

# SPRING LAKE ELEMENTARY



## Parent Information Handbook 2017-2018

1750 S. 500 W.  
Payson, Utah 84651  
Phone: 801-465-6070  
Fax: 801-465-6075

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website at [www.springlake.nebo.edu](http://www.springlake.nebo.edu)*

# Spring Lake Elementary School Calendar Items 2017-2018

August 1st	Registration
August 16th	Teachers First Day Back
August 21st	Back to School Open House 1:00-3:30 p.m.
August 22nd	First Day of School
August 29th	First Day of Kindergarten
September 1st	Spirit Assembly Kick-Off
September 4th	Labor Day - No School
September 11th	School Carnival
September 18th	Half Day Early Out - Dismiss at noon
October 6th	Spirit Assembly - COURAGE
October 5th	SEP Conferences (Book Fair)
October 11th	Picture Day (Lifetouch)
October 18-19	Fall Break - No School
October 31st	Halloween Parade
November 3rd	Spirit Assembly - RESPONSIBILITY
November 16	Picture Make-Ups (Lifetouch)
November 22nd	Thanksgiving Break No School
December 1st	Spirit Assembly - Generosity
December 21st	Half day Early Out - Dismiss at noon
December 22	Christmas Break Begins
January 2nd	School resumes after Christmas Break
January 5th	Spirit Assembly - KINDNESS
January 11th	SEP Conferences (Book Fair)
January 12th	District Development Day - No School
January 15th	Martin Luther King Holiday - No School
February 2nd	Spirit Assembly - HONESTY
February 19th	President's Day - No School
March 1st	Spring Pictures
March 2nd	Spirit Assembly - RESPECT
March 5th	Half Day Early Out - Dismiss at noon
March 15th	Final SEP Conference (Book Fair)
March 16th	Teacher Comp Day - No School
April 2 -6	Spring Break - No School
April 13th	Spirit Assembly - GRATITUDE
May 4th	Spirit Assembly - PERSEVERANCE
May 18th	Last Day of Kindergarten
May 25th	6th Grade Graduation
	Last Day of School - Dismiss at noon

# Bell and Lunch Schedules Arrival & Dismissal Rules 2017-2018



## **Arrival**

8:30 a.m.	Students begin arriving at school
8:35 a.m.	Breakfast begins
8:50 a.m.	Warning bell rings
9:00 a.m.	Late bell rings & school begins

## **Morning Recess**

10:15 a.m.	Kindergarten
10:15 a.m.	2 <sup>nd</sup> Grade

## **Lunch Schedule:**

11:05 a.m.	Lunch Workers
11:15 – 11:50	1 <sup>st</sup> Grade
11:25 – 12:00	3 <sup>rd</sup> Grade
11:35 – 12:10	2 <sup>nd</sup> Grade
11:45 - 12:20	4 <sup>th</sup> Grade
11:50 - 12:25	5 <sup>th</sup> Grade
11:55 - 12:30	6 <sup>th</sup> Grade

## **Afternoon Recess**

12:30 p.m.	3 <sup>rd</sup> Grade
1:55 p.m.	Kindergarten
1:30 p.m.	1 <sup>st</sup> Grade & 4 <sup>th</sup> Grade
2:00 p.m.	5 <sup>th</sup> Grade & 6 <sup>th</sup> Grade

## **Dismissal**

2:30 p.m.	<i>MONDAY ONLY</i> Early Out (Teacher Collaboration)
3:15 p.m.	Tuesday - Friday regular dismissal

### **Kindergarten Schedule**

Morning Kindergarten: 9:00 a.m. - 11:35 a.m.  
Afternoon Kindergarten: 12:35 p.m. - 3:15 p.m.

### **Early Out MONDAY ONLY:**

Morning Kindergarten: 9:00 a.m. - 11:15 a.m.  
Afternoon Kindergarten: 12:15 p.m. - 2:30 p.m.

We are deeply committed to the safety and well being of our students. For this reason, the following guidelines are in place and will be reinforced daily at school:

- ❖ Students who arrive at school after 9:00 a.m. must check in at the office and get a late slip.
- ❖ If your child will be late or absent, please call to excuse them before 9:30 a.m.
- ❖ Students should not be dropped off at school earlier than 8:30 a.m.
- ❖ Students who arrive at school before 8:30 a.m. must “wait by the hawk” in the front lobby and remain seated around the perimeter. No wandering in hallways or waiting in atriums unattended.
- ❖ At 8:30, students may go to breakfast, head to the atriums, or go outside to play as determined by the supervising teachers.
- ❖ Students should not be dismissed prior to 3:15 p.m. (or 2:30 p.m. on Monday).
- ❖ Parents must stop in at the office and sign their student out for early checkout.

# Nebo School District Attendance Policy

School attendance has a direct impact on a student's level of academic achievement and overall educational success. It is primarily the responsibility of parents to ensure consistent, punctual, daily attendance. Parents and school staff members share the responsibility to make earnest and persistent efforts to resolve attendance problems. School and parents responsibilities to resolve attendance problems are:

## School and Parent Responsibilities

School administration and personnel shall make earnest and persistent efforts to resolve attendance problems. Those efforts include, as reasonably feasible, the following:

Each school shall notify students and parents of this policy and any local school attendance and/or tardy policies and procedures. Said policies, or a summary thereof, may be included in the school's student handbook.

School personnel and teachers will monitor and record the daily attendance of students.

Whenever possible, a representative of the school will make a daily phone notice of absences via a computerized or a personal calling system. **Parents are responsible to have a current phone number on file at the school.**

A Concern Letter shall be mailed to the parent of a student who has five (5) truanancies during the current school year. The letter is to inform the parent of their student's attendance problems, request help in solving the attendance problems, and to inform the parent of possible school action if the truanancies continue.

A Notice of Compulsory Education Violation may be served upon a parent, via personal service or certified mail, whose student is at least six (6) years of age but younger than fourteen (14) years of age and who has ten (10) truanancies during the school year.

Parents who fail to respond to a school's request for assistance and support in resolving attendance concerns may be referred for a Compulsory Education Violation to the appropriate legal authorities in accordance with Utah law. Parents may contest the Notice of Compulsory Educations Violation in accordance with due process procedures set forth in Section 10 of the district attendance policy.

School Official will meet with parents following the issuance of a Notice of Compulsory Education Violation. During the meeting, the parents and school shall consider the following in an attempt to solve the attendance problems:

- providing appropriate counseling services to the student
- making any necessary and reasonable adjustments to meet the special needs of the student;
- considering alternatives proposed by the parent (JOI-Elementary Attendance Page 5 to 7 enlisting the assistance of community and law enforcement agencies, as appropriate and law enforcement agencies as appropriate, reasonable, and feasible; AND
- providing, upon request, a list of resources available to assist the parent in resolving the student's attendance problems.

A parent who is referred to appropriate legal authorities for Compulsory Education Violation may, upon referral by the Utah County Attorney's Office, be given the option or alternative to participate in the Nebo Attendance Court program. It is expected that parents will fully comply with all terms, conditions and directives imposed by the Nebo Attendance Court.

## **Nebo School District Attendance Policy (Continued)**

Parents shall cooperate with school authorities and make earnest and persistent efforts to resolve attendance problems. Those efforts include the following:

- Parents must ensure that their student attends school as required by Utah law.
- Parents are required to timely notify the school when the student is absent for an excusable reason as set forth in this policy. When a parent knows that their student is going to be absent for two (2) or more consecutive days, the parent should contact teachers regarding the student's assignments before the absence occurs.
- Parents are encouraged to communicate and/or meet with teachers and other school authorities in order to find solutions to attendance problems.
- Parents are also encouraged to monitor their own student's attendance by accessing the SIS through the District's website. Each school will provide SIS access information and instructions to the parents.

### **Absences and Tardies**

Whenever a student will be absent from school, please contact the office at (801) 465-6070 by 9:30 a.m. and inform us of the absence. If students have not been excused by 9:30 a.m. you will receive a computer generated phone call notifying you that your child is not in school. Students who arrive after 9:00 a.m. will be marked as tardy. Please make every effort to have students dropped off at school no later than 8:55 a.m. We miss your child when they are absent and grow concerned if they are continually tardy. Children who frequently arrive late or regularly miss school often feel disconnected and quickly get behind on their school work. Please give your child the best opportunity for success by getting them to school on time and closely monitoring their attendance.

### **Accidents and Illnesses**

Whenever an accident or illness occurs that is of a serious nature, we do everything within our power to contact a parent. If this is unsuccessful, we will notify the person you have listed as the child's emergency contact on SIS. Please keep current phone numbers updated in SIS for this reason.

Under extreme emergencies, when we are unable to contact you or your emergency contact, we will take the necessary steps for helping your child which may include calling an ambulance. Under NO circumstances will we send a child home unless the parent or person listed as the emergency contact gives us permission.

### **Arriving Early at School**

In order to ensure student safety, children should not arrive at school earlier than 8:30 a.m. (30 minutes before school begins). Teachers do not arrive and adults are not supervising until after 8:30 a.m. If there are special circumstances that warrant an earlier drop off, parents must personally contact the school principal to make arrangements. Students who arrive prior to 8:30 a.m. MUST wait in the front lobby by our Hawk Mascot and remain seated. Students may not play in the hallways, bathrooms, gym, or other areas of the school. Again, for safety reasons, this will be strictly enforced. At 8:30 students may eat breakfast or go outside to play until 8:50 when the bell rings.

## **Bicycles, Scooters, Skateboards, Roller Blades and Heely's**

All bicycles and scooters are to be put in the bike rack/scooter area upon arrival and are not to be used during school hours. Students should walk bikes while on school grounds and in the crosswalks. Scooters, skateboards, roller blades and Heelys or other shoes with wheels are not to be ridden or used on school property. We ask that students push or carry scooters and skateboards while on school property.

## **Birthday Treats**

Utah State Department of Health regulations (R392-100-2 food care) prohibit the serving of homemade treats to children at school. If treats are brought to school for activities such as birthdays, class parties, special rewards etc., they should be commercially prepared items preferable individually wrapped in cellophane paper, a box, etc. It is certainly not required or expected that you send treats on your child's birthday. However, if you choose to do so, we would greatly appreciate your following these guidelines, so we will be in compliance with Utah State Department of Health regulations. Please work with your child's teacher to coordinate birthday treats.

## **Bringing Gifts to School**

Birthdays are important days and we understand that parents are anxious to make their child feel special. Please note that gifts delivered at school (large balloon bouquets, flower arrangements, stuffed animals, wrapped gifts) will be kept in the front office and given to your child at the very end of the day. Having these items in class is distracting to other students and sometimes disruptive to the learning environment. In addition, some students are allergic to latex balloons. We appreciate your cooperation in this matter which also applies to holidays such as Valentine's Day.

## **Bus Students**

Students who ride the bus will be supervised by faculty members once the bus drops them off in the morning and until the bus arrives to pick them up in the afternoon. Supervisors will help the students board the busses. Bus students are responsible to demonstrate appropriate bus behaviors and to make sure they catch their bus on time.

## **Cell Phones and Other Electronic Devices**

Students are not permitted to use cell phones or other electronic devices (MP3 players, iPods, portable game consoles) during school hours (9:00 a.m. – 3:15 p.m.). We strongly discourage students from bringing electronic devices to school. Students with cell phones must keep them on silent and in their backpack during the school day. We understand that many children use phones to contact parents before and after school, which is fine. Problems will only arise if the child is trying to use the phone in class in which case the teacher will take away the phone and contact a parent/guardian. The school is not responsible if an electronic device is lost, broken, or stolen.

## **Cousins/Friends at School**

Occasionally cousins or friends visit during the school year. Unfortunately, it is against district and state policy to allow them to attend school for the day. Only students who are officially enrolled at Spring Lake are permitted to attend.

## **Financial Contributions to the School**

District funds are very limited. Your help is needed to offer an enriched educational program for our students. These funds will provide for field trips, assemblies, outdoor education activities and much more. Planning for the year will be based on donations we receive at the beginning of each school year. We have asked for a \$25 donation per child; however, your generous contributions to Spring Lake for any amount is greatly appreciated. Your contribution is confidential, tax deductible and important. All students will take part in every activity, regardless of donation.

## **Hats at School**

In accordance with the Nebo School District Student Dress and Grooming Standards policy, hats and caps shall not be worn during regular school hours.

## **Homework**

We recognize the importance of homework for students as an extension of learning. We will carefully explain homework so the student has an understanding of the expectation. We will hold students accountable for completion of assigned homework as a part of the class requirements. We thank you for the support you provide your student as he/she participates and completes homework and extension activities. Please work directly with your child's teacher if he/she is having trouble completing homework.

## **Immunizations**

Utah State Law required all children enrolled in a public school to complete immunizations and have dates on file before admission to school. You will be asked to keep your child home until immunizations are complete.

## **Paying for School Lunch**

Rules of health and safety have been set up in the lunchroom to protect your student and to see that he/she has a pleasant experience at lunch (see Lunchroom Rules). We ask that all families work to keep a positive balance on lunch accounts. When accounts are nearing a zero balance, a red stamp is placed on the student's hand by the lunch secretary to serve as a reminder to pay lunch money.

There are two ways to pay lunch money, online or by sending money with your child directly to school. Be sure to put lunch money in an envelope labeled with your child's name and grade. To receive additional information about our school lunch program, including the online payment system, PayPams, please visit the Nebo School District Food Services web page at <http://www.nebo.edu/food-services>. If you have any questions about student accounts or other lunch questions, we invite you to email our lunch secretary, Sherri Hair: [sherri.hair@nebo.edu](mailto:sherri.hair@nebo.edu) or call her at (801) 465-6058.

Lunch prices: Student-- \$2.00; Adult-- \$3.00; Reduced-- \$.40

Breakfast prices: Student-- \$1.25; Adult-- \$1.50; Reduced-- \$.30

Applications for free/reduced lunch are available online or at the district office, 350 South Main, Spanish Fork. The completed applications must be returned, processed, and approved before students can receive free/reduced meals.

## **Lost and Found**

To help return lost articles, please put your child's name on everything he/she brings to school. Valuable and/or small articles are turned into the office. Larger items are placed in a box that is located outside the lunchroom in the main hall. Lost articles that are not claimed will be donated to charity at the end of each term.

## **Major Disasters**

In the event of a major disaster affecting the entire community, students will be held at school and follow our Emergency Management Plan (listed later in this handbook). All teachers and staff members will also remain at school to care for the students. Unless otherwise notified, we will release students only to parents/guardian, emergency contacts, other family members, or other responsible adults.

## **Medication**

It is the policy of the Nebo School District that all medication be administered to children by their parents at home. This policy means that, only under exceptional circumstances, will a secretary or principal give children medication under appropriate regulations. An authorization for Student Medication form (JHCD-PI) must be completed and signed by the parent and physician before any school employee will give medication of any type to a student. This form must be updated by the parent and doctor each year. Parents must also bring the medication to the school (not sent it with the child) in an appropriately labeled bottle. They will then count the medication with an authorized school employee to verify the number of pills left at the school.

## **Money and Valuables**

Teachers and other staff members cannot be responsible for a student's money and valuables. Therefore, we discourage students bringing pocket money to school, except for those times when there is a specific purpose; lunch, book orders, book fair, etc. When you do send money (either cash or check) with your child, please send it in a sealed envelope with the following information on the outside:

1. Child's name
2. Teacher's name
3. What the money is intended for
4. Amount of money enclosed

Valuables such as cell phones, iPods, Gameboys, jewelry, toys etc. should be kept at home. Student's cubbies and desks are not secure places. The school assumes no responsibility for damage or theft.

## **Phone Calls**

Telephone use is limited to important calls as judged by the teacher or school staff. When students call home, it should be for reasons of illness or other emergencies. Arranging playdates after school would not be an acceptable reason to call home. With over 800 students at our school, we ask that playdates be pre-arranged by parents before school or after a child arrives home. Students will not be called out of class to come to the phone other than for emergencies. You may leave a message for your child or their teacher and it will be delivered.

## **Pets**

Please do not permit pets to accompany or follow your child to school. Your child's teacher will contact you if they would like a pet sent as part of a study unit or for show-and-tell.

## **Playground and Hall Supervision**

Staff members are assigned to supervise students before, during and after school. Students will be supervised on the playground during recess and during the lunch hour. There will be teachers/lunch supervisors on duty any time students are on the playground. In order to maintain the safety and well-being of our student body, rules, procedures, and routines will be enforced at all times.

## **School Community Council**

Spring Lake Elementary has a School Community Council (SCC) that meets monthly to discuss school related issues and coordinate efforts to meet those needs. The council is made up of parents (elected), school employees (elected), and the principal. If you have questions, issues or concerns you would like discussed, please contact a member of our SCC or call or email the principal at (801) 465-6070 or [teresa.jordan@nebo.edu](mailto:teresa.jordan@nebo.edu).

## **Student Checkout**

When parents/guardians need to pick up their students during school hours, they must come to the office and follow our student check out procedures.

## **Weather**

Children should arrive at school dressed for the weather of the day, so they can safely and comfortably enjoy mid-morning and lunch recesses. In winter months, children should remember to bring shoes to change in to from their snow boots. All healthy children will be expected to go out for recess except during extreme weather conditions (low wind chill factor, severe rain or snow, etc.).

If your child cannot participate in recess for health reasons, please send a note to this effect. If it is to be a prolonged indoor stay (longer than 3 days) please send a note from the doctor.

## **Nebo School District Non-Discrimination Policy**

"It is the policy of the Nebo School District not to discriminate on the basis of sex, race, color, national origin, religious creed or handicap in its educational programs, activities, admissions, access, treatment or employment practices" and any person or student who feels a need to challenge the district's adherence to that policy may do so by directing their concern to the principal or departmental director, then if not satisfied, to the district compliance officer, Mrs. Ann Anderson at 350 South Main Street, Spanish Fork, Utah, (801) 354-7400.

In compliance with the Americans with Disabilities Act, qualified individuals needing reasonable accommodation (including auxiliary aids and services) should contact the Principal or the Nebo

# **SCHOOL-WIDE RULES**



## **Hawks S.O.A.R.**

- **Speak Kindly**
- **Observe the Rules**
- **Act Responsibly**
- **Respect Self and Others**

**We are committed to the safety, happiness and well being of *every child*. Administrators, teachers and staff will closely monitor behavior to ensure that students are following the rules and acting appropriately. Students who respect the rules and exemplify great behavior will be recognized and rewarded. Students who forget to follow the rules will be reminded and practice until the appropriate behavior can be demonstrated. The purpose of having rules is to keep children safe and ensure optimal levels of learning. Student behavior should never compromise safety standards, keep a teacher from teaching, or keep other students from learning.**

## **Assembly Rules**

- ❖ Enter and exit the gym in an orderly manner.
- ❖ Stay seated by the class at all times.
- ❖ Refrain from distracting others from the presentation or performance.
- ❖ Be respectful to those speaking or presenting.
- ❖ Respond to the “Magic Five” signal countdown.
  - 5 Sit flat on the floor (so everyone can see)
  - 4 Hands on your lap and to yourself
  - 3 Eyes looking at the speaker or presenters
  - 2 Ears listening
  - 1 Mouths quiet
- ❖ Have fun and enjoy the assembly!

## **Outside Recess/Playground Rules**

- ❖ Play in designated areas of the playground only.
- ❖ Students may not play in parking lots, the lunchroom dock area, or on the portables.
- ❖ Use playground equipment for its intended purpose.
- ❖ Fences are off limits. If a ball goes over the fence, a custodian will get it later.
- ❖ Report problems or concerns to an adult on recess duty immediately.
- ❖ Include everyone in games and activities. The answer to “Can I play?” is always “YES!”
- ❖ Students should not wander around in the hallways or loiter in the bathrooms to avoid going outside.
- ❖ Students should never push, pull, drag, carry, hit, kick or scratch another student.
- ❖ Line up quickly once the bell rings.

## Hallway Rules

- ❖ Walk, never run in the hallways.
- ❖ Stay in line with your class. Do not purposely fall behind.
- ❖ Classes should remain quiet in the hallways to avoid distracting other classes.
- ❖ Do not touch or disturb displays or anything hanging on the walls.

## Lunchroom Rules

- ❖ Enter and exit the lunchroom in an orderly fashion. No running or cutting in line.
- ❖ Sit in designated areas. No saving seats. Make room for others.
- ❖ Show respect to the custodian, lunch ladies, lunch workers, and other staff.
- ❖ Wait until your grade level has been excused before going outside.
- ❖ Students should never throw or make a mess with food. Bottle flipping is not permitted.

## Restroom Rules

- ❖ Students may not play, scream or shout in the bathroom.
- ❖ No climbing on top of or crawling under bathroom stalls.
- ❖ Only one student allowed in a bathroom stall at a time.
- ❖ Paper towels, toilet paper and soap should be used for their intended purpose.
- ❖ Students should honor the privacy of others at all times.

## Bus Rules

- ❖ Bus students are responsible for making it to the bus on time. Teachers will not hold bus students back in class after school and if students are having a problem making it to the bus they should promptly alert an adult.
- ❖ Good behavior should be demonstrated while waiting in line for the bus to arrive.
- ❖ No cutting in the bus line.
- ❖ Students should enter and exit the bus in an orderly manner. No pushing, pulling, shoving, etc.
- ❖ Students must:
  - stay in their seat
  - sit quietly throughout the ride
  - promptly obey all instructions from the bus driver
  - refrain from bothering others
  - treat bus equipment with respect

***Riding the bus is a privilege.*** Students who misbehave on the bus pose a risk to the driver, themselves and to other students. For this reason, good behavior on the bus is imperative. Students who violate the bus rules will first be given a verbal warning. If the behavior continues, a ticket may be given. When a student receives a ticket on the bus, parents will be contacted and a meeting with the principal scheduled to promptly address the situation and create a plan of success for the student. Subsequent misbehavior and tickets will result in the loss of bus privileges, meaning the child will no longer be permitted to ride the bus and parents will be responsible to transport their child to and from school.

# **Emergency Management Plan**

## **Spring Lake Elementary School**

In the event of an emergency at Spring Lake Elementary or near the school that requires school staff to take action, the following procedures will be followed:

All staff members and students will become familiar with the following emergency procedures through direct instruction, reviews, and regular emergency drills.

### **Building Evacuation (Fire and Other Hazardous Situations)**

#### **Premises Evacuation Procedures:**

- Students will be led out of the building by teacher using the primary/secondary evacuation routes.
- Classroom lights will be turned off, door closed but not locked.
- Teachers will account for all students. If a student is missing, the office staff will be notified to assist with locating the student.
- Classes will assemble in the primary (secondary, if required) premises gathering location.
- Information/directions will be provided by Emergency Officials/School Administrators.

#### **Off-Premises Evacuation:**

- If situations/circumstances necessitate that students and staff be evacuated to an off-premises location, coordinated efforts will continue amongst school and district officials and staff, municipality authorities and district transportation personnel to maintain student and staff safety and to ensure communication.

Primary Off-Premises Evacuation Location: LDS church located directly west of the school.

Secondary Off-Premises Evacuation Location: TBD depending on circumstance.

### **Earthquake**

#### **Procedures: At the first indication of ground shaking:**

- All students and staff will move away from windows, shelves, heavy objects, and furniture that might fall.
- All students and staff will take cover under desks or tables and cover heads with hands and arms.
- Staff members will continually assess the situation and will act in the best interests of all students.
- Students will remain under the protection of the desks until receiving the "All Clear" notification.
- If evacuating the building brings about increased safety, all students and staff will evacuate the building following the "Building Evacuation" procedures.
- Further instructions and information will be provided.

### **Lock Down**

#### **Procedures:**

- “Teachers, please lockdown” will be shared over the P.A. system or other means of communication if a lockdown is needed. “Threat Inside” or “Threat Outside” will also be shared if necessary to indicate the location of the threat.
- Teacher gathers all students into classroom and then locks the classroom door.
- Teacher shuts blinds, turns off lights and moves students to a section of the room where they cannot be seen from outside the room.
- If everyone in the room is safe, the Yellow Hawk Sign should be placed in the classroom window.
- If a student is missing or unaccounted for, or an extra student is in the room, the teacher/staff member will notify the office staff, and share the names of the missing/additional students. The office secretarial staff will serve as the communication link between all rooms.
- The principal and custodian will contact the authorities and address the situation that made the lockdown necessary.

**Be part of the solution!**

**Dear Parents,**

**This summer we have been working to come up with a plan to improve the drop off and pick up zones at Spring Lake Elementary. There have been many complaints regarding cars backing up waiting to turn in to the school. This causes a headache for through traffic and has jeopardized the safety of our students as impatient parents encourage children to walk through unsafe zones in order to more quickly load their vehicle. As a school community, we should seek for a solution to this problem. You can be part of the solution.**

**Here are some easy steps you can take to improve the drop off and pick up zones at our school.**

**#1 Stick with established routines. Walkers should be encouraged to walk. Bus students should be riding the bus daily.**

**#2 If you need to pick up your children, establish a specific spot to meet that may be away from the main line of cars coming in and out.**