



HUNTINGTON BEACH CITY SCHOOL DISTRICT

8750 Dorsett Dr., Huntington Beach, CA 92646 (714) 964-8888

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August 23, 2019

Dear Parents/Guardians:

The Huntington Beach City School District charges parents to transport students to and from the various schools in our district. The fees collected by this program cover a portion of the total cost of transportation. If adequate funding is not available from the State, the transportation expenses will be re-evaluated. According to Education Code Section 39809.5, a district is only able to charge up to the difference between transportation income and expenses.

The basic charge per student is \$224.00 per semester. Methods of payment include cash, money orders, or personal checks. If your student qualifies for free or reduced lunch, he/she will qualify for a reduced fee for a bus pass. **To qualify for a reduced bus pass fee, you must submit a copy of your 2019/2020 approval letter from your lunch application.** The bus pass fee for those who qualify for a free lunch is \$30.00 each semester. A bus pass application is attached in English and Spanish along with the proposed bus stops. **Please submit your application between 8:00am-4:00pm.**

All applications received after September 21, 2019 will be charged an additional \$25.00 late fee per family application.

Students are expected to comply with all policies and procedures of the Huntington Beach City School District. The current rules are attached.

Completion and submission of the attached application, and all applicable fees, will ensure that your child will continue to have district-provided transportation starting with the first day of school on September 5, 2019. If the application and fees are not received by October 4, 2019, then your child will no longer be eligible for district-provided transportation.

There is valuable information contained in the pages that follow. Please read this packet carefully. We have attached a lunch application in English and Spanish in this packet. For questions, please call (714) 378-2090. Please submit your applications to your home school or the District Office (address listed at the top of this letter).

Sincerely,

Angela Robertson
Transportation Department

“We Are An Equal Opportunity Employer”

HUNTINGTON BEACH CITY SCHOOL DISTRICT

Bus Application 2019-2020

First Semester: September 5, 2019 – January 31, 2020

1. Information about Parent/Guardian:

Parent/Guardian Last Name	First Name	Home Phone
Home Address AND P.O. Box (if applicable)	Apt #	City / Zip Code
Work Phone		
After School Care Provider Name (MUST SIGN BACK)		Child Provider Phone
After School Care Provider Address (AM only, PM only, or Both)	Apt #	City / Zip Code

2. Information about Students and Passes:

Student #1

Student Last Name	Student First Name	Student Middle Name	Grade (REQUIRED)
School (REQUIRED)			Bus Stop (REQUIRED)

Type of Pass (Check One)

- I qualify for a Regular Bus Pass. (\$224)
- I qualify for a Reduced Lunch and have a SIGNED approval letter for 2019-2020 attached. (\$112)
- I qualify for a Free Lunch and have a SIGNED approval letter for 2019-2020 attached. (\$30)

Student #2

Student Last Name	Student First Name	Student Middle Name	Grade (REQUIRED)
School (REQUIRED)			Bus Stop (REQUIRED)

Type of Pass (Check One)

- I qualify for a Regular Bus Pass. (\$112)
- I qualify for a Reduced Lunch and have a SIGNED approval letter for 2019-2020 attached. (\$56)
- I qualify for a Free Lunch and have a SIGNED approval letter for 2019-2020 attached. (\$30)

Student #3

Student Last Name	Student First Name	Student Middle Name	Grade (REQUIRED)
School (REQUIRED)			Bus Stop (REQUIRED)

Type of Pass (Check One)

- I qualify for a Regular Bus Pass. (\$112)
- I qualify for a Reduced Lunch and have a SIGNED approval letter for 2019-2020 attached. (\$56)
- I qualify for a Free Lunch and have a SIGNED approval letter for 2019-2020 attached. (\$30)

Additional Students in Family (\$30 Processing fee for each additional child)

#4

Student Last Name	Student First Name	Student Middle Name	School	Grade
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#5

Student Last Name	Student First Name	Student Middle Name	School	Grade
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TOTAL TRANSPORTATION FEES PAID (Please write total amount of charges here)

\$

***A late fee of \$25 will be assessed for applications received after September 21, 2019.**

3. Instructions:

Please bring **COMPLETED application, SIGNED lunch approval letter** and your **payment** for each student to:

- 1) Your student's home school **OR**
- 2) The District Office

The District Office is located at:
8750 Dorsett Dr.
Huntington Beach, CA 92646

****Bus passes will be given to the bus drivers for distribution****

4. Method of Payment:

CASH – if paying with cash, **EXACT CHANGE** is required as the District Office cannot make change.

CHECK or MONEY ORDER – made payable to H.B.C.S.D. Transportation

PLEASE NOTE: HBCSD will assess a fee of \$23.00 for returned checks.

5. Lost Passes:

After the original pass has been issued, the replacement pass is \$10.00 each. (**CASH ONLY**)

6. Certification:

I certify that the above student(s) has (have) my permission to participate in the Huntington Beach City School District Student Transportation Program. ***Transfer students are not eligible for transportation at this time.*** The stated information is correct and verifiable by school officials. I understand that there are **NO REFUNDS** on regular passes unless the family moves out of the district or into a walking area, and that the discounted passes are **not refundable, replaceable, or exchangeable.**

Signature of Parent: _____ **Date:** _____

When signed below, this person has been given the total responsibility for the children named above on the application. The parent authorizes them to act as a guardian until revoked in writing.

Child Care Provider: _____ **Date:** _____

**Huntington Beach City School District
Transportation – Bus Passes
8750 Dorsett Dr.
Huntington Beach, California 92646**

August 23, 2019

To: Parents and Guardians

Proposed Bus Stops for 2019-2020 School Year

Dwyer Middle School ONLY

Admiralty @ Grimaud
PCH @ Broadway
PCH @ Coral Cay
5th @ Pacific N/S
19th @ Pacific N/S

Perry Elementary School ONLY

Delaware @ Del Way (East)
Delaware @ Huntcreek
Florida @ Shaffer
Huntington @ Clay

Peterson Elementary School ONLY

Atlanta @ Delaware
Delaware @ Memphis
Florida @ Jay
Huntington @ Wichita

Smith Elementary School ONLY

Admiralty @ Grimaud
PCH @ Broadway
PCH @ Coral Cay
5th @ Pacific N/S
19th @ Pacific N/S

NOTE: All the above Bus Stops are Subject to Change or Cancellation. Please Contact transportation directly (714) 378-2090 with any questions about these stops.

STANDARDS OF CONDUCT – BUS TRANSPORTATION

Bus Stop Conduct

1. Students should be waiting at the bus stop five (5) minutes prior to the scheduled bus arrival.
2. Students should line up in an orderly manner beginning 12 feet away from the point where the bus will stop. They need to stand away from the curb or road and face the bus as it approaches. **DO NOT PLAY IN THE STREET.**
3. Students are to respect the property adjacent to bus stops and conduct themselves in an orderly manner while waiting for the bus and when returning home after departing the bus.
4. Students are not to move toward the bus for boarding until the bus stops and the door is opened.
5. Students are expected to refrain from pushing or crowding towards the door entrance.
6. In order to maintain schedules, parents are asked not to engage in extended conversation with the driver while he/she is at the bus stop. The transportation office should be contacted if the parents wish to discuss the transportation service. **The transportation office can be reached at (714) 378-2089.**

Discipline Procedures

The Huntington Beach City School District offers students home to school transportation. The Board has adopted rules and regulations relating to safe riding practices for pupils transported in school buses. According to State Law (5 CAC 14103), pupils transported in district buses shall be under the authority of and responsible to the bus driver. The bus driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across the street. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation.

The goal of discipline is to achieve a change in student behavior. Administratively, the driver and the school may use a variety of informal techniques to gain safe student behavior. If the behavior on either a first incident or repeated incidents endangers the students, driver and/or bus, the loss of opportunity to ride the bus will be enforced. The following sequence of disciplinary steps will be enforced:

	<u>Grades K-5</u>	<u>Grades 6-8</u>
1 st Notice	Letter to Parents	Letter to Parent
2 nd Notice	Letter /Conference	5 day riding suspension
3 rd Notice	5 day riding suspension	10 day riding suspension
4 th Notice	10 day riding suspension	Deny transportation
5 th Notice	Deny transportation	N/A

PROFANITY, DEFACING THE BUS, OR FIGHTING SHALL BE GROUNDS FOR IMMEDIATE SUSPENSION.

General Bus Rules

1. Unruly conduct on the bus **will not be permitted.**
2. All passengers shall remain seated while the bus is in motion (13-CCR-1217).
3. Students must board and leave the bus at their regular stop(s) unless they present written permission **from the school office** giving permission to do otherwise.
4. The use of profanity, vulgarity, or obscenities shall result in suspension of bus transportation.
5. Destruction or defacing of the school bus by any child shall result in expulsion from transportation and restitution from his/her parents.
6. **ABSOLUTELY NO GLASS ITEMS, ANIMALS/INSECTS OR SKATEBOARDS** are permitted on the bus.
7. While on the bus, all portions of the body must be kept inside the bus.
8. Loud talking, shouting, and singing is prohibited.
9. Students must sit facing forward, with arms and legs out of the aisle.
10. No eating or drinking (this includes chewing gum) while on the bus.
11. Neither trash nor other articles shall be thrown out of the bus windows.
12. Students are encouraged to bring items to recycling drives but must be able to hold those items, as well as books and lunch, on their laps. Please ensure no leaks.

Parental Responsibilities

1. If a student misses the bus, whether in the A.M. or in the P.M., the parent is responsible for the child's transportation.
2. The parent or guardian of any pupil shall be held liable any acts of vandalism to the bus.
3. Parents will be expected to cooperate with school authorities regarding their child's behavior.
4. Parents of children who ride the Special Education Bus are responsible for notifying the Transportation Department when their child will not be riding the bus. If your child does not ride the bus for three (3) days, the driver will not return until you have requested the Transportation Department to return for your child.
5. If parents choose to meet their child at the bus stop, they need to be there five (5) minutes prior to the bus scheduled arrival. The bus schedule does not allow the drivers to wait for tardy parents nor to return the child immediately to the school.

REMINDER

The Transportation Department of the Huntington Beach City School District is concerned for the safety of your child as well as the safety of the other students on the bus. It is our goal to get all of our students to and from school in a safe and timely manner. Please remind your child to contribute to this effort by following the rules and by being careful in and around the school bus.