

Non-Instructional/Business  
Operations

**SUBJECT: TRANSPORTATION OF STUDENTS: TAKE-HOME RUNS**

Parents may request one alternative take-home location other than the child's residence. The purpose of the alternate locations should be for child care and must be set on a schedule. All requests must be submitted in writing to the Transportation Supervisor using a designated "Change in Transportation" Form.

According to New York State Education Law 3635(1)(e), a Board of Education, at its discretion, may provide transportation between before/after child care locations within the School District, and written requests for transportation to or from a child care location must be submitted by the parent or legal guardian no later than April 1. Notwithstanding, the Pembroke Board of Education authorizes the Superintendent and/or his designee to establish an appropriate deadline date for parents and/or legal guardians to request changes for take-home locations that will begin on the first school day of the subsequent school year.

Take-home locations will remain the same from the end of one year to the beginning of the next year unless a change request is made by the established deadline, in writing using the designated "Change in Transportation" Form. When requests are not submitted and received by the deadline date, the start date for alternate take-home locations will be no earlier than the second Monday after the school year begins or no earlier than the second Monday after the request is submitted and received, as determined by the Transportation Supervisor.

Upon the establishment of the schedule, requests for changes to occur more than once each semester are discouraged. All requests for alternate take-home locations must be submitted and received in writing using the designated "Change in Transportation" Form. The start date for such requests will be no earlier than the second Monday after the request is submitted and received.

It is the responsibility of parents/legal guardians to ensure that an appropriate responsible person is visible at the take-home location for Primary School students (PreK-Grade 2). In the event no one is visible at the take-home location, attempts will be made to contact a parent/legal Guardian. If attempts to contact a parent/legal guardian are unsuccessful, students will be brought back to school, and administration reserves the right to contact local authorities at their discretion.

Any variance from the above policy will be determined to be an emergency by the appropriate building principal or the Transportation Supervisor or the Superintendent.

Adopted: 12/12/17