

3. Failure to comply with the guidelines of technology use (as stated either in this document or in the Paideia Academies acceptable use policy) may result in the loss of access privileges and/or appropriate disciplinary action.
4. Severe violations may result in civil or criminal action under the Arizona Revised Statutes or Federal Law.
5. Vandalism of technology devices in any way will result in loss of technology privileges and could result in financial charges to the parent/guardian to replace or repair broken devices.

See the Paideia Academies acceptable use policy for students and parents for the complete guidelines and rules.

## Transportation

Using the Paideia transportation is a privilege that can be removed at any time by the bus company or the school. Transportation is limited to a first-come, first-served basis. Paideia buses do not stop at individual homes but stop at centralized locations. In order to utilize Paideia transportation, scholars must be taken to or picked up from one of these centralized locations.

**Transportation services are meant for families who plan on utilizing this service on a DAILY basis.**

Please do not sign up for bus services if you plan on picking your scholar up or taking them to school on a regular basis. This ensures that families who truly need these services are not kept on a waiting list for long periods of time.

The bus will not drop off Kindergarten or First grade scholars without an adult present to receive the scholar. Parents and guardians are expected to be at the drop off area on time to receive Kindergarten and First Grade scholars.

***If the parent is not there and the bus driver has to delay the route by waiting, a \$25.00 charge to the parent will be assessed. If the driver has to bring the scholar back to the school, a fee of \$50 will be assessed. If the driver has to return the scholar 3 times during the school year, your scholar will no longer be permitted to ride the bus.***

### Bus Transportation fees:

Paideia charges a fee for the year per student to ride the bus. To pay your bus fee, please go to the parent portal or to the front office. You can also view your balance of the bus fee on the parent portal as well. For assistance with bus fees please contact the Transportation Coordinator.

### Bus Contact

Please contact the Bus Coordinator 602-343-3040 for the following reasons:

- Bus route changes
- Complaints and concerns

### Bus Code of Conduct

1. It is everyone's duty to keep a calm and peaceful bus atmosphere.
  - a. Keep voices at a lower level, always
  - b. use habits 4, 5, and 6 to solve personal challenges on the bus
  - c. Any aggressive behavior will result in immediate removal from the bus

- d. No foul or inappropriate language
  - e. Scholars must stay seated and out of the aisle at all times while the bus is in motion
  - f. Do not throw anything out of nor stick any part of your body out of the window
2. It is everyone's duty to keep the bus clean.
    - a. No eating food, candy, gum, or drink except
    - b. Clear bottled water only on the bus.
    - c. Pick up trash and put in garbage pail when you get off the bus.

### **Bus Consequences**

The bus is an extension of the campus and ALL code of conduct and behavioral expectations apply. Behavioral infractions on the bus will receive campus consequences up to and including expulsion from Paideia Academies.

The Paideia transportation services are a privilege to scholars who need transportation to and/or from school. These privileges can be removed at any time by the bus company or by the school. Scholars must abide by all bus rules and good behavior to ride the bus. The following consequences will apply for scholar misbehavior on the bus:

1. First offense: Write-up to parent/guardian warning of future consequences
2. Second offense: 1-day suspension of bus/ Bus Success Guide
3. Third offense: 1-week suspension of bus privileges
4. Fourth offense: Permanent removal of bus privileges

### **Parent/Guardian Expectations**

1. Be at the bus stop 10 minutes early for pick up or drop off. Bus privileges may be removed if a bus has to return a scholar to the school due to a missing adult at the drop off area
2. Use appropriate language if you need to discuss concerns with drivers or bus personnel
3. Do not step onto the bus at any time unless for a field trip with a teacher present
4. NEVER approach another person's child
5. NO SMOKING near the bus
6. Report any concerns to the driver or transportation company

**Any transportation changes** must be communicated to the Transportation Department prior to 2:30 pm and 1:00 pm on Wednesdays.

7. **Any transportation changes** must be communicated to the scholar's teacher via Class Dojo or Email and Transportation Department via email prior to 2:30 pm and 1:00 pm on Wednesdays.
8. Email [bus@paideiamail.com](mailto:bus@paideiamail.com)
9. Include in your email:
  - a. Transportation change and date
    - i. *Example "parent pickup today September 11, 2023"*
- 10.

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- Email [bus@paideiamail.com](mailto:bus@paideiamail.com)
- Include in your email:
  - Scholar Name
    - *Example "my scholar Alice Jones"*
  - Scholar Homeroom Teacher

- *Example “homeroom teacher Mrs. Johnson”*
- Transportation change and date
  - *Example “parent pickup today September 11, 2023”*

## Visitors and Volunteers

The Paideia Academy welcomes and appreciates parent visits and volunteering. The Paideia Academy has created a volunteer program that streamlines the daily schedule and duties of volunteers to place them in areas of greatest need in the school. Remember that unscheduled visits can be distracting to the learning environment. To avoid a disruption in the classroom, we ask that parents schedule their visits ahead of time with the classroom teacher. All visits must be scheduled at least 24 hours in advance and be approved by classroom teacher and principal. To ensure the security of scholars, all visitors must check in at the front office and sign the Visitor/Volunteer Register and provide photo ID. We ask that volunteers do not bring children and/or younger siblings. Volunteers should dress in modest business casual attire.

Visitors and volunteers should never:

- Be alone with a scholar.
- Pick up a scholar; place a scholar on their lap; hold a scholar close physically or massage, caress, or kiss them; or express affection toward any scholar physically or verbally other than their own child.
- Verbally or physically punish their child in front of other scholars.
- Yell at, grab, touch, strike, be physically, or verbally antagonistic toward any child, staff member or other adult.
- Correct, discipline, question, or give order to any scholar other than their own except to prevent immediate injury.
- Physically examine any scholar in any way (hair, mouth, feet, areas beneath clothing, etc.).
- Pick up or move a scholar who has fallen, been injured or has become ill. It is imperative that proper first aid procedures be followed when any emergency situation occurs. Visitors or volunteers should summon the nurse or other staff members to take care of the problem.
- Allow themselves to come in contact with blood, saliva, or other body secretions of scholars or anyone else on campus, field trips or school related activities. The use of gloves and taking other precautionary measures to protect themselves is imperative.

We ask that visitors and volunteers respect the flow of learning throughout the school day. Visitors and Volunteers should not accompany scholars to classes in the morning after morning assembly. Visitors and volunteers must first go to the front office and sign the Visitor/ Volunteer Register and see the Parent Volunteer coordinator to see where in the school their time is most needed.

I agree to follow the Paideia volunteer policies and procedures.