

**MARGARETVILLE CENTRAL SCHOOL  
MARGARETVILLE, NY 12455**

**BUS PROCEDURES TO FOLLOW FOR A CHILD TO STAY  
AFTER SCHOOL OR RIDE A DIFFERENT BUS - UPK-12**

1. Each child must present a Notice of Bus Route Change to his/her teacher. A separate slip must be completed for each day a child requests a change. Blanket notes will not be accepted for after school activities.
2. The regular classroom teacher will give special teachers, who have a class for Grades K-4 the last period of the day, a list of bus changes.
3. Bus drivers will not permit a non-regular bus student to ride the bus unless the student has a bus permission slip.
4. Lists will be generated each day, listing those students who will be staying after school for the various activities.
5. The school district will not assume any responsibility for canceling any non-school activities for which parents have given permission for their children to stay after school, regardless of weather and road conditions. If these activities are cancelled, it will be done by the advisor. The advisor must contact all parents involved and assume full responsibility for parent notification. Activities which are included in this section are Girl Scouts, Brownies, Daisy Scouts, Cub Scouts, Karate and Ski Program.
6. Telephone calls for bus changes **WILL NOT** be accepted after **12:00** unless it is a case of extreme emergency. If a non-school activity is canceled at the last minute and parents have not been notified, these students will be kept after school. Supervision will be provided and the organization will be billed for that service at the rate of ten dollars (\$10.00) per hour.
7. A parent wishing to take a child from school prior to dismissal should send in a note with the child and must stop in the office and sign the child out. The office will contact the classroom and the child will be sent to the office. The office will make out a Notice of Bus Route Change for the driver when necessary.
8. The school district will not transport children to non-school related after school activities (Examples: dance lessons, birthday parties, club activities, etc.).
9. Those students who walk to school and wish to remain after school for an activity should have a note from a parent.
10. Those students who will ride their same bus, but seek to be dropped off at a location other than their home, should give a signed note to their bus driver.