

## Mission Statement

The Columbia School District, in partnership with the community, will provide a safe and positive learning environment, which will prepare ALL students to contribute and compete in a global society.

To: *Boxholder*

Non-Profit Organization  
BULK RATE  
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Brooklyn, Michigan  
Permit No. 5



# TORCH BEARER

PRINTED ON RECYCLED PAPER

# Back-To-School

VOLUME 25 · NUMBER 1

BROOKLYN, MICHIGAN

AUGUST 2011





## From the Superintendent

**Brent Beamish**

Welcome to the new school year! Final preparations are taking place for another exciting and successful year at Columbia School District. The year ahead is filled with promise and opportunities for students, families, and staff. As a school family, we are proud to be a part of this community. To our returning families, we look forward to working with you and your child again this year. To our new families we extend a special welcome. Please let us know how we can help your child find success. We anticipate continued progress in our district and look forward to sharing examples throughout the year. We hope you will find time to visit our schools as you participate in your children's activities. We're expecting an outstanding 2011-2012 school year. If I can assist you in any way, please feel free to call me at the Administration Office at 592-6641 or at my home at 592-6531.

Educationally yours...  
Brent Beamish-Superintendent of Schools



### SCHOOL HOURS

**Elementary 7:45 a.m. – 2:40 p.m.**  
**Secondary 7:45 a.m. – 2:35 p.m.**

SUBJECT TO CHANGE



## Student Policy

Facility Fee - A \$10 *per year* fee is charged to every student who uses the fitness center to help defray some of the upkeep and maintenance of the fitness center

- A "student registration and waiver card" must be completed
- Students must be current on the "Facility Fee" which lasts one calendar year.

During school

- Student hours - After school until 4:00pm Mon. - Fri.
- Weekend hours are available as well ([www.ccfitnesscenter.org](http://www.ccfitnesscenter.org) for times)

Students that have sports practice or a job will be given special consideration for afterhours access

Summer hours - Students may use the fitness center anytime the fitness center is open. ([www.ccfitnesscenter.org](http://www.ccfitnesscenter.org) for times)

- No loud music or yelling
- Students must have their CSD school Id to "scan in"
- Students must "work in" with members and be courteous

## OPEN HOUSE COLUMBIA MIDDLE SCHOOL

7th and 8th Grade  
August 29 ~ 5:30 to 6:30 p.m.  
5th and 6th Grade  
August 29 ~ 7:00 to 8:00 p.m.

**Come meet with the staff and tour of the building.**

## COLUMBIA CENTRAL HIGH SCHOOL OPEN HOUSE

9th Grade Orientation August 30  
6:00 p.m.  
Open House at 7:00 p.m.

**CES BACK TO SCHOOL BASH**  
**August 30th**  
**5:00 to 6:30 p.m.**  
**at Columbia Elementary School**

**EVERYONE WELCOME • TOUR THE BUILDING**  
**MEET YOUR TEACHERS & CLASSMATES**

Sign up for activities and events. Music & Games

**Have a Good Time!!**

## NOTICE OF NONDISCRIMINATION POLICY

It is the policy of the Columbia School District that no person shall, on the basis of race, color, national origin, sex, or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment.

Any questions concerning the Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, should be directed to:

Brent Beamish • Superintendent  
Columbia School District  
11775 Hewitt Road • Brooklyn, MI 49230  
(517) 592-6641

Inquiries related to Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap, should be directed to Mr. Beamish Section 504 Coordinator.

## Memorandum to parents regarding school board policy on drug-free schools

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by state statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by state law, the district will also notify law enforcement officials.

The district is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which he/she receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling officer whenever such help is needed.

### Dear Parents,

Public Act 198 of 1971, the Mandatory Special Education Act, establishes the right of handicapped person(s), from birth through the age of 25, to equal opportunity within the public schools.

**THIS MEANS THAT HANDICAPPED CHILDREN DO NOT NEED TO WAIT UNTIL THEY ARE SCHOOL AGE TO BENEFIT FROM SPECIAL EDUCATION SERVICES.**

It is important that help be obtained for the handicapped at the earliest possible age. In the State of Michigan, this help is free and is available through your public schools.

A team of educational specialists evaluate the child to determine the type of degree of disability and the best kind of program placement. This evaluation often includes medical specialists.

Pre-Primary Special Education services are available for the:

MENTALLY IMPAIRED	EMOTIONALLY IMPAIRED	SPECIFIC LEARNING DISABLED
PHYSICALLY AND OTHERWISE HEALTH IMPAIRED (POHI)	HEARING IMPAIRED	
VISUALLY IMPAIRED	SPEECH AND LANGUAGE IMPAIRED	

So, if you have, or know of, a preschool child who may benefit from these services, call:

**Brent Beamish • Superintendent**

**Columbia School District • 11775 Hewitt Road • Brooklyn, MI 49230 • (517) 592-6641**

## Advisory To All Parents

Dear Parent/Guardian:

As a part of the Columbia School District's (daycare center's) pest management program, pesticides are occasionally applied. You have the right to be informed prior to any pesticide application made to the school (daycare) grounds and buildings. In certain emergencies, pesticides may be applied without prior notice, but you will be provided notice following any such application. If you need prior notification, please complete the information below and submit to:

**Name:** Brent Beamish, Superintendent  
**School:** Columbia School District  
**Address:** 11775 Hewitt Road, Brooklyn, MI 49230  
**Phone Number:** 517/592-6641

### PESTICIDE PRIOR NOTIFICATION REQUEST

Parent/Guardian Name: \_\_\_\_\_

Student's (Child's) Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code \_\_\_\_\_

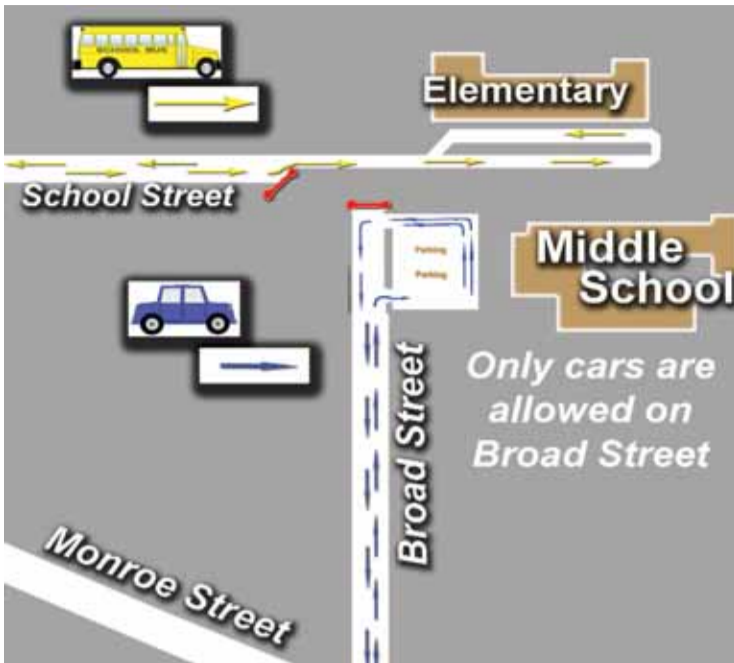
Telephone Numbers: Daytime \_\_\_\_\_ Evening \_\_\_\_\_

Please Check One:

- I wish to be notified prior to a scheduled pesticide treatment inside of the building.
- I wish to be notified prior to a scheduled pesticide treatment on the outside grounds of the school (daycare center).
- Both of the above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Proposed School Traffic Pattern



In the continuing effort to educate parents and the public about the changes to the traffic pattern at Columbia Elementary and Columbia Middle School in the village of Brooklyn, please let this brief article serve as an update.

As you know, the Columbia Township Police Department, the Columbia School District Administration, and the Village of Brooklyn have all partnered to initiate improvements to the traffic pattern at the Elementary and Middle Schools. In particular, the plan was designed to improve safety by separating the foot traffic, bus traffic, and car traffic, as well as give one drop-off/pick-up point for students that are transported by parents (or family).

The Village of Brooklyn has adopted a traffic control order that, during school hours or school special events, allows for the temporary closure of Broad Street at School, and for restriction of School Street to bus traffic.

The closure of Broad at School, during these brief periods, will be accomplished by the installation of a swinging gate that will span Broad Street, and will be opened and closed by the crossing guard stationed there. A half-gate will partially span School Street, to keep passenger vehicles from entering the school bus area between the two schools.

The dirt parking lot on the southwest corner of School and Broad will not be accessible to drop off students, as that would again allow the mixing of kids with buses and cars. When the small amount of work in this area is completed, this parking lot will only have one combined exit/entrance, on School Street, which will not be accessible during this road closure time each day.

The paved parking lot on the southeast corner of School and Broad will be seal-coated shortly, and will be re-stripped. There is currently only one entrance/exit to the lot. That drive will be made smaller, and will be designated and posted (with signs) as an entrance-only drive. There will be a new drive cut in between that lot and Broad Street, North of the current drive, which will be designated and posted as an "exit only". This will help the flow of traffic, and the gate that will span across Broad Street will be immediately North of that exit.

The re-stripping of this lot will slightly move the parking spots, and will accommodate two lanes of traffic on the East and North side of the lot, to allow for vehicles to pull in, drop off students, then pull out and leave via the new exit. There will be at least two designated handicapped spots in this lot.

School employees will park in the lot at the rear of the Middle School; or if they arrive early enough before School Street is restricted to buses, then in the dirt parking lot on the southwest corner of Broad and School Streets, or in spots in front of the two schools.

Lastly, one crossing guard has been eliminated, albeit some distance from the schools. Previously, there were two crossing guards within 150' of

each other, near Main St. and Marshall St. Starting with this school year, one crossing guard will cross students across Marshall St., and will then cross those students (and any others that may walk South on Main St.) across Main St, at the crosswalk by the Library.

In closing, please remember that this plan was developed to make it safer for our kids, and to better facilitate the flow of more students through these schools.

## NOTICE TO PARENTS

### FEDERALLY FUNDED PROGRAMS

*No Child Left Behind* requires local school districts to ensure that all teachers hired to teach core academic subjects in Title 1 programs are highly qualified. In general a "highly qualified teacher" is one with full certification, a bachelor's degree and demonstrated competence in subject knowledge and teaching. (Core subjects include English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, arts, history and geography.) Parents of children in schools that receive Title 1 funding have the right to request information regarding the professional qualifications of the student's classroom teachers.

### STUDENT HEALTH INSURANCE

Each school building office has a limited number of informational brochures regarding student health insurance. If your children are uninsured, medical coverage may be available to you. Visit or call your schools office to inquire further.

### IMMUNIZATIONS

Since 1978, state law has required that each student entering kindergarten or a new school district in grades K-12 have a certificate of immunization at the time of registration or not later than the first day of school. Every school year we must report immunizations for all new students in grades K-12 to the Jackson County Health Department. This is done on November 1 and on February 1. It is important to be sure that children are current on their immunizations in order to prevent outbreaks of disease in the school setting. If you have further questions, you can call your child's school office for information.

### MEDICATION POLICY REVIEW

Public Act 51 of 2002 was passed in March 2002, and specifies the administration of medications in schools. The Columbia School District Board Policy Review Committee has reviewed our current policy and find it to be comprehensive and coincides with the suggested policy and guidelines suggested by the Michigan Department of Education. This policy as well as all of the district policies are available through the administration office and are also linked to our district's website at [www.ColumbiaSchoolDistrict.org](http://www.ColumbiaSchoolDistrict.org).

## COLUMBIA SCHOOL DISTRICT SCHOOL IMPROVEMENT GOALS

2011 - 2012

- *All students will be proficient in Math*
- *All students will be proficient in Reading*
- *All students will be proficient in Writing*

**For in-depth information on individual building goals and strategies, visit our district website.**

### MISSION STATEMENT

*The Columbia School District, in partnership with the community, will provide a safe and positive learning environment which will prepare ALL students to contribute and compete in a global society.*

## Notification to Parents Regarding Student Records

In compliance with Federal regulations, the Columbia School District has established the following guidelines concerning student records: The District Records Officer is responsible for the supervision of all student records. This officer is located at 11775 Hewitt Road and can be reached by calling 592-6634. Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (eighteen (18) years of age or older), and those authorized by Federal law and District regulations.

**A parent, guardian, or adult student has the following rights:**

- inspect and review the student's education records
- request amendments if the parent believes the record is inaccurate, misleading, or otherwise in violation of the student's rights
- consent to disclosures of personally-identifiable information contained in the student's education records, except to those disclosures allowed by the law
- challenge District noncompliance with a parent's request to amend the records through a hearing
- file a complaint with the Department of Education
- obtain a copy of the District's policy and administrative guidelines on student records.

**The district has established the following information about each student as "directory information":**

name and address; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation and awards received; honor rolls; scholarships; and telephone numbers only for inclusion in school or PTO directories.

The district will make the above information available upon a legitimate request unless a parent, guardian or adult student notifies the District Records Officer in writing within ten (10) days from the date of this notification that she will not permit distribution of any or all of such information.

# Bus Routes 2011 - 2012

**BUS ROUTE NUMBER - TIME BUS DEPARTS BUS GARAGE  
ROUTE TIMES AND ROUTES SUBJECT TO CHANGE AFTER SCHOOL STARTS.**

To view maps of routes use our website at  
[ColumbiaSchoolDistrict.org](http://ColumbiaSchoolDistrict.org)  
and follow the transportation link.



Bill Bradley  
Operations/  
Maintenance Director

## COLUMBIA SCHOOL'S BUS ROUTES

### SCHOOL BUS ROUTES One-Tier System

**Elementary 7:45 a.m. - 2:40 p.m.  
Secondary 7:45 a.m. - 2:35 p.m.**

All levels of students will be picked up at their bus stop and will then be delivered to their appropriate buildings. Any additional questions can be directed to our Transportation Department at 592-6449.

#### Route 1 LEAVING THE BUS LOT AT 6:25 A.M.

Starting on Ocean Beach going North, Left On N Lake, N Lake Rd & Rita Dr., Left On Grand Blvd, Right On N Lake, Left On Clark Lake Rd, Right On S Stoney Lake Rd., Turn around at Benton Rd., Right On Clarklake Rd., Blue Ridge Rd & Hyde Rd., Left On Reed Rd., Right On Clarklake Rd., Right On N Lake Rd., Left on Hyde Rd., Left On Jefferson Rd., Right On Constitution Ave., Bear Left On Nicole Dr., Right On Constitution Ave., Right On Jefferson Rd. to Columbia Middle School, Columbia Elementary School and then to Columbia Central High School.

#### Route 2 LEAVING THE BUS LOT AT 6:40 A.M.

East on Riverside, Right On Mc Kinney Rd, Left on Crego Rd, Right On Deland Rd, Left On S Stoney Lake Rd, Left On Giles Rd, Right On Crego Rd, Left On Peterson Rd, Right On N Lake Rd. Left On Ocean Beach Rd, Left On Riverside Rd, Left On M-50, Right On Chicago Rd, Left On Nottawa Sepee, Left on M-50, Left On Palmer Rd, Right on Wolf Lake Rd, Right On Case Rd, Left On Water St, Left On School St, Arrive at Columbia Middle School, Columbia Elementary School and then to Columbia Central High School.

#### Route 3 LEAVING THE BUS LOT AT 6:23 A.M.

Starting on Horning Rd., Right On Hardcastle Rd., Left On Owen Rd., Right On Lawrence Rd., Left On Beech Rd., Left On Watkins Rd., Left On Cash Rd., Right on Lawrence Rd., Left On Horning Rd Right on Fay Lake Rd., Left On Arnold Rd Turn around at Case Rd, Left On Fay Lake Rd., Right On Austin Rd., Turn around on Austin Rd., Right On Case Rd., Left On Swan View Dr., Turn around, Right On Case Rd to Brooklyn Village Limits. Arrive at Columbia Middle School, Columbia Elementary School and then to Columbia Central High School.

#### Route 4 LEAVING THE BUS LOT AT 6:32 A.M.

Starting on Waterman Rd heading east from Mill St. Waterman Rd. across Antcliff Rd., Turn around at Bettis Rd., Left On Antcliff Rd., Left On Ladd Rd., Right On Hardcastle Rd., Right on Wamplers Lake Rd (Hwy 124), numerous stops on Wamplers Lake Rd., Left On North Dr., Turn around, Left On Wamplers Lake Rd., Left on Audell Dr., Turn around, Left On Wamplers Lake Rd., Left On Spicer Dr., Bellflower Dr & McIntosh St Turn around, Left On Spicer Dr., Left On Wamplers Lake Rd., to M-50. Arrive at Columbia Middle School, Columbia Elementary School and then to Columbia Central High School.

#### Route 5 LEAVING THE BUS LOT AT 6:15 A.M.

Starting on Cement City Rd/Tiffany St and Constitution Ave., Right on Constitution Ave, Continue on Wamplers Lake Rd, Right On Oak St, Right on Lakeview Dr, Right On Ash St, Left on Wamplers Lake Rd, Right on Wellwood Rd, Left On Sharon Hollow Rd, Left On Wolf Rd, Turn around, Right On Sharon Hollow Rd, Right on Wellwood Rd, Left On Mull Rd, Right On US 12, Right On Ayres Hwy, Left On Wellwood Rd, Pick up on Lawrence Rd., Right on Wamplers Lake Rd, Left on Pink St., Right On Sunset Dr, Turn around at Dardy Dr & Glenwood Ct, Right on Shady Lane, Left on Vineyard Heights Left On Pink St, Arrive at Columbia Middle School, Columbia Elementary School and then to Columbia Central High School.

#### Route 6 LEAVING THE BUS LOT AT 6:33 A.M.

Starting on US 12 east of Brooklyn Hwy, Right on Old Monroe Pike Rd, Right On M-50, Left On Twin Lake Dr, Turn around at Michelle Lane & Twin Lake Dr, Right On M-50, Right On US 12, Left On Egan Hwy, Right On Wellwood Rd, Left On Spruce St, Left On Pine Rd, Right On Egan Hwy , Turn around at Jerry's Pub, Right On US 12, Right On Person Hwy, Continue on Pink St, Right On Emerald Dr, Turn around, Left On Person Hwy up to Vineyard Heights then turn around, Right On US 12, Right On M-50, Left On Brooklyn Rd, Left On Daugherty Rd, Left On Monroe Pike Rd, Continue to Columbia Middle School, Arrive at Columbia Middle School, Columbia Elementary School and then to Columbia Central High School.

#### Route 7 LEAVING THE BUS LOT AT 6:45 A.M.

Starting on Dearmyer Rd south of Cement City Rd., Left On Taylor Rd., Right On Brooklyn Hwy., Right On US 12 Kathleen Ct., Right On Silver Lake Hwy., Right On Wheaton Rd., Left On Miller Hwy., Left On Taylor Rd., Brooks Meadow Dr., Right On Cement City Rd., Arrive at Columbia Central High School, Left On Hewitt Rd., Left On Cement City Rd to Brooklyn Village Limits. Arrive at Columbia Middle School, Columbia Elementary School.

### Instant Alert Notification

The web site is <https://instantalert.honeywell.com>. Parents can create an account, find their students and prioritize the instant alerts they want to receive and have it emailed or text messaged to them. Parents who need to update their child's Instant Alert information can also contact our Transportation Department at (517) 592-6449. Keep your contact numbers updated at your children's school(s).

#### Route 8 LEAVING THE BUS LOT AT 6:30 A.M.

Starting on Silver Lake Hwy south of Cement City Rd., Right On Wheaton Rd., Left On US 12, Right On Tompkins Dr., Turn around, Right On US 12, Right On Harris Dr., Turn around on Harris Dr., Right On US 12, Left On Devils Lake Hwy., Devils Lake Hwy & Silver Lake Lane, Right On Heath Rd., Right On Cement City Hwy., Left On US 12, Turn around On US 12, Left On Cement City Hwy., Left On Halsey St., Straight On Lewis Rd, Turn around On Lewis Rd., Left On Peninsular St., Right On Main St., Right On Parker St., Left On Halsey St., Left On Perrin St., Right On W Jackson St., Right On Potter St., Left On Halsey St., Left On Woodstock St., Right On W Jackson St. Arrive at Columbia Central High School, Columbia Middle School, Columbia Elementary School.

#### Route 9 LEAVING THE BUS LOT AT 6:20 A.M.

Starting on Vicary Rd., west of South Jackson Rd., Right On E Shore Dr., Right On Clarewood Dr., Left On Valley Park Dr., Right On Vicary Rd., Right On Springmill Dr., Left On Mirror Dr., Left On Eaglehurst Dr., Left On Vicary Rd., Right On Waldron Rd., Bradley Dr & Waldron Rd., Left On Grandview Dr., Left On Waldron Rd., Left On E Chicago Rd., Left On Lake St., Right On Clark St., Left On Mill St., Left On Bryant St., Left On Lake St., Left On US 12, Left On S Jackson Rd., Flavor Fruit Farm, Right On S Jackson Rd., Right On Harper Rd., Right On Crestridge Dr., Crestridge Dr & Hilltop Dr., Left On Northmoor Dr., Left On Westmoor D., Right On Emerald D., Left On Shannon Dr., O'Connell Dr & Shannon Dr., Ferris Ct & Shannon Dr., Right On Killybegs Ln., Left On Limerick Ln., Left On Somerset Rd., Left On US 12, Left On US 127, Right On Vicary Rd., Straight on Cement City Rd. Arrive at Columbia Central High School, Columbia Middle School, Columbia Elementary School

#### Route 10 LEAVING THE BUS LOT AT 6:25 A.M.

Starting On Vicary Rd. West of Cement City. Right on S. Jackson Rd, Left On W Liberty Rd, Liberty Woods, Bear Left On Patch Rd., Left On Sutfin Rd Right on W. Liberty Rd., Continue on Liberty Rd., Penny Ln., Left on US 127, Right on Jefferson Rd, Right On Hayes Rd, Left On Holiday Dr, Right On Golfview Dr, Left On Kingsbury Dr , Left On Bedford Dr, Left On Abbott Ln, Right On Golfview Dr, Right On Beal Dr, Right On Golfview Dr, Left On Claremont Cir., Right On Wesch Rd. Arrive at Columbia Central High School, Columbia Middle School, Columbia Elementary School.



#### Route 11 LEAVING THE BUS LOT AT 6:20 A.M.

Starting On Gates Rd. North of Vicary Rd.. Straight On Gates Rd., Left On Jefferson Rd., Left On Gilette Rd., Right On E Liberty Rd., Right on S Jackson Rd., Straight across Waite Rd., Turn around, Left On Jefferson Rd., Right On Gilette Rd., bear left on to Culver Rd., Left On E Liberty Rd., Right On Culver Rd., Culver Rd. becomes White Rd., Right On Hayes Rd., Left On S Grand Pointe Dr. S Grand Pointe Dr becomes N Grand Pointe Dr., Left On Hayes Rd., Right On White Rd., Left On Cary Rd., Left On E Jackson St to Columbia Central High School, Columbia Middle School, Columbia Elementary School.

#### Route 12 LEAVING THE BUS LOT AT 6:28 A.M.

Starting On Gates Rd. North of Jefferson Rd., Left On Wetherby Rd., Turn Around at Vickie's Daycare, Right On Myers Rd., Left On Jefferson Rd., Left On US 127, Right On Reed Rd., Right On Hyde Rd., Left On White Rd., Left on Hayes Rd., Right On Wesch Rd, Right On Garrison Dr., Straight On Claremont Cir., O'Rourke Ct., Right On Claremont Cir., Bear Left On Garrison Dr., Right On Wesch Rd., Left On Fletcher Dr., Left On Wesch Rd, Continue to Columbia Central High School, Columbia Middle School, Columbia Elementary School.

#### Route 14 LEAVING THE BUS LOT AT 7:00 A.M.

South on Hewitt Rd, Right On Cement City Rd, Right On Kelley Rd, Right On Cannes Dr, Left On Riviera Dr, Right On Kelley Rd, Left On Ferris Dr, Left On Davis Dr, Left On Kelley Rd, Right On Southern Shores Dr, Left On Cement City Rd, Left On Kelley Rd, Left On Southern Shores Dr, Left On Victoria Dr, Right On Kelley Rd, Right On Cement City Rd, Right On Decatur Dr, Left On Flint Dr., Right On Hayes Rd, Right On Somerset Dr, Left On Kathy Ln, Right On Somerset Dr, Right On Archwood Ln, Right On Archwood Cir, Right On Archwood Ln, Right On Somerset Dr, Left On W Princess Dr, Left On Somerset Dr, Left On Hayes Rd, Left On Cement City Rd. Continue to Columbia Central High School, Columbia Middle School, Columbia Elementary School.

#### Route 15 LEAVING THE BUS LOT AT 6:58 A.M.

North on Hewitt Rd, Right On Boyce Dr, Right On Hewitt Rd, Turn around heading South On Hewitt Rd, Hewitt Rd & Paula Dr, Right on Bingham Dr, Left On Carlisle Rd, Right On Diversy Dr, Right On Hawthorne Dr, Right on Bingham Dr, Right on Hewitt Rd, Right On Nottingham Dr, Right On Ambler Dr, Right On Kirkley Dr, Left On Ivanhoe Dr Left On Nottingham Dr, Left On Ambler Dr , Right on Wilshire Dr, Continue to Columbia Central High School, Left on Hewitt Rd, Left On Cement City Rd. Continue, Columbia Middle School, Columbia Elementary School.

## GENERAL INFORMATION

- Please have students waiting at the designated stop when the bus arrives. Drivers are not expected to stop or wait for students that are not at their designated stop.
- Please allow a five (5) minute window both ways of scheduled arrival time at each bus stop.
- Please have your students dress for the weather conditions.
- Parents are expected to know bus rules for safety and behavior, and support the school in enforcement procedures.
- Even though a student has had their bus riding privileges suspended, this does not mean the student has been suspended from school. It is the parents responsibility to provide transportation for their student to and from the school they attend.
- Parents must accept responsibility for student's behavior at the bus stop prior to the arrival of the bus or after delivery. Where a large number of small children congregate at a stop, parents are expected to alternately share responsibility of supervision.

## BUS LOADING GUIDELINES

### DRESS RIGHT

Wear bright clothes so that the drivers can see you.  
Wear appropriate clothing for weather conditions.  
Don't wear anything that could catch on the bus when

### Route 9 Leaving the Bus Lot at 6:20 a.m.

Starting on Vicary Rd., west of South Jackson Rd., Right On E Shore Dr., Right On Clarewood Dr., Left On Valley Park Dr., Right On Vicary Rd., Right On Springmill Dr., Left On Mirror Dr., Left On Eaglehurst Dr., Left On Vicary Rd., Right On Waldron Rd., Bradley Dr & Waldron Rd., Left On Grandview Dr., Left On Waldron Rd., Left On E Chicago Rd., Left On Lake St., Right On Clark St., Left On Mill St., Left On Bryant St., Left On Lake St., Left On US 12, Left On S Jackson Rd., Flavor Fruit Farm, Right On S Jackson Rd., Right On Harper Rd., Right On Crestridge Dr., Crestridge Dr & Hilltop Dr., Left On Northmoor Dr., Left On Westmoor D., Right On Emerald D., Left On Shannon Dr., O'Connell Dr & Shannon Dr., Ferris Ct & Shannon Dr., Right On Killybegs Ln., Left On Limerick Ln., Left On Somerset Rd., Left On US 12, Left On US 127, Right On Vicary Rd., Straight on Cement City Rd. Arrive at Columbia Central High School, Columbia Middle School, Columbia Elementary School

### Route 10 Leaving the Bus Lot at 6:25 a.m.

Starting On Vicary Rd. West of Cement City. Right on S. Jackson Rd, Left On W Liberty Rd, Liberty Woods, Bear Left On Patch Rd., Left On Sutfin Rd Right on W. Liberty Rd., Continue on Liberty Rd., Penny Ln., Left on US 127, Right on Jefferson Rd, Right On Hayes Rd, Left On Holiday Dr, Right On Golfview Dr, Left On Kingsbury Dr , Left On Bedford Dr, Left On Abbott Ln, Right On Golfview Dr, Right On Beal Dr, Right On Golfview Dr, Left On Claremont Cir., Right On Wesch Rd. Arrive at Columbia Central

Rules for student bus riders are posted inside the bus. At least once each semester the drivers will review the rules with all student bus riders. Students who fail to respect and observe the adopted rules will be subject to a five-step disciplinary process signified by the issuance of a "misconduct slip" at each step:

#### Step #1

The FIRST "slip" will constitute a formal written warning, in all but the most serious infractions, preceded by one or two verbal warnings. Issuance of "slips" shall be solely at the discretion of the bus driver. The student copy must be signed by the parent or guardian and returned to the bus driver before he/she will be permitted to again ride the bus.

#### Step #2

The SECOND "slip" requires an automatic suspension of two (2) days of bus riding privileges. Issuance of "slips" shall be at the sole discretion of the bus driver. The student copy must be signed by the parent or guardian and returned to the bus driver before he/she will be permitted to again ride the bus.

#### Step #3

The THIRD "slip" requires an automatic suspension of three (3) days of bus riding privileges. A parent

conference can be held involving the bus driver, the Transportation Supervisor, and/or the Principal, to review the particulars of the incident. The conference is to inform the parents of the student's behavior and what will result from the issue of the next "slip". Issuance of "slips" shall be at the sole discretion of the bus driver.

#### Step #4

The FOURTH "slip" requires an automatic suspension of FIVE (5) days of bus riding privileges. A parent conference can be held involving the bus driver, the Transportation Supervisor, and/or the Principal, to review the particulars of the incident. The conference is to inform the parents of the student's behavior and what will result from the issue of the next "slip". Issuance of "slips" shall be at the sole discretion of the bus driver.

#### Step #5

The FIFTH "slip" requires a suspension of not less than TEN (10) days. A student may face the possible suspension of bus riding privileges for the remainder of the school year. A conference will be held involving the parent or guardian, bus driver, Transportation Supervisor, and the Principal, to review the particulars of the final disciplinary incident. Issuance of "slips" shall be at the sole discretion of the bus driver.

### KEEP THE AISLE CLEAR

Pack your things in a book bag or backpack.  
Keep your bag on your lap or under your seat.  
Keep your arms and legs out of the aisle.  
e bus.

### ALONE

's an emergency.  
iting next to you.  
until the bus is  
attention.

to a full stop.  
change seats.  
of the bus  
oad.  
eet from the bus  
er's face.  
he wheels or sides.

### ALS YOU ACROSS

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rossing.  
P ANYTHING.  
of the bus.

## SPECIFIC AUTOMATIC SUSPENSION

**DUE TO THE SERIOUSNESS OF THE BEHAVIOR INVOLVED**, the following rule infractions will result in the immediate penalties listed below:

1. **SMOKING** - Automatic ten (10) days suspension from bus riding privileges on the first offense and a parent conference. For the second offense, bus riding privileges are immediately terminated for the remainder of the school year or six weeks into the next school year.
2. **USE OR POSSESSION OF DRUGS OR ALCOHOL** - Automatic fifteen (15) days from bus riding privileges on the first offense and a parent conference. For the second offense, bus-riding privileges are immediately terminated for the remainder of the school year or six weeks into the next school year.
3. **DAMAGE/VANDALISM TO THE BUS** - Automatic five (5) days suspension from bus riding privileges and reimbursement of district for cost and repairs on the first offense. At least fifteen (15) days suspension from bus riding privileges on the second offense plus reimbursement of district for cost and repairs.
4. **VERBAL ABUSE OF THE BUS DRIVER** - Automatic five (5) days suspension from bus riding privileges and a parent conference.
5. **STEALING FROM THE BUS DRIVER OR FELLOW RIDER** - Proceed to Step #3 of the Disciplinary Process: automatic suspension of three (3) days and a parent conference. Notification will be made to local authorities.
6. **HARRASMENT OF THE BUS DRIVER OR FELLOW RIDER** - Automatic five (5) days suspension from bus riding privileges and a parent conference.
7. **FIGHTING OR ASSAULT WITH THE BUS DRIVER OR FELLOW RIDER** - Automatic suspension by the Superintendent or designee pending investigation and review of the incident. In accordance with PA 451 of 1976 Sec. 380.1310, and 380.1311a. Under Board Policy 4362.01, the local law enforcement authorities will be notified along with the student's parent or legal guardian.
8. **SUSPENSION** - Automatic suspension for an incident unrelated to the above and stated in the comment section. A parent conference will be held to determine student's bus privileges.
9. **STATE LAW** - In any case, state law will supersede any of the above.

## APPEALS

At any step of the Disciplinary Process, the parent/guardian or adult student may appeal the decision of the authority at that level. A decision of a bus driver may be appealed to the Supervisor of Transportation within ten (10) working days. A decision of the Supervisor of Transportation may be appealed to the Superintendent or his/her designee within ten (10) working days. The appellant should be prepared in every instance to both meet with the official involved and submit the specifics of the case in writing if required. The response to such appeals will be rendered within ten (10) working days.

## DUE PROCESS

In all instances of disciplinary action, particularly in Steps #2, #3, #4, and #5, the right of student and parents will be carefully observed and respected. All must be frequently informed of rules and expectations, procedures, and consequences and, in a specific incident, of the infraction, evidence, witnesses, penalties and appeal procedure.

## THE POSTED RULES OF THE BUS

- Observe classroom conduct.
- Stay in your seat facing the front of the bus, legs and feet out of the isle.
- Do not stand up until the bus stops completely.
- Be courteous, use no profane language.
- Keep the bus clean.
- Do not eat on the bus.
- Co-operate with the driver.
- Driver is authorized to assigned seats.
- No smoking.
- Do not tamper with bus equipment.
- Do not damage bus or equipment.
- Keep head, hands and feet inside the bus.
- Do not fight, push or shove.
- Do not bring pets on the bus.
- Do not bring flammable materials on the bus.
- Have a safe trip.

## COLUMBIA SCHOOL DISTRICT Transportation Department

### BECOME A SUBSTITUTE BUS DRIVER!

Want to earn extra money working a couple hours in the morning or afternoon, with the majority of the day free to do as you choose?



During the school year, many people have time to spare and are looking for something to do, including finding additional income that does not take too much time out of the day. Columbia School District Transportation Department may be able to employ you in the transporting of students. It is a good way to pick up a little extra spending money. Substitutes help the students in our district expand their education by visiting places like zoos, museums, theaters, sport programs, and much more.

- Must have a High School Diploma or equivalent.
- A clear driving record for the past 5 years.
- Able to pass a criminal history check.
- Have the ability to obtain a Commercial Drivers License (CDL).
- Able to pass a Department of Transportation physical.

Call the Transportation Department at 592-6449 or pick up an application at the Administration Office located behind Columbia Central High School.

Columbia School District is an equal opportunity employer.