

Bus Transportation Selection Process and Procedure

OVERVIEW

Ivy Preparatory Academy provides centralized bus transportation to Ivy families to help with the daily commute to and from school. Ivy Prep Academy abides by “Addy’s Law”, [House Bill 409](#) when establishing the centralized bus locations. Due to the limited capacity per bus, the bus transportation selection process is based on a first come, first served method. All families who are interested in utilizing the bus transportation are required to complete an application per scholar. All families will be notified of the date and time the application will be released. Any scholar who is not selected during the initial process will be placed on a waiting list for their selected bus stop location. As space becomes available, families on the waiting list will be notified. Once notified families will have 48 hours to respond before their opportunity is given to the next scholar on the waiting list.

APPLICATION

- The application will be sent to all families electronically via ParentSquare
- If needed, hardcopy applications are available upon request and attached to the electronic notification. Hardcopy applications can be submitted via email to transportation@ivyprepacademy.org or dropped off at the school (timestamp recorded)
- An application is required to be submitted per scholar
- Completing the application does not guarantee seating for your scholar(s)
- All waivers and acknowledgements are included in the application, if you do not accept your scholar(s) will not be considered for bus transportation services

NOTIFICATION

Families will be notified of their scholar(s) status via email one week after the application is released. All siblings will remain together resulting in the same notification outcome.

A. Acceptance

- Scholar is confirmed to have a seat on the specified bus and frequency stated on the application
- Detailed bus location information will be provided with the notification

B. Waiting List

- Scholar does not yet have a confirmed seat on the specified bus and frequency stated on the application
- Based on the submission of the application, each family will be notified and provided detailed bus location information once space becomes available

INTEGRITY

Ivy Prep Academy trusts that families will abide by the bus transportation process and code of conduct. Showing up to an Ivy Prep Academy bus location with the intent of your scholar to utilize the bus transportation without formally being accepted will forfeit any potential opportunity for your family to use Ivy Prep Academy’s bus service for the school year.

 1807 Memorial Drive SE,
Atlanta, GA 30317

 404-622-2727

 www.ivyprepacademy.org

Bus Transportation Code of Conduct

OVERVIEW

Ivy Prep Academy and the school bus drivers exercise the ultimate authority regarding school bus operations and student safety on school buses. School bus drivers will report instances of bus-related student misconduct to school administrators, who are responsible for disciplining scholars who engage in bus-related misconduct. To maintain optimal bus operation and scholar safety, school bus drivers are authorized to assign designated seating to any bus-riding scholar if needed. Bus riders will be held to the same rules and regulations on the bus as they are when in the school building. Violations of the Bus Transportation Code of Conduct on the school bus may result in a scholar losing her bus privileges. There is Zero Tolerance for any infraction that involves physical contact on the bus. If a scholar loses her bus privileges due to misconduct, the parent is responsible for their transportation moving forward. For the safety of all scholars who ride the bus, scholars and parents are expected to obey the following rules:

1. Scholars must use only the bus and the bus stop assigned to them
2. Scholars must stay in their seats while the bus is in motion. Scholars may not reserve seats
3. Scholars must keep the center aisle of the bus clear at all times. Items such as book bags must not block the center aisle
4. Scholars must obey all bus safety rules and the directions of their bus driver
5. Scholars are not allowed to transport balloons, flowers, glass containers, or animals (dead or alive, including insects) on the bus
6. Scholars are not allowed to consume food or drink on the bus
7. Scholars must not litter inside of the bus, throw anything out of the window, or cause damage to the bus
8. Parents must monitor the safety and conduct of their scholar when they are en route to the bus stop, while waiting for the bus to arrive and when departing the bus stop
9. Parents must assist the school in teaching their children to observe safety rules while riding the bus
10. Parents must cooperate with the bus driver and the school to maintain discipline and safety on the bus
11. Parents must refrain from stepping onto a school bus
12. If there is a concern or question regarding bus transportation, please email transportation@ivyprepacademy.org
13. Scholars must keep all body parts inside the bus at all times
14. Nothing may be thrown into, within, out of, or at the bus
15. No scholar shall act in any manner that can possibly interfere with a driver's ability to safely drive the bus or another scholar's ability to ride the bus without harassment or loud distractions. Scholars must remain quiet at all railroad crossings. Scholars shall not use mirrors, lasers, flashing lights, camera flashes, or any other lights or reflective surfaces in a manner which might interfere with the operation of the school bus
16. Emergency doors and windows are to be used only at the direction of the driver

In addition to the rules listed above, Georgia law prohibits Scholars from committing the following acts while at the bus stop and/or riding a school bus:

- Bullying
- Physical assault or battery of persons on the bus
- Verbal assault of persons on the bus
- Disrespectful conduct toward the bus driver or other persons on the bus
- Unruly behavior
- Use of profanity or inappropriate language
- Using any electronic devices during the operation of a bus, including but not limited to, cell phones, pagers, audible radios, tape or compact disc players without headphones, or any other electronic device in a manner that might interfere with bus communications equipment or the driver's operation of the bus
- Using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the driver's operation of the bus
- Scholars must maintain silence at all railroad crossings until the driver has crossed and gives the all-clear

Any violation of the Code of Conduct occurring on any bus may have consequences of being suspended from riding on the bus in addition to any other discipline consequences set forth in the Code of Conduct.

COMMUNICATION

- All communications will be sent via ParentSquare
- If at any time there is a change in transportation methods, please utilize the Silent Dismissal App to update your scholar's dismissal expectation prior to 2:00pm. ***We are unable to follow guidance from a scholar***

PROCEDURES

- Parents or a designee must accompany their scholar(s) at the bus stop, for both drop-off and pick-up.
- All scholars are expected to be at bus stops by the scheduled time. Each bus will give a 7-minute grace period for families prior to bus departure from the stop. The grace period applies to both mornings and afternoons.
- Bus drivers must be able to see the adult or designee so that appropriate identification can be made. Please be at the bus stop five minutes prior to the bus arrival time.
- All bus transportation changes **MUST** be submitted via the Silent Dismissal App.
- In the event a parent, guardian, or designee is not present at the bus stop to receive them at the 7-minute grace period, the scholar(s) may be transported back to the school. Reoccurring tardiness (3) will result in revocation of bus privileges.
- After the third time the scholar is transported back to the school, the parent will be informed of the scholar's revocation of bus privileges for the remainder of the school year.
- If scholars miss the bus, parents are responsible for transporting their scholar to and/or from school.

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AT THE BUS STOP

- Scholars should be on time. The bus will depart 7 minutes after the scheduled pickup time
- Scholars should have all items in their book bags prior to getting on the bus
- Always drive with caution, speeding in bus stop areas is prohibited
- When the bus arrives the adult family member must walk the scholar to the bus (designated parking area ONLY)
- **Parents and/or individuals transporting scholars to/from the bus stop are required to park in the designated area outlined in the bus stop location information, failure to do so will result in revocation of bus privileges**

PARENT/ADULT CONDUCT

Boarding the bus is prohibited. All communication must be directed to school personnel only. Adult altercations are prohibited. Failure to comply will result in revocation of bus privileges for your scholar(s)

If a scholar misses the bus;

- Parents or scholars should NEVER chase after the bus, parents should drive the scholar directly to the school
- Parents or scholars should NEVER go to another bus stop; NEVER drive the scholar to another bus stop

If, during a bus trip, any scholars become unruly or two (2) or more scholars become involved in a fight or create a disturbance, the driver will prioritize safety and communicate the situation immediately. The following approach will be used to handle bus incidents;

DISCIPLINE

“3 Chances of Greatness” Approach will depend on violation.

- 1st Chance: Call and email to parents
- 2nd Chance: In-person/Virtual conference with parent(s) and scholar(s)
- 3rd Chance: Suspension from utilizing bus transportation

Any incident after a scholar’s “3rd chance” can result in suspension for the remainder of the school year. Administration will determine the discipline outcome based on the violation.

FIGHTING

- Fighting on a school bus is among the most serious offenses committed by Scholars. Scholars who fight endanger themselves and everyone riding the bus by causing the bus driver’s attention to be diverted
- Fighting will automatically result in revocation of bus privileges

BULLYING

Bullying is when purposeful acts of meanness are repeated over time in a situation where there is an imbalance of power. All suspected bullying or reports of bullying must be taken seriously and investigated. Administration will determine the discipline based on the outcome of the investigation.

Bullying behavior can include:

- **Physical Aggression:** such as hitting, shoving, pushing, kicking, threatening with weapon, stealing or destroying property;
- **Verbal Aggression:** such as teasing, name-calling, verbal threats of aggression or threats of bodily harm;
- **Social Alienation:** such as gossiping, spreading rumors, public humiliation or leaving someone out;
- **Intimidation:** Threatening to reveal personal information, playing a dirty trick, taking possessions, extortion, threats against family/friends or coercion.

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