



# Talawanda School District Student Support Guidelines and Code of Conduct

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## **POSITIVE SCHOOL CULTURE**

In the Talawanda Schools, we believe that all students have the right to learn and grow. The goal of the Student Support Guide is to collaborate with students and families to create a culture and climate where everyone feels valued, cared for and respected. Such an atmosphere has been proven to decrease interruptions to learning and increase academic achievement.

A positive school culture can be recognized by the mutual respect shown among all staff and students, aimed at creating a school that maximizes learning and provides support to overcome barriers.

Talawanda staff utilize a restorative approach to ensure a positive school culture where students are held accountable for their actions and words, and supported in their growth by our staff.

Restorative Practices vary based on a student's behavior concerns and needs. The best results are achieved when students willingly engage in the interventions that are put in place. Restorative Practices consist of positive interventions to encourage improved behavior. Restorative Practices promote:

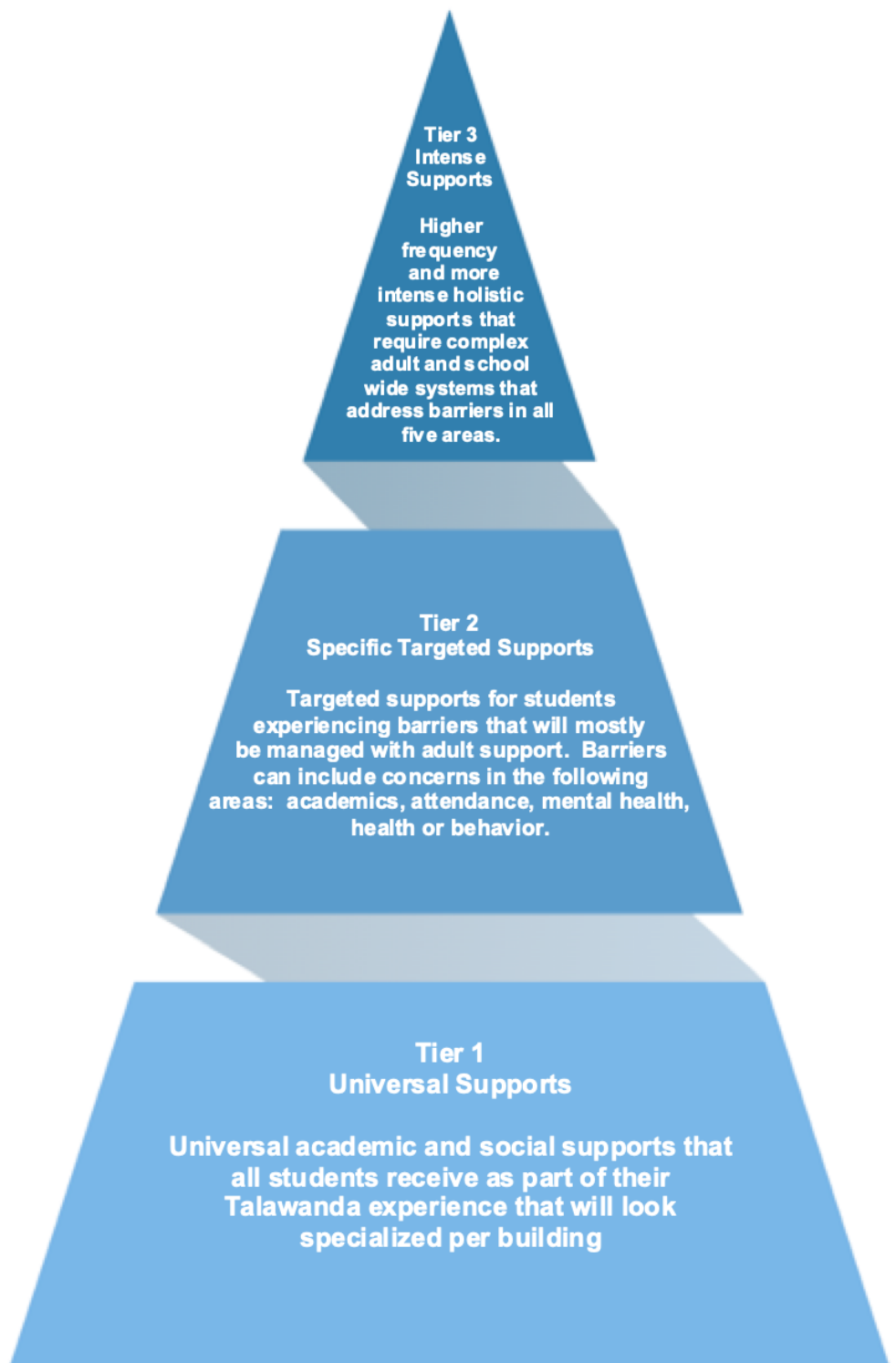
- Self-Accountability and reflection of misbehavior
- Conflict resolution among students
- Development of a teacher and student relationship
- Reduction of poor behavior



## STUDENT SERVICES

Talawanda Schools have in-house and outsourced services to help our students and families navigate and break through barriers. Talawanda has the support of social workers, a behavioral specialist, counselors at all of our elementaries and secondary buildings, relationships with school-based mental health services, and connections to outside treatment facilities. It is best to work with your student's school-based support team to identify the necessary supports for your student.

We utilize a tiered approach to the services available to students and families with an increase of supports as steps are taken for student success moving up the tiers. These tiers serve as a guide to help our staff and families support students.





## DESCRIPTION OF SERVICES IN THE TALAWANDA SCHOOL DISTRICT

### Tier 1

Trauma Informed Care/Restorative Practices and PBIS:

- Being trauma informed means that staff take an empathetic approach to the experiences many of our students may have as a part of their childhood. There is a recognition that those experiences impact the manner in which students approach the world around them.
- Restorative Practices focus on healing harm done to a community when there are situations that have an impact on the learning environment. It is a manner of building staff and student relationships with all students. All students benefit from positive relationships with staff and by working on relational skills. Relationships are a critical part of community.
- The broad purpose of PBIS is to improve the effectiveness, efficiency, and equity of schools and other agencies. PBIS improves social, emotional and academic outcomes for all students, including students with disabilities and students from underrepresented groups.

### Tier 2

Counselors and Social Workers may be available at elementary and secondary buildings

- They are available to your student for both academic guidance as well as social/emotional needs.
- They are also a great tool to start with in activating further services.

Student Assistance Plans

- They are created by the student support team at the school.
- They use Restorative Supports.
- They are used to reteach the behavioral expectation.

Attendance Intervention Team/Plan

- A plan created with the family and school support team to help improve student attendance.

### Tier 3

School based and agency based services

Behavioral health therapy

- Individualized counseling services help children maintain a healthy mindset, while improving functioning at school.



- Care Coordination
- Provides a variety of community based treatment services in meeting student needs.
- Community supports for caregivers--Supports parents and non-parent caregivers who are dealing with challenging behaviors at home and/or school by connecting caregivers with appropriate community members.

Parent Project--An opportunity for parents of school aged children who would like concrete ideas on the most difficult parenting questions.

Kinship Navigator Program--The goal of the program is to support and encouragement and assist families in identifying and locating resources within their local community. The program's overarching goal is to close the gaps and/or delays with service delivery to kinship caregivers.

#### Behavior Intervention Coach

- Provides direct support to teachers and students.
- One-on-one consultation with teachers and students.
- Provides support to specialized behavioral units.

Functional Behavioral Analysis/Behavioral Intervention Plan--Data driven evaluation to determine the function of behaviors that are impede progress the school environment. That results in a targeted behavior intervention plan to address the function of the behavior.



## GETTING HELP

### Peer Relationship Problems

- Speak directly with your student's school counseling or administration team.

### Personal Problems

For help with personal problems that may impact a student's school life or activities, the student should:

- Discuss the problem with parents or guardians if possible.
- Talk with school counselors, psychologists and social workers at the schools; they are trained to offer help with personal problems and may lead students to other resources.

### Resources

For help with daily living resources (base needs), our School Social Workers are your best contacts.

- They work to create wrap around services that support students and families - particularly for non-academic factors that create barriers to learning.
- In addition to physical needs (base needs) they may also help a family with psychological and/or behavioral needs.

### Academic Barriers

For help with academic problems, the student/parent or guardian should:

- Contact the teacher who teaches the subject.
- If the problem remains unresolved to the student's satisfaction, contact the school counselor or principal.
- Parents or guardians may want to join their student in discussions with principals or school counselors.

### Athletics/Extracurricular Activities

For help with issues involving extracurricular activities, the student/parent or guardian should:

- Talk to the advisor assigned to the club or activity.
- For middle school/high school athletics, follow the chain of coaching command. If that does not resolve the issue, speak to the school's athletic director.
- If the problem remains unresolved, speak with the principal.



## TALAWANDA CODE OF CONDUCT GUIDELINES

Talawanda Schools recognizes its responsibility to provide all students with an environment conducive to the development of their learning potential. The Code of Conduct is adopted by the Board pursuant to state law.

Any student engaging in the following types of conduct either specifically or generally like the type of conduct listed below may be subject to suspension, expulsion, emergency removal or permanent exclusion from curricular or extracurricular activities pursuant to State law. This Code of Regulations applies to misconduct that occurs off property owned by the District but is connected to activities or incidents that have occurred on property owned by the District and misconduct by a student that, regardless of where it occurs, is directed at a District official or employee, or the property of such official or employee, while a student is in the custody or control of the school, on school grounds, while at a school-sponsored function or activity or on school-owned or provided transportation vehicles.

The Talawanda Progressive Discipline Code is divided into four levels. Each level represents progressively more serious misbehavior and consequences. The level of discipline shall be based on the severity of the misbehavior and the number of infractions involved with each referral. **The Administration reserves the right to skip levels of discipline depending upon the violation.**

The law requires that students are provided with a written notice of intent to suspend prior to being suspended. State law also requires that students and parents are provided with a written notice of intent to expel.

The written notice of intent to suspend shall be given to the student at an informal hearing. The notice of intent to expel shall be sent to the student and the parents and the students and the parents will be provided an opportunity for an informal hearing prior to a decision to expel.

A student or the parents may appeal any decision of the District administration to suspend a student from school to the Board/designee. A student or parent must request a **suspension appeal** in writing within **5 days** after the date of the notice to suspend. A student or the parents may appeal an expulsion from school to the Board/designee. A student or parent must request an **expulsion appeal** in writing within **5 days** after the date of the Superintendent's decision to expel. The student and parents may be represented in all appeal hearings.

It is the policy of the Board that students shall not be permitted to return to school pending any appeal process with the administration or the court. The District will make every effort to promptly hear all appeals to minimize a student's absence from school.





## TALAWANDA CODE OF CONDUCT

The Administration reserves the right to exercise discretion in determining discipline depending upon the violation. The types of conduct prohibited by the Talawanda School District Code of Conduct are as follows:

### Level I Discipline:

Level I discipline is used for minor acts of misconduct which interfere with orderly school procedures, school functions, extracurricular programs, approved transportation, or a student's own learning process. Most level I infractions are expected to be taken care of through student compliance with staff responses. If a student fails to follow basic staff directives in the classroom, they will be referred to the office for further intervention.

Possible Staff Responses but not limited to:

- Warning
- Letter of apology
- Loss of privileges
- Seat change
- Parent/Guardian phone call/letter
- Conference with Parent/Guardian
- Teacher conference with student
- Mentoring
- Think chair
- Time out in another classroom setting
- Reinforcement of appropriate behaviors
- Reflection about incident
- Use of natural/logical consequences
- Teacher Assigned AM or PM Detention
- Reteach appropriate behaviors
- Confiscation of item
- Behavior contract
- Teacher, counselor, and/or administrator conference with student and/or parent
- Parent/Guardian contract
- Parent/Guardian accompany student to school/classes
- Conflict resolution
- Peer mediation
- Classroom Managed Behavior Strategy
- Office Referral for Repeated Violations
- Social Probation

Possible Administrative Responses but not limited to:

- Staff responses listed above
- Administrative Warning
- Administrative Detention

### Level II Discipline:

Level II discipline offenses are intermediate acts of misconduct that require administrative intervention. These acts include, but are not limited to, repeated, but unrelated, acts of minor misconduct and misbehavior directed against persons or property but which do not seriously endanger the health, safety or well-being of others. Consideration of necessary behavior support services should be given, if not already provided. Due process procedures required by federal and state law will be followed. These may include such procedures as the procedural safeguards provided by the 2004 Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973.



Possible Staff Responses but not limited to:

- Office Referral

Possible Administrative Responses but not limited to:

- Staff responses listed above
- Administrative Warning
- Administrative Detention
- Extended Day
- Restricted activity
- Modified school day
- Campus clean-up
- In-school Suspension

Level III Discipline:

Level III discipline offenses are serious acts of misconduct including, but not limited to, repeated misbehavior that is similar in nature, serious disruptions of the school environment, threats to health, safety, or property, and other acts of serious misconduct. These offenses must be reported to the principal. Due process procedures required by federal and state law will be followed. These may include such procedures as the procedural safeguards provided by the 2004 Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973.

Possible Staff Responses but not limited to:

- Office Referral

Possible Administrative Responses but not limited to:

- Administrative Warning
- Administrative Detention
- Extended Day
- Restricted activity
- Modified school day
- Campus clean-up
- In-school Suspension
- Out-of-School Suspension
- Alternative Programs (BIC, ISA, Alternative School)

Level IV Discipline:

Level IV discipline offenses are the most serious acts of misconduct. These offenses must be immediately reported to the administration. These violations are so serious that they may require use of outside agencies and/or law enforcement. Such acts may also result in criminal penalties being imposed. Due process procedures required by federal and state law will be followed. These may include such procedures as the procedural safeguards provided by the 2004 Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973.

Possible Staff Responses but not limited to:

- Office Referral

Possible Administrative Responses but not limited to:

- Out-of-School Suspension (OSS)
- Recommendation for Expulsion

Principals may suspend a student for up to ten days. If a student is recommended for expulsion, the Talawanda Human Resources Office will arrange for a hearing with the Superintendent or an established designee to determine if the situation requires further discipline beyond the ten days of suspension.



## Code of Conduct Descriptions

**Disruption of School** - A student shall not by use of verbal means, violence, force, noise, coercion, threat, intimidation, fear, passive resistance, insubordination, or any other conduct cause a material or substantial disruption or obstruction of any educational mission, process or function of the school. Neither should a student urge other students to engage in such conduct.

**Vandalism, Damage, Destruction of School Property** - Students are responsible for the proper use of school property. A student shall not cause or attempt to cause damage to school property either on school grounds or during a school activity, function, or event off school grounds. Vandalism is considered the willful destruction or defacement of school or personal property.

**Theft of School Property**- A student shall not steal, attempt to steal or otherwise deprive the rightful owner of private or school property, or possess or transmit lost or stolen property. Failure to return property to its owner or transmit it to school officials is in violation of this code.

**Verbal Assault/Profanity** - A student shall not direct verbal or written words, phrases or gestures which are threatening, vulgar, obscene, or degrading while on or off school grounds when at any school activity, function or event.

**Physical Assault** - A student shall not cause physical harm or injury or behave in such a way as to cause fear in another person of immediate bodily harm or death, to inflict or attempt to inflict bodily harm upon another person. Physical assault of a staff member, student or other person associated with the district, regardless of whether it causes injury, will not be tolerated. Any intentional, harmful or potentially harmful physical contact initiated by a student against a staff member will be considered assault. Assault may result in student expulsion.

**Misconduct Off School Grounds** - The Code of Student Conduct also applies to any form of student misconduct that occurs off school property but is connected to activities or incidents that have occurred on school property and misconduct by a student that is directed at a District official or employee or the property of a District official or employee, regardless of where the misconduct occurs. Misconduct is defined as any violation of the Student Discipline Code.

**Inappropriate Materials** - Possession of material that is profane, vulgar, or offensive to accepted standards and inappropriate to school is prohibited. Students shall not possess pornographic matter on school property.

**Insubordination/Failure to Respond to or Follow Reasonable Requests** - A student is expected to comply with reasonable requests and directives of school personnel or other authorized personnel during any period of time when he/she is under the authority of school personnel. Insubordination also includes repeated violation of school or classroom rules.

**Weapons and Dangerous Instruments** - A student shall not possess, store, make, use, handle, or transmit any object that can reasonably be considered a weapon, including a concealed weapon, or dangerous object. The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is



represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

**Knowledge of Drugs, Dangerous Weapons or Threats of Violence** - Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of any drugs, dangerous weapons or threats of violence by students, staff, or visitors to the Principal. Failure to report such knowledge may subject the student to discipline.

**Narcotics (A)**

**Alcoholic Beverages (B)**

**Drugs (C)**

- A student shall not possess, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, and amphetamine, barbiturate, marijuana (including medical marijuana), inhalant, alcoholic beverage, intoxicant, mood altering chemical, anabolic steroid, controlled substance, or look alike to any of the foregoing of any kind. Possession, use, concealment, or distribution of any drug or drug-related paraphernalia, including vaping devices and rolling papers. Under the influence is defined as manifesting before a school official signs of drug misuse such as, but not limited to, staggering, reddened eyes, odor of drugs, nervousness, restlessness, memory loss, abusive language, falling asleep in class or any other behavior not typical for the particular student. Possession, use, concealment, or distribution of any drug or drug-related paraphernalia, including vaping devices and rolling papers is also prohibited. Use of drugs prescribed by a registered physician to the prescribed individual may not be a violation of this rule: however, physician prescribed medications must be delivered immediately to the health clinic and will be dispensed by the school nurse or designee. The [school medication permit](#) must also be completed and submitted to the health clinic. Students may use over-the-counter medications at school with written permission of the parent and physician. Such written permission will be kept on file in the clinic. No person may sell, give, provide, deliver or offer any over-the-counter or prescription drugs to any other person at school or school events.

**Gambling** - Gambling involving an exchange of money and/or items between students on school property is prohibited.

**Displays of Affection/Sexual Activities** - Physical displays of affection between students is personal and not meant for public display. This includes but is not limited to kissing, caressing, groping, pinching, slapping, grinding, or petting. Sexual activity of any nature is prohibited and will result in disciplinary action.

**Use or Possession of Tobacco Products, Electronic Smoking Devices, Look Alikes, and/or Matches/Lighters** Students shall not possess, consume, or use any tobacco products, electronic, or “vapor” smoking devices, look alike products, or smoking and/or tobacco related paraphernalia on school grounds or at any school events at any time. Tobacco-related paraphernalia includes vaping devices and rolling papers.

**Cheating** - Students shall not transfer or participate in the unauthorized transfer of any information that would impact student evaluations. Students shall not participate in plagiarism.



**Dress and Appearance** - First and foremost our dress code policy has clear and respectful exceptions for religious, medical, and cultural attire. Dress and grooming should be neat and clean to support the educational environment. Dress and grooming practices should not constitute a safety or health hazard or be such that they might hamper the educational process. Student eyes should remain unconcealed (except for religious, cultural, and/or medically necessitated reasons). No oversized coats or blankets are permitted during the school day. Students shall be required to wear shoes at all times. Any clothing, jewelry, or accessories deemed unsafe, or depicting drugs, drug paraphernalia, alcohol, tobacco, profanity, firearms or weapons, hate speech, sexually related images, or otherwise disruptive symbols and messages are not permitted.

**Harassment, Intimidation Bullying/Cyberbullying** - The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment, intimidation, or bullying/cyberbullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. The law defines harassment, intimidation of bullying as any intentional written or verbal, electronic or physical act that a student has exhibited toward another particular student more than once and the behavior both: Causes mental or physical harm, and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. It may also include violence in a dating relationship. Bullying can be reported anonymously:  
<https://www.publicschoolsorks.com/SHL/bullyingMgr.asp?di=29>

**Anti-Discrimination/Harassment**- The Board encourages an education and work environment that is free from all forms of unlawful discrimination and harassment, including sexual harassment. Harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, or genetic information is prohibited.

**Lying** - A student shall not lie, tell falsehoods, accuse others falsely, or give false testimony to school personnel.

**Extortion** - A student shall not take or attempt to take money or valuable possessions from another person by physical force, threat of physical force, implied threat of physical threat or violence, or by coercion via written, verbal, or technological means. A student shall not offer money or favors to any person for his or her personal gain.

**Trespassing** - Although schools are public facilities, the law allows the Board to restrict access to school property. Being present in any Board-owned facility or portion on a Board-owned facility when it is closed to the public or when the student does not have the authorization to be there, or the unauthorized presence in a Board-owned vehicle is prohibited. Also prohibited is a student's unauthorized access or activity in a Board-owned computer, district, school or staff computer files, school or district file server, or the Board's computer network. When a student has been removed, suspended, expelled, or permanently excluded from school, the student is prohibited from being present on school property without authorization of the principal.

**Attendance** - Students should report to school on time, and be in the areas indicated by their schedule.



**Electronic Communication Devices-** A student shall not use electronic items communication devices for non-academic purposes during academic time nor should students use electronic devices in a manner or at a time that causes a disruption in the learning environment.

Students are prohibited from using electronic devices to capture, record or transmit the words, (i.e. audio) images, (i.e., pictures/video) text or other information of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Students are also prohibited from using electronic devices to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using electronic devices to receive such information.

Electronic devices including but not limited to those with cameras, may not be possessed, activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. If at any time, the possession of an electronic device creates a distraction, disruption or safety hazard on school property (to include district-operated vehicles), such devices will be confiscated. School officials will not be responsible for the security of confiscated electronic devices.

**Horseplay** - Rough or boisterous play that results or causes a material disruption to the educational environment is prohibited.

**Other Policies and Procedures** -Students shall adhere to other rules, and Board policies and procedures established for the safe and efficient operation of schools.

**The administration reserves the right to skip levels of discipline depending on the number of infractions for each referral and the severity of the violation.**



## **TALAWANDA ATTENDANCE INFORMATION**

Regular school attendance is critical for your student to experience their full potential of academic growth and achievement. Our own district research clearly shows that when students miss a significant amount of time from the classroom, there are drastic drops in their growth rate on academic diagnostic tests including the state of Ohio required testing.

Each school year certainly has its own set of challenges, and we understand that illness often has an impact on student attendance. We also understand that there are additional factors that may have influence on your student's regular attendance at school. We wish to partner with you to help your student grow and achieve at their highest level. If you are facing challenges that prevent your student from attending school, please reach out to us as soon as possible so as to minimize the loss of academic growth.

There are some types of absences for which the state allows and those absences do not count towards the progressive steps in the state attendance plan. It is critical that medical, court, or funeral excuse notices are turned in to the school office if applicable within five days of the absence.

In 2017, the state of Ohio became even more specific about the expectations regarding student attendance and the steps schools must take to monitor and assist families with challenges to avoid missed school time. Below are specific details regarding the steps Ohio schools must take to help improve student attendance under the requirements of House Bill 410. Please know that we are looking to partner with you so that your student may achieve at his/her highest level.



## OHIO HOUSE BILL 410 DETAILS AND REQUIREMENTS

Regular school attendance is required by Ohio Law and is a key factor for student success in school. House Bill 410, of the Ohio Legislature mandates that students attend school every day that school is in session. It is important to establish good attendance patterns early in a child’s school experience. Custodial parents/guardians will be notified when a student incurs any of the following:

<u>Excessive Absences</u>	<u>Habitual Truancy</u>
38 or more hours in any month (All Absences)	30 or more consecutive hours (Unexcused <u>ONLY</u> )
65 or more hours in a year (All Absences)	42 or more hours in any month (Unexcused <u>ONLY</u> )
	72 or more hours in a year (Unexcused <u>ONLY</u> )

Please keep in mind, only third-party and/or medically excused absence hours do not count toward unexcused absences (court notice, doctor note for example) and only up to 10 parent/guardian excused absence hours do not count toward unexcused absences .

### House Bill 410 Required Action Steps

1. Any student who receives a letter pertaining to the Habitual Truancy guidelines or reaches Habitually Truant criteria will have the Principal assign the student to an Absence Intervention Team (AIT) 10 days. The parent(s)/ guardian(s) will be invited to attend the AIT meeting, which shall be convened within 14 days of assignment. The purpose of the meeting will be to discuss the causes for absenteeism, and work together with the team to develop an absence intervention plan that can be implemented at school and home to help address the absences and improve attendance is school.
2. The school and parent(s)/ guardian(s) will work to develop a positive working relationship with open lines of communication to address the truancy, and will continue to actively monitor attendance from the date the plan is put into effect for the student.
3. If at any time, since the implementation of this plan the student again incurs any of the triggering events described above for Habitual Truancy, the school will then file a complaint with the Butler County Juvenile Court and bring charges against the parent and/or student for truancy. If after 60 days of attempting this Absence Intervention Plan, the student does not incur any of the triggering events, but shows little progress in improving his/her attendance, the school can then also file a complaint with the Butler County Juvenile Court and bring charges against the parent and/or student for truancy.

If you have any questions, please call your student’s school attendance office.





## TALAWANDA BUS GUIDELINES

The safety of our students is paramount for the Talawanda School District students that ride school buses must conduct themselves with safety in mind at all times. While on a school bus, the Talawanda CODE OF CONDUCT applies to student conduct. All the rules listed herein and their consequences apply to students when aboard a school bus. The school bus driver, like the classroom teacher, is an employee of the Board of Education and has the right and responsibility to enforce the student rules of conduct and to report to the principal all violations of these rules. If an incident occurs on the bus which calls for suspension from school by the Code of Conduct, the student conduct will take precedence and the student will be suspended from school.

Additionally, students are expected to adhere to the following guidelines.

- It is recommended that students be at the bus stop at least FIVE (5) minutes before the scheduled time; the bus must run on schedule and cannot wait for those who are late.
- Students should never stand in or play on the roadway while waiting for the bus.
- Prior to boarding the bus, students must keep a safe distance from the bus while it is in motion AND REMAIN STILL.
- Students must not ATTEMPT TO get on or off the bus while it is in motion.
- Students must enter the bus without crowding or disturbing others, and occupy their seat immediately.
- Students must keep out of the driver's seat.
- In crossing the street at any time, students should look both to the right and to the left, WAIT FOR THE DRIVER'S SIGNAL (IF THE BUS IS PRESENT), and then cross the street.
- Students are permitted to talk quietly on the bus, and classroom conduct is to be observed while on the bus.
- Students must not call out to passers-by. They should not open the bus window without permission from the driver or extend head or arms out of the window.
- Students should not leave the bus without the driver's consent, except on arrival at their regular bus stop or at school.
- Students should help to keep the bus clean, sanitary and orderly. They must not damage or abuse the equipment.
- Students must sit facing the front of the bus AND SHOULD NOT LAY IN THE SEATS.
- Students must not throw articles of any kind out of or around the bus.
- Students are not to eat or drink while on the bus.
- Students must remain in their assigned seat and keep the aisle clear.
- Students must stay seated until the bus comes to a complete stop.
- Students are not permitted to tamper with emergency doors, controls, or windows.
- In approaching the bus or a bus stop along the highway, students should walk on the left side of the road facing traffic. Students should be sure that the road is clear of all traffic or that all traffic has stopped before crossing. Upon leaving the bus, students should immediately walk around the front of the bus and stop before crossing. Students should make sure that the road is either clear of all traffic or that all traffic has come to a complete stop before crossing AND WAIT FOR THE SIGNAL TO CROSS FROM THE DRIVER.
- Large items such as band instruments, shop projects, sports equipment, skateboards and other school projects shall not be permitted on the bus if they interfere with the driver or other passengers. The aisle, exits, and driver's vision shall not be blocked.
- All food items must be kept in a lunch box, bag, closed container or backpack.
- All students must ride the bus to which they are assigned. If there is an emergency that requires a student to ride another bus, a note signed by the parent and school leader will be given to the bus driver before the student will be allowed to board the bus.



- Parents/guardians are not permitted to enter the bus. Any concerns must be addressed with the building administrator and/or the bus contractor.
- Students must get on and off the bus at their designated bus stop.