



POLICY 328

I. TRANSPORTATION REGISTRATION

- A. It is required that each student register annually for transportation. This transportation registration form must be submitted to the school office each year by a predetermined deadline.

II. RESIDING WITHIN FOREST LAKE AREA SCHOOLS, DISTRICT 831

- A. Lakes International Language Academy (“the School”) utilizes Forest Lake Area Schools, District 831 (“District”) bus transportation for all students living within the District. Students are subject to the District’s transportation policies, in addition to this Policy.

III. RESIDING OUTSIDE OF THE DISTRICT

- A. Students not residing within the District may utilize a fee-based transportation service available to families that are able to transport students to drop-off/pick-up sites designated by the School. Students will be considered based on seating availability.

- B. Assigned Bus and Stop

1. Students are assigned to specific buses and stops by the bus company with which the School contracts. These stops will be centrally located. There will be no home pick-up or drop-off locations assigned. Parents or guardians will receive a communication prior to the start of the school year that contains transportation information such as pick up and drop off locations, bus numbers, and times.
2. Students are only allowed one pickup address and one drop-off address. These address locations may be different, but must be consistent every day of the week.
3. A student who is not assigned to a particular bus or stop, but wishes to ride home with another bused student, may only do so with emailed parental permission or a hand-written note from the parent. The School will issue a bus pass for the student to give to the bus driver.
4. A busing student who wishes to be dropped off at a stop for which they are not assigned may only do so with parental permission. The school will issue a bus pass for the student to give to the bus driver.

- C. Bus Routes and Stops

1. Bus stops and routes are designed with consideration of safety, efficiency, cost effectiveness, and shortest overall ride times.
 - a) Bus stops are established at the discretion of the bus company management. School bus drivers do not have the authority to change or add a bus stop.
 - b) Students should plan to be at the scheduled bus stop five minutes prior to pick up time.

- c) Parents should plan to be at the scheduled bus stop five minutes prior to drop-off time.

D. Bus Stop Changes

- 1. Bus stops are reviewed annually and changed as necessary to meet the needs of the majority of students requesting transportation.

E. Bus Riding and Stop Behavior

- 1. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events. All school rules and policies are in effect while a student is riding the bus or is at the bus stop.

F. Discipline

- 1. Consequences for school bus/bus stop misconduct will be imposed by the school administration. Serious misconduct may be reported to local law enforcement. Consequences will be determined according to the Student Handbook.

REVISION HISTORY

Date	Status		Date	Status		Date	Status
	Adopted		11/15/2016	Amended		06/13/2017	Reviewed
02/12/2019	Reviewed		06/03/2021	Reviewed		05/12/2026	Amended