

Parent and Student Handbook



SCHOOL BUS PROCEDURES

Riding the school bus is a privilege, not a right. Proper behavior and actions will guarantee this privilege. While riding the school bus your child is governed by New Jersey State Law. We also expect students to follow the school wide rules, **Monty's High Five**. Students who continually misbehave will be suspended from the bus and transportation must be provided by the parents/guardians. School absences due to bus suspensions are considered unexcused absences. Riding the bus should be a safe and enjoyable experience for everyone. To help ensure this please go over the following with your child:

AT THE BUS STOP

- Be on time at the designated bus stop. Arrive no more than 10 minutes before pick-up time.
- Stay off the road at all times.
- Parents are responsible for supervising their children at the bus stop.
- Respect the property of the homeowner at the bus stop.
- When the bus arrives, stay away from the road, form a single line, enter the bus in an orderly fashion, and sit in your assigned seat.
- Parents are responsible for crossing their children.
- Parents are not to board the bus at any time.

SCHOOL BUS RULES OF CONDUCT

Students are expected to conduct themselves according to Monty's High Five. The following rules apply specifically to the bus:

- Remain in your assigned seat at all times.
- Stay seated, seat belt fastened, until the bus has stopped and the driver directs you to get up. Consistent opposition to the proper use of seat belts may result in loss of bus privileges.
- Keep voices low.
- Face forward at all times.
- The bus aisles must be kept clear of all objects at all times.
- Damaging or defacing the bus, or tampering with its equipment, will result in suspension.
- Stay away from the back door. Do not place hands/arms out of the window.
- Keep the bus neat, clean, and sanitary. No eating or drinking on the bus.
- Live animals are not to be transported on the bus.
- If an object is dropped near the bus, tell the driver: **DO NOT ATTEMPT TO PICK UP THE OBJECT.**
- CD players with headphones may be used by individual students on the bus but may not be passed around. Since students must be able to hear directions, headphones may not be used while waiting for the bus, preparing to leave the bus, entering or exiting the school building.

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- Small electronic games may be used silently on the bus IF student remains alert to instructions, does not share them, and remains totally responsible for them. Trading cards may not be taken out on the bus.
- Montague School takes no responsibility for personal items.
- Suspension from the bus and the duration of the suspension is at the discretion of the Administration.

OTHER TRANSPORTATION ISSUES

- In the event of permanent removal from the bus, the parent/guardian will assume all responsibility for the transportation of their child to and from school.
- Parents/guardians must transport their child to school if he/she misses the bus.
- In the event of an unscheduled early dismissal, parents will be notified through the ONE CALL NOW system. The early dismissal will also be announced on the local radio stations. PLEASE DO NOT CALL THE SCHOOL FOR THIS INFORMATION.
- Parents/guardians should have prearranged transportation for their child at all times should an early dismissal occur.
- ONLY Montague residents will ride the Montague school bus. All busing issues will be handled through the Transportation Office.
- Montague School will not be responsible for damage to soft-case instruments carried on the bus.
- Parents are responsible for repairs due to any damage caused by their child.
- All requests for changes in bus stops must be in writing through the Transportation Office. The driver will not make any unscheduled stops at student request.
- Students may ride only their assigned bus. Permission to change buses during the school week will be granted by the Transportation Office only with 24 hour written notification. Call 973-293-7131 ext. 217.
- Requests to permanently change buses will be granted by the Transportation Office only in situations where an existing bus route can handle the request and there is no safety issue created at the bus stop. In addition, this request must be in writing and will be in effect for the remainder of the school year. The correspondence must be sent to the Transportation Office and include the name and phone number of the person responsible for the child(ren) at the requested bus stop.
- Every child must be met at their bus stop by a **responsible adult**. If there is no one at the bus stop to meet him or her, the child will be returned to school. If the school has been unable to contact or communicate with the parent or guardian by 4 PM to come to school to pick up the child, the police may be called to escort the child home.