

## **PART 2. GENERAL PROCEDURES**

When students arrive at school by either bus or car, they must immediately leave their bus or car and go to the patio, cafeteria, library, or gym areas. Students may not remain in their vehicles whether or not said vehicles are parked on or off school property.

A student breakfast program will be available before school in the cafeteria for those who wish to participate.

- **Bus Transportation**

Bus transportation to and from school is provided by the district for all students. Bus schedules are mailed to each home prior to the opening of school. Every student is expected to board the bus and leave the bus at his or her designated stop. Students should be at their bus stop at least five (5) minutes before the scheduled pick up time. Missing a bus is not an acceptable reason for being tardy. Riding the bus is a privilege. Students are expected to be well behaved and courteous. If an individual is reported to school authorities as unruly or for endangering the safety of others, they will have their bus privilege taken away. Students are the responsibility of the school from the time they get on the bus in the morning until the time they get off the bus in the afternoon. The bus driver has the same authority on a bus that a teacher has in the classroom.

When on the bus, students shall comply with the following rules:

- Students shall enter the bus in an orderly fashion, go directly to a seat, and remain seated until the bus reaches its destination.
- Students defacing a bus or any school property will be liable for repair or replacement costs.
- Students shall keep their hands, head, and arms inside the bus.
- No articles will be placed in the aisle.
- Smoking is not allowed on the bus at any time.
- No objects are to be thrown from buses.
- No food may be eaten on the bus.

### **2-2 Car Transportation**

No students will be allowed to remain in their automobile when they arrive at the school. Students are reminded to bring required materials from their automobile upon arrival.

An application for a parking permit is available from the Automotive Shop. Due to limited parking space, parking permits will be issued to eleventh and twelfth grade students only. After senior sign out in May, tenth grade students may apply for parking permits.

If a permit is granted, a parking placard will be issued and it must be affixed to the vehicle. Students may park only in the designated student parking areas. Cars without a parking permit and/or cars parked in areas other than the designated parking areas for students will be towed at the expense of the owner. Students must observe a ten-mile per hour speed limit while on school property. Students are reminded to enter the school only through the cafeteria or gym doors and not through mall area doors. After 8:00 a.m. the main entrance will be the only unlocked access to the building.

The school is surrounded by fire lanes. Parking that restricts fire lane access may warrant a fine from the Town of Billerica.

The privilege of driving one's car to school and parking on school property will be revoked if the student fails to comply with the aforementioned rules. Parking privileges are authorized for students who register their vehicle(s) in the manner prescribed by the administration and who remain eligible with respect to school performance, attendance, and discipline policy. A student's parking permit may be suspended for 30 days or rescinded for the balance of the school year for infractions including, but not limited to:

- Poor academic performance.
- Excessive tardiness to school.
- Suspension resulting from discipline administered by the Dean.
- Driving to endanger on school or around school grounds (speeding, recklessness, spinning wheels, driving on walkway, failure to stop or yield when signaled by school official.
- Inappropriate public remarks or gestures.
- Unauthorized visits to the parking area.
- Unauthorized departure from school grounds during the day or leaving prior to school dismissal at the end of the day.
- Parking in an unauthorized area.
- Allowing another person to use the parking permit.
- Failure to wear a seat belt as required by Massachusetts law.
- The production of counterfeit permits.

The permits of students whose parking privileges have been suspended for 30 days or rescinded for the year must be turned-in to the Dean's office until the reinstatement of privileges.

Parking permits may be temporarily suspended in response to space restrictions during inclement weather or other unusual conditions.

Parking permits are issued for Class-D and Class-M vehicles only.

A nominal fee of \$10 will be charged for each parking permit.

The following penalties will result for unsafe driving offenses:

- First offense: Unsafe operation of a motor vehicle on school property will result in the loss of parking privileges for 30 school days and three nights of detention. Also, students will lose their parking privileges if they remove themselves and/or other students from school property by car during school hours.
- Second offense: Continued unsafe operation of a motor vehicle will result in the loss of parking privileges for the remainder of the school year and suspension. The violator will be referred to the local police for further action.

*Seat Belt Policy.* All operators and passengers of motor vehicles are required to properly fasten safety belts while on school property. Any operator of a vehicle in which the driver or any passenger is not wearing a safety belt or otherwise properly restrained in an infant or child seat will receive the following penalties:

First time student offender will receive a written warning and parent/guardian will be notified.

Second time student offender will lose parking privileges at the school for two weeks and parent/

guardian will be notified.

Third time student offender will then have his/her parking privileges at the high school revoked for the remainder of the school year and parent/guardian will be notified.

Any other operator who is not a student will receive a warning along with safety education material.

Any school administrator, staff member, or police officer may report a seat belt violation of this policy to the appropriate school administrator.

### **2-3 Late Transportation**

Late buses depart from the patio/gymnasium curb area at 3:20 p.m. on Monday through Thursday to accommodate makeup testing, extra help, extra-curricular activities, and detention.

Athletic buses normally depart from the same area on Monday through Friday at 5:15 p.m. Times will vary depending on athletic season. The athletic director will schedule and post late bus notices according to the season.