Our Mission Statement:

We, the staff at Pathfinder Elementary, believe that all students will learn. Our commitment is to provide and monitor effective, quality instruction that is motivational, challenging, and equitable for all students.

We agree to work in partnership with each other, parents, students, and the community. Together we will provide a safe, positive, friendly, and clean environment. Students will become proficient in the standards of the core curriculum and be guided in their physical, social and emotional growth. We will nurture, in all students, a positive self-esteem and a love of learning while instilling a sense of responsibility and respect for the learning environment and the world around them.
Teaching students to read with proficiency is a very important goal in the elementary schools in the Fremont School District. In order for children to understand what they read, they must learn about the sounds in words and the meaning of words. They must learn to read with fluency and accuracy.

Here are ways parents can help in this important work!

✓ Read aloud to your child for 15-20 minutes every day.

✓ Let your child see you read and let your child know that you enjoy reading.

✓ Be involved in your child's reading progress. Ask your child's teacher what you can do to help your child.

✓ Surround your child with books and other reading material.

✓ Limit screen time. Show your child that reading, writing, drawing and playing games together are even more fun than electronics. Carefully choose the shows and games your child does watch and discuss them together.

When your child learns to read, listen to him/her read for a few minutes every day. The more a child reads, the better reader he/she becomes.

“The more you read, the more things you know. The more that you learn, the more places you’ll go.”

-Dr. Seuss
Table of Contents

Welcome Letter from the Principal 4
Attendance, Emergency Contact, Peanut/Tree-nut Allergies 5
Daily School Schedule 6
Attendance Policy Daily Timeline 7
Illness, Head Lice 8
Medication, Immunizations, Birth Certificates 9
Cafeteria Information, Health Screenings 10
Emergency School Closings, Positive Behavior Expectations 11
Office Discipline Referrals 13
Assessments, Retention, Early Intervention, Conferences, Report Cards 15
3rd Grade Reading Law 16
Field Trips, Volunteering, Telephone Messages 17
Lost & Found, Media Center, PTO, Visitors, Bicycles 18
Birthdays, Board of Education, Recess, Important Notices 19
Technology Rights and Responsibilities 20
Bussing 21
Directory Information, All School Emergency Protocol 25
Dear Parent/Guardian,

Welcome to the 2019-20 school year!

This Student-Parent Handbook is designed to provide valuable details regarding our procedures and the rights and responsibilities of students at Pathfinder Elementary. Please take a few minutes to review the contents of the handbook. A copy is available online for you to reference. Using the handbook may provide answers to questions you have about our school. However, if the answers are not here, please call the school, and the staff will get an answer for you as soon as possible.

The success of our schools also depends on positive collaboration between home and school, so I invite you to visit your school often, take part in school activities and show an interest in your child's progress. Please don't hesitate to contact your child's teacher or myself if you have any questions or concerns. It is my sincere wish that we all work together in fostering positive learning experiences for all students.

We are going to have an outstanding year!

Sincerely,

Jodi Ferris
Principal
**School Hours**

Full Day Schedule:
- 7:25  Supervision Begins
- 7:25  Breakfast Program
- 7:50  1st Bell—Students enter classrooms
- 7:55  2nd Bell—Instruction Begins
- 11:05-12:00  Kindergarten Recess/Lunch
- 12:10-1:05  1st Grade Lunch/Recess
- 12:10-1:05  2nd Grade Recess/Lunch
- 2:55  Dismissal

Half Day Schedule:
Arrival stays the same with dismissal at 11:05 a.m. Breakfast is served on half days; No lunch is served.

**Attendance**:

Schools are responsible for teaching your child, but we cannot do our job if your child is absent. A child who misses a day of school also misses a day of learning that cannot be replaced.

You can help your child by:
- making school a top priority
- building a habit of daily attendance
- arriving to school on time

When a child is absent, please call the office at 231-924-7230.

If you plan an absence in advance, let the school know as soon as plans are final.

Excessive tardiness and/or absences will be referred to law enforcement and/or a truancy officer.

**School Begins at 7:55 a.m. and dismisses at 2:55 p.m.**

Please refer to the Pathfinder Attendance Timeline on the next page for more specific information on absences and tardiness.

**Emergency Contact**

The school needs a working number to call in case your child becomes ill or injured at school. Please make necessary plans for you or someone to be available during school hours in case an emergency develops. Make sure an up-to-date emergency form is on file at school.

**Peanut/Tree Nut Allergies**

FPS School Board Policy: “A peanut/tree nut-free classroom will be offered at each grade level (elementary) to create a safe environment for students with known food allergies. In addition, a peanut/tree nut-free lunch table shall be provided for food allergy students in each building during each lunch period.” If your child has such an allergy, please contact the school office to share that information.
<table>
<thead>
<tr>
<th>Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:55-8:25</td>
<td>Child arriving between these times is marked tardy for the morning (L)</td>
</tr>
<tr>
<td>8:25-11:15</td>
<td>Child arriving between these times is marked absent for the morning (A)</td>
</tr>
<tr>
<td></td>
<td>Child departing between these times is marked absent for the morning (A)</td>
</tr>
<tr>
<td>Lunch</td>
<td>Departure during lunch/recess hour does not count against the student.</td>
</tr>
<tr>
<td>11:15</td>
<td>Departure after 11:15 is marked early release for morning (R) &amp; absent for afternoon (A)</td>
</tr>
<tr>
<td>12:45-11:15</td>
<td>Arrival between these times is marked tardy for the afternoon. (L)</td>
</tr>
<tr>
<td>1:15</td>
<td>Arrival after 1:15 is marked absent for the afternoon. (A)</td>
</tr>
<tr>
<td></td>
<td>Departure between 1:15-2:25 is marked absent for the afternoon. (A)</td>
</tr>
<tr>
<td>2:25</td>
<td>Departure after 2:25 is marked early release for the afternoon. (R)</td>
</tr>
</tbody>
</table>
Pathfinder Attendance Policy Daily Timeline

Please keep in mind that while we appreciate your notes and phone calls to notify the office of your child’s absence or late arrival, unless there is a **signed note** from a health care provider or another **verifiable reason** for your child’s time away from school, it may be unexcused. So, please remember to get a note before leaving the office of any appointment.

In an effort to relieve the confusion at the end of the day, any changes that need to be made for your child after school need to be reported to the office **no later than 2:20 pm** in the afternoon. **No changes will be made after 2:20 pm.** Every effort will be made in an emergency after 2:20 pm to get the message to your child, but no guarantees can be made.

State regulations indicate superintendents, principals, the school nurse, and teachers shall **exclude** from school any child suspected of having a communicable disease. Cooperate with your school and local health department. Prevent exposure that may occur in the school, on the bus, or on school grounds by keeping your child home if he/she shows signs of illness.

**Court Orders:** Please make the office aware, *in writing*, of any custody orders that affect your child. We **cannot** restrict a parent from picking up their child unless we have a written court order on record.
Illness

School policy and state law require that a child stay home if he or she has:

- difficulty breathing
- fever of 100.0 degrees or higher
- vomiting and/or diarrhea
- cough that cannot be controlled

Check with your doctor for diagnosis, treatment, and the proper time for returning to school. Children **should not** return to school until they have been fever-free, **without** medication, for a FULL 24 hours. Students should also be kept home for a FULL 24 hours after their last vomiting or diarrhea episode. Please send a note when your child returns explaining the reason for the absence.

**Head Lice**—Head lice are an annoyance and are spread very easily. Please periodically check your child’s head carefully and, if eggs, nits, or live bugs are found, treat your child and any other infested family members before your child returns to school.

Also treat:

- bedding
- clothes
- hair items
- stuffed animals
- furniture, etc....

It is critical that you not only kill the lice with a lice-killing shampoo, but also remove ALL the eggs (nits). Although treatment kits provide a nit comb, they are not always 100% effective. Nits & eggs are literally glued to the hair and can be difficult to remove. If eggs remain in the hair, re-infestation may occur. Continue to check heads every day for 2-3 weeks. Regular checking is the best prevention.
**Medication:**

Whenever possible, parents are advised to give medications at home and on a schedule rather than during school hours. If it is necessary that a medication be given during school hours, the following regulations must be followed. **School policy states:**

- Medication must be brought to school by a parent/guardian.
- Medication must be in the original container with the label attached.
- Parent/guardian needs to sign the medication consent form;
- A physician signature is required on the medication form for any medication requiring a prescription.
- All medications will only be given according to label directions.
- Over the counter medication must have a dose for the child’s age on the bottle or it will not be given.

**Self-carried medications, inhalers, Epi-pens, or insulin** must have physician approval and agreement of parent/guardian and student kept in the office. The student must keep a copy of this with them at all times.

**HEALTH SCREENINGS**

The Newaygo County Health Department assists Fremont students by conducting vision and hearing screenings at school. The purpose is to aid in the early detection of any problems that may affect student learning. The health department will contact parents if there is a need for follow up. Results of the screenings are posted on the individual health cards at school. Vision involves grades K and 1, and hearing involves grades K and 2. Parents and staff may request additional screenings. In addition, the Mobile Dentist visits our school twice per year to do cleaning, x-rays, sealants, and restorative services to students at school.

**IMMUNIZATION RECORDS AND BIRTH CERTIFICATES**

Before a student can enter Fremont Public Schools a record of up-to-date and complete immunizations must be on file along with a copy of the child’s birth certificate.
Cafeteria Information

Breakfast -- $1.35 (served from 7:25-7:50am)
Hot lunch with milk -- $2.00 daily
Milk or Juice -- $.50 daily

Please make every effort to purchase hot lunch and milk in advance. Reminders for overdue lunch payments will be sent home each week. Deposits of $100 or more will earn a 6% bonus on the account.

If you are financially unable to purchase lunch for your child, you may qualify for free or reduced priced meals. Application forms are available in the school office. The Lunch Program Administrator will notify you if your application has been approved or denied. If your child qualifies for free/reduced lunch, they receive a milk with their lunch. However, if they bring a lunch from home, milk costs $0.50.

To make deposits and/or check account balances, go to www.sendmoneytoschool.com. You may enroll online at www.lunchdeposit.com.

Further questions? Contact Food Service Director, John Rosenberg, at 924-0230.
Positive Behavior Expectations:

Our goal at Pathfinder is to help students learn appropriate behavior in many different situations and to be responsible for their own behavior. We work very hard with our students, helping them develop the necessary tools, such as self-control, a positive self-concept, and decision-making skills that will eventually lead to self-discipline. We utilize the Pack Rules and Positive Behavior Supports through Conscious Discipline to help students make positive behavior choices. The entire staff works together as a team to create a consistent, orderly and safe environment that provides each student the opportunity to learn.

Pack Rules

- **P**—Pride—doing my personal best at all times.
- **A**—Attitude—behaving in a positive way.
- **C**—Citizenship—doing what is right; making choices that are safe.
- **K**—Kindness—treating others the way I want to be treated.

When misbehavior occurs, it is often the result of the student not knowing the correct behavior for a specific situation or not having self-control to monitor their own behavior.

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Emergency School Closings

The following guidelines explain the steps taken in making a determination:

1. In questionable weather...at 5:00 a.m. the Director of Transportation travels the district’s more difficult roads.
2. In consultation with the Director of Transportation, the Superintendent reaches a decision by 6:00 a.m. to hold classes, schedule a delay, or cancel classes.
3. If there is a delay or cancellation of classes, WOTV-Ch.8, WZZM-Ch.13 and WWMT-Ch.3 will carry the announcement on television. WOOD (1300AM), 105.7FM, and WMUS (107FM) radio stations are contacted to make the announcements as well. **Parents may call the SCHOOL INFORMATION LINE at 924-7317 to inquire about delays or school closings. PLEASE DO NOTCALL THE SCHOOL.**
4. By 6:30 a.m. the busses are leaving the garage to pick up students.
5. Once children are in school, the district will rarely close the buildings.
6. The school district will generally not cancel school based on weather “predictions”.
7. With a delay or school closing, Skylert will send instant communication via phone, text message and e-mail to registered users. Parents can sign up for Skylert through Skyward. Call the school for details.

**PLEASE NOTE:**
If parents believe conditions are not safe for their children, they may keep them home or pick them up from school if conditions deteriorate while school is in session.
Our job at the K-2 level is to help teach the correct behaviors and help students gain the self-control that they need to exhibit the correct behavior.

Pathfinder students are regularly recognized for their positive behaviors. Teachers spend a great deal of time at the beginning of the year and after school breaks, teaching the expectations for behaviors in each area of our school. Students’ positive behaviors are encouraged through the use of “Packer Picks.” These are slips of paper given to the students when they exhibit a positive behavior. Students sign the slips and put them into a drawing for prizes. Ten names are drawn each day. Once per week, we enjoy announcements, during which students and classes are recognized for their positive behaviors. In addition, one student per class is recognized as the “Packer of the Week.” This student gets their picture taken with Ms. Ferris and Wolfy, our mascot. They also get a certificate and pencil from the office.

When students struggle with their behavior, staff members work with the student to determine why they are engaging in a behavior. Staff members may take several proactive steps to help a child with their behavior:

- redirect them
- go to the “safe spot” to calm down and think about their behavior
- take a break
- establish a behavior plan (when exhibiting the same struggles with behaviors for an extended period of time)
- parent contact.

When a child makes poor choices with their behavior, staff may:

- talk with the child and come up with a plan to “fix” what they did wrong (e.g., apologize to the person they hurt)
- call parents
- lose privileges
- take the child to the time out room
- have the child do an activity that will make up for what they did wrong (e.g., throwing food in the cafeteria leads to a child cleaning up the floor)
Office Discipline Referrals:

Students may be referred to the office for discipline in certain cases:

**Major offenses:**
- fighting
- inappropriate display of affection
- vandalism/ arson
- weapon
- repeated minor offenses

**Minor offenses:**
- defiance/noncompliance
- disruption
- inappropriate language
- physical contact/aggression
- property misuse

**PLEASE NOTE:**
- The state of Michigan requires that we report certain severe behaviors on their website.
- Any confirmed case of bullying will be investigated and reported to the state.
- When a student presents a danger to themselves or others, staff will contact the office immediately and parents will be called.
- Administration has the right to suspend a student immediately if the major offense was malicious in nature and caused harm to others.

Parents may be asked to come in for a conference, or Child Study meeting, to discuss the child’s struggles with behavior. It is our hope that by encouraging home and school to work together, we can help the student make better choices and avoid further consequences. It will be important that your child sees that his/her parents and the school are in agreement on what behavior changes need to be made.

**DUE PROCESS:** Students have the right to due process in the case of disciplinary action. If the disciplinary action starts with a staff member in the building, the appeal process would start with the Building Principal. If the difficulty is not satisfactorily resolved at this level, the next level of appeal is the Superintendent of Schools. If the superintendent cannot satisfactorily resolve the problem, the final appeal is with the Board of Education.
Students are expected to leave at home the following items:

- any audio/video recording devices
- cell phones,
- mp3 players
- radios/tape players
- hand held games
- CD players
- trading cards
- remote control toys
- toy guns
- hard balls

Items that could be considered dangerous or inappropriate for children of this age are strictly forbidden. Such items include, but are not limited to, knives, matches, fireworks, guns, drugs, laser pointers, etc. School Board of Education Policies Physical and Verbal Assaults, Sexual Harassment of students, Weapons Free School Zone and Gangs, clearly forbid any student or staff member, the possession of anything which can be used or perceived to be a weapon, or involvement with gang activity detrimental to the school setting. **IN ADDITION**, the verbal or physical “bullying” of another will be considered harassment within our school Behavior Code of Conduct.

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We expect proper school dress; improper dress includes:

- short shorts
- spaghetti straps
- halter tops
- bare midriffs
- high heels

Shirts advertising either alcohol or tobacco, displaying inappropriate language or negative images on them, and hats worn in the classroom are not allowed. Appropriate dress should be dictated by the weather.

When it is cold, children need to have:

- boots
- coats
- hats
- mittens

**Hats, hoods, and sunglasses are not to be worn in the building.**
Assessments

Student progress at the K-2 level will be monitored using a multitude of assessment strategies. Assessment strategies are selected which meet the curriculum outcomes approved by the Board of Education for each subject matter and State of Michigan Common Core Standards. Parents are encouraged to contact their child’s teachers if they have any concerns about their child’s progress.

Retention

Every child has the right to master the standards for each grade level. If, for whatever reason a child has been unable to adequately master the standards of a particular grade, the child has the right to repeat that grade in order to master the standards.

The decision to retain will be made only after careful consideration and input from parents and school personnel. Retention will only be recommended when it is believed to be in the best interest of the total child. No child will be retained more than one time in grades K-5.

Conferences/Report Cards

Parent/Teacher conferences are extremely important and we strongly encourage your attendance and input. **Our goal is 100% parent attendance.**

Report cards are another means to communicate student progress. We encourage parents to help their children with strengths and challenges, so that together we can provide ALL our children a valuable and worthwhile education. Report cards go home at the end of first and second semesters.

EARLY INTERVENTION

Our goal is for every student to obtain the curricular standards identified for the K, 1st, and 2nd grade levels. We realize that each student enters our program with different needs and life experiences on which to base their future learning. Students who need more practice or support to achieve their goals will be given help through:

- extra teacher support in the classroom
- Title I help
- Referral to our special education services

We will keep you fully informed of your student's progress.
3rd Grade Reading Law - A Parent Guide to Public Act 306

The 3rd Grade Reading Law impacts ALL students in grades K-3rd grade, even though the title implies the law is meant for 3rd grade only. The law requires extra instruction for students K-3rd Grade who are not reading at grade level. It also requires a support plan to help students make growth toward expected reading levels at each grade. According to the law, starting in the 2019-2020 school year, 3rd graders may be retained if they are scoring more than 1 year behind in reading on state reading assessments (the M-Step test, given in the spring of 3rd grade). Retention may be considered in K, 1st, or 2nd if a student is scoring more than 1 year behind prior to 3rd grade.

You can count on US to:

- Provide quality instruction
- Provide intervention programs and assess progress
- Regularly communicate with you about your child’s progress
- Provide literacy activities and learning opportunities at Family Night
- Provide a Read at Home Plan with materials for your child to read
- Answer any questions you may have about your child’s progress as a reader

We’ll count on YOU to:

- Ask questions about your child’s literacy development so you understand instruction
- Contact your child’s classroom teacher or reading interventionist as soon as a concern arises
- Bring your child to school on-time every day so they do not miss any instruction
- Attend Parent-Teacher Conferences
- Help your child complete the At-Home Reading Plan every day
- Encourage your child to take part in summer reading opportunities
Field Trips…

Field trips are planned to enrich and provide a “hands on” approach to our school curriculum. You will receive one general permission slip to cover all field trips for the year. Students who DO NOT have parent permission may be denied the opportunity to go on the field trip.

Field trips can also be an opportunity for parents to join their children for this enriching experience. If you desire to attend a field trip with your child, please make arrangements with your child’s teacher prior to the day of the trip. In addition, please respect the integrity of the trip by not bringing any other child along with you. Parents must also have a background check prior to attending any field trip. NOTE: A background check takes approximately one week to be completed. Make sure to have proper paperwork completed and turned in to the office as soon as possible if you plan to go with your child on any school related trip. Finally, please be aware that you may only take pictures of your own child while on the trip. The classroom teacher will know of children who may not be photographed and will take pictures of all children. As a parent, please enjoy the day and capture memories with your own child. Thank you!

Volunteering

Volunteers are an integral part of our school staff. Please call the parent organization or your child’s teacher to volunteer. We would love to have you! REMEMBER! Background checks are required for all volunteers. Forms are available in the school office.

Telephone Messages…

Important messages may be left for students by calling the school office. This message must be left prior to 2:20 p.m. Messages left after 2:20 may not be distributed. Call the office with any emergency. Please do not email transportation changes—CALL the office, 924-7230.
PTO—Parent Teacher Organization

We are proud of the fact that we have a very active parent group at the elementary level. You will receive dates, times and places of upcoming meetings at different times throughout the year. We encourage you to watch for these notices and become involved. Please call the office (924-7230) for more information, or check out the Fremont PTO Facebook page.

Visitors

We welcome visitors to our school!! To ensure your visit is a happy and productive one, please see the following guidelines:

- Visitors must park in the lot directly in front of the school; the driveway in front of Pathfinder should remain clear at all times.
- For student safety, you MUST stop and register at the office. Visitors choosing not to register will be asked to leave school grounds.
- When planning a classroom visit, or want a conference with a teacher, PLEASE call ahead to make arrangements for the best time to arrive.
- For safety and health reasons, pets accompanying their owners to the school must remain in the person’s vehicle. To visit a classroom with your pet, all animals must be leashed or caged, and prior permission of both the classroom teacher and building principal must be received before the visit.

Bicycles—

A bike rack is available at the front of the school if a child rides their bike to school. If a child DOES ride a bike to school, he/she must walk the bike while on school property for safety reasons.
Birthdays

Birthdays may be celebrated in the classroom with small treats for each student. Please contact the teacher prior to the event for a convenient time. NOTE: Many students have food allergies to peanuts and other foods. As you consider a treat for the celebration, please plan accordingly. Store-bought food items with ingredient labels and non-food treats are encouraged over home-made treats.

Board of Education:

The Fremont Board of Education meets the 2nd and 4th Monday of each month. **Please check the school website at www.fremont.net for locations of the Board Meetings. Any changes to meeting dates will also be posted at the Administration Building.

Recess

All students will have appropriate recess breaks during the day. Recesses are normally taken outside with adult supervision unless the weather keeps us inside. If a child is well enough to be in school, we expect him/her to go outside for recess.

IMPORTANT NOTICES

All-important notices will be printed on bright paper. Please watch carefully for these notices and read them at once. Communication with parents is extremely important. A monthly newsletter will go home with students containing information and upcoming dates. Non-custodial parents may request that information be sent to them through the mail. Please contact the office with your request and address. **Please empty backpacks daily and look for important information.**
Technology:

FREMONT PUBLIC SCHOOLS TECHNOLOGY RIGHTS & RESPONSIBILITIES

Users working within the guidelines of these Technology Rights and Responsibilities will receive the maximum benefits of the Fremont Public Schools Technologies. Each user of the Fremont Public Schools Technologies shall read the following Rights & Responsibilities and sign the Rights & Responsibility Declaration Form prior to accessing/using the technologies.

Your Technology rights and Responsibilities:

- You have the right to use all authorized technology in the facilitation of education.
- You have the right to access the Internet and other outside resources in the facilitation of education.
- You have the right to use the following for the facilitation of education: E-Mail, ICQ, FTP, Telnet, Gopher, ListSers and NewsGroups.
- You are responsible for your account and any activity performed under your account.
- You are responsible for keeping the network free from viruses or illegal programs.
- You are responsible for ensuring that no technology is disconnected, relocated or abused in any way.
- You are responsible for keeping all food and drink away from technology equipment.
- You are responsible for adhering to the rules of various labs relating to the equipment found within.
- You are responsible for printing conservation, printing and using only what is necessary.
- You are responsible for notifying the Technology Department if there are technology problems.
- You are responsible for preventing all sexually offensive material, inappropriate text files, or files dangerous to the integrity of the school technologies from entering the school.
- You are responsible for keeping inappropriate printed images from being printed on any printer.
- You are responsible for adhering to the copyright policy and procedure in the use of technology and in the transmission or copying of text or files on the Internet or from other sources.
- You are responsible for reporting the illegal use of district technology for private business, for product advertisement, political lobbying, or for making any unauthorized financial commitments or gains.
- You are responsible for reporting the malicious use of technology to disrupt the use of technology by others, to harass or discriminate against others, and to infiltrate unauthorized computer systems.

**Disciplinary Action Plan**

Users violating any of these rights and Responsibilities will face disciplinary action deemed appropriate in keeping with the disciplinary policies and guidelines of the school. Users will be required to make full financial restitution for any unauthorized expenses incurred or any damages caused. All school Administrators reserve the right to administer disciplinary action in a discretionary manner.

All students will be disciplined for violating the privileges outlined in the above document.

Disciplinary action for computer offenses may include, but not limited to, the following steps:

**First Offense** – The student will lose all computer privileges for two weeks and parental contact will be made. This violation will be recorded in the student’s electronic file.

**Second Offense** – The student will lose all computer privileges for six weeks, be suspended for three to five days, and be responsible for a meeting with parental contact and school administration. This violation will be recorded in the student’s electronic file.

**Third Offense** – The student will lose computer privileges for the remainder of the school year, be suspended for ten days, and be responsible for a meeting with parental contact and school administration. This violation will be recorded in the student’s electronic file. Any violation which affects the integrity of the network will result in permanent removal from the network for the remainder of the school year and may result in the filing of criminal charges.

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**BUS TRANSPORTATION**

**Policy Regarding the Drop off Regulations for Students DK-2nd grade:**

A parent, guardian, or older sibling (3rd grade or above) must be visible at the bus stop in order for DK-2nd grade students to be dropped off. If no one is visible, the students will remain on the bus and be brought back to the Bus Garage for parent pick up.

Every effort will be made by the Bus Garage to contact someone to pick up the students. **Please keep all available phone numbers updated with the Bus Garage, every year.**
record is kept of any students needing to be brought back to the Bus Garage for parent pick up. If a pattern develops where a student is repeatedly brought back to the Bus Garage, further action will be taken with the appropriate agency. If you have further questions about this policy, please contact the Bus Garage at 924-4390.

Other Regulations:

Transportation of eligible children to and from school is a privilege to be enjoyed only as long as the child:

- accepts responsibility for his/her conduct
- carefully follows all rules and regulations
- displays respect at all times for the bus driver
- responds to the directions and requests of the bus driver

Fremont Public Schools shall be responsible for transportation from the assigned bus stop of the child to school and returning the child to his/her assigned bus stop. Each child will be assigned to use a specific bus and bus stop and shall not be permitted to use any other without the permission of the Transportation Director.

Once students are on the bus, they will remain on the bus until they reach their appointed destination.

The Transportation Director may grant permission for a pupil to ride a different bus or use a different stop only on a permanent basis. Such permission may be granted only upon receipt of a written request of a parent or legal guardian to the Transportation Director.

The requested change must not result in the overcrowding of any bus; alterations of schedule; or in any other way interfere with the regular operation of the transportation system.

The purpose for which special permission is requested shall be:

1. To relieve a temporary situation that would otherwise result in a severe hardship on a pupil in getting to and from school.
2. For such other emergency or unusual reason as shall be approved by the
Transportation Director.

The Fremont Public Schools Transportation Policy governs both the transportation services and behavioral expectations of students. The complete policy may be reviewed at the Administration Building or at any of the schools. The following rules and regulations are from the adopted Board of Education Policy.

**STUDENT CONDUCT ON SCHOOL BUSES:** (Michigan Department of Education Regulations)

**PUPIL’S RESPONSIBILITIES**

1. It shall be considered a privilege to be enjoyed by a pupil only as long as he/she accepts responsibility for his/her own conduct, carefully follows all rules and regulations, and promptly responds to the directions and request of the bus driver.

2. It shall not be considered a personal "taxi service" i.e. many school bus riders will find it necessary to walk some distance to the designated bus stop.

3. To occupy the seat assigned by the driver and to refrain at all times from moving around while the bus is in motion.

4. To observe classroom conduct (except for ordinary conversation) while getting on or off and while riding the bus.

5. To be courteous and obedient to your bus driver; they are responsible for your safety and need your help.

6. To warn the driver of an approaching danger if there is reason to believe the driver is not aware of the danger.

7. To be in the place designated both morning and evening ready to board the bus at the time shown on the schedule in the bus. The driver is responsible for the maintenance of this schedule and cannot wait for tardy pupils. Please be at the bus stop 5 minutes before the scheduled time.

**PERSONAL SAFETY**

1. Stay off the traveled roadway at all times while waiting for a bus.

2. Wait until the bus has come to a stop before attempting to get on or off.

3. Leave the bus only at the consent of the driver.

4. Enter or leave the bus only at the front door after the bus has come to a stop except in case of emergency.
5. Cross the traveled highway, if necessary, after leaving the bus, in the following manner:

   a. Make certain the bus is stationary.

   b. When crossing, go to front of bus within 10' or sight of the driver and wait for the proper signal for crossing.

   c. Upon signal from the driver, or from a personal escort, look both to the right and left and proceed across the highway in front of the bus.

   d. Walk (not run) in front of the bus when crossing the highway.

6. Keep hands and head inside the bus at all times.

7. Inform driver when absence is expected from school.

8. Report to the driver at once any damage to the bus that is observed.

9. Help keep bus clean, sanitary, and orderly.

**PARENTS RESPONSIBILITIES**

In addition to ensuring their child complies with bus and school rules, parents are responsible for the following:

1. Ensure that their child arrives at the bus stop 5 minutes before the scheduled time of pick up.

2. Ensure that their child is on the correct side of the road as the bus arrives.

3. The safety and conduct of their child while going to or from a bus stop, and while waiting. The school recognizes a secondary responsibility to assist and cooperate with a parent in these matters.
Directory Information:

Directory Information may be published by Fremont Public Schools in school yearbooks, school newsletters, school athletic programs or other materials released to public resources. Fremont Public Schools has identified the following as Directory Information:

- Student name and address
- Student’s grade level

If you wish to request that specific information about your student be withheld, please contact the principal of your student’s school, in writing annually, by completing the school information form. Questions?? Please call the FPS Administrative Office at (231) 924-2350.

All School Emergency Incident-Disaster-Hostile Intruders

In the event that the school setting at Pathfinder Elementary were to suffer a disastrous situation, which involves the destruction of the building, serious injury to multiple students and staff, seizure of the building by hostile intruders and/or other catastrophic situations, ALL parents are requested to follow these procedures:

1. Remain OFF school property.
2. Stay close to your HOME phone so we can call you with information. Keep your line free—do NOT call us!
3. Be patient and reassure the people around you. Do not spread rumors or untrue information. Simply follow requests and directions.
4. School employees will be following the Pathfinder Crisis Plan of emergency procedures established by local and county police emergency units.
5. We empathize with the anxiety, tension and stress you may experience in a crisis situation potentially involving your child at school. HOWEVER, it is important that in a time of crisis we all work together to follow established procedures that will enable everyone to contribute to bringing the crisis to order and not making it worse.

WE HOPE WE ARE NEVER PUT IN A MAJOR CRISIS SITUATION, BUT YOUR ATTENTION, AS A PARENT, TO THIS PROCEDURE IF AND WHEN A CRISIS ARISES IS OF ABSOLUTE IMPORTANCE!