Totowa Borough Public Schools

Washington Park School
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Patricia Capitelli
Chief School Administrator

David Bower
Principal

Dear Parent/Guardian,

Please be advised that according to the Totowa Board of Education approved Discipline Policy and Regulation #5600, all students must exhibit proper behavior on the bus as well as in the bus room. Failure to adhere to the bus and bus room rules will result in disciplinary consequences.

We ask that you review the bus rules with your child which can be found in our Student Discipline/Code of Conduct Policies on our district website.

Should your child's means of transportation change on any given day, you must notify the main office before 12 P.M. at wpsattendance@totowa.k12.nj.us. Failure to notify the main office before 12 P.M. will result in implementation of discipline as shown below.

Please be aware any initial bus referrals or discipline will result in:

- **Parent contact and a warning letter and to the child's parent/guardian.**
- **The second offense will result in a minimum 14-school day bus suspension.**
- **The third offense will result in the student's removal for the remainder of the school year.**

Please be advised that the administration reserves the right to determine consequences for any disciplinary infraction.

Thank you for your continued support and cooperation.

Sincerely,

Principal