



Odyssey Charter School Student Bus Rules, Procedures and Electronic Use for the School Buses

This form must be turned in by ALL Students attending Odyssey Charter School 2018-2019

Please read this over with your student, sign and return ASAP

1. **Riding the bus is a privilege not a right.**
2. Students violating the Odyssey discipline policy and/or bus rules may receive both discipline consequences at school as well as temporary or permanent suspension of bus privileges.
3. When seats are assigned, students will remain in their assigned seat until the student reaches their assigned stop. By the end of the first full week of school all bus riding students will have an assigned seat.
4. Students not complying with the directions of the bus driver or any other Odyssey staff member aboard the bus will be subject to discipline policy and possible suspension of bus privileges.
5. Students may not eat or drink anything except water while on the bus.
6. Students must remain seated while the bus is moving and during all stops (except for their stop).
7. Students may not place any parts of their body outside the bus windows.

Bus Pick-Up/Drop Off Rules and Procedures

1. Odyssey will run scheduled bus routes with specific pick-up points.
2. Odyssey will not provide pick-ups or drop offs at individual homes or locations.
3. Students can only be dropped off or picked up from their assigned bus stops, **unless parent request was written.(see below for clarification)**
4. Any changes or deviations from the schedule, published route must be authorized by the Executive Director, Head of School or their designee.
5. Buses run on fixed schedules. Once they have reached their departure time, the bus will leave for its next stop.
6. Please plan to be at the bus stop location at least **five minutes** before pick-up and drop off.
7. Buses will not be held for late parents.
8. Parents of students riding the bus will be issued purple placards. Parents should meet the bus and hold up the placard for the driver in order for their student to be dropped off.
9. Parents should not remain in their vehicles when the bus arrives.
10. No vehicles may be left unattended at bus stop drop off locations.
11. Students should **NEVER** be behind the bus, please load from the front of the bus or door side only.
12. Parents or others picking up the student that do not have a purple placard will have to show ID and be on the Bus Emergency Contact List.
13. Multiple placards will be given to families. You may request and receive as many placards as you need.
14. Students in elementary grades will not be dropped off unless there is an authorized person present to pick them up.
15. Elementary school students may be escorted by middle school students who are also exiting the bus **ONLY** if parents/guardians complete a form in advance, authorizing such a drop off.
16. If a student misses the bus, parents will have to arrange transportation for the student to get to school.
17. Students that do not have an authorized form on file and who do not have an authorized person at the drop off point to pick them up will be returned to school.

18. Upon return to school, parents will be notified via phone and the student(s) will be placed into the After School Program. Parents will be charged the \$15.00 drop off rate per child due upon arrival.
19. Parents must communicate in writing or email to both their homeroom teacher and Kim DiGiulio in the front office if your child is not riding the bus the day of. If we do not receive a note or email, we will place your child on the bus. Kim's email is kdigiulio@odysseycharter-school.net.
20. Please also email Kim Digiulio with any changes you may have to the Bus Emergency Contact Sheet.
21. All and any bus changes have to be put in writing or email sent to both the homeroom teacher and Kim Digiulio at the front desk the morning the change is needed. **Changes need to be made by 1:00PM the day of.**

Electronic devices may be used on Odyssey School buses during field trips and activity trips (such as athletic events) at the discretion of the coaches and teachers as well as the bus driver.

The following provisions will govern the use of electronic devices:

1. Students wishing to use electronic devices on the bus MUST sign and have their parent(s) sign the bottom of this form indicating that they agree and understand the terms governing this privilege.
2. Odyssey accepts no responsibility for lost or damaged electronic devices, even those that were taken up from students for failure to follow the bus rules. The student assumes ALL risk if they choose to bring and utilize an electronic device while on the bus.
3. Students must wear ear buds if listening to audio.
4. Students must only wear 1 ear bud in their ear while listening to audio. NO sharing of ear buds allowed.
5. Students must turn off the audio and remove the ear bud while going over railroad tracks.
6. Students must turn off the audio and remove the ear bud when they are loading or unloading from the bus.
7. **Students will not be able to use Beats or other types of head phones that engage both ears.**
8. If the teacher or driver deems the audio to be too load, the student must turn it down if requested.
9. If the student does not turn the volume down to an acceptable level, the driver has the right to tell them to turn off the audio and discontinue using the device. Failure of the student to follow directions will be written up per Odyssey's regular discipline policy.
10. The driver may also ask the student to cease use of the electronic device for other reasons including, but not limited to its use distracting the driver, creating a disturbance on the bus, impeding order on the bus, creating a safety issue, or accessing inappropriate material.
11. Students accessing inappropriate material may be disciplined according to the Odyssey Discipline Policy.
12. Examples of inappropriate uses of electronic devices include accessing materials/communication, or sending, creating or posting materials/communications that are
 - a. Damaging to another person's reputation
 - b. Obscene
 - c. Threatening or demeaning to a person's Gender or race
 - d. Harassing
 - e. Abusive
 - f. Sexually oriented
 - g. Contrary to the school's policy on harassment
 - h. Illegal
13. **Students will not be allowed to make or receive phone calls on the bus, unless it is requested by the driver to call a parent/guardian.**



This signed form must be turned in by ALL Students attending Odyssey Charter School 2018-2019

Even if you are not riding the bus.

Children will not be allowed to go on field trips if this form is not signed.

After reading over and discussing the Bus Rules, Procedures and Electronic Uses with your child, please sign below.
Please turn in one form per child.

I have read and understand the rules regarding the use of Odyssey bus transportation and agree to abide by them. If my students and/or I do not abide by the rules, I acknowledge that my student may be suspended from bus privileges and possibly face other school discipline consequences. I understand and will abide by the provisions for the use of electronic devices on school buses as listed above. I further understand that any violation of the regulations could result in my access privileges being revoked and appropriate school disciplinary action and/or legal action being initiated.

Student's Name (print)

Student's Signature

Date

Parent's Name (print)

Parent's Signature

Date

