

Pattonville **HEIGHTS**
middle school



Connect, Educate, Challenge, Empower

Student Handbook

2017-2018

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WELCOME

Welcome to Pattonville Heights Middle School. You are a student in one of the best middle schools in the nation! At Pattonville Heights we encourage you to do your best and always strive toward excellence.

Heights Mission:

Connect, Educate, Challenge, Empower

We Value:

Respect, Responsibility, Involvement

Vision:

Our vision at Pattonville Heights Middle School is to grow as a community of caring, committed, connected students, staff, and parents, and to develop lifelong learners within a climate that is trusting, positive, and safe.

Contact Heights:

Main Office (314) 213-8033

Attendance Office (314) 213-8333 **The attendance line is active 24 hours a day**

Nurse (314) 213-8300

Library (314) 213-8340

FAX (314) 213-8633

BELL SCHEDULE:

Regular Day: 1st Bell at 7:50 am

6th Grade		7th Grade		8th Grade	
1st	8:05 - 8:57	1st	8:05 - 8:57	1st	8:05 - 8:57
2nd	9:01 - 9:53	2nd	9:01 - 9:53	2nd	9:01 - 9:53
3rd	9:57 - 10:49	3rd	9:57 - 10:49	3rd	9:57 - 10:49
Lunch	10:49 - 11:14	4th	10:53 - 11:45	4th	10:53 - 11:45
4th	11:18 - 12:10	Lunch	11:45 - 12:10	5 th	11:49 - 12:41
5th	12:14 - 1:06	5th	12:14 - 1:06	Lunch	12:41 - 1:06
6th	1:10 - 2:02	6th	1:10 - 2:02	6th	1:10 - 2:02
7th	2:06 - 2:58	7th	2:06 - 2:58	7th	2:06 - 2:58

Pirate Time: 1st Bell at 7:50 am

6th Grade		7th Grade		8th Grade	
Pirate Tme	8:05 - 8:33	Pirate Tme	8:05 - 8:33	Pirate Tme	8:05 - 8:33
1st	8:37 - 9:25	1st	8:37 - 9:25	1st	8:37 - 9:25
2nd	9:29 -10:17	2nd	9:29 -10:17	2nd	9:29 -10:17
3rd	10:21-11:09	3rd	10:21-11:09	3rd	10:21 -11:09
Lunch	11:09 - 11:34	4th	11:13 - 12:01	4th	11:13 - 12:01
4th	11:38 - 12:26	Lunch	12:01 - 12:26	5 th	12:05 - 12:53
5th	12:30 - 1:18	5th	12:30 - 1:18	Lunch	12:53 - 1:18
6th	1:22 - 2:10	6th	1:22 - 2:10	6th	1:22 - 2:10
7th	2:14 - 2:58	7th	2:14 - 2:58	7th	2:14 - 2:58

WHO'S WHO AT THE HEIGHTS

Dr. Mosher	Principal	Ms. Lynch	Secretary
Dr. Houston	Assistant Principal	Ms. Rehg	Secretary
Dr. Prokopf	Assistant Principal	Ms. Upson	Secretary
Ms. Burns	Attendance Clerk	Nurse Richter	Nurse
Ms. Hobson	Counselors' Secretary	Officer Thurman	SRO

TEAM 6 West

		<u>Subject</u>
Ms. Cross	-	English Language Arts
Ms. Strobel	-	Science
Ms. Marren	-	Social Studies

TEAM 6 East

Ms. Weber	-	English Language Arts
Ms. Diggs	-	Science
Mr. Hutson	-	Social Studies

6th GRADE COUNSELOR – Ms. Osman

TEAM 7 West

Ms. Ostrowski	-	English Language Arts
Mr. Winship	-	Science
Dr. Burd	-	Social Studies

TEAM 7 East

Ms. Rice	-	English Language Arts
Ms. Hartsock	-	Science
Ms. Graham	-	Social Studies

7th GRADE COUNSELOR – Ms. Lancaster

6/7 South

Ms. Meyers	-	English Language Arts/Social Studies
Ms. Sallee	-	Science/Social Studies

TEAM 8 West

Ms. Benoist	-	English Language Arts
Mr. Burgio	-	Science
Mr. Biever	-	Social Studies

TEAM 8 East

Ms. Zoltanski	-	English Language Arts
Ms. Weber	-	Science
Mr. Seibert	-	Social Studies

8th GRADE COUNSELOR - Ms. Antrobus

Math

Ms. Jordan	-	Math
Ms. Kenniston	-	Math
Mr. Smith	-	Math
Ms. Walton	-	Math
Ms. Rasmussen	-	Math
Ms. Mathis	-	Math
Ms. Fullmer	-	Math

SPECIAL SCHOOL DISTRICT

Mr. Sharp	-	SSD Area Coordinator
Ms. Benbenek	-	Speech & Language
Ms. Bruner	-	SSD Resource
Ms. Douty	-	Teen Connect
Ms. Roach	-	SSD Resource
Ms. Sauerwein	-	SSD/Math
Ms. Tucker	-	SSD Resource
Ms. Vogel	-	SSD Resource
Ms. Wetzel	-	SSD/English Language Arts
Ms. Edwards	-	SSD Para
Mr. Gilbert	-	SSD Para
Mr. O'Keefe	-	SSD Para
Ms. Pollard	-	SSD Para
Ms. Tenenbaum	-	SSD Para
Ms. Bradshaw	-	SSD School Psychologist

ADDITIONAL FAULTY

Ms. Hall	-	Band
Ms. White	-	Band
Mr. Baker	-	Music
Ms. Feeney	-	Orchestra
Ms. Gindler	-	Orchestra
Ms. Benbow	-	ELL
Ms. Alanis	-	ELL Para
Coach Brown	-	PE
Coach Dixon	-	PE
Coach Puller	-	PE
Coach Williams	-	PE
Ms. Carr	-	Reading
Ms. Russo	-	Reading
Ms. Kappler	-	Sigma
Mme. Gibson	-	French
Frau Miller	-	French/German
Mr. Benbow	-	Spanish
Ms. Mitchell	-	Project Lead the Way (PLTW)
Mr. Payne	-	Computer Technology/PLTW
Ms. Sepanski	-	Industrial Technology /PLTW
Ms. Ross	-	Family & Consumer Science/PLTW
Ms. Walsh	-	Art
Mr. Lee	-	iLearn Technology Aide
TBA	-	Permanent Substitute
Mr. Varadinov	-	Intervention Para
Ms. Franken	-	ISS
Ms. Gardner	-	Social Worker
Ms. Harder	-	Librarian
Ms. Payne	-	Library Clerk
Mr. Gindler	-	IT Specialist
Ms. Dufrenne	-	Cafeteria Manager
Mr. Mike	-	Custodial Supervisor

The ABC's of Heights for Students

ACADEMICS

GRADING SCALE

The grading scale and equivalent percentages are as follows:

A	= 93 – 100	C+ = 77 – 79	D- = 60 - 62
A-	= 90 - 92	C = 73 – 76	F = 59 and lower
B+	= 87 – 89	C- = 70 - 72	
B	= 83 – 86	D+ = 67 - 69	
B-	= 80 – 82	D = 63 – 66	

Grading Report Cycle 2017-2018

FIRST SEMESTER

1st grading period begins	8-10-17	mid 6 week: 8-29-17 (14 days)
1st grading period ends (29 days)	9-20-17	(P.T. Conferences 10-11 and 10-12)
2nd grading period begins	9-21-17	mid 6 week: 10-11-17 (15 days)
2nd grading period ends (31 days)	11-3-17	
3rd grading period begins	11-6-17	mid 6 week: 11-29-17 (14 days)
3rd grading period ends (29 days)	12-20-17	

SECOND SEMESTER

4th grading period begins	1-3-18	mid 6 week: 1-29-18 (18 days)
4th grading period ends (36 days)	2-22-18	(P.T. Conferences 3-7 and 3-8)
5th grading period begins	2-23-18	mid 6 week: 3-14-18 (16 days)
5th grading period ends (26 days)	4-10-18	
6th grading period begins	4-11-18	mid 6 week: 5-3-17 (17 days)
6th grading period begins (33 days)	5-25-18	(Depending on last day of school)

ACADEMIC HELP

Additional resources are available for those students seeking extra academic help during the school year. Some examples include after school tutoring, teacher help sessions, and Homework Club.

Contact your grade level counselor for more information.

HOMEWORK

Students will have regularly scheduled homework in all subjects to reinforce the learning they receive in class. Students should record their homework assignments on a daily basis. This is an effort to help students learn organizational and time-management skills. Please check assignments on your team's website or class Moodle.

Please refer to the team websites for updated homework information.

<http://ht.psd3.org/webpageDirectory.php>

AFTER SCHOOL ACTIVITIES

Pattonville Heights offers a wide variety of after-school activities in which students can participate. The activity period (3:05 p.m. - 4:05 p.m. Tuesday, Wednesday, and Thursday) enriches the curriculum of the school and provides opportunities for all students to find an area of interest to explore and participate.

Some examples of after-school activities include: band & percussion, intramurals (matball, floor hockey, soccer, etc.), yearbook, drama club and many others. New clubs may be formed by student request if there is enough student interest, and if there is a faculty member available to sponsor the club.

Students must be in attendance at least half of the school day (3.5 hours) to be able to attend any after school or evening activity. Any exceptions need to be pre-approved through the administration office at least 24 hours in advance. If a student arrives at an after school activity or event after being absent that day, he/she will be denied admission and the parents will be called to transport the student home.

The school provides activity bus transportation on Tuesdays, Wednesdays, and Thursdays for students staying for after-school activities. Students need a bus pass from the club sponsor in order to ride the bus. The activity bus departs from school at approximately 4:10 p.m.

ATTENDANCE:

If a student is not attending school on a particular day, it is necessary for a parent/guardian to call the 24-hour attendance line to report the absence each day the student is absent. If the student is absent 3 or more days, a request for homework can be made from the attendance office. Please check the team's website for daily work at <http://ht.psd3.org/>.

If a student is late to school due to an appointment or other reason, please call the school to inform us. If it is necessary for a student to leave school early, a student must be signed out by the parent/guardian at the attendance desk. Students are never to be released to anyone waiting in the parking lot.

TARDY TO SCHOOL/CLASS POLICY

If a student is tardy to school, he/she must report to the attendance office upon arrival to school. Tardies accumulate for the semester per each late arrival **and** per class period. The following consequences apply for tardiness to school/class:

Up to 3 tardies:	Warning
4 th tardy:	1-hour detention
5 th tardy:	1-hour detention
6 th tardy:	2-hour detention
7 th tardy:	2-hour detention
8 th tardy:	4-hour detention
9 th tardy:	4-hour detention
10 or more tardies:	In-school suspension

BEGINNING AND ENDING THE SCHOOL DAY

Students are allowed on campus beginning at 7:45 a.m. and can enter the building after the 7:50 a.m. bell. After arriving on the school grounds, students are not to leave campus without permission from the office. When the 2:58 p.m. bell rings, students are allowed to remain in the building only if they are participating in a supervised after school activity. After school, students **may not** go outside to the buses and then return to the school building.

DAILY ANNOUNCEMENTS

The daily announcements are read near the end of the day and run throughout the day on our closed circuit TV system and website to notify the students of upcoming events and activities.

BEHAVIOR

Please refer to the Pattonville School District Middle School Behavior Guide for a complete list of behavior expectations and consequences. In general, Heights' students are expected to be:

<u>Respectful</u>	<u>Responsible</u>	<u>Involved</u>
<ul style="list-style-type: none"> Follow directions KAHFOOTY Appropriate voice level 	<ul style="list-style-type: none"> Prepared & ready Use technology appropriately 	<ul style="list-style-type: none"> Active participant Report concerns to staff Protect school property

0=No Talking	1="Spy Talk"	2=Partner, Small Group	3=Normal Voice	4=Presenter	5=Outside
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BUS BEHAVIOR

All buses are equipped with video cameras to ensure the safety and welfare of each student riding the bus. Students are expected to:

1. Recognize and obey all school rules while riding the bus.
2. Board the bus promptly and carefully.
3. Respect the driver and other students at all times.
4. Remain seated in your seat for the entire bus ride.
5. Use windows for viewing only and never place any object or part of your body out of the window.
6. Use polite, quiet voices (Level 2) when talking on the bus.
7. Report problems to the driver.

Remember - bus transportation is a privilege; failure to observe district rules may result in denial of bus transportation. Disciplinary action will result in the event that the bus rules are violated.

CAFETERIA BEHAVIOR

<u>Respectful</u>	<u>Responsible</u>	<u>Involved</u>
<ul style="list-style-type: none"> Clean up after yourself Listen to & follow adult requests Control voice level If allowed, use technology appropriately 	<ul style="list-style-type: none"> Stay in assigned seat 	<ul style="list-style-type: none"> Clean-up and push in chairs Put trash in appropriate bins

Cafeteria Supervisor – Ms. Dufrenne

The school cafeteria is maintained as a vital part of the health program in the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price.

All students take have a cafeteria account to which they will be able to deposit money by the day, week, month, etc. It works similar to a bank account in that deposits made before 10:30 a.m. each day are credited to the account that day. Deposits made after 10:30 a.m. do not show up until the next day. With this system, students do not use cash in the line. Charges for lunch will be scanned using the computer scanner and their ID cards. As the ID number is scanned, the cost of the lunch is subtracted from the existing account. There is a drop slot in the kitchen door for cash and check deposits that students can use to deposit money into their account.

Breakfast No charge
Lunch \$2.60

HALLWAY BEHAVIOR

During each passing period, there will be a large number of students going from one room to another. Students should behave appropriately in the hall, walking in an orderly and timely manner.

<u>Respectful</u>	<u>Responsible</u>	<u>Involved</u>
<ul style="list-style-type: none"> ● Be nice ● KAHFOOTY ● Voice level 0- 3 ● Polite language ● Carry laptop in zipped case at all times 	<ul style="list-style-type: none"> ● Walk & talk ● Stay to the right on the stairs & hallway ● Use own locker with lock ● Take the most direct path ● If you find something & it is not yours, take it to lost and found ● Carry laptop in safe & secure manner 	<ul style="list-style-type: none"> ● Be on time ● Report concerns

RESTROOM BEHAVIOR

<u>Respectful</u>	<u>Responsible</u>	<u>Involved</u>
<ul style="list-style-type: none"> ● Give others privacy & remain in own stall ● Take care of your own business ● Respond appropriately to conflict situations 	<ul style="list-style-type: none"> ● Keep surfaces & walls free of graffiti ● Flush toilet ● Wash hands with soap ● Throw away trash properly ● Use the restroom quickly ● Return to class quietly & promptly 	<ul style="list-style-type: none"> ● Keep it clean ● Report concerns

CONFERENCES

Parent/Teacher conferences are designed to aid student progress and are encouraged by the staff. These conferences may be by phone or in person with individual teachers or groups of staff members.

Parent/teacher conferences are scheduled after the first and fourth grading periods. However, parents may make appointments for conferences with teachers, counselors, or the principal by telephoning the school office at any time.

Parent/Teacher Conference Dates:

Wednesday, October 11, 2017

Thursday, October 12, 2017

Wednesday, March 7, 2018

Thursday, March 8, 2018

COUNSELING DEPARTMENT

The counseling department exists to serve the needs of the students. We are here to help celebrate successes, discuss personal, peer, and academic problems, and help students grow and develop in a positive way. Each student will have the same counselor for all three grades of middle school.

Appointments to see counselors may be made in the counseling office before and after school, at lunch, or during class with the teacher's permission. Teachers may ask students to reschedule appointments if they feel it would be unwise for the students to be absent from class at a particular time.

Counseling assignments for 2017-2018 year:

6th Grade counselor	Ms. Osman
7th Grade counselor	Ms. Lancaster
8th Grade counselor	Ms. Antrobus

DRESS CODE

Students are expected to help promote a positive, healthy, and safe school atmosphere by making appropriate clothing choices. Please refer to the Behavior Guide for more details. If in violation of the dress code, students will be asked to change into appropriate clothing, or a parent may be contacted.

The following items should be kept in the student's locker during the school day. Failure to do so will result in the item being confiscated.

- Apparel worn on head (sock hats, bandanas and athletic sweat bands, hats, caps, wearing hoods on head, hair rollers, hairnets, picks, combs, and plastic hair covering)
- Sunglasses and dark glasses unless prescription
- Chains used with wallets, keys, etc., or as a belt or decoration

Students could be given other clothing, sent home, or asked to change for the following:

- Clothing that is revealing, see-through, suggestive, or ripped
- Clothing with vulgar, profane, or suggestive messages or pictures of illegal substances, alcoholic beverages, or tobacco products
- Clothing, coloring, insignia, or other symbol indicating membership in, affiliation with, or support for any gang or similar organization associated with violence, drugs, intimidation, or other criminal activity (on school grounds or at school-sponsored activities)
- Pants which are sagging below the waist level

LIBRARY/MEDIA CENTER

Librarian – Ms. Harder

The library is located in the center of the building on the third floor. In addition to enjoying our beautiful view out the windows, students are welcome in the library to browse our books and magazines, do research, download an eBook or audiobook, or just sit and read.

Visit <http://ht.psd3.org/library.php> to learn about library programs.

LOCKERS

Every student is assigned a hall locker. This locker is the property of Pattonville School District and may be searched at any time by school personnel. A student may not change lockers without the authorization from the office. Students are responsible for providing a combination lock for both their hall locker and their P.E. locker. **HINT:** Some students purchase a double pack of locks with the same combination for both locks. Only ONE combination to remember!

When locking the locker, close the lock firmly and do not share the combination with others. (You will be required to give the combination to an assigned teacher.) Students may use ONLY ONE hall locker and cannot share lockers.

The school is NOT responsible for lost or stolen items.

LOST AND FOUND

The Lost and Found bin is located by the cafeteria underneath the west steps. Items not claimed by one week after the end of the school year will be donated to charity.

MIDDLE SCHOOL AWARDS

THE PATTONVILLE HEIGHTS MIDDLE SCHOOL AWARD

Students begin working toward earning their Middle School Award at the **beginning** of each year. They earn points for participation in school activities, scholarship, citizenship, and service. **All activities must be recorded on the application form, available in the main office.** Forms are collected and tabulated in early May. This award is given out at the annual awards ceremony.

CITIZENSHIP AWARD

Students who maintain excellent citizenship throughout the year are recognized in this category. (3.0 average or better in both behavior and effort with no 1 or 2 in behavior or effort, no ISS, OSS, or bus suspensions).

CORE SUBJECT AWARDS

Teachers recognize exemplary students who exhibit academic excellence in each core subject area. Any student with an A in a core subject for all 5 grading periods will receive this award.

EXEMPLARY ATTENDANCE AWARD

Students with exemplary attendance can miss no more than one day and have more than 5 tardies to school throughout the school year.

SCHOLASTIC AWARD

Students who have earned a 3.75 or above grade point average qualify for this award.

8TH GRADE AWARDS

PRESIDENTIAL ACADEMIC AWARD

This award is given to students who earn a cumulative grade point average of 3.5 for five semesters at Pattonville Heights and score proficient or advanced in Math and ELA on state tests.

PRINCIPAL'S AWARD

This is the most prestigious middle school award. The student(s) selected must have outstanding grades, citizenship, effort, and participation during the middle school years. A rubric is used to determine that criteria is met.

Outside Food and Drinks

Food and drink brought to school must remain **unopened** until lunch. No open containers are to be brought into school (i.e. gas station beverages). Food and drink are not allowed outside of the cafeteria except during approved activities. Drink and food containers must be deposited in trash cans or recycling upon leaving the cafeteria. **No glass containers of any kind are permitted on the school grounds.** Clear, resealable, plastic water bottles containing **water only** may be permitted in some classrooms with prior teacher approval.

Furthermore, we request that edible birthday treats are not brought in to share with classmates.

NURSE - MEDICATION

School Nurse – Ms. Richter -213-8300

Pattonville Heights has a full-time school nurse who attends to student illness, medical emergencies, and medication administration. The nurse CANNOT dispense over-the-counter medication without a doctor's order. Prescription medications should be in the original bottle and placed in an envelope with the number of pills and student name written on the envelope. Students are allowed to carry a daily dose of prescription or nonprescription medication (in the original bottle) accompanied by a note from the parent. All asthma medication must be accompanied by an asthma action plan on file with the school nurse. All controlled substances must be kept in the nurse's office with doctor and parent permission.

All students must have an emergency sheet on file and keep us informed of any phone number/address changes as quickly as possible.

PHYSICAL EDUCATION DRESS REQUIREMENTS

A change of clothing must be worn during gym class. A white or gray t-shirt, black shorts, white socks and tennis shoes are required. Shorts may not have pockets, zippers, snaps or buttons. Clothes are to be neat and clean, and marked with the student's name. PE uniforms are available to purchase at a reasonable cost.

A note from a parent or guardian must be presented to the teacher if for some reason the student cannot participate in a physical education class. An alternative assignment will be given for PE participation points.

RENAISSANCE

The mission of the Renaissance program is to connect students to school and their community by emphasizing academics, as well as after school activities and community service. Students qualify for special events, activities, field trips, and incentives by earning a Green or Gold Level sticker each grading period.

Pattonville Heights Renaissance Levels

Category	Green	Gold
Grades	2.0 GPA with no Fs	3.5 GPA or higher with no Fs
Citizenship	<ul style="list-style-type: none"> ● No 1s in behavior or effort ● No more than two 2s in behavior/effort ● No Suspensions ● No Fines 	<ul style="list-style-type: none"> ● No 1s or 2s in behavior/effort ● No Suspensions ● No Fines
Attendance	No more than 5 total tardies per grading period	No more than 5 total tardies per grading period
Community Service/Activities	N/A	6 hours community service or school activities during the grading period
	Each 6 week grading period	Each 6 week grading period

Renaissance levels are calculated after each grading period ends. Those students who qualify will receive green or gold stickers to be placed on the back of their ID badges. Replacement stickers are only provided if there is an initial error in count or Renaissance level. Students are responsible for lost stickers, and they will not be replaced. The Renaissance stickers are the students' entrance into special events and field trips. It is the intent that participation in Renaissance events act as a motivational tool to achieve success in the classroom.

Some examples of community service/activities:

- Participation in clubs and intramurals after school
- Participation in band/orchestra/choir events after school
- All outside community service hours **MUST** be done **WITHOUT PAY**
- Homework club does **NOT** count as a gold level activity

Forms are available in the main office.

Renaissance Events 2017-2018

Friday, September 15th:	Back to School Dance	All students eligible
Thursday, October 5th:	Pizza Lunch	Gold Level students 1 st grading period
Friday, October 27th:	Halloween Dance	Green and Gold Level eligible
Friday, December 1st:	City Museum	Gold Level 1 st & 2 nd grading period
Early Winter:	TBA	Gold Level 3 of 3 grading periods
Late Spring	Trout Lodge	Gold Level 2 of 3 first semester, and 4 & 5
Friday, May 18th:	8 th Grade Dance	All 8 th grade students not in ISS or OSS
Last Day of School:	All School Activity	All students not in ISS or OSS

SCHOOL CLOSINGS

Classes in the district are canceled only in case of emergency or extremely bad weather. Any decision to close schools in extremely bad weather will be announced using Pattonville's automated phone calling system. Announcements will also be made on the radio and local television stations. Please listen to one of the following radio stations or watch one of the following television channels:

KMOX 1120 AM
KTVI Channel 2
KMOV Channel 4
KSDK Channel 5

Announcements begin at approximately 5:30 a.m. School closings will also be announced on the district's website (www.psdr3.org) and on the following district social media accounts:

Facebook: <http://www.facebook.com/PSDR3> Twitter: @PattonvilleSD <http://twitter.com/PattonvilleSD>

SCHOOL VISITORS

Pattonville Heights welcomes and encourages parents to visit our school. All guests must stop in the office to obtain a guest pass. Students are asked not to bring visitors to the school.

STUDENT I.D. BADGES

All students receive a photo ID badge. These badges are used for purchases in the cafeteria and library services. Students are required to carry their ID badge while at school. Students are not allowed to scratch the photo or cover the photo with a sticker. The photo must be unaltered. Replacements badges may be purchased in the main office for \$2.

TELEPHONE USE

The office telephones are reserved for school business and may be used by students only with the permission of a staff member.

CELL PHONE ETIQUETTE

Cell phones may be brought to school but are not to be used while the student is in school. Display and use of cell phones during normal school hours is prohibited, unless explicitly authorized by staff. This includes all cell phone features including text messaging, voice mail, camera, and video. Students and staff have a right to privacy. It is never permissible for individuals to take photos or video of others without their permission. Phones must be off or silent.

If a student needs to reach a parent, he or she may come to the office to use the phone. If a parent needs to get a message to or talk to a student, they should call the school. Parents are not to text or call a student's phone during school hours.

TRANSPORTATION

Daily bus transportation is provided for students. The assigned bus route is given to students before school starts with relevant bus stop information. If a student needs to ride a different bus home with a friend, a note signed by a parent should be brought to the office. Upon receipt of this note, a boarding pass will be issued, which is to be given to the driver. **This note must be brought to the office before 9:00 a.m.**