



MAPLEWOOD International School Bus Rules and Guidelines

School Bus Guidelines

1. All buses are equipped with seat belts. There will be a monitor on each bus to ensure that all students wear their seat belts and assist them in boarding and exiting the bus.
2. Parents will be informed of the exact pick-up and drop off time by the bus company before the start of the school year. Contact numbers for bus monitors will be provided at the beginning of the school year.
3. Parents **MUST** contact the bus monitor if a student is going to be absent on any given day.
4. It is expected that the student will arrive at the bus stop approximately 5 minutes before their scheduled pick-up time as late arrivals result in the inconvenience to other students on the route. The bus will only wait for a maximum of 3 minutes before they continue on their scheduled route.
5. Under **NO** circumstances will students be dropped off at a location other than the school or home. Parents should expect their child to be delivered **ONLY** to the agreed-upon location.
6. Parents **MUST** contact MWIS Reception **NO** later than 2 pm if their child **WILL NOT** be using school transportation that day.
7. Those students who act inappropriately or are disrespecting others will have their bus transportation privileges suspended.

School Bus Rules

- ❖ **NO** Offensive language or profanity will be tolerated
- ❖ **NO** Bullying in any regard will be tolerated
- ❖ With the exception of water, **NO** Food or drink is allowed on the bus.
- ❖ Damage or vandalism to the buses will result in repair costs being invoiced to parents and consequences to students.
- ❖ Persistent yelling, shouting, or inappropriate behavior will result in losing bus privileges.
- ❖ The bus monitor is in charge of students on the bus. The bus driver and the monitor are to be treated respectfully and their instructions must be followed. While on the bus, students must represent the school with pride.
- ❖ I pods, mobile phones, and electronic games are allowed on the bus but are the responsibility of the student.
- ❖ Students **MUST** remain seated while the bus is moving.
- ❖ Students are responsible for getting to the bus on time after school; buses will not wait or be called back for students. Students will be escorted by the bus monitors but must ensure they meet at the designated areas.
- ❖ Once assigned, students are **NOT** allowed to switch buses.
- ❖ Students **NOT** registered on the bus program will **NOT** be permitted on the buses at any time.

Conditions

Students who violate the bus rules or disregard the bus regulations may lose the privilege of the bus service. The procedures for the removal of the student from the Bus Service would be as follows:

- Incidence of inappropriate behavior would be recorded and shared with parents by email
- A mandatory meeting for both the parents/ student will take place where the incident will be reviewed and an incidence report will be added to the student's file
- A second and FINAL mandatory meeting for both the parents/ student will take place where the incident will be reviewed and an incidence report will be added to the student's file
- Exclusion