RINGWOOD BOARD OF EDUCATION
121 Carletondale Road
Ringwood, NJ 07456
Tel: (973) 962-7029 Fax: (973) 962-9211

I would like to welcome you and your child/children to the 2014-2015 school year and hope that you and your family have had an enjoyable summer. The Transportation Department continues to strive to transport children to and from school under the safest possible conditions. My hope is that with your support and the children's cooperation we can anticipate another safe and successful school year. This can be accomplished by adhering to the following rules and important procedures:

Ø A bus information letter for your child will be mailed home separately. This will include his/her bus route number, approximate pick up time, and bus stop location. This is the only bus information you will receive - cards will not be mailed out.

Ø The next letter contains the Transportation Permission Form which MUST BE FILLED OUT along with your current contact information for your child and return to the Transportation Office as soon as possible but no later than AUGUST 22, 2014. Parents/guardians may also download the form from www.ringwoodschools.org<http://www.ringwoodschools.org/>.

Ø The completed form can be:

1.) Faxed to (973) 962-6952;

2.) Mailed to Ringwood Board of Education, Attn: Transportation121 Carletondale Road, Ringwood NJ 07456

3.) Bring the form to the Transportation Office at 50 Margaret King Avenue; or to your child's school;

4.) Scan and email to: lypowyd@ringwoodschools.org<mailto:lypowyd@ringwoodschools.org> or nigroj@ringwoodschools.org<mailto:nigroj@ringwoodschools.org>

Ø If you are choosing to have your child met at the bus stop, parents or their designees must be out at the bus stop and be visible to both the bus driver and your child.

Ø Afternoon bus drop off schedules can vary; parents or designees are asked to arrive at bus stops based on their child's school dismissal time as different daily circumstances cannot guarantee buses will be at your drop off location at the same time every afternoon.

Ø We seek your cooperation with regard to "backpacks on wheels", large musical instruments (French horns, large saxophones, drums, etc.) and other items that do not fit

into students' backpacks, (see attached letter). The New Jersey State Department of Education Office of Student Transportation reminds us that all books, backpacks, etc. must be placed on the lap of the student, not on the floor, and of course, never in the aisle. This request is for the safety of ALL bus passengers and it is for this reason, we cannot allow these oversized objects on the bus routes.

Ø Children will be transported to a single destination each and every day on the trip from school. Parents have the opportunity to select either an "on route: after-school facility/another caretaker, or the "home" bus stop as the designated "from school" destination. Parents and guardians are reminded that an afternoon bus stop change must be a permanent 5-day-per week change, can only be changed once per school year, and is subject to seat availability on the bus.

PLEASE NOTE: ALL REQUESTS FOR TRANSPORTATION CHANGES MUST BE MADE IN WRITING AND RECEIVED NO LATER THAN AUGUST 22, 2014.

NO REQUESTS WILL BE HONORED AFTER THIS DATE BEFORE THE START OF SCHOOL.

THIS YEAR, RINGWOOD PUBLIC SCHOOLS ARE STARTING THURSDAY, SEPTEMBER 4, 2014.

Ø More and more students of all ages are bringing expensive electronic tech devices to school. Many of these possessions are being left on buses. Items, such as cell phones, are not permitted in the schools and are not permitted to be used on the school buses. Please instruct your child to leave these devices at home.

Ø In the fall, you will receive information regarding delayed openings, emergency bus routes and emergency bus stops due to inclement weather.

As always, the Ringwood Board of Education establishes policies and procedures with your child's safety in mind, which is why we need your continued cooperation. If you have any questions or concerns, please do not hesitate to call the Transportation Department at (973) 962 - 7500.

The safest practice is for you or a designee to personally pick-up your child at the bus stop when he/she exits the bus/van each school day.

In the event that you give the Ringwood Transportation Department permission to allow your child to exit the bus/van by himself/herself and walk home without adult supervision, the district is requiring that you provide written permission to us. All

families are asked to kindly fill out the bottom portion of this letter or the bottom of the bus pass letter and return to the Transportation Office with your current contact information as soon as possible, but no later than August 22, 2014. Exercise the following options:

1.) Download the form from www.ringwoodschools.org<http://www.ringwoodschools.org>.
2.) Fax a copy to (973) 962-6952;
3.) Mail a copy to 121 Carletondale Road, Attn: Transportation;
4.) Email to: lypowyd@ringwoodschools.org<mailto:lypowyd@ringwoodschools.org> or nigroj@ringwoodschools.org<mailto:nigroj@ringwoodschools.org>

Students, who have not received permission through such forms, will not be permitted to exit the school bus/van unless there is a parent or designee at the bus stop to meet them. If there is no one present at the time the bus drops off, your child will be returned to their school and arrangements will have to be made by you to pick them up at that location.

Please understand that we are taking this precaution, first and foremost, for the safety of your children. I appreciate your understanding and cooperation. If you have any questions, do not hesitate to call me directly at 973- 962-7028.

Hugh E. Beattie, Superintendent, Ringwood Public Schools

TRANSPORTATION PERMISSION FORM
Please complete a separate form for each child

TO: Ringwood Public Schools Transportation Department - PLEASE CHECK ONE:
____ I give my permission for you to RELEASE my child from the bus/van that transports him/her from school, WITHOUT, an approved adult at the bus stop to assume supervision.

OR
_____ My child WILL BE MET each day at the bus stop by parent or designee and can be released to:
(Please check all that apply)
( ) Family Member ( ) Any Bus Stop Parent ( ) Child Care Program ( ) Does not take bus
( ) Other - List names: (1) _____ (2) _____
PLEASE LIST ONLY 4 NAMES (3) _____ (4) _____
Student name _____ School _____ Grade _____

Parent/Guardian name _____ Contact number(s) _____

Parent/Guardian signature _____ Date _____

Due to route consolidation and the changes associated with students riding school bus routes, it is not possible to transport items such as large equipment, hockey bags, skateboards, scooters, science projects, suitcases with handles and wheels, oversized back packs, and larger musical instruments.

Safety and sufficient space for the students assigned to our routes are among Transportation's top priorities. The most significant safety feature of a school bus is its compartmentalization. This refers to the specially padded and designed seats placed close together to cushion students in the event of an accident. This feature means there is not a lot of space available for large items. It should be noted that a ripped or torn seat affects the integrity of this safety feature in the event of an accident.
These items cannot take up space needed for students, cannot be placed in the aisle, and must be held on the student's lap or placed on the floor between the student's legs. All buses do not have enough space for both students and larger items.
Items Eligible for Transportation

Large items cannot protrude into the aisles or above the seats or into another student's space. Bus seats are 39" (two seater) and 45" (three seater) wide and a number of busses carry three students to a seat, which is the allowed maximum capacity. Anything students carry must be held on the students' lap, or rest on the floor between the students' legs.

The following items are permitted on the school bus:

* Flute, piccolo, clarinet, oboe, trumpet, alto sax, bass clarinet, bassoon, trombone
* Lunch pails, school backpacks
* Text books & school supplies
* Sports equipment (all types of balls must be in sport bags) (large hockey bags not included)

The following items are not permitted on the school bus:

* Tuba, sousaphone, baritone, guitars, drums, French horn, tenor sax, bass trombone
* Larger instrument cases - see your band director before attempting to bring these oversized cases on the bus.
* Hockey bags, hockey sticks, skis & poles, skateboards, baseball bats, etc.
* Suitcases - instrument cases - backpacks with handles and wheels
* Science boards, ex. Tri-fold display

It is the parent or guardian's responsibility to transport these oversized items to and from schools.