

Plain Dealing High School

300 East Vance Street
Plain Dealing, LA 71064
318-759-2700

Principal: Sandrina Isebaert
Assistant Principals: Jill Koeppen
Anita Szombathelyi
School Resource Officer: Dustin Dennis
Counselors: Melanie Welch (K-8)
Amy Futch (9-12)
Instructional Coach: Rachel Gifford (K-5)
Shanna Malone (6-12)
Secretaries: Carla Cavanaugh
Clerical Aide: Kandy Colinger
Mascot: Lion
School Colors: Black and Red

Plain Dealing Alma Mater

Hail to thee Plain Dealing High!
Hear our voices sing to thee.
Hail to thee Plain Dealing High!
Hear our voices sing to thee.

Every step and every stride
Filled with honor, faith and pride,
Red and Black will untarnished fly;
Red and Black ever held on high!

Vision

Preparing all students for
the next level.

Mission

High achievement for all.

Motto

I can. I will. I must.

Lion Expectations

At Plain Dealing High we ROAR:

Respectful

1. Follow directions quickly.
2. Treat others like you want to be treated.
3. Listen to authority
4. Respect property of the school, others and self

Optimistic

1. Choose a positive attitude.
2. Have a growth mindset.
3. Look forward to achieving more.

Ambitious

1. Be prepared for success
2. Strive to improve
3. Have high expectations

Responsible

1. Meet deadlines.
2. Take care of materials.
3. Accept responsibility.

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Values and Beliefs

At Plain Dealing HS, we believe that

- ❖ All students can learn and be successful;
- ❖ All students deserve to receive whatever support is necessary to achieve at a high level;
- ❖ Teacher collaboration is key to high achievement;
- ❖ Our parents are an important part of our school community;
- ❖ Our students can be ready for college and career by taking ownership of their education.

2021-2022 BELL SCHEDULE

| High School Regular Schedule | Middle School Regular Schedule | Elementary Regular Schedule |
|-------------------------------------|-----------------------------------|--------------------------------|
| First Bell 7:35 | First Bell 7:35 | 1-5 Breakfast |
| 1 st Block 7:38-9:15 | 1st p. 7:38-8:25 | 7:10-7:25 |
| 2 nd Block 9:18-10:55 | 2nd p. 8:28-9:15 | First Bell 7:30 |
| LUNCH | 3rd p. 9:18-10:05 | PreK-K Breakfast |
| 10:55-11:25 | 4th p. 10:08-10:55 | 7:35 |
| 3 rd Block 11:28-1:05 | 5th p. 10:58-11:45 | LUNCH |
| 4 th Block 1:08-2:45 | LUNCH | PreK-K 10:30 |
| | 11:45-12:15 | 1-3 11:10 |
| | 6th p. 12:18-1:05 | 4-5 11:25 |
| | 7th p. 1:08-1:55 | Dismissal |
| | 8th p. 1:58-2:45 | 2:35 |

| High School Assembly Schedule | Middle School Assembly Schedule | Elementary Assembly Schedule |
|----------------------------------|------------------------------------|---------------------------------|
| First Bell 7:35 | First Bell 7:35 | 1-5 Breakfast |
| 1st Block 7:38-9:07 | 1st p. 7:38-8:21 | 7:10-7:25 |
| 2nd Block 9:10-10:39 | 2nd p. 8:24-9:07 | First Bell 7:30 |
| LUNCH | 3rd p. 9:10-9:53 | PreK-K Breakfast |
| 10:39-11:09 | 4th p. 09:56-10:39 | 7:35 |
| 3rd Block 11:12-12:41 | 5th p. 10:42-11:25 | LUNCH |
| 4th Block 12:44-2:13 | LUNCH | 1-3 10:54 |
| Assembly 2:13-2:45 | 11:25-11:55 | 4-5 11:09 |
| | 6th p. 11:58-12:41 | PreK-K 11:40 |
| | 7th p. 12:44-1:27 | Assembly 2:13-2:35 |
| | 8th p. 1:30-2:13 | Dismissal |
| | Assembly 2:13-2:45 | 2:35 |

**EXPECTATIONS FOR STUDENTS AND STAFF AT PLAIN DEALING HIGH SCHOOL OUR LIONS
ARE EXPECTED TO “ROAR”**

| <i>R.O.A.R. Expectations & Rules by Settings</i> | | | | |
|--|--|--|---|--|
| Expectations | Classrooms | Hallways | Cafeteria | P.E./Gym/Fields |
| <u>R</u>espectful | <ul style="list-style-type: none"> ◆ Follow directions quickly. ◆ Treat others like you want to be treated. ◆ Listen to authority. ◆ Respect property of the school, others, and self. | <ul style="list-style-type: none"> ◆ Treat others like you want to be treated. ◆ Follow directions quickly. ◆ Listen to authority. ◆ Respect property of the school, others, and self. | <ul style="list-style-type: none"> ◆ Treat others like you want to be treated. ◆ Stand in a single-file line without crowding. | <ul style="list-style-type: none"> ◆ Treat others like you want to be treated. ◆ Follow directions quickly. ◆ Listen to authority. ◆ Respect property of the school, others, and self. |
| <u>O</u>ptimistic | <ul style="list-style-type: none"> ◆ Choose a positive attitude. ◆ Have a growth mindset. ◆ Look forward to achieving more | <ul style="list-style-type: none"> ◆ Be kind. Stay to the right.. ◆ Keep walking toward your destination. | <ul style="list-style-type: none"> ◆ Be courteous to staff ◆ Follow posted procedures. ◆ Leave area clean | <ul style="list-style-type: none"> ◆ Participate with good sportsmanship ◆ Promote team spirit |
| <u>A</u>mbitious | <ul style="list-style-type: none"> ◆ Choose a positive attitude. ◆ Have a growth mindset. ◆ Work from bell to bell. | <ul style="list-style-type: none"> ◆ Choose a positive attitude. ◆ Walk with a purpose | <ul style="list-style-type: none"> ◆ Make healthy food choices. ◆ Finish promptly | <ul style="list-style-type: none"> ◆ Show good sportsmanship. ◆ Dress out and participate every day ◆ Play to win. |
| <u>R</u>esponsible | <ul style="list-style-type: none"> ◆ Meet deadlines. ◆ Take care of materials. ◆ Accept responsibility. | <ul style="list-style-type: none"> ◆ Be on time for all classes. ◆ Keep locker area clean and organized ◆ Keep hands and objects off walls | <ul style="list-style-type: none"> ◆ Leave your area clean. ◆ Arrive and leave cafeteria on time | <ul style="list-style-type: none"> ◆ Keep up with your personal belongings ◆ Attend classes at your assigned time |
| Expectations | Bus | Assembly/Special Events | All Common Areas | Office/Foyer |
| <u>R</u>espectful | <ul style="list-style-type: none"> ◆ Wait your turn. ◆ Listen and follow the driver's instructions. | <ul style="list-style-type: none"> ◆ Treat others like you want to be treated. ◆ Sit in bleachers, facing the speaker. ◆ Keep hands, feet and objects to self. | <ul style="list-style-type: none"> ◆ Treat others like you want to be treated. ◆ Respect property of the school, others, and self | <ul style="list-style-type: none"> ◆ Treat others like you want to be treated. ◆ Respect property of the school, others, and self. |
| <u>O</u>ptimistic | <ul style="list-style-type: none"> ◆ Have a pleasant attitude ◆ Use quiet voices. | <ul style="list-style-type: none"> ◆ Be a good audience member ◆ Show your Lion Pride toward others | <ul style="list-style-type: none"> ◆ Respectfully communicate ◆ Look and feel your best | <ul style="list-style-type: none"> ◆ Self-advocate positively ◆ Take care of business efficiently. |
| <u>A</u>mbitious | <ul style="list-style-type: none"> ◆ Be a role model. ◆ Enter and exit the bus quickly | <ul style="list-style-type: none"> ◆ Listen attentively and focus on the speaker or presentation. | <ul style="list-style-type: none"> ◆ Demonstrate good citizenship. ◆ Show your LION PRIDE! | <ul style="list-style-type: none"> ◆ Complete the errand or intended business and return to class promptly. |
| <u>R</u>esponsible | <ul style="list-style-type: none"> ◆ Arrive on time. ◆ Keep up with your belongings. | <ul style="list-style-type: none"> ◆ Sit with assigned group. ◆ Applaud appropriately. | <ul style="list-style-type: none"> ◆ Stay in designated areas. ◆ Go to class promptly when the bell rings. | <ul style="list-style-type: none"> ◆ Obtain the appropriate hall pass or permission. ◆ Keep time out of class to a minimum. ◆ Socialize at break time, recess or after school. |

PLAIN DEALING HIGH SCHOOL HANDBOOK

2021-2022

Please note that due to CDC regulations, some procedures might change during the year. Any change will be communicated to all students and parents.

Dress Code Policy

All students are expected to follow dress code policy. Students should wear uniforms that are in good condition and fit appropriately. Uniforms that are torn or unsewn will need to be repaired or replaced before being worn to school. Students must follow the dress code to enter class. It is the responsibility of the parents and/or students to purchase only uniforms that meet all the requirements of the school's dress code.

TOPS:

- Red, white or black short/long sleeve polo shirts.
- Red, white or black short/long sleeve Oxford shirts.
- Shirts may have a manufacturer label
- Shirts must be tucked in at all times.
- Red, white or black short/long sleeve crew neck or turtleneck undershirts can be worn under uniform tops.
- Plain Dealing High School issued spirit shirts (school colors) may be worn any day
- Other Spirit shirts to be worn on ONLY specified days.

BOTTOMS:

- Girls: Black or khaki skirts, shorts, skorts, capris or pants.
- Boys: Black or khaki shorts or pants
- Pants must not drag the ground and must fit the waist appropriately
 - No carpenter, painter, cargo, drawstring, corduroy, denim (or denim like), knit, spandex bottoms
- Skirts and shorts must be no shorter than a 5" inseam.

BELTS:

- Must be worn with all uniforms
- Must be visible and buckled
- Must fit all loops and not hang down
- Must not display any offensive wording or pictures

SHOES:

- All shoes must have a secure back
- No rubber, plastic, beach, shower or house shoes may be worn.
- Shoes must be worn at all times
- Socks are not required.

OUTERWEAR:

- Solid red, navy or black jackets and/or sweatshirts
- School issued hoodie
- Approved spirit or letter jackets
- All other jackets may be worn outside
- Labels shall not exceed 2"x2"
- Non-uniform jackets worn inside will be confiscated.

ADDITIONAL DRESS CODE POLICIES:

The following list is provided to assist in clarifying the dress code policy:

1. Gang, sex, drug, and racist-related dress or symbols will not be allowed.
2. Items of apparel, jewelry, and cosmetics that detract from the instructional program or present a safety hazard are not allowed.
3. Blankets are not allowed in the classroom.
4. Caps, hats, stocking caps, sweatbands, visors, bandanas, doo-rags, or other head coverings are not allowed. Hairbands worn to keep hair in place are allowed.
5. Students may not wear hair picks, combs, brushes, or hair rollers in their hair.
6. No dental grills are allowed.
7. Boys may wear small earrings.
8. No sunglasses are allowed in the buildings.
9. No distracting body piercing will be allowed at any time.
10. No distracting hairstyles or colors will be allowed.
11. No exposed controversial tattoos are allowed.
12. Boys may have facial hair as long as it is neatly trimmed and well-groomed. Boys are allowed to wear braids as long as braids are worn in a neatly groomed style.

STUDENTS ARE TO BE DRESS CODE COMPLIANT WHILE RIDING ON ALL SCHOOL BUSES.

DRESS CODE VIOLATIONS: THE ADMINISTRATION RESERVES ALL RIGHTS OF JUDGMENT ON DRESS CODE VIOLATIONS. Students who are out of dress code will be assigned lunch detention if the problem can be corrected immediately or sent to GASP until proper attire is brought to school. We are confident that uniforms have a very positive impact on our school.

Physical Education Uniform Requirements

- Solid red short/long sleeve shirt or sweatshirt
- Solid black gym shorts or sweatpants
- Appropriate athletic/tennis shoes.
- Students may lock up valuables during PE if needed. School is not responsible for any items left in the dressing room.

MS/HS Student ID Cards

Students will be issued student ID cards at the beginning of the school year at no charge. Replacement cards are available for \$5.00. ID cards are used in the cafeteria and library. Students without ID cards will be sent to the end of the line.

High School Lockers

High School students are allowed to check out a locker on the first floor of the HS building. Locks are allowed (combination type locks are suggested; combination shared with the assistant principal). The administration has the right to open or remove any lock to gain access to the locker if deemed necessary.

Lunch Detention:

Students will report at the beginning of the lunch shift in the cafeteria and be escorted to the lunch detention area.

After School Detention:

If the behavior incident warrants it students will be assigned After School Detention. This is in the Parent Center during Parent Center hours. The severity of the infraction will determine the number of hours of After School Detention assigned.

Guided Alternative to Suspension Program (GASP)

The purpose of GASP is to reduce the number of at-home suspensions. A student who commits a serious violation of school rules or habitually violates school rules will be considered for placement in GASP.

The student will:

- Remain in GASP for a length of time which will be determined by the offense and/or number of infractions.
- Report directly to the Office upon arrival on campus.
- Bring all books and materials needed during the suspension term.
- Work in silence.
- Stay on task.
- Not be allowed to talk while in GASP.
- Not be allowed to participate in regular bathroom breaks or lunch. GASP students will eat together and will be given two scheduled bathroom breaks during the day.
- Not write on the desks, tables, or surrounding area.
- Clean his/her own area upon leaving GASP.
- Not be allowed to participate in extracurricular activities until assigned time is completed.
- Earn extra time if he/she disturbs the environment or breaks the rules in the GASP room.
- **Severe Disruption** of the **GASP** room environment will result in out-of-school suspension.

Policies specifically pertaining to out-of-School Suspension and Expulsion are in the Bossier Parish School System Student Handbook.

NOTE: While on suspension (GASP, or out of school suspension) students are not to attend or participate in any school events including practice of any sport or competition. This includes the concluding school day of out of school suspension. No participation will be allowed until the following day. While expelled, students are barred from campus and any Plain Dealing High School activity for the entire time of the expulsion period.

Policy on Fighting

- Fighting is defined as the intentional use of force upon the person of another. This includes, but is not limited to, a fistic encounter, wrestling, and violent pushing and shoving. Violent pushing and shoving occurs when there is an injury, or when the possibility of injury should have been foreseen.
- Plain Dealing High School believes that students should inform authorities of a possible problem. Failure to report a problem that would clearly have prevented a fight will make the self-defense doctrine non-existent.
- Any students running to, instigating or participating in a fight will be subject to disciplinary action.
- Fighting will result in suspension from school.
- Students who fight may be banned from school activities until otherwise notified.
- The following circumstances Under any of the following circumstances the participants of a fight may be criminally charged under Louisiana Revised Statutes 14:103, disturbing the peace:
 - racially motivated
 - gang related
 - premeditated
 - participant is not authorized to be on campus
 - participants have to be physically separated by someone of authority
 - Louisiana Revised Statute 14:103 states whoever commits the crime of disturbing the peace shall be fined not more than one hundred dollars or imprisoned for not more than ninety days, or both.

The administration will have the discretion to pursue criminal charges in any other circumstances.

Fees

There will be a \$10 student activity fee for all grade levels. High school students will have an additional \$10 class fee. In order for students to receive any school rewards or participate in graduation ceremonies, all holds for fees, fines, fundraiser monies, missing, lost, or damaged books, and athletic uniforms must be cleared. All checks and money orders should be made payable to Plain Dealing High School. Fees are non-refundable.

*******FEES ARE DUE AT THE OPENING OF SCHOOL.*******

Conferences

Parents may schedule conferences with teachers by calling either school counselor during school hours. Parents may also contact the teacher directly through email or by telephone. If a parent needs to schedule a conference with an administrator, call the main office for the school at 759-2700.

Make-up Work

Students must request missed assignments within three days of return from an excused absence. It is the student's responsibility to take the initiative for making up work. Deadlines for all assignments and policies regarding late work will be at the discretion of the teacher.

Student Use of School Telephones

No student will be allowed to receive personal phone calls at school. All office phones are to be used for official business only. Students will not be called out of class to the telephone. Only in an emergency situation a message will be delivered to a student. Students are not to use the classroom telephone unless authorized by the teacher or the office.

Tardies, Absences, Admit, Check-In, Check-Out Procedures

All students are to report to their classes promptly. It is imperative that students get to class on time. **Students arriving at school after school starts must sign in through the office. All students who are tardy to school must be checked in by an authorized adult** (as determined by the authorized check-out form filled by parents/guardians). Tardies will accumulate for each nine-week period. Students will report to the office to get their slip for being tardy. Each student is given four (4) free tardies per nine-week period. Consequences begin on the 5th tardy.

Tardy Consequences

| | |
|--|----------------------------------|
| 1 st – 4 th Offenses | Warning |
| 5 th Offense | 1 day lunch detention |
| 6 th Offense | 2 days lunch detention |
| 7 th Offense | 1 hour after school detention |
| 8 th Offense | 2 hours after school detention |
| 9 th Offense | 1 day GASP |
| 10 th Offense | 1 day GASP and Truancy contacted |

After signing into the office students will be sent to class with a tardy or check-in slip. Parents will be called for every check-in. After checking in, students should report immediately to class. Students will not be admitted to class without a tardy or check-in slip.

Once a student arrives on campus, he/she is officially at school and must follow checkout procedures through the main office to leave the campus. Students who are absent or check out of school must bring a parent note or a doctor's excuse when they return to school. If a parent allows his/her son/daughter to check out of school, he/she will only be allowed to check back into school in the same school day if the parent personally brings him/her back to school, he/she has a doctor's excuse, or has documentation for attending the funeral of a close relative. The parent/guardian must present a valid ID for student checkout. Students are not allowed to check out at lunch

time unless a parent/guardian physically checks his/her student out and also checks the student in when returning to the campus. Students cannot be checked out after 2:15 p.m.

Upon returning to school after an absence, the student should bring documentation for the absence. If a student has an original doctor's excuse or funeral documentation, they need to report to the office before school, during lunch shift, or upon checking in to school to get an "Excused" absence admit. A parent note does not delete an absence. Students without a note or who have been suspended from school may make up work; however, students might not receive full credit. (This is at the teacher's discretion.) When a student is absent from school, he/she may not come back for after-school practices or events of any kind unless he/she has a doctor's excuse or the absence is otherwise excused through the office (i.e. school-sponsored field trip). Note: There are no authorized "skip days."

LEO Award

Each month, beginning in September, a LEO of the Month (one per grade band) will be chosen by the faculty. Students will be selected on the basis of their character, work ethic, discipline record, and attendance. Winners will be honored with a certificate, free concessions, free entry into a home athletic event, or other incentives. In May, a LEO of the year will be selected from each grade band; medals will be awarded.

Honor Roll

Each 9 week grading period, Honor Rolls will be announced for students earning all A's (4.0), or A/B average (3.99 – 3.0). BUGS (students who bring up grades without dropping a grade) will be recognized after the second 9 week grading period. Terrific Kid Awards will be presented to two elementary students who meet exceptional standards.

Athletic Events

1. Plain Dealing students are to sit on the home side of the football stadium (east side). They are not to sit on the opponent's side.
2. During basketball games, students are not allowed to sit behind the opponent's team to heckle or harass opponents.
3. All school and parish rules apply at all athletic events.
4. If a serious violation of school or parish rules occurs, the student will be banned from attending another event.
5. A security guard will be on duty at each event.

Arriving On Campus and Leaving School

Students are not allowed to arrive on campus until 7:10 AM. This is also the time for school buses to begin releasing students. Teachers and staff will be on campus at this time to provide appropriate supervision. No 6-12 students will be allowed in the building

before school. Students must leave the campus by 2:45 PM unless directly supervised by a professional staff member in an after-school activity.

Hall Passes

Students shall not leave the classroom without a hall pass, CMC lab pass, or office pass. Office passes are only to be used if a student is called by an administrator. Students who are called to check out do not require a hall pass.

Food and Drinks in Buildings

Students may not bring food or drinks into the classrooms at any time unless required by the curriculum. All food and drink items must be placed in backpacks or lockers upon entering the building. Water bottles are allowed as long as they do not cause a disruption. Water bottles must be kept away from any computers or technology in the classroom. No students will be allowed in the building at lunch time, unless supervised by a teacher.

Parking Permits

Parking permits are issued by the SRO and should be displayed at all times. Parking permits are \$6. Misconduct may lead to revocation of parking privileges.

Commercial Deliveries

The school cannot and will not deliver items during the school day. This is especially true in regard to flowers, balloons, and gifts. Parents and acquaintances are NOT to bring any items to school for delivery. Calls to the classroom must be limited to emergencies and official school business. The front office will not sign for, nor accept, any items for delivery at school.

Visitors

Visitors to our campus are welcome if they have received proper authorization from the Principal's office. For the protection of the students, the school, and the personnel, all loiterers or visitors without proper identification or a visitor's pass should be reported to the office immediately.

CELLULAR TELEPHONES AND OTHER ELECTRONIC DEVICES

No student, unless authorized by the school principal or his/her designee, or as permitted under the *Bring Your Own Technology*(BYOT) initiative, shall use, or operate any cellular telephone, personal computer, laptop, electronic instrument, iPad, iPod, tablet device, e-reader, or similar devices during the normal school hours of operation in any Bossier Parish school building, on the grounds thereof, or in any school bus. Normal school hours can include detention: before, during or after school.

Headphones and earbuds are only allowed in the classroom for academic purposes. They should not be visible at any other time while on campus. Any violation of this policy will be addressed following the school-wide discipline plan. A properly authorized medical device worn by a student shall not be considered to be in violation of this policy.

The School Board shall not be responsible for any electronic devices, including cell phones, lost or damaged while on School Board property.

School Wide Discipline Plan

Plain Dealing High School has adopted a School Wide Discipline Plan. This plan provides each student an opportunity to learn in an optimum academic environment. The discipline plan is designed to curtail disruptions by students and make disruptive students accountable for their actions. Failure to follow the ROAR expectations or any school rules as outlined in this handbook will be addressed by the SWDP.

Discipline Steps for minor behavior infractions:

Students may receive a referral for chronic minor infractions after the following procedures have been followed:

1. A minimum of three different interventions have been attempted and documented including but not limited to:
 - a. Warning: The teacher contacts the parent/guardian of the student.
 - b. Counselor referral with mentor teacher or counselor has been documented.
 - c. Lunch detention/ recess
2. Teachers will input infractions in a Google form/spreadsheet that will track minor behaviors.
3. Upon referral to the office, the severity of the infraction will determine the disciplinary action which may include, but is not limited to the following: after school detention, GASP, suspension, or a recommendation for expulsion.
After School: The time after-school detention is available is 3:00-7:00. The severity of the infraction will determine the amount of days the student receives after-school detention.
4. Three major referrals will result in tier 2 intervention and a behavior plan.

Emergency Procedures

For severe weather: (3 short bells)

1. Students upstairs will come downstairs.
2. All students will assemble in interior hallways and assume a kneeling position facing interior walls with their hands and arms covering their heads.
3. Students will remain in that position until a continuously ringing bell denotes an all clear to return to class.

For fire: (fire alarm horn)

1. Students will form single file lines and exit the building following the emergency exits indicated on the map.
2. Students will be at least 100 feet from the building.
3. Students will remain outside until a clear signal is given to return to class.
4. Teachers will lead students out and remain with them until the all clear.

For bomb threat: (no bell – notification by administration)

1. Students will form single file lines and exit the building following the emergency exits indicated on the map or as instructed.
2. Elementary School students will report to the west (visitor) side of the football stadium.
3. Middle and High School students will report to the east (home) side of the stadium.
4. Students will remain outside until a clear signal is given to return to class.
5. Teachers will lead students to the stadium and remain with their classes until the all clear.
6. Buses will be called for possible evacuation of students.

Lockdowns: (no bell – notification by administration)

1. An administrator will come over the loudspeaker and initiate the **total** lockdown. This means that students will need to remain out of sight in the classroom and all classroom and outer doors will be locked and/or secured.
2. As the situation progresses the administration and/or law enforcement may change the level of the lockdown to **limited** allowing students and teachers restricted movement within the classroom and building with outer doors locked.
3. Students and teachers will remain in lockdown until given the all clear by the administration and/or law enforcement.

School Bus Conduct

School bus guidelines have been adopted by the Bossier Parish School Board in order to provide safe transportation to and from school. It is a privilege, not a right, to ride Bossier Parish school buses. All Board policies are strictly enforced on school buses. The bus operator, together with the principal, assumes full responsibility for the discipline of students who ride the bus. Should an infraction occur, the bus operator will notify the principal in writing. The principal has the sole authority to determine punishment, if warranted. The responsibility for supervision of students begins at the bus stop in the morning and ends when students exit buses at the end of the day. On-time delivery and student safety are the primary goals of each bus operator.

When riding the school bus, every student will:

1. Follow the Bus Transportation rules as directed by the bus operator and the student's principal.
2. Report to the assigned bus stop at least 5 minutes before the scheduled arrival time; the bus stops will be assigned by your student's bus operator.
3. Not bring on the bus objects that are too large to be held in the student's lap or to fit under the seat (including large band instruments, projects, and other large objects).
4. Assist the bus operator in maintaining a clean and sanitary bus; students who damage/destroy buses are appropriately disciplined/assessed for damages.
5. Not exit the bus at a different stop from their assigned stop without written authorization from the principal. The note must be presented to the operator at the start of the afternoon run.
6. Remain seated with backs against the seat, backpacks in lap, facing forward in the student's permanently assigned seat, while the bus is in motion and during stops for other students. The bus operator is responsible for seat assignments.
7. Only talk quietly to your neighbor. Vulgar language and bullying of other students will not be tolerated.
8. Adhere to the dress code for each school.
9. Not eat on the bus. (Students may carry water on the bus in plastic bottles)
10. Not extend arms out of windows or doors; not throw objects out of windows.

NOTE: A violation of a bus rule may result in loss of bus privilege and or disciplinary action. All buses are equipped with video cameras that constantly monitor student passengers. Bus operators are permitted to make reasonable rules for the safe transportation of students.

See Transportation website for additional bus safety tips.

A request to provide an approved alternate bus stop location for a student due to a Family Hardship / Extenuating Circumstance can be made to the BPSB Transportation Family Hardship/Extenuating Circumstance Committee. The BPSB Transportation Department will convene the designated committee to consider the request with the understanding the student will continue to ride their originally assigned bus until the final decision is made by the committee. Contact the principal regarding this policy in case of an emergency situation.