

Home Leave Transportation Policy and Procedures

From our handbook:

Transportation to Dickinson/Fargo is a privilege, parents must inform the school the Thursday before home leave should they decide to bring their students back to school themselves. A minimum of four passengers must be going to the same drop off point. Students will not be considered booked for transportation until the fee is paid. Fees must be paid by cash/credit card and are not able to be charged to the student's school account. Home leave transportation, as needed, will be provided to:

1. Dickinson, and Jamestown \$20
2. Minot and Fargo \$40

Home leave transportation will not be available for Christmas as home leave begins after the concert and at Spring Break.

1. An email will go out to the parents from the office manager/registrar at about two weeks before home leave with the following:
 - a. The staff member driving the students to their homes and the staff member picking the students up to return to DAA
 - b. Time of departure from DAA for the trip out
 - c. Drop off location
 - d. Time of arrival at drop off location
 - e. Cost of transportation
 - f. Transportation costs must be paid in cash or with a credit card (not put on the bill)
 - g. Time and location of pick up for the return to DAA
 - h. Time of arrival at DAA
 - i. There must be a minimum of four students going to the same drop off location for transportation to take place
 - j. Parents must inform the school of their desire for home leave transportation by the Thursday before home leave in order to secure transportation.
 - k. Sign-up sheets for the students will be placed by the office manager/registrar at the front office also
 - l. The office manager/registrar will communicate with the parents in a timely manner to make sure that all information for the parents and the drivers is correct, up to date, and fees paid