

BUS SAFETY POLICY

Transportation Changes. Any change in transportation must be made no later than 11:00 AM the morning of the request. The appropriate forms must be submitted to the main office. For example, if a student is not taking the bus home and is getting picked up by a friend/ relative the office must be notified not later than 11:00 AM.

Guidelines

Bus Behavior. Students who take a school bus are expected to act responsibly and respectfully at all times. **The Student Code of Conduct and Policies apply whenever a student is on a school bus.**

- The Principal will contact any parent or guardian whose child fails to act responsibly and respectfully on the bus.
- The Principal will impose the appropriate consequences for the misbehavior.

Students must:

- Be at the bus stop 5-10 minutes prior to the scheduled time.
- Cross in front of the school bus when crossing a street.
- Keep buses clean, sanitary, and orderly.
- Obey bus drivers, as they are in full charge of buses and pupils while in transit.
- Always ride seated in an assigned seat facing the front of the bus.
- Never cause damage to the school bus and report any damage to the driver. Any student disfiguring or mutilating a bus will be required to pay for the damage and may be denied further use of buses.
- Never get off the bus at any stop other than their own assigned bus stop, unless they have written permission from their parents.
- Never fight, scuffle, or incite any disturbance creating a hazard to the safety of others on the bus.
- Never use obscenities or profane language on the school bus.
- Not extend arms or head out of the bus window at any time.

The bus driver will make referrals for discipline. Westinghouse Arts Academy Charter School will investigate each referral and impose appropriate consequences. Possible consequences include:

- First Referral – Bus Discipline Letter
- Second Referral – 1 day bus suspension
- Third Referral – 3 day bus suspension
- Fourth Referral – 5 day bus suspension (Parent Conference will be scheduled before the child is permitted to ride the bus.)
- Fifth Referral – 10 day bus suspension (Parent Conference will be scheduled before the child is permitted to ride the bus.)
- Sixth Referral – Loss of bus privileges for the remainder of the school year.

Westinghouse Arts Academy Charter School reserves the right to impose appropriate consequences depending on the severity of the situation.