



FOREST LAKE AREA SCHOOLS


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(651) 982-8100 • www.flaschools.org

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December 14, 2012

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FROM: Donna M. Friedmann 
Director of Administration & Human Resources

SUBJ: POLICY COMMITTEE MEETING

The next meeting of the Policy Committee will be held promptly at 7:00 p.m. on Thursday, December 20, in the boardroom at the district office. The agenda for this meeting is enclosed. Please contact me at (651) 982-8123 if you are unable to attend this meeting.

DMF/kk

Inspire the learner: ignite the potential!

Forest Lake Area Schools • Independent School District 831 • Equal Opportunity Employer

INDEPENDENT SCHOOL DISTRICT NO. 831
Forest Lake, Minnesota 55025

Policy Committee Meeting
December 20, 2012 – 7:00 p.m. – District Office Boardroom

AGENDA

1. Field Trips-Competitive Co-Curricular Activity Trips – Other Trips Policy 606
 2. Activities Requiring Long Distance Travel Policy 607
 3. Student Transportation Safety Policy 531 (Annual Review)
 4. School Board Member Reimbursement Guidelines Policy 103A (Annual Review)
 5. Out-of-State Travel by School Board Members Policy 103B (Annual Review)
 6. Travel Expense Reimbursement Policy 302
 7. Class Size Policy 601
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8. Consideration of Other Policies to be Scheduled for Review
 9. Other Matters
 10. Annual Policy Reviews
 - Anti-Bullying Policy 541 (January 2013)
 - Wellness Policy 546 (January 2013)
 - Crisis Management Policy 538 (February 2013)
 - Discipline Policy 515 (March/April 2013)
 - Harassment and Violence Policy 425 (April 2013)
 - Family & Medical Leave Policy 428 (September 2013)
 - Mandated Reporting of Maltreatment of Vulnerable Adults Policy 414 (September 2013)
 - Mandated Reporting of Child Neglect or Physical or Sexual Abuse Policy 522 (September 2013)
 - Student Sex Nondiscrimination Policy 421 (October 2013)
 - Student Transportation Safety Policy 531 (November 2013)
 - Technology Acceptable Use and Safety Policy 540 (November 2013)
 - School Board Member Reimbursement Guidelines Policy 103A (December 2013)
 - Out-of-State Travel by School Board Members Policy 103B (December 2013)
 11. Future Policy Review
 - Naming of School Buildings or Portions Thereof Such as Naming a Gymnasium
 - Random Drug Testing
 12. Policies at School Board for Action on 12/6/12:
 - Student Sex Nondiscrimination Policy 421 (2nd reading-approved)
 - Technology Acceptable Use and Safety Policy 540 (1st reading)

FIELD TRIPS - COMPETITIVE CO-CURRICULAR ACTIVITY TRIPS - OTHER TRIPS

FIELD TRIPS - THE EXPANDED CLASSROOM

1. Field trips outside of the school buildings and grounds may afford invaluable direct learning experiences for students. Such trips are to be encouraged when they: (1) have education values that can best be realized by direct observation of, or participation in, the community and (2) provide important group experiences for class discussion, creative expression, or cultural growth.
2. All field trips shall be approved by the building principal. In addition, all field trips outside a 100 mile radius shall be approved by the Superintendent of Schools.
3. The cost of transporting students on field trips shall be borne by the School District.
4. Field trips shall normally be considered as those trips scheduled within the student day.

COMPETITIVE CO-CURRICULAR ACTIVITY TRIPS

1. Co-curricular competition has become a very important part of the total school program. The School District recognizes its responsibility to provide all students with appropriate experiences in all areas of co-curricular competition.
2. Competitive co-curricular activity trips shall be defined as those trips involving approved intramural or interscholastic competition, as formally organized and sponsored by the School District.
3. The cost of transporting students on competitive co-curricular activities shall be borne by the School District.

OTHER TRIPS

1. The School Board recognizes that today there should be numerous extra-curricular activities available to the students of this District. Most of these activities are carried on within District facilities at no expense to the students.
2. However, there are times when these organizations, clubs, and activities request transportation for special functions, which most often provide life enjoyment and recreation.
3. Examples of such trips are: Skiing, Swimming, Roller Skating, Picnics, Pro-ball Games, Theaters, Restaurants and Pep Buses.

**FIELD TRIPS - COMPETITIVE CO-CURRICULAR ACTIVITY TRIPS -
OTHER TRIPS - Cont'd**

4. It shall be the policy of District 831 to assess students for the cost of such transportation. Prior to August 1 of each year the Director of Business Affairs shall inform the Principals of the average maintenance cost per mile and the bus drivers hourly rate to be charged for trips of this type. Principals are to pro-rate the total cost per trip and assess each student accordingly.

REVISED: 9/20/76

ACTIVITIES REQUIRING LONG DISTANCE TRAVEL

607

1. The Board recognizes that public performances by school groups or other special activities may have considerable value to the students and groups involved. Such unique activities often involve travel over long distances however, having implications beyond the scope of the ordinary curriculum.
2. It is, therefore, the policy of the Board to require specific Superintendent's approval for any student group activity requiring overnight travel if the activity is under school jurisdiction.
3. The Superintendent will report approved trips to the School Board at its next regular meeting.

REVISED: 5/3/99

Procedures Related to Policy 607 Activities Requiring Long Distance Travel

When planning an activity which requires long distance, overnight travel and falls under policy 607, complete Part A of this form and submit it to the Superintendent as soon as plans are formulated but not yet finalized. Part A should be completed and submitted prior to final confirmation with a tour company, students, parents, and any other individual or organization associated with the activity. No money should be collected or paid prior to submission and approval of Part A. The Superintendent will review the request and make a decision regarding initial approval within two weeks.

PART A

1. Name of person requesting approval of the activity _____
2. School _____
3. List the details of the activity (purpose, number of students, criteria for selecting students, location(s) and itinerary, dates, cost per student, transportation, contact people and local telephone numbers at the activity site, special needs/conditions or circumstances to consider, requirements and evaluations of students, expectations for student behavior, procedures to deal with disciplinary issues, the agency/company that is organizing the activity, planned fund-raising events, other information as necessary). Attach any information that will clarify the purpose and details of the activity.

Chaperones who are directly involved with the planning of the activity and whose class will benefit from the activity will be provided substitutes for the days absent from school during the time of the activity.

4. List the chaperones (if any are known at this time) directly involved with this activity and where they are employed in the district.

Other chaperones may be attending the activity as well. If other chaperones are district employees, they can utilize personal days, comp time, vacation time, or unpaid leave during the time of the activity. List the other chaperones participating in this activity.

5. List the other chaperones (if any are known at this time) and indicate whether or not they are school district employees. Chaperones who are not district employees will require a criminal background check.

6. Ratio of chaperones to students _____

7. Ratio of male chaperones to male students _____

8. Ratio of female chaperones to female students _____

9. Describe, in detail, the supervision schedule for students.

Signature of person submitting the request _____

Date _____

Principal's signature _____

Date _____

The Superintendent will review the request and make a decision regarding initial approval within two weeks.

Superintendent's Signature _____

Date _____

Approved _____ Not approved _____

PART B

After Part A has been returned and the activity has been approved, Part B should be completed and returned to the Superintendent for final approval at least six months before the activity. The Superintendent will review the request and make a decision regarding final approval within two weeks.

1. Name of person requesting approval of the activity _____
2. School _____
3. . List the details of the activity (purpose, number of students, criteria for selecting students, location(s) and itinerary, dates, cost per student, transportation, contact people and local telephone numbers at the activity site, special needs/conditions or circumstances to consider, requirements and evaluations of students, expectations for student behavior, procedures to deal with disciplinary issues, the agency/company that is organizing the activity, planned fund-raising events, other information as necessary). Attach any information that will clarify the purpose and details of the activity.

Chaperones who are directly involved with the planning of the activity and whose class will benefit from the activity will be provided substitutes for the days absent from school during the time of the activity.

4. List the chaperones directly involved with this activity and where they are employed in the district.

Other chaperones may be attending the activity as well. If other chaperones are district employees, they can utilize personal days, comp time, vacation time, or unpaid leave during the time of the activity. List the other chaperones participating in this activity.

5. List the other chaperones and indicate whether or not they are school district employees. Chaperones who are not district employees will require a criminal background check. If chaperones have had a criminal background check within the past year, another one is not required. Criminal background checks should be kept on file at the district office.

6. Ratio of chaperones to students _____

7. Ratio of male chaperones to male students _____

8. Ratio of female chaperones to female students _____

9. Describe, in detail, the supervision schedule for students.

Signature of person submitting the request _____

Date _____

Principal's signature _____

Date _____

The Superintendent will review the request and make a decision regarding final approval within two weeks.

Superintendent's Signature _____

Date _____

Approved _____ Not approved _____

RECOMMENDED CHANGES FROM JOHN GRAY FOR DEC 2012 POLICY COMM:

STUDENT TRANSPORTATION SAFETY POLICY

531

I. PURPOSE

The purpose of this Policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week.

The first week of school is designated as school bus safety week.

B. Student Training.

1. The School District shall provide students enrolled in grades kindergarten through grade 10 with age appropriate school bus safety training. Upon completing the training, a student shall be able to demonstrate knowledge and understanding of at least the following competencies and concepts:
 - a. transportation by school bus is a privilege not a right;
 - b. District policies for student conduct and school bus safety;
 - c. appropriate conduct while on the bus;
 - d. the danger zones surrounding a school bus;
 - e. procedures for safely boarding and leaving a school bus;
 - f. procedures for safe ~~vehicle-lane~~ street or road crossing; and
 - g. school bus evacuation ~~and other emergency procedures.~~

2. ~~Student school bus safety training shall commence during school bus safety week. All students grades K-3 who are transported by school bus and are enrolled during the first or second week of school must demonstrate achievement of the school bus safety training competencies by the end of the third week of school. Students grades 4-10 must demonstrate achievement of these competencies by the end of the sixth week of school. Students who enroll in a school after the second week of school and are transported by school bus, shall undergo School Bus Safety training and demonstrate achievement of the school bus safety competencies within four weeks of the first day of attendance. The School District may deny transportation to a student who fails to demonstrate the competencies, unless the student is unable to achieve the competencies due to a disability. Further, the School District may deny transportation to a student who attends a nonpublic school that fails to provide appropriate student training.~~
Each nonpublic school located within the district must provide all nonpublic school pupils enrolled in kindergarten through grade 10 who are transported by school bus at public expense and attend school within the district's boundaries with training as required in paragraph (1).

3. Students enrolled in kindergarten through grade 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training competencies by the end of the third week of school. Students enrolled in grades 7 through 10 who are transported by school bus and are enrolled during the first or second week of school and have not previously received school bus safety training must receive the training or receive bus safety instructional materials by the end of the sixth week of school. Students taking driver's training instructional classes must receive training in the laws and proper procedures when operating a motor vehicle in the vicinity of a school bus as required by section 169.446, subdivisions 2 and 3. Students enrolled in kindergarten through grade 10 who enroll in a school after the second week of school and are transported by school bus and have not received training in their previous school district shall undergo school bus safety training or receive bus safety instructional materials within four weeks of the first day of attendance. Upon request of the superintendent of schools, the school transportation safety director in each district must certify to the superintendent that all students transported by school bus within the district have received the school bus safety training according to this section. Upon request of the superintendent of the school district where the nonpublic school is located, the principal or other chief administrator of each nonpublic school must certify to the school transportation safety director of the district in which the school is located that the school's students transported by school bus at public expense have received training according to this section.
34. The School District will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
45. The District will, to the extent possible, provide kindergarten students with school bus safety training before the first day of school.
56. The School District will also provide student safety education for bicycling and pedestrian safety.
67. The School District's curriculum for transportation is maintained and available for review in the office of the Transportation Safety Director.
78. Nonpublic students transported by the School District will receive School Bus Safety training in their nonpublic school. The nonpublic school must certify to the School District's School Transportation Safety Director that all students have received the appropriate training.

III. PARENT AND GUARDIAN INVOLVEMENT

- A. Parent/Guardian Responsibilities For Transportation Safety.
 1. Become familiar with District rules and policies, regulations and principles of school bus safety.

2. Assist students in understanding safety rules and encourage them to abide by them.
3. Recognize their responsibilities for the actions of their children.
4. Support safe riding and walking practices and reasonable discipline efforts.
5. When appropriate, assist students in safely crossing local streets before boarding and after leaving the bus.
6. Support procedures for emergency evacuation, and procedures in emergencies as set up by the School District.
7. Respect the rights and privileges of others.
8. Communicate safety concerns to school administrators.
9. Monitor bus stops, if possible.
10. Support all efforts to improve school bus safety.
11. Have their children to the bus stop five minutes before the bus arrives.
12. Have their children properly dressed for the weather.
13. Have a plan in case the bus is late.

B. Parent/Guardian Notification.

A copy of the School District school bus and bus stop rules will be provided to each family at the beginning of the school year or when a child enrolls, if this occurs during the school year. Parents/guardians are asked to review the rules with their students.

IV. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

- A.** Riding the school bus is a privilege, not a right. 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 are in effect while a student is riding the bus or at the bus stop.
- B.** Consequences for school bus/bus stop misconduct will be imposed by the Building Principal or the Principal's designee. In addition, all school bus/bus stop misconduct will be reported to the District's Transportation Safety Director and may be reported to local law enforcement.
1. School Bus and Bus Stop Rules.
The School District school bus safety rules are to be posted on every bus. If these rules are broken, the School District's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the School District's Transportation Office/School Office.
 2. Rules at the Bus Stop.
 - a. Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will stop, but not wait for late students.
 - b. Respect the property of others while waiting at your bus stop.
 - c. Keep your arms, legs and belongings to yourself.
 - d. Use appropriate language.

- e. Stay away from the street, road or highway when waiting for the bus. Wait until the bus stops before approaching the bus.
- f. After getting off the bus, move away from the bus.
- g. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- h. No fighting, harassment, intimidation or horseplay.
- i. No use of alcohol, tobacco or drugs.

3. Rules on the Bus.

- a. Immediately follow the directions of the driver.
- b. Sit in your seat facing forward.
- c. Talk quietly and use appropriate language.
- d. Keep all parts of your body inside the bus.
- e. Keep your arms, legs and belongings to yourself.
- f. No fighting, harassment, intimidation or horseplay.
- g. Do not throw any object.
- h. No use of alcohol, tobacco or drugs.
- i. Do not bring any weapon or dangerous objects on the school bus.
- j. Do not damage the school bus.
- k. Do not eat or drink on the school bus on regular school bus routes to and from school. Exceptions will be made for medical reasons.

4. Consequences.

- a. Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extra-curricular events (for example, field trips or competitions) will be in the sole discretion of the School District. Parents/guardians will be notified of any offenses and/or suspension of bus privileges.

1) Elementary (K-6) per school year.

1st offense -- warning

2nd offense -- warning or 1-3 school day suspension from riding the bus

3rd offense -- 5 school day suspension from riding the bus

4th offense -- 10 school day suspension from riding the bus / meeting with parent/guardian

Further offenses -- individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

2) Secondary (7-12) per school year.

1st offense -- warning

2nd offense -- 3-5 day suspension from riding the bus

3rd offense -- 10 day suspension from riding the bus

4th offense -- 20 day suspension from riding the bus/meeting with parent/guardian

5th offense -- suspended from riding the bus for the remainder of the school year

3) Other Discipline.

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school may also result from school bus/bus stop misconduct.

~~On a take home route,~~ a A school bus driver shall have the authority to remove a student from the bus for one day for misbehavior considered to be causing an immediate and substantial danger to self or surrounding persons or property, provided the driver follows the administrative regulations addressing these suspensions, ~~as outlined in the Driver's Handbook.~~ The driver must make direct contact (telephone or meeting) with the parent/guardian prior to the end of the evening on the day preceding the removal from the bus.

4) Records.

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Records may also be maintained in the transportation office.

5) Vandalism/Bus Damage.

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid.

6) Notice.

Students will be given a copy of school bus and bus stop rules during school bus safety training. Rules are to be posted on each bus and both rules and consequences will be periodically reviewed with students by the driver.

7) Criminal Conduct.

In cases involving criminal conduct the Superintendent, local law enforcement officials and the Department of Public Safety will be informed.

V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

All school bus drivers shall be adequately prepared, both physically and mentally, each day to perform required duties. These shall include:

- A. Operating the vehicle in a safe and efficient manner.

1. Safety. The primary concern of each driver is safety. Drivers will exercise extreme caution during the loading and unloading process as well as when driving.
 2. Defensive Driving. All drivers are to drive defensively at all times. A definition of defensive driving is: driving in a manner to avoid accident involvement despite adverse conditions created by roads, weather, traffic, or errors of other drivers or pedestrians.
 3. Driving Adjustments. Winter and wet weather driving may require adjusting speed and normal driving practices to compensate for road conditions.
 4. Emergency Doors. Emergency doors must be free and operable. Under no circumstances may the doors be obstructed to prevent easy access.
 5. Service Door. The service door of the bus must be closed at all times while the bus is in motion.
 6. Overloads. The registration card in all vehicles designates the maximum number of passengers allowed to be carried. This limit cannot be exceeded. A driver should call the designated individual for instructions should a vehicle become overloaded.
 7. Railroad Crossings. All vehicles used to transport must stop at railroad crossings, using required procedures, whether they are loaded or empty. School buses shall not activate the eight-way lights; four-way hazard lights are to be used before stopping and when crossing the tracks.
 8. Speeding and Other Moving Violations. No bus will travel faster than road, traffic and weather conditions safely permit, regardless of the posted speed limit. Any driver convicted of a moving violation with a school bus will face disciplinary action. Other reports or warnings regarding speeding will result in suspension and/or termination.
 9. Tobacco Products Prohibited. Smoking or use of tobacco products by either the driver or the passengers is prohibited on any school bus, Type III vehicle, or on school property.
- B. Conducting thorough pre-trip and post-trip inspections of the vehicle and special equipment.
1. Pre-Trip/Post-Trip Bus Inspection. Drivers are required to make a pre-trip inspection of the bus before each trip. Failure to do so is a violation of State law. Defects are to be reported in writing. Drivers are required to check their buses for students, vandalism and articles left on the bus after each route segment.

2. Safety Equipment. All drivers are responsible for ensuring that the necessary safety equipment is aboard the bus, including fire extinguisher, first aid kit, bodily fluids clean-up kit, flashlight, reflectorized emergency warning device, and any additional items required by the District. Drivers of vehicles for disabled students will ensure all student health information cards will be maintained as a hard copy on the vehicle or available through 2-way communication in the dispatch office.
 3. Bus Cleaning. Drivers are required to keep the interior of their buses swept and free of trash at all times.
 4. Fueling. The driver is responsible for ensuring that his or her assigned vehicle is adequately fueled before leaving the yard. ~~Smoking is prohibited in the fueling area.~~ The engine shall be turned off while fueling. Drivers should never fuel with passengers aboard.
- C. Ensuring the safety, welfare and orderly conduct of passengers while on the bus. (See Section II).
- D. Meeting emergency situations in accordance with operating procedures. (See Sections VIII and VI).
- E. Communicating effectively with school staff, students, parents, law enforcement officials and the motoring public.
1. Relations with Students. Bus drivers will treat students with respect and will refrain from any conduct which is intended or could be perceived as demeaning, intimidating or harassing.
 2. Relations with School Officials. School officials can and will be of considerable assistance to drivers. They are trained in the education of students and it is in their best interest that control and discipline be maintained on the bus. Therefore, it is very important drivers have good relationships with the school officials and give them full cooperation.
 3. Relations with the Public. It is important to remember that to the general public, the driver represents the School. Buses are one of the most visible vehicles on the road. Drivers must deal with students, parents, and other motorists in a polite, professional and considerate manner.
 4. Student Discipline. Although drivers are responsible for maintaining order on the bus, drivers must always remember that the types of actions they may use are limited. Drivers must never, under any circumstances, use corporal punishment. Drivers have no authority to permanently deny a child the privilege of riding the bus, or drop the student at other than the designated stop. Any denial of bus-riding privileges can come only from the school authorities, except as noted under Section IV. B.4.a.3.

5. Route Problems. Any problems, of whatever kind, encountered by a driver on the routes or trips should be brought to the attention of the Office of the Transportation Safety Director as soon as possible.
6. Unauthorized Passengers. Only authorized passengers may be transported in a bus. Any other passenger must be specifically approved by the Director of Transportation or his/her designee.
7. Notices. It is the responsibility of the driver to check for notices each day and to check with his or her supervisor regularly.

F. Completing required reports.

It is the responsibility of the driver to completely fill out and timely turn in all reports, discipline referrals, time cards, and mechanical defect slips as required. This includes all requirements pertaining to pre-trip inspections and stop-arm violation reports.

G. Completing required training programs successfully. (See Section VII).

H. Providing maximum safety for passengers during loading and unloading.

1. Standeers Prohibited. Standeers are not allowed on a moving school bus. Drivers must not move a bus from a stopped position until all passengers are seated. Students are to remain seated until the bus has stopped.
2. Dangerous Articles. No weapons or articles that may be classified as dangerous, may be transported on a school bus. This includes any and all weapons, gasoline cans, animals, and other dangerous or objectionable items. Possession of weapons on school property or the bus will not be tolerated. Companion dogs are allowed.
3. Driver must wear the seat belt whenever the bus is in motion. Additional driver duties and responsibilities may be found in the driver handbook. ~~All bus driver dismissals will be reported to the Department of Public Safety pursuant to Department of Public Safety directions.~~

VI. OPERATING RULES AND PROCEDURES

A. General Operating Rules.

1. All routes shall be on file with the School District's School Transportation Safety Director.
2. Only students assigned to the school bus by the District shall be transported. The number of students or other authorized passengers transported in or assigned to a

school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.

3. Drivers are to enforce the provisions of the school bus and bus stop rules as appropriate. Students may be released from the bus at only three points, the approved bus stop, shuttle location or at school, except in case of an emergency.
4. The parent/guardian may designate by a signed, written request a day care facility, respite care facility, the residence of a relative or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet other eligibility requirements.
5. Students who misbehave severely may be returned to the school immediately and reported to the Building Principal or other designated individual.
6. Safety evacuation drills for the student-passengers shall be conducted at least twice a year.
7. There shall be no students in the bus while the fuel tank is being filled. On leaving the vehicle when students are in the bus, the driver shall stop the bus, remove the ignition key, set the brakes and otherwise render the bus immobile.
8. Buses shall not be run backwards on the school grounds or any other point if it can be avoided. If it is necessary to run a bus backwards on school grounds, the driver shall have another responsible person act as a guard flagman in back of the bus to keep other persons out of the path and to issue warnings to the driver of approaching traffic.
9. When arriving or leaving the school grounds, the driver must not follow closer than 50 feet from the vehicle directly in front of the bus or closer than 500 feet when traveling on the highway.
10. No school bus shall pull any trailer when students are being transported on regular routes to or from school.
11. In case of an accident or breakdown of the bus, the driver shall contact the dispatcher using the two-way radio. If no radio contact is available, the driver shall not leave the bus unattended.
12. The District may adopt such additional operating rules as are deemed necessary to meet local conditions and needs, provided they do not conflict with State laws and regulations.
13. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands free,

when the vehicle is in motion. For purposes of this paragraph, "school bus" has the meaning given in Minn. Stat. § 169.011, Subd. 71. In addition, "school bus" also includes type III vehicles when driven by employees or agents of the school district. "Cellular phone" means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

14. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.
15. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.

B. Use of Signals, Loading or Unloading.

1. The driver shall activate the flashing eight-light system of the bus at least 300 feet before stopping to load or unload students ~~when outside an incorporated municipality, in a speed zone of more than 35 mph and 100 feet in a speed zone of 35 mph or less and 100 feet when operating within an incorporated municipality,~~ and shall not extinguish such lights until loading or unloading is completed and persons who must cross the roadway or highway are safely across.
2. Bring the vehicle to a complete stop in the right hand lane of the roadway parallel to the center line.
3. Prior to discharging students, open door, activate red flashing lights and extend the stop arm. Discharge students only after all traffic (front and rear) has come to a complete stop.
4. Keep door open and eight-light system operating until all students have been loaded or unloaded safely.
5. The driver should avoid loading or unloading students where the view is obstructed to other motorists for ~~200~~ 500 feet in either direction.
6. The driver will not permit students to stand or get on or off the bus while it is in motion.
7. The driver will bring the bus to a full stop and disengage gears by shifting gear shift lever into neutral position or selector into neutral or park position before loading or unloading students.
8. Buses shall load and unload students only at designated locations.

C. Crossing Highways and Streets.

1. The driver shall be responsible for safely delivering the students who must cross the highway or street by one of the following methods:
 - a. Students shall pass approximately 10 feet in front of the school bus so as to be seen by the driver and cross the road only upon receiving a hand signal from the driver, or
 - b. The student shall pass approximately 10 feet in front of the bus so as to be seen by the driver and be conducted across the road by the school bus patrol, or
 - c. The driver shall personally conduct the students across the road after following required procedures for disabling the bus.
 - d. The driver shall visually ascertain that students getting off the bus who do not need to cross the road are a safe distance from the bus before moving the vehicle.

D. Type III Vehicles.

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer's rated seating capacity of 10 or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of 10 or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.
2. Type III vehicles must be painted a color other than national school bus yellow.
3. Type III vehicles shall be state inspected in accordance with legal requirements.
4. A type III vehicle cannot be older than 12 years old unless excepted by state and federal law.
5. If a type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The type III vehicle must not have the words "school bus" in any location on the exterior of the vehicle or in any interior location visible to a motorist.
6. A "type III vehicle" must not be outwardly equipped and identified as a type A, B, C, or D bus.
7. Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.
8. Type III vehicles must be equipped with mirrors as required by law.

9. Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into park. Any type III vehicle used to transport students must not load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.
10. Any type III vehicle used to transport students must carry emergency equipment including:
 - a. Fire extinguisher. A minimum of one 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket, and must be located in the driver's compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.
 - b. First aid kit and body fluids cleanup kit. A minimum of a ten-unit first aid kit and a body fluids cleanup kit is required. They must be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver's compartment and must be marked to indicate their identity and location.
 - c. A type III vehicle must contain at least three red reflectorized triangle road warning devices. Liquid burning "pot type" flares are not allowed.
 - d. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.
11. Students will not be regularly transported in private vehicles that are not state inspected as type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a type III vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for private vehicles.
12. All drivers of type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.

E. Type III Vehicle Driven by Employees with a Class A-D Driver's License

1. The holder of a Class A, B, C, or D driver's license, without a school bus endorsement, may operate a type III vehicle, described above, under the following conditions:
 - a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.
 - b. The operator's employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:
 - (1) safe operation of a type III vehicle;
 - (2) understanding student behavior, including issues relating to students with disabilities;
 - (3) encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;
 - (4) knowing and understanding relevant laws, rules of the road, and local school bus safety policies;
 - (5) handling emergency situations;
 - (6) proper use of seat belts and child safety restraints;
 - (7) performance of pretrip vehicle inspections;
 - (8) safe loading and unloading of students, including, but not limited to:
 - (a) utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;
 - (b) refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;
 - (c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location; and

- (d) placing the type III vehicle in “park” during loading and unloading; and
 - (9) compliance with paragraph V.E. concerning reporting convictions to the employer within ten days of the date of conviction.
- c. A background check or background investigation of the operator has been conducted that meets the requirements under Minn. Stat. § 122A.18, Subd. 8, or Minn. Stat. § 123B.03 for school district employees; Minn. Stat. § 144.057 or Minn. Stat. Ch. 245C for day care employees; or Minn. Stat. § 171.321, Subd. 3, for all other persons operating a type A or type III vehicle under this section.
 - d. Operators shall submit to a physical examination as required by Minn. Stat. § 171.321, Subd. 2.
 - e. The operator’s employer has adopted and implemented a policy that provides for mandatory drug and alcohol testing of applicants for operator positions and current operators, in accordance with Minn. Stat. § 181.951, Subds. 2, 4, and 5.
 - f. The operator’s driver’s license is verified annually by the entity that owns, leases, or contracts for the school bus.
 - g. A person who sustains a conviction, as defined under Minn. Stat. § 609.02, of violating Minn. Stat. § 169A.25, § 169A.26, § 169A.27 (driving while impaired offenses), or § 169A.31 (alcohol-related school bus driver offenses), or whose driver’s license is revoked under Minn. Stat. §§ 169A.50 to 169A.53 of the implied consent law, or who is convicted of or has his or her driver’s license revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for five years from the date of conviction.
 - h. A person who has ever been convicted of a disqualifying offense as defined in Minn. Stat. § 171.3215, Subd.1(c), (*i.e.*, felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.
 - i. A person who sustains a conviction, as defined under Minn. Stat. § 609.02, of a moving offense in violation of Minn. Stat. Ch. 169 within three years of the first of three other moving offenses is precluded from operating a type III vehicle for one year from the date of the last conviction.

- j. Students riding the type III vehicle must have training required under Minn. Stat. § 123B.90, Subd. 2 (See Section II.B., above).
- k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.
- l. A person who operates a type III vehicle and who sustains a conviction as described in Section VI.E.1.g. (i.e., driving while impaired offenses, VI.E.1.h. (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VI.E.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within ten days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy. This provision does not apply to a school district employee whose normal duties do not include operating a type III vehicle.
2. The type III vehicle must bear a current certificate of inspection issued under Minn. Stat. § 169.451.
3. An operator employed by the school district, whose normal duties do not include operating a type III vehicle, who holds a Class D driver's license without a school bus endorsement, may operate a type III vehicle and is exempt from paragraphs ~~VII.C.1.e. (background checks)~~, VII.C.1.d. (physical examination), and VII.C.1.e. (drug and alcohol testing), ~~and VII.C.1. f. (annual license verification)~~, above.

F. Type A-I "Activity" Buses Driven by Employees with Class D Driver's License

1. The holder of a Class D driver's license, without a school bus endorsement, may operate a type A-I school bus or a Multifunctional School Activity Bus (MFSAB) under the following conditions:
 - a. The operator is an employee of the school district or an independent contractor with whom the school district contracts for the school bus and is not solely hired to provide transportation services under this paragraph.
 - b. The operator drives the school bus only from points of origin to points of destination, not including home-to-school trips to pick up or drop off students.

- c. The operator is prohibited from using the eight-light system if the vehicle is so equipped.
 - d. The operator has submitted to a background check and physical examination as required by Minn. Stat. § 171.321, Subd. 2.
 - e. The operator has a valid driver's license and has not sustained a conviction of a disqualifying offense as set forth in Minn. Stat. § 171.02, Subd. 2a(h) - 2a(j).
 - f. The operator has been trained in the proper use of child safety restraints as set forth in the National Highway Traffic Safety Administration's "Guideline for the Safe Transportation of Pre-school Age Children in School Buses," if child safety restraints are used by passengers, in addition to the training required in Section VI., above.
 - g. The bus has a gross vehicle weight of 10,000 pounds or less and is designed to transport 15 or fewer passengers, including the driver.
2. The school district shall maintain annual certification of the requirements listed in this section for each Class D license operator.
 3. A school bus operated under this section must bear a current certificate of inspection.
 4. The word "School" on the front and rear of the bus must be covered by a sign that reads "Activities" when the bus is being operated under authority of this section.

VII. SCHOOL BUS DRIVER TRAINING

A. Training.

All new bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction before transporting students and shall meet the competencies specified by the Department of Public Safety. All school bus drivers shall receive in-service training annually. The following driver training standards represent the minimum areas of training which each driver must receive prior to entering service to the School District. ~~The School District shall forward to the Commissioner of Public Safety the certification of in-service training, including the number of hours and certification of competency for each driver.~~

1. Pre-Trip Inspection

Both new and experienced drivers must be familiar with the elements of the mandatory pre-trip inspection required under Minnesota law including:

- a. The engine compartment -- belts, valves, fluid leaks
- b. Engine start, warning lights, gauges, horn
- c. Fuel level
- d. Brakes -- pedal reserve and air/vacuum gauges
- e. Interior -- seats, floor, lights
- f. Electrical charging system
- g. Emergency door
 - 1) smooth latch operation
 - 2) alarm buzzer
- h. Entrance door operation
- i. Lift door operation and alarm
- j. Lift equipment for wheelchairs
- k. Wheels, service brakes, emergency brake
- l. Exterior lights -- headlights, brake lights, market lights, turn signals
- m. Exhaust system
- n. Windows, windshield, and inspection sticker
- o. Eight-light system and stop arm
- p. Emergency equipment -- first aid kit, bodily fluids clean-up kit, flashlight, reflectors, two-way radio

2. Fundamentals and Techniques of School Bus Driving

The driver training program must include:

- a. Relevant laws
- b. Rules of the road and School District safety policies
- c. Defensive driving
- d. Driving in inclement weather conditions
 - 1) reduced visibility -- rain, snow, fog
 - 2) wet roads
 - 3) icy roads
- e. Dealing with pedestrians and students in traffic
- f. Operation of the manual or automatic transmission
- g. The use of the drive train for stopping the school bus
- h. Situations where the hand brake will and will not stop a moving bus
- i. Steering and turning techniques
- j. Right and left turn maneuvers
- k. Gauging the speed of other vehicles on cross streets
- l. Use of mirrors
- m. Merging into traffic
- n. Visual perceptions
- o. Safe following distances
- p. Safe passing procedures
- q. Safe backing procedures
- r. Use of the eight-light system and School District policy regarding its use

- s. Loading and unloading procedures
- t. Knowledge of the danger zone concept
- u. Policies and Procedures for grade level railroad crossings
- v. Emergency use of the public address system
- w. Response to an approaching emergency vehicle while unloading
- x. Leaving the bus unattended at school sites

3. Special Education Transportation

Special education transportation requires skills and abilities that exceed those required to provide normal school bus service. Drivers will be familiar with:

- a. Handling of wheelchairs
- b. Operation of lift equipment
- c. What to do in a medical emergency
- d. Proper use of wheelchair securement devices
- e. School District policies on the use of seat belts on designated students
- f. Handicapping conditions
- g. Responsibilities of the bus driver and the bus aide
- h. School District policy in situations where a responsible person is not available to receive a student

4. Emergency Procedures

Drivers must be prepared to deal with emergency situations while operating on routes and field trips. Included in these emergency situations are mechanical breakdown, fire, accident, or passenger injury. Drivers are to receive training in:

- a. Identifying the degree of an emergency before beginning an evacuation
- b. Identifying a safe evacuation unloading area
- c. Preplanning emergency evacuations for both conventional and lift buses
 - 1) front rear, and both door evacuations
 - 2) evacuation of special education students
 - 3) evacuation of physically disabled students and students using wheelchairs
 - 4) placement of students in a safe location
- d. Cooperation in emergency evacuation drills
- e. Mechanical breakdowns
 - 1) stop bus in safe location
 - 2) keep passengers in bus if safe to do so
 - 3) take steps to warn motorists
 - 4) radio or call for assistance
- f. How to secure the school bus and place emergency triangles
- g. Use of the two-way communication system in an emergency
- h. When it is appropriate to evacuate the school bus
- i. How to supervise an emergency evacuation
- j. Emergency evacuation of the disabled
- k. Special considerations when evacuating a lift bus
- l. Lifting techniques for handling disabled students in an emergency situation
- m. Priorities when dealing with injured passengers

- n. How to use the school bus first aid kit
- o. Use and operation of the fire extinguisher
- p. Dealing with other motorists and the police
- q. Use of emergency reflectors and hazard lights
- r. Control of exposure to blood borne pathogens
- s. Use of body fluid clean-up kits
- t. School District policy on medical emergencies
- u. Recognition and handling of epileptic seizures
- v. How to respond if a passenger has a weapon on the bus

5. First Aid

All drivers must be currently certified in first aid and CPR and be familiar with the procedures for dealing with obstructed airways, shock, bleeding and seizures.

6. Private or Confidential Student Information

Types of student data that are considered private or confidential under Minnesota Statutes

7. Student Discipline

- a. Creating a positive attitude on the school bus
- b. Oral and visual communications skills between the driver and the passenger
- c. Dealing confidently with a disruptive student
- d. District discipline policy
- e. Developing and enforcing workable rules
- f. Incident report forms
- g. District policy on possession of weapons by a student
- h. District policy on sexual, racial and religious harassment/violence
- i. District policy on smoking

8. Human Relations

- a. Appropriate driver behavior
- b. Sensitivity to a diverse student population
- c. Sensitivity to handicapping conditions
- d. Relations with parents and school staff
- e. Working with a special education bus aide

9. Chemical Abuse

- a. How alcohol and/or drugs can affect driving skills
- b. Drug-testing programs
- c. State and federal requirements

B. Evaluation.

All drivers will be evaluated for the following competencies at least once annually:

- 1. safely operate the type of school bus the driver will be driving
- 2. understand student behavior, including issues relating to students with disabilities

3. ensure orderly conduct of students on the bus and handle incidents of misconduct appropriately
4. know and understand relevant laws, rules of the road and local school bus safety policies
5. handle emergency situations
6. safely load and unload students, and;

VIII. EMERGENCY PROCEDURES

A. Fire.

In the event of a fire, the first priority is to evacuate the bus. Drivers will make certain passengers are safe before attempting to put out the fire.

B. Injuries/Medical Emergencies.

Drivers should first contact the dispatcher to call 911 in the case of serious injuries. Drivers should administer proper first aid in accordance with their training and level of ability. In the event an injured passenger is taken to the hospital, record the students' name and the name of the hospital where the student is sent.

C. Tornado.

If there is likelihood that the tornado will hit a vehicle, and there is no escape route available or no time to drive to a safe location, the driver should evacuate the bus, taking the first aid kit. The driver will take the students to the basement of a nearby building or to the nearest depression or ditch upwind (toward the storm) of the bus far enough away from the bus so that the bus will not roll over on them and instruct them to cover their heads with their arms. If the students are wearing coats or jackets, these can be used to provide additional protection for their heads and bodies. Drivers should take only the first aid kit from the bus.

If drivers are on the road when they hear a tornado warning or spot a funnel, and there is no time to evacuate the students after stopping the bus, drivers should have the students assume the protective position, remaining in their seats, with their heads below window level.

D. Evacuation.

Drivers should evacuate buses only when there is a danger of fire, collision or other potential hazard. Drivers should inform passengers that there is an emergency, and in very calm and precise terms, tell them exactly what they are to do. When safely possible, drivers will keep all evacuees a minimum of 100 feet from the bus. They should be loaded back onto the bus only when the driver has determined it is safe to do so.

E. Accident.

In case of an accident, the driver should immediately assess students for injuries and begin any emergency first aid procedures if necessary. The driver must also notify the School District ~~and law enforcement~~ of any school bus accidents immediately.

Upon providing emergency care and notifying the District, the driver shall:

1. In cooperation with police officer and/or ambulance service, assist with the care of students.
2. See that all injured students receive proper care.
3. Determine facts pertaining to accident.
4. Call Transportation/District staff to give list of names and circumstances so they can begin calling parents.
5. Discuss the accident only with police and School District officials.
6. Record all students' names.
7. Not leave the scene of an accident until released by the driver's supervisor.

Before leaving for the day, the driver shall fill out an accident report. All bus accidents will be reported to the Department of Public Safety.

F. Cold Weather Stop.

If a driver is stuck or stalled in cold weather, the driver should call for assistance and wait for help. The driver should avoid relying on the engine to provide heat for the driver and passengers as long as possible. If it is necessary to run the engine to provide heat, the driver will make sure the exhaust pipe is clear of snow, open windows for ventilation, and check passengers frequently for headaches or drowsiness.

G. Dangerous Weapons.

If a driver observes or learns that a passenger may have a dangerous weapon on the bus, he or she should remain calm and call for assistance using a pre-determined code. The driver should give the location of the bus to the dispatcher, continue the route and wait for assistance. The driver should not inform the passenger suspected of having the weapon that he or she knows of the weapon.

H. Lights.

In an emergency stop, the driver should turn on the four-way hazard warning lights, and running or clearance lights.

I. Getting Assistance.

Use the two-way radio communications system to get assistance. Drivers should report the location and number of the bus, the nature of the problem, and the status of the passengers. If the driver cannot use a radio to contact the dispatcher, ask a passerby or other motorist to do so from the nearest telephone. The driver should write out the number and location of the school bus, the nature of the emergency, and the status of the passengers.

IX. VEHICLE MAINTENANCE STANDARDS

- A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the School District.

- B. All school vehicles shall be inspected in accordance with legal requirements.
- C. Daily pre-trip inspections shall be required and prompt reports submitted of defects to be immediately corrected.

X. EXPENDITURES FOR SCHOOL BUS SAFETY ACTIVITIES

A description of School District funds expended for school bus safety activities from student transportation reserved revenue is kept in the office of the Transportation Safety Director and is available for review. As required by law, these expenditures will be annually reported to the Department of Public Safety.

The School District's expenditures for transportation safety are incorporated by reference into this policy.

XI. SCHOOL TRANSPORTATION SAFETY DIRECTOR

The School Board has designated an individual to serve as the School District's School Transportation Safety Director. The School Transportation Safety Director shall have day-to-day responsibility for pupil transportation safety, including transportation of nonpublic school children when provided by the District. The School Board authorizes the School Transportation Safety Director to designate each location where a school bus shall not use the stop-signal arm system and flashing red signals while loading or unloading school children. The School Transportation Safety Director shall annually submit in writing all such stops to the School Board for approval. The School Board Policy Committee will annually review this policy and forward it to the School Board for approval. The name, address and telephone number of the School Transportation Safety Director are on file with the Superintendent. Any questions regarding student transportation or this policy should be addressed to the School Transportation Safety Director.

- Legal References:**
- Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses)
 - Minn. Stat. § 123B.03 (Background Check)
 - Minn. Stat. § 123B.42 (Textbooks; Individual Instructor or Cooperative Learning Material; Standard Tests)
 - Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
 - Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)
 - Minn. Stat. § 123B.90 (School Bus Safety Training)
 - Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)
 - Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)
 - Minn. Stat. Ch. 169 (Traffic Regulations)
 - Minn. Stat. § 169.011, Subds. 15 and 71 (Definitions)
 - Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)
 - Minn. Stat. § 169.446, Subd. 2 (Driver Training Programs)

Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)
 Minn. Stat. § 169.454 (Type III Vehicle Standards)
 Minn. Stat. § 169.4582 (Reportable Offense on School Buses)
 Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)
 Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)
 Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)
 Minn. Stat. § 171.02, Subds. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)
 Minn. Stat. § 171.168 (Notification of Conviction for Violation by a Commercial Driver)
 Minn. Stat. § 171.169 (Notification of Suspension of License of Commercial Driver)
 Minn. Stat. § 171.321 (Qualifications of School Bus Driver)
 Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)
 Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing)
 Minn. Stat. Ch. 245C (Human Services Background Studies)
 Minn. Stat. § 609.02 (Definitions)
 Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)
 49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)
 49 C.F.R. § 383.33 (Notification of Driver's License Suspensions)
 49 C.F.R. § 383.5 (Transportation Definitions)

Cross References:

Policy 304 (Transportation of Pupils)
 Policy 430 (Transportation Employee Drug & Alcohol Policy)
 Policy 505 (Use of Student Records)
 Policy 515 (Discipline Policy)

Adopted 9/19/94
 Revised 9/18/95
 Readopted 7/15/96
 Readopted 7/07/97
 Readopted 1/04/99
 Readopted 1/02/01
 Readopted 1/06/03
 Readopted 6/02/03
 Revised 1/05/04
 Readopted 1/06/05
 Revised 6/02/05
 Revised 5/04/06
 Revised 2/07/08
 Revised 1/08/09
 Revised 2/04/10
 Revised: 3/03/11

Revised: 1/05/12 (No changes)

SCHOOL BOARD MEMBER
REIMBURSEMENT GUIDELINES
Attachment to Policy 103

1. It shall be the practice of the School District to reimburse Board Members for expenses incurred in travel where such travel is to represent the School District as a Board Member. Travel mileage inside and outside of the School District would be reimbursed at the current mileage rate approved in School Board policy #302.
2. School Board Member travel outside the School District shall be reimbursed as follows:
 - 2.1 For personal car at approved rate per mile.
 - 2.2 For public conveyance at tourist class airplane fare. If personal car is used, the reimbursement for long trips will be no greater than tourist class airfare for the same trip.

Airline Travel Credit: Elected officials utilizing school district funds to pay for airline travel are required to ensure that any credits or other benefits issued by any airline accrue to the benefit of the school district rather than the elected official. To the extent an airline will not honor a transfer or assignment of credit or benefit from the elected official to the school district, the elected official shall report receipt of the credit or benefit to the designated administrator within 90 days of receipt of the credit or benefit. Reports of the receipt of an airline credit or benefit shall be made in writing and shall include verification from the airline as to the credit or benefit received. Reimbursement for airline travel expenses will not be made until such documentation is provided. Elected officials who have existing credits or benefits issued by an airline based upon previously reimbursed airline travel for school district purposes will be required to utilize those credits or benefits toward any subsequent airline travel related to school district purposes, prior to reimbursement for such travel, to the extent permitted and/or feasible. The requirements of this section apply to all airline travel, regardless of where or how the tickets are purchased.

- 2.3 For lodging - actual cost plus tax.
 - 2.4 For meals - actual cost plus tip.
 - 2.5 For legitimate miscellaneous expenses at meeting site at actual cost (registration fee, cab fare, tips, parking, etc.).
3. Board Members may claim salary reimbursement for meetings outside of the school district boundaries as follows:
 - 3.1 Any conference, meeting or activity where they are acting in their official capacity as a member of the School Board. Examples: Representative to SEE, TIES, ECSU, MSBA, and other educational organizations.
 - 3.2 School Board representation to special committees or task forces.
 - 3.3 School Board representation for special district functions or events such as negotiations, hearings, court cases, and any other activity appropriately related to School Board membership that occur outside of the school district boundaries.

- 3.4 Reimbursement will be \$75.00 for attendance at half-day meetings, and \$150.00 for attendance at full-day meetings.
- 3.5 The total combined reimbursement from the district and the educational organization shall not exceed the amounts listed in 3.4.
4. Regular School Board Member salaries are established at the organizational meeting each year. Board Members are paid \$300.00 per month, plus the President will receive an additional annual stipend of \$200.00 per year and the Clerk and Treasurer will receive an additional annual stipend of \$100.00 per year.

Legal References: Minn. Stat. § 15.435 (Airline Travel Credit)
Minn. Stat. § 471.665 (Mileage Allowances)
Minn. Op. Atty. Gen. No. 1035 (August 23, 1999) (Retreat Expenses)
Minn. Op. Atty. Gen. No. 161b-12 (August 4, 1997) (Transportation Expenses)
Minn. Op. Atty. Gen. No. 161B-12 (January 24, 1989) (Operating Expenses of Car)

Cross References: Out-of-State Travel by School Board Members Policy 103B
Travel Expense Reimbursement Policy 302

Reviewed:	Revised:
01/04/99	07/24/95
01/05/04	09/18/95
03/03/11	01/06/03 (Effective 07/01/03)
03/01/12	11/04/04 (Effective 07/01/05)
	01/04/07 (Effective 07/01/06)
	02/07/08
	03/05/09
	02/04/10

OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS

103B

I. PURPOSE

The purpose of this policy is to control out-of-state travel by school board members as required by law.

II. GENERAL STATEMENT OF POLICY

School board members have an obligation to become informed on the proper duties and functions of a school board member, to become familiar with issues that may affect the school district, to acquire a basic understanding of school finance and budgeting, and to acquire sufficient knowledge to comply with federal, state and local laws, rules, regulations and school district policies that relate to their functions as school board members. Occasionally, it may be appropriate for school board members to travel out of state to fulfill their obligations.

III. APPROPRIATE TRAVEL

Travel outside the state is appropriate when the school board finds it proper for school board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as school board members. Travel to regional or national meetings of the National School Boards Association is presumed to fulfill this purpose. Travel to other out-of-state meetings for which the member intends to seek reimbursement from the school district should be preapproved by the school board.

IV. REIMBURSABLE EXPENSES

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district-related expenses consistent with Policy #302.

V. REIMBURSEMENT

- A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.
- B. Automobile travel shall be reimbursed at the mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.

- 1. Airline Travel Credit

- a. Elected officials utilizing school district funds to pay for airline travel are required to ensure that any credits or other benefits issued by any airline accrue to the benefit of the school district rather than the elected official.
 1. To the extent an airline will not honor a transfer or assignment of credit or benefit from the elected official to the school district, the elected official shall report receipt of the credit or benefit to the designated administrator within 90 days of receipt of the credit or benefit.
 2. Reports of the receipt of an airline credit or benefit shall be made in writing and shall include verification from the airline as to the credit or benefit received. Reimbursement for airline travel expenses will not be made until such documentation is provided.
 3. Elected officials who have existing credits or benefits issued by an airline based upon previously reimbursed airline travel for school district purposes will be required to utilize those credits or benefits toward any subsequent airline travel related to school district purposes, prior to reimbursement for such travel, to the extent permitted and/or feasible.
 4. The requirements of this section apply to all airline travel, regardless of where or how the tickets are purchased.

C. Amounts to be reimbursed shall be within the school board's approved budget allocations, including attendance at workshops and conventions.

VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The superintendent shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The superintendent shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

Legal References: Minn. Stat. § 15.435 (Airline Travel Credit)
Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)
Minn. Stat. § 471.661 (Out-of-State Travel)
Minn. Stat. § 471.665 (Mileage Allowances)
Minn. Op. Atty. Gen. 1035 (August 23, 1999) (Retreat Expenses)
Minn. Op. Atty. Gen. 161b-12 (August 4, 1997) (Transportation Expenses)

Cross References: Travel Expense Reimbursement Policy 302
School Board Member Reimbursement Guidelines Policy 103A

ADOPTED: 12/15/05
12/07/06
02/07/08
02/05/09
02/04/10
05/05/11
02/02/12

TRAVEL EXPENSE REIMBURSEMENT

302

1. It shall be the policy of the School Board to reimburse employees for expenses incurred in authorized travel where such travel is deemed to be of value to the School District. Receipts are required for reimbursement of expenses other than actual mileage.
2. Travel within the District shall be reimbursed at the Internal Revenue Service standard business mileage rate where such travel is authorized by the Superintendent of Schools or their delegated agent.
3. Travel outside of the School District or its normal area of operation shall be reimbursed:
 - A. For personal car at the Internal Revenue Service standard business rate per mile.
 - B. For public conveyance at tourist class airplane fare.

Normally, approval will be granted for travel by the least expensive mode of transportation; although consideration should be given to other factors such as time spent away from the job, extra meals and lodging.

Airline Travel Credit: Employees utilizing school district funds to pay for airline travel are required to ensure that any credits or other benefits issued by any airline accrue to the benefit of the school district rather than the employee. To the extent an airline will not honor a transfer or assignment of credit or benefit from the employee to the school district, the employee shall report receipt of the credit or benefit to the designated administrator within 90 days of receipt of the credit or benefit. Reports of the receipt of an airline credit or benefit shall be made in writing and shall include verification from the airline as to the credit or benefit received. Reimbursement for airline travel expenses will not be made until such documentation is provided. Employees who have existing credits or benefits issued by an airline based upon previously reimbursed airline travel for school district purposes will be required to utilize those credits or benefits toward any subsequent airline travel related to school district purposes, prior to reimbursement for such travel, to the extent permitted and/or feasible. The requirements of this section apply to all airline travel, regardless of where or how the tickets are purchased.

- C. For lodging at actual cost.
- D. For meals at actual cost. Subject to per diem limitations established by the School Board (\$25.00 per day).
- E. For legitimate miscellaneous expenses at meeting site at actual cost (registration fee, cab fare, etc.).
- F. If actual costs exceed the per diem limitations, the Superintendent will review and make specific recommendations for reimbursement.

Legal References:

Minn. Stat. § 15.435 (Airline Travel Credit)
Minn. Stat. § 471.665 (Mileage Allowances)
Minn. Op. Atty. Gen. 1035 (Aug. 23, 1999) (Retreat Expenses)
Minn. Op. Atty. Gen. 161b-12 (Aug. 4, 1997) (Transportation Expenses)
Minn. Op. Atty. Gen. 161B-12 (Jan. 24, 1989) (Operating Expenses of Car)

Cross References:

School Board Member Reimbursement Guidelines Policy 103A
Out-of-State Travel by School Board Members Policy 103B

REVISED:

7/21/75
9/18/78
6/18/79
(Eff. 3/1/80) 3/3/80
(Eff. 7/1/81) 6/15/81
3/19/84
(Eff. 2/1/85) 2/4/85
(Eff. 9/1/88) 8/15/88
(Eff. 7/1/89) 5/1/89
(Eff. 10/1/90) 9/17/90
(Eff. 3/1/93) 2/1/93
(Eff. 7/1/97) 6/16/97
(Eff. 7/1/01) 3/5/01
(Eff. 7/1/03) 3/31/03
(Eff. 7/1/05) 4/7/05
5/6/10

CLASS SIZE

1. The matter of staffing of the school system and class size is recognized as a matter of policy. The School Board finds that it is impracticable and unwise to establish specific class size limitations because of the numerous variables involved which affect appropriate class size, including but not limited to, student performance levels, subject matter areas, emotional maturity of students, physical size of the teaching facility, degree of educational aides and clerical support available, type of instructional concepts being used and financial resources of the School District.

2. ~~As a guide in determining class size, the School Board shall use as a guide the recommendations of the Minnesota Department of Children, Families & Learning rules.~~
 - a. ~~Edu. Rules 3500.1400 refers to teacher pupil load and class size for elementary school students (K-6).~~
 - (1) ~~Subp. 2. Pupil teacher ratio. The acceptable maximum pupil-teacher ratio is 30 to 1 in any class in grades K to 6 or K to 8. A recommended pupil-teacher ratio for music teachers including music specialists is an average of 240 pupils per day per week in grades K to 6 or K to 8.~~
 - (2) ~~Kindergarten. An acceptable maximum class size for instruction in any kindergarten session is 30 pupils.~~
 - a) ~~Recommendation: A desirable maximum class size for instruction in any kindergarten session is 24-25 pupils.~~
 - b. ~~Edu. Rules 3500.3700 refers to teacher pupil load and class size for secondary school students (7-12).~~
 - (1) ~~Subp. 4. Maximum number of pupils. The maximum number of pupils per day for a secondary school teacher is 160 except for teachers of performing music groups and physical education classes. An acceptable class size for instruction in physical education shall not exceed 40 pupils. The recommended average number of pupils per day per week for a secondary teacher of performing music groups is 180.~~
 - (2) ~~Directive: For the purpose of calculation the maximum 160 pupils per day load of a teacher, the number of pupils in study halls that may be assigned to the teacher is to be excluded.~~

3. Therefore, the School District shall, from time to time approve staffing patterns after review of recommendations by the administrative staff in conjunction with overall study by the professional staff.
4. ~~Independent School District No. 831 will attempt to adhere to the above Minnesota Department of Children, Families & Learning guidelines relating to pupil-teacher ratios.~~

~~The above guidelines may be exceeded in any one or more of the following circumstances:~~

Staffing recommendations and decisions will be based upon the following factors, as well as other relevant factors:

- (1) Classroom, facility and supply constraints;
- (2) Funding and financial considerations;
- (3) Curriculum and instructional considerations;
- (4) Availability of licensed staff and other staff considerations;
- (5) Student enrollment and demographics;
- (6) Location of students and transportation considerations.

~~Whenever the pupil-staff ratios exceed the above guidelines, the Superintendent of Schools shall make a written report to the School Board describing the circumstances which made exceptions to the guidelines necessary.~~

~~This policy will be adopted and filed with the State Board of Education by August 1 of each year. Any amendment made by the School Board will be filed with the State Board of Education within ten (10) days of its adoption.~~

REVISED: 2/20/90

READOPTED: 9/27/91

7/21/92

10/18/93

8/15/94

7/24/95

7/15/96

7/21/97

**AMENDMENT TO CLASS SIZE POLICY
PUPIL-STAFF RATIO POLICY**

WHEREAS, Minnesota Department of Children, Families & Learning Rules 3500.1400 Elementary School Staff and 3500.3700 Secondary School Staff provide as follows:

~~Subp. 2. Pupil teacher ratio. The acceptable maximum pupil-teacher ratio is 30 to 1 in any class in grades K to 6 or K to 8. A recommended pupil teacher ratio for music teachers including music specialists is an average of 240 pupils per day per week in grades K to 6 or K to 8.~~

* * *

~~Subp. 4. Maximum number of pupils. The maximum number of pupils per day for a secondary school teacher is 160 except for teachers of performing music groups and physical education classes. An acceptable class size for instruction in physical education shall not exceed 40 pupils. The recommended average number of pupils per day per week for a secondary teacher of performing music groups is 180.~~

THEREFORE, BE IT RESOLVED:

Independent School District No. 831 will attempt to adhere to the above Minnesota Department of Children, Families & Learning guidelines relating to pupil-teacher ratios.

The above guidelines may be exceeded in any one or more of the following circumstances:

- ~~A. Classroom, facility and supply constraints;~~
- ~~B. Funding and financial considerations;~~
- ~~C. Curriculum and instructional considerations;~~
- ~~D. Availability of licensed staff and other staff considerations;~~
- ~~E. Student enrollment and demographics;~~
- ~~F. Location of students and transportation considerations.~~

Whenever the pupil-staff ratios exceed the above guidelines, the Superintendent of Schools shall make a written report to the School Board describing the circumstances which make exceptions to the guidelines necessary.

This policy will be adopted and filed with the State Board of Education by August 1 of each year. Any amendment made by the School Board will be filed with the State Board of Education within ten (10) days of its adoption.