

SHARED TIME TRANSPORTATION PROCEDURES



We would like to take this opportunity to provide an update on our shared-time procedures. At times, the RIH and shared-time calendars may conflict, and we want to clarify the procedures to follow when these situations occur.

Please note: *There are occasions when changes are made to the shared-time schedule and/or field trips that we are not notified about. If you become aware of any schedule changes*

or have questions, please contact your student's school counselor immediately so we can address and resolve any scheduling issues promptly.

- **RIH Closed Full Day (i.e. Vacations)** - Students will **NOT** be transported to shared time even if shared time is open. (If you wish to bring your child to/from shared time on a day we are closed you may do so).
- **RIH Delayed Opening (i.e. Inclement Weather)** - Morning students will **NOT** be transported to shared time. If there is a delayed opening due to inclement weather, this is because it is not safe to drive. Morning shared-time students should report to their designated RIH high school by Block 4 class at 1:20 PM. **Afternoon shared-time students will be dismissed from their Block 2 class at 11:15 AM to attend their shared-time session. Other classes will be an excused absence.**
- **RIH Delayed Opening (i.e. Scheduled On School Calendar/State Testing/College Board Testing)** - If there is a delayed opening due to pre-arranged schoolwide testing/professional development, morning students **will ONLY** go to shared time if s/he **does NOT** have required testing at designated RIH high school (i.e.: NJSLA, NJGPA, PSAT, AP). **Afternoon students will follow their regular schedule** unless required to be at designated high school for testing.
- **Unanticipated RIH Early Dismissal (i.e. Inclement Weather)** - Morning students will be transported to shared time. They will be dropped off at designated RIH high school and will attend their afternoon classes at designated high school until dismissal. **Afternoon shared time students will NOT be transported due to weather.**
- **A Scheduled RIH Minimum Day (i.e. On School Calendar)** - Morning students will be transported to shared time. They will be dropped off at designated RIH high school and will report to their Block 5 class and remain until dismissal. **Afternoon students WILL NOT be transported to/from shared time if shared time has a full day.**
- **Field Trips**- If a school-based field trip overlaps with a student's shared-time schedule, the student may choose to participate in either the field trip or the shared-time experience.

- **RIH Open/shared time School is Closed -**

Morning shared time - Your child must report to designated RIH high school by 12:09 PM (or their student-specific program start time as per their schedule). Transportation is not provided to get to school.

Afternoon shared time - Your child will attend his/her classes at designated RIH high school until 11:18 AM (or their student-specific program end time as per their schedule)

(1) If your child is a senior and has senior privileges, s/he will be allowed to leave.

(2) If your child is a junior, your child's school day will be over at 11:18 AM, but s/he **will NOT be allowed to leave unless picked up by a parent or emergency contact**. If pick up is not available, your child will be required to stay at designated high school and work in the Media Center until full day dismissal.

- **RIH Open/shared time Half Day -**

Morning shared time - Your child follows his/her regular shared time schedule and reports to the high school main office upon their arrival to RIH designated high school.

Afternoon shared time - Students attend designated RIH high school until their morning classes end at 11:18 AM (or their student-specific program end time as per their schedule)

(1) If your child is a senior and has senior privileges, s/he will be allowed to leave.

(2) If your child is a junior, your child's school day will be over at 11:18 AM (or their student-specific program end time as per their schedule), but s/he **will NOT be allowed to leave unless picked up by a parent or emergency contact**. If pick up is not available, your child will be required to stay at designated RIH high school and work in the Media Center until full day dismissal.

- **Individual Schedules and Variability**

Please note that all noted **departure and arrival times in this document may vary by student**. Students should continue to follow the specific times assigned to them for reporting to their shared-time program. Any discrepancies between the general procedures outlined here and a student's individualized schedule should be resolved by adhering to the student's assigned times.

Missed Bus

Please be aware if your child misses the bus, there is no alternative option unless you choose to drive your child to shared time. If you keep your child home, s/he should report at designated RIH high school at 12:09 PM (or their student-specific program start time as per their schedule).