



LFNO 2023/24 Transportation Policy/Handbook

Student Transportation Services Eligibility

Transportation is provided at no cost to all students of LFNO. School Bus transportation is offered to all students in PreK to 5th grade provided they live in Orleans Parish and more than 1 mile from the campus they attend. Students with an IEP are provided transportation according to their individual needs. All other students will be provided public transportation passes as needed/requested. To be eligible, students must reside in Orleans Parish and live more than one (1) mile from the campus they attend. (Revised Statutes Title 17:158.)

Proof of Residency Requirements: Parent(s)/guardian(s) must provide two(2) proofs of residency documents (listed below) no more than 60 days old to be eligible for LFNO provided transportation services. If proof of residency requirements were not submitted during registration, parents/guardians must mail or deliver by hand an envelope with missing documents addressed to;

LFNO TRANSPORTATION
Lycée Français de la Nouvelle-Orléans
1601 Leonidas St
New Orleans, LA, 70118

Proof of residency documents shall be as follows:

Of the two(2) required documents, one(1) must be one of the following 3.

- Current Orleans Parish Homestead Exemption
- Property Tax Bill
- Current rental lease agreement

The second document can be any of the following

- Current Orleans Parish Homestead Exemption
- Property Tax Bill
- Current rental lease agreement
- Electricity/gas bill
- Sewerage/water bill
- Telephone bill (landline only)
- Cable/internet service bill
- Current official letter from a government agency (Department of Social Service, Department of Health & Hospitals, etc.) that lists parent(s)/guardian(s) name and address



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Students that do not meet all eligibility and documentation requirements by the deadline for enrollment will not be eligible to ride the bus until after September 30th, and after all requirements are met.

Requests for transportation must be made during student registration. Requests made after the enrollment window has closed will be reviewed and processed beginning September 30th. Post registration deadline requests for transportation may take up to 30 business days to process.

For students who meet all requirements, LFNO's Transportation team will work with our transportation provider to assign a bus stop for PK4-5th grade students located no more than one (1) miles from the student's primary place of residence, and provide public transportation passes for 6th-12th graders.

Notification of the assigned stop with all relevant details will be shared via email as soon as all routes are finalized. Once a stop is assigned it will not be changed unless it increases overall route efficiency, which will be determined by our transportation vendor and LFNO Transportation Department.

Additionally, families that are issued RTA passes will not be eligible for yellow school bus transportation, and are responsible for keeping RTA passes safe. LFNO will issue no replacement RTA passes for any student for any reason.

Hardship Applications

Students in 6th through 12th grades may submit a hardship application for yellow school bus service. Applications will be shared before the start of the school year and be available for download on the LFNO's website. Applications will be reviewed on a case-by-case basis. Once a determination has been made, the decision is final.

📄 [23_24 Transportation Hardship Application.pdf](#)

Service Provider

The LFNO utilizes a fully inspected and insured vendor to provide transportation vehicles, properly licensed and trained drivers, and final say in route design and management. The New Orleans Regional Transit Authority (RTA) provides all public transportation (streetcars, buses, and ferries) for the city. Transdev Services manages the day-to-day operations of the system. Any grievances about issues that may occur en route to or from school on a vehicle belonging to a service provider, should direct their communications directly to the involved service provider.

Regional Transit Authority (RTA) Passes

RTA passes are intended for the use of transporting students to and from home and school. Once passes are issued, it is the responsibility of the students to keep track of their RTA passes, as LFNO will not replace any lost or stolen passes.



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Student Safety

The safety of our students is our highest priority, and all parties play a role in the safety of the children. These parties include the students, parents and parent designees, bus company representatives, and, of course, the LFNO representatives.

Parents/guardians are responsible for getting students to and from the bus safely. The bus driver's responsibility begins as the students board the bus, and includes monitoring student behavior. LFNO's responsibility begins when students set foot off of the bus at their campus. Should anything occur on the bus that does not meet expectations of conduct or safety, parents and/or guardians should direct their concerns to the service provider. Lycee does not provide monitors and has no adult presence on school buses, and is thereby free from any liability for incidents or situations that occur on a bus. Lycee will, however, work closely with our school bus provider should any student fail to meet expectations around conduct and safety.

Parents are strongly encouraged to help service providers and school officials by reinforcing the following safety measures with their children.

- Always use the handrail when entering and exiting the bus.
- Stay seated the entire time are on the bus
- Never walk behind a bus.
- Take 10 giant steps in front of the bus's front bumper in order to be seen by the driver.
- When crossing in front of the bus, wait for the signal from the driver to cross.
- If an item falls near the bus, never go under the bus or get near the tires. First, notify the driver and then, allow an adult to retrieve the item.

Independent Walkers/Bike Riders

Parents/guardians of students walking or biking to school, which includes walking or biking from public transportation stops and walking or biking between Priestley and McNair, must complete the form below.

[LFNO Independent Student Walker_Bike Form.pdf](#)

Behavioral Expectations—Parents

- All parents/guardians read carefully the LFNO 2023/24 Transportation Policy/Handbook and indicate that they understand and agree to all parts.
- The parent identifies on Registration forms, before the registration deadline, their intent to utilize LFNO provided transportation, and or on the Request to Update Information form, the names, and contact information of all persons authorized to pick up their child.



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- The parent(s)/guardian(s) identifies on Registration forms, the Request to Update Information form, and/or on their PikMyKid App the names, and contact information of all persons authorized to pick-up/drop-off their child(ren).
- The parent, or other designated adult, will be present at their bus stop each school day 20 minutes prior to the scheduled arrival time to personally witness their student(s) boarding or exiting the bus. Students with no parent/designated adult on time and present at the stop may be suspended from the bus for up to the remainder of the year. If our bus provider or an LFNO representative is unable to reach a parent or other designated adult, or if a parent/designated adult is unable to meet the bus at a place that does not add any extra miles to the normal bus route, the student(s) may be returned to one of LFNO's campuses or taken to the nearest police station. If our bus provider charges LFNO for the extra time required to return a student to one of our campuses or to a police station, parents will be required to pay that fee.
- The parent, or the parent's designee, will not enter the bus at any time. The unauthorized boarding of a bus is a criminal offense and will be reported immediately to local authorities. Their student(s) may also receive a bus suspension for up to the remainder of the year.
- The parent, or the parent's designee, will not confront the bus driver. Any complaints must be directed to the service provider directly. If the service provider needs more information, they will contact LFNO.
- The parent, or parent's designee, will not attempt to stop the bus once it has left the school building or bus stop. Should this occur, our service provider will inform LFNO administration and their student(s) may receive a bus suspension for up to the remainder of the year.

Behavioral Expectations—Students

- All rules of student behavior in effect on the school campus apply to the bus.
- All students are expected to walk onto the bus and go directly to her/his assigned seat and remain there until arriving at their final destination.
- All students are expected to remain correctly seated at all times when the bus is in motion.
- No student will eat, drink, chew gum on the bus, or create litter.
- All students will keep hands and limbs inside bus windows.
- All students will refrain from aggressive or disruptive behavior and language at all times.
- When requested by the bus driver, or LFNO staff member, the student will move to any seat assigned to them.
- No student will deface or damage any part of the bus.
- All students will follow any instruction given to them by the bus driver or any LFNO staff member.



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Bus Infractions and Penalties

Class 1 Rules Violations may include:

- Littering on the vehicle
- Eating, drinking (water is okay), or chewing gum on the bus
- Putting any parts of the body outside the bus window
- Using offensive or obscene language
- Failure to comply with loading or unloading procedures
- Use of cell phones on the bus, if instructed that cell phones are not allowed.

Class 2 Rules Violations may include:

- Refusing to follow direction from a driver, monitor, or LFNO staff member
- Parent tardiness in picking up or dropping off a child at their bus stop. Parents are expected to be at the assigned stop 2010 minutes prior to the scheduled, published times of arrival of the bus (See Section: **Undeliverable Students**).
- Unnecessarily standing on the bus
- Bullying, harassment, or teasing
- Weapons or drugs brought on the bus
- Throwing items from the bus, at the bus, or in the bus
- Defacing or damaging the bus in any form
- Tampering with emergency exits
- Fireworks, Lighters, or explosives on the bus
- Any conduct that would jeopardize the safety and well-being of other students or the driver - including physically assaulting the driver or other personnel
- Fighting on the bus, at the bus stop, or during bus arrival or dismissal.
- Sexual contact of any nature
- Getting off the bus at any stop where their parent or designated adult is not present.

If a student commits a Class 1 discipline violation, sample actions could be as follows:

- 1st Violation: Warning is given to parent/guardian and student from the Transportation Team, with campus principal and behavior team copied. LFNO reserves the right to skip further down the consequence ladder.
- 2nd Violation: Student is suspended from the bus for 5 days
- 3rd Violation: Student is suspended from the bus for 10 days
- 4th Violation: Student may have her/his bus transportation privileges revoked.
- **The driver shall make attempts to enforce expectations (i.e. changes in seat, reminders, etc.) after a student's first violation. It is, however, his/her primary job to safely drive the bus and cannot be held responsible if a student continues to commit violations.



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If a student commits a Class 2 discipline violation:

- The student may have her/his bus transportation privileges revoked for the remainder of the school year.

In the event of any violation, the driver shall inform LFNO. The school will review the incident form, will take action pursuant to the above policy, and will inform both parent(s)/guardian(s) and the driver of any disciplinary actions, as well as the start date and end date for all suspensions. All bus suspensions include extracurricular trips of any type

In all cases of damage to the property of individuals and/or to the bus, parents are responsible for restitution.

In addition to receiving a loss of bus transportation privileges, students may also receive consequences for specific offenses listed within the school's code of conduct, such as the prohibition against cell phone use.

Loss of riding privileges does **not** excuse a child from school. If riding privileges are suspended, it is the responsibility of the parent to get the child to/from school.

Bus Schedules

Bus routes, stops, and schedules are generated by our transportation provider. For eligible students, bus stops will be within one(1) mile (walking distance) from the student's residence. Requests for closer stops will be considered on a case by case basis.

LFNO's Transportation Service is a Minimum Four (4) Day Program*. This means that children who are registered as bus riders are expected to ride the bus to and from school at least four days a week. If a student fails to meet these program requirements, they may lose their eligibility status.

*Exceptions for Minimum Four (4) Day Program:

- Student absences
- Participation in an **LFNO-approved after school club(s)**: as long as the club is scheduled for the same regular day each week. You must notify the LFNO Transportation by email (transportation@lfno.org) of your student's participation in the LFNO-approved after school club.

In any case that results in a student being removed from the bus, parents are required to make arrangements for drop off and pickup, and any resulting absences will be considered unexcused. If a child is placed in After Care, or returned by the bus to aftercare, parents will be responsible for any fees charged by LFNO's aftercare program or by our bus provider.



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LFNO-approved after school clubs are not considered extensions of the regularly scheduled school day. It is the responsibility of the parent to provide for the child's transportation following the on-site, after school club.

Permanent Changes

As the result of an official change of residency, and only for this reason, a permanent stop change may be requested via email to your child's office manager or, by submitting a hard copy that may be obtained in the front office. You will be asked to present two proofs of residency, and it may take up to 30 business days to process and assign a new route after an official request is completed in full. You will receive a notice with the new route information.

Temporary Changes

Emergency (examples below) requests to make changes to bus transportation will be considered on a case by case basis. Notice must be emailed as soon as possible to your campus's front office and transportation@lfno.org. All reasonable efforts will be made to accommodate family emergencies as long as they do not significantly interfere with regular transportation operations, stay within the guidelines set forth in this policy, and are allowable under State and LDOE regulations.

Transportation Change Cut-Off Times

Cut-off time to make changes in daily student dismissal mode is 12:00 PM. Transportation changes must be made in PikMyKid before the cut off time. Dismissal teams will only dismiss a kid based on the dismissal mode listed in PikMyKid. If you encounter any issues with the PMK app and require immediate help, you may call your student's front office manager before 12 pm. For non-urgent PMK support, please email transportation@lfno.org.

Undeliverable Students (Pre-Kindergarten through 12th Grade)

LFNO will ensure compliance with R.S. 14:93.2.1 for all children under the age of 10 by requiring the parent or parent's designee to be present at the bus stop to receive the child 10 minutes prior to the scheduled, published time of arrival for the bus. If a parent, or approved designee whose name appears on the authorized pick-up list, is not present at the time the bus arrives at the stop or before the scheduled departure time for the stop, the student is considered "undeliverable". Consequences for "undeliverable students" are outlined in the "Behavioral Expectations—Parents" section above. Additionally, if the bus driver has to return undeliverable students to a campus's After Care program, parents will be responsible for a \$25 "After Care" charge, and any fees charged by our service provider. All LFNO staff members are mandatory reporters and may have to report issues regarding undeliverable students to the Department of Children and Family Services or transport students to the nearest police station.



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Additionally, a child(ren) may lose bus transportation privileges.

Concerns and Grievances

- Service concerns and/or grievances (i.e. late bus, driver conduct, etc.) **should not** be directed to the bus driver or to LFNO, instead they should be communicated directly to the service provider. If necessary, the service company will follow up with their driver and/or LFNO administration.
- Student behavior related concerns and/or grievances should be communicated via email to LFNO front office staff and/or your campus's behavior team. They will then follow up with the service provider and/or bus driver as needed.

Students with Disabilities

When students with disabilities commit offenses on the bus, that student's Individualized Education Program (IEP) will be reviewed. The ESS Director will be notified of all behavior infractions of students that have an IEP in place. If the behavior is determined to be non-related to the student's disability, the student will be subject to the same consequences as his/her non-disabled peers.

Transportation for Students with Special Needs

The student's Individualized Education Program (IEP) or Individualized Health Plan (IHP) determines the level of transportation service for special needs students. The IEP Committee makes these determinations. The committee's determinations are considered final. Parents who feel their child may have a disability that requires transportation accommodations and/or modifications should contact LFNO's ESS Department or a member of campus administration for more assistance.

Late Bus

Occasionally there are issues related to mechanical breakdowns of buses, unusual traffic conditions, or illness of drivers. In such instances, the service provider is to notify LFNO's transportation team and send a message via their web based, parent bus tracking system. If able, a member of LFNO's Transportation Team will send a message via PMK, but parents should rely on our services providers system. Complaints or grievances about late buses should be directed towards our transportation provider. Anytime a student is tardy due to issues related to yellow bus transportation, the tardiness will be excused. In addition, at the discretion of the principal or her/his designee, the student will be allowed to have breakfast if the child normally eats the school breakfast and if it is reasonable for the cafeteria staff to provide said breakfast.

Medical Emergency Transportation

Parents are responsible for arranging transportation for their child in the event the child becomes ill during the school day. If school officials are unable to reach the parent or any



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of the emergency contacts, and if the school nurse deems it a medical emergency requiring immediate medical intervention, the school will contact EMS and the child will be transported to a hospital by ambulance. All costs associated with EMS and transportation via ambulance must be borne by the parent. For medical emergencies that occur on a yellow school bus, our service provider will communicate immediately with school administration who will follow the steps listed above. They will also complete an incident report, which will be sent to LFNO administration and kept on file. Depending on the nature of the emergency, the bus driver or service provider may contact EMS first. If that is the case, our service provider will communicate directly with families about any follow up needed.

School Bus Accidents/Incidents

Accidents and incidents are sensitive issues and will be reported to the New Orleans Police Department (NOPD), and LFNO. If students are on board when a bus is involved in an accident, LFNO administration will be informed immediately and a staff member will be dispatched to the scene of the accident. EMS will also be dispatched and will individually check each student and determine if medical attention is needed, if medical attention is needed they will be transported to the nearest hospital by ambulance. Local Police will be called to provide an accident report. Lastly, a member of our services provider's safety team must inspect the bus and determine if it is safe to continue on its route. Unless the bus is unsafe or in an unsafe location, or if a student needs to be brought to a hospital, all students will be required to remain on board the bus until all processes are complete. If the bus is unable to continue on its route, parents will be able to collect their students or our service provider will send a backup bus to complete the route.

Student Data Transmission

LFNO shall submit updated student data to the vendor up to once per week. This will be in an electronic format, preferably Excel, and will contain the name, school, grade, address, phone, secondary number, and emergency contact information/numbers. If this information changes at any time during the year, parents/guardians are required to contact their campus(s) front office manager **AND** email transportation@lfno.org so the new data can be communicated to our transportation provider.



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Student Transportation Agreement

(Please fill out for each student)

Student's Information

Student's Name: _____

Grade: _____ Birth date: _____ Gender: _____

Parent's Information

Parent(s)/Guardian Name(s): _____

Home Address: _____

Phone 1 #: _____ / _____ / _____ Name: _____

Phone 2 #: _____ / _____ / _____ Name: _____

Email address(es): _____

Authorized Pick-up (by adding a name here you are agreeing to allow this person to pick-up your minor child from the bus stop in your absence.)

*Name: _____ Phone #: _____ / _____ / _____

*Name: _____ Phone #: _____ / _____ / _____

*Name: _____ Phone #: _____ / _____ / _____

*I am requesting that my child be transported to and from the above address during the 23-24 SY. I understand that a parent or authorized pick-up person must be present to receive students. I understand that I'm required to communicate all schedule, stop or bus change requests to the school. I have read and understand the **LFNO 2023-24 Transportation Handbook**, and agree to abide by the policies and procedures contained therein.*

Parent Signature: _____ Date: ____ / ____ / ____



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Proof of Residency Requirements

Two(2) documents will be required to prove Orleans Parish residency. Documents must be in parent/ legal guardian name, less than 60 days old, and match primary residence listed during student enrollment. Forms that were not submitted digitally during enrollment will need to be mailed or delivered by hand in an envelope to:

LFNO TRANSPORTATION
Lycée Français de la Nouvelle-Orléans
1601 Leonidas St
New Orleans, LA, 70118

Acceptable “Proof of Residency” documents shall be as follows:

Of the two(2) required documents, one(1) must be one of the following:

- Current Orleans Parish Homestead Exemption
- Property Tax Bill
- Current rental lease agreement

The second document can be any of the following:

- Current Orleans Parish Homestead Exemption
- Property Tax Bill
- Current rental lease agreement
- Electricity/gas bill
- Sewerage/water bill
- Telephone bill (landline only)
- Cable/internet service bill
- Current official letter from a government agency (Department of Social Service, Department of Health & Hospitals, etc.) that lists parent(s)/guardian(s) name and address

BELOW IS FOR OFFICE USE ONLY

Effective date: _____ Bus color: _____ Bus stop: _____

Bus stop times: _____ am _____ pm

LFNO Signature _____ Date: _____