

Edgewood Middle School

2022-2023

Edgewood Middle School

5005 State Route 73

Trenton, OH 45067

Phone: 513-867-3450

Fax: 513-867-7428

Building Hours: 6:30 AM until 2:45 PM

Student School Hours: 7:20- 2:10

Principal

Mr. Curtis Philpot

Assistant Principal

Mr. Josh Stapleton

Counselors

Mrs. Tara Hunt

Mr. Chris Stratton

Secretaries

Mrs. Laura Oliver

Mrs. Shelley Paullin

This planner is the property of: _____

Address: _____

Phone #: _____ Email: _____

In case of emergency, please notify:

Name: _____ Email: _____

Table of Contents

Edgewood Middle School Student Handbook 2022-23

Important Dates	3
Daily Bell Schedule	3
Philosophy	4
Nondiscrimination	4
Title IX Sexual Harassment	4
Emergency Medical Form	5
Attendance	5
Attendance Policy and Definition	5
Unexcused Absences	5
Truancy	6
Signing In/Signing Out	6
Makeup Work	6
Late Work	6
Vacations During the Year	6
Unexcused Late Arrivals (Tardies)	6
Withdrawals	7
Discipline	7
Expectations	7
Search and Seizure	7
Loss of Privileges	7
Lunch Detention	7
Saturday School	7
After School Detention	7
Out of School Suspension	7
Expulsion	7
School Resource Officer	8
Dress Code	8
Consequences	8
Cell Phones/Electronic Devices	9
Personal Electronic Items	9
Other Prohibited Items/Actions	9
Public Display of Affection	9
Daily Information	10
Academic Honors	10
After School Activities	10
Bus Safety	10
Computer Usage	11
Extracurricular Activities	11
Field Trips	11
Emergency Preparation Drills	11
Grades and Progress Reports	11
Grade Scale	11
Quality Points	11
Guidance Services	12
Library/Media Center	12
Lockers and Locks	12
Lost and Found	12
Lunch Charge	13
Medication	13
Sportsmanship	13
Student Fees	13
Textbooks	13
Visitors to the Building	13
Edgewood City Schools Student Code of Conduct	14
EMS Cell Phone Policy	19
PBIS Program	20

IMPORTANT DATES - EMS 2022-2023

August 18 - First day of school
 August 25 - Picture day
 September 5 - Labor day - No School
 September 22 - Conference night
 October 13 - Last day of Quarter 1 (one hour early dismissal)
 October 14 - Conference exchange day - No School
 October 27 - Picture retakes
 November 11 - Veterans Day
 November 23-25 - Thanksgiving Break
 December 1 - Conference night
 December 20 - Last day of Quarter 2
 December 21-January 3 - Winter Break
 January 16 - Martin Luther King Day - No School
 February 17 - Conference exchange day - No School
 February 20 - President's Day - No School
 February 23 - Conference night
 March 10 - Last day of Quarter 3 (one hour early dismissal)
 April 4 - Ohio State Testing - ELA Part 1
 April 5 - Ohio State Testing - ELA Part 2
 April 7-14 - Spring Break
 April 25 - Ohio State Testing - Math Part 1
 April 26 - Ohio State Testing - Math Part 2
 April 27 - Ohio State Testing - Science Part 1
 April 28 - Ohio State Testing - Science Part 2
 May 25 - Last day of Quarter 4/Scho

EMS Regular Bell Schedule 2022-2023

Period	6th grade	7th grade	8th grade
1st	7:15 - 8:11	7:15 - 8:12	7:15 - 8:12
2nd	8:15 - 9:07	8:16 - 9:08	8:16 - 9:08
3rd	9:11- 10:03	9:12- 10:04	9:12- 10:04
4th	10:07 - 10:33 A lunch/Edge 10:37 - 11:03 B lunch/Edge	10:08 - 11:04	10:08 - 11:04
5th	11:07 - 12:03	11:08 - 11:34 A lunch/Edge 11:38 - 12:04 B lunch/Edge	11:08 - 12:04
6th	12:07 - 1:03	12:08 - 1:04	12:08 - 12:34 A lunch/Edge 12:38 - 1:04 B lunch/Edge
7th	1:07 - 2:00	1:08 - 2:00	1:08 - 2:00

PHILOSOPHY

The mission of Edgewood Middle School is to inspire students to excel in academics and to become socially responsible.

NONDISCRIMINATION

Edgewood City Schools maintain a policy of nondiscrimination that extends to students, staff, job applicants, the general public and individuals with whom it does business and applies to race, color, national origin, citizenship status, religion, gender, economic status, age and/or disability.

The Board does not permit discriminatory practices and views harassment as a form of discrimination. Harassment is defined as intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation; or the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice or to have the effect of insulting or stigmatizing an individual.

Employees or students who engage in discrimination/harassment of another employee or student shall be subject to disciplinary action. Permission, consent or assumption of risk by an individual subjected to discrimination/harassment does not lessen the prohibition contained in this policy.

No one shall retaliate against an employee or student because he/she files a grievance; assists or participates in an investigation, proceeding or hearing regarding the charge of discrimination/harassment of an individual; or because he/she has opposed language or conduct that violates this policy.

TITLE IX SEXUAL HARASSMENT

The Board of Education of the Edgewood School District does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment. (See Edgewood Board Policy 2266)

Reports may be made in person, by telephone, mail or email to:

Title IX Coordinators

Lindsay White
Director of Special Services
3500 Busenbark Road, Trenton, OH 45067
lindsay.white@edgewoodschools.net
513-867-3400

Alesia Beckett
Director of Human Resources
3500 Busenbark Road, Trenton, OH 45067
alesia.beckett@edgewoodschools.net
513-867-3400

EMERGENCY MEDICAL FORM

Edgewood Middle School uses Final Forms for student emergency medical forms. All students must have a valid emergency medical form on file at the school. Only people listed on the emergency medical form may sign out students. In addition, changes to the emergency medical form should be made on Final Forms..

When a custodial parent/guardian listed on the emergency medical form comes to pick up a student or make changes to the EMF, they must present a photo ID.

ATTENDANCE

Ohio House Bill 410

Regular school attendance is an important ingredient in students' academic success. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce. To support academic success for all students, the district will partner with students and their families to identify and reduce barriers to regular school attendance. The district will utilize a continuum of strategies to reduce student absence including but not limited to:

- Notification of student absence to parent or guardian;
- Development and implementation of an absence intervention plan, which may include supportive services for students and families;
- Counseling;
- Parent education and parenting programs;
- Mediation;
- Intervention programs available through juvenile authorities; and
- Referral for truancy if applicable.

School Attendance Policy

Regular attendance is a significant student responsibility at all grade levels. Many studies correlate regular attendance with success in school. Regular attendance means that the academic learning process is not interrupted, less time is spent on make-up assignments, and students benefit from participation and interaction with others in class. Many lessons are learned through active participation in classroom and other school activities that cannot be replaced by individual study.

Establishing a pattern of good attendance will benefit the student in school and in the workplace. Attendance is important in the development of a high quality work ethic, which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a person is his/her dependability in coming to work every day on time. This is a habit the School wants to help students develop as early as possible.

Definition

The state acknowledges the following as legal excused absences:

- Personal illness
- Serious illness or death in the family
- Religious holiday
- Quarantine for a communicable disease

A custodial parent, legal guardian or other person having care or charge of a student reports by telephone or otherwise to the appropriate school administrator that his/her child is absent for a specified number of days or part of day from school. Notification must occur as early as possible the same day that the student is absent from school.

Unexcused Absences

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State.

If a student under the age of 18, has 10 or more consecutive or 15 total days of unexcused absence during a semester, s/he will be considered habitually absent and will be reported to the Judge of the Juvenile Court.

Truancy

Definition of Truancy and Excessive Absences aligned to Ohio House Bill 410:

- Chronic truant is removed from the law;
- Definition of 'habitual truant' changed from days to hours. The new definition is:
 - Absent 30 or more consecutive hours without a legitimate excuse;
 - Absent 42 or more hours in one month without a legitimate excuse;

- Absent 72 or more hours in one year without a legitimate excuse.
- Includes 'excessive absences':
 - Absent 38 or more hours in one school month with or without a legitimate excuse;
 - Absent 65 or more hours in one school year with or without a legitimate excuse.

If a student is habitually or chronically truant and the student's parent fails to cause the student's attendance, a complaint will be filed with the Judge of the Juvenile Court in compliance with State law and Board Policy 5200.

Signing In/Signing Out

If you have a planned late arrival to school or must leave school early, you are required to provide a note from a parent. The note must include the following:

- Student's name
- Parent's/guardian's name
- Parent's/guardian's home and work phone
- Specific reason for student's late arrive/early release

The office may call to verify the absence/confirm appointments.

After six (6) partial or full absences, a doctor's note or administrative authorization will be required for a student absence or time missed to be excused.

Make-up Work and Tests

Students who are absent from school with an excuse shall be given the opportunity to make-up missed work. The student should contact their teacher via email as soon as possible to obtain assignments.

- Make-up work due to an excused absence must be completed within *two days* after returning to school.
- The number of days for completion of make up work will be equivalent to the number of excused days of an absence plus one.

If a student misses a teacher's test due to an excused absence, s/he should make arrangements with the teacher to take the test at another time. If s/he misses a State-mandated assessment test or other standardized test, the student should consult with the school counselor to arrange for administration of the test at another time.

Late Work

Late work is accepted.

Vacations During the School Year

It is recommended that parents do not take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Principal to make necessary arrangements. It may be possible for the student to receive certain assignments that may be completed during the trip.

Unexcused Late Arrivals (Tardies)

Students who arrive at school after the start of school day but within two hours and forty-five minutes from the start of school, are counted as late. Without a properly documented excuse, unexcused late arrivals will accumulate and consequences will be issued. ~~Three unexcused late arrivals are counted as one day of unexcused absence.~~ In addition, students **may** be issued an **After school detention** beginning with the fourth and subsequent offenses. An administrator will determine the disposition of individual cases. The accumulation of tardies is in accordance with the nine week grading periods.

Withdrawals

A withdrawal can only take place after a record request is received from the new school, the proper forms (including staff signatures) have been completed, all school resources have been returned, confirmation from the new school has been received and all fines/fees have been paid. No official records will be sent until the above obligations are met.

DISCIPLINE

Expectations

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events, is subject to approved student discipline regulations. This includes the school bus and the school bus stop. Edgewood City Schools has the authority to hold students accountable for actions outside the school setting when those actions constitute a violation of the school code of conduct and create an environment where students and staff are made to feel unsafe, humiliated or threatened while in the school's sphere of influence. **Teachers have an established classroom discipline policy in place for their classroom. A school administrator has the authority to assign any level of discipline as warranted by the infraction.**

Search and Seizure

The Edgewood Board of Education and Administration reserves the right to search lockers, desks, persons and personal belongings of students on school grounds or at any school activity when it is reasonably necessary for the maintenance of order, discipline and safety in the supervision and education of students.

Disciplinary Consequences:

1. Loss of Privileges

Eating lunch in the cafeteria, extracurricular participation/attendance, PBIS rewards, and special field trips are some examples of privileges that are afforded students. Those privileges can be withheld for a period of time for students who engage in behaviors deemed inappropriate by a building administrator.

2. Lunch Detention

A student may be issued a lunch detention for minor rule infractions. A student serving a lunch detention will sit at a designated table away from their peers during lunch.

3. After School Detention

After school detentions will be held on Tuesdays and Thursdays beginning at 2:15pm lasting until 3:15pm or 4:15pm.. Students will be required to bring adequate school work to remain busy for the entire detention. Students must have transportation home following an after school detention.

4. Saturday School

Students receiving a Saturday School assignment will report to the school on Saturday by 8:30am and will be dismissed at 11:30am. Students will be expected to bring adequate school work to remain busy for the entire Saturday School. Students must have transportation to and from Saturday School.

5. Out of School Suspension

Out of School Suspension removes the student from the school setting for a period of time. Students will receive credit for the successfully completed work missed during the time of the suspension. All work issued during the suspension must be completed and returned upon the first day back to school (including tests). Parents of the suspended student are responsible for obtaining the suspended student's assignments. Teachers are not responsible for reviewing the missed content with the suspended student. Students under suspension cannot be on school property and cannot attend extracurricular events until the official date of return.

6. Expulsion

An expulsion takes place when a student is removed from the school setting for the remainder of the semester (up to 80 days.) Certain offenses can result in a one calendar year expulsion from school. (i.e. possession of a deadly weapon, drug trafficking). Students may be represented by legal counsel at expulsion hearings. Expelled students cannot be on school

property or attend extracurricular events until the official date of return. The students may receive no credit for the courses taken online during the time of the expulsion.

Students who fail to complete detention or Saturday School will receive additional disciplinary measures.

Students who accumulate excessive detentions may receive additional disciplinary measures.

Students with repeated offenses (even minor infractions) will advance to higher levels of disciplinary consequences based on the repeated nature of the infractions.

School Resource Officer

In partnership with the Butler County Sheriff's Office, Edgewood Middle School is staffed with a full time resource officer (SRO). The SRO assists with safety plans and coordination, investigating crime in the school and consulting on issues of student safety. EMS administration will consult with the SRO in situations that warrant such investigation. When an assessment results in a determination by the school administrator that a student is a threat to themselves or others, the student will be placed in the custody of a School Resource Officer and the parents will be notified.

Dress Code

The primary purpose of the school is education, and all matters of dress and grooming must be weighed against that single objective. To that end, students should avoid styles of dress and grooming (including hair styling and makeup) which are bizarre and flamboyant, distract attention from the orderly pursuit of knowledge, disrupt the educational process or constitute a threat to individual safety or the safety of the group. In addition, students are expected to maintain high standards of personal cleanliness and hygiene by making sure they are neither offensive to others nor a threat to the health of the school community. The administration will make final judgment on the appropriateness of any mode of student dress. The following guidelines are to be adhered to:

Students should not wear any article of clothing that is distasteful by language or sign.

Students should not wear clothing that is overly distracting.

Students should not wear shorts that are overly revealing. Because school age students vary greatly in height and weight, it is difficult to establish an absolute standard length for shorts/skirts/dresses. The recommended length for shorts, skirts, and dresses will be 4" from the top of the kneecap. Please refer to the dress code ruler on the back of this planner.

Students should not wear clothing or hats advertising alcohol, tobacco, or drugs, or look-alike labels.

Students must wear shoes to school and to class.

~~Students are not permitted to wear hats or hoodies on their heads during school hours.~~

Clothing must be modest, not skimpy or over-revealing, and must adequately cover the shoulders, back, midriff, and undergarments. Tank tops or sleeveless shirts are not appropriate attire for school. Midriffs are not to be exposed. All shirts should be long enough to be "tucked in", although they are not required to be tucked in.

Pants must be worn at the waist. No undergarments should be seen. Jeans with excessively large holes or holes above the thigh are not acceptable.

No pajamas or sleepwear may be worn to school (unless part of a school-sanctioned spirit or incentive day).

No headgear may be worn in the building. This includes, but is not limited to hats, toboggans, bandanas, headbands with protruding ears, hoodies, or any other type of head covering (unless part of a school-sanctioned spirit or incentive day).

No costumes may be worn in the building. This includes, but is not limited to halloween costumes, animal costumes, face painting, or any other type of costume (unless part of a school-sanctioned spirit or incentive day).

Consequences

First offense: Warning and correct the infraction

Second offense: Lunch detention and correct the infraction

Third and subsequent offenses: After school detention and correct the infraction

If a student fails to follow the aforementioned dress code and it is brought to the attention of the school administration and/or staff, **they will be required to correct the infraction prior to returning to class.** Each violation **will be documented** and will result in an incident report as part of the progressive discipline plan.

Cell Phones/ELECTRONIC DEVICES

Student use of cell phones/PED's (personal electronic devices) are considered a distraction/disruption which interferes with the educational environment and **are prohibited during the school day.** Because students are not allowed to use or carry cell phones/PED's during the school day, it is recommended that they remain at home. If a student brings a cell phone/PED to school for after school use, it must remain powered off and stored in their locker or backpack during the school day.

Expectations for Storage of Cell Phones/PCD's (personal electronic devices):

1. Devices are REQUIRED to be powered off and stored inside locker or backpack upon arrival to school and must remain powered off and inside locker or backpack until school dismissal.
2. The school assumes no responsibility for any theft or damage to a student's cell phone or PED's.
3. Students are NOT allowed to carry cell phones/PED's in their pocket and/or use the cell phone/PED during the school day.

Students violating the cell phone policy will have their cell phone confiscated and face disciplinary action.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Additionally, phones are available in our office should a student need to contact their parent/guardian.

More detailed information regarding the EMS Cell Phone Policy may be found on page 19.

Access to school network

District network/internet access for any personal student device, such as a laptop or tablet is strictly prohibited unless an educational need is present and approved by technology and administration. Personal gaming consoles and any other related electronic entertainment devices are included in this category. The school district provides electronic devices for in-school educational use at all grade levels.

Other Prohibited Items/Actions

Students are not permitted to have the following items on school property:

- Skateboards
- Laser pointers
- Squirt guns
- Lighters
- Other items deemed inappropriate by a school administrator

Students in violation will be issued an incident report as part of the progressive discipline plan.

Public Display of Affection

Kissing, intimate hugging and inappropriate touching are examples of public display of affection. Public display of affection is in poor taste and is considered unacceptable behavior in the public school.

Students in violation will be issued an incident report as part of the progressive discipline plan.

Only one person shall be allowed in a restroom stall at a time:

1. All restroom stalls at EMS are designed for single person use.
2. If more than one person is found to be in a restroom stall, those students will receive disciplinary consequences.

DAILY INFORMATION

Academic Honors

All scheduled classes are used to compute G.P.A for each semester. A failing grade in any subject, regardless of its credit value automatically disqualifies a student's eligibility for the Honor Roll that particular semester.

After School Activities

No student should be in the building after school dismissal unless he/she is under the supervision of a Board of Education approved sponsor. All after-school activities must be scheduled and approved by the administration. Students must make transportation arrangements home in advance. All students are welcome to attend school-sponsored activities. Student conduct during activities sponsored by the Edgewood City School District should be proper and not be of the nature that would cause embarrassment to the student, school and/or district. Any activity that involves our school, whether it is home or away, will command that the student follow established practices, rules and sportsmanship.

BUS SAFETY

All school rules apply on the school bus. Directions from the bus driver must be followed promptly and respectfully. Students with medical needs should provide the driver with a note providing any information that would be relevant to the driver. Drivers will report student misconduct to the Principal.

ENTERING THE BUS

- Students are to arrive at the stop before the bus is scheduled to arrive
- Students are to wait in a location clear of traffic
- Students are to stand clear of where the bus stops
- School rules are in effect at the bus stops
- Students are to go directly to an available seat or assigned seat
- Students are to remain seated keeping aisles and exits clear

EXITING THE BUS

- After exiting the bus, immediately step away at least ten (10) feet
- Stop movement, look at the bus driver's face
- Do not move toward the bus to cross the road until the driver signals
- Stop at the left headlight of the bus and look before crossing the street

PROHIBITED BEHAVIORS

- Students may not eat or drink while on the bus
- Students may not use profane language on the bus
- Students may not use tobacco or alcohol products on the bus
- Students may not put their head or arms outside the bus windows
- Students may not throw or pass items on, from or into the bus
- Students may not enter or exit at someone else's stop unless they have written approval from their parents and the school administration
- Students may not ride a bus which they were not assigned unless they have written approval from their parents and the school administration

Computer Usage

The intended use of technology at Edgewood Middle School is to enhance the educational experience of students by direct interaction with technology devices and software. Every student has been given a username and password to an account on our network. Students should take precautions to keep their passwords private. School computers and Internet access are for educational purposes (research, word processing, tutorials, etc.). Personal use of a school computer is not permitted. Modifying or attempting to modify any computer hardware or software settings is prohibited. All users will immediately report any security issues or misuse of the district's technology resources to a teacher or an administrator.

The Edgewood City School district utilizes Google Apps for Education, a suite of web-based programs providing email, word processing, spreadsheet, presentation, research, and collaboration tools for all students and teachers. Middle School

students have been issued a Gmail account. Google Apps is intended for educational purposes and is available at school and home via the web.

Extracurricular Activities

Students must meet the following criteria in order to participate in extracurricular activities:

- Student must be currently enrolled or live in the district
- Student must have been enrolled in the immediately preceding grading period
- Student must receive passing grades during that grading period in a minimum of five of those subjects in which the student received grades
- A student must be in school on the day of a competition
- A partial absence can be excused by an administrator

Participation in extracurricular activities is a privilege. Any participant whose conduct is determined by the sponsor or administration to be a discredit to him/herself, the activity, or the school during the activity shall be subject to disciplinary action. This will apply before, during, and after school hours. Please refer to the Extracurricular Policy for details pertaining to infractions and their consequences.

Field Trips

All Edgewood Middle School sponsored field trips require the signed permission of a parent/guardian, a current Emergency Medical Authorization form and adherence to the student code of conduct. The school administration reserves the right to prohibit a student's participation if that student has disciplinary and/or academic problems.

Emergency Preparation Drills

State law requires that schools conduct regular safety drills. . Safety plans are posted in each classroom and will be reviewed by every teacher. Students should be familiar with safety plans for each of their classrooms and are expected to participate in monthly safety drills.

Grades and Progress Reports

Academic grade reports are sent home at the end of each nine weeks (four times a year). Interim reports are issued to students at mid-term of each nine weeks (four times per year). Parent/teacher conference days are set up in a sequence related to academic report periods.

Grade Scale

A+	97- 100
A	93- 96.99
A-	90- 92.99
B+	87- 89.99
B	83- 86.99
B-	80- 82.99
C+	77- 79.99
C	73- 76.99
C-	70- 72.99
D+	67- 69.99
D	63- 66.99
D-	60- 62.99
F	0- 59.99

Quality Points

A 4.0	B 3.000	C 2.000	D 1.000
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Guidance Services

A guidance counselor is available on a daily basis to assist students in any way possible. Some situations in which a student may seek the assistance of a counselor are:

- When experiencing difficulty with schoolwork.
- When a conflict arises with another student or a teacher.
- When making plans for the next grade level.
- When there is a personal problem or concern.
- When you want to identify personal strengths, aptitudes or interests in order to better plan for a career.

Library/Media Center

The library/media center is available to all students and teachers to supplement classroom materials and to provide reading pleasure. The library collection includes reference materials, pamphlets, books for enjoyment, magazines for reports or pleasure reading and audio-visual materials.

1. HOURS - The media center is open during regular school hours.
2. CIRCULATION - Most media center books may be signed out for two weeks. A book may be kept longer than two weeks if it is renewed on or before the due date. Books must be returned to the book drop in the media center.
3. LIBRARY INSTRUCTION - Classes are held in the library/media center. Students are familiarized with resource skills and media usage. Grades received from assignments completed in the library will be averaged with other grades.
4. COMPUTER USE - The computers available in the media center are there for research, only. Do not use a computer for games or Internet access. Refrain from printing lengthy articles from CD-ROM programs. Use time wisely and with the thought of sharing with others.

Lockers and Locks

Each student has his/her own hall locker. Books, coats, school materials and equipment may be secured in the locker. Some hall lockers are secured with a built-in combination lock; do not place anything in the locking mechanism to make the lock remain in an open position. It is the student's responsibility to keep the combination confidential. Jammed or stuck locker doors are caused by loose clothing or books/papers that become wedged between the locker door and frame. Therefore, keep your locker neat. Close the door with the handle. Do not kick or slam the locker shut.

Edgewood Middle School is not responsible for lost or stolen items.

Physical education lockers may be shared with another student. Students are encouraged and can purchase a new or used lock that has master passkey capability, from the school (as long as the supply lasts). If you use a lock from any other source, it must be a combination lock and you must provide your P.E. teacher with the combination. The administration shall maintain the right to remove the lock by any means if you are unavailable. Students must use the locker that has been assigned to them. Since visiting school teams may use the locker rooms for contests, you are responsible for securing your locker.

Lost and Found

It is a good idea to mark the student's name on all clothing worn to school - such as jackets, coats, boots, etc., as well as gym clothes, athletic practice items, books and educational materials. Any student who has lost an item can check the offices or the locker rooms. Any unclaimed items are periodically donated to charitable organizations.

Lunch Charge

Students may borrow the amount of a full plate lunch. Students who charge their lunches will have the cost of those lunches added to their student fee accounts. Those fees will be added to the students' account at the end of each month for all charges incurred during the month. In addition, students who already have outstanding lunch charges will also have those amounts added to their student fee accounts.

Medication

Students who need to take prescription or non-prescription drugs must follow the procedures as outlined in the Edgewood Medication Policy. All drugs or medication must be brought by a parent or guardian to the office at the beginning of the school day where they will be dispensed by the Principal's designee. Students may not keep any medication/drugs with them or in their lockers. All prescription medication/drugs must be in the original labeled container as provided by the physician, dentist, or pharmacist. The label is to include student name, physician, current date, dosage instructions and

name of medication. A "Request for Administering Medication" form must be completed and signed by the parent or guardian and physician. Non-prescription medication/drugs, including but not limited to, aspirin, cold tablets, headache and pain pills, muscle enhancement pills/supplements, etc. shall not be permitted in school without a "Request for Administering Medication" form signed by the parent or guardian. We will accept on a temporary basis, a dated note signed by the parent or guardian detailing dosage and time to be given. All non-prescription medication/drugs must be in their original labeled container.

Sportsmanship

Student attendance at and support of school-sponsored activities are essential to the success and moral of our extracurricular programs. As a representative of Edgewood Middle School, positive and courteous behavior is an expectation. Students are encouraged to cheer for all Edgewood City School Extracurricular teams. Degrading remarks and disrespectful behavior will lead to the offending student losing the privilege of attending extracurricular events and possibly receiving further disciplinary consequences.

Student Fees

Students enrolled in the District will be furnished basic textbooks without costs; however, a fee for consumable materials and supplies used in the instructional program will be established at the beginning of each school year and may vary as the costs of materials and supplies fluctuates. The Board may require that students pay reasonable fees for such materials.

Any student who owes delinquent fees, fines and charges will be subject to the following restrictions:

- Transcripts and school credits will be withheld until student fees are paid in full.
- Participation in non-curricular field trips will be prohibited until student fees are paid in full or a payment plan is established with the school Treasurer.
- Students will not be permitted to participate in any extracurricular activity until all fees, past and present, are paid in full or a payment plan is established with the school Treasurer. These fees must be paid or a payment plan established with the Treasurer before the first contest or performance.

All fees may be paid with cash, check, money order or credit card when paying through eZpay (see link on our website at www.edgewoodschools.com).

Textbooks

Textbooks are the property of the Edgewood Board of Education. Teachers will require that students document the condition of each textbook at the time that the book is issued. A student will be required to pay a fine for any damage that occurs during the time. Students who lose or damage their textbooks significantly will be obligated to pay the replacement cost of the book.

Visitors

State law requires that all visitors (parents, sales representatives, etc.) to a school building must first report to the Main Office to state the reason for their visit. For security purposes, visitors will be asked to forfeit a photo ID, **to run through the Raptor system**, and sign-in prior to being issued a visitor's pass that must be worn in plain sight at all times. Visitors may meet with teachers during their conference period provided arrangements have been made ahead of time. Visitors will not be permitted to classrooms during times when class is in session. All Edgewood Staff members have been instructed to ask your business if he/she cannot see a visitor's pass. We have this policy in place to insure the security of your child. At the end of the visit, please sign-out and return the visitor's pass to the Main Office. At this time your photo ID will be returned to you. The doors to the classroom wings will be locked to outside entry for security purposes. We do not permit school-age visitors, with the exception of the Student Council exchange program. Parents dropping off items for their child should enter at the visitors entrance of the main office.

EDGEWOOD CITY SCHOOLS STUDENT CODE OF CONDUCT

A "Code of Conduct" provides students with the rules governing their behavior. Ohio law requires that all schools adopt and post their Codes of Conduct. (Sections 3313.661 and 3313.62 Ohio Revised Code) Student and staff safety is paramount in the orderly operation of the school; and to help ensure safety, random use of metal detectors may be utilized. It should be noted that lockers are school property, and school personnel reserve the right to inspect them at their discretion.

Any pupil engaging in the types of conduct either specifically or generally like the kinds of conduct listed below is subject to expulsion, suspension, emergency suspension, removal, or permanent exclusion from curricular or extracurricular activities pursuant to Sections 3313.66, 3313.661 and 3313.662 Ohio Revised Code. Students may also be placed, by the district, in an alternative school setting.

The types of student behavior prohibited by this Code of Conduct that constitute offenses which may lead to suspension or expulsion from school, school-related activities, and/or the school sponsored transportation system are listed below. In the case of an expulsion, a student will receive no credit for missed work and will not be permitted to make up the work.

In addition, such students may be prosecuted and/or suspended for any criminal offense committed while within the school's sphere of influence (on school premises, while at a school sponsored event or while in proximity to a bus stop).

Edgewood City Schools has the authority to hold students accountable for actions outside the school setting when those actions constitute a violation of the school code of conduct and create an environment where students and staff are made to feel unsafe, humiliated or threatened while in the school's sphere of influence.

This code of conduct is applicable:

- a. On the school property before, during, or after school hours.
- b. At any school-sponsored/school related activity, function, or event held on or off school property.
- c. On any school-sponsored/school related bus or bus stop.
- d. When a student's out of school behavior creates a school environment that is detrimental to a student or staff member while in the school.

Part I

The prohibited activities contained therein explicitly include action:

1. Possession/use of Drugs and/or Alcohol

Possessing, using, transmitting or concealing, or being under the influence of any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood altering drugs, counterfeit controlled substances, lookalikes, over the counter stimulants or depressants, anabolic steroids, or drug related paraphernalia.

If a building principal has a reasonable individualized suspicion of drug or alcohol use, s/he may request the student in question to submit to any appropriate testing, including but not limited to, a breathalyzer test or urinalysis. In such circumstances, the student will be taken to a private administrative or instructional area on school property for such testing with at least one other member of the teaching or administrative staff present as a witness to the test. If a student refuses to take the test, s/he will be advised that such denial leaves the observed evidence of alcohol or drug use unrefuted thus leading to possible disciplinary action. The student will then be given a second opportunity to take the test.

2. Possession/use of Tobacco

Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products, vapes, or electronic cigarettes or similar devices in school, on school grounds, on school buses, and at any interscholastic competition, extracurricular event, or other school sponsored event. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco. Smoking of electronic, "vapor", other substitute forms of cigarettes, or clove cigarettes is also prohibited.

3. Use and/or Possession of a Firearm

Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the Superintendent using the guidelines set forth in Board Policy Student Section JFCJ.

- Firearm is defined as any weapon (including a starter gun) that will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or

firearm silencer; or any destructive device (as defined in the Federal Gun-Free Schools Act of 1994). Firearms include any unloaded firearm and any firearm that is inoperable but that can be readily operated.

- Students are prohibited from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus that is indistinguishable from a firearm, whether or not the object is capable of being fired, and indicating they are in possession of such an object and that it is a firearm or knowingly displaying or brandishing the object and indicating it is a firearm.

4. Use and/or possession of a weapon

A weapon is any device that may be used for offensive or defensive purposes, including but not limited to conventional objects such as guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion.

A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade or any similar device that is used for, or is readily capable of causing death or serious bodily injury.

- Pocket knives with a blade of less than two and one-half (2 1/2) inches are acceptable ONLY with the prior approval of the student's parents and teachers.

5. Use of an object as a weapon

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, and jewelry.

6. Knowledge of 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 dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.

7. Arson

Intentional or purposeful destruction or damage to school or district buildings or property by means of fire. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.

8. Physically assaulting a staff member/student/person associated with the District.

Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally bullying, inflicting or attempting 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 or bullying initiated by a student against a staff member will be considered to be assault. Assault may result in criminal charges and may subject the student to expulsion.

9. Verbally threatening (either orally, in writing or otherwise expressed) a staff member/student/person associated with the District.

Any oral or written statement or otherwise expressed action that a staff member, student, or other person associated with the District reasonably feels to be a threat will be considered a verbal assault. Profanity directed toward a staff member in a threatening tone may also be considered a verbal assault. Confrontation with a student or staff member that bullies, intimidates, or causes fear of bodily harm or death is also prohibited.

10. Misconduct against a school official or employee, or the property of such a person, regardless of where it occurs.

The Board prohibits misconduct committed by a student against a school official or employee, including, but not limited to, harassment (of any type), vandalism, assault (verbal and/or physical), and destruction of property.

11. Misconduct off school grounds

Students may be subject to discipline for their misconduct, even when it occurs off school property when the misconduct is connected to activities or incidents that occurred on property owned or controlled by the District.

Misconduct is defined as any violation of the Student Discipline Code.

12. Extortion

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law.

13. Gambling

Gambling (i.e., playing a game of chance for stakes) includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on any school activity in which they are involved may also be banned from that school activity.

14. Falsification of school work, identification, forgery

Falsifying signatures or data, or refusing to give proper identification or giving false information to a staff member. This prohibition includes, but is not limited to, forgery of hall/bus passes and excuses, as well as use of false I.D.'s.

Plagiarism and cheating are also forms of falsification and will subject the student to academic penalties as well as disciplinary action.

15. Bomb Threats, and other false alarms and reports

Making a bomb threat (i.e., intentionally giving a false alarm of a bomb) against a school building or any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to one (1) school year. Additionally, intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm is prohibited. It should be remembered that false emergency alarms or reports endanger the safety forces that are responding to the alarm/report, the citizens of the community, and the persons in the building. What may seem like a prank, is a dangerous stunt that is against the law and will subject the student to disciplinary action.

16. Terroristic Threat

Threatening, directly or indirectly, to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another.

17. Possession and/or use of explosives and/or fireworks

Possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat (including, but not limited to explosives and chemical-reaction objects such as smoke bombs and poppers). Additionally, possessing or offering for sale any substance, combination of substances or article prepared to produce a visible and/or audible effect by combustion, explosion, deflagration or detonation.

18. 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 of a Board-owned facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized presence in a Board Owned vehicle; or unauthorized access or activity in a Board-owned computer, into district, school or staff computer files, into a school or district file server, or into the 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.

19. Theft, or knowingly receiving or possessing stolen property

Unauthorized taking of property of another person or receiving or possessing such property. Students caught stealing will be disciplined and may be reported to law enforcement officials. Students should not bring anything of value to school without prior authorization from the Administration. The School is not responsible for personal property.

20. Insubordination

Students are expected to comply with the reasonable directions of staff. Willful refusal or failure to follow or comply with an appropriate direction given by a staff member, or acting in defiance of staff members.

21. Damaging property (Vandalism)

Defacing, cutting, or otherwise damaging property that belongs to the school, district, other students, employees or others and disregard for school property.

22. Persistent absence or tardiness

Attendance laws require students to be in school all day or to have a legitimate excuse for their absence. Penalties for unexcused absences can range from detention to a referral to court and/or revocation of the student's driver's license.

23. Unauthorized use of school or private property

Students must obtain permission to use any school property or any private property located on school premises. Any unauthorized use of school property, or private property located on school premises, shall be subject to disciplinary action.

24. Refusing to accept discipline

Students failing to comply with disciplinary penalties may face enhanced penalties for such action.

25. Aiding or abetting violation of school rules

Assisting other students in the violation of any school rule. Students are expected to resist peer pressure and exercise sound decision making regarding their behavior.

26. Displays of affection/sexual activities

Affection between students is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Sexual activity of any nature is prohibited and will result in disciplinary action.

27. Possession of electronic equipment

The School will supply any electronic equipment or devices necessary for participation in the educational program. Students shall not use or possess any electronic equipment on school property or at any school sponsored activity without the permission of Administration or a Staff Member. Examples of prohibited devices [Insert Those Items Applicable To Your District] include but are not limited to radios, "boomboxes", headphones, CD/MP3 players, portable TV's, electronic games/toys, pagers, cellular telephones, beepers, other paging devices and other electronic communication devices, and the like. Unauthorized electronic equipment will be confiscated from the student by school personnel and disciplinary action will be taken.

28. Violation of individual school/classroom rules

Each learning environment has different rules for students. These rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules within each learning environment, all of which will be consistent with this Code.

29. Violation of bus rules (see Behavior Expectations – Transportation)

30. Interference, disruption or obstruction of the educational process

Any actions or manner of dress that materially and substantially disrupts or interferes with school activities or the educational process, or which threaten to do so are unacceptable. Such disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.

31. Harassment and/or Aggressive Behavior (including Bullying/Cyberbullying)

The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment and/or aggressive behavior (including bullying/cyberbullying) toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse, and any speech or action that creates a hostile, intimidating, or offensive learning environment. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Individuals engaging in such conduct will be subject to disciplinary action.

Conduct constituting sexual harassment, may include, but is not limited to:

- verbal harassment or abuse;
- pressure for sexual activity;
- repeated remarks with sexual or demeaning implications;
- unwelcome touching;
- sexual jokes, posters, cartoons, etc.;
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or safety;
- a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

Conduct constituting harassment on the basis of race, color, national origin, religion, or disability may take different forms, including, but not limited to, the following:

Verbal:

The making of offensive written or oral innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person's race, color, national origin, religious beliefs, or disability.

Nonverbal:

Placing offensive objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures based upon a person's race, color, national origin, religious beliefs, or disability.

Physical:

Any intimidating or disparaging action such as hitting, pushing, shoving, hissing, or spitting, on or by a fellow staff member, students, or other person associated with the District, or third parties, based upon the person's race, color, national origin, religious beliefs, or disability.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

32. Hazing

Performing any act, or coercing another, including the victim, to perform any act of initiation into any class, team, or organization, that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption or risk by an individual subjected to hazing shall not lessen the prohibitions contained in this rule.

Hazing by any individual, school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Hazing activities are prohibited at any time in school facilities, on school property, and/or off school property but connected to activities or incidents that have occurred on school property.

All incidents of hazing must be reported immediately to any of the following individuals: the building principal or other administrator; teacher; coach; student club advisor/supervisor, and/or Superintendent. Students who engage in hazing may also be liable for civil and criminal penalties.

33. Violent Conduct

Students may be expelled for up to one school year for committing an act at school, on other school property, at an interscholastic competition, extracurricular event, or any other school program, or directing an act at a Board official or employee, regardless of where or when that act may occur, or their property that would be a criminal offense if committed by an adult and results in serious physical harm to person(s) or property.

34. Improper Dress

Clothing may not include words or visuals that are lewd, obscene, disruptive, abusive, or discriminatory, or that advertise drugs, alcohol or tobacco. Dress or grooming that is disruptive of the classroom or school atmosphere is not allowed. Shoes must be worn at all times for health and safety reasons.

35. Careless or Reckless Driving

Driving on school property in such a manner as to endanger persons or property.

36. Burglary

Entering a building or a specific area of a building without consent and with intent to commit a crime, or entering a building without consent and committing a crime.

37. Fighting

Engaging in adversarial physical contact (differentiated from poking, pushing, shoving or scuffling) in which one or the other party(ies) or both contributed to the situation by verbally instigating a fight and/or physical action. Promoting or instigating a fight (i.e., contributing to a fight verbally or through behavior).

38. Lighting Incendiary Devices

Unauthorized igniting of matches, lighters and other devices that produce flames.

39. Possession of Pornography

Possessing sexually explicit material.

40. Unauthorized use of vehicles

Occupying or using vehicles during school hours without parental permission and/or school authorization.

41. Use of Wireless Communication Devices

“Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.

42. Other Just Cause

Other student misconduct not listed that are, however, as serious in nature as the above, may serve as grounds for disciplinary action.

Edgewood Middle School - Cell Phone Policy

Teaching students to use technology safely and appropriately continues to be a part of everyday learning; however, cell phones have proven to be a distraction in the classroom, a disruption to the educational environment and are detrimental to the learning environment.

Therefore, students will not be allowed to carry or use cell phones during the school day at Edgewood Middle School. Phones are available in the offices should a student need to contact their parent/guardian. Additionally, if a parent/guardian needs to get a message to a student, they may do so by contacting the main office. If a student brings a cell phone to school for after school use, it will be the student's responsibility to ensure that their cell phone remains powered off and is stored in their locker or their backpack during the school day.

Expectations for Storage of Cell Phones (if brought to EMS):

- Devices are REQUIRED to be powered off and stored inside the student's locker or backpack and must remain powered off and in the locker or backpack until the end of the school day.
- EMS is not responsible for any lost, damaged, or stolen devices.
- Students are not allowed to carry cell phones in their pocket and/or use their cell phones during the school day.

Consequences for misuse:

Should a student choose to violate the EMS Cell Phone Policy, the following will occur:

- **1st offense:** The device will be confiscated and turned into the main office. The student may pick up the device from the main office at the end of the school day. The student will receive a one hour after-school detention. A notification will be emailed home.
- **2nd offense:** The device will be confiscated and turned into the main office. A parent/guardian will be required to pick up the device from the main office. The student will receive a two hour after-school detention. A notification will be emailed home.
- **3rd offense:** The device will be confiscated and turned into the main office. A parent/guardian will be required to pick up the device from the main office. The student will receive (2) two hour after-school detentions. The student will lose the privilege to carry a cell phone on campus for the remainder of the school year. A notification will be emailed home.
- **4th offense:** The device will be confiscated and turned into the main office. A parent/guardian will be required to pick up the device from the main office. The student will receive a one day out-of-school suspension for insubordination. A notification will be mailed home.
- **5th and subsequent offenses:** The device will be confiscated and turned into the main office. A parent/guardian will be required to pick up the device from the main office. The student will receive a three day (or more) out-of-school suspension for insubordination. A notification will be mailed home.

Certain infractions will result in students immediately losing the privilege to carry a cell phone on campus. This penalty will be decided by school administrators and includes, but is not limited to, infractions such as:

- Taking photos/videos or recordings of students or staff without their knowledge and/or permission.
- Videotaping a fight will result in a minimum of three day out of school suspension.
- Using a cell phone in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated.
- Using a cell phone to transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, (including, sexual orientation/transgender identity) disability, age, religion, ancestry, or political beliefs.
- Using a cell phone to engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, emails or other material of a sexual nature in electronic or any other form.
- Using or possessing a cell or electronic device during testing or other student assessments.
- Refusing to give the device to a school official who requests it.

PBIS (Positive Behavior Intervention and Supports)

At EMS we strive to promote the skills and behaviors that will ultimately help our students succeed both in and out of the classroom. We do this by both acknowledging and rewarding positive behaviors and by educating our students on social skills and appropriate behaviors for the professional world.

We expect our students to be:

- Respectful
- Responsible
- Safe
- Be Together/Be Kind

Our Student Matrix for Behavior Expectations can be found below:

Expectations→ School Settings↓	Be Respectful	Be Responsible	Be Safe
Hallways/ Lobbies	 Use quiet voices  Respect others' personal space  Use appropriate language	 Have a Hall Pass when needed  Be aware of your surroundings  Arrive to class on time	 Walk at all times  Do not open outside doors for anyone  Keep hands and feet to yourself
Cafeteria	 Use table manners  Pick up your area  Speak to others in a positive manner	 Use an inside voice  Keep your hands to yourself	 Stay in your seat unless you raise your hand and ask an adult  Follow all directions given by cafeteria personnel
Restroom	 Help keep the bathroom clean  Do not vandalize the bathroom  Give others privacy	 No electronic device use in the bathroom  Keep your hands to yourself	 Wash your hands  No horse play

Arrival/Dismissal	<ul style="list-style-type: none">  Respect personal Space (keep hands, feet, and objects to self)  Speak in quiet/indoor voices 	<ul style="list-style-type: none">  Be on time  Walk directly to your destination  Follow directions given by the hall monitors and bus drivers 	<ul style="list-style-type: none">  Stay on the sidewalks and use crosswalk  Be aware of your surroundings  Wipe your feet when entering the building
Bus	<ul style="list-style-type: none">  Listen to the bus driver at all times  Use appropriate language 	<ul style="list-style-type: none">  Watch for your stop  Keep track of your personal items  Follow all bus rules 	<ul style="list-style-type: none">  Keep back against seat and feet out of aisle  Remain in your seat  Report unsafe behavior to the driver