

Bus riding is a privilege.

You must follow all rules and regulation and treat your bus driver with respect. Any student who defies the bus driver in any way will lose his/her bus privileges. Drivers have the responsibility of getting students to and from school safely. They must have your cooperation at all times. Drivers may assign seats as needed.

If your child needs to ride a bus other than the regular bus, you must provide a note to the school office and the student must get a signed pass that will be given to the bus driver. If we do not receive a note or are not contacted by the parent/guardian with instructions for an alternative route home, the child will be sent home in the usual manner. **Some bus routes may be closed due to overcrowding. Bus passes cannot be written for closed busses.**

Secondary students riding the elementary bus must have a pass signed by *their* principal. **The only secondary students we transport on elementary buses are those that have stayed after for tutoring. NO EXCEPTIONS!!**

1. While waiting for the bus:

- Arrive at your stop 10 minutes early as drivers are told they must not wait for tardy students.
- Stand quietly and respect people's property.
- Do not push, fight or play games.
- Wait until the bus completely stops before attempting to board.

2. While boarding or departing the bus:

- Form a single line and step on and off quickly and quietly.
- Do not push, fight or play games.
- Cross properly 10 feet in front of the bus after stopping and looking to make sure traffic is clear and the driver signals you to go.

- 3. Pre-School through fourth grade students will only be dropped off if an adult is visually present.** When the bus driver determines that an adult is not present, the child will be returned to the North Branch Elementary School FABS program.

4. While on the bus:

- Students must remain seated while the bus is in motion.
- Students must not stand up to leave the bus/change seats until the bus stops.
- Students must not throw anything on or from the bus or extend any part of the body from open windows. The buses will not have windows down any more than three notches.
- Use of profane/vulgar language on the bus will result in loss of riding privileges.
- You are not permitted to eat or drink on the bus at any time.
- Damage to seats or the interior of the bus will be paid for by the students involved and riding privileges will be withdrawn.
- Students are expected to always listen and follow directions from the driver.
- The only radios allowed on the bus are ones with individual headphones. The same rules apply for playing music on your cell phone.
- **Any electronics brought onto the bus are the responsibility of the student. We will not be responsible for items lost on the bus. If you do not want to take the chance of losing it, please do not bring it to school.**

Severe disruptions include, but are not limited to: a minimum of three days suspension from the bus.

- Fighting (throwing a punch), improper language, obscene gestures, vandalizing, defying the bus driver or stopping the bus driver from driving his/her bus in a safe manner.
- Any student who displays knives, sharp instruments of any sort, firecrackers, cigarettes, E-cigarettes, vapes, cigars (either lit or unlit), chewing tobacco, matches, rubber bands, water pistols, balloons or water balloons, etc. will lose his/her riding privilege. Please note that any type of glass is not allowed on the bus.
- Improper use of cell phone
- Use the emergency door only during emergencies or drills.

CONTINUED DISREGARD FOR RULES AND REGULATIONS WILL RESULT IN THE LOSS OF STUDENT'S BUS RIDING PRIVILEGES. PLEASE BECOME FAMILIAR WITH THE NORTH BRANCH STUDENT DISCIPLINE POLICY.

Bus Passes

It is important to include the following information in the note from home:

1. Child's First and Last Name
2. Today's Date and Day of the Week
3. Teacher
4. Name of resident's home your child is going to (please do not simply put "sitter" or neighbor" on the note)
5. Please include the Bus Letter if it is not the same bus.
6. Provide the address with the house number and name of street.

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Students Arriving by Car

When bringing your child to school in the morning, they are to be dropped off in the front of the building. A parking lot is available for you if you would like to walk your child in. If you are not walking them in, you may drop them off curbside along the drive directly in front of the school. Parking is prohibited along the front drive since it is a fire lane and also because it creates congestion for an area that is reserved for quick drop offs of students only.

Students Leaving by Car

Teachers escort students to the bus loading area in the back of the building at dismissal time. Please do not enter the bus mall while students are loading to look for your child.

PLEASE BE AWARE, BUS PASSES WILL NOT BE ISSUED AFTER 3:00 P.M. FOR ELEMENTARY STUDENTS

ONCE STUDENTS HAVE STARTED BOARDING BUSES, WE CANNOT HAVE PARENTS RUNNING INTO THE OFFICE NEEDING THEIR CHILD. YOU MUST BE THERE TO GET YOUR CHILD BEFORE THEY HAVE BEEN DISMISSED FROM THEIR CLASSROOM. ONCE ON THE BUS THEY WILL BE TAKEN TO THEIR DESIGNATED BUS STOP. PARENTS ARE ALSO NOT ALLOWED TO CHASE A BUS TO GET THEIR CHILD OFF OR ON. PLEASE CALL THE BUS GARAGE AND WE WILL FIND A SAFE PLACE FOR YOU TO MEET YOUR CHILD'S BUS.

