

# BEDMINSTER TOWNSHIP SCHOOL

## ARRIVAL AND DISMISSAL PROCEDURES

### TRANSPORTATION AND PARENT PICK UP

School bus pick up times are approximations. Students should arrive at bus stops at least 10 minutes early.

**STUDENTS MUST RIDE THEIR ASSIGNED BUSES. NO SWITCHING OF BUSES IS PERMITTED.**

#### 1. MORNING BUS DROP OFF

All students will disembark at the cul-de-sac area

K-3 students will enter the school at the lower cul-de-sac entrance only

4-8 students will enter the school through doors at the front of the building near the Cafetorium

#### 2. PARENT/GUARDIAN DROP OFF

Parent/Guardian drop off will be in front of the office lobby doors at 8:48. The students will enter through the front lobby.

#### 3. WALKERS TO SCHOOL

Walkers will follow the route as listed below:

##### **Special Note to Parent/Guardians of students walking to and from Main Street:**

The Bedminster Police Department suggests that the safest school route for children living north of Main Street should be as follows: follow Tuttle Avenue south to Main Street. Turn left onto Main Street and follow one block to Elm Street (Elm Street is next to the old Bedminster School). Follow Elm Street to the end. Then turn right and proceed down the old school's driveway. At the end of the driveway turn left into the Bedminster Township School's driveway using the pedestrian bridge. Students should then follow the driveway, crossing only at the supervised crossing. Students should then follow the school's entering procedure. After school, the students should follow the above in reverse order.

Walkers living south of the schools driveway could enter the driveway sidewalk on the south side and follow the sidewalk, crossing at the supervised crossings.

#### 4. PARENT/GUARDIAN PICK UP

##### A. Daily Destination Changes

Parents wishing to pick up their children should remain in their vehicles and utilize the parent pick-up line that forms near the school front entrance. Upon dismissal students will report to the front lobby, exit on the right side and proceed to the sidewalk when directed and supervised by an adult.

##### B. Permanent Destination Change

You may change your child's destination on a permanent basis with a one-time e-mail to [reception@bedminsterschool.org](mailto:reception@bedminsterschool.org). Please be specific with the change from the bus, the day(s) of the week to which the change applies and the begin and end dates of the change. If you need to do a one-time change on the permanent request, please refer to A. Daily Destination Changes.

NOTE: You must do a new permanent change request each school year. Any prior school year requests do not carry over.

*\*A note from the parent/guardian **with the student's first and last names and the date** must be sent in or e-mailed to the homeroom teacher on the day of the dismissal AND also be e-mailed to [reception@bedminsterschool.org](mailto:reception@bedminsterschool.org) stating the same information. The deadline for the school to receive this is 2:00 p.m. Otherwise, students will be sent home on their assigned bus.*

**If anyone other than a parent or guardian is picking up a student, that student must provide a note of permission from his/her parent/guardian to the homeroom teacher.**

August 6, 2018

## BEDMINSTER TOWNSHIP SCHOOL

### ARRIVAL AND DISMISSAL PROCEDURES (continued)

#### To facilitate parent pick up procedures we request:

- a. Please park behind the first cone by the front doors and wait until your child is directed to you.
- b. Parents/guardians please remain in your vehicles in order to facilitate dismissal procedures.

#### 5. SAFETY CONCERNS

- a. Parents/guardians are requested to review pedestrian and bus safety procedures with their children. We hope that all our students have a safe and healthy year.
- b. School supervision begins at 8:50. Students are not to arrive at school before 8:45AM.
- c. Supervision for students riding buses starts when the students enter the bus. Bus stops are not supervised by school personnel. We strongly urge parents to directly supervise bus stops whenever possible. Students are still considered under parent/guardian supervision until entering the bus.
- d. For safety purposes, please review a plan for your child if the bus does not arrive within a reasonable time. Some ideas are: to return home and call the school, go to a nearby neighbor's house to have them call the school, or communicate with other parents of students at the bus stop to have one parent's house be the safety house each day of the week where students at the stop can go together and call the school.
- e. We will make every effort to pick up students who have missed the bus due to a bus driver's lack of the correct route.

# **BEDMINSTER TOWNSHIP SCHOOL**

## **BUS BEHAVIOR AND SAFETY RULES**

Please review the safety and behavior rules with your child and sign the Parent Verification Summary sheet indicating that you and your child understand the expected behavior on the school bus and the consequences for non-compliance.

### **BUS CONDUCT**

Our goal is to transport every student to and from our school in a safe, orderly manner. Bus safety is of utmost importance and we ask the cooperation of our parents and students. The following are important bus rules that you should review with your child.

#### **Bus Rules**

1. Remain seated at all times while the bus is in motion.
2. Speak in a moderated voice.
3. Obey the bus driver.
4. Keep your body/objects to yourself, away from windows and other passengers.
5. Use appropriate language.
6. Keep the peace with fellow passengers.
7. Seat belts must be worn by each student when available.
8. Students may not ride any bus except the one to which they have been assigned.
9. No open food or beverages will be allowed on the bus.

#### **Consequences for Inappropriate Behavior**

First offense will result in a written or oral report to school administrator or staff by the bus driver. Warning will be given. However, the student may be suspended or bus privileges suspended in the case of a first offense that is so severe that the action by the student could jeopardize the safety and/or well being of other students, the bus driver or the public. Parent will be notified.

Second offense or severe offense will result in parent notification, and the student may face school disciplinary action and/or suspension of bus privileges. The number of days for each suspension will be at the sole discretion of the administration.

Third offense is automatic suspension of bus privileges. The number of days for this suspension will be at the sole discretion of the administration. Other consequences, including detention or school suspension may be administered. Parents will be notified.