

Westview Elementary School

Student – Parent Handbook

2014-2015



On the prowl for excellence!

1012 Ingersoll Drive

Phenix City, Alabama 36867

Office: (334) 298-4507

Fax: (334) 298-7891

www.pcboe.net/wes

Mrs. M. Gordey Lewis - Principal

Mrs. Phyllis Horace - Secretary/Bookkeeper

Mrs. Genniefer Young – Counselor

Mr. Randy Wilkes, Superintendent

Student - Parent Handbook

2014 – 2015

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PHENIX CITY PUBLIC SCHOOLS

Mission: The mission of Phenix City Schools, in partnership with family and community, is to ensure each student develops into a responsible and productive citizen who is prepared for the challenges of the future.

Vision: Pursuing excellence on behalf of every student in every school!

We Believe: Excellence is obtainable for students and staff.

Students have unlimited learning potential.

All students can achieve academic success.

Student academic success is fostered through family engagement.

Students and staff have the right to be in a safe and clean learning environment.

Nurturing, inviting, and stimulating environments are conditions where students thrive emotionally, socially, and academically.

Students have the right to competent, dedicated, and highly certified staff.

All students, staff, and parents have the right to be respected at all times.

Character, integrity, and service to others contribute to civic health.

Student and staff diversity is to be valued, respected, and embraced.

Empowered and inspired students strive for continuous knowledge and improvement beyond high school.

Goals: All of our students will meet or exceed their grade level standards in academic areas.

All of our students will be competent and responsible in their use of technology in a changing digital society.

100% of our students will be prepared to meet the global challenges of the future.

All of our students will contribute to civic health, character integrity, and service to others.

Motto: *Better Every Day!*

Westview Elementary School Tigers



....On the prowl for excellence!

Westview Elementary School Mission Statement

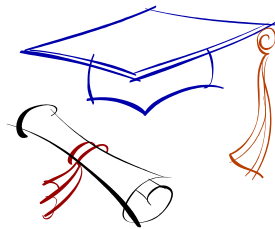
Our mission is to educate each student to his or her maximum potential and to thoroughly prepare every student for the challenges of the future.

Westview Elementary School Vision Statement

Empowering minds one lesson at a time.

Westview Elementary School Resolution

I believe I can be a good student.
I believe I can achieve.
I believe that if I work hard, I will succeed.
Therefore, I will work hard each day to do my best.
I can learn. I will learn.



Westview Elementary School Colors

Royal Blue and Kelly Green

Westview Elementary School Mascot

White Tiger

INTRODUCTION

The purpose of this handbook is to provide parents and students of Westview Elementary School with information concerning the school, its operation, and its policies. It is hoped that the information in this handbook will be accepted in the same spirit it was written. Cooperation, open communication, and support are needed to make this school year a success. Keeping this in mind, it is with great hope that you read this handbook thoroughly. The staff and administration solicit your support during the school year and request that you do not hesitate to call upon us should you have any questions or concerns.

GENERAL SCHOOL PROCEDURES

Registration

Registration is the time during which new students sign-up to attend Westview and returning students re-identify as attending Westview during the new school year. Registration is held in July. The following items are needed to register your child for school:

1. A **CURRENT PROOF OF RESIDENCY** is required for *all students* at the time of registration. This proof may be a *current* copy of a utility bill, mortgage or rent receipt, lease agreement, or property tax statement and must include parent or guardian's name and address. **Phone bills and cable bills cannot be accepted as proof of residency.** Individuals without a utility bill, mortgage or rent receipt, lease agreement, or property tax statement will be required to complete a Third Party Residency statement. The Third Party Residency statement must be notarized and approved through the PCBOE downtown office.
2. An official **BIRTH CERTIFICATE** must be on file in order to register your child for school. Kindergarten students must be five (5) years old by September 1st and First Grade students must be six (6) years old by September 1st. To obtain a replacement birth certificate, contact the Russell County Health Department at (334) 297-0251. The Health Department is located at 1850 Crawford Road in Phenix City.
3. An **ALABAMA CERTIFICATE OF IMMUNIZATION (IMM-50)** or exemption must be on file in order to register your child for school. All students attending school in Alabama school systems are required to have this on file. Additionally, documentation of a second dose of measles-containing vaccine for all children, kindergarten through twelfth grade is required. A booster dose of tetanus/diphtheria (Td) vaccine must be given 10 years after the preschool booster. Students in grades K-5 must also have proof of the varicella (chicken pox) vaccine. Effective for students entering sixth grade beginning fall of 2010, a booster dose of tetanus and diphtheria toxoids and acellular pertussis vaccine (Tdap) must be given at 11 or 12 years of age. Immunizations can be obtained from the Russell County Health Department located at 1850 Crawford Road in Phenix City or from your family physician.

4. A copy of the child's **SOCIAL SECURITY CARD** must be on file in order to register your child for school. Should you need to apply or reapply for a social security card you may do so at the Social Security Administration located on Macon Road in Columbus or call (800) 772-1213 or locally (706) 649-7831. There is a two week waiting period

School Hours 8:00 A.M. – 3:00 P.M.

The school day for children is 8:00 A.M. - 3:00 P.M. For safety reasons, students should not arrive at school before 7:20 A.M. All students arriving before 8:00 A.M. are to report to the cafeteria upon arrival.

If a student is required to stay after school, parents shall be notified at least a day in advance. This notification is not to obtain permission, but to allow time for parents to make arrangements for getting the child home at the later time.

Students not staying for after school activities should be off campus each day by 3:30 P. M. **Please be considerate of your child and staff members by being on time to pick up your child.** If students are left on campus after 3:30 P.M., the police will be called.

Arrival Procedures

Students who ride the bus will be dropped-off at the front of the school. Students transported by car should be **dropped-off at the clock tower.** Please do not drop your child off in the front of the school or behind the school. Always pull up to the clock tower before allowing your child out of the vehicle.

All students arriving before 8:00 A.M. are to report to the cafeteria. If arrival is after 8:00 A.M., students should report to the office **with an adult to get a tardy pass** and report to their respective classroom.

Dismissal Procedures

Dismissal of car riders will begin each day at 3:00 P.M. **All parents and guests should be outside of the building.** Car riders, nursery van riders, and walkers will be dismissed first, beginning with kindergarten. Car riders will report to the appropriate pick-up area. **For the safety of your child, he or she will not be released to meet you in the front parking lot.** You will need to pick your child up at the back of the school. Please note that all students transported by car should always enter and exit on the curbside.

Bus dismissal will begin at 3:00 P.M. Bus students will be called by bus number to the front of the school to board buses. Bus riders will be dismissed one bus at a time as the buses arrive. Students are expected to be orderly and well behaved during dismissal and should go directly to their designated pick up area.

Note: Doors will not be opened for campus visitors after 2:30 PM. We begin to prepare for dismissal at this time.

Transportation Changes

For safety reasons, transportation changes will not be granted based solely on a phone call. A written notice is **required** and must be received in the office before 1:50 P.M. if there is a change in your child's transportation. If a last minute emergency arises during the school day, parents may fax a written notification to the school requesting a change in transportation for that afternoon. The

school's fax number is (334) 298 – 7891. For safety reasons, all faxed changes also require that the parent call the school before 1:50 P.M. to verify that he or she sent the fax.

Tardiness & Check-In Procedures

A student is tardy to school when he/she is not in the appropriate classroom by 8:00 A.M. **Students arriving after 8:00 A.M. must be signed in by the adult who brought him or her to school.** For a tardy to be considered excused, the parent must present a note from a doctor, dentist, or court official. Excessive tardiness is considered truancy and will be treated as such. Students who are excessively tardy to school each nine weeks may be subject to a ***suspension pending a parent conference***. If the students are transfer students, **the transfer approval may be REVOKED.**

Students who check-out prior to 12:00 P.M. will be considered absent. Also, students who check-in after 12:00 P.M. will be marked absent.

Check-Out Procedures – NO CHECK-OUTS AFTER 2:30 PM

Once at school, the student is expected to remain the entire day except in extreme emergencies. Occasionally circumstances occur in which a child needs to leave school early. These circumstances, however, should be the exception, not the rule. Therefore, we ask that all medical and dental appointments be scheduled after school hours and on Saturdays when possible.

As parents, you have the right to check your child out of school when necessary. As school officials, we have the obligation and authority to keep your child in school when necessary. Bearing this in mind, your rights will not be questioned unless checkouts become excessive. You may be required, at that time, to provide a doctor's excuse for each subsequent occurrence.

If a student needs to be checked out of school, the parent must make a written request in the school office. **Students checked-out before 12:00 P.M. will be counted absent.** For safety reasons, **your child will only be released to the people whose names are listed on the registration form.** ID will be required. If you need to check your child out early, please check him or her out **before 2:30 P.M.**

Withdrawal Procedures

To withdraw a student, you must do the following on the last full day of the student's attendance:

1. Notify the school by telephone or in writing at least 24 hours prior to receiving withdrawal paperwork.
2. Return all textbooks and library books to the school.
3. Pay all outstanding balances.
4. Secure a withdrawal form from the school secretary on the day of withdrawal. The school will release copies of the birth certificate, Social Security card, current report card, and the original immunization record.
5. The student's cumulative information will be mailed to the new school upon request.

FOOD SERVICES

Visit the Meal Pay Plus website at <https://www13.mealpayplus.com/default.aspx> to make payment on your child's meal account.

Breakfast and lunch served in Westview's cafeteria are wholesome meals that provide one-third of our daily food requirements.

Breakfast will be served from **7:15 A.M. – 7:50 A.M.** The **"cut off" for breakfast is 7:50 A.M.** If a student is late to school due to problems with the bus, then the child will be allowed extra time to eat breakfast. **If a child misses breakfast because a parent is running late, then it is the parent's responsibility to provide the child with a meal.**

Children may eat the lunch provided at Westview or may bring their own lunches from home. Students are allowed to bring beverages in a thermos or fruit drink boxes, but are not allowed to bring canned or bottled drinks. Unless instructed otherwise by the principal, all meals will be eaten in the cafeteria.

Lunches may be paid for daily, weekly, or monthly. All lunch checks should be made payable to Westview Elementary Lunchroom. **Checks cannot be accepted during the month of May.**

Parents are welcome to have lunch at the school at any time; however, in order to be sure that enough food is prepared, the lunchroom manager should be contacted at least one day in advance, if at all possible. **The cafeteria phone number is 298-7366.** The WES Cafeteria Manager is Ms. Lisa Walker.

Free or Reduced Meals

Free and reduced meals are available for those who qualify. **Parents must reapply each year for these meals.** The application forms are available at Westview during registration and can also be obtained at the Auxiliary Services Office downtown.

Students do not get free or reduced meals until the application has been approved; therefore, **students applying for free or reduced meals must pay for their meals until their application for free or reduced meals has been approved.** If your child does not have the money to pay for a hot meal, he or she will be served a cheese sandwich, fruit, and milk only. This policy begins on the first day of school.

Meal Prices

Breakfast is \$1.75 for students in kindergarten through fifth grade. Lunch is \$2.25 for students in kindergarten through fifth grade. **NO STUDENT MAY CHARGE BREAKFAST OR LUNCH.** You may visit the Meal Pay Plus website at <https://www13.mealpayplus.com/default.aspx> to make payment on your child's meal account.

PUPIL PERSONNEL POLICIES

Every student of compulsory age (under 17) is required to attend school each day. Alabama State Law makes parents or guardians responsible for making sure their children are in regular attendance. Since there is a high correlation between attendance and academic achievement, each student is encouraged to be regular in his/her attendance.

Early Warning Truancy Program

The Early Warning Program is a joint effort between the Russell County Juvenile Court and Phenix City Schools. The purpose of the program is to encourage students to attend school regularly and on time. Circumstances causing a referral to Early Warning are as follows:

1. Three days of absences without proper excuse
2. Ten days of excused absences without a doctor's statement
3. Excessive tardies or check-outs

Three consecutive days of absences, excessive absences, or excessive tardies will necessitate an inquiry to the parents from the office or the system attendance officer.

After an absence, a pupil must present to the homeroom teacher a written statement signed by the parent or guardian giving the reason for the absence in order for the absence to be excused. In compliance with Board policy, all absences are unexcused or illegal except:

- * personal illness
- * death in the immediate family
- * emergency conditions declared by the superintendent
- * special permission granted by the principal

NOTE: Vacations and out-of-town trips are unexcused absences unless specifically approved in advance by the principal.

Any student that has previously attended the Early Warning Program and continues to have attendance problems and excessive tardies will not be referred again. Instead, a petition will be filed with the juvenile court officials for prosecution.

Truancy

A student who leaves the Westview Elementary School campus without permission will be guilty of violating the Alabama Compulsory Attendance Act and will be subject to disciplinary action. The same applies to students who "cut" classes or are truant. If said violations continue, the student and his/her parents will be referred to the juvenile court. **Neither Westview Elementary School nor the Phenix City Board of Education can be held responsible for the welfare of students who leave school without permission. Furthermore, neither the school nor the Board shall be responsible for students who frequent private property adjacent to school property before or after school. For their own**

safety and welfare, students are instructed not to visit and/or loiter on private property before, during, or after school hours.

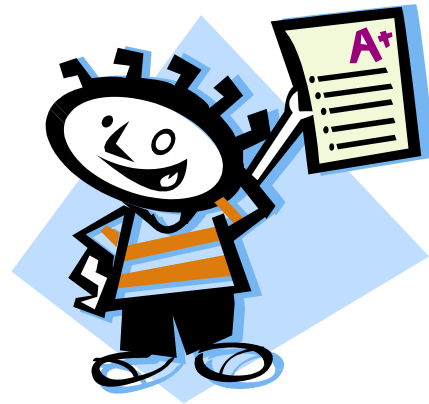
Perfect Attendance

Perfect Attendance Certificates will be awarded at the end of each nine-week grading period to those students have been neither absent nor tardy for any reason. Please remember that students who check out prior to 12:00 P.M. will be counted absent. Also, students who check-in after 12:00 P.M. will be counted absent.

Grading Scale

Evaluation will be based on a child's progress towards mastering state and local standards. The following grading scale will be used on report cards:

A-Excellent	90 – 100
B-Good	80 – 89
C-Fair	70 – 79
D-Poor	60 – 69
F-Failing	0 – 59



Grading Periods

1 st Quarter	August 6 - October 9, 2014
2 nd Quarter	October 10 – December 19, 2014
3 rd Quarter	January 6 - March 11, 2015
4 th Quarter	March 12 – May 21, 2015

Progress Reports

Students will receive a progress report at the midpoint of each grading period. The progress report will be sent home to parents, signed, and returned to the teacher. Provided no school days are lost due to inclement weather, progress reports will be issued on the following dates:

- September 5, 2014
- November 13, 2014
- February 5, 2015
- April 20, 2015

Report Cards

Report cards will be given to students at the end of each grading period. The schedule for distribution for each grading period is as follows:

1 st Grading Period	October 16, 2014	*Parent conference required
2 nd Grading Period	January 12, 2015	
3 rd Grading Period	March 18, 2015	*Parent conference required
4 th Grading Period	May 21, 2015	

Honor Roll

The Honor Roll is published at the end of each nine-week grading period for students who make “A” and “A/B” Honor Roll during the grading period. These students will also be recognized during an Honor Roll Assembly at the end of each nine week grading period. Dates for Honor Roll Assemblies will be announced a week prior to the event.

Awards

An Awards Day Assembly will be held at the end of the school year to recognize students for exceptional work in the classroom, good citizenship, and attendance. Principal’s Awards will be presented to one student in each grade based on academic achievement and conduct. Additionally, students who maintain all A’s for the year will be recognized at an All **A** Awards Reception in May.

Homework

Homework is assigned by the teachers as a means of skill practice and reinforcement for the student. Every student is responsible for assignments and is expected to complete them as directed. Assignments turned in late without teacher approval will receive a lower grade.

Promotion/Retention Policy

Introduction

The Phenix City Board of Education realizes that it is necessary to make decisions concerning promotion and retention. These decisions must be made based on the best interests of the students. As early as possible in the school year, teachers must make their concerns known to the principal or his/her designee. Once this is done, the procedures outlined below will be followed for students in grades K-8. Decisions to promote or retain students in grades 9-12 shall be based on credits earned and Carnegie units.

General

The establishment of these Promotion/Retention guidelines is to assure that all students are promoted or retained following the same process. Generally, students in grades Kindergarten through five should not be retained more than once except under unusual circumstances. A student may be **placed** in the next grade with consideration being given to the following: chronological age, physical and emotional maturity, behavior and other factors that may affect the student or classmates.

Academic Concerns

1. Evidence of academic performance for any student who is failing or performing below grade level should be presented to the Problem Solving Team (PST) by his or her teacher for the purpose of intervention. The PST will develop, with the teacher, an intervention plan with specific strategies and timelines for improvement.
2. The teacher will notify the parent of the PST meeting to solicit input and support.
3. The teacher will maintain a documentation file on each student with an intervention plan.

4. The teacher shall present the results of the intervention plan to the PST and the parent as outlined in the plan.

Reports

1. Progress reports will be distributed to all parents at the end of four (4) weeks during each quarter. The report card will be distributed to all parents at the end of each nine weeks. Formal conferences will be held with parents at the end of the first nine weeks and the third nine weeks. However, conferences may be held at any time as requested by the teacher or parent.
2. Standardized test results will be given to parents at the opening of school.

Attendance

1. A student who has excessive unexcused absences, ten (10) during each semester, may be a candidate for retention. The principal and the teacher(s) will render the decision based on the attendance data and academic performance.
2. Students who are absent for three consecutive days will be called by school personnel. If attendance continues to be a problem, the student's home may be visited by the Parent Involvement Specialist or the Attendance Officer.
3. The school policy on attendance is included in the Parent/Student Handbook.

Kindergarten

1. If a teacher is considering retention for a kindergarten student, he/she should present the evidence to the principal and the PST.
2. The recommendation for retention will be a collaborative effort among all parties on the PST.

Special Education

1. An Individualized Education Program (IEP) for a disabled student will establish standards for promotion or retention.
2. Special Education students who are receiving instruction in a regular classroom for a particular subject will be evaluated in that subject according to the same standards as regular students and will be required to meet promotion standards in that subject unless otherwise specified in the student's IEP.
3. If a student is receiving all academic instruction in the Special Education classroom or is receiving instruction in a subject in both the regular and special education classrooms, the IEP developed by the committee will govern promotion.

Conclusion

The decision concerning retention should be made prior to the end of the current school year and parents/guardians must be notified in writing. The principal should submit a list of retained students (by grade level) to the Superintendent or his/her designee by the last day of school.

Comprehensive Testing Program

Phenix City Schools, in conjunction with the state of Alabama, conducts the following comprehensive testing programs:

- Aspire Test: The Aspire Test will include reading and mathematics in Grades 3-8.
- OLSAT: The OLSAT is administered to all 2nd grade students in the spring.
- The Alabama Science Assessment will be administered to grades 5-7 in the spring.
- Dynamic Indicators of Basic Early Literacy Skills: DIBELS is administered during the fall, winter, and spring of each school year.
- Special Testing: Special Testing is administered by the school system psychometrist to students who are referred for possible placement in one of the special education programs. This test will be conducted upon referral and with parental consent.
- General Classroom Testing: All teachers administer tests in the subject areas.

Note: Please ***do not schedule doctor or dentist appointments during testing.*** Dates will be announced early in the spring of the year.

Secure Testing Procedures for Digital Devices

“The possession of a digital device (including but not limited to ***cell phones***, MP3 players, cameras, or other telecommunication devices capable of capturing or relaying information) is strictly prohibited during the administration of a secure test. If a student is observed in possession of a digital device during the administration of a secure test then the device will be confiscated.

If a student is observed using a digital device during the administration of a secure test, testing for the student will cease, the device will be confiscated and is subject to search, the student will be dismissed from testing, and ***the student’s test will be invalidated.***”

Student Behavior & Discipline

While at Westview Elementary School and when being transported by bus, students are expected to behave in an appropriate manner and exercise self-control. Although self-discipline is desirable, it is necessary to have some external controls and corrective discipline procedures. Teachers manage their classrooms under guidelines of their classroom management plan. Individual teachers will advise students of class rules and consequences for rule violations as well as rewards for appropriate behavior.

Any discipline problem, or accumulation of problems, that a teacher considers serious will be reported to the principal in writing. It is the administrator’s main concern that teachers are allowed to teach and students are allowed to learn in a safe and orderly environment. Students who refuse to take part in an orderly learning process or interfere with the learning process of other students will be dealt with and/or removed from school. Strategies for dealing with inappropriate behavior may include counseling, parent contact, detention, corporal punishment, out of school suspension, or alternative placement. (Please see the Phenix City Public School’s Code of Student Conduct).

Student Behavior and Special Events

Any student who displays an inability to abide by school and classroom rules will be excluded from attending special events sponsored by the school, school clubs, or PTA. This includes field trips, special

guest appearances, ball games, movies, parties, dances, etc. It will be up to the sole discretion of the child's teacher and the school administration as to whether or not a student's behavior warrants exclusion from these events.

Office Referrals

Students referred to the office for misbehavior, dress code violations, bus referrals, etc. will receive disciplinary action. Any student who receives two or more office referrals within a designated period of time (usually within a nine week period) will be excluded from all extracurricular activities, reward assemblies, field trips, award banquets, etc. during that designated time period.

Fighting

The principal will determine whether or not an altercation between two or more students will be classified as fighting. Whether the fight occurs at school, on the bus, or at the bus stop, any student whom the principal determines has been fighting will be suspended out of school and will lose all privileges for special events regardless of the number of times he or she has been referred to the office within the nine week period.

Suspension Policy

When a student misses school due to suspension from school, all missed work may be made up by the student and will be offered by the teacher. The teacher will tell the student when the work is due. A zero is given for work not completed within the time allowed. All work will be graded in a manner consistent with the same work given to all other students in class. Students suspended from school are counted absent and do not qualify for perfect attendance. Absences due to being suspended are excused absences.

Restroom, Hallway, & Walkway Conduct

Students are to move quickly and quietly through halls and walkways when moving about the campus. By walking on the right side, students will avoid collisions with others. There will be no loitering or boisterous behavior (loud talking, running) in the halls, walkways, or restrooms. Above all, students should be courteous at all times.

Hips, Lips, Hands

Students in kindergarten through second grade are required to walk "hips and lips" and students in third through fifth grade are required to walk with their hands behind their backs during the school day whenever they are out of their classrooms. This includes when walking in line for the restroom, breakfast, lunch, and dismissal.

Student Dress Code

A student's school clothes will consist of clothing that is neat, clean, and appropriate for school. Appropriate refers to clothing that covers the body sufficiently enough not to cause undue attention of school officials and/or other students. Clothing must not be exaggerated to the point that it detracts from the educational endeavors of the school. In general, students are expected to abide by the following guidelines:

- Clothing shall be appropriate and decent.
- Clothing will be worn as intended.

- Clothing deemed mutilated or vulgar in style or design is prohibited.
- Caps, hats, and sunglasses shall not be worn inside the building.
- Many clothing articles (short shorts, halters, midriffs, see-through tops, spaghetti straps, tights, jeggings, tank tops, shoes with cleats or other sportswear) considered appropriate at home or on sports outings are not appropriate for school wear.

The principal will make the final judgment as to whether or not a student is dressed appropriately for school. In cases where students wear inappropriate clothing to school, the principal has the authority and the responsibility to withhold the student from class until acceptable clothing standards are met. Students with sagging pants will be sent to the office for a zip tie to be applied to their belt loops to make the clothing fit snugly around the waist. The first dress code violation for sagging pants will be a warning. All subsequent dress code violations for sagging pants will be submitted as an office referral and may contribute to the student being excluded from attending special events.

Note: Westview scholars are encouraged to participate in the **voluntary School Uniform program.**

- Monday – Kelly Green shirt and Khaki pants or skirt to the knees
- Tuesday – Purple shirt and Khaki pants or skirt to the knees
- Wednesday - Yellow shirt and Khaki pants or skirt to the knees
- Thursday – Royal Blue shirt and Khaki pants or skirt to the knees
- Friday – Red shirt and Khaki pants or skirt to the knees

(Occasionally, there will be ***student choice Friday dress days*** when students can wear any clothing they desire as long as it adheres to the school dress code. Information about uniform shirts is available in the school’s office.)

Hopefully, uniforms will minimize the amount of teasing (bullying) occurring due to students’ clothing and shoes. It would also make sure that Westview scholars are **appropriately dressed** for school each day, minimize distractions, and help with campus safety.

Gum & Candy

Students are not allowed to chew gum at any location on the school campus. Careless disposal of gum in drinking fountains, on furniture, and on floors presents sanitation and cleaning problems and costly repairs. Candy given as rewards may be eaten only under the supervision of the teacher and wrappers should be disposed of in an appropriate way. Students are not allowed to bring any gum or candy to school. Violation will result in confiscation of the items, and they will not be returned to the student. Students unable to comply with the “no gum or candy” policy may, at the teacher’s discretion, be given an office referral which could result in the student being prohibited from attending special events and activities.

Computer Acceptable Use Policy

Students must adhere to the laws, policies, and rules governing computers including, but not limited to, copyright laws, rights of software publishers, license agreements and personal rights of privacy created by federal and state law. Students using Phenix City Public School computers, programs,

software, networks, or accessing the Internet are to understand that these items are for educational use only. Activity that may interfere with the legitimate operation of the computer networks or visits to inappropriate websites will result in disciplinary action. All students must sign and return an Acceptable Use Policy Form before using school computers.

Care of School Property

Students are responsible for the care of all school property. This includes books, furniture, band instruments, walls, windows, bathrooms, and all equipment belonging to the school or school system including equipment located on the school bus. Students responsible for destruction or damage to any school property will face disciplinary action and will be required to pay for any repair or replacement necessary.

Care of Personal Property

All students must take care of their personal items such as money, purses, wallets, coats, pens, pencils, notebooks, glasses, or any other items deemed as personal. **The school is not responsible for lost or stolen items.** You may check the lost and found department if you lose something. Students are encouraged not to lend personal items such as watches, rings, money, clothing, etc., to other students. Loaning personal items can create problems if the borrower loses or fails to return the item. **The school assumes no responsibility for lost items when students lend personal items to others.**

Lost and Found

Students who have lost items should inquire about the items before school and after school. Speak with the custodians, the classroom teacher, and the P.E. coaches about missing items. Any items not claimed by the end of each quarter will be given to the clothing bank or other agencies.

Electronic Devices

Students are not to bring electronic devices including, but not limited to: tape recorders, tape players, beepers, radios, CD players, cell phones, Kindles, iPads, or video games to school or on the bus. If discovered on campus, these devices will be confiscated by school personnel and returned to parents only. If a student brings any of these items as part of an assignment, they are to be left with the individual teacher until time for them to be used. Any such item brought to school and collected and/or confiscated by school personnel **will not be replaced by the school if the item is lost or stolen** while in the possession of said persons.

Student Council

The Student Council is an elected body open for participation by students in third through fifth grade. It is important that our students have the opportunity to participate in the democratic process. The election of officers involves the students in the campaigning and voting process. This process provides the students with valuable experiences and lays the foundation for understanding the political system. Any students whose **behavior is unsatisfactory** will not be allowed to participate in or remain on the Student Council.

4-H

Westview's third through fifth grade students are invited to join the 4-H Club by recommendation of their classroom teacher. The 4-H Club participates in service projects that contribute to a positive

school climate and culture. The 4-H Club meeting times and dates will be scheduled by the club sponsor. Students who fail to attend regularly and/or who fail to participate in scheduled events or whose behavior is unsatisfactory will not be allowed to remain in the club.

4-H Speech Competition

WES scholars who will be nine years of age by March 1st can write a speech to enter the 4-H Speech contest held in the spring (March) of the year. Students must meet the age requirements, adhere to the 4-H speech guidelines, have a writer's conference with their teacher, and be willing to attend the contest and deliver the speech before an audience.

Math Team

Fifth graders who excel in mathematics will be invited to join the Math Team by recommendation of their classroom teacher. The Math Team competes in at least one competition each year. Students who fail to attend regularly and/or who fail to participate in scheduled events or whose behavior is unsatisfactory will not be allowed to remain on the Math Team.

Parent Information

Visiting During the School Day

During the school day, we act as your child's parent/guardian with our primary goals being instruction and maintaining an orderly and safe learning environment for all students. We welcome and appreciate parental involvement in our school; however, it is distracting to students and teachers for parents to make lengthy visitations to their classrooms. Therefore, to facilitate our goals for instruction and orderliness, please do the following:

- sign in and obtain a visitor's pass from the school office
- enter the classroom quietly and remain quiet during the entire visit
- **do not attempt to talk to the teacher or to your child**
- limit your visit to thirty minutes or less

If you need to talk to the teacher, please notify the office that you need an appointment and we will have the teacher call you to set up the appointment. Parent visits will be limited to no more than **thirty minutes** and may be scheduled between the hours of 9:00 A.M. – 1:30 P.M.

Video System

To help ensure safety and security throughout the school day, surveillance cameras are in place at Westview Elementary. Students and visitors are monitored daily both inside and outside the school buildings.

Visitors Sign-In Policy

Anyone not employed by the Phenix City Board of Education to work at Westview Elementary School is considered a visitor. All visitors are required to report first to the office and obtain a visitor's pass

before going to any other part of the school. **Visitors are not allowed into the 100/200 buildings without a visitor's pass obtained from the front office.**

The principal is responsible for protecting instructional time and the welfare of students. Office personnel should be aware of the purpose of any visit. If at all possible, visits should be prearranged. Principals are authorized to take the necessary steps in dealing with unauthorized visitors.

Contact Information

Parents should make a **habit of automatically informing the school of new telephone numbers or addresses.** These are important especially in the case of an emergency. Phone numbers are used to make School Cast Call-out phone calls to parents about upcoming events, report cards, etc.

Conferences

Conferences are the best way to learn how a child is doing in school. Your child's teacher, as needed, will schedule conferences. Parents or guardians may call and request a conference at any time. The best time to schedule a conference is before or after school.

In an effort to allow the school principal to be visible to students during daily arrival and dismissal times, most conferences with the school principal will be scheduled between the hours of 9:00 A.M. and 2:00 P.M. Some conferences with the principal may be scheduled before 8:00 A.M. or after 3:00 P.M.

Folders – Daily or Weekly

School folders will be sent home regularly with graded papers and other important information. ***Please check your child's folder each day and sign his or her student planner (1st-5th grade students) each day.*** Contact your child's teacher if you have any questions or concerns.

Notices and Announcements

Certain notices and announcements are sent home with the children when necessary to inform parents of items of interest. Children should be encouraged to be responsible in delivering these announcements.

Medication: Prescription & Non-Prescription

The Board of Education recommends medication to be administered by the parent or guardian at home. However, if under exceptional circumstances a child is required to take oral medication during school hours and the parent cannot be at school to administer the medication, only the principal or the principal's designee shall administer the medication in compliance with the following procedures:

1. Written instructions signed by the parent or guardian **and physician**
 - a. Full name of student
 - b. Name of medication including prescription number, if dispensed by a pharmacy
 - c. Purpose of medication
 - d. Time to be administered
 - e. Dosage
 - f. Possible side effects
 - g. Termination date for administering the medication

- h. Medication must be in the original container or prescription bottle from pharmacy with correct information concerning name, doctor, dosage, and times.
2. The school principal or designee shall:
 - a. Inform appropriate school personnel of the medication
 - b. Keep a record of the administration of medication
 - c. Keep medication in a locked cabinet
 - d. Return unused medication to parents only.
3. The parents shall assume the responsibility for informing the school principal of any change in the student's health or change in medication.
4. The school principal shall retain the discretion to reject requests for administration of medication.

All medication must be taken to the office immediately upon arrival on campus. School personnel shall not administer any other medication, including such medication as aspirin, cough syrup, etc., except as outlined above. RE: Ala. Code 16-11-9. Phenix City.

At the end of the school year, all unused medications must be picked up or will be disposed of as directed by the Alabama Board of Nursing. All medication will be held for ten (10) days for parents to pick up. Students are not allowed to transport medication *to or from* school.

Emergency Plans and Procedures for Students

Tornado, fire, intruder, and shelter in place drills are conducted periodically in the school. Students are taught at the beginning of school what to do in each situation. Any parent wishing to observe or participate in a drill should express this wish to the school principal. **Parents are requested not to check students out when the school is under emergency warning.** Standard emergency procedures will be followed. Parents should seek safe shelter themselves. Please do not call the school during emergency warnings. The phone line must stay clear. The school follows a normal schedule under "watch" conditions.

Telephone Use

School telephones are for business use only. If it is necessary for students to use the telephone, they must first obtain written permission from their teacher. The teacher's written permission note must be presented to school office personnel before the student will be allowed to make a phone call.

In the event that you need a message delivered to your child, office personnel will deliver ***urgent*** telephone messages from the parents to the students. Students are never called to the telephone. **PLANS FOR AFTER SCHOOL NEED TO BE MADE PRIOR TO YOUR CHILD LEAVING HOME IN THE MORNING.**

School Pictures

Individual school pictures are made during the year. The school receives a percentage of all sales and the money is used to buy supplies and materials for the school. Picture proofs will not be provided; therefore, pictures will have to be ordered and paid for on the day pictures are taken. Retakes will be allowed only for students whose eyes are closed or whose appearance, as determined by the school principal, is unacceptable.

Special Activities

During the year, special activities may be scheduled whenever they are educationally beneficial to children. Some activities may require a minimal charge and children who wish to attend will be expected to pay before the performance.

Returned Checks

The Phenix City Board of Education has entered into an agreement with **Envision** for the collection of all returned checks issued to all Phenix City Board of Education locations, including Westview Elementary School. The Board requires that you make sure the following information is on all checks written:

- Full Name
- Street Address (no P. O. box)
- Home Phone Number with area code
- Work Phone Number with area code
- Driver's License Number with state

If your check is returned by your bank, it will be automatically forwarded by the Phenix City Board of Education's bank directly to **Envision** after the first presentation of the check. **Envision** will contact you in order to collect the face amount of the worthless check plus the state allowed collection fee. The amount of the collection fee is currently **\$30** in our state; however, this fee is subject to change as allowed by law. If you do not properly respond to **Envision** or if **Envision** is unable to contact you, **Envision** may re-present your check to the bank electronically along with applicable collection fees.

Parents on Board (POB Membership)

All Westview Elementary School parents, teachers, grandparents, and community partners are invited to become active members of the Westview Parents on Board organization for a minimal yearly fee of \$4.00. The Parents on Board sponsors several fund-raising projects and family fun activities throughout the year. Profits from the fundraisers will be beneficial to our children and our school. Success depends upon your participation. **WE NEED YOU!**

News & Media Release

During the year, at various times, activities are scheduled that are of interest to the community. In order for a child's picture to be printed in the newspaper, posted on our web page, or appear on video or TV, we need your permission. Permission is granted by signing the Media Release Form in the opening school packet.

Internet Access

All classrooms are equipped with at least one Internet ready computer. Teachers will use the Internet on a regular basis to teach concepts and expose children to "worldwide" resources. Students will use the Internet under strict supervision from their classroom teacher or the school media specialist.

A filtering system is used which helps block access to offensive sites. Student access to Internet resources will be determined by the parent's response to the Phenix City Board of Education's Internet Acceptable Use Policy completed by the parent during registration.

Westview Elementary School Website/Facebook Page

Our school's web page is available at www.pcboe.net/wes. **We are in the process of updating our website and establishing a Facebook account.** These forums are for sharing information only! No replies will be sent to messages. The web page and Facebook are great ways for you to receive current information about activities at Westview. We will also include photos of activities and some student artwork. The inclusion of a student's photo and/or his or her work will be determined by the parent's response to the Phenix City Board of Education's Internet Acceptable Use Policy completed by the parent during registration.

Email

You may e-mail your child's teacher at any time. In most cases, the teacher's email address will be his or her first initial and last name followed by @pcboe.net. There are no spaces in the address, and it is all lower case. In some instances, the teacher's email address will not follow this format. **It is advisable to ask your child's teacher for his or her correct email address.**

Questionnaires

At certain times during the year, the school must obtain information from parents with regards to the students. When these questionnaires are sent home, they should be returned promptly and with the necessary information in an accurate and concise manner.

Tobacco Restrictions

The use of tobacco products is prohibited on all school property. No employee will use tobacco in the presence of students at any school function (on or away from the school site) when the employee is in a supervisory role. No employee will provide tobacco or tobacco products for student use. Visitors are not allowed to smoke on campus.

Title IX Requirements

No person shall be denied employment, be excluded from participation in, be denied the benefits of, or subjected to discrimination in any program or activity of the Phenix City Public Schools, on the basis of sex, race, religious beliefs, national origin, or ethnic group.

Notification Regarding Asbestos-Containing Material (Public Law 99-519)

The United States Environmental Agency has established regulations regarding asbestos-containing materials in school buildings. These regulations (Public Law 99-519) require certain action to occur in response to any asbestos containing material found in our schools. The Phenix City Board of Education has had an asbestos management program in place for several years. The Phenix City Board of Education had a re-inspection performed at all of their facilities in compliance with these regulations, and an asbestos management plan was developed. The plan describes in detail how any asbestos will be minimized. Students, parents, teachers, and others are invited to review this plan available in the

principal or director's office. Should you have any questions or desire further information, please contact the principal.

Custodial Services

Custodial services at Westview are a vital part of the total school program. All custodial workers should be treated with the utmost respect by faculty, parents, students, and visitors at all times.

Parental Involvement Specialist

Phenix City Public Schools is privileged to have a Parent Involvement Specialist available to assist parents with school related issues as well as to assist families in crisis. Ms. Annie Lindsey is the Parental Involvement Specialist for Phenix City schools. She may be contacted at 334-298-8795 or through email at alindsey@pcboe.net.

STiNow Parent Portal

You may access your child's school information through the **InformationNow Parent Portal**. At the beginning of the school year, Westview will provide you with your child's PIN. You will use it to access his or her account through **iNow**. You will be able to monitor your child's grades through this website.

Accident Insurance

Insurance information will be given out at registration. We encourage you to participate in the program. All forms must be turned in during the first two weeks of school.

Transportation Web Query

To find out information about bus service to your area, please visit the Transportation Web Query site on the Internet. To access the site, go to <http://www.pcboe.net> and click on "Departments." From there you will scroll to the bottom of the page to the "Transportation" section. Find the "Transportation Web Query" link on the left side of the page and click on it. This will take you to a screen where you can type in your address and your child's grade. A screen will come up that provides you with information about your child's bus route.

Parties at School

No parties may be held at the school without the permission of the principal. **No birthday parties will be held at school.** Parents may bring cupcakes to the school for the teacher to distribute at the end of the day. No guests or extended family members from home or other classes will be permitted to the classroom to join the students for cupcakes. Cupcakes must arrive at the school before 2:30 P.M. Doors will not be open to guests after 2:30 P.M. due to preparation for dismissal.

Note: If permission is granted by the principal for parents to bring cupcakes, the teacher **must be notified and must agree** to the date and time for cupcakes to be shared.



STUDENT SERVICES

Title I

Westview receives Title I funds from the federal government each year. The funds are to be used to support instruction, primarily in the areas of reading and math. Specific details on how this federal money is used each year can be found in the school's Continuous Improvement Plan (CIP). A copy of this document can be accessed in the principal's office, the library, or on the school's website at www.pcboe.net/wes.

Guidance & Counseling

Guidance and counseling services are available to all students. The aim of the program is to help students grow toward a more meaningful and satisfying life both in and out of school. Parents must sign the Permission to Counsel Form before counselors may work with students individually or in small groups.

Physical Education

Physical Education is part of the school curriculum. All children are expected to participate unless some physical disability prohibits it. If there are reasons a child cannot participate, the school should be notified in **writing**, stating the nature of the disability and the number of days to be in effect. Parents cannot request that a child be kept out of PE for more than one day. **IF A CHILD CANNOT PARTICIPATE TWO OR MORE CONSECUTIVE DAYS, A DOCTOR'S EXCUSE MUST BE SENT** which states the nature of the disability and the number of days to be in effect. The student will return to PE when the dates stated on the doctor's excuse have expired. **Appropriate shoes and clothes should be worn to school for proper participation in P.E.**

Textbooks

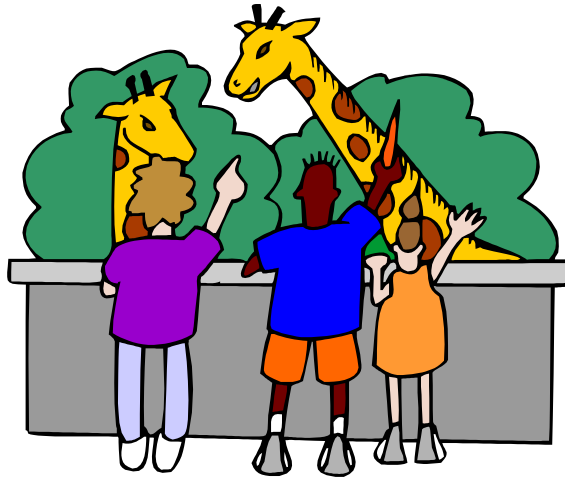
Textbooks are furnished to all students. Teachers assign textbooks to students, and students are responsible for the care of books issued. Retribution shall be made for lost and damaged books. Students must pay for the lost/damaged textbook before another textbook will be issued. Failure to pay for a textbook will result in a student not being issued a textbook the next school year.

Media Center/Library

The media center is open to students during normal school hours. Students may come individually or in groups as directed. Books on regular loan are checked out for a period of one week and may be renewed if desired. Only two books may be checked out at a time. A fine of 5 cents per day will be charged for overdue books. Students must pay for any library book that is lost or damaged. If necessary, reference books can be checked out after school, but they must be returned the next morning.

Field Trips

Field trips that are educationally sound may be scheduled for students during the year. In such an event, children will normally have to pay for transportation and other related costs and must have written permission from a parent before taking part in such a trip. Students who demonstrate an inability to abide by school and classroom rules or who are referred to the office for disciplinary reasons during the nine week period may be prohibited from attending field trips. Please consider purchasing a school t-shirt so scholars can be easily identified when traveling away from school.



SPECIAL EDUCATION & GIFTED SERVICES

For more information about any of the following special services call the Phenix City Board of Education Special Education Department at (334) 298-0534.

No Child Left Behind

In accordance with Phenix City Board of Education policy, this school will provide a free and appropriate public education to the following groups: homeless, migratory, neglected and delinquent students. This policy dictates that enrollment will be provided pending removal of any and all barriers to the same free and appropriate public education.

Child Find

Child Find is a component of Individuals with Disabilities Education Act that requires states to identify, locate, and evaluate all children with disabilities, aged birth to 21, who are in need of early intervention or special education services.

Problem Solving Team (PST)

This team is a designated school-based committee designed to meet the needs of general education at-risk students that is composed of regular education teachers, administrators, counselors, and others as needed. This committee addresses discipline, drop out, academic and behavioral student challenges. It also provides immediate support and progress monitoring when addressing classroom concerns.

Special Education - Individuals with Disabilities Education Act (IDEA)

Students identified by school system personnel as qualifying for special education services receive those services in the least restrictive environment for the individual student. Services are primarily delivered through inclusion in the regular education classroom and/or the resource room as outlined in the students Individual Education Plan (IEP). A certified and highly qualified faculty member works closely with the student to deliver instruction. The special education teacher oversees the implementation of the IEP for students identified as being in need of special education services and is the primary contact for issues related to the student's IEP.

Gifted Education

The Phenix City Board of Education recognizes that all students identified as gifted in our system have the right to an appropriate education that provides educational interventions, which sustain, challenge, and ensure continued growth. The Phenix City Gifted Education Program is designed to identify students who demonstrate high intellectual capacity, high academic proficiency, and/or exceptional talent in expression or leadership. This program includes specific measures designed to identify culturally diverse gifted students and ensures that no student will be excluded from either referral or participation in the gifted program because of behavior.

Section 504 of the Rehabilitation Act of 1973

Section 504 is a national law that protects qualified individuals from discrimination based on their disability. The Phenix City Board of Education employs formalized procedures and guidelines to insure that our school district is in compliance. Section 504 protects persons with a physical or

mental impairment which substantially limits one or more major life activity, including but not limited to, caring for one's self, walking, seeing, hearing, speaking, breathing, performing manual tasks, learning, communicating, concentrating and reading. Additional information, eligibility requirements, and a copy of the Section 504 guidelines may be obtained from the Phenix City Public Schools Special Education Department.

English Learner Program (EL)

The English Learner (EL) program emphasizes mastery of English language skills and content area concepts for students who do not speak English as their primary language and may have limited English proficiency (LEP). This program enables the student to participate effectively in the regular academic program.

Title IX (Equal Opportunity)

The Phenix City Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Mr. Joe Blevins, Director of Operations
1212 Ninth Avenue, Phenix City, AL 36867
(334) 298-0534

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. Parents are guaranteed the right to inspect and review the educational records of their children. Personally identifiable records can be released either with prior parental consent or to an official with legitimate educational interest.



Bus Conduct and Procedures

While the Phenix City Board of Education offers, as needed, a system of pupil transportation, it also requires parents of students to accept responsibility of supervision until such time as the student boards the bus in the morning and after the student leaves the bus at the end of the school day.

Once a student boards the bus, he becomes the responsibility of the Phenix City Public Schools. Such responsibility shall end when the student is discharged at the regular bus stop at the close of the school day.

Since the bus is an extension of the classroom, the Board shall require students to conduct themselves on the bus in a manner consistent with established policies of the Phenix City Board of Education regarding discipline.

When a student does not conduct himself properly on a bus, the bus driver shall bring such instances to the attention of the building principal. The building principal shall inform the parents immediately of the misconduct and request their cooperation in controlling the student's behavior. Students receiving a bus referral will be disciplined according to the following manner:

- A. 1st referral: Warning conference with student; bus referral note sent home with student
- B. 2nd referral: 5 day bus suspension
- C. 3rd referral: 10 day bus suspension
- D. 4th referral: 20 day bus suspension
- E. 5th referral: 9 week bus suspension
- F. Subsequent referrals may result in loss of bus privileges for the semester or for the rest of the school year.

Students who are **removed from the bus** prior to departure or who are **returned to campus** by the bus driver for misbehavior on the bus will lose bus privileges for that day and will be suspended off the bus for no less than five additional days.

Fighting on the bus will result in immediate loss of bus privileges, bus suspension of not less than five days, suspension from school, and possible placement at the Success Academy.

When students are suspended or lose bus privileges, it shall be the parent's responsibility to get the student to and from school. Students may not ride a different bus.

General Regulations Governing Pupil Conduct and Safety

Riding the school bus is a privilege. This privilege is extended to eligible students in the city throughout the school term. In order to maintain and continue this service, it is necessary that all students realize they must accept certain responsibilities and be governed by certain rules and regulations:

1. According to State Board Policy, all students will be transported. However, the Phenix City School System will transport those students who live in an area too far to walk or where conditions exist which are hazardous to the child's safety.

2. Pupils transported on buses operated by the Phenix City Public Schools are under the jurisdiction of school officials at all times. Proper conduct on the buses is required and students must not endanger the safety and welfare of others.
3. Pupils will not be permitted to ride a school bus to a school outside their assigned school attendance zone.
4. Pupils using school buses shall board and depart from the bus only at regularly scheduled stops nearest their residence unless approved by the transportation supervisor and/or principal. Pupils are to board buses for return trip only at the school where they are enrolled unless approved by the transportation supervisor and/or principal.
5. Pupils who live in a not-transported area with one parent, will not be allowed to ride the bus to the home of the other parent unless permission is obtained in writing from the legal guardian and the request approved by the transportation supervisor and/or principal. This same regulation will apply to pupils who want to ride a different bus to a different area to visit the other parent.
6. It is suggested that pupils carry identification with them at all times.
7. It shall be a clear violation of rules for any pupil on a school bus to have in his/her possession any item that has been designed for use or possible use as a weapon. Forbidden items shall include, but not be limited to, the following: knives of any kind and any length, razors or razor blades, box openers, firearms, explosive devices including fireworks of any description, chains, items which may be used as clubs made of any material and any length designed for weapons.
8. It shall also be a violation for any student to possess or be under the influence of drugs/alcohol or other controlled substance.
9. The Phenix City Board of Education may refuse to transport any student who:
 - a. Impedes the safety and welfare of the driver and any fellow students.
 - b. Continues disruptive behavior after being counseled by the driver and the principal.
 - c. Damages a school bus.
 - d. Fails to adhere to School Board policy.

Pupils who violate the rules may be placed on immediate suspension from the bus. In some cases, the police/authorities may be notified for possible legal action. Students who vandalize or damage buses will be charged for repairs. Students will not be permitted to ride any bus until all damages are paid in full.

The Alabama State Legislature has recently passed the Charles "Chuck" Poland, Jr. Act. Under this law, a person will be prosecuted for first degree criminal trespassing for any of the following actions:

- a. **Unlawfully entering a public school bus**
- b. **Refusing to depart the school bus after the bus driver or other school official directs occupant to do so**
- c. **Intentionally stopping, impeding, delaying, or detaining any school bus**
- d. **Intentionally destroying, defacing, burning, or damaging any public school bus**

Specific rules and regulations while waiting for the Bus, while on the Bus, and when leaving the Bus

1. Loading—on the road and at school:
 - a. Be on time at the bus stop.
 - b. Stay off the road at all times while waiting for the bus.
 - c. Be careful when approaching bus stop.
 - d. Do not move toward the buses at the school loading zone until buses have been brought to a complete stop.
 - e. Bus must be at a complete stop before attempting to load or unload.
 - f. Students will not be permitted to bring on board volatile substances; active chemical agents; live, dead or preserved animals; objects that measure more than 24" in length, width, or height; and soft drink cans or bottles.
2. While on the bus:
 - a. Keep head and hands inside the bus at all times.
 - b. Assist in keeping the bus clean.
 - c. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
 - d. Treat bus equipment as you would valuable furniture in your home.
 - e. Never tamper with the bus, emergency door, or any other equipment.
 - f. Leave books, packages, coats, and all other items out of aisles and driver's compartment.
 - g. Help look after the comfort and safety of small children.
 - h. Never throw anything out of the window.
 - i. Never leave seat while bus is in motion.
 - j. Horseplay is not permitted around or on the bus.
 - k. Be courteous to fellow pupils and the bus driver
 - l. Absolute quiet is necessary when approaching a railroad crossing.
 - m. In case of a road emergency, remain in the bus and follow driver's directions.
 - n. No smoking is permitted on the bus
 - o. Use of vulgar or profane language is prohibited.
 - p. Obey the driver at all times.
3. When leaving the bus:
 - a. Don't loiter.
 - b. Assist smaller riders if necessary.
 - c. If you live on the right of the bus, walk quickly away from the bus and off the street.
 - d. If you live on the left of the bus, proceed to the front of the bus, wait for signal from driver then check for approaching vehicles and cross road when safe.

