

LEAD

LEARN

MAKE A
DIFFERENCE



Unioto Elementary

Today's Learners, Tomorrow's Leaders

2023-2024 |

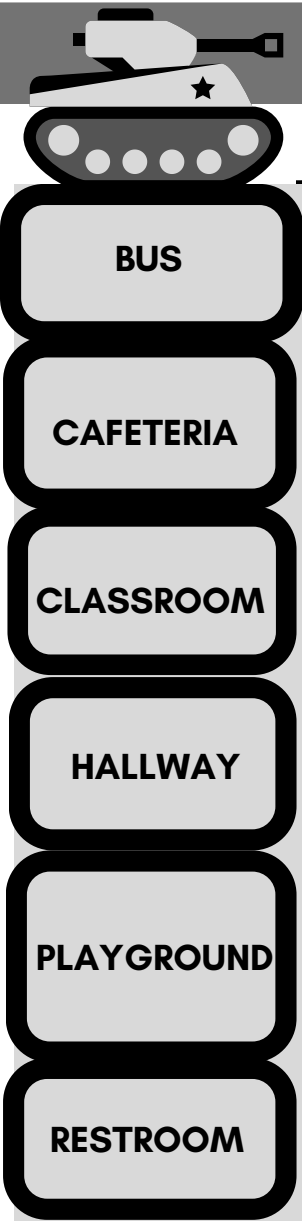
STUDENT HANDBOOK



SCHOOL PRIDE PLEDGE

WHEN I COME TO SCHOOL EACH DAY,
 I PLEDGE TO BEHAVE IN A CHAMPION WAY.
 SHOWING RESPECT TO ALL I SEE,
 SELF, OTHERS, AND PROPERTY.
 I WILL DO MY BEST AND FOLLOW EACH RULE,
 BECAUSE I'M A STUDENT AT UNIOTO SCHOOL!
GO TANKS!

RESPECT MATRIX



	RESPECT SELF	RESPECT OTHERS	RESPECT PROPERTY
BUS	<ul style="list-style-type: none"> • Seat to seat and back to back • Go directly to your assigned seat • Keep all body parts inside the bus 	<ul style="list-style-type: none"> • Use a low voice and be polite to drivers and others • Be ready at your stop • Keep hands and feet to self 	<ul style="list-style-type: none"> • Keep property to self • Keep food, drinks, and gum in backpack/lunchbox • Feet on the floor in front of you
CAFETERIA	<ul style="list-style-type: none"> • Walk safely in a single line directly to your seat • Use good manners • Raise your hand if you need help 	<ul style="list-style-type: none"> • Quiet voices • Chew with your mouth closed • Eat your own food • Stay seated until dismissed • Keep hands and feet to self 	<ul style="list-style-type: none"> • Clean up your area – both tabletop and floor • Lay your tray and trash in the trash can
CLASSROOM	<ul style="list-style-type: none"> • Be prepared with the supplies you will need each day • Be focused and ready to learn 	<ul style="list-style-type: none"> • Show kindness and compassion • Listen to others • Synergize with your classmates • Keep hands and feet to self 	<ul style="list-style-type: none"> • Keep your area tidy and organized • Take care of property
HALLWAY	<ul style="list-style-type: none"> • Walk in a single file line • Wait quietly 	<ul style="list-style-type: none"> • Walk in a single file line • Stay with your group • Keep eyes forward • Keep hands and feet to self 	<ul style="list-style-type: none"> • Respect building displays • Stay on the line while walking in the hall • Keep hands in a five or by your side
PLAYGROUND	<ul style="list-style-type: none"> • Be ready for the weather • Walk quietly when entering and exiting the building 	<ul style="list-style-type: none"> • Play nicely with others • Line up quickly and quietly when the whistle blows • Include others in games and activities • Keep hands and feet to self 	<ul style="list-style-type: none"> • Share the equipment • Use the equipment as intended
RESTROOM	<ul style="list-style-type: none"> • Wash your hands • Use time wisely 	<ul style="list-style-type: none"> • Quiet voices • Wait your turn • Respect the privacy of others • Keep hands and feet to self 	<ul style="list-style-type: none"> • Clean up after yourself • Keep restrooms clean and safe for others

MISSION STATEMENT OF UNIOTO
At Union-Scioto School District, students will learn, lead and make a difference.

ATTENDANCE POLICY

Under Ohio school law, attendance in school is compulsory. Students must be in attendance every day that school is in session. An absence from school may be excused only for the following reasons: verifiable illness, death in the family, approved vacation (no more than five days), and religious holidays.

When a student is to be absent, the parent or guardian must call the Unioto Elementary office at 773-4103 or fill out the form on the Parent Resources tab of the district website. A written note and/or doctor's excuse must accompany the student on the first day of his/her return to school. If a written note/doctor's excuse is not received by the second day that a student is back to school, the absence remains unexcused. Sixty hours, the equivalent of ten days of absences, will be excused if a parent note is provided in the allotted time. If a student has absences beyond the ten day limit, they will require a doctor's note in order to be excused.

A **partial** day of school absence also requires a phone call or a written note in compliance with the guidelines for non-attendance. If it becomes necessary for the student to leave school during the school day for a medical appointment, the parent or guardian must obtain a doctor's excuse and send it in with the child upon returning to school. All students should be aware that any partial day of absence will eliminate them from any perfect attendance recognition by the school.

As defined by Ohio law:

Excessive Absence – Child of compulsory school age who is absent 38 or more hours in one calendar month with or without a legitimate excuse, or 65 or more hours in a school year with or without a legitimate excuse.

Habitual Truant – Child of compulsory school age who is absent 30 or more consecutive hours without a legitimate excuse, 42 or more hours in a school month without a legitimate excuse, or 72 or more hours in one school year without a legitimate excuse.

All students arriving late to school must be signed in by a parent or guardian. A student shall be tardy if arriving at class or school after 8:00 a.m. **TARDIES ALSO ARE CALCULATED INTO THE NUMBER OF HOURS ABSENT.** PLEASE NOTE: ALL SCHOOL BUILDING DOORS ARE LOCKED BY 8 A.M. AFTER THIS TIME, ALL STUDENTS MUST BE SIGNED IN BY A PARENT/GUARDIAN AT THE MAIN OFFICE.

WALKING STUDENTS TO CLASS

To encourage independence and lessen separation anxiety, we ask that all "goodbyes" be given before entering the building. Staff members are posted throughout the building to assist students in making their way to their classroom.

MESSAGES TO STUDENTS

Telephone messages from parents to students are handled through the office. This should be used on an emergency basis only.

SCHOOL VISITATION

State law ORC 2911.21 requires any person visiting the school to report directly to the main office and secure a Visitor's Pass. Parents wishing to visit their child's classroom need to make arrangements with the appropriate teacher to determine a day and time.

Any other visitation must be scheduled ahead of time (one school day) through the school office.

Conferences – Teachers have regularly scheduled times in which to meet with parents. Any conference with teachers should be scheduled in advance.

PTO

Unioto Parent Teacher Organization is active at the elementary school. Activities include fundraising and service. Membership is open to anyone interested in the welfare of Unioto students and promoting relations between school and home. Meetings are held throughout the year. An interest survey is sent home each fall.

VOLUNTEERS

Volunteers are a vital part of our educational program. There are varied opportunities available at each grade level for

the adults in our community. All volunteers are required to obtain a background check prior to working with students. Background checks can be completed at the district office. Volunteers are required to sign in daily at the main office and wear a volunteer's badge at all times.

ITEMS NOT PERMITTED AT SCHOOL

Students are not permitted to bring the following items to school: chewing gum, radios, electronic games or other similar devices, trading cards, hard bats, hard baseballs or other sports equipment, any collectibles, mini-figures, etc., knives, guns or any toy weapon or any object that could endanger another person.

PERSONAL PROPERTY

The student assumes all risks of damage or loss for any item brought to school. These items should be labeled with the student's name. It is strongly recommended that students not bring personal items to school. When a personal item becomes distracting to the educational process, it will be kept in the office to be picked up by the parent and prohibited from returning to school with the student.

Trading of any personal items is not permitted on the bus or at school.

Bringing money to school should only be for necessary supplies and lunch.

Electronic Communication Devices:

A student shall not use or transmit an electronic device or have any communication device during the course of a school day. Cell phones may not be used once the student enters the building and is on school property. Smart watches, i.e. Apple watches, as well as other devices used for communication are not permitted. On school property includes being on a school trip of any type during the school day. Communication devices including phones must not be on the individual and must not be in operation mode during the course of a school day. Failure to comply with the above could result in disciplinary action.

SEARCH AND SEIZURE

Search of a student and his/her possessions may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules.

A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent.

Students are provided space, desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items that have been confiscated.

STUDENT DRESS CODE

Students are expected to accept and adhere to the following when dressing for school. Failure to do so could result in discipline or the student having to return home.

School clothing must be properly fitted and in good taste so as not to offend other students or staff. Tops with spaghetti straps, halter-tops, mesh tops or any top that exposes the mid part of the body are not allowed. No see-through clothing will be permitted. Spaghetti straps on dresses are not permitted. Hats, bandanas as hats, kerchiefs worn on the head, etc. and sunglasses are not to be worn in the building. Pants will be worn at the waist. Shoes with wheels are not to be worn at school. Students are not to wear flip flops or sandals to Wellness classes. Students should dress in accordance with the prevailing weather as they may be having outdoor recess activities.

All shorts must be properly fitted and fingertip length.

Clothing, jewelry or other personal items with inappropriate writing or designs will not be permitted.

The above items are in effect for both male and female students. The principal or designee reserves the right to interpret what constitutes acceptable school dress.

MEDICATION AT SCHOOL

We request that every effort be made to dispense your child's medication at home. When medication must be given to your child at school, a completed **Medical Authorization Form is required. No prescription**

medication can be administered to a student unless this form is fully completed. Also, the parent/guardian must bring the medicine to school in its original container. Do not send medication on the bus with the student.

If a student requires non-prescription (over-the-counter) medication while at school, the parent/guardian is responsible for bringing in any over-the-counter medication. The medicine is to be in its original container. Do not send medication on the bus or in a student's book bag.

IMMUNIZATION

Ohio law requires that all children entering school must present a certificate from a doctor or health department showing that they have been vaccinated and/or immunized for diphtheria, tetanus, whooping cough, polio, rubella, rubeola measles, chicken pox or proof of disease, and mumps. This is in accordance with ORC sections 3313.671 and 3322.05. **Any student who does not have the proper documentation of immunizations on file, will be notified by the school nurse and principal, and may be excluded from school per Ohio law.** Once the required information has been submitted to and approved by the school nurse, the student may return to school.

ACCIDENTS/ILLNESS

Any accident or illness occurring on the way to or at school should be reported to the student's teacher. The office maintains an emergency card file completed by the parent. Any changes that alter the information on these cards should be promptly reported to the office. **Please provide the office with emergency telephone numbers as well as cellular phone numbers and update this critical information if any changes occur!**

In the event of a serious accident or in case of illness occurring at school, parents are notified and expected to come to school for their child. If parents cannot be located, the course of action stated on the emergency card will be followed.

SCHOOL COUNSELING SERVICES

Unioto Elementary is fortunate to have the services of qualified and licensed school counselors as well as licensed social workers.

Individual and group guidance services are available for all students.

LIBRARY

The school library is operated so that all students may have regularly assigned times for the purpose of student book exchange and learning library skills. If a student forgets his/her library book, it should be returned as soon as possible. **If a page is torn in a library book, please do not mend the book at home but bring it back to the library for repair.** If the book is damaged beyond repair or is lost, the student shall be charged the shelf card price of the book.

TITLE I

Title services are offered in many forms in our building. Instructional materials, smaller class sizes, pull-out services and enrichment are all made possible through title funds. (Please note that pull-out services are only offered in the lower grade levels—K-2, and grade 3 when possible.)

As a Title I school, we must meet federal rules related to teacher qualifications as defined in No Child Left Behind. These rules allow you to learn more about your child's teacher's training and credentials. We are happy to provide this information to you. At any time, you may ask: 1) Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching, 2) Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and 3) What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration. You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications. If you have any questions about your child's assignment to a teacher or paraprofessional, please contact the building administrator.

STUDENT COUNCIL

Students in grades 3 through 5 have the opportunity to serve on Student Council. Students elected will help with school events, serve as advisors to administration and provide

information to their class. Meetings will be held during the school day or before school.

PARTIES AND DELIVERIES

If you wish to celebrate your child's birthday at school, please contact the classroom teacher **at least three days in advance for the procedure at that grade level. All food items provided must be prepackaged, store bought items.**

PLEASE NOTE: We do not allow flowers, balloons, etc. for special occasions such as birthdays, Valentine's Day, etc. as it may be disruptive to the educational process. These items will not be delivered to the student nor will the items be permitted to leave with the student who rides a bus.

SPECIAL EDUCATION PROGRAMS

These programs are ones in which the student can learn their academics in a manner based on his/her individual needs. Students have their own individual educational plans designed to fit their abilities.

Before a child can be considered for a special education program, the school psychologist must conduct an evaluation. Parent permission will be requested for this evaluation. Based on evaluation results, a team will be able to determine whether a student is eligible for special services.

PICTURES

Pictures are taken annually at school (dates to be announced). They are paid for at the time the student is photographed. Money is refunded if the student does not wish to keep the pictures.

All students will be photographed. This is a contracted photo service. The school is not liable for the quality or omission of pictures.

In the spring, we have personality pictures as well as a class picture taken. Orders and money are due on picture day.

Yearbooks must be purchased separately.

FIELD TRIPS

Properly planned and executed field trips are an invaluable educational opportunity, which can provide the student with a rewarding experience. Field trips are part of the regular

school program; therefore, students should be in attendance.

Parents will be informed of an impending trip. To ensure adequate supervision, a limited number of parents of students going on field trips may be called upon to aid in the supervision of the students. A parent may also be asked to accompany his/her child if it is deemed necessary. Parents, who signed the back of the emergency card at the beginning of the year, have given permission for their child to participate in field trips during the school year. Students are required to ride the bus to and from any field trip that requires transportation unless special arrangements have been made with the principal.

FUNDRAISERS

Any student taking part in a fundraiser project is responsible for turning in the money or undelivered merchandise. The profit received from our fundraiser projects is used to provide enrichment programs, supplies, and equipment for our students. Thank you for your cooperation and support of these projects.

There will not be any solicitations of funds for organizations outside of school e.g. scouts, 4-H, church groups, etc.

PETS AND ANIMALS

Parents are not to bring dogs or any other animals to the pick up area when picking up their student at the end of the school day.

MEAL SERVICES/CAFETERIA

Unio Elementary participates in the National School Lunch and Breakfast Programs. Breakfast is free to every student. Lunch is made available for purchase to all students daily. Some students may qualify for a reduced price or free meals. Please fill out an application and return to school promptly at the beginning of the school year to see if your student(s) qualify for these benefits.

We encourage families to make advance payments on students' accounts. Each student is assigned a PIN number used on the computerized debit system. When sending advance payments, please include the student's name and PIN number. EZPay online payment system is also available. You may access EZPay from the district's home page,

www.unioto.org. The cost of school lunch is \$2.75.

In the event a student forgets, loses, or just does not have money for lunch, we do allow them to charge all, or a portion of, the lunch price. **We do not allow charges for ala carte items.** Payment is expected on the next school day.

The maximum permitted to be charged is \$7.50. In the event a student meets this limit and does not have money for lunch, we do want them to have something to eat. Therefore, he or she will be provided an **alternative meal of milk and a peanut butter sandwich.** A nominal fee of \$0.75 will be incurred to cover the cost of these products.

We understand that at times a family may experience unusual circumstances making it difficult to find money for school meals. In such a time, please call the Food Services Office so we can help make arrangements to provide for your student during this time. Phone 740-773-4104 ext. 4149.

If your child is lactose intolerant or has a food allergy, a Special Dietary Needs form must be completed to receive an alternate lunch/milk in the cafeteria. This form can be found on our school webpage or by contacting our Food Service Supervisor, Tracey Forcum.

Soft drinks are **not allowed** at any grade level.

Students are expected to exhibit good lunchroom habits and manners and obey all lunchroom rules.

PLAYGROUND

All recess periods are supervised to help prevent accidents or other problems which may arise. Safety is our main concern on the playground as well as in the building. All students have been informed by their classroom teachers of basic playground procedures and are expected to adhere to these procedures.

COLD WEATHER POLICIES

During the colder months of the year, students will participate in outdoor recess. However, wind, snow, and rain plus the condition of the playground will be factors for consideration. The principal or designee will make the decision as to an indoor or outdoor recess. All students are required to go outdoors

for recess. Therefore, **students should dress appropriately.**

SAFETY DRILLS

Tornado, fire, lock-down and evacuation drills will be held on a regular and/or scheduled basis. In the event of any of the above, students will assemble quickly and quietly in their designated area. Please be aware that during drills parents will be unable to sign in or sign out a student until the drill is completed.

REPORTING STUDENT PROGRESS

Report cards will be sent home at the end of each nine-week reporting period. The grading scale for grades 2-5 is as follows:

A-Excellent.....	90-100
B-Very Good.....	80-89
C-Average.....	70-79
D-Below Average.....	60-69
F-Failing.....	Below 60
I – Incomplete	
U- Unsatisfactory	

Students in kindergarten and first grade receive a standards-based report card. Please see your classroom teacher for a copy of the grading scale.

At any time, parents may check on their student's progress by logging on to Progress Book via the internet. Check with the appropriate teacher for passwords.

INTERIM PROGRESS REPORTS

Interim reports are sent home on a regular basis. Parents are to sign and have the student return to the homeroom teacher. The report gives students a chance to improve before the nine-weeks report is issued. Parents are also given an opportunity to request a conference with their child's teacher.

PARENT-TEACHER CONFERENCES

In order that a better understanding of your child and his/her school progress can be reached, parent-teacher conferences are scheduled in the fall and winter of the school year.

Parents desiring a conference with a teacher are urged to contact the office so that such a meeting can be scheduled during other times throughout the year. This procedure saves time and proves more convenient to the parents and teachers.

MAKE-UP WORK

It is the **student's responsibility** to make up all required work that is missed because of illness or an excused absence. Upon returning to school, the student should meet with each teacher to obtain necessary assignments. Students have one day to make up work for each day they are absent. Work that is not made up will be considered failing, since no effort is extended. A **24-hour notice** to teachers is required to gather work for a child missing school.

TEXTBOOKS

The textbooks used by students at Unioto Elementary are loaned by the Union-Scioto Board of Education. Books will be issued by the classroom teacher during the first week of school. If a book is lost or damaged, the parent/guardian must pay to repair or replace it.

WORKBOOKS

Workbooks are used in conjunction with our adopted curriculum. The cost of these workbooks is the responsibility of the parent/guardian. You may pay for workbooks/publications on a payment plan by paying a specified amount each grading period. However, all fees are required by the end of the third nine-week grading period.

INTERNET USAGE AGREEMENT

Each child must sign and have signed by his/her parents an Agreement of Usage form in order to access the internet. This form will be filed at school.

DISCIPLINE CODE

STUDENT CONDUCT

The following are regarded by the Board as unacceptable types of student conduct, which shall not be tolerated by school staff.

Violations on the part of a student of any one or more of the following rules of conduct may result in disciplinary action, including but not limited to: detention, assignment to Extended Day, placement on probationary status, assignment to in-school restriction or out-of-school suspension, emergency removal, or expulsion.

DISRUPTION OF SCHOOL

A student shall not, by use of violence, force, coercion, threat, harassment, insubordination, or failure to comply with school rules, cause disruption or obstruction to the educational process, including all curricular and extracurricular activities.

Verbal and/or written threats against staff and/or students are taken very seriously. Threats will not be tolerated and will be addressed and/or disciplined in a manner determined by the administrator. Student's discipline will include consideration of the student's age and severity of threat.

DISRUPTION OF CLASS

A student shall not intentionally create noise or behave in any manner, which interferes with a teacher's ability to conduct his/her classroom.

FAILURE TO FOLLOW CAFETERIA PROCEDURES

A student shall not intentionally fail to follow cafeteria procedures, comply with the request of the cafeteria supervisor or authorized personnel, or behave in any manner which could interfere with the smooth operation of the cafeteria.

PROMOTING OR INCITING DISRUPTION OF THE SCHOOL PROCESSES

A student shall not promote or incite a disagreement or conflict between others, which could result in a disruption of the school processes.

FORGERY

A student shall not falsely use the name of any person, nor falsify time, dates, grades, addresses, nor any other data on school forms, nor any correspondence to or from the school.

INSUBORDINATION

A student shall not fail to comply with the reasonable instruction or request of teachers, substitute teachers, administrators or other authorized personnel during any period of time when he/she is under the authority of school personnel. This includes school rules either written or verbal and class rules given by each teacher.

DAMAGE, DESTRUCTION, OR THEFT OF SCHOOL OR PRIVATE PROPERTY

A student shall not steal, cause, or attempt to cause, damage to school property, including buildings, grounds, equipment, materials, or to private property on school premises, or at any school activity on or off school grounds. Restitution will be required in labor or money. Parents or guardians will be held responsible for damages as provided by Ohio statutes.

ASSAULT

A student shall not cause, attempt to cause, or behave in such a way that could cause physical injury to a teacher, student, or employee of the Board of Education or other persons. This includes acts performed on or off the school grounds at any school-related activity, function, or event.

WEAPONS OR DANGEROUS INSTRUMENTS

The Revised Code of Ohio (Section 2923.01) provides that no person shall carry a dangerous weapon concealed on or about his person. Dangerous weapons are defined as firearms, knives, metal knuckles, tear gas, explosives, etc. **Consequence: Minimum--three-day suspension out of school. Suspension time can be extended and/or expulsion recommended depending on individual circumstances.**

TOBACCO, NARCOTICS, ALCOHOLIC BEVERAGES, DRUGS

A student shall not possess, use, transmit, conceal, or be under the influence of any alcoholic beverage, dangerous drug, narcotic, or mind-altering substance (except as prescribed for the student by a licensed physician). A student shall not possess, use, transmit, or conceal drug paraphernalia or have on his person drug residue. Students shall not possess or use tobacco in any form in any school building and/or on grounds. Students shall not bring to school any type of lighter or fire-starting instrument.

FRIGHTENING, DEGRADING, PROFANE, OR DISGRACEFUL ACTS

A student shall not engage in any act which frightens, degrades, profanes, disgraces, or tends to frighten, degrade, profane, or

disgrace any school staff member, other student, or visitor by written, verbal, or gestural means.

A student shall not use profanity or obscene language, either written or verbal, in communication with faculty, students or any other person while under the jurisdiction of the school. This prohibition includes the use of obscene gestures, signs, pictures or publications.

SEXUAL HARASSMENT

A student shall not by any means (including, but not limited to comments, gestures, illustrations or physical contact) suggest, invite, or encourage any type of sexual activity. Nor shall a student make reference to sexual activity, attitudes, physical attributes or characteristics, which could be considered offensive, lustful, indecent or lewd.

FIGHTING

A student shall not attempt to resolve a conflict through active physical means. **Consequence: grades K-2 based on severity. Grades 3-5: out-of-school suspension.**

PUBLIC DISPLAY OF AFFECTION

School is not the proper time or place. Students will be disciplined accordingly.

OTHER VIOLATIONS

It should be noted that other examples of conduct reaching the gravity of the above examples may also serve as grounds for disciplinary action.

DUE PROCESS FOR STUDENTS

Sound and fair procedures in the administration of discipline suggests that teachers and principals will provide students with the opportunity to explain themselves and the circumstances as they see them related to an incident of misconduct. In accordance with ORC 3313.66 and 3313.661, all students are entitled to due process.

STUDENTS BEING DROPPED OFF EACH MORNING

For students in grades 4 and 5 who are dropped off in the morning:

Parents are to park in the large lot next to the soccer field and students walk across the bridge and enter the 4th and 5th grade wing. If the 4th or

5th grader has a brother or sister in a lower grade, they may enter the building through this wing as well.

For students in grades K through 3 who are dropped off in the morning:

Parents are to enter the north parking lot near the kindergarten and first grade wing and drop their students off curbside.

If parents need to enter the building with their child, they must enter the MAIN ENTRANCE and check in with the office personnel.

STUDENTS BEING PICKED UP AFTER SCHOOL

All students are to return home by bus unless other arrangements have been made.

Due to a growing concern for the safety and well-being of our students upon leaving school, we find it necessary to implement the following:

Parents must send a note stating that a student will be picked up from school and the name of the person who will be picking up the student.

Please note that we cannot ensure any transportation changes called in during the last 30 minutes of a school day.

Students in Preschool through Grade 2 will not be permitted to walk across the bridge to the parent pickup lot unless escorted by their parent or adult designee.

TRANSPORTATION SERVICE

NO BUS PASSES WILL BE ISSUED UNLESS AN EXTREME EMERGENCY EXISTS. THE PASS MUST BE APPROVED BY A DISTRICT ADMINISTRATOR. THE UNION-SCIOTO SCHOOL DISTRICT WILL ALLOW TWO STOPS. THE FIRST STOP IS HOME AND THE SECOND STOP IS DAYCARE/SITTER. THE SECOND STOP MUST BE APPROVED BY THE TRANSPORTATION SUPERVISOR. THE SECOND STOP CAN ONLY BE CHANGED THREE TIMES PER YEAR. TRANSPORTATION IS DETERMINED BY BUS SEATING CAPACITY.

TO HELP INSURE RECEIPT OF A BUS PASS, PLEASE TRY TO MAKE BUS PASS REQUESTS BEFORE 2:00 P.M.

TRANSPORTATION INFORMATION FORM

All students transported to and/or from school by bus must have a completed UNIOTO STUDENT TRANSPORTATION INFORMATION FORM on file. This form is to be completed in Final Forms, which is accessible by visiting the Parent Resources tab of the district website.

STUDENT CONDUCT ON BUSES

Students are required to fully obey the instructions given to them by their bus drivers in the interest of student safety and the orderly operation of the district's transportation system.

A common set of rules shall be posted in each school bus governing the conduct of students while riding, loading, and unloading. These rules, or any portion thereof, shall be read and discussed by all drivers to riders.

Students who refuse to obey the driver's instructions shall be referred to the principal or his/her designee. Disciplinary action may include temporary, permanent, or semester denial of the transportation privilege.

Should the transportation privilege be denied to any student, the parent/guardian will be promptly notified. It will then be the responsibility of the parent/guardian to transport the child to and from school. Opportunities shall be provided to the parent/guardian and student to provide assurance of good conduct as a condition to temporary probationary reinstatement of the student to the transportation privilege.

Bus conduct reports will be sent to the parents if their child breaks established bus rules. If parents have any questions regarding these, **they are to directly contact the transportation department.**

BUS RULES

- ❖ Load and unload the bus at its designated stop in an orderly manner.
- ❖ Each student should be at his or her assigned stop ON TIME.
- ❖ Ride only the regularly assigned bus and unload at the regular stop.
- ❖ If an emergency arises in which a student is required to ride a bus other than the one assigned, a written note is required from the parent/guardian stating the address of the desired stop. This written notice must be approved by the principal.

- ❖ Littering is not permitted on the bus.
- ❖ Children must be absolutely silent at ALL railroad crossings and other places of danger, in order to ensure the safety of all passengers.
- ❖ The students must remain seated while the bus is in motion.
- ❖ Pupils must not throw objects while riding as a passenger.
- ❖ Pupils must keep ALL body parts inside the bus at ALL times.
- ❖ Cross the street at least ten (10) steps in front of the bus and upon the signal of the driver.
- ❖ NO BUS PASSES WILL BE ISSUED UNLESS AN EXTREME EMERGENCY EXISTS. THE PASS MUST BE APPROVED BY A DISTRICT ADMINISTRATOR. THE UNION-SCIOTO SCHOOL DISTRICT WILL PROVIDE ONE PICK UP AND ONE DROP OFF POINT TO OUR STUDENTS.
- ❖ Parents are reminded to have someone at home to receive their children once they have been dropped off from the bus.

EMERGENCY CARD

At the beginning of the school year, emergency cards will need to be completed or updated in Final Forms, which is accessible on the Parent Resources tab of the district website. This information is vital for the school to use to contact parents in the event of an emergency involving the safety and welfare of children. This includes a school activities form that must be signed for children to attend, and participate in, any off-site field trips sponsored by the school.

EMERGENCY SCHOOL CLOSURES

For school closings and early releases, please listen to your local radio station & check district social media accounts. Also, the district All-Call system will provide you with information.

Break the Silence...Prevent the Event! Call us when you know of any activity that threatens our school. The call is free and your name is never asked...800-4-1-voice, ext. 359 (or) 800-418-6423, ext. 359.

ACKNOWLEDGEMENT

As noted by my signature below, I have read the Unioto Elementary Handbook in its entirety, and understand the information contained within. I also understand that this signed Acknowledgement page must be returned to Unioto Elementary School.

Parent/Guardian Signature

Date

Student Signature

Date

Teacher's Name