



**PULLMAN
COMMUNITY
MONTESSORI** **PUBLIC
FREE
K-9**

Preparing all students to reach their full potential for future success in high school, college, career, and life, using the rich resources of our community.



TRANSPORTATION HANDBOOK 2023-24

PCM shall not discriminate in any programs or activities or against any student, employee, or any other person on the basis of age, sex, race, creed, belief system/religion, color, marital-partnership status, status as a victim of domestic violence, national origin, alienage or citizenship status, veteran or military status, sexual orientation, gender expression, gender identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal, and provides equal access to the Boy Scouts and other designated youth groups. Furthermore, PCM shall not discriminate on any other ground that would be unlawful if done by any other public school. PCM shall take all steps necessary to ensure that discrimination does not occur, as required by state and federal civil rights, and anti-discrimination laws.

For any questions, concerns, or to report violations, please contact one of the following coordinators:

- Title IX/Sex Equity Officer & HIB Compliance Coordinator/Officer – Jared Kuhn – JaredK@myPCM.org
- Gender Inclusive School Coordinator - Laylah Bewick - LaylahB@myPCM.org
- Civil Rights Compliance Coordinator - Jill Stansbury - JillS@myPCM.org
- Section 504 & IEP Program Manager - Emily Klein - EmilyK@myPCM.org
- Homeless/McKinney Vento Liaison – Michael Moll-Fuller – MichaelM@myPCM.org
- State Assessment Coordinator – Laylah Bewick – LaylahB@myPCM.org

Pullman Community Montessori | 115 NW State St, STE 212, Pullman, WA 99163 | (P)509-336-5909

Table of Contents

Letter from the Head of School: 3

Bus Service Eligibility:..... 4

Bus Route:..... 4

Enroute to Bus Stop:..... 4

Be Prompt: 5

Driver Authority:..... 5

Boarding/Departing Bus: 5

Passenger Conduct: 5

Accidents/Breakdowns:..... 6

Snow Days:..... 6

Items Not Allowed on the Bus:..... 6

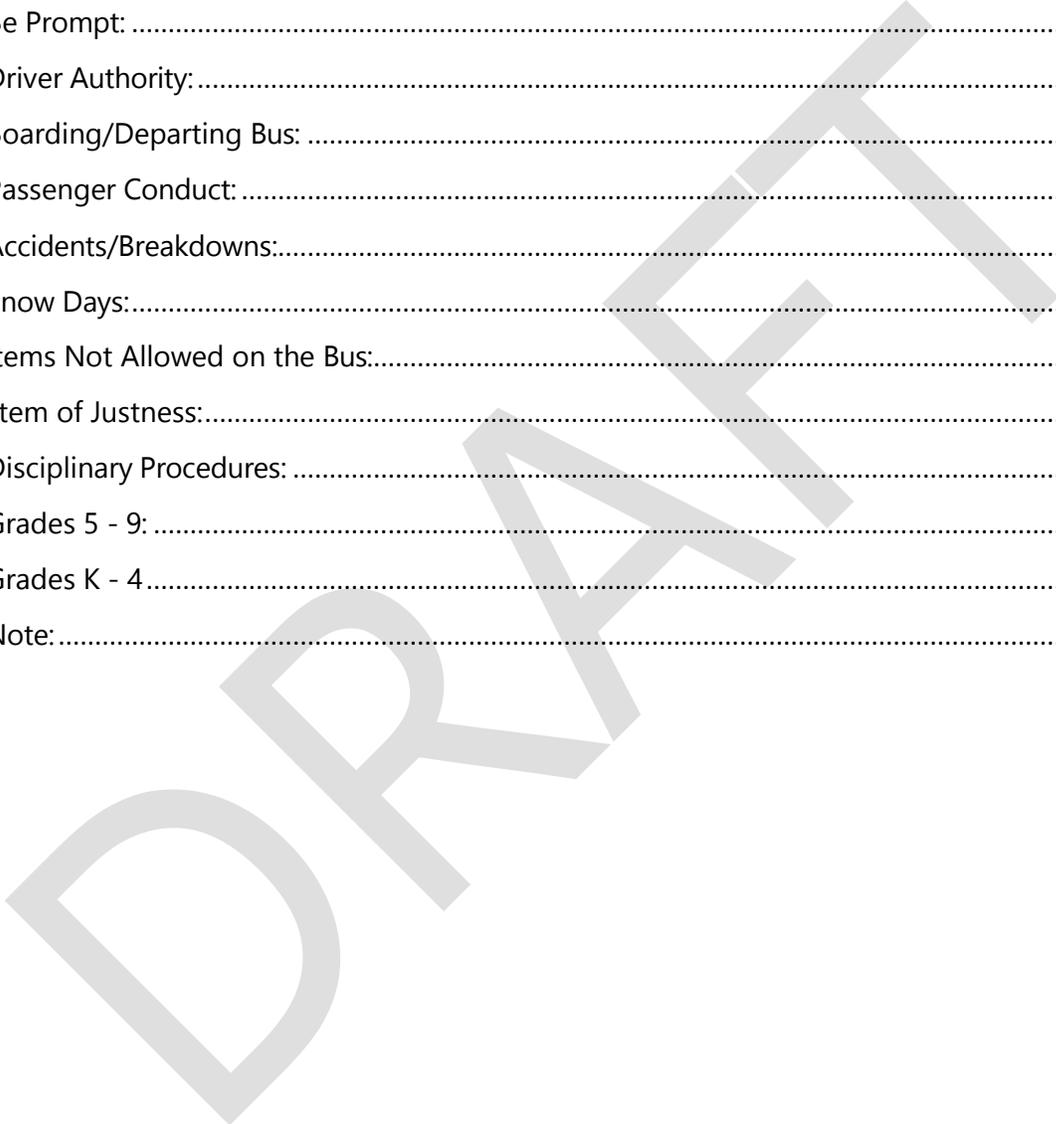
System of Justness:..... 7

Disciplinary Procedures: 7

Grades 5 - 9: 7

Grades K - 4 8

Note:..... 8



Letter from the Head of School:

Dear PCM Students and Families,

To some of you, welcome to Pullman Community Montessori; to others, welcome back to PCM! As a small school with 'community' in our name, each one of us plays an important role in the health and success of the school. I am honored to serve such an amazing staff and community and look forward to our year together.

This handbook provides general information about our Transportation program, policies, and procedures. Please read, understand, and comply with all provisions in this handbook. As a public charter school, some of our expectations differ from that of a traditional public neighborhood school. Transportation provided by PCM is a privilege conditioned on appropriate, safe, respectful behavior. Inappropriate behavior on the bus is a very real risk to the safe operation of a school bus. All of these expectations help us establish a rigorous and safe environment for all of our students, family and staff. It is vital that all members of our community, adults and students alike, fully understand the expectations set forth in this handbook and agree to support them.

We are honored to join with you in our shared commitment to guide students to flourish; supporting them to be the future LEADERS and change-makers of tomorrow!

Sincerely,



Laylah Sullivan

Head of School

Bus Service Eligibility:

Pullman Community Montessori will be providing transportation to and from locations around Pullman for those who are outside of our [safe walking distance boundaries](#), (map numbers indicate estimated walk times). All students are required to walk up to a one-mile radius from their school. Bus service is provided beyond the one-mile radius for all grades. Exceptions are made only when safety concerns are identified by the transportation office.

Homeless Education (McKinney-Vento)

The goal of PCM is to keep students in school who find themselves in temporary or transitional housing during the school year.

Your child and your family are considered "homeless" if you are:

- Living in a shelter, motel, vehicle, or campground;
- Living on the street;
- Living in an abandoned building, trailer, or other inadequate accommodation;
- Doubled up with friends or relatives due to loss of housing, economic need or similar reason;

Homeless students have the choice of remaining in the school they have been attending at the time they became homeless or enrolling in a school near their temporary housing. In either case, **homeless students are guaranteed transportation**. For enrollment and transportation support, please contact the PCM main office. For services related to potentially "homeless" situations please contact MichaelM@myPCM.org. This information is highly sensitive and confidential and only shared with the Homeless/McKinney Vento Liaison and Head of School.

Bus Route:

In order to maximize the service area, PCM's bus route is reviewed annually and adjusted in accordance to the current ridership need.

At the beginning of each school year, families will be asked to share their transportation needs on the Transportation Survey sent through Transparent Classroom. The results of the survey are compiled onto a map and the route is then drafted based off the densities of ridership need, distribution of need, winter accessibility, bus maneuverability and route duration (must be kept under an hour). While not an exhaustive list, this illustrates the key guiding parameters.

Families will be notified once the route has been finalized and asked to complete the Bus Ridership Survey in Transparent Classroom to indicate which bus stop their child will be utilizing during the morning and afternoon. The bus route will be posted on our website and a paper copy can be picked up at the main office.

Enroute to Bus Stop:

Parents/guardians are encouraged to review their child's walking route to the bus stop,

advising about safety concerns.

Be Prompt:

Bus passengers should arrive at the bus stop no later than five minutes before the bus is scheduled to arrive. Buses will promptly depart all schools, ten minutes after dismissal times. For safety, once bus doors are closed, drivers will not stop for late arriving students.

At the Bus Stop:

While waiting at the bus stop, students are expected to stand a safe distance from the street and avoid activities that could injure themselves or others. Students are expected to respect others' property. When the bus approaches, students must observe the instructions of the driver. This is particularly important in the winter when slick road conditions exist.

Driver Authority:

The driver has full authority over the passengers on the bus. Seating assignments will be made to assure passenger safety. If inappropriate behavior is demonstrated by a student, the parent will be contacted to assist in supporting the student to modify the behavior of concern.

Boarding/Departing Bus:

It may be necessary to cross the road to board the bus. Students are expected to observe the driver's instructions and always cross in front of the bus with the aid of the flashing stop sign lights and crossing arm.

Passenger Conduct:

Safe, respectful conduct is expected of all passengers to ensure safety:

- Obey the driver's instructions when first requested.
- Remain seated.
- Respect others and their property.
- Keep your hands to yourself.
- Keep noise level down.

Serious or persistent violations offensive to, or endangering the safety of others, will result in progressive consequences. The age and experience of the student will help determine how many progressive steps are appropriate. Certain activities may result in immediate suspension from bus riding privileges. These include but are not limited to:

- fighting on the bus
- throwing objects in or out of the bus
- possession of dangerous weapons or articles
- destroying or defacing district or private property

- use of sparking devices
- smoking, or use/possession of drugs, alcohol or any form of tobacco
- obscene gestures or profanity directed at the bus driver or others
- any part of the body extended outside of the bus
- assault on a bus driver will result in indefinite suspension from the bus and possible criminal charges
- pointing a laser pointer at a bus driver will result in suspension from the bus and possible criminal charges

Accidents/Breakdowns:

Bus drivers are thoroughly trained in defensive driving techniques and buses are carefully maintained. Yet, given the thousands of miles traveled annually, and the traffic conditions in our area, accidents and breakdowns can happen. All the buses have a designated bus phone and help can be just minutes away. One of the most important things to a bus driver in the event of an accident or breakdown is passenger cooperation.

Snow Days:

PCM will follow the guidance of Pullman School District in regards to snow delays and snow closures. Local radio will provide up-to- date information each morning when the roads are slick and snowy. When PCM is on a 2-hour delay, the bus will follow the 2-Hour Delay Route, that can be found on our website and in the main office.

Items Not Allowed on the Bus:

For reasons of safety and health and in order to comply with state law and district policies, the following items are **not** allowed on a school bus:

- Glass objects; bottles, jars, etc.
- Open containers of food, drink, gum
- Inflated balloons
- Live animals, bugs, worms
- Plants, dirt, other growing projects
- Oversized objects and instruments; those that cannot fit safely in the seat with the student
- Weapons; guns, knives, razor blades, etc. (real or toy)
- Sports equipment which could endanger others; like javelins, pole vaults or shot puts
- Skate boards and baseball bats
- Any item which cannot be transported easily or which creates a safety concern
- Distractive electronic devices such as tablets, pods, or trading cards

Please arrange for alternative transportation if any of the above need to go to or from school.

System of Justness:

At Pullman Community Montessori, our culture is rooted in the belief that discipline is positive, can be taught, and is part of our everyday efforts essential to building leadership habits. These habits are critical in our pursuit of our mission. Every PCM staff member is trained in the Nautilus Approach, which is a trauma informed, attachment-based theory approach to discipline. The Nautilus Approach leverages restorative justice practices to help students develop their conflict resolution skills and repair hurt/damage when appropriate. To learn more about the Nautilus Approach and the conflict resolution tools used at PCM, please click the links below.

- [Behavioral Approach at PCM](#)
- [Conflict Resolution Cards](#)
- [Restoration Process Stages](#)
- [System Wide View](#)

If a notice is issued, the Office Manager & Operations Support Specialist will attempt to call you to confirm and to answer any questions you may have. You may be asked to accompany your student for a conference with the driver and Office Manager & Operations Support Specialist.

Parents are encouraged to contact the main office any time they have concerns. If appropriate, a conference with other parties including the student and the driver may be arranged.

PCM reserves the right to suspend transportation privileges for any student who demonstrates behavior unreasonably distracting to the driver which may contribute to unsafe operation.

Disciplinary Procedures:

When, in the opinion of the driver, a serious rule violation occurs, or when the driver's efforts to deal with less severe violations are unsuccessful, or a pattern seems to have developed, a school bus incident report will be initiated. The intent is to maintain good order and a safe environment for students riding buses to and from school or school sponsored activities, as well as to notify parents of the misconduct of their children. The following are standard actions that will generally be applied uniformly in response to documented incidents.

Grades 5 - 9:

- 1st Offense: Student counseled and warned by driver.
- 2nd Offense: Suspension of bus privileges for two days. (If within 45 days)
- 3rd Offense: Suspension of bus privileges for five days. (If within 45 days)
- 4th Offense: Suspension of bus privileges for ten days or more, depending upon the nature or the offense. (If within 45 days)

The Office Manager & Operations Support Specialist in collaboration with the Head of School will determine the extent of the suspension.

Grades K - 4

- 1st / 2nd Offense: Student counseled and warned by driver.
- 3rd Offense: Suspension of bus privileges for three days. (If within 45 days)
- 4th Offense: Suspension of bus privileges for five days. (If within 45 days)
- 5th Offense: Suspension of bus privileges for ten days or more, depending upon nature of the offense. (If within 45 days)

The Office Manager & Operations Support Specialist in collaboration with the Head of School will determine the extent of the suspension.

Note:

Serious offenses, such as fighting, flagrant displays of disrespect toward a driver, or possession of drugs or alcohol will result in immediate loss of bus privileges for a minimum of five (5) school days. Assault on a bus driver will result in indefinite suspension of bus riding privileges and possible criminal charges.

If a violation occurs more than 45 calendar days after a previous violation, the disciplinary action will be the same as for the previous offense. There may be some exceptions to these disciplinary actions in extraordinary circumstances, as determined by the Office Manager & Operations Support Specialist and the Head of School. If a student is suspended for misconduct on any bus, the suspension will apply to all buses.