

Committee

Tuesday, April 14, 2026 4:30 PM

Administration Building, 360 Colborne Street, Saint Paul, Minnesota 55102

1. **CALL TO ORDER**

2. **SWEARING-IN CEREMONY OF BRANDON LOWE**

3. **AGENDA**

3.A. Superintendent's Announcements

3.B. Policy 550.00: Cellular Phones and Personal
Electronic Devices Policy Update

3.B.1. Introduction

3.B.2. Presentation

3.B.3. Discussion

3.C. 2026-27 School Choice Season

3.C.1. Introduction

3.C.2. Presentation

3.C.3. Discussion

3.D. SPPS 2033 Strategic Plan

3.D.1. Introduction

3.D.2. Presentation

3.D.3. Discussion

3.E. Fiscal Year 2027 (FY27) Budget Update

3.E.1. Introduction

3.E.2. Presentation

3.E.3. Discussion

3.E.4. Action (TBD)

3.F. Policy Update

3.F.1. Introduction

3.F.2. Presentation

3.F.2.a. Policy 416.00 - Drug and Alcohol Testing
for All Employees

3.F.2.b. Policy 304.00 - Data Records Management

3.F.2.c. Policy 426.00 - Use of Social Media

3.F.2.d. Policy 707.00 - Transportation
Eligibility

3.F.2.e. Policy 707.02 - Transportation: Student
Conduct

3.F.2.f. Policy 707.04 - Transportation: Student
School Bus Safety Training

3.F.2.g. Policy 707.05 - Transportation: Type III
School Buses

3.F.2.h. Policy 710.00 - Transportation: Field,
Athletic, Community Education Trips

3.F.2.i. Policy 417.00 - Drug and Alcohol Testing
for Drivers

3.F.3. Discussion

3.F.4. Action

3.G. Equity Committee Resolution

3.G.1. Introduction

3.G.2. Presentation

3.G.3. Discussion

4. **ADJOURNMENT**

5. **WORK SESSION**

5.A. Board Initiated Goals Governance (B.I.G.G.)
Goals

5.B. Determination of Board Retreat Date



Saint Paul
PUBLIC SCHOOLS

550.00 Cellular Phones and Personal Electronic Devices Policy Update

Committee of the Board
April 14, 2026

Nancy Páez
Hibaq Mohamed

Matt Severns
Cherise Ayers

Purpose and Values

The purpose of this policy is to minimize the impact of cell phones and personal electronic devices on:

- **academic performance,**
- **mental health,**
- **learning environments, and**
- **effective teaching.**

Community Values

- Clarity, consistency, and enforceability
- Student safety
- Two-way communication and having a way to reach students
- No exclusion from learning as a result of phone/device use.
- Empower students to learn how to responsibly manage their personal devices.

Implementation Overview & Equity of Rollout

The implementation was designed to be consistent across all sites.

- All schools shared their communication plan with families, students, and staff.
- Visuals were provided to schools
- IEP and Health-related exceptions



Elementary: Consistent expectations of no phones bell to bell

Secondary: Variations between schools

Variability Between Schools

Personal devices are not allowed during school hours. They should remain at home or locked in lockers. If students choose to carry their personal electronic devices, they must be completely turned off and out of sight.

- Schools with **grades 9-12** can work with team of stakeholders to allow some use in between classes.

Implementation: Communication & Clarity

Highland Park Middle

- Newsletters
- Family meetings
- Student communication
- Reminders throughout the year
- Clear steps taken by staff if phones are visible or in use
 - Regular reminders for staff to avoid escalating a situation involving cell phone use
- Clarity on how families can reach students during the day

Elementary Perspective: Highland Park Elementary

- Phones are rarely out, including during less structured times
- Staff redirections tend to de-escalate and result in desired outcomes
- Strong support from families
 - Some express reasons for their students to have phones with them but not in class

Challenge:

- Social media issues exist even if phones are not often visible in school

High School Perspective: Central High School

- Cell phone expectations are **“off, off, and away all day”**
 - Most students do not have their cell phones out and most accept the expectations when reminded.
- Most parents are supportive and send positive emails.
 - There are modifications made available for families who have concerns about the policy; some may have 504 Plans or IEPs.

Challenge:

- Headphones/earbuds and phones in pockets.

Cellular Phones and Personal Devices Violation

Use during times of day when it's not allowed after reminder

By far, these are handled through non-exclusionary discipline.

Quarters 1-2

Office Discipline Referrals	571
Dismissal/Suspension	1*

*The dismissal was coded in error. There were **no dismissals/suspensions** in Quarters 1-2, for use as defined.

Where We Go From Here

Our next steps focus on refining our systems to ensure they remain a permanent part of our district.

- Continued focus on **limited impact** on academic performance, mental health, learning environments, and effective teaching.
- Continued approach to have phones/devices be completely turned off and out of sight during prohibited times.

Where We Go From Here

- Ongoing site-level **support for students** learning how to responsibly manage phones/devices.
- Staff supported with **non-exclusionary approaches** to address phone use.
- Administrators supported with coding student violations accurately through the **Rights and Responsibilities Handbook**.
- Schools with grades 9 and above who developed a plan that allow devices in between classes will **review their plans each year** with a team of stakeholders.

Questions?

Thank you

550.00 CELLULAR PHONES AND PERSONAL ELECTRONIC DEVICES

I. PURPOSE AND VALUES

- A. The purpose of this policy is to minimize the impact of cell phones and personal electronic devices on academic performance, mental health, learning environments, and effective teaching.
 - 1. **ACADEMIC PERFORMANCE:** research shows that students who use cell phones in the classroom regularly correlates with lower academic performance. Completing tasks while using cell phones is also associated with lower retention of information.
 - 2. **MENTAL HEALTH:** High cell phone use is linked to increased anxiety, stress, social isolation, and depression.
 - 3. **LEARNING ENVIRONMENTS:** Cell phones in classrooms make it challenging for teachers to maintain a focus on student learning, including increased cheating and reduced classroom participation.
 - 4. **EFFECTIVE TEACHING:** Teachers report more effective instruction and a feeling of empowerment when district policies and procedures limit cell phone use.
 - 5. Reference: MESPA and MASSP (July 2024). [The Cell Phone Toolkit](#).
- B. This policy is grounded in the following values community members have expressed:
 - 1. Clarity, consistency, and enforceability are important.
 - 2. Student safety is paramount.
 - 3. Two-way communication with the school and a way to reach their student(s) must be clearly available to parents/guardians.
 - 4. Students should not be excluded from learning as a result of personal electronic device use.
 - 5. Students should be empowered to learn to responsibly manage personal electronic devices.

II. DEFINITIONS

- A. Personal electronic devices include, but are not limited to, cellular telephones, tablets, laptops, Bluetooth and wired devices (e.g. earbuds) connected to personal electronic devices, pagers, walkie-talkies, electronic mail devices, MP3 players, smart watches, and personal gaming systems.
- B. Use of personal electronic devices is defined as, but not limited to, texting, calling, browsing the internet, using social media, taking photos or videos, or using apps.

III. GENERAL STATEMENT OF POLICY

- A. Personal electronic devices are not allowed during school hours. They should remain at home or locked in lockers. If students choose to carry their personal electronic devices, they must be completely turned off and out of sight.
 - 1. Schools can develop a documented plan for grades 9 and above with a team of school stakeholders (e.g. principal, staff, students, and/or parents) to allow personal electronic device use before and after school, between class periods, and/or during lunch. Personal electronic devices are not allowed during class periods, in bathrooms, and in locker rooms. These documented plans must include the objective of reducing use of personal electronic devices and must be reviewed annually.
- B. In schools providing special education transition services, students can use cellular phones to support independent travel and communication with employers, school staff, and families during instructional times per their IEP and school and workplace personal electronic device guidelines.

- C. Saint Paul Public Schools assumes no responsibility for theft, loss, or damage of a personal electronic device brought to school and will not assume responsibility for investigating loss or theft of such items.
- D. School teams should take a positive, preventative, educational and restorative approach to personal electronic device use, creating clear and consistent expectations for use. Staff will respond to misuse of personal electronic devices in accordance with the Student Rights and Responsibilities Handbook, including the possibility of losing the privilege of bringing a cell phone or other personal electronic device to school. Consequences for violations of this policy:
 - 1. Cannot be exclusionary.
 - 2. Should include teaching the expected behavior, repairing harm caused and using interventions that are the least severe disciplinary response that is appropriate.
 - 3. Should be consistently applied.
- E. Students are prohibited from using a cell phone or other personal electronic device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, and malicious and sadistic content. If the district has a reasonable suspicion that a student has violated a district policy, rule, or law by use of a cell phone or other electronic communication device, the district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search.
- F. Parents/guardians are asked to limit calling/texting their children during the school day as that can be disruptive. Students and families should review their individual school's cell phone and personal device expectations and communications processes.
- G. School staff are expected to adhere to the intent and underlying principles of personal electronic device expectations, with reasonable exceptions to address their personal needs and responsibilities.
- H. Exceptions:
 - 1. Students who must use a personal electronic device to monitor a medical condition may have their personal electronic device with them at all times but must adhere to all other expectations of this policy. School-issued devices may be used for management of medical conditions, when possible. These accommodations require prior approval and will be written into the student's health plan, if applicable.
 - 2. Students who must use a personal electronic device as indicated on their Individualized Education Program (IEP) may have their personal electronic device with them at all times identified on their IEP but must adhere to all other expectations of this policy. School-issued devices must be used for IEPs whenever possible. These accommodations must be written in the student's IEP and communicated to school administration.
 - 3. Students who are parents or acting in the capacity of a volunteer firefighter or Emergency Medical Service (EMS) worker may have their personal electronic device with them at all times but must adhere to all other expectations of this policy.
 - 4. During emergency situations, use of personal electronic devices must follow the School Emergency Operations Plan.

IV. NOTICE OF POLICY

- A. Notice of this policy and penalties for violating it shall be published annually in the District's Rights and Responsibilities Handbook.
- B. Schools must communicate their practices, including methods of communicating between students and families, annually to staff, students, and families.

V. IMPLEMENTATION TIMELINE

- A. Implementation of this policy begins September 2, 2025.

LEGAL REFERENCES:

Minn. Stat. § 121A.73 School Cell Phone Policy

CROSS REFERENCES TO DISTRICT POLICIES:

506.06 Search of Student Lockers, Desks, Personal Possessions, and Student's Person

520.00 Technology Usage & Safety

812.00 School Emergency Management



Saint Paul
PUBLIC SCHOOLS

2026-27 School Choice Season

Committee of the Board Meeting
April 14, 2026

Jayné Williams, Director-Student Placement Center

Lottery Preparation

REA develops projections – begins with final MARSS (Oct. 1 count)

Original Projections

- District-wide
 - Calculate cohort survival ratios between each grade and the next (five years of historical data)
 - Adjust for effects of one-time policy changes, if applicable
- School-by-school
 - Historical Enrollment Methodology – enrollment patterns by school by grade
 - Area Patterns Methodology – percentage of area resident students who attend each school & develop school-specific ratios
- Make adjustments and finalize

Admission Priorities

Pre-Kindergarten

1. Community School Zone
2. Area
3. Regional Magnet
4. District Magnet
5. Out of District

Elementary Community Schools

1. Community School Zone
2. Reflecting St. Paul
3. Employee Consideration
4. Area
5. District Magnet
6. Out of District

Elementary Regional Magnets

1. Regional Magnet
2. Reflecting St. Paul
3. Employee Consideration
4. District Magnet
5. Out of District

Elementary District Magnets

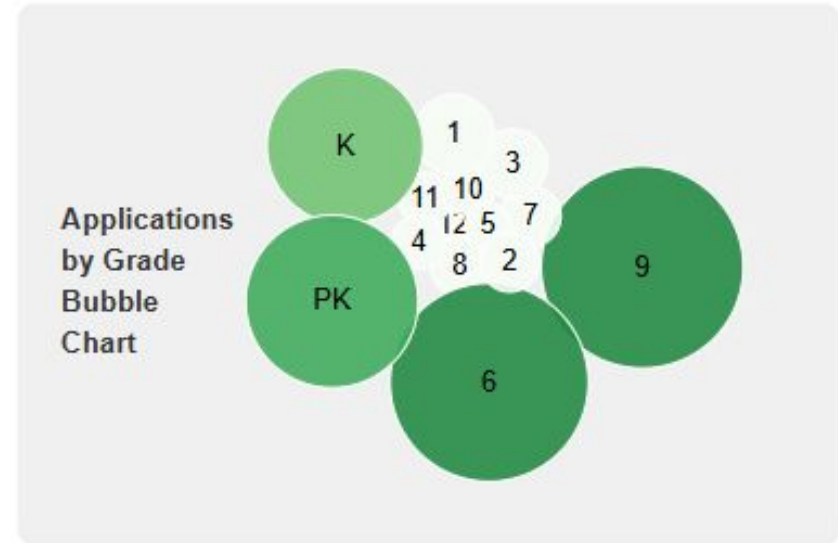
1. Reflecting St. Paul
2. Employee Consideration
3. District Magnet
4. Out of District

Middle Schools & High Schools

1. Magnet/ Enrollment Pathway
2. Area
3. Employee Consideration
4. Regional Magnet
5. District Magnet
6. Out of District

Lottery Facts

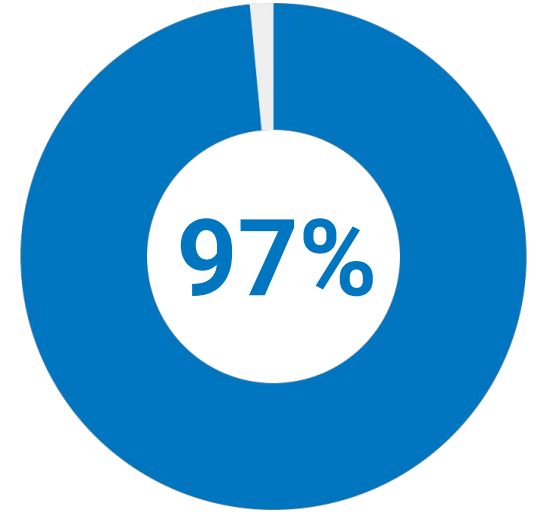
- **Completed March 23, 2026**
- **6,631 PreK-12 students participated** ↓
 - 92% received their 1st or 2nd choice or were assigned to a Reserved Seat.
 - 537 were placed on a waitlist ↓



Kindergarten Lottery Results

1,035 students participated ↓

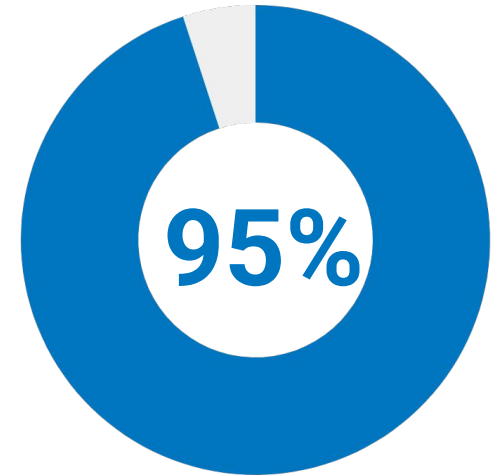
- 97% received their 1st or 2nd choice ↓
- 29 placed on waitlist



Grade 1-12 Lottery Results

4,403 students participated ↓

- 95% received 1st or 2nd choice or reserved seat
- 5% were placed on waitlist w/no acceptance



Schools with Waiting List

(does not include PK)

Elementary

- Adams Spanish Immersion (18)
- Obama Montessori (53)

K-8

- Capitol Hill Gifted & Talented (50)

Middle School

- Highland Park Middle (57)
- E-STEM (36)

High School

- Highland Park Senior (86)
- Open World* (120)
- Central Senior (79)

*grades 6-12

Inspiring Updates

Elementary School

- Jie Ming Mandarin Immersion
- Obama Montessori

Middle School Programs

- All 6-8 middle schools continue to do well
- Capitol Hill Gifted & Talented
- Open World Learning

High School

- Central Senior High
- Open World Learning
- Highland Park Sr. High



Pre-Kindergarten

- **1,193 participated** ↓
 - 298 on waiting list
 - Majority of those on waitlists do not meet targeted priority for PreK programming
- Head Start Partnership sites at Bruce Vento, Eastern Heights and Highwood Hills
- Nature Pre-K Community Education Program
 - St. Anthony Elementary
 - JJ Hill Building



Ongoing Recruitment Efforts

- Targeted Recruitment
 - Part-time recruiters hired to support language & Afrocentric programs
- Summer events (Cinco de Mayo, Waterfest at Lake Phalen, Asian Street Food Night Market, Safe Summer Nights & many more)



SPC Update!

- Transition to NEW Enrollment Management System later this month
 - parents will be able to log in for progress updates for applications
 - schools will continue to have web access to view newly accepted students
 - parents can upload requested documents (e.g. address verification, birth certificates,...)

Questions/Comments



Saint Paul
PUBLIC SCHOOLS

SPPS 2033 Strategic Plan

Dr. Stacey Gray Akyea

Executive Chief of Equity, Strategy & Innovation

April 14, 2026 Committee of the Board

SPPS 2033

- ↑ Final Plan
- ↑ Finalize Strategies
- ↑ Engagement
- ↑ Draft Strategies
- ↑ Engagement
- ↑ Strategy Formation team
- ↑ Engagement
- ↑ Advisory team
- ↑ 100 day plan



Engagement: Expansion #1



Community

316 families, staff & community members

Families share that for multilingual students, dignity is closely tied to linguistic respect



Leadership

180 leaders

Leaders suggest bolstering magnet fidelity to increase enrollment



Leadership - Facilitated

**82 separate engagements
53 schools & departments**

Small group instruction and individualized attention are frequently mentioned supports for students

Advisory Taskforce

- Determined challenges (strategic) for each key topic area
- Explored vision of success
- Identified criteria for reporting
- Consultancy with Strategy Formation Action Teams on May 7



The Challenge

A complex, system-level issue that requires a strategic response. A challenge reflects inequities, unmet needs, or misalignment across the organization and is experienced differently by stakeholders. It spans multiple layers (instruction, systems, resources, identity, and context) and cannot be solved through isolated actions.

Strategy Formation Action Teams

- Nine teams-membership range 4-10
- Tools of Cultural Proficiency foundation
- Developing a slate of strategies on or before May 15



Strategy:

A coordinated and intentional set of decisions and actions designed to address a strategic challenge and achieve an objective. Strategies align resources, practices, and people across the system and are grounded in equity, stakeholder needs, and organizational context.

Student Convening

- May 5-6
- Between 4-6 students from each high school (9-12)
- Purpose: to provide feedback from a student perspective using a modified consultancy protocol
- Facilitated by project team and student advisory taskforce members





Saint Paul
PUBLIC SCHOOLS

Fiscal Year 2027 (FY27) Budget Update

Committee of the Board Meeting
April 14, 2026

Guiding Principles for FY27 Budget Decisions

- The November 2025 operating levy reduced the anticipated FY27 budget shortfall by approximately \$37.2 million.
- State funding formulas for general education, special education, compensatory aid and English learner revenue have improved slightly; no increases to other funding sources; many unfunded mandates remain.
- Student enrollment is projected to decrease by 400 students in 2026-27; this is in addition to the 500 fewer-than-projected students in 2025-26.
- Staffing levels will be adjusted to align with and account for declining enrollment while still meeting class size and student-to-staff ratio agreements.
- The district cannot draw down the fund balance further to balance the budget.

FY27 Board Budget Parameters

1. Maintain district commitment to full-day pre-kindergarten
2. Retain at least 95% of instructional support services staff
3. Demonstrate continued commitment to language and culture programs

Additional Board Guidelines

From [Policy 720.00](#): Establishment and Adoption of School District Budget

- Publicly submit budget options to the Board no later than the April Committee of the Board meeting each year
- Host two public meetings each school year to gather community input; one before winter break and one within 8 weeks of budget adoption in June
- Reserve at least 5% of daily operating revenue in the unassigned fund balance

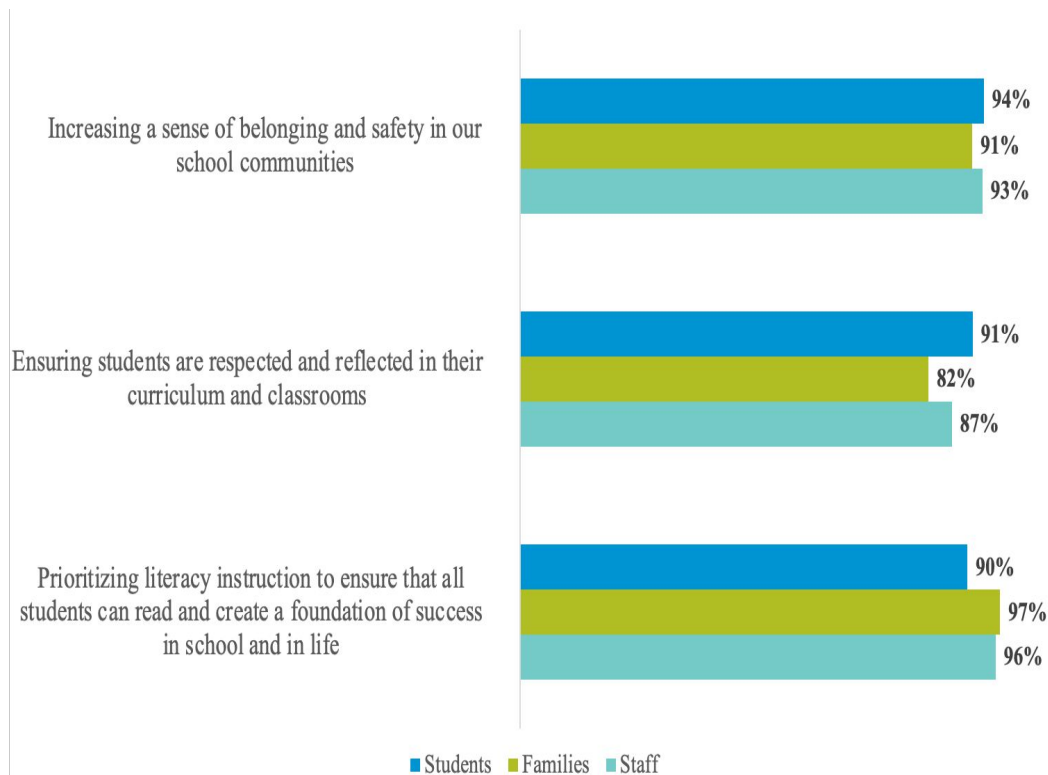
FY27 Budget Community Engagement

FY27 Budget Engagement Summary

Parents/guardians, staff, and students in grades 6-12 completed online surveys about their budget priorities in December 2025/January 2026. A community budget meeting was held on December 11, 2025, with a presentation on the budget process followed by small-group discussions.

Activity	Participants	Date
Parent/Guardian Budget Surveys	1,059 parents/guardians	Dec. 11, 2025-Jan. 16, 2026
Staff Budget Surveys	1,401 staff	Dec. 11, 2025-Jan. 16, 2026
Student Budget Surveys	3,467 students in grades 6-12	Jan. 5-16, 2026
Community Budget Meeting	86 parents, community members and staff	Dec. 11, 2025
TOTAL	6,013 participants	

FY27 Budget Engagement: Community Priorities



SPPS identified three community priorities in 2023-24 that have guided budget decisions for the past two fiscal years.

Overall, there is strong support for continuing with all three values as top priorities for SPPS.

FY27 Budget Engagement: General Fund

Categories

Survey respondents were asked which General Fund categories they believed SPPS should prioritize when making budget decisions, after all required and essential expenses are funded.

	Students	Families	Staff
1 st	School Support Services (2.58)	School & Classroom Instruction (1.42)	School & Classroom Instruction (1.51)
2 nd	School & Classroom Instruction (2.90)	School Support Services (2.19)	School Support Services (2.09)
3 rd	District Support Services (2.93)	Operations & Maintenance (3.30)	Operations & Maintenance (3.33)
4 th	Administration (3.22)	District Support Services (3.94)	District Support Services (3.92)
5 th	Operations & Maintenance (3.38)	Administration (4.16)	Administration (4.16)

Note: number in parentheses indicates the average ranking for that group

The General Fund categories are based on the Minnesota Department of Education's Uniform Financial Accounting and Reporting Standards (UFARS).

District Community Budget Meeting

- **When:** Tuesday, April 28, 5:30-7 p.m.
- **Where:** Como Park Senior High School
- **Who:** SPPS families and staff
- **What:**
 - Presentation about budget allocations and reductions, the budget shortfall, and how budget decisions are made.
 - Opportunity to ask SPPS leaders questions about the budget and budget process.
- **Languages:** English, Hmong, Karen, Spanish and Somali

This public meeting fulfills the Board's requirement to hold a community input opportunity within 8 weeks of budget adoption in June.

FY27 Budget Anticipated Revenue and Expense

FY27 Anticipated Revenue

Description	Revenue
General education revenue based on projected enrollment	\$518,221,857
Property taxes, including new school district referendum	\$185,829,424
Additional special education and English learner aid	\$40,674,213
Federal funding sources	\$46,026,063
Interest earned and all other revenue	\$22,360,000
New PSEO Contract	\$500,000
Compensatory aid adjustment	\$857,499
Total FY27 Revenue	\$814,469,056

FY27 Anticipated Expense

Description	Expense
Estimated FY26 revised budget	\$791,608,561
Assumption of an overall average of 4% inflation	\$31,664,186
Continued expansion of new programs (Obama, Vento, Afrocentric, etc.)	\$736,173
Strategic plan development and facilities portfolio analysis	\$150,000
Adding 3.0 specialist FTEs for grade 5-8 schools (1.0 per school)	\$360,000
General fund transfer to food service fund	\$2,300,000
Additional transportation costs beyond the 4% assumption	\$600,000
Paid family leave	\$1,400,000
Total FY27 Expense	\$828,819,076

FY27 Fund Balance Outlook

Description	(in Millions)	Percent Fund Balance
FY26 Estimated Unassigned Ending Fund Balance	\$40.13	5.07%
FY27 Budget Shortfall	\$14.35	3.11%
Ending fund balance in FY27 with \$14.35M in cost containment and use of \$3.5M from restricted OPEB fund	\$43.63	5.26%

FY27 Budget Assumptions

- Based on these assumptions, the District's estimated expense could exceed its revenue in FY27 by approximately **\$14.35 million** (1.7% of total budget)

Revenue = **\$814.47M** Expense = **\$828.82M**

- Factors that could alter this estimated shortfall: enrollment, state funding formulas, employment contracts, health insurance, impact of new federal policies and structure pertaining to education and the economy

***All revenue and expense figures are subject to change between now and the budget adoption in June.**

Budget Options - As Requested by the Board

SECONDARY

ELEMENTARY

Teacher Allocations	3 below class size average	3.5 below class size average	4 below class size average	5 below class size average
No Split Classrooms	\$2,700,000	\$1,600,000	\$700,000	-\$1,000,000
No Splits K-3	\$4,600,000	\$3,500,000	\$2,600,000	\$900,000
No Splits K-1	\$7,050,000	\$5,950,000	\$5,050,000	\$3,350,000
Splits K-5	\$9,000,000	\$7,900,000	\$7,000,000	\$5,300,000

Proposed Budget Reductions (as of March 12,

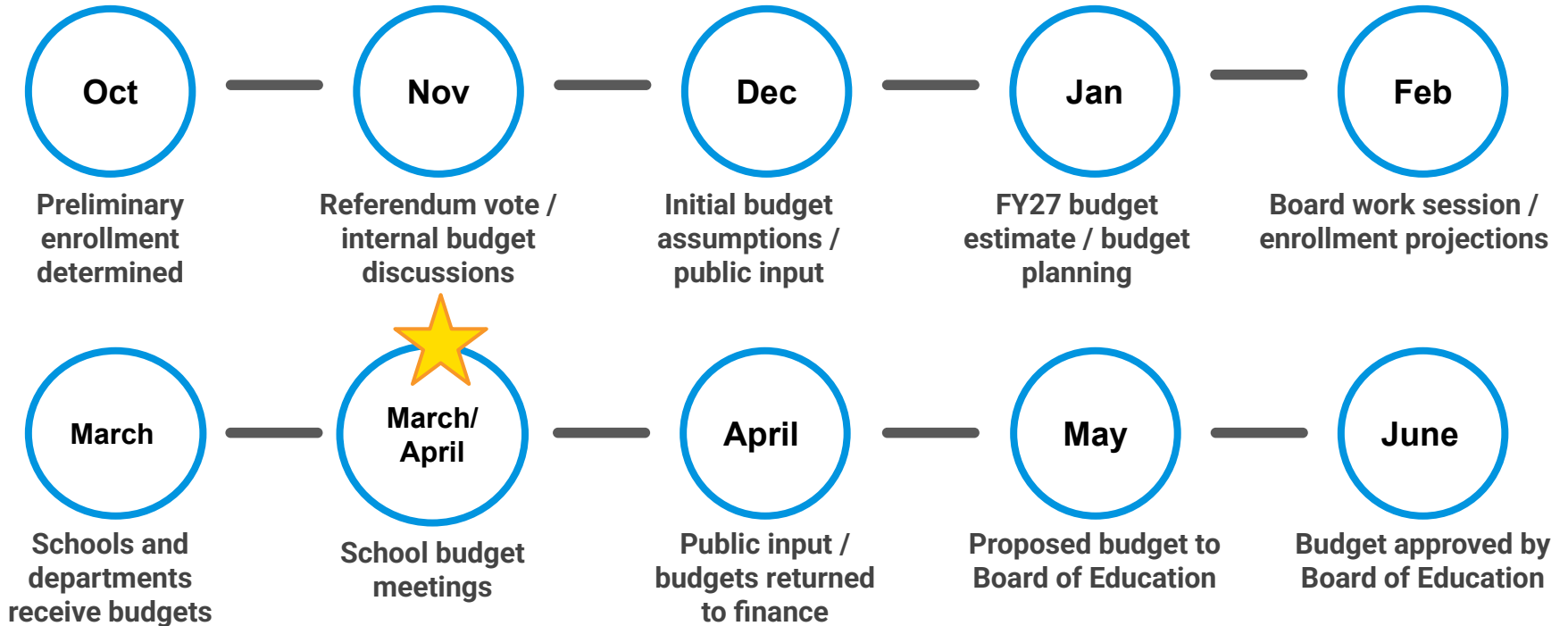
Reduction	Savings	Rationale
School-based FTEs	\$9.39M	Align school staffing with enrollment. No splits PreK-1, specialists round to 0.5; middle/high school remain staffed at 4 below class size
District staff FTEs and central office expenses	\$3.06M	Reductions across all central office departments
Reduce carryover to schools by 50%	\$750,000	Schools will have some carryover funds for discretionary expenditures
Staff attrition	\$510,000	Each year, roughly 850 employees leave SPPS. Conservatively estimating reduction of 6 FTEs through attrition
Allocation practice for kindergarten	\$300,000	Continue to maximize kindergarten enrollment by accepting up to 3 students over cap; adjustments in fall 2026 as needed
Fall staffing adjustments	\$400,000	The district will set aside \$600K for this purpose, resulting in \$400K savings
2% increase to supply budgets instead of 4%	\$240,000	Reduce standard inflationary increase by 50% for supplies
Maintain partnerships where grants are being reduced	-\$300,000	Use general fund dollars to replace lost grant revenue
Total FY27 Reductions	\$14.35M	

Other Impacts from Federal Funding

Funding Source	Decrease in Federal Allocation	Impact on Service/Staffing
Title I	\$3,135,770	None; the reduced amount can be covered with carryover from previous fiscal year
Title II	\$150,000	Potential impact to the Office of Teaching & Learning, Peer Assistance & Review
Title IV	\$165,000	Potential impact to Security & Emergency Management
Department of Justice Grant ending 9/30/26	\$165,153	3.0 FTE, services related to Restorative Practices, contracts with Legal Rights Center and The Change Inc.

FY27 Budget Timeline

2026-27 Budget Timeline



FY27 Budget Timeline Detail

- **March 16:** Budget update and process for principals
- **March 17:** Budget update at Board of Education regular meeting
- **March 18:** Assistant Superintendents review school allocations
- **March 20:** Principals receive budget toolkits
- **March 26-April 23:** Schools hold community budget meetings
- **March 31:** Department leaders receive budget toolkits
- **March 30-April 17:** School budget meetings with administration
- **April 6-17:** Department budget meetings with finance department

FY27 Budget Timeline Detail (Continued)

- **April 20-21:** School and department toolkits returned to Finance
- **April 28:** Community Budget Meeting from 5:30-7 p.m.
- **May 19:** FY27 proposed budget to BOE
- **June 9:** Budget update at Committee of the Board (if needed)
- **June 23:** FY27 adopted budget for recommendation

Thank You



Saint Paul
PUBLIC SCHOOLS

Policy Update

Committee of the Board

April 14, 2026



Saint Paul
PUBLIC SCHOOLS

Policy 416.00: Drug and Alcohol Testing for all Employees

Committee of the Board

April 14, 2026

Dan Wells, Director of Labor Relations

Policy 416.00 Drug & Alcohol Testing for All Employees

Current Policy:

- First revision since adoption 04/23/2019.
- Format changes to include the following:
- **Compliance with statutory changes:**
- Definitions

Policy Changes

III. DRUG AND ALCOHOL TESTING FOR ALL EMPLOYEES

A. Circumstances Under Which Drug or Alcohol Testing May Be Requested or Required:

1. General Limitations

~~a. The school district will not request or require an employee whose position does not require a commercial driver's license to undergo drug or alcohol testing, unless the testing is done pursuant to this drug and alcohol testing policy, and is conducted by a testing laboratory which participates in one of the programs listed in Minn. Stat. § 181.953, Subd. 1.~~

a. The school district may not request or require an employee or job applicant whose position does not require a commercial driver's license to undergo drug or alcohol testing or cannabis testing, unless the testing is done pursuant to this policy; and either (1) is conducted by a testing laboratory that meets one of the criteria listed in Minnesota Statutes, section 181.953, subdivision 1; or (2) complies with the oral fluid test procedures under section 181.953, subdivision 5a.

Policy 416.00 Drug & Alcohol Testing for All Employees

Current Policy:

Current Policy:

- First revision since adoption 04/23/2019.
- Format changes to include the following:
- **Compliance with statutory changes:**
- Definitions

Policy Changes

III. DRUG AND ALCOHOL TESTING FOR ALL EMPLOYEES

A. Circumstances Under Which Drug or Alcohol Testing May Be Requested or Required:

Reasonable Suspicion Testing

3. Oral fluid testing

a. When drug and alcohol testing or cannabis testing is otherwise authorized under Minnesota Statutes, section 181.951, the school district may request an employee or job applicant to undergo oral fluid testing according to the procedures under Minnesota Statutes, section 181.953, subdivision 5a as an alternative to using the services of a testing laboratory under Minnesota Statutes, section 181.953, subdivision 1.

Policy 416.00 Drug & Alcohol Testing for All Employees

Current Policy:

- First revision since adoption 04/23/2019.
- Format changes to include the following:
- **Compliance with statutory changes:**
- Definitions

Policy Changes

III. DRUG AND ALCOHOL TESTING FOR ALL EMPLOYEES

A. Circumstances Under Which Drug or Alcohol Testing May Be Requested or Required:

b. The employee must be informed of the test result at the time of the oral fluid test. Within 48 hours of an oral fluid test that indicates a positive test result or that is inconclusive or invalid, the employee or job applicant may request drug or alcohol testing or cannabis testing at no cost to the employee or job applicant using the services of a testing laboratory under Minnesota Statutes, section 181.953, subdivision 1, and according to the existing laboratory testing standards in subdivisions 1 to 5. The rights, notice, and limitations in Minnesota Statutes, section 181.953, subdivision 6, paragraph (b), and subdivisions 7 to 8 and 10 to 11 apply to an employee or job applicant and a laboratory test conducted pursuant to this paragraph.

Policy 416.00 Drug & Alcohol Testing for All Employees

Current Policy:

- First revision since adoption 04/23/2019.
- Format changes to include the following:
- **Compliance with statutory changes:**
- **Definitions**

Policy Changes

III. DRUG AND ALCOHOL TESTING FOR ALL EMPLOYEES

A. Circumstances Under Which Drug or Alcohol Testing May Be Requested or Required:

- c. If the laboratory test under paragraph (b) above indicates a positive result, any subsequent confirmatory retest, if requested by the employee or job applicant, must be conducted following the retest procedures provided in Minnesota Statutes, section 181.953, subdivision 6, paragraph (c), and subdivision 9 at the employee's or job applicant's own expense.

Policy 416.00 Drug & Alcohol Testing for All Employees

Current Policy:

- First revision since adoption 04/23/2019.
- Format changes to include the following:
- **Compliance with statutory changes:**
- **Definitions**

Policy Changes

III. DRUG AND ALCOHOL TESTING FOR ALL EMPLOYEES

A. Circumstances Under Which Drug or Alcohol Testing May Be Requested or Required:

- d. **Nothing in this subdivision is intended to modify the existing requirements for drug and alcohol testing or cannabis testing in the workplace under Minnesota Statutes, sections 181.950 to 181.957, unless stated otherwise.**

Policy 416.00 Drug & Alcohol Testing for All Employees

Current Policy:

- First revision since adoption 04/23/2019.
- Format changes to include the following:
- Compliance with statutory changes:
- **Definitions**

Policy Changes

III. DRUG AND ALCOHOL TESTING FOR ALL EMPLOYEES

A. Circumstances Under Which Drug or Alcohol Testing May Be Requested or Required:

C. Definitions

4. “Oral fluid test” means analysis of a saliva sample for the purpose of measuring the presence of the same substances as drug and alcohol testing and cannabis testing that:

a. can detect drugs, alcohol, cannabis, or their metabolites in levels at or above the threshold detection levels contained in the standards of one of the programs listed in Minnesota Statutes, section 181.953, subdivision 1; and

Policy 416.00 Drug & Alcohol Testing for All Employees

Current Policy:

- First revision since adoption 04/23/2019.
- Format changes to include the following:
- Compliance with statutory changes:
- **Definitions**

Policy Changes

III. DRUG AND ALCOHOL TESTING FOR ALL EMPLOYEES

A. Circumstances Under Which Drug or Alcohol Testing May Be Requested or Required:

C. Definitions

- b. does not require the services of a testing laboratory under section 181.953, subdivision 1.**

Questions?

Recommendation

- Request the review of Policy 416.00: Drug and Alcohol Testing for all Employees at the April 14, 2026 Committee of the Board meeting be considered the First Reading.
- Per Policy 209.00, we are requesting approval through the consent agenda, as no substantive changes have been made.



Saint Paul
PUBLIC SCHOOLS

Committee of the Board Meeting

Policy 426.00 Use of Social Media

April 14, 2026

Erica Wacker, Director of Communications

Mario McHenry, Executive Director of Technology Services

Policy 426.00 Use of Social Media

Current Policy:

1. Policy last revised in 2016
2. Transitioned to new policy format, which includes Policy Purpose
3. Added Staff to policy name
4. Added the word Policy to Purpose

[See all updates to Policy 426.00](#)

Policy Changes

Policy 426.00 **Staff** Use of Media **Policy** Purpose

Saint Paul Public Schools (District) recognizes that social media can be a powerful tool for enhancing learning and communication. The purpose of this policy is to address professional and personal use of social media by District employees. The District recognizes that its employees have certain constitutional, statutory, and/or contractual rights regarding speech and neither this policy nor the accompanying guidelines are designed to violate those rights.

Policy 426.00 Use of Social Media

Highlights

Modernized terminology by replacing text.

Policy Changes

- E. Social media: Includes, but is not limited to, online media such as: websites, **blogs/vlogs**, ~~web logs~~, ~~wikis~~, online forums, podcasts, and social networks.

Policy 426.00 Use of Social Media

Highlights

Work related use of social media.

Policy Changes

- B. District staff are ultimately responsible for any student-run accounts. The district reserves the right to report accounts that have not been authorized or are found to be in violation of content standards.
- D. If a staff member has permission to manage an official district social media account, student names and images can only be published if a staff member has verified the student(s) have an approved media release.

Policy 426.00 Use of Social Media

Highlights

Personal use of social media.

Policy Changes

- a. Employees may not use social media for personal use during work time or on district devices.
- b. To ensure the safety and privacy of the school community, employees must adhere to the following standards:
 - i. Confidentiality: Employees must maintain strict confidentiality and shall not disclose private student data protected by law, such as FERPA or the Minnesota Government Data Practices Act, on personal platforms. This includes images, names and other identifying information about students or district employees.

Policy 426.00 Use of Social Media

Highlights

Personal use of social media.

Policy Changes

- ii. Harassment Prevention: Personal content must not include language or images that are threatening, harassing, libelous, or defamatory, or that encourage bullying or inappropriate behavior toward students or staff.
- iii. Distinction Between Content: Employees are advised to maintain a clear distinction between personal and professional content to ensure that personal activity does not impede their professional duties or the District's mission.

Policy 426.00 Use of Social Media

Highlights

District may take appropriate action

Policy Changes

- C. The District may take appropriate action when it becomes aware of, or reasonably suspects, conduct or communication on social media that adversely affects the workplace, impedes their ability to do their job, or violates professional codes of ethics or other laws.

Policy 426.00 Use of Social Media

Highlights

Cross References

Policy Changes

Cross References

304.00 Records Data Management

418.00 Gender Inclusion - Staff

419.00 Professional and Respectful
Workplace

Questions?

Recommendation

- Request the review of Policy 426.00: Use of Social Media at the April 14, 2026 Committee of the Board meeting be considered the First Reading of the three reading process
- That the review of the policy at the April 21, 2026 Board of Education meeting will be considered the Second Reading



Saint Paul
PUBLIC SCHOOLS

Policy 304.00: Data Records Management

Committee of the Board

April 14, 2026

Kiel Walker, Assistant General Counsel

Policy 304.00 - Records: Data Management

Current Policy:

- Policy last revised in 2008

Overview of Changes:

- Transitioned to new policy format, which includes Policy Purpose & General Statement of Policy
- Updated Legal References & Cross-references to District Policies and Procedures

Policy Changes

I. PURPOSE

The District recognizes its responsibility relative to the collection, maintenance, and dissemination of public data as provided in state statutes.

II. GENERAL STATEMENT OF POLICY

The District will comply with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13 (MGDPA), and Minnesota Rules, parts 1205.0100-1205.2000 in responding to requests for public data.

Policy 304.00 - Records: Data Management

Current Policy:

- No section header

Policy Changes

III. **POLICY**

The Superintendent is designated to be the “Responsible Authority” under the Minnesota Government Data Practices Act and shall serve as the person responsible for the collection, use and dissemination of data by the District. The Superintendent shall develop and periodically revise, as necessary, procedures for data practices in the District. The Superintendent may designate one or more District employees to assist in the performance of his or her duties.

Policy 304.00 - Records: Data Management

Current Policy:

- LEGAL REFERENCES:

Minn. Stat. §§ 15.1611 to 15.1699;
Statutory references now 13.01 etc. 20
U.S. Code 1232 g., h., i. Minn. Stat. §
13.02, subd. 16

Policy Changes

- LEGAL REFERENCES:

~~Minn. Stat. §§ 15.1611 to 15.1699; Statutory
references now 13.01 etc. 20 U.S. Code 1232
g., h., i. Minn. Stat. § 13.02, subd. 16~~

Minn. Stat. Ch. 13 (Minnesota Government Data
Practices Act)

Minn. Stat. § 13.01 (Government Data)

Minn. Stat. § 13.02 (Definitions)

Minn. Stat. § 13.025 (Government Entity Obligation)

Minn. Stat. § 13.03 (Access to Government Data)

Minn. Stat. § 13.04 (Rights of Subjects to Data)

Minn. Stat. § 13.05 (Duties of Responsible Authority)

Minn. Stat. § 13.32 (Educational Data)

Minn. Rules Part 1205.0300 (Access to Public Data)

Minn. Rules Part 1205.0400 (Access to Private Data)

Policy 304.00 - Records: Data Management

Current Policy

- CROSS REFERENCES:
405.00, Records: Personnel Records

Policy Changes

CROSS REFERENCES:

- 304.00.01 PROCEDURE: Cumulative Record Process
- 304.00.02 PROCEDURE: Records: Request to Amend Student Record
- 304.00.03 PROCEDURE: Access to Public Data
- 304.00.04 PROCEDURE: Access to Data for Individual Data Subjects
- 304.00.05 PROCEDURE: Student Enrollment Process and Requested Data
- 405.00, Records: Personnel Records

Questions?

Recommendation

- Request the review of Policy 304.00 - Records: Data Management at the April 14, 2026 Committee of the Board meeting be considered the First Reading.
- Per Policy 209.00, we are requesting approval through the Consent Agenda, as no substantive changes have been made.



Saint Paul
PUBLIC SCHOOLS

Policy 707.00: Transportation: Eligibility

Committee of the Board

April 14, 2026

Benjamin Harri, Director of Transportation

Policy 707.00 Transportation: Eligibility

Current Policy:

- Last revised 06/17/2008.
- Format changes to include the following:
 - **Policy Purpose**
 - more inclusive verbiage
 - Definitions
 - updated legal references cited

Policy Changes

I. POLICY PURPOSE

The primary purpose of this policy is to define the eligibility criteria and boundaries for student transportation services provided by the Saint Paul Public Schools District. It ensures the District meets its legal obligations under Minnesota statutes while outlining specific conditions for discretionary or contract-based busing.

Policy 707.00 Transportation: Eligibility

Current Policy:

- Last revised 06/17/2008.
- Format changes to include the following:
 - Policy Purpose
 - **more inclusive verbiage**
 - Definitions
 - updated legal references

Policy Changes

II. General Statement of Policy

- Pupils for whom the District is required to provide transportation under the provisions of Minnesota statutes which include pupils who are eligible by reason of distance or ~~handicapping condition~~ **students with an IEP/504 plan.**

Policy 707.00 Transportation: Eligibility

Current Policy:

- Last revised 06/17/2008.
- Format changes to include the following:
 - Policy Purpose
 - more inclusive verbiage
 - **Definitions**
 - updated legal references

Policy Changes

III. DEFINITIONS

Non Resident – A non-resident student for a public school district is a student whose parent or legal guardian does not have their legal permanent, primary residence within the district's boundaries.

Homeless Students - students who lack a "fixed, regular, and adequate nighttime residence," such as those "doubled up" with others due to economic hardship, or those living in shelters, motels, or cars.

Attendance Area -The geographic boundary for a specific school building.

Policy 707.00 Transportation: Eligibility

Current Policy:

- Last revised 06/17/2008.
- Format changes to include the following:
 - Policy Purpose
 - more inclusive verbiage
 - **Definitions**
 - updated legal references

Policy Changes

Definitions Continued...

Transportation Area - The zone within which the district is willing to provide bus service (which may differ for non-resident or non-public students)

Child with disability - Students with physical, developmental, or emotional impairments who require specialized transportation as part of their Individualized Education Program (IEP).

Extraordinary Hazardous Traffic Conditions: Per MN Statute 123B.88, Subd. 1, the District formally defines these as specific safety factors, such as:

- Roadways with speed limits exceeding 30 mph.
- Lack of sidewalks or separated walking paths.
- The volume of traffic a student must cross relative to their age.

Policy 707.00 Transportation: Eligibility

Current Policy:

- Last revised 06/17/2008.
- Format changes to include the following:
 - Policy Purpose
 - more inclusive verbiage
 - Definitions
 - updated legal references

Policy Changes

LEGAL REFERENCES:

Minn. Stat. § 123B.88 - *Distance Requirements*

Minn. Stat. § 123B.86 - *Non-Public School Equality*

Minn. Stat. § 125A - *Special education*

Questions?

Recommendation

- Request the review of Policy 707.00: Transportation: Eligibility at the April 14, 2026 Committee of the Board meeting be considered the First Reading.
- Per Policy 209.00, we are requesting approval through the consent agenda, as no substantive changes have been made.



Saint Paul
PUBLIC SCHOOLS

Policy 707.02: Transportation: Student Conduct

Committee of the Board

April 14, 2026

Benjamin Harri, Director of Transportation

Policy 707.02 Transportation: Student Conduct

Current Policy:

- Last revised 06/17/2008.
- Changes to include the following:
 - **Policy Purpose**
 - Updates to General Policy numbers 1 and 3 to include more clear verbiage and terms and eliminate duplicate information and include updated information according to state statutes.
 - Include Definitions
 - Updated legal references cited

Policy Changes

I. POLICY PURPOSE

The purpose of this policy is to establish clear boundaries of responsibility and safety standards for the transportation of students within the district. The district is committed to providing a safe, orderly, and efficient transition for students between their designated bus stops and school facilities.

The district is also committed to the protections afforded under the Individuals with Disabilities Education Act (IDEA). For students with an IEP or 504 Plan where transportation is a "related service," this policy ensures that disciplinary actions do not infringe upon the student's right to a Free Appropriate Public Education (FAPE).

This policy provides a framework for consistent and fair disciplinary investigations led by building principals, ensuring that restitution for property damage is sought and that riding privileges are managed to protect the well-being of the entire school community.

Policy 707.02 Transportation: Student Conduct

Current Policy:

- Last revised 06/17/2008.
- Changes to include the following:
 - Policy Purpose
 - Updates to General Policy numbers 1 and 3 to include more clear verbiage and terms and eliminate duplicate information and include updated information according to state statutes.
 - Include Definitions
 - Updated legal references cited

Policy Changes

II. GENERAL STATEMENT OF POLICY

- ~~1. Transportation service is a privilege that is granted to the student contingent upon the exhibition of proper behavior according to set guidelines.~~
 1. The District's legal responsibility for student safety begins only when a student boards the bus and ends when they are delivered to their regular school bus stop. Supervision of children until boarding in the morning and after leaving the bus in the afternoon remains the responsibility of the parent or guardian.

Policy 707.02 Transportation: Student Conduct

Current Policy:

- Last revised 06/17/2008.
- Changes to include the following:
 - Policy Purpose
 - Updates to General Policy numbers 1 and 3 to include more clear verbiage and terms and eliminate duplicate information and include updated information according to state statutes.
 - Include Definitions
 - Updated legal references cited

Policy Changes

II. GENERAL STATEMENT OF POLICY

- 3 Protections for Students with Disabilities (IEP/504) -If a student with a disability—who has transportation identified as a "related service" in their IEP or 504 Plan—faces a suspension or revocation of bus privileges, the following protections apply:
 - a. **Manifestation Determination:** If a bus suspension would result in a change of placement (typically more than 10 cumulative days in a school year), the District must conduct a **Manifestation Determination Review** to determine if the behavior was caused by the student's disability.
 - b. **Alternative Transportation:** If the behavior *is* a manifestation of the disability, the District may not simply revoke service; it must provide an alternative safe method of transport to ensure the student receives a **Free Appropriate Public Education (FAPE)**.

Policy 707.02 Transportation: Student Conduct

Current Policy:

- Last revised 06/17/2008.
- Changes to include the following:
 - Policy Purpose
 - Updates to General Policy numbers 1 and 3 to include more clear verbiage and terms and eliminate duplicate information and include updated information according to state statutes.
 - Include Definitions
 - Updated legal references cited

Policy Changes

II. GENERAL STATEMENT OF POLICY Continued...

- 3 **IEP Team Consultation:** The IEP team shall meet to consider a **Functional Behavioral Assessment (FBA)** or a **Behavior Intervention Plan (BIP)** to address the bus-related conduct.

Policy 707.02 Transportation: Student Conduct

Current Policy:

- Last revised 06/17/2008.
- Changes to include the following:
 - Policy Purpose
 - Updates to General Policy numbers 1 and 3 to include more clear verbiage and terms and eliminate duplicate information and include updated information according to state statutes.
 - **Include Definitions**
 - Updated legal references cited

Policy Changes

III. DEFINITIONS

Regular School Bus Stop - The District's responsibility ends at the stop location, not the student's front door. This clarifies that the "last mile" of the walk home is the parent's responsibility.

Boarding - begins when the student makes physical contact with the bus handrail or steps.

Leaving - is complete when the student has both feet on the ground and has cleared the immediate "Danger Zone" (the 10-foot area surrounding the bus).

Serious - A single incident that jeopardizes the immediate safety of the driver or passengers (e.g., physical assault, lighting a fire, or opening emergency exits).

Policy 707.02 Transportation: Student Conduct

Current Policy:

- Last revised 06/17/2008.
- Changes to include the following:
 - Policy Purpose
 - Updates to General Policy numbers 1 and 3 to include more clear verbiage and terms and eliminate duplicate information and include updated information according to state statutes.
 - **Include Definitions**
 - Updated legal references cited

Policy Changes

III. DEFINITIONS Continued...

Repeated - A specific numerical threshold (e.g., three "Minor" Incident Reports within a single semester).

Suspension - A temporary loss of bus privileges (e.g., 1 to 10 days).

Revocation - A permanent or long-term loss of bus privileges (e.g., for the remainder of the school year).

IEP (Individualized Education Program) - is a legally binding document developed for every public school child who is eligible for special education.

Policy 707.02 Transportation: Student Conduct

Current Policy:

- Last revised 06/17/2008.
- Changes to include the following:
 - Policy Purpose
 - Updates to General Policy numbers 1 and 3 to include more clear verbiage and terms and eliminate duplicate information and include updated information according to state statutes.
 - Include Definitions
 - Updated legal references cited

Policy Changes

LEGAL REFERENCES:

Minn. Stat. § 125A

Minn. Stat. § 123A.59

Minn. Stat. § 123B.91

Minn. Stat. § 617.27

Questions?

Recommendation

- Request the review of Policy 707.02: Transportation: Student Conduct at the April 14, 2026 Committee of the Board meeting be considered the First Reading.
- Per Policy 209.00, we are requesting approval through the consent agenda, as no substantive changes have been made.



Saint Paul
PUBLIC SCHOOLS

Policy 707.04: Transportation: Student School Bus Safety Training

Committee of the Board

April 14, 2026

Benjamin Harri, Director of Transportation

Policy 707.04 Transportation: Student School Bus Safety Training

Current Policy:

- Last revised 06/17/2008.
- Changes to include the following:
 - **Policy Purpose**
 - Include Definitions
 - Updated legal references

Policy Changes

I. POLICY PURPOSE

The primary purpose of this policy is to ensure that all students—both public and non-public—who utilize District transportation possess the essential safety knowledge required to prevent accidents and injuries. It establishes a formal system of accountability and documentation to meet strict state-mandated training deadlines.

Policy 707.04 Transportation: Student School Bus Safety Training

Current Policy:

- Last revised 06/17/2008.
- Changes to include the following:
 - Policy Purpose
 - **Include Definitions**
 - Updated legal references

Policy Changes

III. DEFINITIONS

School Bus Safety Instruction - Age appropriate training that includes the state mandated safety competencies including danger zones, safe crossing, emergency evacuations, and behavior expectations.

Satisfactorily Demonstrated Knowledge - Successful completion of a district approved assessment, which may include a written quiz or practical hands on demonstration of boarding and evacuation procedures.

Nonpublic School Transported at District Expense - Any student attending a private, charter, or parochial school located within the District boundaries(or as required by Minn. Stat. § 123B.86) for whom the District provides a daily bus route.

Policy 707.04 Transportation: Student School Bus Safety Training

Current Policy:

- Last revised 06/17/2008.
- Changes to include the following:
 - Policy Purpose
 - Include Definitions
 - Updated legal references

Policy Changes

LEGAL REFERENCES:

Minn. Stat. § 123B.90 – *School Bus Safety Training*

Minn. Stat. § 123B.86

Questions?

Recommendation

- Request the review of Policy 707.04: Transportation: Student School Bus Safety Training at the April 14, 2026 Committee of the Board meeting be considered the First Reading.
- Per Policy 209.00, we are requesting approval through the consent agenda, as no substantive changes have been made.



Saint Paul
PUBLIC SCHOOLS

Policy 707.05: Transportation: Type III School Buses

Committee of the Board

April 14, 2026

Benjamin Harri, Director of Transportation

Policy 707.05 Transportation: Type III School Buses

Current Policy:

- Last revised 06/17/2008.
- Changes to include the following:
 - **Policy Purpose**
 - Updated General Statements to include new points 13,14, and 15 to align more with State Statutes
 - Include Definitions
 - Updated legal references

Policy Changes

I. POLICY PURPOSE

The primary purpose of this policy is to establish rigorous safety, maintenance, and operator standards for "Type III" vehicles (small passenger cars, vans, and SUVs) used to transport students. It ensures that any non-bus vehicle used for District business—whether owned by the District or a private volunteer—meets the same legal and safety benchmarks as a full-sized school bus.

Policy 707.05 Transportation: Type III School Buses

Current Policy:

- Last revised 06/17/2008.
- Changes to include the following:
 - Policy Purpose
 - Updated General Statements to include new points 13,14, and 15 to align more with State Statutes
 - Include Definitions
 - Updated legal references

Policy Changes

II. GENERAL STATEMENT OF POLICY

13. Training Requirements: Per Minn. Stat. § 171.02, all Type III drivers must now receive annual training on student conduct, passenger loading/unloading, and emergency procedures. Ensure your "registration and approval" process includes a record of this training.

14. Pre-Trip Inspections: Type III drivers need to perform a daily "pre-trip" inspection. The District will provide a standard checklist to be completed before each trip.

15. Every passenger in a Type III vehicle **must** be buckled, as these vehicles do not use the "compartmentalization" safety design of large yellow buses.

Policy 707.05 Transportation: Type III School Buses

Current Policy:

- Last revised 06/17/2008.
- Changes to include the following:
 - Policy Purpose
 - Updated General Statements to include new points 13,14, and 15 to align more with State Statutes
 - **Include Definitions**
 - Updated legal references

Policy Changes

III. DEFINITIONS

Type III Vehicle – A classification for smaller passenger vehicles used for student transportation that do not look like traditional school buses, that include ten passenger vans, 7 passenger vans, etc.

Accident - Define as any contact with another vehicle, person, or object, regardless of the amount of visible damage

Personal Injury - Any reported pain or visible injury, however minor, sustained by a student, staff member, or third party

Written Report - A specific form required to ensure all statutory data points are collected.

Policy 707.05 Transportation: Type III School Buses

Current Policy:

- Last revised 06/17/2008.
- Changes to include the following:
 - Policy Purpose
 - Updated General Statements to include new points 13,14, and 15 to align more with State Statutes
 - Include Definitions
 - Updated legal references

Policy Changes

LEGAL REFERENCES:

Minn. Stat. § 169.01 SUBD.6 (5)

169.443 SUBD.6

123B.01 7 SUBD.1(8)

Minn. Stat. § 171.02

Questions?

Recommendation

- Request the review of Policy 707.05: Transportation: Type III School Buses at the April 14, 2026 Committee of the Board meeting be considered the First Reading.
- Per Policy 209.00, we are requesting approval through the consent agenda, as no substantive changes have been made.



Saint Paul
PUBLIC SCHOOLS

Policy 710.00: Transportation: Field, Athletic, Community Education Trips

**Committee of the Board
April 14, 2026**

Benjamin Harri, Director of Transportation

Policy 710.00 Transportation: Field, Athletic, community Education Trips

Current Policy:

- Last revised 06/17/2008.
- Changes to include the following:
 - **Policy Purpose**
 - **General Statements**
 - **Include Definitions**
 - **Updated legal references**

Policy Changes

I. **POLICY PURPOSE**

The primary purpose of this policy is to standardize and centralize the procurement of transportation for all district-sanctioned activities. By requiring that all vehicles be owned or arranged specifically by the Transportation Department, the district ensures consistent safety standards and oversight for students, staff, and community participants.

Policy 710.00 Transportation: Field, Athletic, community Education Trips

Current Policy:

- Last revised 06/17/2008.
- Changes to include the following:
 - Policy Purpose
 - **General Statements**
 - Include Definitions
 - Updated legal references

Policy Changes

I. General Statements

- 2 This policy does not prohibit a parent or guardian from arranging for the transportation of his/her own child to or from school-sponsored events in a private passenger vehicle. **This exception applies only to the parent/guardian's biological or legal child.** Districts are strongly discouraged from allowing parents/**guardians** to transport *other* people's children due to liability risks

Policy 710.00 Transportation: Field, Athletic, community Education Trips

Current Policy:

- Last revised 06/17/2008.
- Changes to include the following:
 - Policy Purpose
 - **Include Definitions**
 - Updated legal references

Policy Changes

III. DEFINITIONS

Arranged by the Transportation Department - Define this to mean that only the Transportation Department has the authority to sign contracts with third-party motor coach companies. This prevents individual coaches or teachers from booking unauthorized (and potentially uninsured) vendors.

Policy 710.00 Transportation: Field, Athletic, Community Education Trips

Current Policy:

- Last revised 06/17/2008.
- Changes to include the following:
 - Policy Purpose
 - Include Definitions
 - Updated legal references

Policy Changes

LEGAL REFERENCES:

Minn. Stat. § 123B.88, Subd. 1 - *grants the school board sole discretion, control, and management over all matters relating to student transportation, including the "manner and method" used. By delegating this authority to the Transportation Department, the board ensures a single point of accountability for safety and legal compliance*

Minn. Stat. § 123B.52

Minn. Stat. § 169.448 Subd. 2 - *explicitly prohibits school districts from owning or operating "motor coach" buses (large touring buses with restrooms and under-floor storage)*

Questions?

Recommendation

- Request the review of Policy 707.10: Transportation: Field, Athletic, Community Education Trips at the April 14, 2026 Committee of the Board meeting be considered the First Reading of the three reading process
- Per Policy 209.00, we are requesting approval through the consent agenda, as no substantive changes have been made.



Saint Paul
PUBLIC SCHOOLS

Policy 417.00: Drug And Alcohol Testing For Drivers

**Committee of the Board
April 14, 2026**

Benjamin Harri, Director of Transportation

Policy 417.00 Drug and Alcohol Testing for Drivers

Current Policy:

- Last revised 04/23/2019.
- Changes to include the following:
 - **Updates to General Statement Policy including 5 and 6: new**
 - Section VIII updated (also seen as G)
 - Section IX updated (also seen as H)
 - Section X (seen as I) updated number 3 (c)

Policy Changes

II. GENERAL STATEMENT OF POLICY

- 5 All persons subject to commercial driver's license requirements shall be tested for alcohol, marijuana (including medical cannabis), cocaine, amphetamines, opiates (including heroin), and phencyclidine (PCP), pursuant to federal law. Drivers who test positive for alcohol or drugs shall be subject to disciplinary action, which may include termination of employment.
- 6 Federal law (DOT) preempts state law for CDL drivers, requiring continued testing for marijuana despite state legalization. "Medical Cannabis" is prohibited for CMV drivers regardless of their enrollment in the state registry program, as federal safety requirements override state patient protections for these specific roles.

Policy 417.00 Drug and Alcohol Testing for Drivers

Current Policy:

- Last revised 04/23/2019.
- Changes to include the following:
 - Updates to General Statement Policy including 5 and 6: new
 - Section VIII updated (also seen as G)
 - Section IX updated (also seen as H)
 - Section X (seen as I) updated number 3 (c)

Policy Changes

G. Prescription Drugs

A driver shall inform his or her supervisor if at any time the driver is using a controlled substance pursuant to a physician's prescription. The physician's instructions shall be presented to the school district upon request. Use of a prescription drug shall be allowed if the physician has advised the driver that the prescribed drug will not adversely affect the driver's ability to safely operate a CMV. Use of medical cannabis is prohibited notwithstanding the driver's enrollment in the patient registry.

Policy 417.00 Drug and Alcohol Testing for Drivers

Current Policy:

- Last revised 04/23/2019.
- Changes to include the following:
 - Updates to General Statement Policy including 5 and 6: new
 - **Section VIII updated (also seen as G)**
 - Section IX updated (also seen as H)
 - Section X (seen as I) updated number 3 (c)

Policy Changes

VIII. PRESCRIPTION DRUGS/CANNABINOID PRODUCTS

A driver shall inform the driver's supervisor if at any time the driver is using a controlled substance pursuant to a physician's prescription. The physician's instructions shall be presented to the school district upon request. Use of a prescription drug shall be allowed if the physician has advised the driver that the prescribed drug will not adversely affect the driver's ability to safely operate a CMV. Use of medical cannabis is prohibited notwithstanding the driver's enrollment in the patient registry. Use of non intoxicating cannabinoids or edible cannabinoid products is not a legitimate medical explanation for a confirmed positive test result for marijuana. MROs will verify a drug test confirmed as positive, even if a driver claims to have only used non intoxicating cannabinoids or edible cannabinoid product

Policy 417.00 Drug and Alcohol Testing for Drivers

Current Policy:

- Last revised 04/23/2019.
- Changes to include the following:
 - Updates to General Statement Policy including 5 and 6: new
 - Section VIII updated (also seen as G)
 - **Section IX updated (also seen as H)**
 - Section X (seen as I) updated number 3 (c)
 -

Policy Changes

H. TESTING REQUIREMENTS

Pre-Employment Testing

- a. A driver applicant shall undergo testing for alcohol and controlled substances, including medical cannabis, before the first time the driver performs safety-sensitive functions for the school district.
- b. Tests shall be conducted only after the applicant has received a conditional offer of employment.
- c. In order to be hired, the applicant must test negative and must sign an agreement in the form of Attachment B to this policy, authorizing former employers to release to the school district all information on the applicant's alcohol tests with results of blood alcohol concentration of 0.04 or higher, or verified positive results for controlled substances, including medical cannabis, or refusals to be tested (including verified adulterated or substituted drug test results), or any other violations of DOT agency drug and alcohol testing regulations, or, if the applicant violated the testing regulations, documentation of the applicant's successful completion of DOT return-to-duty requirements (including follow-up tests), within the preceding two (2) years.
- d. The applicant also must be asked whether he or she has tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which the employee, during the last two (2) years, applied for, but did not obtain, safety-sensitive transportation work covered by DOT testing rules.

Policy 417.00 Drug and Alcohol Testing for Drivers

Current Policy:

- Last revised 04/23/2019.
- Changes to include the following:
 - Updates to General Statement Policy including 5 and 6: new
 - Section VIII updated (also seen as G)
 - **Section IX updated (also seen as H)**
 - Section X (seen as I) updated number 3 (c)
 -

Policy Changes

IX. TESTING REQUIREMENTS

- Federal law (DOT) preempts state law for CDL drivers, requiring continued testing for marijuana despite state legalization
- While cannabis is legal for recreational use in MN, Commercial Driver's License (CDL) holders remain subject to federal prohibitions.
-

Policy 417.00 Drug and Alcohol Testing for Drivers

Current Policy:

- Last revised 04/23/2019.
- Changes to include the following:
 - Updates to General Statement Policy including 5 and 6: new
 - Section VIII updated (also seen as G)
 - Section IX updated (also seen as H)
 - **Section X (seen as I) updated to number 3 (c)**

Policy Changes

X. TESTING PROCEDURES

c. Drug test results are reported directly to the MRO by the testing laboratory. The MRO reports the results to the DER. If the results are negative, the school district is informed and no further action is necessary. If the test result is confirmed positive, adulterated, substituted, or invalid, the MRO shall give the donor an opportunity to discuss the test result. The MRO will contact the donor directly, on a confidential basis, to determine whether the donor wishes to discuss the test result. The MRO shall notify each donor that the donor has seventy-two (72) hours from the time of notification in which to request a test of the split specimen at the donor's expense. No split specimen testing is done for an invalid result.

3. Minn. Stat. § 181.953 allows employers to use oral fluid (saliva) testing as an alternative to lab-based urine testing. If oral fluid testing is used, the donor must be informed of the results at the time of the test. Within 48 hours of a positive or inconclusive oral fluid test, the donor has the right to request a laboratory-based test at the employer's expense.

Questions?

Recommendation

- Request the review of Policy 417.00: Drug And Alcohol Testing For Drivers at the April 14, 2026 Committee of the Board meeting be considered the First Reading.
- Per Policy 209.00, we are requesting approval through the consent agenda, as no substantive changes have been made.

Adopted: 4/23/2019

Saint Paul Public

Schools Policy 416.00

Revised:

416.00 DRUG AND ALCOHOL TESTING FOR ALL EMPLOYEES

I. PURPOSE

- A. Saint Paul Public Schools (SPPS) recognizes the significant problems created by drug and alcohol use in society in general, and the public schools in particular. SPPS further recognizes the important contribution that the public schools have in shaping the youth of today into the adults of tomorrow.
- B. SPPS believes that a work environment free of drug and alcohol use will be not only safer, healthier, and more productive but also more conducive to effective learning. Therefore, to provide such an environment, the purpose of this policy is to provide authority so that SPPS may require all employees to submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in Minn. Stat. §§ 181.950-181.957.

II. GENERAL STATEMENT OF POLICY

- A. The school district may request or require that any SPPS employee, other than an employee or applicant whose position requires a commercial driver's license, submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in Minn. Stat. §§ 181.950-181.957. Employees and applicants whose positions require a commercial driver's license will be tested in accordance with federal law and Board Policy 417.00.
- B. The use, possession, sale, purchase, transfer, or dispensing of any drugs not medically prescribed, including medical cannabis, regardless of whether it has been prescribed for the employee, is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of drugs which are not medically prescribed, including medical cannabis, regardless of whether it has been prescribed for the employee, is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the

employee is on or off school district property. Employees under the influence of drugs which are not medically prescribed are prohibited from entering or remaining on school district property.

- C. The use, possession, sale, purchase, transfer, or dispensing of alcohol is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of alcohol is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of alcohol are prohibited from entering or remaining on school district property.
- D. Any employee who violates this section shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge.

III. DRUG AND ALCOHOL TESTING FOR ALL EMPLOYEES

The school district may request or require drug and alcohol testing for other school district personnel, i.e., employees who are not school bus drivers or other drivers of CMVs who are subject to federally mandated testing. The school district does not have a legal duty to request or require any employee or job applicant to undergo drug and alcohol testing as authorized in Board policy, except for school bus drivers and other drivers of CMVs who are subject to federally mandated testing. (See Board Policy 417.00.) If a driver is requested or required to submit to drug or alcohol testing beyond that mandated by federal law, the provisions of Board Policy 416.00 will be applicable to such testing.

A. Circumstances Under Which Drug or Alcohol Testing May Be Requested or Required:

1. General Limitations

~~a. The school district will not request or require an employee whose position does not require a commercial driver's license to undergo drug or alcohol testing, unless the testing is done pursuant to this drug and alcohol testing policy; and is conducted by a testing laboratory which participates in one of the programs listed in Minn. Stat. § 181.953, Subd. 1.~~

a. The school district may not request or require an employee or job applicant whose position does not require a commercial driver's license to undergo drug or alcohol

testing or cannabis testing, unless the testing is done pursuant to this policy; and either (1) is conducted by a testing laboratory that meets one of the criteria listed in Minnesota Statutes, section 181.953, subdivision 1; or (2) complies with the oral fluid test procedures under section 181.953, subdivision 5a.

- b. The school district will not request or require an employee whose position does not require a commercial driver's license to undergo drug and alcohol testing on an arbitrary and capricious basis.

2. Reasonable Suspicion Testing

The school district may request or require any employee to undergo drug and alcohol testing if the school district has a reasonable suspicion that the employee:

- a. is under the influence of drugs or alcohol;
- b. has violated the school district's written work rules prohibiting the use, possession, sale, or transfer of drugs or alcohol while the employee is working or while the employee is on the school district's premises or operating the school district's vehicles, machinery, or equipment;
- c. has sustained a personal injury, as that term is defined in Minn. Stat. § 176.011, Subd. 16, or has caused another employee to sustain a personal injury; or
- d. has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work related accident.

3. Oral fluid testing

- a. When drug and alcohol testing or cannabis testing is otherwise authorized under Minnesota Statutes, section 181.951, the school district may request an employee or job applicant to undergo oral fluid testing according to the procedures under Minnesota Statutes, section 181.953, subdivision 5a as an alternative to using the services of a

testing laboratory under Minnesota Statutes, section 181.953, subdivision 1.

b. The employee must be informed of the test result at the time of the oral fluid test. Within 48 hours of an oral fluid test that indicates a positive test result or that is inconclusive or invalid, the employee or job applicant may request drug or alcohol testing or cannabis testing at no cost to the employee or job applicant using the services of a testing laboratory under Minnesota Statutes, section 181.953, subdivision 1, and according to the existing laboratory testing standards in subdivisions 1 to 5. The rights, notice, and limitations in Minnesota Statutes, section 181.953, subdivision 6, paragraph (b), and subdivisions 7 to 8 and 10 to 11 apply to an employee or job applicant and a laboratory test conducted pursuant to this paragraph.

c. If the laboratory test under paragraph (b) above indicates a positive result, any subsequent confirmatory retest, if requested by the employee or job applicant, must be conducted following the retest procedures provided in Minnesota Statutes, section 181.953, subdivision 6, paragraph (c), and subdivision 9 at the employee's or job applicant's own expense.

d. Nothing in this subdivision is intended to modify the existing requirements for drug and alcohol testing or cannabis testing in the workplace under Minnesota Statutes, sections 181.950 to 181.957, unless stated otherwise.

4. Treatment Program Testing

Testing may be required as part of an employee's participation in any chemical dependency treatment under an employee benefit plan, or any chemical dependency treatment to which an

employee has been referred by the District.

B. No Legal Duty to Test

The school district does not have a legal duty to request or require any employee or job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing.

C. Definitions

1. "Drug" means a controlled substance as defined in Minnesota Statute 152.01, subd. 4.
2. "Drug and alcohol testing," "drug or alcohol testing," and "drug or alcohol test" mean analysis of a body component sample according to the standards established under one of the programs listed in Minn. Stat. § 181.953, Subd. 1, for the purpose of measuring the presence or absence of drugs, alcohol, or their metabolites in the sample tested.
3. "Other Employees" means any persons, independent contractors, or persons working for an independent contractor who perform services for the school district for compensation, either full time or part time, in whatever form, except for persons whose positions require a commercial driver's license, and includes both professional and nonprofessional personnel. Persons whose positions require a commercial driver's license are primarily governed by Board Policy 417.00.). To the extent that the drug and alcohol testing of persons whose positions require a commercial driver's license is not mandated by federal law and regulations, such testing shall be governed by this Policy and the drivers shall fall within this definition of "other employees."
4. Oral fluid test" means analysis of a saliva sample for the purpose of measuring the presence of the same substances as drug and alcohol testing and cannabis testing that:
 - a. can detect drugs, alcohol, cannabis, or their metabolites in levels at or above the threshold detection levels contained in the standards of one of the programs listed in Minnesota Statutes, section 181.953, subdivision 1; and
 - b. does not require the services of a testing laboratory under section 181.953, subdivision 1.

5. “Positive test result” means a finding of the presence of drugs, alcohol, or their metabolites in the sample tested in levels at or above the threshold detection levels contained in the standards of one of the programs listed in Minn. Stat. § 181.953, Subd. 1.
6. “Reasonable suspicion” means a basis for forming a belief based on specific facts and rational inferences drawn from those facts.

D. Right of Other Employee to Refuse Drug and Alcohol Testing and Consequences of Such Refusal

1. Right of Other Employee to Refuse Drug and Alcohol Testing

Any employee whose position does not require a commercial driver’s license has the right to refuse drug and alcohol testing subject to the provisions contained in Paragraph 2. of this Section D.

2. Consequences of an Employee’s Refusal to Undergo Drug and Alcohol Testing

Any employee in a position that does not require a commercial driver’s license who refuses to undergo drug and alcohol testing in the circumstances set out in the Reasonable Suspicion Testing and Treatment Program Testing provisions of this policy may be subject to disciplinary action, up to and including immediate discharge.

E. Reliability and Fairness Safeguards

1. Pretest Notice

Before requesting an employee whose position does not require a commercial driver’s license to undergo drug or alcohol testing, the school district shall provide the employee with a Pretest Notice in the form of Attachment 1 to this policy on which to acknowledge that the employee has received the school district’s drug and alcohol testing policy.

2. Notice of Test Results

Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform in writing an employee who has undergone drug or alcohol testing of a negative test result on an initial screening test or of a

negative or positive test result on a confirmatory test.

3. Notice of and Right to Test Result Report

Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform in writing, an employee who has undergone drug or alcohol testing of the employee's right to request and receive from the school district a copy of the test result report on any drug or alcohol test.

4. Notice of and Right to Explain Positive Test Result

a. If an employee has a positive test result on a confirmatory test, the school district shall, within three (3) working days, provide him or her with notice of the test results and, at the same time, written notice of the right to explain the results and to submit additional information.

b. The school district may request that the employee indicate any over-the-counter or prescription medication that the individual is currently taking or has recently taken and any other information relevant to the reliability of, or explanation for, a positive test result.

c. The employee may present verification of enrollment in the medical cannabis patient registry as part of the employee's explanation.

d. Within three (3) working days after notice of a positive test result on a confirmatory test, an employee may submit information (in addition to any information already submitted) to the school district to explain that result.

5. Notice of and Right to Request Confirmatory Retests

a. If an employee has a positive test result on a confirmatory test, the school district shall, within three (3) working days, provide him or her with notice of the test results and, at the same time, written notice of the right to request a confirmatory retest of the original sample at his or her expense.

b. An employee may request a confirmatory retest of the original sample at his or her own expense after notice of a

positive test result on a confirmatory test. Within five (5) working days after notice of the confirmatory test result, the employee shall notify the school district in writing of his or her intention to obtain a confirmatory retest. Within three (3) working days after receipt of the notice, the school district shall notify the original testing laboratory that the employee has requested the laboratory to conduct the confirmatory retest or to transfer the sample to another laboratory licensed under Minn. Stat. § 181.953, Subd. 1 to conduct the confirmatory retest. The original testing laboratory shall ensure that appropriate chain of-custody procedures are followed during transfer of the sample to the other laboratory. The confirmatory retest must use the same drug or alcohol threshold detection levels as used in the original confirmatory test. If the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test may be taken against the employee.

6. If an employee whose position does not require a commercial driver's license has a positive test result on a confirmatory test, the school district, at the time of providing notice of the test results, shall also provide written notice to inform him or her of other rights provided under Section F. below.

Attachments 2 and 3 to this policy provide the Notices described in Paragraphs 2. through 6. of this Section E.

F. Discharge and Discipline of Employees Whose Positions Do Not Require a Commercial Driver's License

1. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of a positive test result from an initial screening test that has not been verified by a confirmatory test.
2. In the case of a positive test result on a confirmatory test, the employee shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge, pursuant to the provisions of this policy.
3. The school district may not discharge an employee for whom a positive test result on a confirmatory test was the first such result for the employee on a drug or alcohol test requested by the school district, unless the following conditions have been met:

- a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with a certified chemical abuse counselor or a physician trained in the diagnosis and treatment of chemical dependency; and
 - b. The employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a positive test result on a confirmatory test after completion of the program.
4. Notwithstanding Paragraph 1., the school district may temporarily suspend the tested employee or transfer that employee to another position at the same rate of pay pending the outcome of the confirmatory test and, if requested, the confirmatory retest, provided the school district believes that it is reasonably necessary to protect the health or safety of the employee, co employees or the public. An employee who has been suspended without pay must be reinstated with back pay if the outcome of the confirmatory test or requested confirmatory retest is negative.
5. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of medical history information or the employee's status as a patient enrolled in the medical cannabis registry program revealed to the school district, unless the employee was under an affirmative duty to provide the information before, upon, or after hire, or failing to do so would violate federal law or regulations or cause the school district to lose money or licensing-related benefit under federal law or regulations.
6. The school district may not discriminate against any employee in termination, discharge, or any term of condition of employment or otherwise penalize an employee based upon an employee registered patient's positive drug test for cannabis components or metabolites, unless the employee used, possessed, or was impaired by medical cannabis on school district property during the hours of employment.
7. An employee must be given access to information in his or her

personnel file relating to positive test result reports and other information acquired in the drug and alcohol testing process and conclusions drawn from and actions taken based on the reports or other acquired information.

H. Chain-of-Custody Procedures

The school district has established its own reliable chain-of-custody procedures to ensure proper record keeping, handling, labeling, and identification of the samples to be tested. The procedures require the following:

1. Possession of a sample must be traceable to the employee from whom the sample is collected, from the time the sample is collected through the time the sample is delivered to the laboratory;
2. The sample must always be in the possession of, must always be in view of, or must be placed in a secure area by a person authorized to handle the sample;
3. A sample must be accompanied by a written chain of-custody record; and
4. Individuals relinquishing or accepting possession of the sample must record the time the possession of the sample was transferred and must sign and date the chain-of-custody record at the time of transfer.

7

I. Privacy, Confidentiality and Privilege Safeguards

1. Privacy Limitations

A laboratory may only disclose to the school district test result data regarding the presence or absence of drugs, alcohol or their metabolites in a sample tested.

2. Confidentiality Limitations

With respect to employees, test result reports and other information acquired in the drug or alcohol testing process are private data on individuals as that phrase is defined in Minn. Stat. Ch. 13, and may not be disclosed by the school district or laboratory to another employer or to a third-party individual, governmental agency, or private organization without the

written consent of the employee tested.

3. Exceptions to Privacy and Confidentiality Disclosure Limitations

Notwithstanding Paragraphs 1. and 2., evidence of a positive test result on a confirmatory test may be: (1) used in an arbitration proceeding pursuant to a collective bargaining agreement, an administrative hearing under Minn. Stat. Ch. 43A or other applicable state or local law, or a judicial proceeding, provided that information is relevant to the hearing or proceeding; (2) disclosed to any federal agency or other unit of the United States government as required under federal law, regulation or order, or in accordance with compliance requirements of a federal government contract; and (3) disclosed to a substance abuse treatment facility for the purpose of evaluation or treatment of the employee.

4. Privilege

Positive test results from the school district drug or alcohol testing program may not be used as evidence in a criminal action against the employee tested.

J. Notice of Testing Policy to Affected Employees

The school district shall provide written notice of this drug and alcohol testing policy to all affected employees upon adoption of the policy and to a previously non-affected employee upon transfer to an affected position under the policy.

V. POSTING

The school district shall post notice in an appropriate and conspicuous location on its premises that it has adopted a drug and alcohol testing policy and that copies of the policy are available for inspection during regular business hours by its employees in its personnel office or other suitable locations.

VI. COLLECTIVE BARGAINING AGREEMENTS/ APPEAL PROCEDURES

This Policy shall be interpreted and applied consistent with any applicable labor agreement, and in the event of a conflict, the labor agreement shall

supersede this Policy. Employees covered by labor agreements may appeal employment actions taken under this Policy under the applicable labor agreement.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) Minn. Stat. Ch. 43A (State Personnel Management)
Minn. Stat. § 152.22 (Medical Cannabis; Definitions)
Minn. Stat. § 152.23 (Medical Cannabis; Limitations)
Minn. Stat. § 152.32 (Protections for Registry Program Participation)
Minn. Stat. §§ 181.950-181.957 (Drug and Alcohol Testing in the Workplace)
Minn. Stat. § 221.031 (Motor Carrier Rules)
49 U.S.C. § 31306 (Omnibus Transportation Employee Testing Act of 1991)
49 U.S.C. § 521(b) (Civil and Criminal Penalties for Violations)
49 C.F.R. Parts 40 and 382 (Department of Transportation Rules Implementing Omnibus Transportation Employee Testing Act of 1991)

Cross-References:

Policy 304.00: Records: Data Management
Policy 413.00: Drug-Free Workplace
Policy 413.01: Chemical Use and Abuse
Policy 414.00: Tobacco-Free Environment
Policy 405.00: Records: Personnel Records

ATTACHMENTS TO DRUG AND ALCOHOL TESTING POLICY

Attachments 1 through 3 are to be used in conjunction with drug and alcohol testing of non-bus drivers and applicants.

- Attachment 1 is a “Pretest Notice” that must be provided to non-school bus driver employees or job applicants before requesting that the employee or job applicant undergo drug or alcohol testing. It is referred to in Article IV., Section E., Paragraph 1. of the policy.
- Attachment 2 is a “Notice of Test Results and Various Rights” which should be used by the District when notifying non-school bus driver employees or job applicants of test results and other rights. It is referred to in Article IV., Section E., Paragraph 6. of the policy.
- Attachment 3 is an “Explanation of Positive Test Result” form which should be used by the school district to request that the employee or job applicant submit information to the school district relevant to the reliability of, or explanation for, a positive test result. It is referred to in Article IV., Section E., Paragraph 4. of the policy.

(D R A F T)

[TO BE PLACED ON SCHOOL DISTRICT LETTERHEAD]

— PRETEST NOTICE —

I the undersigned employee/job applicant of Independent School District No. _____, _____, Minnesota (“School District”) do hereby acknowledge that I have been provided a copy of the School District’s Drug and Alcohol Testing Policy.

Date: _____

Signature of Employee/Job Applicant

Typed or Printed Name

(D R A F T)

[TO BE PLACED ON SCHOOL DISTRICT LETTERHEAD]

[Employee Name]

[Employee Address]

RE: Drug and/or Alcohol Test

[Date of Testing]

NOTICE OF TEST RESULTS AND VARIOUS RIGHTS

Test Results:

Independent School District No. ____, _____, Minnesota has received the test result report from the testing laboratory:

G Your initial screening test result was negative.

G Your confirmatory test result was negative.

G Your confirmatory test result was positive.

Test Result Report:

You have the right to request and receive from the school district a copy of the test result on any drug or alcohol test.

Right to Explain Positive Test Result:

In the case of a positive test result on a confirmatory test, you have the right to explain the results. You may, within three (3) working days after notice of a positive test result on a confirmatory test, submit information to the school district, in addition to any information already submitted, to explain that result. Attached to this Notice is a document entitled “Explanation of Positive Test Result” for this purpose.

Right to Request Confirmatory Retests:

In the case of a positive test result on a confirmatory test, you have the right to request a confirmatory retest of the original sample at your own expense.

Within five (5) working days after notice of the confirmatory test result, you must notify the school district in writing of your intention to obtain a confirmatory retest.

Within three (3) working days after receipt of the notice, the school district shall notify the original testing laboratory that you have requested the laboratory to conduct the confirmatory retest or to transfer the sample to another laboratory licensed under Minn. Stat. § 181.953, Subd. 1 to conduct the confirmatory retest. The original testing laboratory shall ensure that appropriate chain-of-custody procedures are followed during transfer of the sample to the other laboratory. The confirmatory retest must use the same drug or alcohol threshold detection levels as used in the original confirmatory test. If the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test may be taken against you.

Other Rights:

In the case of a positive test result on a confirmatory test, you may have other rights provided under the sections detailed below.

A. Employee Discharge and Discipline

1. The school district may not discharge, discipline, discriminate against, request or require rehabilitation of an employee whose position does not require a commercial driver’s license on the basis of a positive test result from an initial screening test that has not been verified by a confirmatory test.

In the case of a positive test result on a confirmatory test, the employee shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge, pursuant to the provisions of this policy.

2. The school district may not discharge an employee whose position does not require a commercial driver's license for whom a positive test result on a confirmatory test was the first such result for the employee on a drug or alcohol test requested by the school district, unless the following conditions have been met:
 - a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with a certified chemical use counselor or a physician trained in the diagnosis and treatment of chemical dependency; and
 - b. The employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a positive test result on a confirmatory test after completion of the program.
3. Notwithstanding Paragraph 1., the school district may temporarily suspend the tested employee or transfer that employee to another position at the same rate of pay pending the outcome of the confirmatory test and, if requested, the confirmatory retest, provided the school district believes that it is reasonably necessary to protect the health or safety of the employee, co employees or the public. An employee who has been suspended without pay must be reinstated with back pay if the outcome of the confirmatory test or requested confirmatory retest is negative.
4. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the

basis of medical history information revealed to the school district, unless the employee was under an affirmative duty to provide the information before, upon, or after hire.

5. An employee must be given access to information in the employee's personnel file relating to positive test result reports and other information acquired in the drug and alcohol testing process and conclusions drawn from and actions taken based on the reports or other acquired information.

B. Withdrawal of Applicant's Job Offer

If a job applicant for a position that does not require a commercial driver's license has received a job offer made contingent on the applicant passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the case of a positive test result on a confirmatory test, the school district may withdraw the job offer.

(D R A F T)

[TO BE PLACED ON SCHOOL DISTRICT LETTERHEAD]

EXPLANATION OF POSITIVE TEST RESULT

I the undersigned employee/job applicant of Independent School District No. _____, _____, Minnesota acknowledge receipt of a Notice of Test Results and Various Rights. This includes my right to explain the positive test result on a confirmatory test.

I am currently taking or have recently taken:

G no over-the-counter or prescription medications; or

G the following over-the-counter or prescription medications:

I also offer the following information relevant to the reliability of, or explanation for, a positive test result:

Date: _____

Signature of Employee/Job Applicant

Typed or Printed Name

Adopted: 6/17/2008 Saint Paul Public Schools Policy 304.00
Revised: XX/YY/2026

304.00 RECORDS: DATA MANAGEMENT

The Superintendent is designated to be the “Responsible Authority” under the Minnesota Government Data Practices Act and shall serve as the person responsible for the collection, use and dissemination of data by the District. The Superintendent shall develop and periodically revise, as necessary, procedures for data practices in the District. The Superintendent may designate one or more District employees to assist in the performance of his or her duties.

I. PURPOSE

The District recognizes its responsibility relative to the collection, maintenance, and dissemination of public data as provided in state statutes.

II. GENERAL STATEMENT OF POLICY

The District will comply with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13, and Minnesota Rules, parts 1205.0100-1205.2000 in responding to requests for public data.

III. POLICY

The Superintendent is designated to be the “Responsible Authority” under the Minnesota Government Data Practices Act and shall serve as the person responsible for the collection, use and dissemination of data by the District. The Superintendent shall develop and periodically revise, as necessary, procedures for data practices in the District. The Superintendent may designate one or more District employees to assist in the performance of his or her duties.

LEGAL REFERENCES:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.01 (Government Data)
Minn. Stat. § 13.02 (Definitions)

Minn. Stat. § 13.025 (Government Entity Obligation)
Minn. Stat. § 13.03 (Access to Government Data)
Minn. Stat. § 13.04 (Rights of Subjects to Data)
Minn. Stat. § 13.05 (Duties of Responsible Authority)
Minn. Stat. § 13.32 (Educational Data)
Minn. Rules Part 1205.0300 (Access to Public Data)
Minn. Rules Part 1205.0400 (Access to Private Data)

CROSS REFERENCES:

304.00.01	PROCEDURE:	Cumulative Record Process
304.00.02	PROCEDURE:	Records: Request to Amend Student Record
304.00.03	PROCEDURE:	Access to Public Data
304.00.04	PROCEDURE:	Access to Data for Individual Data Subjects
304.00.05	PROCEDURE:	Student Enrollment Process and Requested Data
405.00		Records: Personnel Records

426.00 STAFF USE OF SOCIAL MEDIA

POLICY PURPOSE

Saint Paul Public Schools (District) recognizes that social media can be a powerful tool for enhancing learning and communication. The purpose of this policy is to address professional and personal use of social media by District employees. The District recognizes that its employees have certain constitutional, statutory, and/or contractual rights regarding speech and neither this policy nor the accompanying guidelines are designed to violate those rights.

GENERAL STATEMENT OF POLICY

- A. When engaging with social media, whether for professional or personal use, District employees are advised to be respectful and maintain the highest standards of professionalism and ethical conduct.
- B. When referring to the District, its schools, students, employees, communities, programs, and activities on any social media networks, employees shall not use obscene or profane language or images in communications or conduct that is threatening, harassing, libelous, or defamatory, or that discusses or encourages any illegal activity or inappropriate use of illegal drugs, sexual behavior, harassment, or bullying. Employees must adhere to District *Guidelines for Social Media Use*.
- C. An employee is responsible for any content communicated by them on social media.
- D. When employees engage in social media sites that represent students, families, or groups within the District, they do so as employees of the district. Employees are advised to maintain appropriate boundaries at all times and must follow the requirements for mandated reporting.

DEFINITIONS

For the purpose of this policy the following terms are defined as follows:

- E. Social media: Includes, but is not limited to, online media such as: websites, blogs/vlogs, web-logs, wikis, online forums, podcasts, and social networks.
- F. Employees: Any staff person of the District, as well as any agent, independent contractor, or other person engaging in work for the District
- G. Work time: Includes any time for which the employee is being compensated by the District, excluding vacations, sick days, personal leave, and paid holidays.

WORK-RELATED USE OF SOCIAL MEDIA

- A. The Superintendent or designee is authorized to establish public online social media accounts on behalf of the District, its departments, schools, official activities or

programs for the purposes of informing the public generally and specifically regarding District messages.

- B. Only those public online social media accounts approved by the Superintendent or Superintendent's designee may use the District name, or name of any of its schools or departments, its mascots or team names, or otherwise present an image in words or visual images that purports to identify the social media account with Saint Paul Public Schools, its schools, departments, activities, or programs. District staff are ultimately responsible for any student-run accounts. The district reserves the right to report accounts that have not been authorized or are found to be in violation of content standards.
- C. The Superintendent, or Superintendent's designee, may authorize establishment and use of public online social media accounts by teachers for educational uses for their classes.
- D. If a staff member has permission to manage an official district social media account, student names and images can only be published if a staff member has verified the student(s) have an approved media release.

PERSONAL USE OF SOCIAL MEDIA

- A. Employees may not use social media for personal use during work time or on district devices.
- B. The decision of whether or not to use social media for personal use, outside of work hours, is left to the discretion of the individual District employee.
 - . Employees should not post images, names or other identifying information about students on personal social media accounts. To ensure the safety and privacy of the school community, employees must adhere to the following standards:
 - i. Confidentiality: Employees must maintain strict confidentiality and shall not disclose private student data protected by law, such as FERPA or the Minnesota Government Data Practices Act, on personal platforms. This includes images, names and other identifying information about students or district employees.
 - ii. Harassment Prevention: Personal content must not include language or images that are threatening, harassing, libelous, or defamatory, or that encourage bullying or inappropriate behavior toward students or staff.
 - iii. Distinction Between Content: Employees are advised to maintain a clear distinction between personal and professional content to ensure that personal activity does not impede their professional duties or the District's mission.
- C. The District may take appropriate action when it becomes aware of, or

reasonably suspects, conduct or communication on social media that adversely affects the workplace, impedes their ability to do their job, or violates professional codes of ethics or other laws.

PERSONAL USE OF SOCIAL MEDIA

- ~~D. Employees may not use social media for personal use during work time.~~
- ~~E. The decision of whether or not to use social media for personal use, outside of work hours, is left to the discretion of the individual District employee.~~
- ~~F. The District may take appropriate action when it becomes aware of, or reasonably suspects, conduct or communication on social media that adversely affects the workplace, impedes their ability to do their job, or violates professional codes of ethics or other laws.~~
- ~~G. Employees should not post images, names or other identifying information about students on personal social media accounts.~~

ACCOUNTABILITY

- A. While the District does not affirmatively monitor employee use of social media, it may view and monitor an employee's social media activity at any time and without prior consent.
- B. Employees who violate provisions of this policy are subject to consequences, including termination.

Legal References:

- 47 U.S.C. §254 (Children's Internet Protection Act of 2000 (CIPA))
- 47 C.F.R. § 54.520 (FCC rules implementing CIPA)
- 20 U.S.C. 1232g (FERPA)
- Minn. Stat. Chapter 13 (Minnesota Government Data Practices Act)
- Minn. Rule 8710.2100 (Code of Ethics for Minnesota Teachers)
- Garcetti v. Ceballos, 547 U.S.410(2006)
- Connick v. Myers, 461 U. S. 138 (1983)
- Pickering v. Board of Ed. of Township High School Dist. 205, 391 U. S. 563 (1968)

Cross References:

- 102.00, Equal Opportunity/Non-Discrimination
- 304.00 Records Data Management**
- 415.00, Harassment, Violence and Other Offensive Behavior
- 418.00 Gender Inclusion - Staff**
- 419.00 Professional and Respectful Workplace**
- 500.00, Gender Inclusion
- 501.00, Hazing Prohibition
- 505.00, Bullying Prohibition
- 520.00, Technology Usage and Safety

Adopted: 04/18/1978
Revised: 09/07/1982,
12/04/1984,
05/28/1996,
03/21/2006,
06/17/2008,
10/15/2025
XX/XX/2026

Saint Paul Public Schools Policy

707.00

707.00 TRANSPORTATION: ELIGIBILITY

I. POLICY PURPOSE

The primary purpose of this policy is to define the eligibility criteria and boundaries for student transportation services provided by the Saint Paul Public Schools District. It ensures the District meets its legal obligations under Minnesota statutes while outlining specific conditions for discretionary or contract-based busing.

II. GENERAL STATEMENT OF POLICY

1. The District provides transportation to and from school for:
 - Pupils for whom the District is required to provide transportation under the provisions of Minnesota statutes which include pupils who are eligible by reason of distance or **students with an IEP/504 plan.**
 - Pupils who reside one or more miles from their attendance area school or from a school they are attending under a program approved by the Commissioner of the Minnesota Department of Education.
 - Pupils coming from or going to a licensed day care facility, the residence of a relative, the residence of a person chosen by the pupil's parent or guardian, or from a school based day care facility that is exempt from Minnesota day care licensing requirements, if that facility or residence is within the attendance area or transportation area of the school the pupil attends.
 - Pupils who would otherwise encounter extraordinary hazardous traffic conditions while walking to or from school as determined by using uniform criteria established by the administration.
 - Nonresident pupils attending a pupil school within the District under an approved alternative attendance program for that portion of the trip to and from school which is within the school attendance area.
 - Students defined as homeless under the Federal Regulations.

- Resident pupils attending a non-public school in another school district which offers grades or departments which are not available within the District, but only for that portion of the trip to and from school which is within the District boundaries.
 - Resident pupils attending the Minnesota State Academies for the Blind and the Deaf.
2. The District shall provide equal transportation for public and non-public school students to the extent required by law and rule.
 3. The District may provide transportation for a non-resident student who is attending a non-public school within the District, or an East Metro Integration District school, under contract to the student's district of residence if the student is attending a daycare facility within the District. The daycare for a nonpublic student must be within the attendance areas of the non-public school. The transportation shall be provided on a space available basis and the student's district of residence shall agree to pay the district the average full-time equivalent pupil cost for the type of transportation provided in the year in which the service is rendered.
 4. The District may provide transportation to non-resident pupils attending the Minnesota State Academies for the Blind and the Deaf under contract to the pupil's district of residence provided that there is existing capacity available for District buses. The district of residence shall pay the average full-time equivalent pupil cost for the service, including an aide, if provided, in the year in which the service is rendered.

III. DEFINITIONS

Non Resident – A non-resident student for a public school district is a student whose parent or legal guardian does not have their legal permanent, primary residence within the district's boundaries.

Homeless Students - students who lack a "fixed, regular, and adequate nighttime residence," such as those "doubled up" with others due to economic hardship, or those living in shelters, motels, or cars.

Attendance Area -The geographic boundary for a specific school building.

Transportation Area - The zone within which the district is willing to provide bus service (which may differ for non-resident or non-public students)

Child with disability - Students with physical, developmental, or emotional impairments who require specialized transportation as part of their Individualized Education Program (IEP).

Extraordinary Hazardous Traffic Conditions: Per MN Statute 123B.88, Subd. 1, the District formally defines these as specific safety factors, such as:

- Roadways with speed limits exceeding 30 mph.
- Lack of sidewalks or separated walking paths.
- The volume of traffic a student must cross relative to their age.

LEGAL REFERENCES:

Minn. Stat. § 123B.88 - *Distance Requirements*

Minn. Stat. § 123B.86 - *Non-Public School Equality*

Minn. Stat. § 125A - *Special education*

CROSS REFERENCES:

707.02 – *Transportation: Student Conduct*

707.04 – *Transportation: Student School Bus Safety Training*

707.05 – *Transportation: Type III School Buses*

710.00 – *Transportation: Field, Athletic, Community Education Trips*

Adopted: 11/15/1994
Revised: 03/16/1999,
06/17/2008,
XX/XX/2026

Saint Paul Public Schools Policy

707.02

707.02 TRANSPORTATION: STUDENT CONDUCT

I. POLICY PURPOSE

The purpose of this policy is to establish clear boundaries of responsibility and safety standards for the transportation of students within the district. The district is committed to providing a safe, orderly, and efficient transition for students between their designated bus stops and school facilities.

The district is also committed to the protections afforded under the Individuals with Disabilities Education Act (IDEA). For students with an IEP or 504 Plan where transportation is a "related service," this policy ensures that disciplinary actions do not infringe upon the student's right to a Free Appropriate Public Education (FAPE).

This policy provides a framework for consistent and fair disciplinary investigations led by building principals, ensuring that restitution for property damage is sought and that riding privileges are managed to protect the well-being of the entire school community.

II. GENERAL STATEMENT OF POLICY

1. The District's legal responsibility for student safety begins only when a student boards the bus and ends when they are delivered to their regular school bus stop. Supervision of children until boarding in the morning and after leaving the bus in the afternoon remains the responsibility of the parent or guardian.
2. Minnesota statutes provide that transportation is a privilege and not a right for an eligible student. Students shall be required to conduct themselves in a manner which is consistent with established standards for classroom behavior as listed in the Rights and Responsibilities Handbook and in the publications of the District Transportation Department while riding on the school bus and while at the school bus stop. Parents or guardians are

responsible for ensuring that their children know and understand these standards of conduct.

3. **Protections for Students with Disabilities (IEP/504)** -If a student with a disability—who has transportation identified as a "related service" in their IEP or 504 Plan—faces a suspension or revocation of bus privileges, the following protections apply:
 - a. **Manifestation Determination:** If a bus suspension would result in a change of placement (more than 5 consecutive days or 10 cumulative days in a school year), the District must conduct a **Manifestation Determination Meeting** to determine if the behavior was a manifestation of the student's disability.
 - b. **Alternative Transportation:** If the behavior *is* a manifestation of the disability, the District may not simply revoke service; it must provide an alternative safe method of transport to ensure the student receives a **Free Appropriate Public Education (FAPE)**.
 - c. **IEP Team Consultation:** In the case of serious or repeated bus-related conduct, the IEP or 504 team shall meet to consider a **Functional Behavioral Assessment (FBA)** or a **Behavior Intervention Plan (BIP)** to address the bus-related conduct.
4. In cases where transported students do not conduct themselves properly on a school bus, the bus driver shall report the unacceptable student conduct to the school principal on the District Incident Report Form.
5. Conduct on the school bus and the penalties assessed for misconduct, are primarily the responsibility of the building principal, however the Chief Academic Officer and the Transportation Administrator may become involved in student discipline matters as necessary. Incidents of unacceptable student conduct shall be dealt with promptly, following an investigation by building principal (or designee), and that discipline will be applied uniformly and fairly throughout the District.
6. Students who cause serious or repeated disciplinary problems on the school bus shall have their riding privileges suspended or revoked. The parent or guardian shall be responsible for ensuring that the student travels safely to and from school.
7. If it is determined that a student is responsible for vandalism to a school bus, either owned by the District or under contract to the District, the parent or guardian shall be responsible for making restitution to the District for the cost of the repairs to the school bus.

III. DEFINITIONS

Regular School Bus Stop - The District's responsibility ends at the stop location, not the student's front door. This clarifies that the "last mile" of the walk home is the parent's responsibility.

Boarding - begins when the student makes physical contact with the bus handrail or steps.

Leaving - is complete when the student has both feet on the ground and has cleared the immediate "Danger Zone" (the 10-foot area surrounding the bus).

Serious - A single incident that jeopardizes the immediate safety of the driver or passengers (e.g., physical assault, lighting a fire, or opening emergency exits).

Repeated - A specific numerical threshold (e.g., three "Minor" Incident Reports within a single semester).

Suspension - A temporary loss of bus privileges (e.g., 1 to 10 days).

Revocation - A permanent or long-term loss of bus privileges (e.g., for the remainder of the school year).

IEP (Individualized Education Program) - is a legally binding document developed for every public school child who is eligible for special education.

504 Plan - a legally binding document designed to provide students with qualifying disabilities the specific accommodations and modifications necessary to ensure they have equitable access to their learning environment and school activities under Section 504 of the Rehabilitation Act.

LEGAL REFERENCES:

Minn. Stat. § 125A

Minn. Stat. § 123A.59

Minn. Stat. § 123B.91

Minn. Stat. § 617.27

CROSS REFERENCES:

707.00 – *Transportation: Eligibility*

707.04 – *Transportation: Student School Bus Safety Training*

707.05 – *Transportation: Type III School Buses*

710.00 – *Transportation: Field, Athletic, Community Education Trips*

Adopted: 11/15/1994
Revised: 6/17/2008,
10/16/2025
XX/XX/2026

Saint Paul Public Schools Policy

707.04

707.04 TRANSPORTATION: STUDENT SCHOOL BUS SAFETY TRAINING

I. POLICY PURPOSE

The primary purpose of this policy is to ensure that all students—both public and non-public—who utilize District transportation possess the essential safety knowledge required to prevent accidents and injuries. It establishes a formal system of accountability and documentation to meet strict state-mandated training deadlines.

II. GENERAL STATEMENT OF POLICY

1. Each building principal, in cooperation with the Transportation Department, shall ensure that all students receive school-bus safety instruction that complies with the requirements of Minnesota statutes.
2. Each public school principal, principal of a nonpublic school transported at District expense, or classroom teacher, if directed by the building principal, shall certify to the District Transportation Department on the appropriate certification form that all students transported by school bus have satisfactorily demonstrated knowledge and understanding of the school bus competencies required by statute within the time period specified in law. The Transportation Department shall report to the Superintendent, or his/her designee, any school that is not in compliance.

III. DEFINITIONS

School Bus Safety Instruction - Age appropriate training that includes the state mandated safety competencies including danger zones, safe crossing, emergency evacuations, and behavior expectations.

Satisfactorily Demonstrated Knowledge - Successful completion of a district approved assessment, which may include a written quiz or practical hands on demonstration of boarding and evacuation procedures.

Nonpublic School Transported at District Expense - Any student attending a private, charter, or parochial school located within the District boundaries(or as required by Minn. Stat. § 123B.86) for whom the District provides a daily bus route.

LEGAL REFERENCES:

Minn. Stat. § 123B.90 – *School Bus Safety Training*

Minn. Stat. § 123B.86

CROSS REFERENCES:

707.04 – *Transportation: Student School Bus Safety Training*

707.00 – *Transportation: Eligibility*

707.05 – *Transportation: Type III School Buses*

710.00 – *Transportation: Field, Athletic, Community Education Trips*

Adopted: 11/15/1994
Revised: 6/17/2008,
10/16/2025
~~XX/XX/2026~~

Saint Paul Public Schools Policy

707.05

707.05 TRANSPORTATION: TYPE III SCHOOL BUSES

I. POLICY PURPOSE

The primary purpose of this policy is to establish rigorous safety, maintenance, and operator standards for "Type III" vehicles (small passenger cars, vans, and SUVs) used to transport students. It ensures that any non-bus vehicle used for District business—whether owned by the District or a private volunteer—meets the same legal and safety benchmarks as a full-sized school bus.

II. GENERAL STATEMENT OF POLICY

1. A Type III school bus is restricted to passenger cars, station wagons, vans and buses having a maximum manufacturer's rated seating capacity of ten people, including the driver, and a gross rating of 10,000 pounds or less. Type III vehicles are divided into two categories.
 - a. Vehicles owned by the District Transportation Department or by school bus companies under contract to the District, and;
 - b. Private vehicles owned by District staff or volunteers.
2. Each Type III school bus, whether owned by the District or one of its school bus contractors, or by a school staff person or volunteer, shall be free from any structural damage which might lead to or cause injury to a child due to jagged or sharp edges. Each Type III vehicle shall be maintained in good mechanical condition, have all operational and safety systems in proper working order, and shall be free from any defects which might lead to student injury.
3. Each Type III vehicle shall be inspected by the Minnesota State Patrol and shall display on the lower left windshield a valid State of Minnesota School Bus Inspection sticker.
4. The condition of each Type III vehicle, and the safety/emergency equipment in the vehicle, shall be subject to additional inspection by District Transportation Department staff. Inspections shall be made utilizing the inspection criteria contained within the Minnesota State School Bus Inspection Handbook.

5. Type III school buses owned by the District Transportation Department or by District school bus contractors may transport students to or from school, or on school related activities, as assigned by the Transportation Department staff. All Type III school buses owned by the District, or by a bus company under contract to the District, must meet the school bus inspection and equipment requirements of Minnesota statutes.
6. A privately owned vehicle operated by an employee or school volunteer may only be utilized for the transportation of a student(s) if the following criteria are met:
 - a. The vehicle carries a current Minnesota State School Bus Inspection sticker.
 - b. The vehicle meets the age and equipment requirements contained in Minnesota statutes.
 - c. The principal, or his or her designee, has determined that a good and sufficient reason for transporting the student exists and that no other form of transportation is reasonably available.
 - d. The principal or his or her designee has approved the use of a privately owned vehicle to transport.
7. Each person operating a Type III school bus transporting District students must be registered and approved by the District Transportation Department. Each driver who does not possess a valid commercial driver's license with current school bus endorsement must comply with the criminal background and licensing requirements of Minnesota statutes for drivers of Type III school buses.
8. The Transportation Department shall conduct a check of the driver's license record of each person seeking to transport students in a Type III vehicle in conjunction with the regular drivers license checks run on District and contract school bus drivers. Permission to transport students shall be denied based upon the disqualifying driving offenses for school bus drivers contained in Minnesota statutes and the District contract standards for school bus drivers.
9. All drivers transporting students in Type III vehicles must have in their possession a valid Minnesota driver's license, or equivalent out-of-state driver's license, while transporting students.
10. All students who are provided transportation for field trips, athletic trips or other school-sponsored events by the School District, or under arrangements made by the School District, must be transported from the school site to the field trip, game site or event location by vehicles owned by or arranged by the Transportation Department. This policy does not prohibit a parent or

guardian from arranging for the transportation of his/her own child to or from school-sponsored events in a private passenger vehicle.

11. In the event of an accident, either vehicular or personal injury, while transporting a student in a Type III vehicle owned by a staff person or volunteer, the driver shall immediately notify the Transportation Department and the building principal.
12. The driver of the Type III vehicle shall file a written report with the Transportation Department within two (2) working days of the accident. The accident report shall include all information required by the Transportation Department.
13. **Training Requirements:** Per Minn. Stat. § 171.02, all Type III drivers must now receive annual training on student conduct, passenger loading/unloading, and emergency procedures. Ensure your "registration and approval" process includes a record of this training.
14. **Pre-Trip Inspections:** Type III drivers need to perform a daily "pre-trip" inspection. The District will provide a standard checklist to be completed before each trip.
15. Every passenger in a Type III vehicle **must** be buckled, as these vehicles do not use the "compartmentalization" safety design of large yellow buses.

III. DEFINITIONS

Type III Vehicle – A classification for smaller passenger vehicles used for student transportation that do not look like traditional school buses, that include 10 passenger vans, 7 passenger vans, etc.

Accident - Define as any contact with another vehicle, person, or object, regardless of the amount of visible damage

Personal Injury - Any reported pain or visible injury, however minor, sustained by a student, staff member, or third party

Written Report - A specific form required to ensure all statutory data points are collected.

LEGAL REFERENCES:

Minn. Stat. § 169.01 SUBD.6 (5)

169.443 SUBD.6

123B.01 7 SUBD.1(8)

Minn. Stat. § 171.02

CROSS REFERENCES:

707.00 – *Transportation: Eligibility*

707.02 – *Transportation: Student Conduct*

707.05 – *Transportation: Type III School Buses*

710.00 – *Transportation: Field, Athletic, Community Education Trips*

Adopted: 06/17/2008
Revised: 10/16/2025
~~XX/XX/2026~~

Saint Paul Public Schools Policy 710.00

710.00 TRANSPORTATION: FIELD, ATHLETIC, COMMUNITY EDUCATION TRIPS

I. POLICY PURPOSE

The primary purpose of this policy is to standardize and centralize the procurement of transportation for all district-sanctioned activities. By requiring that all vehicles be owned or arranged specifically by the Transportation Department, the district ensures consistent safety standards and oversight for students, staff, and community participants.

II. GENERAL STATEMENT OF POLICY

1. All transportation provided to students for field, athletic and Community-Education trips, and all school bus and motor coach transportation provided to staff, parents, guardians or participants in District programs and activities shall be provided using vehicles owned or arranged by the Transportation Department.
2. This policy does not prohibit a parent or guardian from arranging for the transportation of his/her own child to or from school-sponsored events in a private passenger vehicle. This exception applies **only** to the parent/guardian's biological or legal child. Districts are strongly discouraged from allowing parents to transport *other* people's children due to liability risks

III. DEFINITIONS

~~"Own Child" Exception – This exception applies **only** to the parent/guardian's biological or legal child. Districts are strongly discouraged from allowing parents to transport *other* people's children due to massive liability risks~~

Arranged by the Transportation Department - Define this to mean that only the Transportation Department has the authority to sign contracts with third-party motor coach companies. This prevents individual coaches or teachers from booking unauthorized (and potentially uninsured) vendors.

LEGAL REFERENCES:

Minn. Stat. § 123B.88, Subd. 1 - grants the school board sole discretion, control, and management over all matters relating to student transportation, including the "manner and method" used. By delegating this authority to the Transportation Department, the board ensures a single point of accountability for safety and legal compliance

Minn. Stat. § 123B.52

Minn. Stat. § 169.448 Subd. 2 - explicitly prohibits school districts from owning or operating "motor coach" buses (large touring buses with restrooms and under-floor storage)

CROSS REFERENCES:

707.05 – *Transportation: Type III School Buses*

Adopted: 04/23/2019
Revised: 12/12/23
12/15/2025
XXXX/2026

Saint Paul Public Schools Policy

417.00

417.00 DRUG AND ALCOHOL TESTING FOR DRIVERS

I. POLICY PURPOSE

Saint Paul Public Schools (SPPS) recognizes the significant problems created by drug and alcohol use in society in general, and the public schools in particular. SPPS further recognizes the important contribution that the public schools have in shaping the youth of today into the adults of tomorrow.

The purpose of this policy is to outline SPPS's implementation of the drug and alcohol testing that is required by federal law for all job applicants and employees whose positions require a commercial driver's license.

II. GENERAL STATEMENT OF POLICY

1. All school district employees and job applicants whose positions require a commercial driver's license will be required to undergo drug and alcohol testing in accordance with federal law and the applicable provisions of this policy. SPPS also may request or require that drivers submit to drug and alcohol testing in accordance with the provisions of Board Policy 416.00 and as provided in Minn. Stat. §§ 181.950-181.957.
2. The use, possession, sale, purchase, transfer, or dispensing of any drugs not medically prescribed, including medical cannabis, regardless of whether it has been prescribed for the employee, is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of drugs which are not medically prescribed, including medical cannabis, regardless of whether it has been prescribed for the employee, is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of drugs which are not medically prescribed are prohibited from entering or remaining on school district property.
3. The use, possession, sale, purchase, transfer, or dispensing of alcohol is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-

sponsored program or event. Use of alcohol is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of alcohol are prohibited from entering or remaining on school district property.

4. Any employee who violates this section shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge.
5. All persons subject to commercial driver's license requirements shall be tested for alcohol, marijuana (including medical cannabis), cocaine, amphetamines, opiates (including heroin), and phencyclidine (PCP), pursuant to federal law. Drivers who test positive for alcohol or drugs shall be subject to disciplinary action, which may include termination of employment.
6. Federal law (DOT) preempts state law for CDL drivers, requiring continued testing for marijuana despite state legalization. "Medical Cannabis" is prohibited for CMV drivers regardless of their enrollment in the state registry program, as federal safety requirements override state patient protections for these specific roles.

III. DEFINITIONS

- Actual Knowledge means actual knowledge by the school district that a driver has used alcohol or controlled substances based on:
 - direct observation of the employee's use (not observation of behavior sufficient to warrant reasonable suspicion testing);
 - information provided by a previous employer;
 - a traffic citation; or
 - an employee's admission, except when made in connection with a qualified employee self-admission program.
- Alcohol Screening Device (ASD) means a breath or saliva device, other than an Evidential Breath Testing Device (EBT), that is approved by the National Highway Traffic Safety Administration and placed on its Conforming Products List for such devices.
- Breath Alcohol Technician (BAT) means an individual who instructs and assists individuals in the alcohol testing process and who operates the EBT.
- Commercial Motor Vehicle (CMV) includes a vehicle which is designed to transport 16 or more passengers, including the driver.

- Designated Employer Representative (DER) means a designated school district representative authorized to take immediate action to remove employees from safety-sensitive duties, to make required decisions in the testing and evaluation process, and to receive test results and other communications for the school district.
- Department of Transportation (DOT) means United States Department of Transportation.
- A driver is any person who operates a CMV, including full-time, regularly employed drivers, casual, intermittent or occasional drivers, leased drivers, and independent owner-operator contractors.
- Evidential Breath Testing Device (EBT) means a device approved by the National Highway Traffic Safety Administration for the evidentiary testing of breath for alcohol concentration and placed on its Conforming Products List for such devices.
- Medical Review Officer (MRO) means a licensed physician responsible for receiving and reviewing laboratory results generated by the school district's drug testing program and for evaluating medical explanations for certain drug tests.
- Refusal to Submit (to an alcohol or controlled substances test) means that a driver:
 - fails to appear for any test within a reasonable time, as determined by the school district, consistent with applicable DOT regulations, after being directed to do so;
 - fails to remain at the testing site until the testing process is complete;
 - fails to provide a urine specimen or an adequate amount of saliva or breath for any DOT drug or alcohol test;
 - fails to permit the observation or monitoring of the driver's provision of a specimen in the case of a directly observed or monitored collection in a drug test;
 - fails to provide a sufficient breath specimen or sufficient amount of urine when directed and a determination has been made that no adequate medical explanation for the failure exists;
 - fails or declines to take an additional test as directed;
 - fails to undergo a medical examination or evaluation, as directed by the MRO or the DER;
 - fails to cooperate with any part of the testing process (e.g., refuses to empty pockets when so directed by the collector,

- behaves in a confrontational way that disrupts the collection process, fails to wash hands after being directed to do so by the collector, fails to sign the certification on the forms);
- fails to follow the observer's instructions, in an observed collection, to raise the driver's clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if the driver has any type of prosthetic or other device that could be used to interfere with the collection process;
 - possesses or wears a prosthetic or other device that could be used to interfere with the collection process;
 - admits to the collector or MRO that the driver adulterated or substituted the specimen; or
 - is reported by the MRO as having a verified adulterated or substituted test result. An applicant who fails to appear for a pre-employment test, who leaves the testing site before the pre-employment testing process commences, or who does not provide a urine specimen because he or she has left before it commences is not deemed to have refused to submit to testing.
- Safety-sensitive functions are on-duty functions from the time the driver begins work or is required to be in readiness to work until relieved from work, and include such functions as driving, loading and unloading vehicles, or supervising or assisting in the loading or unloading of vehicles, servicing, repairing, obtaining assistance to repair, or remaining in attendance during the repair of a disabled vehicle.
 - Screening Test Technician (STT) means anyone who instructs and assists individuals in the alcohol testing process and operates an ASD.
 - Stand Down means to temporarily remove an employee from performing safety-sensitive functions after a laboratory reports a confirmed positive, an adulterated, or a substituted test result but before the MRO completes the verification process.
 - Substance Abuse Professional (SAP) means a qualified person who evaluates employees who have violated a DOT drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare.

IV. POLICY AND EDUCATION MATERIALS

1. The school district shall provide a copy of this policy and procedures to each driver prior to the start of its alcohol and drug testing program and to each driver subsequently hired or transferred into a position requiring driving of a CMV.
2. The school district shall provide to each driver information concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or drug problem; and available methods of intervening when an alcohol or drug problem is suspected, including confrontation, referral to an employee assistance program, and/or referral to management. Any persons having questions regarding this policy or alcohol/drug use and abuse should contact the Director of Human Resources at 651-767-8200 or hr.info@spps.org
3. The school district shall provide written notice to representatives of employee organizations that the information described above is available.
4. The school district shall require each driver to sign a statement certifying that he or she has received a copy of the policy and materials. This statement should be in the form of Attachment A to this policy. The school district will maintain the original signed certificate and will provide a copy to the driver if the driver so requests.

V. ALCOHOL AND CONTROLLED SUBSTANCES TESTING PROGRAM MANAGER

1. The program manager will coordinate the implementation, direction, and administration of the alcohol and controlled substances testing policy for bus drivers. The program manager is the principal contact for the collection site, the testing laboratory, the MRO, the BAT, the SAP, and the person submitting to the test. Employee questions concerning this policy shall be directed to the program manager.
2. The school district shall designate a program manager and provide written notice of the designation to each driver along with this policy.

VI. SPECIFIC PROHIBITIONS FOR DRIVERS

1. Alcohol Concentration: No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. Drivers who test greater than 0.04 will be taken out of service and will be subject to evaluation by a professional and retesting at the driver's expense.

2. Alcohol Possession: No driver shall be on duty or operate a CMV while the driver possesses alcohol.
3. On-Duty Use: No driver shall use alcohol while performing safety-sensitive functions.
4. Pre-Duty Use: No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.
5. Use Following an Accident: No driver required to take a post-accident test shall use alcohol for eight (8) hours following the accident, or until he or she undergoes a post-accident alcohol test, whichever occurs first.
6. Refusal to Submit to a Required Test: No driver shall refuse to submit to an alcohol or controlled substances test required by post-accident, random, reasonable suspicion, return-to-duty, or follow-up testing requirements. A verified adulterated or substituted drug test shall be considered a refusal to test.
7. Use of Controlled Substances: No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to instructions (which have been presented to the school district) from a licensed physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a CMV. Controlled substances include medical cannabis, regardless of whether the driver is enrolled in the state registry program.
8. Positive, Adulterated, or Substituted Test for Controlled Substance: No driver shall report for duty, remain on duty, or perform a safety-sensitive function if the driver tests positive for controlled substances, including medical cannabis, or has adulterated or substituted a test specimen for controlled substances.
9. General Prohibition: Drivers are also subject to the general policies and procedures of the school district which prohibit the possession, transfer, sale, exchange, reporting to work under the influence of drugs or alcohol, and consumption of drugs or alcohol while at work or while on school district premises or operating any school district vehicle, machinery, or equipment.

VII. OTHER ALCOHOL-RELATED CONDUCT

No driver found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall perform safety-sensitive functions for at least twenty-four (24) hours following administration of the test. The school district will not take any action under this policy other than removal from safety-sensitive

functions based solely on test results showing an alcohol concentration of less than 0.04 but may take action otherwise consistent with law and policy of the school district.

VIII. PRESCRIPTION DRUGS/CANNABINOID PRODUCTS

A driver shall inform the driver's supervisor if at any time the driver is using a controlled substance pursuant to a physician's prescription. The physician's instructions shall be presented to the school district upon request. Use of a prescription drug shall be allowed if the physician has advised the driver that the prescribed drug will not adversely affect the driver's ability to safely operate a CMV. Use of medical cannabis is prohibited notwithstanding the driver's enrollment in the patient registry. Use of non intoxicating cannabinoids or edible cannabinoid products is not a legitimate medical explanation for a confirmed positive test result for marijuana. MROs will verify a drug test confirmed as positive, even if a driver claims to have only used non intoxicating cannabinoids or edible cannabinoid product

IX. TESTING REQUIREMENTS

Federal law (DOT) preempts state law for CDL drivers, requiring continued testing for marijuana despite state legalization
While cannabis is legal for recreational use in MN, Commercial Driver's License (CDL) holders remain subject to federal prohibitions.

1. Pre-Employment Testing:
 - a. A driver applicant shall undergo testing for alcohol and controlled substances, including medical cannabis, before the first time the driver performs safety-sensitive functions for the school district.
 - b. Tests shall be conducted only after the applicant has received a conditional offer of employment.
 - c. In order to be hired, the applicant must test negative and must sign an agreement in the form of Attachment B to this policy, authorizing former employers to release to the school district all information on the applicant's alcohol tests with results of blood alcohol concentration of 0.04 or higher, or verified positive results for controlled substances, including medical cannabis, or refusals to be tested (including verified adulterated or substituted drug test results), or any other violations of DOT agency drug and alcohol testing regulations, or, if the applicant violated the testing regulations, documentation of the applicant's

successful completion of DOT return-to-duty requirements (including follow-up tests), within the preceding two (2) years.

- d. The applicant also must be asked whether he or she has tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which the employee, during the last two (2) years, applied for, but did not obtain, safety-sensitive transportation work covered by DOT testing rules.

2. Post-Accident Testing:

- a. As soon as practicable following an accident involving a CMV, the school district shall test the driver for alcohol and controlled substances, including medical cannabis, if the accident involved the loss of human life or if the driver receives a citation for a moving traffic violation arising from an accident which results in bodily injury or disabling damage to a motor vehicle.
- b. Drivers should be tested for alcohol use within two (2) hours and no later than eight (8) hours after the accident.
- c. Drivers should be tested for controlled substances, including medical cannabis, no later than thirty-two (32) hours after the accident.
- d. A driver subject to post-accident testing must remain available for testing, or shall be considered to have refused to submit to the test.
- e. If a post-accident alcohol test is not administered within two (2) hours following the accident, the school district shall prepare and maintain on file a record stating the reasons the test was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours.
- f. If a post-accident alcohol test is not administered within eight (8) hours following the accident or a post-accident controlled substances test is not administered within thirty-two (32) hours following the accident, the school district shall cease attempts to administer the test, and prepare and maintain on file a record stating the reasons for not administering the test.
- g. The school district shall report drug and alcohol program violations to the Clearinghouse as required under federal law.

3. Random Testing:

- a. The school district shall conduct tests on a random basis at unannounced times throughout the year, as required by the federal regulations.

- b. The school district shall test for alcohol at a minimum annual percentage rate of 10% of the average number of driver positions, and for controlled substances, including medical cannabis, at a minimum annual percentage of 50%.
 - c. The school district shall adopt a scientifically valid method for selecting drivers for testing, such as a random number table or a computer-based random number generator that is matched with identifying numbers of the drivers. Each driver shall have an equal chance of being tested each time selections are made.
 - d. Random tests shall be unannounced. Dates for administering random tests shall be spread reasonably throughout the calendar year.
 - e. Drivers shall proceed immediately to the collection site upon notification of selection; provided, however, that if the driver is performing a safety-sensitive function, other than driving, at the time of notification, the driver shall cease to perform the function and proceed to the collection site as soon as possible.
4. Reasonable Suspicion Testing:
- a. The school district shall require a driver to submit to an alcohol test and/or controlled substances, including medical cannabis, test when a supervisor or school district official, who has been trained in accordance with the regulations, has reasonable suspicion to believe that the driver has used alcohol and/or controlled substances, including medical cannabis, on duty or within four (4) hours before coming on duty. The test shall be done as soon as practicable following the observation of the behavior indicative of the use of controlled substances or alcohol.
 - b. The reasonable suspicion determination must be based on specific, contemporaneous, articulable observations concerning the driver's appearance, behavior, speech, or body odors. The required observations for reasonable suspicion of a controlled substances violation may include indications of the chronic and withdrawal effects of controlled substances.
 - c. Alcohol testing shall be administered within two (2) hours following a determination of reasonable suspicion. If it is not done within two (2) hours, the school district shall prepare and maintain a record explaining why it was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours. If an alcohol test is not administered within eight (8) hours following the

determination or reasonable suspicion, the school district shall cease attempts to administer the test and state in the record the reasons for not administering the test.

- d. The supervisor or school district official who makes observations leading to a controlled substances reasonable suspicion test shall make and sign a written record of the observations within twenty-four (24) hours of the observed behavior or before the results of the drug test are released, whichever is earlier.

5. Return-To-Duty Testing:

A driver found to have violated this policy shall not return to work until an SAP has determined the employee has successfully complied with prescribed education and/or treatment and until undergoing return-to-duty tests indicating an alcohol concentration of less than 0.02 and a confirmed negative result for the use of controlled substances.

6. Follow-Up Testing:

When an SAP has determined that a driver is in need of assistance in resolving problems with alcohol and/or controlled substances, the driver shall be subject to unannounced follow-up testing as directed by the SAP for up to sixty (60) months after completing a treatment program.

7. Refusal to Submit and Attendant Consequences:

- a. A driver or driver applicant may refuse to submit to drug and alcohol testing.
- b. Refusal to submit to a required drug or alcohol test subjects the driver or driver applicant to the consequences specified in federal regulations as well as the civil and/or criminal penalty provisions of 49 U.S.C. § 521(b). In addition, a refusal to submit to testing establishes a presumption that the driver or driver applicant would test positive if a test were conducted and makes the driver or driver applicant subject to discipline or disqualification under this policy.
- c. A driver applicant who refuses to submit to testing shall be disqualified from further consideration for the conditionally offered position.
- d. An employee who refuses to submit to testing shall not be permitted to perform safety-sensitive functions and will be considered insubordinate and subject to disciplinary action, up to and including dismissal. If an

employee is offered an opportunity to return to a DOT safety-sensitive duty, the employee will be evaluated by an SAP and must submit to a return-to-duty test prior to being considered for reassignment to safety-sensitive functions.

- e. Drivers or driver applicants who refuse to submit to required testing will be required to sign Attachment C to this policy.

X. TESTING PROCEDURES

1. Drug Testing: Drug testing is conducted by analyzing a donor's urine specimen. Split urine samples will be collected in accordance with federal regulations. The donor will provide a urine sample at a designated collection site. The collection site personnel will then pour the sample into two sample bottles, labeled "primary" and "split," seal the specimen bottles, complete the chain of custody form, and prepare the specimen bottles for shipment to the testing laboratory for analysis. The specimen preparation shall be conducted in sight of the donor.
2. If the donor is unable to provide the appropriate quantity of urine, the collection site person shall instruct the individual to drink up to forty (40) ounces of fluid distributed reasonably through a period of up to three (3) hours to attempt to provide a sample. If the individual is still unable to provide a complete sample, the test shall be discontinued and the school district notified. The DER shall refer the donor for a medical evaluation to determine if the donor's inability to provide a specimen is genuine or constitutes a refusal to test. For pre-employment testing, the school district may elect to not have a referral made, and revoke the employment offer.
3. Minn. Stat. § 181.953 allows employers to use oral fluid (saliva) testing as an alternative to lab-based urine testing. If oral fluid testing is used, the donor must be informed of the results at the time of the test. Within 48 hours of a positive or inconclusive oral fluid test, the donor has the right to request a laboratory-based test at the employer's expense.
4. Drug test results are reported directly to the MRO by the testing laboratory. The MRO reports the results to the DER. If the results are negative, the school district is informed and no further action is necessary. If the test result is confirmed positive, adulterated, substituted, or invalid, the MRO shall give the donor an opportunity to discuss the test result. The MRO will contact the donor directly, on a confidential basis, to determine whether the donor wishes to discuss the test result. The MRO shall notify each donor that the donor has seventy-two (72) hours from the time of notification in which to request a test

of the split specimen at the donor's expense. No split specimen testing is done for an invalid result.

5. If the donor requests an analysis of the split specimen within seventy-two (72) hours of having been informed of a confirmed positive test, the MRO shall direct, in writing, the laboratory to provide the split specimen to another Department of Health and Human Services – SAMHSA certified laboratory for analysis. If the donor has not contacted the MRO within seventy-two (72) hours, the donor may present the MRO information documenting that serious illness, injury, inability to contact the MRO, lack of actual notice of the confirmed positive test, or other circumstances unavoidably prevented the donor from timely making contact. If the MRO concludes that a legitimate explanation for the donor's failure to contact him/her within seventy-two (72) hours exists, the MRO shall direct the analysis of the split specimen. The MRO will review the confirmed positive test result to determine whether an acceptable medical reason for the positive result exists. The MRO shall confirm and report a positive test result to the DER and the employee when no legitimate medical reason for a positive test result as received from the testing laboratory exists.
6. If, after making reasonable efforts and documenting those efforts, the MRO is unable to reach the donor directly, the MRO must contact the DER who will direct the donor to contact the MRO. If the DER is unable to contact the donor, the donor will be suspended from performing safety-sensitive functions.
7. The MRO may confirm the test as a positive without having communicated directly with the donor about the test results under the following circumstances:
 - a. The donor expressly declines the opportunity to discuss the test results;
 - b. The donor has not contacted the MRO within seventy-two (72) hours of being instructed to do so by the DER; or
 - c. The MRO and the DER, after making and documenting all reasonable efforts, have not been able to contact the donor within ten (10) days of the date the confirmed test result was received from the laboratory
8. Alcohol Testing:
 - a. The federal alcohol testing regulations require testing to be administered by a BAT using an EBT or an STT using an ASD. EBTs and ASDs can be used for screening tests but only EBTs can be used for confirmation tests.

- b. Any test result less than 0.02 alcohol concentration is considered a “negative” test.
- c. If the donor is unable to provide sufficient saliva for an ASD, the DER will immediately arrange to use an EBT. If the donor attempts and fails to provide an adequate amount of breath, the school district will direct the donor to obtain a written evaluation from a licensed physician to determine if the donor’s inability to provide a breath sample is genuine or constitutes a refusal to test.
- d. If the screening test results show alcohol concentration of 0.02 or higher, a confirmatory test conducted on an EBT will be required to be performed between fifteen (15) and thirty (30) minutes after the completion of the screening test.
- e. Alcohol tests are reported directly to the DER.

XI. DRIVER/DRIVER APPLICANT RIGHTS

1. All drivers and driver applicants subject to the controlled substances testing provisions of this policy who receive a confirmed positive test result for the use of controlled substances have the right to request, at the driver’s or driver applicant’s expense, a confirming retest of the split urine sample. If the confirming retest is negative, no adverse action will be taken against the driver, and a driver applicant will be considered for employment.
2. The school district will not discharge a driver who, for the first time, receives a confirmed positive drug or alcohol test UNLESS:
 - a. The school district has first given the employee an opportunity to participate in, at the employee’s own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with the SAP; and
 - b. The employee refuses to participate in the recommended program, or fails to successfully complete the program as evidenced by withdrawal before its completion or by a positive test result on a confirmatory test after completion of the program.
 - c. This limitation on employee discharge does not bar discharge of an employee for reasons independent of the first confirmed positive test result.

XII. TESTING LABORATORY

The testing laboratory for controlled substances will be Concentra, Inc., 570 Asbury Street, Suite 101, Saint Paul, Minnesota, (651) 888-6540, which is a laboratory certified by the Department of Health and Human Services – SAMHSA (Substance Abuse and Mental Health Services) to perform controlled substances testing pursuant to federal regulations.

XIII. CONFIDENTIALITY OF TEST RESULTS

All alcohol and controlled substances test results and required records of the drug and alcohol testing program are considered confidential information under federal law and private data on individuals as that phrase is defined in Minn. Stat. Ch. 13. Any information concerning the individual's test results and records shall not be released without written permission of the individual, except as provided for by regulation or law.

Consistent with federal regulations, the District must report the following information to the Commercial Driver's License Drug and Alcohol Clearinghouse:

- I. a verified positive, adulterated, or substituted drug test result;
- II. an alcohol confirmation test with a concentration of 0.04 or higher;
- III. a refusal to submit to any test required by 49 CFR § 382, subpart C;
- IV. the District's actual knowledge on duty alcohol use, pre-duty alcohol use, alcohol use following an accident, and controlled substance use;
- V. a SAP report of the successful completion of the return-to-duty process;
- VI. a negative return-to-duty test; and
- VII. the District's report of completion of follow-up testing.

XIV. RECORDKEEPING REQUIREMENTS AND RETENTION OF RECORDS

1. The school district shall keep and maintain records in accordance with the federal regulations in a secure location with controlled access.
2. The required records shall be retained for the following minimum periods:
Basic records 5 years "Basic records" includes records of:
 - a. alcohol test results with concentration of 0.02 or greater;
 - b. verified positive drug test results;

- c. refusals to submit to required tests (including substituted or adulterated drug test results);
 - d. SAP reports;
 - e. all follow-up tests and schedules for follow-up tests;
 - f. calibration documentation;
 - g. administration of the testing programs; and
 - h. each annual calendar year summary. Information obtained from previous employers (3) years Collection records (2) years Negative and cancelled drug tests (1) year Alcohol tests with less than 0.02 concentration (1) year Education and training records indefinite “Education and training records” must be maintained while the individuals perform the functions which require training and for the two (2) years after ceasing to perform those functions.
3. Personal information about all individuals who undergo any required testing under this policy will be shared with the U.S. DOT Drug & Alcohol Clearinghouse (“Clearinghouse”) as required under federal law, including:
- a. The name of the person tested;
 - b. Any verified positive, adulterated, or substituted drug test result;
 - c. Any alcohol confirmation test with a BAC concentration of 0.04 or higher;
 - d. Any refusal to submit to any test required hereunder;
 - e. Any report by a supervisor of actual knowledge of use as follows:
 - i. Any on-duty alcohol use;
 - ii. Any pre-duty alcohol use;
 - iii. Any alcohol use following an accident; and
 - iv. Any controlled substance use
 - f. Any report from a substance abuse professional certifying successful completion of the return-to-work process;
 - g. Any negative return-to-duty test; and
 - h. Any employer’s report of completion of follow-up testing

XV. TRAINING

The school district shall ensure all persons designated to supervise drivers receive training. The designated employees shall receive at least sixty (60) minutes of training on alcohol misuse and at least sixty (60) minutes of training on controlled substances use. The training shall include physical, behavioral, speech, and performance indicators of probable misuse of alcohol

and use of controlled substances. The training will be used by the supervisors to make determinations of reasonable suspicion.

XVI. CONSEQUENCES OF PROHIBITED CONDUCT AND ENFORCEMENT

1. Removal: The school district shall remove a driver who has engaged in prohibited conduct from safety-sensitive functions. A driver shall not be permitted to return to safety-sensitive functions until and unless the return-to-duty requirements of federal DOT regulations have been completed.
2. Referral, Evaluation, and Treatment:
 - a. A driver or driver applicant who has engaged in prohibited conduct shall be provided a listing of SAPs readily available to the driver or applicant and acceptable to the school district.
 - b. If the school district offers a driver an opportunity to return to a DOT safety-sensitive duty following a violation, the driver must be evaluated by an SAP and the driver is required to successfully comply with the SAP's evaluation recommendations (education, treatment, follow-up evaluation(s), and/or ongoing services). The school district is not required to provide an SAP evaluation or any subsequent recommended education or treatment.
 - c. Drivers are responsible for payment for SAP evaluations and services unless a collective bargaining agreement or employee benefit plan provides otherwise.
 - d. Drivers who engage in prohibited conduct also are required to comply with follow-up testing requirements.
3. Disciplinary Action
 - a. Any driver who refuses to submit to post-accident, random, reasonable suspicion, or follow-up testing not only shall not perform or continue to perform safety-sensitive functions, but also may be subject to disciplinary action, which may include immediate suspension without pay and/or immediate discharge.
 - b. Drivers who test positive with verification of a confirmatory test or are otherwise found to be in violation of this policy or the federal regulations shall be subject to disciplinary action, which may include immediate suspension without pay and/or immediate discharge.
 - c. Nothing in this policy limits or restricts the right of the school district to discipline or discharge a driver for conduct which not only

constitutes prohibited conduct under this policy but also violates the school district's other rules or policies.

XVII. OTHER TESTING

The school district may request or require that drivers submit to drug and alcohol testing other than that required by federal law. For example, drivers may be requested or required to undergo drug and alcohol testing on an annual basis as part of a routine physical examination. Such additional testing of drivers will be conducted only in accordance with the provisions of Board policy 416.00 and as provided in Minn. Stat. §§ 181.950-181.957. For purposes of such additional, non-mandatory testing, drivers fall within the definition of "other employees" covered by Board Policy 416.00.

XVIII. REPORT TO CLEARINGHOUSE

The school district shall promptly submit to the Clearinghouse any record generated of an individual who refuses to take an alcohol or controlled substance test required under Title 49, Code of Federal Regulations, tests positive for alcohol or a controlled substance in violation of federal regulations, or violates subpart B of Part 382 of Title 49, Code of Federal Regulations (or any subsequent corresponding regulations).

XIX. ANNUAL CLEARINGHOUSE QUERY

1. The school district must conduct a query of the Clearinghouse record at least once per year for information for all employees subject to controlled substance and alcohol testing related to the CMV operation to determine whether information exists in the Clearinghouse about those employees. In lieu of a full query, the school district may obtain the individual driver's consent to conduct a limited query to satisfy the annual query requirement. The limited query will tell the employer whether there is information about the driver in the Clearinghouse but will not release that information to the employer. If the limited query shows that information exists in the Clearinghouse about the driver, the school district must conduct a full query within twenty-four (24) hours or must not allow the driver to continue to perform any safety-sensitive function until the employee conducts the full query and the results confirm the driver's Clearinghouse record contains no prohibitions showing the driver has a verified positive, adulterated or substitute controlled substance test, no alcohol confirmation test with a concentration of 0.04 or

higher, refuses to submit to a test, or was reported to have used alcohol on duty, before duty, following an accident or otherwise used a controlled substance in violation of the regulations except where the driver completed the SAP evaluation, referral and education/treatment process as required by the regulations. The school district shall comply with the query requirements set forth in 49 Code of Federal Regulations 382.701.

2. The school district may not access an individual's Clearinghouse record unless the school district:
 - a. obtains the individual's prior written or electronic consent for access to the record; and
 - b. submits proof of the individual's consent to the Clearinghouse.

The school district must retain the consent for three (3) years from the date of the last query. The school district shall retain for three (3) years a record of each request for records from the Clearinghouse and the information received pursuant to the request.

3. The school district shall protect the individual's privacy and confidentiality of each Clearinghouse record it receives. The school district shall ensure that information contained in a Clearinghouse record is not divulged to a person or entity not directly involved in assessing and evaluating whether a prohibition applies with respect to the individual to operate a CMV for the school district.
4. The school district may use an individual's Clearinghouse record only to assess and evaluate whether a prohibition applies with respect to the individual to operate a CMV for the school district

XX. POSTING

The school district shall post notice in an appropriate and conspicuous location on its premises that it has adopted a drug and alcohol testing policy and that copies of the policy are available for inspection during regular business hours by its employees or job applicants in its human resources office or other suitable locations.

LEGAL REFERENCES:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Minn. Stat. Ch. 43A (State Personnel Management)
Minn. Stat. § 152.22 (Medical Cannabis; Definitions)
Minn. Stat. § 152.23 (Medical Cannabis; Limitations)
Minn. Stat. § 152.32 (Protections for Registry Program Participation)
Minn. Stat. §§ 181.950-181.957 (Drug and Alcohol Testing in the Workplace)
Minn. Stat. § 221.031 (Motor Carrier Rules)
49 U.S.C. § 31306 (Omnibus Transportation Employee Testing Act of 1991)
49 U.S.C. § 521(b) (Civil and Criminal Penalties for Violations)
**49 C.F.R. Parts 40 and 382 (Department of Transportation Rules
Implementing Omnibus Transportation Employee Testing Act of 1991)**

CROSS REFERENCES:

304 Records - *Data Management*

413 - *Drug-Free Workplace*

413.01 - *Chemical Use and Abuse*

414 - *Tobacco-Free Environment*

405 Records - *Personnel Records*

ATTACHMENTS TO DRUG AND ALCOHOL TESTING POLICY

Attachments A through C are to be used in conjunction with the drug and alcohol testing of bus drivers and driver applicants.

- Attachment A is a “Driver Acknowledgment–Drug and Alcohol Testing Policy Materials” form which should be used to document receipt of the policy and other materials by drivers and driver applicants. It is referred to in Article III, Section C, Paragraph 4 of the policy.
- Attachment B is a “Bus Driver or Driver Applicant–Authorization to Release Information” form. It is referred to in Article III, Section H, Paragraph 1 of the policy.
- Attachment C is a “Bus Driver or Driver Applicant–Refusal to Submit to Testing” form. It is referred to in Article III, Section H, Paragraph 7 of the policy.

— DRIVER ACKNOWLEDGMENT —

DRUG AND ALCOHOL TESTING POLICY AND MATERIALS

I have received a copy of the Drug and Alcohol Testing Policy of Independent School District Number _____, Minnesota and have read it in its entirety. I understand that I am subject to the provisions of Article III of the policy, entitled Drug and Alcohol Testing for Bus Drivers, because the position involves operating a commercial motor vehicle and requires a commercial driver's license. The District's policy was provided to me:

- Upon adoption of the policy. (employee).
- Upon my hire. (job applicant/new employee).
- After receipt of my conditional job offer, before any testing if my job offer is contingent upon my passing of drug and alcohol testing. (job applicant).

I also received materials concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or drug problem; and available methods of intervening when an alcohol or drug problem is suspected. I have been advised that the Alcohol and Controlled Substances Testing Program Manager is _____ and that any questions I may have concerning the Policy should be directed to the Program Manager.

Dated: _____

Signature of Employee/Applicant: _____

Typed or Printed Name: _____

— BUS DRIVER OR DRIVER APPLICANT —

AUTHORIZATION TO RELEASE INFORMATION

Section I. To be completed by the school district, signed by the bus driver, or driver applicant, and transmitted to the previous employer:

Employee Printed or Typed Name:

Employee SS or ID Number:

I hereby authorize release of information from my Department of Transportation regulated drug and alcohol testing records by my previous employer, listed in Section I-B, to the employer listed in Section I-A. This release is in accordance with DOT Regulation 49 CFR Part 40, Section 40.25. I understand that information to be released in Section II-A by my previous employer, is limited to the following DOT-regulated testing items:

1. Alcohol tests with a result of 0.04 or higher;
2. Verified positive drug tests;
3. Refusals to be tested;
4. Other violations of DOT agency drug and alcohol testing regulations;
5. Information obtained from previous employers of a drug and alcohol rule violation;
6. Documentation, if any, of completion of the return-to-duty process following a rule violation.

Employee Signature: _____

Date: _____

Section I-A

School District Name:

Address:

Phone #: _____

Fax #: _____

Designated Employer Representative:

Section I-B

Previous Employer Name:

Address:

Phone #: _____

Designated Employer Representative (if known):

ATTACHMENT B

Section II. To be completed by the previous employer and transmitted by mail or fax to the new employer:

Section II-A.

In the two years prior to the date of the employee's signature (in Section I), for DOT-regulated testing:

1. Did the employee have alcohol tests with a result of 0.04 or higher? YES ____ NO ____
2. Did the employee have verified positive drug tests? YES ____ NO ____
3. Did the employee refuse to be tested? YES ____ NO ____
4. Did the employee have other violations of DOT agency drug and alcohol testing regulations?
YES ____ NO ____
5. Did a previous employer report a drug and alcohol rule violation to you? YES ____ NO ____
6. If you answered "yes" to any of the above items, did the employee complete the return-to-duty process? N/A ____ YES ____ NO ____

NOTE: If you answered "yes" to item 5, you must provide the previous employer's report. If you answered "yes" to item 6, you must also transmit the appropriate return-to-duty documentation (e.g., SAP report(s), follow-up testing record).

Section II-B

Name of person providing information in Section II-A:

Title: _____

Phone #: _____

Date: _____

— BUS DRIVER OR DRIVER APPLICANT —

REFUSAL TO SUBMIT TO TESTING

I hereby refuse to submit to drug/alcohol testing by doing the following:

- Failing to appear for any test within a reasonable time, as determined by the school district, consistent with applicable DOT regulations, after being directed to do so;
- Failing to remain at the testing site until the testing process is complete;
- Failing to provide a urine specimen or an adequate amount of saliva or breath for any DOT drug or alcohol test;
- Failing to permit the observation or monitoring of any provision of a specimen in the case of a directly observed or monitored collection in a drug test;
- Failing to provide a sufficient breath specimen or sufficient amount of urine when directed and it has been determined that there was no adequate medical explanation for the failure;
- Failing or declining to take a second test as directed;
- Failing to undergo a medical examination or evaluation, as directed by the Medical Review Officer (MRO) or the Designated Employer Representative (DER);
- Failing to cooperate with any part of the testing process (e.g., refusing to empty pockets when so directed by the collector, behaving in a confrontational way that disrupts the collection process, failing to wash hands after being directed to do so by the collector, failing to sign the certification on the form;
- Failing to follow the observer's instructions, in an observed collection, to raise the driver's clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if the driver has any type of prosthetic or other device that could be used to interfere with the collection process;

ATTACHMENT C

- Possessing or wearing a prosthetic or other device that could be used to interfere with the collection process;
- Admitting to the collector or MRO that the driver adulterated or substituted the specimen; or
- Having a verified adulterated or substituted test as reported by the MRO. [An applicant who fails to appear for a preemployment test, who leaves the testing site before the preemployment testing process commences, or who does not provide a urine specimen because he or she left before it commences, is not deemed to have refused to submit to testing.]

I recognize that my refusal subjects me to the consequences specified in federal law and regulations. It also constitutes a presumption of a positive result. I further recognize that if I am an applicant, I will be disqualified from consideration for the conditionally-offered position. If I am an employee, I will not be permitted to perform safety-sensitive functions, and will be considered insubordinate and subject to disciplinary action, up to and including dismissal. If the school district offers me an opportunity to return to a DOT safety-sensitive function, I understand I will be evaluated by a substance abuse professional, and will be required to submit to a return-to-duty test prior to being considered for reassignment to safety-sensitive functions.

Date:

Time: Signature of Employee/Applicant

Supervisor:

Supervisor's Signature

Comments:

Employee refusal to sign Supervisor's Initials:

These revisions are intended to clarify the Equity Committee’s advisory role to the Board under Policy 211.02, while preserving a clear pathway for district implementation through Superintendent-directed advisory or working groups. The goal is to maintain meaningful impact and accountability without blurring governance and operational responsibilities.

**Equity Committee = Names the problem
 District = Designs the solution
 Board = Decides what happens**

**INDEPENDENT SCHOOL DISTRICT NO. 625
 BOARD OF EDUCATION SAINT PAUL PUBLIC SCHOOLS
 RESOLUTION**

Board File No. :
 Date

Board of Education Resolution

Original	Revised
<p><u>Establishment of Equity Committee</u></p> <p>WHEREAS, the Board of Education values and celebrates diversity and the unique qualities of all students, families and staff; and</p> <p>WHEREAS, the Board of Education is focused on decreasing disparities in achievement based on race, ethnicity, culture and identity; and</p> <p>WHEREAS, under Board Policy 211.02, the Board of Education may establish special and standing committees of the School District by resolution; and</p> <p>WHEREAS, the Board of Education finds the establishment of a standing School District Equity Committee will serve School District students, families, and staff, and the community as a whole;</p>	<p><u>Establishment of Equity Committee</u></p> <p>WHEREAS, the Board of Education values and celebrates diversity and the unique qualities of all students, families and staff; and</p> <p>WHEREAS, the Board of Education is focused on decreasing disparities in achievement based on race, ethnicity, culture and identity; and</p> <p>WHEREAS, under Board Policy 211.02, the Board of Education may establish special and standing committees of the School District by resolution; and</p> <p>WHEREAS, the Board of Education finds the establishment of a standing School District Equity Committee will serve School District students, families, and staff, and the community as a whole;</p>
<p>NOW, THEREFORE, BE IT RESOLVED that the Board of Education of Independent School District No. 625 herewith:</p>	<p>NOW, THEREFORE, BE IT RESOLVED that the Board of Education of Independent School District No. 625 herewith:</p>

<ol style="list-style-type: none"> 1. Establishes a standing Equity Committee. 2. Appoints and designates, through the Board Chair, the following as permanent Committee Tri-Chairs: <ol style="list-style-type: none"> a. The School District Superintendent; b. The School District Assistant Director, Equity; and C. A Director of the Board of Education. 3. Specifies that, in addition to the Tri-Chairs, the Board Chair shall appoint 15 members to serve on the Equity Committee based upon recommendations from the Committee Tri-Chairs through an open nomination process. The 15 additional members shall consist of: <ol style="list-style-type: none"> a. Three (3) School District leaders; b. Three (3) staff members from School District schools; c. Three (3) current students; d. Three (3) current parents/family members; and e. Three (3) community members. 4. Specifies that the term for each non-Chair member shall be two years. A non-Chair member may be reappointed for additional terms but may not serve three consecutive terms. 5. Charges and authorizes the Equity Committee: <ol style="list-style-type: none"> a. To identify and examine disparities impacting School District students, staff, families, and community; b. To bring forth and submit adaptive and actionable recommendations for addressing School District 	<ol style="list-style-type: none"> 1. Establishes a standing Equity Committee. 2. Appoints and designates, through the Board Chair, the following as permanent Committee Tri-Chairs: <ol style="list-style-type: none"> a. The School District Superintendent; b. <u>The School District administrator designated by the Superintendent as responsible for district equity leadership</u> c. A Director of the Board of Education. 3. Specifies that, in addition to the Tri-Chairs, the Board Chair shall appoint 15-23 members to serve on the Equity Committee based upon recommendations from the Committee Tri-Chairs through an open nomination process. The additional members shall consist of: <ol style="list-style-type: none"> a. Three (3) School District leaders; b. Three to five (3-5) staff members from School District schools; c. Three to five (3-5) current students; d. Three to five (3-5) current parents/family members; and e. Three to five (3-5) community members. 4. Specifies that the term for each non-Chair member shall be <u>two years from the date of appointment</u>. A non-Chair member may be reappointed for additional terms but may not serve three consecutive terms. 5. <u>Directs</u> the Equity Committee <u>to meet at least ten (10) times annually, with meeting schedules established in consideration of the academic calendar pursuant to the Procedures for School Board Committees stated in Saint Paul Public Schools Policy 211.02.</u> 6. <u>Authorizes</u> the Equity Committee:
--	--

inequities to School District administration.

6. Assigns the Equity Committee the following duties:

- a. To define and annually review its guiding principles and mission;
- b. To identify, on a biennial basis, three to five goals and objectives aligned to the charges and authority described above to be addressed over the two-year period;
- c. To outline the specific steps to meet the identified goals and objectives.

7. Directs the Equity Committee to meet on a monthly basis pursuant to the Procedures for School Board Committees stated in Saint Paul Public Schools Policy 211.02.

- a. To identify and examine disparities impacting School District students, staff, families, and community;
- b. To bring forth and submit adaptive and actionable recommendations to the Board of Education for consideration of policy, practice, or resource alignment necessary to address identified inequities.
- c. To advise the Board regarding policy and practice alignment necessary to advance equitable access to opportunities and resources consistent with Board-adopted priorities.
- d. To receive information from, and engage in consultation with, district-established advisory bodies or stakeholder groups regarding the implementation of equity-focused initiatives, and to inform the Board on alignment between Board policy, district practice, and student outcomes.

7. Assigns the Equity Committee the following duties:

- a. To annually review guiding principles in support of its Board-established purpose;
- b. To identify, on a biennial basis, three to five priority focus areas aligned to the authority and duties described above;
- c. To annually advise the Board regarding policy and practice alignment necessary to advance equitable access to opportunities and resources consistent with Board-adopted priorities.
- d. To conduct a mid-year review of implementation progress, in consultation with district-established advisory bodies or stakeholder groups, and report findings to the Board of Education on the alignment between Board policy, district practice, and student outcomes.
- e. To develop actionable recommendations aligned to identified priority focus areas

	<p><u>for Board consideration and referral to district administration as appropriate</u></p>
--	--

INDEPENDENT SCHOOL DISTRICT NO. 625
BOARD OF EDUCATION | SAINT PAUL PUBLIC SCHOOLS

Equity Committee Resolution

Summary of Revisions, Issues Identified, and Governance Framework

April 2026



Purpose of This Document

These revisions are intended to clarify the Equity Committee's advisory role to the Board of Education under Policy 211.02, while preserving a clear pathway for district implementation through Superintendent-directed advisory or working groups. The goal is to maintain meaningful impact and accountability without blurring governance and operational responsibilities.

Background

The SPPS Equity Committee was established in August 2019 as a standing committee of the Board of Education. From its inception through early 2021, the committee engaged in substantive work: collecting over 70 community-identified inequities, developing themed inequity statements across access, discipline, personalized learning, and practices, and advancing toward formal recommendations.

Despite this work, the committee's own records reflect a recurring challenge: how to translate thoughtful equity process into clear, accountable implementation. The original resolution contained structural limitations that contributed to this gap. This revision addresses those limitations directly.

Issues Identified in the Original Resolution

Issue Identified	Impact / Why It Matters
Recommendations directed to administration, not the Board	Bypassed Board oversight; recommendations could be ignored or deprioritized without Board awareness
No feedback or accountability loop	Committee had no mechanism to learn whether recommendations were implemented; work disappeared without follow-through
Governance and operational roles were blurred	Committee was positioned to do implementation work it lacked authority to govern; created confusion about scope and power

Tri-Chair tied to specific title (Asst. Director, Equity)	Title changes or reorganization could destabilize committee leadership structure without a resolution amendment
Monthly meeting requirement was rigid	Did not account for academic calendar, school breaks, or competing district obligations
Fixed membership at exactly 15	Did not reflect actual practice (2019-2021 committee had 22 members) and limited flexibility for representation needs
Authorizations and duties separated into distinct sections	Governance language was imprecise; what the committee was permitted to do vs. obligated to do was unclear

Summary of Key Changes

ORIGINAL RESOLUTION (2019)	REVISED RESOLUTION
Recommendations submitted to district administration	Recommendations submitted to the Board of Education
Monthly meetings required	At least 10 meetings annually, aligned to academic calendar
Assistant Director, Equity named as permanent Tri-Chair	Administrator designated by Superintendent for equity leadership
Exactly 15 members	15-23 members (flexible)
No accountability or feedback loop	Mid-year review + annual report to Board on policy/practice alignment
Committee charges and duties combined in single section	Authorizations (Section 6) and Duties (Section 7) clearly separated
No distinction between governance and operational roles	Clear lane: Committee advises Board; Administration implements

Governance Rationale

Why Recommendations Go to the Board, Not Administration

Under the original resolution, the committee submitted recommendations to district administration. This structure allowed recommendations to enter administration without Board awareness or accountability, effectively bypassing the governance body that created the committee. The revised resolution routes recommendations to the Board, which then refers them to the Superintendent for implementation planning. This preserves the Board's oversight role and ensures recommendations do not disappear without formal consideration.

Why Authorizations and Duties Are Separated

Section 6 (Authorizations) grants the committee standing and permission to act — things the committee has the right to do. Section 7 (Duties) creates mandatory obligations — things the committee must do. Some functions appear in both sections intentionally: the committee needs authorization to receive and consult (Section 6) and a separate obligation to formally review and report (Section 7). This dual placement is deliberate governance architecture, not redundancy.

Why the Accountability Loop Matters

The 2019-2021 committee records show members repeatedly asking what would happen to recommendations after submission. The original resolution had no return path: recommendations went to administration and the committee had no mechanism to learn whether they were implemented. The revised resolution builds a formal accountability loop through:

- Mid-year review of implementation progress (Section 7d)
- Annual report to the Board on policy and practice alignment (Section 7c)
- Obligation to report findings on alignment between Board policy, district practice, and student outcomes

Governance Flow

The following diagram illustrates the accountability loop built into the revised resolution:



Conclusion

This revision does not dismantle the original committee or its intent. It completes what the committee itself identified as unfinished: a clear governance structure, a defined accountability loop, and a lane separation between Board advisory work and district implementation. The strongest throughline across the committee's history is that it was always intended to be a serious mechanism for district transformation. This revision gives it the structural foundation to fulfill that purpose.

Prepared by the Board of Education | Independent School District No. 625 | April 2026