

**POLICY COMMITTEE MEETING  
TUESDAY, SEPTEMBER 2, 2014  
5:30 PM -  
DISTRICT OFFICE BOARD ROOM**

**OUR VISION  
NO BOUNDARIES TO LEARNING**

**OUR MISSION  
TO DEVELOP THE POTENTIAL IN EACH PERSON THROUGH ACADEMIC &  
EXTRA-CURRICULAR PROGRAMS**

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## PRINCETON PUBLIC SCHOOLS

# ACTIVITIES PROGRAM

### Purpose

The purpose of this policy is to support development and implementation of a quality student activities program. This will assure a wide range of opportunities, experiences and expectations to meet the needs and interests of students in the Princeton Public Schools.

### Definition of Activity

“Activity” refers to any activity whether athletic, academic or fine arts. It also applies to all levels, including elementary, middle, senior high levels and Community Education sponsored activities.

### General Statement of Policy

The Princeton School District will provide opportunities for students to safely participate, enjoy and excel in a quality activities program. In order to accomplish this mission:

1. Students will strive to achieve their personal best and compete at the most challenging level appropriate to their abilities.
2. The activities program will provide staff, leadership and resources to support student opportunities.
3. Coaches/Advisors will, on an annual basis or at the end of a season, submit a written evaluation on the program to the district Activities Director. This evaluation, including anonymous parent and student input, will be written on a form developed by the Activities Director.
4. The Activities Director will evaluate all head coaches/advisors on a bi-annual basis and all new head coaches during their first year. Head coaches will be responsible for evaluating the assistants of their respective programs at the end of each season and submit a written evaluation to the appropriate building principal. Additional and periodic evaluations will occur as needed.

### Belief Statements

1. A variety of activities should be available to accommodate a wide range of students’ interests. All students should have support to achieve their full potential. Everyone who wants to participate in a specific activity should be able to participate at a level appropriate to his or her ability.
2. The activities program should be **FUN** for all who work and participate in it.

3. Teamwork and respect should be the foundation of all aspects of the activities program.
4. Competition is valued and consists of commitment to success, working hard, and achieving one's personal best.
5. Commitment to communication by parents, students and the school district is required for positive and successful relationships.
6. Participation complements, rather than compromises, students' academic responsibilities.
7. All activities will provide opportunities for students to enhance self-esteem and self-confidence. Understanding expectations and experiencing encouragement are important to building self-esteem.
8. All activities will have equal value and should have appropriate access to resources and support. Expectations for students and recognition of achievements should also be equal.
9. Consistent processes and procedures for starting, evaluating, modifying or eliminating programs must be applied to all activities.
10. Striving for excellence will include a commitment to achieving goals and the self-discipline to work toward continuous improvement.
11. All students are responsible for their own behavior, work ethic, and positive attitude before, during and after participation in their chosen activity.
12. All students, coaches, parents, and supporters should abide by the Conference Code of Ethics:
  - As an **athlete/participant**, I will respect the rights and property of others. I will accept responsibility for my actions and follow the rules of my sport. I will respect and obey the rules of my school, community, state and country.
  - As a **coach/advisor**, I will constantly uphold the honor and dignity of the profession. I will coach each athlete/participant to the best of my ability, knowing that sports and activities are an extension of my community's accepted educational program.
  - As a **fan**, I will show positive support for my school's teams and coaches. I will respect opponents and abide by the decisions of officials. I will keep in mind that I represent my family, my school and my community.
13. Minnesota State High School League policies and regulations and District 477 policies and regulations will guide eligibility, participation and conduct and must be followed.
14. Rehearsals and practices will be scheduled to run no later than 10:00 p.m. on school nights for high school students, no later than 9:00 p.m. for middle school students, **and**

**no later than 8:00p.m. for elementary students.** When rehearsals are scheduled for extended periods of time, coaches/advisors/staff will find ways to allow students to study during periods of time when they are not directly involved.

15. Every effort will be made to leave Wednesday evenings and Sundays open so that students may participate in non-school activities. There will be no practices, rehearsals, or activities after 6:00 p.m. on Wednesdays. Any exceptions must be approved by the school board prior to the event occurring.
16. Must follow Policy 902 – Facility Use Policy.

### **Activities Communication**

#### STUDENT OR PARENT/STAFF COMMUNICATION:

1. The following is recommended to resolve communication issues and to insure the concerns are resolved at the appropriate level. This communication protocol specifies the person who should be contacted first when there is a concern about a coach/advisor's action or decisions. When a concern is expressed, the following communication protocol should be followed as listed. If resolution of the issue is not achieved at the first level of communication, the next person in the communication protocol can be contacted. The discussion and decision will be documented and filed at each level. All parties involved in addressing the situation will receive a copy of the final resolution:

|                |                                                  |
|----------------|--------------------------------------------------|
| <b>Level 1</b> | Coach/Advisor directly involved with the student |
| <b>Level 2</b> | Head Coach/Advisor                               |
| <b>Level 3</b> | Activities Director                              |
| <b>Level 4</b> | Principal                                        |
| <b>Level 5</b> | Superintendent                                   |
| <b>Level 6</b> | School Board                                     |

2. If the concern arises at an event, contact with the coach/advisor should be made the following school day. The person with the concern should make a telephone contact or schedule an appointment.
3. All staff members in the communication protocol following coach/advisor are obligated to follow the policy and determine that the line(s) of communication have been followed.

#### STAFF/STAFF COMMUNICATION:

1. Activities Director and Coach/Advisor communications should address concerns in a one-on-one conference. If resolution is not reached, the issue should be referred to the next level in the protocol (i.e. Principal, Superintendent, School Board).
2. All affected staff may be asked to participate in the discussion.

### **Activity Schedule Conflicts**

1. When conflicting activity schedules occur, the event with the highest level of performance/competition takes precedence. The following performance/competition levels are listed in order from lowest to highest:
  - Rehearsal or practice
  - Scrimmage
  - Non-conference, non-sectional or invitational meet/game
  - Extended student field trip
  - Conference or sectional game and a regularly scheduled performance (i.e., seasonal concert or play production)
  - Sectional or conference play-offs
  - State competition
2. All extended student field trips may not conflict with conference championship, MSHSL sub-section, section or state tournaments.
3. When schedule conflicts occur at the same level of performance, the coaches/advisors will work out the conflict with the Activities Director. Student athlete/participant will not be punished for missing a lower level activity (i.e., being forced to sit out a game/meet/concert for missing a practice due to participation in another activity).
4. School calendar events with annual corresponding dates will dictate that competing major events cannot be scheduled on those dates (i.e., seasonal concerts, play performances, prom).
5. Events properly scheduled on the district events calendar will take precedence over events not scheduled or added to the calendar.
6. Events which need to be rescheduled due to school closings or weather will be handled on a case-by-case basis with sensitivity to dates already scheduled.

### **Activity Start-Up/Modification/Elimination**

The following process will be followed to start, modify or eliminate an activity (ies):

#### **ACTIVITY START-UP**

1. Notification of Activities Director.
2. Demonstrated student interest at an earlier age through intramurals, club, community education/middle school/elementary school participation, interest survey, consistent participation (2-4 years).

3. Expenditure Evaluation.
  - Advisory Staff: Qualified/certified – number of staff required
  - Facilities
  - Equipment
  - Transportation: Lodging – travel
4. Activities Director recommendation to the School Board.
5. School Board evaluation and decision.
6. Probation for 3 years.

#### ACTIVITY MODIFICATION

1. Add a level.
  - Add a coach/advisor.
  - Add an appropriate schedule.
  - Review participation (prior year).
  - Examine facilities.
  - Activities Director recommendation to the School Board.
  - School Board evaluation and decision.

#### ACTIVITY ELIMINATION

1. Activities Director notifies coach/advisor.
2. The activity is being placed on probation.
  - Probationary period 2-3 years or less.
  - Continued decreasing participation.
  - Review of middle school program.
  - Lack of competitive opportunities.
3. Cooperative opportunities will be investigated.
4. The activity is being dropped.
  - Temporary situation (lack of participation at combined levels).
  - When participation increases, the activity will be reactivated.

5. The activity is being eliminated.

- Recommendation by Activities Director to the School Board.
- School Board evaluation and decision.

**Legal References:** Minn. Stat. § 123B.49 (Cocurricular and Extracurricular Activities)

**Cross References:** Policy 413 (Harassment and Violence)  
 Policy 423 (Employee /Student Relationships)  
 Policy 503 (Student Attendance)  
 Policy 505 (Distribution of Nonschool Sponsored Materials on School Premises by Students and Employees)  
 Policy 506 (Student Discipline)  
 Policy 597 (Interscholastic Eligibility)  
 Policy 610 (Field Trips)  
 Policy 902 (Facility Use)  
 MSBA Service Manual, Chapter 5, Various Educational Programs

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Revised: August 19, 2014

## PRINCETON PUBLIC SCHOOLS

### INTERNET ACCEPTABLE USE AND SAFETY

#### I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications. ~~(i.e.; personal laptops, hand held computers, cell phones or other electronic devices).~~

#### II. GENERAL STATEMENT OF POLICY

- A. In making decisions regarding student and employee access to the school district computer system and the Internet, ~~including electronic communications~~, the school district considers its own stated educational mission, goals, and objectives. ~~Electronic information research skills are now fundamental to preparation of citizens and future employees.~~
- B. ~~Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world.~~
- C. The school district expects that employees and students will blend thoughtful use of the school district computer system and the Internet throughout the curriculum.
- D. ~~The school district operates technology protection measures that protect against access to unacceptable material through the school district network.~~
- E. All electronic communications that are sent or received on the school district network are considered property of the school district.
- F. ~~It is ultimately the responsibility of parents and guardians of minors to set and convey standards that their children should follow when using technology and Internet resources. While school district staff faculty will provide guidance and instruction to students in appropriate internet use, the school district cannot guarantee that students will not independently access technology and Internet resources~~

#### III. ACCEPTABLE USE

##### A. ~~LIMITED EDUCATIONAL PURPOSE~~

~~The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal~~

goals consistent with the mission of the school district and school policies. ~~Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited purpose network.~~

- B. The school district will provide instruction and guidance to students in the use of technology and Internet and other electronic resources for educational and informational purposes that enhance student learning such as research, instruction, collaborative education projects and other exploration on parts of the curriculum.
- C. Use that encourages efficient, cooperative and creative methods to perform the user's job duties or educational tasks.
- D. Use related to instructional, administrative and other support activities considered consistent with the mission of the district.
- E. Communication between staff, students, parents and guardians using digital tools intentionally support by the district for professional communication to enhance or support student learning.

**IV. USE OF SYSTEM IS A PRIVILEGE**

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

**~~V. INSTANT ALERT SYSTEM GUIDELINES~~**

| USE                                                              | AUDIENCE                                       | RESPONSIBILITY                 |
|------------------------------------------------------------------|------------------------------------------------|--------------------------------|
| Close School                                                     | District                                       | Superintendent                 |
| District Emergencies                                             | District                                       | Superintendent                 |
| <del>Weather-Related Closings,<br/>Late Starts, Early Outs</del> | District                                       | Superintendent                 |
| Important District Announcements                                 | District                                       | Superintendent                 |
| Important School Announcements                                   | School                                         | Principals                     |
| <del>Activities Weather-Related Announcements</del>              | <del>Activities Parents only (in season)</del> | <del>Activities Director</del> |
| <del>Activity-Related Announcements</del>                        | <del>Activity Parents only (in season)</del>   | <del>Activities Director</del> |

**General Guidelines:**

- ~~Do not use the system to advertise activity related events or as a promotional tool~~
- ~~Limit use to important information only. We don't want to become telemarketers~~
- ~~Not to be used by teachers to give assignments~~
- ~~No solicitation of fundraisers or sales of any kind~~
- ~~Use common sense: would you want this information by phone as a parent~~

**VI. UNACCEPTABLE USES**

A. ~~The following uses of the school district system and Internet resources or accounts are considered unacceptable:~~

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors.;

~~1. the term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:~~

~~a. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or~~

~~b. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and~~

~~c. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.~~

b. ~~obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;~~

c. ~~materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;~~

d. ~~information or materials that could cause damage or danger of disruption to the educational process;~~

e. ~~materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination;~~

- ~~f. solicitations or sale items of a non-educational nature and not school-related (in certain or specific instances the Superintendent may grant exception for community or charitable events).~~
  - ~~g. Skyward and Instant Alert are to be used for the purposes intended, not for fundraising and/or solicitation.~~
2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization., ~~or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.~~
  3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
  4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization., ~~will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.~~
  5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or file.
  6. ~~Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.~~
    - ~~a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education related purposes (i.e., communications with parents or other staff members related to students).~~
    - ~~b. Employees creating or posting school related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact~~

~~information or other personally identifiable information about students unless:~~

- ~~1. such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515.~~

~~In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.~~

- ~~c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "MySpace" and "Facebook."~~

- ~~7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.~~

- ~~8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.~~

- ~~9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.~~

- ~~B. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations include, but are not limited to, situations where the school district system is compromised or if a~~

~~school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.~~

- C. ~~If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy.~~

## ~~VII. FILTER~~

~~*School districts which receive certain federal funding, such as e-rate discounts, for purposes of Internet access and connection services and/or receive funds to purchase Internet accessible computers are subject to the federal Children's Internet Protection Act, effective in 2001. This law requires school districts to adopt an Internet safety policy which contains the provisions set forth below. Also, the Act requires such school districts to provide reasonable notice and hold at least one public hearing or meeting to address the proposed Internet safety policy prior to its implementation. School districts that do not seek such federal financial assistance need not adopt the alternative language set forth below nor meet the requirements with respect to a public meeting to review the policy. The following alternative language for school districts that seek such federal financial assistance satisfies both state and federal law requirements.*~~

- A. ~~With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:~~

- ~~1. Obscene;~~
- ~~2. Child pornography; or~~
- ~~3. Harmful to minors.~~

- B. ~~The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:~~

- ~~1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or~~

2. ~~Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and~~
  3. ~~Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.~~
- C. ~~An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure.~~
1. ~~Investigate unlawful use by a student or employee;~~
  2. ~~To enable access for bona fide research of other lawful purposes.~~
- D. ~~The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking website and in chat rooms and cyberbullying awareness and response.~~

## VIII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district. Misconduct will result in the imposition of discipline consistent with the seriousness of the misconduct.

## IX. ~~LIMITED EXPECTATION OF PRIVACY~~

- A. ~~By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.~~
- B. ~~Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.~~
- C. ~~An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.~~
- D. ~~Parents have the right at any time to investigate or review the contents of their minor child's files and e mail files. Parents have the right to request the termination of their minor child's individual account at any time.~~
- E. ~~School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In~~

~~addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).~~

~~F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.~~

## **X. INTERNET USE AGREEMENT**

A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.

~~B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.~~

~~C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.~~

## **XI. LIMITATION ON SCHOOL DISTRICT LIABILITY**

~~Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school district diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.~~

## **XII. USER NOTIFICATION**

~~A. All users shall be notified of the school district policies relating to Internet use.~~

~~B. This notification shall include the following:~~

~~1. Notification that Internet use is subject to compliance with school district policies.~~

~~2. Disclaimers limiting the school district's liability relative to:~~

- a. ~~Information stored on school district diskettes, hard drives, or servers.~~
  - b. ~~Information retrieved through school district computers, networks, or online resources.~~
  - c. ~~Personal property used to access school district computers, networks, or online resources.~~
  - d. ~~Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.~~
3. ~~A description of the privacy rights and limitations of school sponsored/managed Internet accounts.~~
  4. ~~Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.~~
  5. ~~Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.~~
  6. ~~Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.~~
  7. ~~Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.~~
  8. ~~Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.~~

### ~~XIII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE~~

- A. ~~Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.~~
- B. ~~Parents will be notified that their students will be using school district~~

~~resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:~~

- ~~1. A copy of the user notification form provided to the student user.~~
- ~~2. A description of parent/guardian responsibilities.~~
- ~~3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.~~
- ~~4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.~~
- ~~5. A statement that the school district's acceptable use policy is available for parental review.~~

#### **XIV. IMPLEMENTATION; POLICY REVIEW**

- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy ~~for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.~~
- ~~B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.~~
- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

**Legal References:** 15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)  
17 U.S.C. § 101 *et seq.* (Copyrights)  
20 U.S.C. § 6751 *et seq.* (Enhancing Education through Technology Act of 2001)  
47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))  
47 C.F.R. § 54.520 (FCC rules implementing CIPA)  
Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)  
Minn. Stat. § 125B.15 (Internet Access for Students)  
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)  
*Tinker v. Des Moines Indep. Cmty. Sch. Dist.*, 393 U.S. 503, 89 S.Ct. 733,

21 L.Ed.2d 731 (1969)  
*United States v. Amer. Library Assoc.*, 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)  
*Doninger v. Niehoff*, 527 F.3d 41 (2<sup>nd</sup> Cir. 2008)  
*R.S. v. Minnewaska Area Sch. Dist. No. 2149*, No. 12-588, 2012 WL 3870868 (D. Minn. 2012)  
*Tatro v. Univ. of Minnesota*, 800 N. W. 2d811 (Minn. App. 2011), *aff'd on other grounds* 816 N.W.2d 509 (Minn. 2012)  
*S.J.W. v. Lee's Summit R-7 Sch. Dist.*, 696 F.3d 771 (8<sup>th</sup> Cir. 2012)524-11  
*Kowalski v. Berkeley County Sch.*, 652 F.3d 656 (4<sup>th</sup> Cir. 2011)  
*Layshock v. Hermitage Sch. Dist.*, 650 F.3d 205 (3<sup>rd</sup> Cir. 2011)  
*Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist.*, 853 F.Supp.2d 888 (W.D. Mo. 2012)  
*M.T. v. Cent. York Sch. Dist.*, 937 A.2d 538 (Pa. Commw. Ct. 2007)  
*J.S. v. Bethlehem Area Sch. Dist.*, 807 A.2d 847 (Pa. 2002)

**Cross References:** Princeton Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
Princeton Policy 406 (Public and Private Personnel Data)  
Princeton Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)  
Princeton Policy 506 (Student Discipline)  
Princeton Policy 515 (Protection and Privacy of Pupil Records)  
Princeton Policy 519 (Interviews of Students by Outside Agencies)  
Princeton Policy 521 (Student Disability Nondiscrimination)  
Princeton Policy 522 (Student Sex Nondiscrimination)  
Princeton Policy 526 (Hazing Prohibition)  
Princeton Policy 595 (Web Authoring and Publishing)  
Princeton Policy 603 (Curriculum Development)  
Princeton Policy 606 (Textbooks and Instructional Materials)  
Princeton Policy 806 (Crisis Management Policy)  
Princeton Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)  
Technology Procedure Manual

Adopted: February 26, 2002  
Adopted: February 22, 2005  
Revised: December 8, 2009  
Reviewed: March 22, 2011  
Revised: March 13, 2012  
Revised: September 2, 2014

**PRINCETON PUBLIC SCHOOLS**  
**STUDENT ACTIVITIES FEE SCHEDULE**

**HIGH SCHOOL ACTIVITY FEES: SPECIAL FEES**

A season fee of \$150.00 will be assessed to each student participating in these three high school activities: Football, Fall Musical, Boys and Girls Hockey.

**HIGH SCHOOL ATHLETIC ACTIVITY FEES**

A season fee of \$125 will be assessed each student participating in any one high school athletic activity not listed above, \$100 for any second high school athletic activity and \$75 for each additional high school athletic activity.

**HIGH SCHOOL FINE ARTS ACTIVITY FEES**

A season fee of \$100 will be assessed each student participating in any one high school fine arts activity not listed above, \$75 for any second fine arts activity and \$50 for each additional fine arts activity. **This applies to high school or middle school students. Elementary students will pay 50% of the fee.**

**MIDDLE SCHOOL ATHLETIC AND FINE ARTS FEES**

A season fee of \$100 will be assessed each student participating in any middle school athletic or fine arts activity, \$75 for any second athletic or fine arts activity and \$50 for each additional middle school athletic or fine arts activity.

Middle School students participating at the high school level of varsity or junior varsity for the entire activity season will be assessed at the high school rate at the corresponding fee level.

Middle School students participating in an activity who are moved up to junior varsity or varsity level will be assessed the difference between middle school and high school fees at the corresponding fee level.

Family Maximum Out-of-Pocket \$750.00.

**SPECIAL ACTIVITIES**

|          |            |         |
|----------|------------|---------|
| Football | B/G Hockey | Musical |
|----------|------------|---------|

**ATHLETIC ACTIVITIES  
HIGH SCHOOL AND MIDDLE SCHOOL**

|                   |              |            |
|-------------------|--------------|------------|
| Baseball          | Gymnastics   | B/G Track  |
| B/G Basketball    | B/G Soccer   | Volleyball |
| Cheerleading      | Softball     | Wrestling  |
| B/G Cross Country | B/G Swimming |            |
| B/G Golf          | B/G Tennis   |            |

**FINE ARTS ACTIVITIES  
HIGH SCHOOL AND MIDDLE SCHOOL**

|                 |                |                |
|-----------------|----------------|----------------|
| Chamber Singers | Knowledge Bowl | Speech         |
| FFA             | Math League    | Three-Act Play |
| FACS            | Mock Trial     |                |
| Jazz Band       | One-Act Play   |                |

**SEASON PASSES**

|                                          |          |
|------------------------------------------|----------|
| Family Pass                              | \$175.00 |
| Individual Pass                          | \$100.00 |
| Student Pass                             | \$25.00  |
| Middle/High School Activity Participants | Free     |

\*If a student pays an activity fee and does not end up going out for the activity, the activity fee will be refunded minus the \$25.00 for a student season pass.

No assessment is to be made for students who provide documentation of qualification for free lunch under Federal guidelines; students qualifying for reduced lunch will be assessed at a rate of 50%.

Adopted: June 14, 1983  
 Revised: August 13, 1991  
 Revised: March 28, 1995  
 Revised: October 8, 1996  
 Revised: May 12, 1998  
 Revised: June 22, 1999  
 Revised: August 12, 2003  
 Revised: March 23, 2004  
 Revised: April 11, 2006  
 Revised: May 11, 2010  
 Revised: August 19, 2014

## PRINCETON PUBLIC SCHOOLS

### FIELD TRIPS

#### I. PURPOSE

The purpose of this policy is to provide guidelines for student trips and to identify the general process to be followed for review and approval of trip requests.

#### II. GENERAL STATEMENT OF POLICY

It is the general expectation of the school board that all student trips will be well planned, conducted in an orderly manner and safe environment, and will relate directly to the objectives of the class or activity for which the trip is requested. Every effort will be made to leave Sundays and Wednesday Evenings open so that students may participate in non-school activities. Any exceptions must be approved by the school board. Student trips will be categorized within three general areas:

##### A. Instructional Trips

Trips that take place during the school day, relate directly to a course of study, and require student participation shall fall in this category. These trips shall be subject to review and approval of the building principal, and shall be financed by school district funds within the constraints of the school building budget. Fees may not be assessed against students to defray direct costs of instructional trips. (Minn. Stat. § 123B.37, Prohibited Fees)

##### B. Supplementary Trips

This category pertains to those trips in which students voluntarily participate and which usually take place outside the regular school day. Examples of trips in this category involve student activities, clubs, and other special interest groups. These trips are subject to review and approval of the activities director and/or the building principal. Financial contributions by students may be requested. (Minn. Stat. § 123B.36, Authorized Fees)

##### C. Extended Trips

1. An extended field trip is any trip that covers more than 400 miles (round trip) or involves at least one overnight stay. An extended trip may be instructional or supplementary to the school curriculum. Exceptions to this policy may be granted as teams/individuals advance through MSHSL tournament play or in cases where a group/individuals advance as a result of winning an official school activity or competition, e.g., D.E.C.A.,

F.F.A., National Conventions or Historical Events. These trips are subject to review and approval of the Superintendent and School Board.

~~2. Extended Field Trips for Band and Choir will alternate as follows:~~

~~Band 2012~~

~~Choir 2013~~

~~No Trips 2014~~

~~(Repeat above)~~

~~Only students in grades 10-12 may participate in this type of extended field trip.~~

3. The school board acknowledges and supports the efforts of booster clubs and similar organizations in providing extended trip opportunities for students.

### III. REGULATIONS

- A. All requests for extended trips and/or Sunday or Wednesday Evening trips are to be submitted to the superintendent on the Field Trip Request form.
- B. The teacher/sponsor must first secure approval from the building principal. If approved by the principal, the plan is then to be submitted to the superintendent for approval and shall then be presented to the school board. Approval at each appropriate level is required before organizing with students.
- C. Attending students must submit a permission slip/medical release signed by their parent or guardian. The slips are to be collected by the teacher/sponsor who is to file the slips with the building principal before the trip begins. Slips will define details of trip. No slip - no trip.
- D. Safety instructions and conduct expectations shall be explained at a trip orientation meeting involving students, chaperones, and parents.
- E. Proposals shall include plans for supervision. Supportive personnel or other adults (over 21) may act as chaperones. The recommended ratio is no less than 1 chaperone per 10 students. Background checks are required (see policy 404 Employment Background Checks).
- F. The teacher/sponsor shall check to make sure insurance and liability coverage is available.
- G. All trips are limited to a maximum of two school days' absence unless dates of participation are dictated by the event, making the limit impossible to meet.
- H. All rules of school shall apply. In the event a serious discipline problem develops, the supervisor in charge shall contact the home and advise the parents

of the problem and that the student may be returned home immediately at the parents' expense.\*

\* *This is to be noted on parent permission slips.*

- I. All extended student field trips must conform to Princeton Public Schools Activities Program, Policy 510, and may not conflict with conference championship MSHSL sub-section, section or state tournaments.
- J. Transportation shall be furnished through a commercial carrier or school-owned vehicle. In the event a private vehicle is approved for use, a certificate of insurance must be on file in the school district office.

#### **IV. SCHOOL BOARD REVIEW**

The superintendent shall at least annually report to the school board upon the utilization of trips under this policy.

**Legal References:** Minn. Stat. § 123B.36 (Authorized Fees)  
Minn. Stat. § 123B.37 (Prohibited Fees)  
Minn. Stat. § 123B.49 (Cocurricular and Extracurricular Activities; Insurance)  
*Sonkowsky v. Board of Educ. for Indep. Sch. Dist. No. 721*, 327 F.3d 675 (8<sup>th</sup> Cir. 2003)  
*Lee v. Pine Bluff Sch. Dist.*, 472 F.3d 1026 (8<sup>th</sup> Cir. 2007)

**Cross References:** Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
Policy 404 (Employment Background Checks)  
Policy 423 (Employee – Student Relationships)  
Policy 506 (Student Discipline)  
Policy 510 (Activities Program)  
Policy 707 (Transportation of Public School Students)  
Policy 709 (Student Transportation Safety Policy)  
Policy 710 (Extracurricular Transportation)

Adopted: August 23, 1983  
Revised: January 12, 1999  
Revised: August 9, 2005  
Revised: December 8, 2009  
Revised: March 11, 2010  
Revised: October 26, 2010  
Revised: October 25, 2011  
Revised: August 19, 2014

## PRINCETON PUBLIC SCHOOLS

### ONLINE LEARNING OPTIONS

*[Note: The provisions of this policy substantially reflect the statutory requirements of Minn. Stat. § 124D.095 (2003), the Online Learning Option Act.]*

#### I. PURPOSE

The purpose of this policy is to recognize and govern online learning options of students enrolled in the school district for purposes of compulsory attendance and address enrollment of students with an online learning provider for supplemental or full-time online learning.

#### II. GENERAL STATEMENT OF POLICY

- A. The school district shall not prohibit an enrolled student from applying to enroll in online learning.
- B. The school district shall grant academic credit for completing the requirements of an online learning course or program.
- C. The school district shall allow an online learning student to have the same access to the computer hardware and education software available in the school district as all other students in the school district.
- D. The school district shall continue to provide non-academic services to online learning students.
- E. Online learning students may participate in the extracurricular activities of the school district on the same basis as other enrolled students.

*To the extent the school district provides to resident students curriculum that has both physical and electronic components, the school district must make the electronic component accessible to a resident student in a home school at the request of the home-schooled student or student's parent or guardian, provided that the school district does not incur more than an incidental cost as a result of providing access electronically. See Minn. Stat. § 123B.42.]*

#### III. DEFINITIONS

- A. "Enrolling district" means the school district or charter school in which a student is enrolled under Minn. Stat. § 122A.22, Subd. 4, for purposes of compulsory education.

- B. “Full-time online provider” means an enrolling school authorized by the Minnesota Department of Education (MDE) to deliver comprehensive public education at any or all of the elementary, middle, or high school levels.
- C. “Online course syllabus” is a written document that an online learning provider transmits to the enrolling school district using a format prescribed by the Commissioner of MDE (Commissioner) to identify the state academic standards embedded in an online course, the course content outline, required course assessments, expectations for actual teacher contact time, and other student-to-teacher communications, and the academic support available to the online learning student.
- D. “Online learning” is an interactive course or program that delivers instruction from a teacher to a student by computer, is combined with other traditional delivery methods that include frequent student assessment and may include actual teacher contact time, and meets or exceeds state academic standards.
- E. “Online learning student” is a student enrolled in an online learning course or program delivered by an authorized online learning provider.
- F. “Online learning provider” is a school district, an intermediate school district, or an organization of two or more school districts operating under a joint powers agreement, or a charter school located in Minnesota that provides online learning to students.
- G. “Student” is a Minnesota resident enrolled in a public school, a nonpublic school, church or religious organization, or home school in which a child is provided instruction in compliance with Minn. Stat. §§ 120A.22 and 120A.24.
- H. “Supplemental online learning” means an online course taken in place of a course period during the regular school day at a local district school.

#### **IV. PROCEDURES**

- A. Dissemination and Receipt of Information
  1. The school district shall make available information about online learning to all interested people. The school district may utilize the list of approved online learning providers and online learning courses and programs developed, published, and maintained by MDE.
  2. The school district will receive and maintain information provided to it by online learning providers.
  3. The online learning provider must report or make available information on an individual student’s progress and accumulated credit to the student, the student’s parent, and the enrolling district in a manner specified by the

Commissioner unless the enrolling district and the online learning provider agree to a different form of notice and notify the Commissioner.

4. The enrolling district must designate a contact person to help facilitate and monitor the student's academic progress and accumulated credits toward graduation.

B. Student Enrollment

1. A student may apply for full-time enrollment in an approved online learning program. The student must have the written consent of a parent or guardian to do so if the student is under eighteen (18) years of age.
2. The student and the student's parents must submit an application to the online learning provider and identify the student's reason for enrolling. An online learning provider that accepts a student under this section must notify the student and the enrolling district in writing within ten days if the enrolling district is not the online learning provider. The student and the student's parent must notify the online learning provider of the student's intent to enroll in online learning within ten days of being accepted, at which time the student and the student's parent must sign a statement indicating that they have reviewed the online course or program and understand the expectations of enrolling in online learning. The online learning provider must use a form provided by MDE to notify the enrolling district of the student's application to enroll in online learning.
3. The supplemental online learning notice to the enrolling district when a student applies to the online learning provider will include the courses or program, credits to be awarded, and the start date of the online course or program. An online learning provider must make available the supplemental online course syllabus to the enrolling district. Within 15 days after the online learning provider makes information in this paragraph available to the enrolling district, the enrolling district must notify the online provider whether the student, the student's parent, and the enrolling district agree or disagree that the course meets the enrolling district's graduation requirements. A student may enroll in a supplemental online learning course up to the midpoint of the school district's term. The school district may waive this requirement for special circumstances with the agreement of the online learning provider.
4. An online learning course or program that meets or exceeds a graduation standard or the grade progression requirement of the enrolling district as described in the provider's online course syllabus meets the corresponding graduation requirements applicable to the student in the enrolling district. If the enrolling district does not agree that the course or program meets its graduation requirements, then the enrolling district must make available an explanation of its decision to the student, the student's parent, and the online provider; and the online provider may make available a response to

the enrolling district, showing how the course or program meets the graduation requirements of the enrolling district.

5. An online learning student may enroll in supplemental online learning courses equal to a maximum of 50 percent of the student's full schedule of courses per term during a single school year, and the student may exceed the supplemental online learning registration limit if the enrolling district permits for supplemental online learning enrollment above the limit or if the enrolling district and the online learning provider agree to the instructional services. To enroll in more than 50 percent of the student's full schedule or courses per term in online learning, the student must qualify to exceed the supplemental online learning registration limit or apply to enroll in an approved full-time online learning program consistent with Paragraph IV.B.2. above. Full-time online learning students may enroll in classes at a local school under a contract for instructional services between the online learning provider and the school district.
6. An online learning student may complete course work at a grade level that is different from the student's current grade level.
7. An online learning student may enroll in additional courses with the online learning provider under a separate agreement that includes terms for paying any tuition or course fees.

C. Classroom Membership and Teacher Contact Time

1. The enrolling district may reduce an online learning student's regular classroom instructional membership in proportion to the student's membership in online learning courses.
2. The school district may reduce the course schedule of an online learning student in proportion to the number of online learning courses the student takes from an online learning provider other than the school district.
3. A teacher with a Minnesota license must assemble and deliver instruction to enrolled students receiving online learning from an enrolling district. The delivery of instruction occurs when the student interacts with the computer or the teacher and receives ongoing assistance and assessment of learning. The instruction may include curriculum developed by persons other than a teacher holding a Minnesota license.
4. The online provider must give the Commissioner written assurance that all courses meet state academic standards and the online learning curriculum, instruction, and assessment expectations for actual teacher contact time or other student-teacher communications and academic support meet nationally recognized standards and are described as such in an online syllabus that meets the Commissioner's requirements.

D. Academic Credit; Graduation Standards or Requirements

1. The school district shall apply the same graduation requirements to all students, including online learning students.
2. The school district shall use the same criteria for accepting online learning credits or courses as it does for accepting credits or courses for nonresident transfer students under Minnesota law.
3. The school district may challenge the validity of a course offered by an online learning provider. Such a challenge will be filed with MDE.
4. The school district shall count secondary credits granted to an online learning student toward its graduation and credit requirements.
5. If a student completes an online learning course or program that meets or exceeds a graduation standard or grade progression requirement at the school district, that standard or requirement will be met.

***Legal References:*** Minn. Stat. § 120A.22 (Compulsory Instruction)  
Minn. Stat. § 120A.24 (Reporting)  
Minn. Stat. § 123B.42, Subd. 1 (Curriculum; Electronic Components)  
Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Act)  
Minn. Stat. § 124D.095 (Online Learning Option Act)

***Cross References:*** Princeton Policy 509 (Enrollment of Nonresident Students)  
Princeton Policy 605 (Alternative Programs)  
Princeton Policy 608 (Instructional Services – Special Education)  
Princeton Policy 613 (Graduation Requirements)  
Princeton Policy 620 (Credit for Learning)

Adopted: May 22, 2007  
Revised: April 22, 2008  
Revised: August 9, 2011  
Revised: September 2, 2014

**PRINCETON PUBLIC SCHOOLS****STUDENT TRANSPORTATION SAFETY****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 third week of school is designated as School Bus Safety Week.

**B. Student Training**

1. The school district shall provide students in grade kindergarten through 10 with school bus safety training. The training shall be results-oriented and shall consist of both classroom instruction and practical training using a school bus. 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. Danger zones surrounding a school bus;
  - e. Procedures for safely boarding and leaving a school bus;
  - f. Procedures for safe vehicle lane crossing; and
  - g. School bus evacuation and other emergency procedures.
2. All students in grades K - 6 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 7– 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.

3. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
4. The district will, to the extent possible, provide kindergarten students with school bus safety training before the first day of school.
5. The school district also will provide student safety education for bicycling and pedestrian safety.
6. The school district's curriculum for transportation is maintained and available for review in the office of the superintendent.
7. Nonpublic school 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. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR**

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.

Consequences for school bus/bus stop misconduct will be reported to and imposed by the Building Principal or the Principal's designee. Serious misconduct will be reported to local law enforcement.

#### **A. 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. The bus company manager will forward the misconduct report to the appropriate Building Principal or Principal's designee.

#### **B. Rules at the Bus Stop**

1. Get to your bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
2. Respect the property of others while waiting at your bus stop.
3. Keep your arms, legs and belongings to yourself.

4. Use appropriate language.
5. Stay away from the street, road or highway when waiting for the bus. Wait until the bus stops before approaching the bus.
6. 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.
7. After getting off the bus, move away from the bus.
8. No fighting, harassment, intimidation or horseplay.
9. No use or possession of alcohol, tobacco, drugs, or paraphernalia.

**C. Rules on the Bus**

The following rules will be posted on each school bus:

1. Immediately follow the directions of the driver.
2. Sit in your seat facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs and belongings to yourself.
6. Eating or drinking are allowed at the discretion of the driver.
7. No fighting, harassment, intimidation or horseplay.\*
8. Do not throw any object.\*
9. No use or possession of alcohol, tobacco, drugs, or paraphernalia.\*
10. Do not bring any weapon or dangerous objects on the school bus.\*
11. Do not damage the school bus.\*
12. Pets or animals of any type or size will not be transported on the bus.
13. Skateboards, scooters, sleds, sporting equipment, fishing rods, and related items cannot be brought on the bus.

When students need to bring a pet to/from school, or need sleds, skis, etc., for a school activity, parents should make arrangements to get them to/from school.

\*These offenses may result in immediate suspension from riding the bus.

\*Students who misbehave severely may be returned to the school immediately and reported to the Building Principal, law enforcement, and bus company manager.

**D. Consequences**

Consequences for school bus/bus stop misconduct will apply to all field trips, activities, and 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 at the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges and are responsible for the student's transportation during the suspension.

**1. Elementary (K - 6)**

**1st offense** -- written warning

**2nd offense** -- 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

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

2. **Secondary (7 - 12)**

**1st offense** -- written warning

**2nd offense** -- 5 school day suspension from riding the bus

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

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

**5<sup>th</sup> 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 also may result from school bus/bus stop misconduct.

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. Reports of serious misconduct will be provided to the Department of Public Safety. Record also may be maintained in the transportation office.

5. **Vandalism/Bus Damage**

Students damaging school buses will be financially responsible for the damages and repair. Any damage to a seat will result in a minimum fine of \$50. Fines must be paid (or arrangements made to be paid) before the student may ride again.

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 (for example, assault, weapons, drugs & alcohol, tobacco or other illegal substances, possession or vandalism), the superintendent, local law enforcement officials and the Department of Public Safety will be informed.

**IV. 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 students.
4. Support safe riding 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. Please notify your driver at School Bus Headquarters (763-631-5315) when your student is not going to ride the normal route.
12. In order for a student to be picked up or dropped off at a point other than the regular boarding point, the parents or guardians must sign, date and have delivered to the driver a permission slip and call School Bus Headquarters (763-631-5315), to verify the permission slip.
13. Students riding on extra-curricular / field trip buses will only be dropped off at the trip departure point unless permission is obtained from the parents or guardians in the form of a signed and dated note. Bus drivers cannot grant permission for a student to ride home with another person. Signed and dated notes must be verified by telephone call from parent/guardian to advisor/coach prior to the trip.

**B. Parent and 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 and guardians are asked to review the rules with their students.

## V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

- A. School bus drivers shall have a valid Class A, B, or C Minnesota driver's license with a school bus endorsement. A person possessing a valid driver's license, without a school bus endorsement, may drive a type III vehicle set forth in Sections VII.B. and VII.C., below. Drivers with a valid Class D driver's license, without a school bus endorsement, may operate a "type A-I" school bus as set forth in Section VII.D., below.
- B. The school district shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.
- C. A school bus driver, with the exception of a driver operating a type A-1 school bus or type III vehicle, who has a commercial driver's license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services ("Division") of the conviction within 30 days of the conviction. For purposes of this paragraph, a "serious traffic violation" means a conviction of any of the following offenses:
1. excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit;
  2. reckless driving;
  3. improper or erratic traffic lane changes;
  4. following the vehicle ahead too closely;
  5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident;
  6. driving a commercial vehicle without obtaining a commercial driver's license or without having a commercial driver's license in the driver's possession.
  7. In Type A, B, C and D buses, drivers will use the 8 light system, stop arm, and crossing gate in conjunction to offer the students the best protection available. These devices will be used at all transportation department approved stops. The exceptions to the 8-way rule are as follows:
    - a. All stops on MN State Hwy 95 to be right side on the shoulder stops and may use the 4-way flashers.

- b. SPED buses that are loading or unloading wheelchair students to get as close to the curb as possible may use the 4-way flashers.
- D. A school bus driver, with the exception of a driver operating a type A-1 school bus or type III vehicle, who has a commercial driver's license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person's employer of the conviction within 30 days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy.
- E. A school bus driver, with the exception of a driver operating a type A-1 school bus or type III vehicle, who has a Minnesota commercial driver's license suspended, revoked, or cancelled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person's employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.
- F. A person who operates a type III vehicle and who sustains a conviction as described in Section VII.C.1.g. (*i.e.*, driving while impaired offenses), VII.C.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 VII.C.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.

## **VI. SCHOOL BUS DRIVER TRAINING**

### **A. Training**

1. All new school bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction, before transporting students and shall meet the competency testing specified in the Minnesota Department of Public Safety Model School Bus Driver Training Manual. All school bus drivers shall receive in-service training annually. The school district shall retain on file an annual individual school bus driver "evaluation certification" form for each school district driver as contained in the Model School Bus Driver Training Manual.

2. All bus drivers operating a type III vehicle will be provided with annual training and certification as set forth in Section VII.C.1.b., below, by either the school district or the entity from whom such services are contracted by the school district.

B. Evaluation

School bus drivers with a Class D license will be evaluated annually and all other bus drivers will be assessed periodically for the following competencies:

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 handling incidents of misconduct appropriately;
4. Know and understand relevant laws, rules of the road, and local school bus safety policies;
5. Handle emergency situations; and
6. Safely load and unload students.

The evaluation must include completion of an individual “school bus driver evaluation form” (road test evaluation) as contained in the Model School Bus Driver Training Manual.

***[Note: The school district may use alternative assessments rather than those set forth in the Model School Bus Driver Training Manual for bus driver training competencies with the approval of the Commissioner of Public Safety. A driver also may receive at least eight hours of school bus in-service training in any year as an alternative to being assessed for bus driver competencies after the initial year of being assessed for bus driver competencies.]***

## **VII. OPERATING RULES AND PROCEDURES**

A. General Operating Rules

1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training Manual.

***[Note: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]***

2. Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers transported in 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. The parent/guardian may designate, pursuant to school district policy, 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 all other eligibility requirements.
4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.
5. 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.
6. 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. § 169.01, Subd. 6. 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.

A. 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 accepted 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 neutral or 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.
13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.

C. Type III Vehicle Driven by Employees with a Class D Driver's License

1. The holder of a Class 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 pre-trip vehicle inspections; and
    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 non-traffic 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.
  - e. escorting a student across the road under clause © only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile.
- 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. Notwithstanding any law to the contrary, the operator’s employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.
  - f. The operator’s driver’s license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minn. Stat. § 171.321, Subd. 5.

- 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.
2. The type III vehicle must bear a current certificate of inspection issued under Minn. Stat. § 169.451.
  3. An employee of the school district who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of the school district, be exempt from paragraphs VII.C.1.d (physical examination) and VII.C.1.e (drug testing), above.

D. 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.

## **VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES**

- A. If possible, school bus drivers or their supervisors shall call "911" or the local emergency phone number in the event of a serious emergency.
- B. School bus drivers shall meet the emergency training requirements contained in Unit III "Crash & Emergency Preparedness" of the Minnesota Department of Public Safety Model School Bus Driver Training Manual. This includes procedures in the event of a crash (accident).

*[Note: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]*

- C. School bus drivers and bus assistants for special education students requiring special transportation service because of their handicapping condition shall be trained in basic first aid procedures, shall within one month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.
- D. Emergency Health Information shall be maintained on the school bus for students requiring special transportation service because of their handicapping condition. The information shall state:
  - 1. the student's name and address;
  - 2. the nature of the student's disabilities;
  - 3. emergency health care information; and
  - 4. the names and telephone numbers of the student's physician, parents, guardians, or custodians, and some person other than the student's parents or custodians who can be contacted in case of an emergency.

## **IX. SCHOOL DISTRICT 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 state inspected in accordance with legal requirements.
- C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district's record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.
- D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

## **X. 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 student transportation safety, including transportation of nonpublic school children when provided by the school district. The school transportation safety director will assure that this policy is periodically reviewed to ensure that it conforms to law. The school transportation safety director shall certify annually to the school board that each school bus driver meets the school bus driver training competencies required by Minn. Stat. § 171.321, Subd. 4. The transportation safety director also shall annually verify or ensure that the private contractor utilized by the school has verified the validity of the driver's license of each employee who regularly transports students for the school district in a type A, B, C, or D school bus, type III vehicle, or MFSAB with the National Driver's Register or the Department of Public Safety. Upon request of the school district superintendent or the superintendent of the school district where nonpublic students are transported, the school transportation safety director also shall certify to the superintendent that students have received school bus safety training in accordance with state law. The name, address and telephone number of the school transportation safety director are on file in the school district office. Any questions regarding student transportation or this policy may be addressed to the school transportation safety director.

## **XI. STUDENT TRANSPORTATION SAFETY COMMITTEE**

The school board may establish a student transportation safety committee. The chair of the student transportation safety committee is the school district's school transportation safety director. The school board shall appoint the other members of the student transportation safety committee. Membership may include parents, school bus drivers, representatives of school bus companies, local law enforcement officials, other school district staff, and representatives from other units of local government.

***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. § 169.02 (Scope)  
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:*** Princeton Policy 416 (Drug and Alcohol Testing)  
 Princeton Policy 506 (Student Discipline)  
 Princeton Policy 515 (Protection and Privacy of Pupil Records)  
 Princeton Policy 707 (Transportation of Public Students)  
 Princeton Policy 708 (Transportation of Nonpublic Students)  
 Princeton Policy 710 (Extracurricular Transportation)

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