



# Cape Cod Lighthouse Charter School

195 Route 137, E.Harwich, MA 02645

phone: 774-408-7994

August 2023

Dear Parents & Guardians,

As we begin a new academic year, we would like to ensure the safety and well-being of all our students while traveling to and from school. While the yellow bus is funded by parents & guardians, CCLCS considers it an extension of our educational environment, and we expect all students to follow the outlined procedures and guidelines for a safe and pleasant ride.

## **Safety First:**

- Students should arrive at the designated bus stop at least five minutes before the scheduled pick-up time. [Times and stop locations can be found here.](#)
- While waiting for the bus, students should stand at least five feet away from the edge of the road and refrain from pushing or shoving.
- When the bus arrives, students should wait for the driver's signal before approaching the bus.
- While onboard, students must remain seated at all times and keep the aisles clear.
- Seat belts must be worn if the bus is equipped with them.
- Hands and belongings should be kept inside the bus at all times.
- Students should listen to and follow the bus driver's instructions promptly.

## **Being a Good Rider:**

- Students are expected to be respectful to the bus driver and fellow passengers.
- Loud or disruptive behavior is not allowed, as it can distract the driver.
- Eating, drinking, or chewing gum is prohibited on the bus.
- Students should refrain from using any electronic devices without headphones.
- Vandalism or damaging bus property is strictly prohibited.

**Three Strikes You're Out Policy:**

- To maintain a safe and conducive environment on the bus, we follow a "Three Strikes You're Out" policy for misbehavior.
- The first offense will result in a verbal warning from the bus driver and a note will be recorded and submitted to the school and to guardians.
- The second offense will result in a written warning, and a copy will be provided to the school and to guardians.
- The third offense will result in a suspension of bus privileges for a specified duration, and parents/guardians will be required to arrange alternative transportation. *Guardians will be reimbursed for the period of time that their student is not riding the bus.*

**Bus Slip for Misbehaviors:**

- If a student receives a written warning, a "Bus Slip" will be provided detailing the incident and the consequences.
- Parents/guardians are required to sign the Bus Slip and ensure that it is returned to the school promptly.

Please review these procedures and guidelines with your child to ensure they understand the importance of safety and appropriate behavior while riding the school bus. We believe that by working together, we can create a safe and respectful environment for everyone. Thank you for your cooperation, and if you have any questions or concerns, please do not hesitate to contact us.

Sincerely,

Catherine O'Leary  
Executive Director