

## The Volcano School of Arts & Sciences, PCS

A Hawaiian-Focused Public Charter School

PO Box 845 Volcano, HI 96785-0845 (808) 985-9800 [www.volcanoschool.net](http://www.volcanoschool.net)

March 21 2021

### School Bus Service

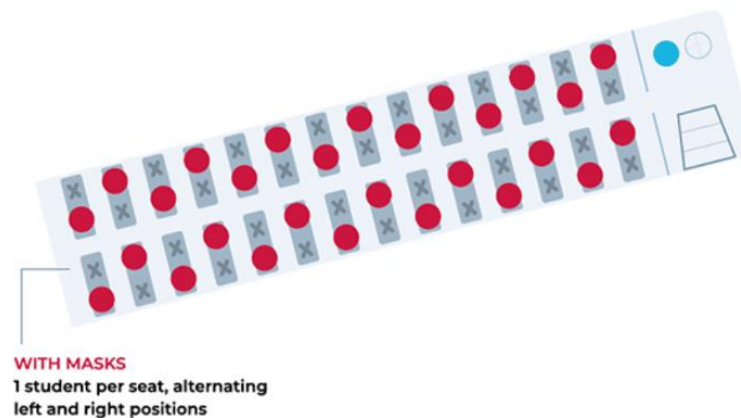
Aloha parents and families,

Bus service to Na‘alehu and Pahala continues to be offered in the 2020-2021 school-year.

Please refer to the Bus Handbook for information about bus service. This letter is to provide you with information regarding COVID-19 precautions that we are taking in an effort to reduce risk of exposure to COVID-19 for students, staff, and families.

#### Seating

Bus seating will be based on 1 student per seat according to the picture below with the exception of siblings. The seating plan will be adjusted to allow siblings and children living in the same household to sit together. Students seated around the sibling bubble will be adjusted to allow for social distancing. The VSAS school bus can accommodate up to 26 students (depending on siblings). All students are required to wear face masks.



#### Quarantine Seat

One seat at the front of the bus will be designated as a quarantine seat in the event that a student starts not to feel well while riding the bus.

#### Hygiene Barriers and Airflow

Clear plastic dividers are installed between seats and surrounding the quarantine seat. To promote airflow on the bus, both roof ventilators and some windows will remain open at all times. Hygiene barriers will allow for airflow at the top of the bus.

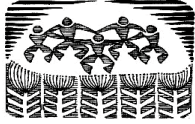
#### Masks

Every student, the bus driver, and the bus monitor on the bus will be required to wear a clean mask at all times. Double-masks (wearing one mask over the other) is strongly encouraged. A clean mask is a mask that has not been worn since the last time it was washed. If your child is not able to wear a mask, they may not be able to ride the bus.

#### Health Screening

Please screen your child(ren) before leaving home according to the checklist below.

*Learning through Volcano's unique natural and cultural resources to become creative global citizens.*



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- Has your child had any of the following symptoms in the last 24 hours:
  - Feverish/unusually warm/chills
  - Cough/Sneezing
  - Sore Throat
  - Congestion or runny nose
  - Shortness of breath/difficulty breathing
  - Headache/muscle or body aches
  - Stomach ache/nausea/diarrhea
  - Muscle pain/fatigue
  - New loss of taste or smell
- Has your child had contact with any COVID-19 cases in the last 14 days?
- Has your child traveled off-island recently?
- Is your child awaiting the results of a COVID-19 test?

We will be screening students before getting on the bus. Each student will be screened according to this checklist. Parents must accompany and stay with your child at the bus stop until your child has been cleared to ride the bus. A parent or other authorized adult must be present for the screening and be prepared for your child to return home if screened out.

Please help your child(ren) understand that letting an adult know whenever they are not feeling well is responsible and brave. Please encourage your child(ren) to speak up any time they are not feeling well, whether at home before coming to school, at the bus stop, on the bus, or in school on campus.

#### **Bus Fees**

All bus fees are waived for the remainder of the school-year 2020-2021.

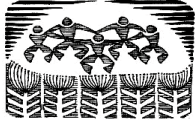
#### **VSAS School Bus Handbook and Application Packet**

If you are not already receiving bus service, please complete the Bus Application Packet to request bus service. Only Parts I and III.1. of the Application form with a signature at the bottom are required at this time. Completed forms may be sent electronically to Serena Aiwohi at [saiwohi@volcanoschool.net](mailto:saiwohi@volcanoschool.net). (Electronic signatures are allowed). Application forms may also be sent via US Mail or dropped off in person to the school or at one of the bus stops.

While we have an application process, students who already have a seat on the bus and those who had a seat on the bus at the end of last school-year 2019-2020 will be prioritized over students new to riding the bus.

Mahalo piha,

Kalima Kinney  
Po'okumu



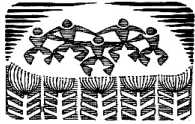
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# **SY 2020-2021**

## **SCHOOL BUS HANDBOOK AND APPLICATION FORM**



## **The Volcano School of Arts & Sciences, PCS**

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### **NOTICE TO PARENTS AND GUARDIANS**

This packet contains important information that will enable you to register your child(ren) for The Volcano School of Arts & Sciences bus service in the 2020-2021 school year. After reading the information in this packet, if you decide to apply your child for bus service, please complete the school bus application packet as early as possible and return electronically to Serena Aiwohi at [saiwohi@volcanoschool.net](mailto:saiwohi@volcanoschool.net), mail to school by US Mail, or drop off in person at the school or bus stop.

#### **Eligibility**

All students enrolled in VSAS are eligible for bus service from and to Pahala and Na‘alehu, and are accepted based on space available on a first-come, first-served basis. Students who held a seat in the previous school-year will be prioritized over new rider applications.

#### **Bus Service Fees**

ALL BUS FEES ARE WAIVED FOR THE REMAINDER OF SCHOOL-YEAR 2020-2021.

#### **Bus Service Accounts**

Upon receipt of completed application, your child(ren) will be assigned a reserved seat on the bus.

#### **Bus Stop Information**

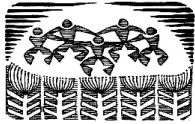
The Volcano School of Arts & Sciences provides bus service to Pahala and Na‘alehu in the Ka‘ū district on the Island of Hawai‘i. No other transportation service to and from school is provided at this time with the exception of learning trips.

Pick-up times for the morning service are 6:35 am in Na‘alehu and 6:55 am in Pahala. Drop-off times for the afternoon service are 2:55 pm in Pahala and 3:20 pm in Na‘alehu. Specific locations for pick-up and drop-off are provided at the time of registration.

#### **Cancellations and Delays**

In the event that bus service is suspended or delayed for any reason, parents/guardians of students who ride the bus are contacted by email and/or text message using the school's automated call system utilizing the contact information provided to the school by the parent/guardian(s).

In the event that bus service is canceled for any reason, parents/guardians are expected to provide alternative transportation arrangements so that your child(ren) may attend school. If you are unable to get your child(ren) to school, they will receive an excused absence or have the option to participate in remote learning.



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### Bus Seating

Seating on the bus is assigned and may be changed at any time. To request special seating considerations, please contact the school office or speak with the Bus Monitor or Bus Driver directly.

### Student Behavior Expectations & Discipline

Students who do not follow bus rules pose a serious health and safety risk to all passengers and are therefore subject to disciplinary action by the school Principal. When an incident occurs, the bus driver is required to report it to the school principal within two school days. The Principal will conduct an investigation of the incident and notify you of the outcome. If your child is precluded from riding the bus due to disciplinary action, you will not receive a refund for the unused portion of the bus.

All students riding school buses shall abide by the following requirements:

1. Keep hands and heads inside the bus at all times;
2. Classroom voices are acceptable on the bus, playground voices are not.
3. As the bus has no seat belts, students MUST always remain seated, out of the aisle and facing forward.
4. Masks must be worn at all times.
5. Students must remain in their assigned seats and may only change seats with permission of the driver or bus monitor.
6. Treat bus equipment with respect as the offender or the offender's parent shall pay for damage to seats, windows, and other equipment;
7. Refrain from eating or drinking on the bus (except water from a closed container);
8. Keep books, packages, coats, and all other objects out of the aisle;
9. Throwing objects, either inside the bus or out the window, is prohibited;
10. The safety of everyone riding the bus is paramount. Obey the bus driver and bus monitor at all times.

Students who do not follow behavior expectations on the bus shall be subject to disciplinary action according to The Volcano School of Arts & Sciences Student Disciplinary policies. Examples of possible disciplinary actions include verbal and written warnings, confiscation of electronic devices, temporary or permanent changes of seating assignment, parent notification of student behavior, community service, or suspension from the bus. Students who engage in repeated or serious misconduct on the bus or at the bus stop may be suspended from the bus for one or more days up to the entire school-year. Suspensions from the bus may be extended to the following school-year depending upon the severity of the behavior.

Following the school's Disciplinary Policies, a School Bus Incident Referral will be written for Level II, III and IV offenses. These include insubordination, damage to property, bullying, hitting, using abusive language, and severely disruptive behavior. If your child receives a referral, an administrator will conduct an investigation of the incident and notify you of the outcome. In situations of possible risk to student safety, students may be temporarily suspended from the bus during the course of an investigation.

*(Adapted from Reference: §8-28-6 Passenger Safety Code, Hawaii Administrative Rules)*



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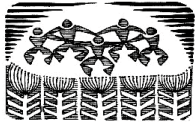
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### Complaints

If you have a concern about your child's bus service, please contact a school Principal at 985-9800 or [director@volcanoschool.net](mailto:director@volcanoschool.net).

### Contact Us

You may send questions and comments to us at any time by calling 985-9800 or emailing Kaye Nagamine at [knagamine@volcanoschool.net](mailto:knagamine@volcanoschool.net).



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## SCHOOL BUS APPLICATION FOR SY 2020-2021

Please complete all parts of this form. Submit a separate form for each child to the school office.

### PART I: Student Information

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

*Last Name First Name MI*

Home Address: \_\_\_\_\_

*Street No. Street Name City Zip Code*

Parent/Guardian: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

*Last Name First Name*

E-Mail: \_\_\_\_\_

Cell Phone: \_\_\_\_\_  
Ok to Text? Y / N (Circle One)

### ~~PART II: Financial Aid~~

**ALL FEES WAIVED FOR 2020-2021 SY**

~~I would like to apply my child for financial aid for the 2020-2021 SY.~~

~~☐ YES ☐ NO~~

~~If "YES", applicant must read and sign the below statement:~~

~~I authorize The Volcano School of Arts & Sciences to use my completed Family Household Income Survey to verify my eligibility for Financial Aid for the School Bus Service.~~

~~\_\_\_\_\_  
Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_~~

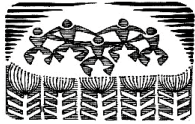
### PART III: Bus Service and Payment Plan Section

1. Service Plan (choose ONE of the following):

- ☐ ROUND TRIP  
Home to school, school to home
- ☐ MORNING ONLY  
Home to school only
- ☐ AFTERNOON ONLY  
School to home only

2. Payment Plan (choose ONE of the following):

- |         |  |
|---------|--|
| ANNUAL  | <input type="checkbox"/> Round Trip                  |
|         | <input type="checkbox"/> One Way                     |
| MONTHLY | <input type="checkbox"/> Round Trip                  |
|         | <input type="checkbox"/> One Way                     |
| FREE    | <input type="checkbox"/> Must complete PART IV below |



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**PART IV: Complete this section ONLY if applying for FREE bus transportation.**

~~Your child may be eligible for a Bus Fee Waiver if they qualify for one or more of the following.~~

- ☐ Student is a foster child;
- ☐ Student is homeless (attach MV-1);
- ☐ Student's Special Education /IEP/MP;
- ☐ Hardship (attach letter)

☐ Student has at least three older siblings who pay for their bus seats:

Child 1: \_\_\_\_\_ Grade: \_\_\_\_\_

Child 2: \_\_\_\_\_ Grade: \_\_\_\_\_

Child 3: \_\_\_\_\_ Grade: \_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**SCHOOL USE ONLY**

Date Received

Monthly Fee:

Initial & Date: