

**WATERLOO
SCHOOL
DISTRICT**



**PUPIL
TRANSPORTATION
SERVICES
HANDBOOK**

751 – PUPIL TRANSPORTATION SERVICES

In the Waterloo School District, access to school bus transportation is a privilege, not a right. Eligibility for District-provided transportation is limited to students who meet one or more of the following criteria:

1. Reside 2.0 miles or more from school in a manner as required by Wisconsin Statutes.
2. Reside less than 2.0 miles from school in areas that have been designated as hazardous transportation areas by the sheriff of Dane, Jefferson or Dodge counties and have received DPI approval as such.
3. Reside less than 2.0 miles from school and are in early childhood through third grade.
4. Reside within the District and have an Individual Education Plan (IEP) that requires transportation services.

Students attending private schools located within the District or up to five miles outside the District boundary lines shall be eligible for transportation privileges in the same manner as students attending the public schools. The District recognizes its legal authority to provide for parents/guardians an alternative transportation contract per State Statute 121.54, 121.55 and 121.555 where it is in the best interest of the District.

Eligible students will be transported from and to the nearest point where private driveways intersect with town, county, state or federal roads. In the case of dead end roads, the Board will determine the advisability of their use as bus routes. The Board reserves the right to request that students collect at prearranged points in order to reduce the number of stops and save time. Bus stops in all cases will be arranged consistent with good safety practices and efficient operational procedures.

The responsibility for the daily operation, enforcement, and administration of the pupil transportation system shall be delegated from the School Board to the District Administrator. The District Administrator shall also act as liaison between the administrative staff, bus contractor, and citizens of the district in resolving transportation problems that might arise in the implementation of transportation policies.

Each school principal is delegated the responsibility for the safety and discipline of the students from the time they board the bus until they leave the bus for home. They are also responsible for such other areas as outlined in the Pupil Transportation Services Handbook.

The bus contractor is responsible for insuring that vehicles and drivers used in transporting pupils follow the rules and regulations adopted by the Federal Government, the Wisconsin Motor Vehicle Department, the School Board and negotiated Bus Contract. The responsibility of the principal for the safety and discipline of pupils shall be delegated to the bus contractor, and subsequently the bus driver, when pupils are in transit, unless the pupils are accompanied by a chaperon or other competent adult in charge.

LEGAL REF.: Sections 115.76(5) Wisconsin Statutes

121.51 - 121.57
1994 Annual Meeting Minutes

APPROVED: October 1991

CROSS REFERENCE: Pupil Transportations Services Handbook

REVISED: August 1996, May 1997, April 1999

REAFFIRMED: January 2005

PROCEDURE 751 – BUS TRANSPORTATION

- I. Responsibility for the Transportation System
 - A. The responsibility for the operation of the school transportation of pupils rests with the School District.
 - B. The responsibility of students using school buses rests with the parents or guardian until the students actually board the bus for school and after the students get off the bus on a return trip.
 1. Misbehavior of any kind will not be tolerated.
 2. Pupils who misbehave can be denied the privilege of riding on the bus.

- II. Special Transportation Trips
 - A. Transportation will be provided for student groups only if said trip had previously been listed as a planned budgetary expenditure or if special arrangements have been made with the principal and there is money in the budget.
 - B. Any overnight trip must be approved by the Board of Education prior to signing up students.
 - C. The building principals or athletic director must approve all requests for special transportation prior to the time that the bus contractor is notified.
 - D. All requests for special trips must be submitted to and received by the bus contractor no later than three school days before the trip is to begin. In addition, the Pep Club must also give specific requirements by 1:00 on the day of the activity. All requests for transportation will be accepted on a first come basis, except activities scheduled on a regular basis.
 - E. In case of cancellation, the bus contractor must be notified at least twenty-four hours prior to the scheduled departure time. Failure to notify the bus contractor will result in the activity being charged for the bus service even though it was not used.
 - F. Standards of conduct on co-curricular trips shall be established by the building principals and bus company and enforcement lies with the chaperon supervising the trip.

Bus Transportation

- G. Students making a co-curricular trip must return on the same bus unless the parent/guardian in the presence of a District employee signs a statement indicating that they will be transporting their child.
- H. Money collected to cover the cost of transportation must be turned over to the building principal forty-eight hours prior to the scheduled event.
- I. If a bus on a trip deviates from the designated point requested, the driver will note these deviations or stops on the trip ticket and the same will be initialed by the chaperon.
- J. Each month the bus contractor will bill the school district directly for special transportation. In turn, each activity will be charged to the appropriate account or the activity billed for their usage of the bussing.
- K. Transportation of Citizens to Co-Curricular Activities:

The Waterloo School District will provide the opportunity for transportation of citizens to co-curricular activities whenever transportation for such activities is provided to pupils and space is available. Transportation of students will receive priority.

Citizens provided transportation under this policy shall comply with all applicable school rules and with the directives of the chaperon. Noncompliance may result in the denial of transportation or other sanctions, as appropriate.

A fee sufficient to reimburse the district for the cost of providing such transportation shall be paid by the persons transported.

III. Regular Bus Transportation

A. Bus routes and schedules

- 1. All school bus routes and schedules will be approved by the District Administrator. Parents/guardians will be notified by newspaper, telephone and personal contact as appropriate no later than one week prior to the start of the school year. Routes will be posted as follows:
 - a. In school buses to which they pertain
 - b. In the office of the District Administrator
 - c. In the office of the contractor

Generally the length of time any one student would be required to remain on the bus, proximity of bus stops to students' residences, safe practice in bus operation, school schedules and other factors ensuring safety and reasonableness of operation shall be used to determine the routing of each bus and the location of pick-up and discharge points.

Bus Transportation

Should permanent changes in routes or scheduling become necessary during the school year, parents/guardians of students affected will be notified before the change takes effect.

2. Routes will be scheduled to minimize the number of times a bus must turn around, especially on heavily traveled roads or in hazardous areas.
3. Neighborhoods, country roads should be on the same route to minimize mileage. Attendance areas will be scheduled together.
4. The bus will cover all through roads past patrons' homes that have children attending Waterloo School District.
5. School buses shall not travel on private roads without District approval.

B. Bus Stops

1. The concept of first on, first off shall be implemented whenever possible.
2. Grades 4 year kindergarten through fourth will be picked up at home if the distance from the main through road is at least 1/4 mile.
3. Grades five through twelve will be picked up at home if the distance from the main through road is at least 1/2 mile.
4. Suitable driveways and turnarounds must be available. Any driveway or turnaround in doubt must be approved by the District.
5. Patrons with unsuitable driveways or turnarounds will be notified in writing. When these deficiencies have been corrected, the District should be notified at which time the areas will be examined and approved or disapproved.
6. Students are expected to be at the bus stop prior to the designated pick-up time. Buses are expected to stop at all pick-up points, and the driver is instructed to look for students approaching the stop. If students are occasionally late, but can be seen by the bus driver, the bus must wait. If students are habitually late, parents will be so informed.
7. The District will consider individual situations that are not in compliance with the above stated procedures.

IV. Transportation To Child Care Provider

- A. Parent(s)/guardian(s) of children who are otherwise eligible for transportation to and from school may request to have their child(ren) transported to a child care provider, under Wisconsin Statute 121.54(2)(am). Requests will be processed and honored contingent upon the following qualifications and conditions:

1. Child care provider's residence must be more than 2.0 miles from the school of attendance except in locations previously identified as hazardous areas qualifying for bussing.
2. Existing current bus route must go past child care provider's residence or designated bus stop: the bus will not add mileage to its route.
3. Requests received on or prior to the scheduled student registration day will be guaranteed a ride provided the conditions in items 1 and 2 above are fulfilled. Approval of requests received after the scheduled student registration day will be conditioned upon whether there is room on the bus initially and whether there continues to be room. This privilege may be denied if additional children move into the 2.0 mile plus limit or if there should be a shift in pre-scheduled rider patterns during the year. In the event of displacement, last students accepted for ridership would be the first displaced.
4. Only two changes of child care provider will be accepted during any one school year, except when there are extenuating circumstances and then only with special approval. Each change will require filing a new request with the bus contractor.
5. Requests for transportation to and/or from child care provider's home must be renewed each school year.

V. Private and Parochial School Transportation

A. General Procedure

1. The Waterloo School District will pay up to the maximum transportation aids provided by law for all students attending private and parochial schools located up to five miles beyond the boundary lines of the District on personal request to the District.

B. Notification by private schools

1. No later than May 15 of each year, each private school shall notify the School Board of the names, grade levels and location of all pupils, if any, eligible to have transportation provided by the School Board under Wisconsin State Statutes 121.54 (3)(4) and planning to attend such private school during the forthcoming school term.

VI. Student and Parent Responsibilities

- ##### A. Pupils will ride on assigned buses.

- B. Parents/guardians must specify **one** bus route location where they want their child(ren) picked up, and **one** bus route location where they want their child(ren) to be dropped off after the school day.
- C. Parents/guardians should inform the CARRIER when their child(ren) will not be riding the school bus.
- D. Parents/guardians may make four (4) alternate transportation requests per school year for each child in their family by submitting an Alternate Transportation Request Form (Exhibit A) to the school office containing the following information: (1) Full name and grade level of student; (2) Full name and phone number where the parent/guardian can be reached; (3) Date for which alternate transportation is requested; and (4) Adult name, address and phone number of the residence where the student will be transported. Requests with incomplete information will be denied. Alternate Transportation Request Forms may be obtained in the school. Requests must be made at least one full day in advance to the student's school office. Parents/guardians assume full responsibility for students being transported with an Alternate Transportation Pass. The school office will issue an Alternate Transportation Pass for the student to board the designated bus. The student will give the Alternate Transportation Pass to the bus driver when boarding the bus.
- E. Students who abuse the alternate transportation request system will be dealt with in accordance with the Discipline Procedures.
- F. All requests for other arrangements will be denied unless a verified short-term emergency circumstance exists.
- G. Requests for short-term emergency or special transportation arrangements shall be made to the District Administrator, who will schedule a conference with the parent/guardian and bus contractor to discuss and consider the request.
- H. Please provide any health information Kobussen may need for your child(ren) regarding Allergies/Diabetes etc. and include current Individual Health Plan. It is the parent's responsibility to provide medication administration information to bus staff as needed.

VII. Bus Rider Rules and Regulations

- A. A school administrator or bus driver has the authority to assign riders to designated seats.
- B. Previous to loading (on the road and at school)
 - 1. Be on time at the designated bus stop.
 - 2. If there is no sidewalk or path, it is recommended that you walk on the side of the road facing traffic to get to the bus stop.

3. Stay off the road at all times while waiting for the bus. Conduct yourself in a safe manner while waiting for the bus. Do not cross the road to board the bus until given a hand signal by the driver.
4. Wait until the bus comes to a complete stop before attempting to enter the bus. Line up in an orderly fashion in single file.
5. Do not move toward the bus at the school loading zone until the bus has been brought to a complete stop.
6. Use the handrail and watch your step when boarding the bus.
7. Be courteous. Don't take advantage of younger children in order to get a seat.

C. While on the bus:

1. Obey the bus driver promptly and at all times. Refusal to obey the bus driver shall be sufficient reason for being denied transportation service.
2. Keep all limbs and head inside the bus at all times after entering and until leaving the bus.
3. Assist in keeping the bus sanitary at all times. Conform to the same standards of conduct and cleanliness that are expected at school.
4. Do not eat or drink on the bus at any time.
5. Do not transport hazardous materials or devices.
6. Do not divert the driver's attention by loud talking or laughing or by unnecessary confusion because it could result in a serious accident.

No boom boxes or other distracting toys and games are allowed to be used while on the bus.

7. Do not bring pets or live animals on the bus unless authorized to do so.
8. Treat bus equipment as valuable furniture. Damage done to seats or other bus equipment by the rider must be paid by the rider or his/her parents or guardians. Payment to the School District must be within one month from reported incident.
9. Never tamper with the bus or any of its equipment.
10. Leave no books, lunches, or other articles on the bus.
11. Keep books, packages, coats, and all other objects out of the aisles.

12. Remain in the bus in case of road emergency, unless directed to do otherwise by the driver.
13. Do not throw anything out of the bus window.
14. Always remain in seat while bus is in motion.
15. Always be courteous to fellow pupils, the bus driver, the driver's assistants and to passers-by.
16. Keep absolutely quiet when approaching a railroad crossing stop and until the bus is safely across the tracks.
17. Use appropriate language. Profane or indecent language will not be tolerated from anyone.
18. Follow the "jump-seat" method of unloading buses. The driver will fully explain the procedure to riders as necessary.
19. Tobacco products are prohibited.

D. After leaving the bus:

1. When necessary, cross the road only after checking to be sure no traffic is approaching and after receiving the hand signal from the bus driver to cross. Cross at least 10 feet in front of the bus.
2. Help look after the safety and comfort of small children.
3. Be alert to the danger signal, which is a steady blast on the horn, from the driver.

VIII. Discipline Procedures

A. The driver is responsible for controlling the bus riders. They must obey the driver promptly and at all times. To handle cases of misconduct as outlined in "Bus Rider Rules and Regulations," the following procedures will be followed:

1. The driver will fill out a misconduct report. This report must be given to the school office within 48 hours of the offense. The misconduct report shall at least state the date of the offense, student's name, offense committed and driver's signature and route number.
2. The following action will follow the issuance of a misconduct report:
 - a. First Offense - the school principal will inform the parent/guardian of the offense and discuss what disciplinary measures the parent/guardian and

school official deem necessary to correct the situation. This may include denial of transportation for a maximum of three (3) days.

- b. Second Offense - the school principal will inform the parent/guardian of the offense and the student could be denied transportation for a maximum of three (3) days.
- c. Third Offense - the school principal will inform the parent/guardian of the offense and the student may be denied transportation for three (3) days. Parent and student will be required to meet with District Administrator to be informed of possible Board action.
- d. Fourth Offense - the school principal will inform the parent/guardian of the offense and recommend to the District Administrator that the offense be referred to the School Board for a hearing with a possible suspension of riding privileges.

B. Parents/guardians and students have the right of due process in any of the above actions.

IX. Responsibilities of the School Bus Driver

A. General Regulations

1. Observe all requirements listed by the Motor Vehicle Department and state laws.
2. Give safety and health of the bus riders first consideration at all times.
3. Follow a strict time schedule but never sacrifice safety to maintain the time schedule.
4. Set an example by dignified personal behavior and cleanliness and maintain the respect and obedience due the driver from all pupils.
5. Be courteous to other drivers. Drivers are teaching by the examples set for the riders.
6. Never (a) leave the bus while motor is running and passengers are on the bus; (b) fill the gasoline tank while students are on the bus; (c) drive backwards on or near school grounds; (d) allow anyone except pupils and those authorized to ride on the school bus; (e) transport merchandise or other loads except property of the passengers or the School District when transporting students.
7. Keep bus aisles clear of lunch boxes, band instruments, etc.
8. Pick up and discharge pupils only at designated bus stops or loading zones.

9. Maintain order among the students at all times when they are being transported to and from school.
 - a. Always be patient, kind, but firm.
 - b. Report to the principal any unmanageable pupils.
 - c. Stop the bus when attempting to discipline pupils.
 - d. Never put a student off the bus.
 - e. Never strike a student.
 - f. Never use profane or indecent language within hearing of the pupils and tolerate none from them.
10. Remain with the bus until all pupils have been discharged.
11. Never exceed the posted maximum speed limit while transporting pupils.
12. Always comply with the instructions regarding school bus routes, schedules, and loading and unloading, and promptly file all reports required.
13. Always follow the Wisconsin Motor Vehicle Department Order M.V.D. 516 which specifies that when children are obliged to cross the driver SHALL make sure the road is clear before giving the hand signal allowing children to cross and the bus shall not proceed until children are safely across the street or highway. Instruct your riders to be on the lookout for themselves, but you are required to remind them frequently relative to the above regulations.
14. Drive with due consideration for the efficient and economical operation of the pupil transportation system.
15. Keep bus riders out of the back seats on foggy and slippery days as long as possible to avoid pupil injury in case of rear end collisions.
16. Always anticipate danger and drive accordingly. Be alert. A school bus driver can never afford to take any chances with his precious load.
17. Keep the bus clean inside and out.
18. Open the door of the school bus to discharge pupils only when the road is clear and no danger exists.
19. Instruct pupils crossing the highways to pass at least 10 feet in front of the bus.
20. Instruct bus riders not to step out on the highway beyond a point protected by the bus until the bus driver or school patrol signals that it is safe for them to cross.
21. Never use tobacco products on the school bus.

X. Role of the Bus Driver

- A. Preventive maintenance (to reduce risk potential) - The operator should "drive defensively" at all times. He/she needs to know how to carefully assess the conditions under which he/she is driving, and to be conscious of all factors around him/her---including the traffic on the road. He/she should always insist on discipline and good order on the part of the passengers. Rules governing student conduct on the bus shall be part of Board policy and shall be communicated to the riders. The operator must enforce these rules. If he/she needs assistance in this effort, he/she may involve the school principal.
- B. General preparedness (to reduce risk potential) - Each operator needs to see that the vehicle is equipped with functional safety equipment. Additionally, he/she should see to it that his/her emergency supplies (including first aid kits, flares and fuses or reflectors) are in ample stock. He/she should explain to the riders twice per year what the general procedures will be in the event of an accident.
1. Actual evacuation drills should be conducted for regular routes and co-curricular activities.
 2. At the beginning of each school year each operator will brief his/her riders as to operation of the safety equipment aboard the bus, including the two-way radio system for use in an emergency.
 3. Students will be shown the location and the use of the Bus Accident Emergency Instruction Card in the event the two-way radio system should become inoperable in an accident.
- C. Emergency Procedure
1. In the event of an accident, the driver is expected to stay with the bus. If the two-way radio system is inoperable, the driver should use a cell phone to call for help. If neither the two-way radio or cell phone are an option, the first motorist should be hailed and asked to process the instructions on the Bus Accident Emergency Instruction Card. The bus driver should apply limited first aid to injured parties. The injured should be kept comfortable until competent medical assistance can be provided.
 2. Students should be kept in the bus until help arrives, unless it is deemed wiser to evacuate the bus. If evacuation is conducted, it should be done according to the pre-arranged plan under driver supervision. Riders should be evacuated to the nearest safe and logical shelter away from the road. Students should never cross roads to an evacuation point if it can be avoided. If crossing is necessary, riders should cross as a single group. All riders must be accounted for.
 3. Flags, flares, fuses or reflectors should be appropriately spaced adjacent to the scene of the accident to warn oncoming traffic.

4. A relief bus will be called and instructed to transport all non-injured or only slightly injured riders to a designated holding area. These students must be held until clearance is given by a proper official. The relief driver should assist the school principal in the holding action.
5. After help arrives and everything is back to normal, the bus driver shall assist in filing all necessary accident and insurance reports and give a complete account of the accident to the District Administrator. No publicity release or statement to the media shall be made by the driver until clearance is given by the District Administrator.

XI. Role of District Administrative Personnel Following an Accident

- A. Upon notification of an accident, the District Administrator and/or, as appropriate, school principal should immediately go to the scene of the accident and assist the bus driver in all ways possible.
- B. Check to see that the sheriff or traffic police have been contacted; inquire if the relief bus has been contacted; help with limited first aid; help in evacuation of injured to a safe and comfortable location, and assist ambulance drivers.
- C. Get names of all students who were in the bus at the time of the accident. Note whether injury is apparent so information can be passed on to parent/guardian.
- D. Proceed to holding station and talk with students who were on the bus. If students appear to be injured even slightly, attempt to get local medical personnel to come to examine them. If doctors are unavailable to come to the holding station, assist in taking presumed injured to a doctor's office or hospital for check-up and clearance. Follow the parents'/guardians' preferences for medical attention to the extent feasible.
- E. Give names to school secretaries and instruct them to call parents/guardians to inform them where students are being held and if their student was presumed injured. Obtain waiver from parents/guardians to take injured rider to nearest local medical center, doctor or hospital or to have local doctors check the student on the spot.
- F. Order release of all riders not injured and give instructions to relief bus driver.
- G. With regard to students insisting they have no injuries, solicit and follow the specific desires of the contractor's insurance company. It is likely the insurer will want every bus occupant examined by a doctor. If not, a form note should be sent to the parents/guardians indicating their right to have their child examined within a specified period of time.
- H. Direct all media or insurer inquiries to the District Administrator.

APPROVED: October 1991

CROSS REFERENCE: Pupil Services Transportation Handbook

REVISED: August 1996, April 1999, July 2004

POLICY 443.7 - BULLYING PREVENTION

The Waterloo School District believes that a safe, secure and respectful environment is needed to maintain high academic standards, to promote healthy human relationships and to facilitate student learning. Bullying has a harmful social, physical, psychological and academic impact on victims, bystanders, and bullies. The school district consistently and vigorously addresses bullying in school buildings, on school grounds, in school buses and at school-sponsored activities to prevent disruption to the learning environment and learning process.

Definition

Bullying is deliberate or intentional behavior using words or actions intended to cause fear, intimidation or harm and involves an imbalance of power between the bully and the bullied. Bullying may be repeated behavior motivated by an actual or perceived distinguishing characteristic, such as, but not limited to age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or cognitive ability or disability; and social, economic or family status.

Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or the internet – also known as cyber bullying)

Prohibition

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the school district including public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision.

Procedure for Reporting

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal or his/her designee.

Any other concerned individual, including a student who is either a victim of the bullying or is aware of the bullying, is encouraged to report the conduct to the building principal or his/her designee.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

Retaliation

There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

Procedure for investigating reports of bullying

The school principal or his/her designee will collect information and conduct an investigation of the reported bullying to determine the facts and the seriousness of the report. Parents and/or guardians of each pupil involved in the bullying will be notified. The district shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

Sanctions and supports

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the school district administration and/or school board may take disciplinary action, including suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. Pupil services staff will provide support for the identified victim(s).

Disclosure and Public Reporting

The policy will be distributed annually to all students enrolled in the school district, their parents and/or guardians and employees. It will also be distributed to organizations in the community having cooperative agreements with the schools. The school district will also provide a copy of the policy to any person who requests it.

Records will be maintained on the number and types of reports made and sanctions imposed for incidents found to be in violation of the bullying policy.

An annual summary report, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior, shall be prepared and presented to the school board. The annual report will be available to the public.

LEGAL REF.: Sections 118.46 Wisconsin Statutes
 947.0125
 118.02 (9t)

CROSS REF.: Policy 363 – Acceptable Use of Computers, Networks, Electronic Mail and
 Internet
 Policy 411 – Equal Education Opportunities (Student Nondiscrimination)
 Parent/Student Handbooks
 Pupil Transportation Services Handbook

APPROVED: August 2010

EXHIBIT 751 – ALTERNATE TRANSPORTATION REQUEST FORM

WATERLOO SCHOOL DISTRICT
*****Limited to 4 Requests Per Student Per School Year*****

Student _____ (First) _____ (Last) _____ Grade Level _____

Today's Date _____ Parent/Guardian _____
can be reached at telephone _____ today

Currently Rides Route Number _____ Will Be Riding Route Number _____
(Date)

ROUTE CHANGE INFORMATION:
_____ has my permission to change
bus routing and be dropped off/picked up at:
(Circle One)

(RESIDENCE GOING TO:)

Adult: _____

Address: _____

Phone No.: _____
Home Work

(Parent/Guardian Signature Required)

(School Personnel Signature Required)

Exhibit A to Procedure 751-Bus Transportation

7/96, Rev. 3/99, 2/04

The Waterloo School District is committed to a policy of nondiscrimination on the basis of sex or sexual orientation, race, age, religion, national origin, ancestry, creed, pregnancy, marital or parental status, physical, mental, emotional or learning disability, or handicap, political affiliation, color, arrest or conviction record, military status, homelessness, or any other factors provided for by state or federal laws and regulations. Discrimination complaints shall be processed in accordance with established procedures.

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(RESIDENCE GOING TO:)

Adult: _____

Address: _____

Phone No.: _____
Home Work

(Parent/Guardian Signature Required)

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