



## **Transportation Safety Guidelines**

Student safety and security is A.C.E. Academy's number one priority. We know you share our concern and appreciate your support. Please review the guidelines below and impress upon your child that it is absolutely necessary to follow the rules and to obey A.C.E. Academy Staff. It is very important that you review these rules and responsibilities with your child.

### **CAR RIDER GUIDELINES**

#### **Arrival/Dismissal:**

1. All car riders must be dropped off and picked up in the car rider line.
2. Parents may drop off their children in the car rider line 7:45am or after. The car rider line will operate in the mornings from 7:45am to 8:10am for K-4<sup>th</sup> grade students and 7:45am to 8:25 am for 5<sup>th</sup>-8<sup>th</sup> grade students.
3. Parents are asked to not enter our car rider line before 3:00pm for K-4<sup>th</sup> grade students and 3:30pm for 5<sup>th</sup>-8<sup>th</sup> grade students.
4. Car riders that arrive after 8:10am for K-4<sup>th</sup> grade students and 8:25am for 5<sup>th</sup>-8<sup>th</sup> grade students must be escorted inside the main entrance with a parent/guardian and will be marked tardy. Parents/Guardians must sign students in if student arrives late or they risk the possibility of students being marked absent.
5. Parents may sign their child out of school in the main office before 2:30pm. Any time after 2:30pm, parents are asked to pick up their child in the car rider line. This is to ensure students are safely dismissed and our main office is not over crowded during peak hours.
6. Car riders must be picked up by 3:30pm for K-4<sup>th</sup> grade students and 4:00pm for 5<sup>th</sup>-8<sup>th</sup> grade students. Students not picked up by the designated times will be sent to the After-School Program. Additional fees WILL apply (late fees incur at \$1 per minute. Parents are required to pay the late fee at the time the child(ren) is picked up).
7. The A.C.E. Academy Team will direct car rider traffic. Parents must follow the car rider line as directed. To ensure school safety, it is important that parents DO NOT SKIP THE LINE OR CUT IN FRONT OF OTHER VEHICLES.
8. Car riders must present their car rider number daily. This number is assigned to you and your child. Please take proper security measures to ensure unauthorized persons do not have access to your child's number. Parents/guardians must use the numbers provided and cannot create their own number in a different format. Parents/guardians without a car rider number must park in assigned VISTOR parking and sign their child out in our main office. (Each family receives 2 copies of the car rider numbers). There will be a \$5.00 replacement fee for a duplicate car rider number.
9. Students that are car riders must remain quiet during dismissal so that every child hears their number being called. Parents should help students remember car rider numbers.
10. There should be no eating in the car rider line. All paper, pencils, school supplies etc. should remain in each child's back pack.
11. All students must remain respectful of others in the car rider line. Bullying of any kind will not be tolerated.

Students will be given a warning each time they violate the school car rider rules. Any fighting or any physically violence incidents will result in immediate disciplinary actions from A.C.E. Academy.



## Transportation Safety Guidelines

### BUS RIDER GUIDELINES

(PARENTS ARE REQUIRED TO EXPLAIN BUS RULES WITH STUDENTS)

#### **General Safety:**

1. Students must obey the directions given by the bus driver or monitor, and school rules will be enforced at all times while on the bus.
2. Students must board and leave the bus at designated stops only.
3. Transportation Authorization Form is required before riding or making a change in a student's mode of transportation. Only students who are eligible to ride may be transported and must ride their assigned bus.
4. It is the responsibility of the parents to provide transportation if a child misses the bus.

#### **Bus Stop Conduct:**

5. Bus riders must be at the designated stop 10 minutes before the scheduled pick up time. In the afternoon, parents should be prepared for bus riders to arrive at the stop 10 minutes before and after the drop off time. Parents that consistently miss their child's stop will be required to enroll student in A.C.E. Academy's After-School Program.
6. It is the parent's responsibility to ensure a child arrives/leaves a stop and gets on or off the bus safely. Parents are also responsible to ensure students are waiting for the bus at the designated location in the morning. The bus driver will not wait for tardy students. Students are responsible for getting off at the right location in the afternoon (the bus driver will ensure younger students get off at their assigned stops).
7. Bus drivers will not release students without an **authorized** parent/guardian present. If an **authorized** parent/guardian is not at the stop, the child will be returned to school for afterschool care. Additional fees WILL apply.

#### **Conduct on the Bus:**

8. Students must sit in their assigned seats.
9. Students must be seated while the bus is in motion or stationary unless embarking or disembarking.
10. Quiet, polite talking will be used. Students must not make loud noises, such as yelling or screaming, or create distractions in any way.
11. Any fighting, pushing, punching or other inappropriate physical contact will not be tolerated. Students must not throw objects inside the bus or out of the windows. Students must not extend any objects, head, hands or feet out of the windows of the bus.
12. No eating is allowed on the bus.
13. There must be care and cleanliness for the interior of the bus.
14. Teasing, verbal harassment or other verbal annoyance will not be tolerated.
15. Students cannot play portable electronic games on the bus.
16. Students cannot write or draw while on the bus, however students may read on the bus.
17. Students must be seated immediately after boarding the bus and remain seated until getting off the bus.

Students will be given a warning each time they violate the school bus rules. Any fighting or physical violence incidents will result in immediate disciplinary actions from A.C.E. Academy.

#### **Discipline:**

Students can receive disciplinary action from the bus as follows:

1. The first offense student will receive a verbal warning.
2. The second offense student will be suspended from the bus for one to five days.
3. The third offense student will be suspended from the bus indefinitely.

**Offenses that occur that put students, other passengers or the driver in danger will suspend student off the bus immediately.** Other consequences aligned with A.C.E. Academy discipline program will be implemented to ensure student takes responsibility for his/her actions.