



Dear Parent/Guardian,

Windsor Bergen Academy will be notifying parents when a student receives an individual infraction from the bus company. Please note that bus infractions are written accounts as to the behavior exhibited by your child on the bus. Bus infractions are not written by Windsor Bergen Academy staff, but by the bus aide and/or bus driver.

Disruptive behavior on the school bus could result in having the bus riding privileges withdrawn for a period of time. This is in accordance with New Jersey Statutes Annotated 18A:25-2. (A pupil may be excluded from the bus for disciplinary reasons.) However, please understand that withdrawal of bus riding privileges does not release the parent's/guardians legal responsibility of having their child attend school under the State's school attendance laws. Parents are still required to provide transportation for their child to and from school during the period of time that bus privileges have been withdrawn.

Should a student be suspended from the bus, but not from school, and they are not in attendance, they receive 0 points for the day.

**Pick-up:**

- Be punctual (ten minutes before scheduled time) and wait quietly.
- Avoid disturbing private property.
- Stay off the roadway while waiting for the bus.
- Wait until the bus has come to a complete stop and the driver has given a signal before crossing the street either boarding or leaving the bus.
- Students shall ride only the bus to which they are assigned.

**On the bus:**

- The bus driver shall assign seats. Students must take their assigned seats and remain seated until the bus arrives at its destination.
- Seatbelts must be fastened if the bus is so equipped.
- No food or drinks of any kind may be consumed on the bus.
- Students are expected to keep their entire body inside the bus at all times.
- Students are expected to refrain from loud talking and other behavior that may distract the driver.
- Students shall not deface the bus in any way and should promptly report any damage to the bus driver.
- Students are expected to keep the bus clean.
- Students shall board the bus and leave the bus only at their assigned stop.
- No smoking, no profanity, no violence and no lasers.
- Students are expected to be courteous to the bus driver and their fellow passengers.

Disciplinary Measures related to bus:

- Satisfactory behavior is expected of students who ride buses.
- “The drivers shall be in full charge of the school bus at all times and shall be responsible for maintaining order. A bus driver may not exclude a pupil from the bus, but if unable to manage a pupil, shall report the unmanageable pupil to the principal of the school he/she attends.”(Title 18A:25-2)
- Students whose repeated actions have caused safety and welfare concerns on the bus are subject to disciplinary measures. Drivers shall report in writing to the building principal an unsatisfactory behavior on the bus. Depending on the severity of the behavior, the building principal shall take the following steps:
  - conference with the students and warning given
  - written notification to the parents/guardians
  - in school or out-of-school suspension
  - suspension of bus privileges

Parent Responsibilities:

- Help the driver maintain the schedule by making sure your student is at the bus stop 10 minutes prior to the schedule pick-up time.
- Refrain from asking the driver to stop at places other than approved regular stops.
- Keep in mind that the school cannot assume responsibility for your student until he/she boards the bus. Parents/guardians are responsible for the student’s safety and behavior at the bus stop.
- Be aware that if the student is transported by a parent/guardian or walks to school, parents/guardians are responsible for the student until he/she enters school property.
- Insist on appropriate behavior from your student while waiting for and riding on the bus.
- Support the school’s safety program by cooperating with school officials in discharging disciplinary measures.

Thank you for your attention to this matter. If you have any questions or concerns please feel free to contact me at the above listed number.

Sincerely,



Justin M. Siesta  
Principal