers as needed.

Health and Safety

We understand that it is difficult for working parents to stay home with a sick student. In an effort to control illnesses in our facility and in conjunction with the regulations of the State of Florida Department of health and Rehabilitative Services, please do not send your child to school with any of the following:

Communicable diseases, such as measles, mumps, chicken pox, lice, scarlet fever, whooping cough, etc.

Symptoms of pinkeye, skin rashes, swollen glands, runny nose, constant cough, sore throat, ear aches, nausea, cold fever, or diarrhea.

If your child becomes ill during the day and is found to have any of the aforementioned symptoms, we will separate your child until you are notified and your child is picked up. Parents are required to pick up their sick child as soon as possible (within 30 minutes). If a parent cannot be reached, the director or an assigned employee will contact those persons on your child's emergency contact list. Please be prepared for such situations and make arrangements for these occurrences ahead of time. Keep work numbers and emergency numbers current. We would greatly appreciate your cooperation in keeping all of our students healthy and safe. Students will not be re-admitted to the B. Wright Leadership Academy until symptoms are no longer present. Students who have been ill may be required to submit a note from the doctor before they will be permitted to return to class. This requirement will be at the discretion of the director.

Accident Reports

When an accident occurs, an accident report will be completed and submitted to the school office. The teacher will observe your child and appropriate actions will be taken. Parents will be contacted. In the event that emergency care is required, the Miami- Dade County Fire/Rescue will be notified. If necessary, should we be unable to reach the parent in case of an emergency, your child will be transported to the emergency room of the nearest hospital. We will make every effort to notify your child's doctor.

School Safety and Security

The safety and wellbeing of your student(s) is our first priority. In order to ensure the safety of each student, we have provided the following security measures.

- The Entrance/Exit doors remain locked at all times.
- Students are not allowed in the kitchen area.
- Students are signed out of school (when leaving early).

I.D. and advance parent confirmation will be needed for all individuals not on a student's emergency contact card before students are released.

In case of a severe weather storm, bomb threat, or in- evasion of property, safety codes have been established and will be enforced.

If you have any questions or concerns regarding safety issues, please contact the

administrative staff.

Disciplinary Guidelines

Teachers facilitate the development of self-control in students by using positive guidance techniques, such as encouraging expected behavior and setting clear limits. Teacher's expectations should match and respect student's capabilities in order to alleviate interpersonal problems. Students are provided many opportunities to develop social skills, such as cooperating, helping, negotiating, and talking with the person involved to solve interpersonal problems. Teachers facilitate the development of these positive social skills at all times.

If a student is having difficulty in our educational setting, we will suggest a Parent/Teacher Conference. Our intentions are to support the student's success in our program and to develop a behavior modification plan for both school and home. This is done in order to meet the needs of each individual student. Our employment policy dictates no frightening. Discipline will never be associated with food, rest, or taunting. Furthermore, spanking or any other form of physical punishment is prohibited under all circumstances.

Each student is expected to follow all rules, regulations and codes of conduct established by the Academy. These rules are in place to ensure safety and academic success. Our goal is to ensure that disciplinary practices are used in a safe and loving environment.

Steps of Disciplinary Actions

First Detention Form:

Detention forms are issued for repeated classroom rule violations during a given week. These violations would include being disruptive in class: excessive talking, being out of seat without permission, having gum or candy, disrespect toward the teacher or another student, aggravating another student or tampering with their possessions, acts of disobedience, being unprepared for class, etc. **If rules continue to be broken, it will result in second detention form being issued.**

Second Detention Form:

This form is issued after continued classroom rule violations within a month of receiving the first detention form. Students receiving this form will be sent to the office for disciplinary action. Possible administrative discipline would include: Parent conference or phone call, weed pulling, picking up trash, cleaning duty, physical activity, and writing assignments.

Third Detention Form:

This is the last step before suspensions. The parent will be contacted and administrative discipline will be taken.

Suspensions

There are three levels in student suspensions:

1st Offense—3-day suspension

2nd Offense—5-day suspension

3rd Offense—10-day suspension

A student may be suspended for any of the following negative behaviors. It is at the administrator's discretion as to the level of suspension that will be applied for each infraction.

- Cheating
- Lying
- Stealing
- Profane or unwholesome language
- Derogatory hand, arm or facial gestures
- Mimicking/Mocking adults or fellow students
- Name calling
- Gossip
- Sarcasm
- Threatening another person
- Physical aggression
- Horseplay/wrestling
- Tripping other students
- Defacing/vandalizing school property
- Romantic expression (hand holding, kissing, or other overt romantic expressions are not allowed at school or activities.

Expulsions

If at any point in the disciplinary process, BWLA feels that the student may be a threat to the safety to himself or herself, the students, teachers or the administrative staff; BWLA has the right to expel the student.

Prohibited Items

In order to promote an atmosphere of learning, it is asked that the following items not be brought to school:

- Handheld games (PSPs, Games Boys, etc.),
- PDAs, pocket
- PCs
- Flashlights
- Hats (except for certain outdoor activities),
- CD/tape players
- iPods
- MP3 players
- Gum
- High energy/high caffeine drinks

Cell phones are to remain turned off and given to the administrator during school. Any cell phone that rings or is taken out during school hours will be confiscated.

Items that might be considered gang related will be taken from the student and given to the parent. The following dangerous items on school grounds will not be tolerated and will result in serious disciplinary action or possible expulsion:

- Guns (any form)
- Knives
- Peppers spray
- Clubs
- Drugs*
- Stun guns
- Matches/lighters
- Other dangerous items used in a threatening way.

Absences

If your student will be absent for several days, please contact your student's teacher to inform him/her of the situation. However, you may be required to present a doctor's note of good health before your student can return to our educational center. Any excessive, unexcused absences may result in your student being expelled from our school.

B. Wright Leadership Academy has the obligation to improve student attendance through use of a monitoring process that classifies all absences as excused or unexcused, this informs parents of student absences, and ensures compliance with compulsory attendance laws. This obligation will be satisfied through the implementation of an attendance review procedure that monitors both the type and the number of student absences.

Students are required to submit the appropriate documentation (i.e., doctor's note, letter from parent, etc.) to the attendance office within two days upon returning to school in order for the designation of "excused" to be considered. Florida Statute, Section 232.09(2) (d) states, "If a student is continually sick and repeatedly absent from school, he or she must be under the supervision of a physician in order to receive an excuse from attendance." Students accumulating ten (10) or more absences in an annual course, or five (5) or more absences in a semester course, due to illness are required to have a note (on file at the school) from a physician in order to receive an excused absence.

Half Day Absences

All part day absences must be cleared through the attendance office before the student is admitted to class. If the student comes to school after 8:30 a.m. for any reason, he/she must be cleared through the attendance office and be issued an office admit. Before a student leaves the school during the school day, he/she must first be cleared through the attendance office.

Meals

B. Wright Leadership Academy will serve lunch for the cost of \$2.50 per day but it must be paid a week in advance. If you chose not to purchase lunch you may bring your lunch from home.

School Closing

If it becomes necessary to close the school due to inclement weather or an emergency situation, a staff member will phone you to pick up your student. Please be certain that all necessary telephone contact numbers are kept up-to-date in the school office. In the event of the school closing due to a hurricane or other natural disaster, The B. Wright Leadership Academy will follow the same procedure as Miami-Dade County Public Schools. Please listen carefully to the radio and /or television for all announcements regarding Dade County Public Schools. If the public schools are closed, we will be closed as well. We will re-open when they do. If our procedure varies from announcements being made on the news reports, we will communicate with parents through Channel 7 News.

TRANSPORTATION SERVICES AGREEMENT

The B. Wright Leadership Academy will provide transportation services for your child for the 2015-2016 school year. Each student is responsible for his/her behavior at the bus area and while riding the bus. Repeated misbehavior will result in the loss of bus riding privileges.

When **the Director** receives a referral from the bus driver regarding the inappropriate behavior of a student, the parents will be notified of the incident so that they may speak with the child and encourage proper behavior. The parent is asked to sign the notification and return it to school so **the Director** can be assured the parent was informed. If there should be a second referral, the student will be suspended from riding the school bus.

The driver's main responsibility is to transport the students safely to and from school. He/she needs the cooperation of all students, teachers and parents if this is to be accomplished order to ensure safe transportation, students must:

1. Arrive at the bus stop five minutes before your scheduled time **.Be Ready, Be on time or your bus will depart without you!**
2. Remain in the pick-up area while waiting for the bus.
3. Wait until the bus stops before advancing to board the bus.
4. Board the bus quietly and be seated, and put the seat belt on.
5. Be completely quiet when the bus approaches and crosses railroad tracks.
6. Keep the aisle of the bus clear of books, feet, etc.
7. Keep head, hands, and arms inside the bus at all times.
8. Remain seated at all times. Wait until the bus stops before leaving seat to get off at school.
9. Never run while getting on and off the bus.
10. Cooperate with and obey the driver at all times.
11. Refrain from eating or drinking on the bus.

2015-2016 School Year Transportation Fees as Follows:

Fees must be paid in advance

Parents Name _____

Student(s) Name:	

Monthly Bus Service (Pickup & Drop off) Please sign below and date \$50.00

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Monthly Bus Service (One way Pickup or Drop off) Please sign and date next to applicable service \$25.00

Pickup	
Drop Off	

Weekly Bus Service (Pickup & Drop off) Please sign and date below \$20.00

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Weekly Bus Service (One way Pickup or Drop off) Please sign and date next to applicable service \$15.00

Pickup	
Drop off	

******Daily Rate (One Way Pickup or Drop off) Please Sign and date next to applicable service \$7.00**

Pickup	
Drop off	

