

# Special Board Meeting

Monday, June 17, 2024 5:30 PM

High School Media Center, 810 First Street North, Pine River, MN 56474

1. **Call to Order and Pledge to the Flag**

**Speaker(s):** Board Chair

**Members:** Leslie Bouchonville, Chris Cunningham, Roger D. Hoplin, Nicki Linsten-Lodge, Carrie Maurer-Ackerman, David Sheley, Ryan Trumble and Superintendent Jonathan Clark

2. **Welcome to Visitors**

**Speaker(s):** Board Chair

2.1. Public Comments and Time for Interaction with the Board on Agenda Items

**Speaker(s):** Board Chair

3. **Approve Agenda**

4. **Superintendent Report**

5. **Discussion Items**

5.1. Essentia Health Athletic Trainer

5.2. Board Retreat

5.3. Second Reading of Policies

- 709 - Student Transportation Safety Policy
- 504 - Student Dress and Appearance
- 540 - Use of Cell Phones, Digital Imaging Devices and Other Personal Electronic Devices

6. **Action Items**

6.1. Approve a Resolution Certifying the Population Estimate for the 2024 Payable 2025 Levy of Independent School District 2174

6.2. Approve a revision to the Preliminary 2024-25 Budget

6.3. Award contract for Milk and Related Products to Ten Finns Creamery for the period of July 1, 2024 to June 30, 2025

6.4. Award contract for Bread and Related Products to Pan-O-Gold for the period of July 1, 2024 to June 30, 2025

6.5. Award contract for Trash Collection to Waste Partners for the period of July 1, 2024 to June 30, 2025

6.6. Award contract for Diesel Fuel to Northern Star Cooperative for the period of July 1, 2024 to June 30, 2025

6.7. Approve Band and Choir Trip for March 2025

7. **Adjourn**

8. **Second Reading of Policies**

- 709 - Student Transportation Safety Policy
- 504 - Student Dress and Appearance
- 540 - Use of Cell Phones, Digital Imaging Devices and Other Personal Electronic Devices

## **709 STUDENT TRANSPORTATION SAFETY POLICY**

### **I. PURPOSE**

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

### **II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING**

#### **A. School Bus Safety Week**

The school district may designate a school bus safety week. The National School Bus Safety Week is the third week in October.

#### **B. Student School Bus Safety Training**

1. The school district shall provide students enrolled in grades kindergarten (K) through 10 with age-appropriate school bus safety training of the following concepts:
  - a. transportation by school bus is a privilege, not a right;
  - b. school district policies for student conduct and school bus safety;
  - c. appropriate conduct while on the bus;
  - d. the danger zones surrounding a school bus;
  - e. procedures for safely boarding and leaving a school bus;
  - f. procedures for safe vehicle lane crossing; and
  - g. school bus evacuation and other emergency procedures.
2. All students in grades K through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus training. Students in grades K through 10 who enroll in a school after the second week of school, are transported by school bus, and have not received training in their previous school districts shall undergo school bus safety training or

receive bus safety instructional materials within 4 weeks of their first day of attendance.

3. The school district and a nonpublic school with students transported by school bus at public expense must provide students enrolled in grades K through 3 school bus safety training twice during the school year.
4. Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by Minnesota Statute section 169.446, subdivision 2.
5. The school district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.
6. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
7. The school district may provide kindergarten students with school bus safety training before the first day of school.
8. The school district shall adopt and make available for public review a curriculum for transportation safety education.
9. Nonpublic school students transported by the school district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. Upon request by the school district superintendent, the nonpublic school must certify to the school district's school transportation safety director that all students enrolled in grades K through 10 have received the appropriate training.

### C. Active Transportation Safety Training

1. Training required
  - a. The school district must provide public school pupils enrolled in kindergarten through grade 3 with age-appropriate active transportation safety training. At a minimum, the training must include pedestrian safety, including crossing roads.
  - b. The school district must provide pupils enrolled in grades 4 through 8 with age-appropriate active transportation safety training. At a minimum, the training must include:

- (1) pedestrian safety, including crossing roads safely

using the searching left, right, left for vehicles in traffic technique; and

(2) bicycle safety, including relevant traffic laws, use and proper fit of protective headgear, bicycle parts and safety features, and safe biking techniques.

2. Deadlines.

a. Students under subdivision 1, paragraph (a), who are enrolled during the first or second week of school and have not previously received active transportation safety training specified in that paragraph must receive the safety training by the end of the third week of school.

b. Students under subdivision 1, paragraph (b), who are enrolled during the first or second week of school and have not previously received active transportation safety training specified in that paragraph must receive the safety training by the end of the sixth week of school.

c. Students under subdivision 1, paragraph (a) or (b), who enroll in a school after the second week of school and have not received the appropriate active transportation safety training in their previous school district must undergo the training or receive active transportation safety instructional materials within four weeks of the first day of attendance.

d. The school district and a nonpublic school may provide kindergarten pupils with active transportation safety training before the first day of school.

3. Instruction

a. The school district may provide active transportation safety training through distance learning.

b. The district and a nonpublic school must make reasonable accommodations for the active transportation safety training of pupils known to speak English as a second language and pupils with disabilities.

**III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR**

A. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students.

B. Consequences for school bus/bus stop misconduct will be imposed by the school

district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

1. School Bus and Bus Stop Rules. The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.

2. Rules at the Bus Stop

- a. Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- b. Respect the property of others while waiting at your bus stop.
- c. Keep your arms, legs, and belongings to yourself.
- d. Use appropriate language.
- e. Stay away from the street, road, or highway when waiting for the bus.
- f. Wait until the bus stops before approaching the bus.
- g. After getting off the bus, move away from the bus.
- h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- i. No fighting, harassment, intimidation, or horseplay.
- j. No use of alcohol, tobacco, or drugs.

3. Rules on the Bus

- a. Immediately follow the directions of the driver.
- b. Sit in your seat facing forward.
- c. Talk quietly and use appropriate language.
- d. Keep all parts of your body inside the bus.
- e. Keep your arms, legs, and belongings to yourself.
- f. No fighting, harassment, intimidation, or horseplay.

- g. Do not throw any object.
- h. No eating, drinking, or use of alcohol, tobacco, or drugs.
- i. Do not bring any weapons or dangerous objects on the school bus.
- j. Do not damage the school bus.

4. Consequences

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

(1) Elementary (K-6)

1st offense – Warning. Principal or designee will meet with child.

2nd offense – 3 school-day suspension from riding the bus. Principal or designee will meet with child.

3rd offense – 5 school-day suspension from riding the bus. Principal will communicate with parent, possible further consequence and/or intervention.

4th offense – 10 school-day suspension from riding the bus. Parent or guardian will be responsible for arranging a meeting with their principal prior to the child returning to the bus.

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

(2) Secondary (7-12)

1st offense- Warning or 0-4 school days suspension from riding the bus. Principal or designee will meet with child.

2nd offense- 5 school-day suspension from riding the bus. Principal or designee will meet with child.

3rd offense- 10 school-day suspension from riding the bus. Parent or guardian will be responsible for arranging a meeting with their principal prior to the child returning to the bus.

4th offense- 20 school-day suspension from riding the bus. Parent or guardian will be responsible for arranging a meeting with their principal prior to the child returning to the bus.

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

Note: When any student goes 60 transportation days without a report, the student's consequences may start over at the first offense.

(3) **Severe Clause Suspension**

If the student's misconduct jeopardizes their own safety, other students' safety or the safety of the driver, the offending student's privileges may be suspended immediately upon contacting parent / guardian. Incidents involving law enforcement may revoke rider privileges for the remainder of the year. Principal or designee notifies parents for all offenses as to the consequences.

(4) **Other Discipline**

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

(4) **Records**

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that are reasonably believed to cause an immediate and substantial danger to the student or surrounding persons or property shall be provided by the school district to local law enforcement and the Department of Public Safety in accordance with state and federal law.

(5) **Vandalism/Bus Damage**

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within 2 weeks may result in the loss of bus privileges until damages are paid.

(6) **Notice**

School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are to be posted on each school bus.

(7) Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, drug possession, or vandalism), the appropriate school district personnel and local law enforcement officials will be informed.

**IV. PARENT AND GUARDIAN INVOLVEMENT**

A. Parent and Guardian Notification

The school district school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

B. Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;
2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
3. Communicate safety concerns to their school administrators;
4. Monitor bus stops, if possible;
5. Have their children to the bus stop 5 minutes before the bus arrives;
6. Have their children properly dressed for the weather; and
7. Have a plan in case the bus is late.

**V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES**

- A. School bus drivers shall have a valid Class A, B, or C Minnesota driver's license with a school bus endorsement. A person possessing a valid driver's license, without a school bus endorsement, may drive a type III vehicle set forth in Sections VII.B. and VII.C., below. Drivers with a valid Class D driver's license, without a school bus endorsement, may operate a "type A-I" school bus as set forth in Section VII.D., below.
- B. The school district shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.
- C. A school bus driver, with the exception of a driver operating a type A-I school bus or

type III vehicle, who has a commercial driver's license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (Division) of the conviction within 30 days of the conviction. For purposes of this paragraph, a "serious traffic violation" means a conviction of any of the following offenses:

1. excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit;
2. reckless driving;
3. improper or erratic traffic lane changes;
4. following the vehicle ahead too closely;
5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident;
6. driving a commercial vehicle without obtaining a commercial driver's license or without having a commercial driver's license in the driver's possession.
7. driving a commercial vehicle without the proper class of commercial driver's license and/or endorsements for the specific vehicle group being operated or for the passengers or type of cargo being transported;
8. a violation of a state or local law prohibiting texting while driving a commercial vehicle; and
9. a violation of a state or local law prohibiting the use of a hand-held mobile telephone while driving a commercial vehicle.

D. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person's employer of the conviction within 30 days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy.

E. A school bus driver, with the exception of a driver operating a type A-I school bus, who has a Minnesota commercial driver's license suspended, revoked, or canceled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person's employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege,

or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.

- F. A person who operates a type III vehicle and who sustains a conviction as described in Section VII.C.1.g. (i.e., driving while impaired offenses), VII.C.1.h. (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within 10 days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy.

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

### **A. Training**

1. All new school bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction, before transporting students and shall meet the competency testing specified in the Minnesota Department of Public Safety Model School Bus Driver Training Manual. All school bus drivers shall receive in-service training annually. "Annually" means at least once every 380 days from the initial or previous evaluation and at least once every 380 days from the initial or previous license verification. The school district shall retain on file an annual individual school bus driver "evaluation certification" form for each school district driver as contained in the Model School Bus Driver Training Manual.
2. All bus drivers operating a type III vehicle will be provided with annual training and certification as set forth in Section VII.C.1.b., below, by either the school district or the entity from whom such services are contracted by the school district.

### **B. Evaluation**

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

1. Safely operate the type of school bus the driver will be driving;
2. Understand student behavior, including issues relating to students with disabilities;
3. Ensure orderly conduct of students on the bus and handling incidents of misconduct appropriately;
4. Know and understand relevant laws, rules of the road, and local school bus safety policies;

5. Handle emergency situations; and
6. Safely load and unload students.

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

## VII. OPERATING RULES AND PROCEDURES

### A. General Operating Rules

1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training Manual.
2. Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.
3. **Students may be released from the school bus at only two points, the assigned bus stop or at school, except in an emergency or as otherwise authorized by the Transportation Director. The parent or guardian shall designate one location to be their student's AM school bus stop and one location to be their student's PM school bus stop. The locations must be in the attendance area of Pine River-Backus Schools and may be a daycare facility, respite care facility, residence of a relative, or residence of a person chosen by the parent. Changes to the designated stop location will require ten business days to complete.**
4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.
5. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.
6. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands free, when the vehicle is in motion or a part of traffic. For purposes of this paragraph, “school bus” has the meaning given in Minnesota Statutes section 169.011, Subd. 71. In addition, “school bus” also includes type III vehicles when driven by employees or agents of the school district. “Cellular phone” means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

### B. Type III Vehicles

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer's rated seating capacity of 10 or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of 10 or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.
2. Type III vehicles must be painted a color other than national school bus yellow.
3. Type III vehicles shall be state inspected in accordance with legal requirements.
4. Vehicles model year 2007 or older must not be used as type III vehicles to transport school children, except those vehicles that are manufactured to meet the structural requirements of federal motor vehicle safety standard 222, Code of Federal Regulations, title 49, part 571.
5. If a type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The type III vehicle must not have the words "school bus" in any location on the exterior of the vehicle or in any interior location visible to a motorist.
6. A "type III vehicle" must not be outwardly equipped and identified as a type A, B, C, or D bus.
7. Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.
8. Type III vehicles must be equipped with mirrors as required by law.
9. Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any type III vehicle used to transport students must not load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.
10. Any type III vehicle used to transport students must carry emergency equipment including:
  - a. Fire extinguisher. A minimum of one 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket, and must be located in the driver's compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.

- b. First aid kit and body fluids cleanup kit. A minimum of a 10-unit first aid kit and a body fluids cleanup kit is required. They must be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver's compartment and must be marked to indicate their identity and location.
        - c. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.
  11. Students will not be regularly transported in private vehicles that are not state inspected as type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a type III vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for private vehicles.
  12. All drivers of type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.
  13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.
- C. Type III Vehicle Driven by Employees with a Driver's License Without a School Bus Endorsement
  1. The holder of a Class A, B, C, or D driver's license, without a school bus endorsement, may operate a type III vehicle, described above, under the following conditions:
    - a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.
    - b. The operator's employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:
      - (1) safe operation of a type III vehicle;
      - (2) understanding student behavior, including issues relating to students with disabilities;
      - (3) encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;
      - (4) knowing and understanding relevant laws, rules of the road,

and local school bus safety policies;

- (5) handling emergency situations;
- (6) proper use of seat belts and child safety restraints;
- (7) performance of pre trip vehicle inspections;
- (8) safe loading and unloading of students, including, but not limited to:
  - (a) utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;
  - (b) refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;
  - (c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location;
  - (d) placing the type III vehicle in “park” during loading and unloading;
  - (e) escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and
- (9) compliance with paragraph V.F. concerning reporting convictions to the employer within 10 days of the date of conviction.

c. A background check or background investigation of the operator has been conducted that meets the requirements under Minnesota Statutes section 122A.18, subdivision 8, or Minnesota Statutes section 123B.03 for school district employees; Minnesota Statute section 144.057 or Minnesota Statutes. chapter 245C for daycare employees; or Minnesota Statutes section 171.321, subdivision 3, for all other persons operating a type III vehicle under this section.

d. Operators shall submit to a physical examination as required by Minnesota Statute section 171.321, subdivision 2.

- e. The operator's employer requires preemployment drug testing of applicants for operator positions. Current operators must comply with the employer's policy under Minnesota Statutes section 181.951, subdivisions 2, 4, and 5. Notwithstanding any law to the contrary, the operator's employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.
  - f. The operator's driver's license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minnesota Statutes section 171.321, subdivision 5.
  - g. A person who sustains a conviction, as defined under Minnesota Statutes 609.02, of violating Minnesota Statutes sections 169A.25, 169A.26, 169A.27 (driving while impaired offenses), or § 169A.31 (alcohol-related school bus driver offenses), or whose driver's license is revoked under Minnesota Statutes sections 169A.50 to 169A.53 of the implied consent law, or who is convicted of violating or whose driver's license is revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for 5 years from the date of conviction.
  - h. A person who has ever been convicted of a disqualifying offense as defined in Minnesota Statutes section 171.3215, subdivision 1(c), (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.
  - i. A person who sustains a conviction, as defined under Minnesota Statutes section 609.02, of a moving offense in violation of Minnesota Statute chapter 169 within 3 years of the first of 3 other moving offenses is precluded from operating a type III vehicle for 1 year from the date of the last conviction.
  - j. Students riding the type III vehicle must have training required under Minnesota Statutes section 123B.90, subdivision 2 (See Section II.B., above)
  - k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.
- 2. The type III vehicle must bear a current certificate of inspection issued under Minnesota Statutes section 169.451.
  - 3. An employee of the school district who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of the school district, be

exempt from paragraphs VII.C.1.d. (physical examination) and VII.C.1.e. (drug testing), above.

D. Type A-I “Activity” Buses Driven by Employees with a Driver’s License Without a School Bus Endorsement

1. The holder of a Class D driver’s license, without a school bus endorsement, may operate a type A-I school bus or a Multifunction School Activity Bus (MFSAB) under the following conditions:
  - a. The operator is an employee of the school district or an independent contractor with whom the school district contracts for the school bus and is not solely hired to provide transportation services under this paragraph.
  - b. The operator drives the school bus only from points of origin to points of destination, not including home-to-school trips to pick up or drop off students.
  - c. The operator is prohibited from using the 8-light system if the vehicle is so equipped.
  - d. The operator has submitted to a background check and physical examination as required by Minnesota Statutes section 171.321, subdivision 2.
  - e. The operator has a valid driver’s license and has not sustained a conviction of a disqualifying offense as set forth in Minnesota Statute section 171.02, subdivisions 2a(h) - 2a(j).
  - f. The operator has been trained in the proper use of child safety restraints as set forth in the National Highway Traffic Safety Administration’s “Guideline for the Safe Transportation of Preschool Age Children in School Buses,” if child safety restraints are used by passengers, in addition to the training required in Section VI., above.
  - g. The bus has a gross vehicle weight rating of 14,500 pounds or less and is designed to transport 15 or fewer passengers, including the driver.
2. The school district shall maintain annual certification of the requirements listed in this section for each Class D license operator.
3. A school bus operated under this section must bear a current certificate of inspection.
4. The word “School” on the front and rear of the bus must be covered by a sign that reads “Activities” when the bus is being operated under authority of this section.

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

- A. If possible, school bus drivers or their supervisors shall call “911” or the local emergency phone number in the event of a serious emergency.
- B. School bus drivers shall meet the emergency training requirements contained in Unit III “Crash & Emergency Preparedness” of the Minnesota Department of Public Safety Model School Bus Driver Training Manual. This includes procedures in the event of a crash (accident).
- C. School bus drivers and bus assistants for special education students requiring special transportation service because of their handicapping condition shall be trained in basic first aid procedures, shall within one (1) month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.
- D. Emergency Health Information shall be maintained on the school bus for students requiring special transportation service because of their handicapping condition. The information shall state:
  - 1. the student’s name and address;
  - 2. the nature of the student’s disabilities;
  - 3. emergency health care information; and
  - 4. the names and telephone numbers of the student’s physician, parents, guardians, or custodians, and some person other than the student’s parents or custodians who can be contacted in case of an emergency.

## **IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS**

- A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the school district.
- B. All school vehicles shall be state inspected in accordance with legal requirements.
- C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district’s record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.
- D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

## **X. SCHOOL TRANSPORTATION SAFETY DIRECTOR**

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

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

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

**Legal References:** Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses)  
Minn. Stat. § 123B.03 (Background Check)  
Minn. Stat. § 123B.42 (Textbooks; Individual Instruction or Cooperative Learning Material; Standard Tests)  
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)  
Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)  
Minn. Stat. § 123B.90 (School Bus Safety Training)  
Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)  
Minn. Stat. § 123B.935 (Active Transportation Safety Training)  
Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)  
Minn. Stat. Ch. 169 (Traffic Regulations)  
Minn. Stat. § 169.011, Subds. 15, 16, and 71 (Definitions)  
Minn. Stat. § 169.02 (Scope)  
Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)  
Minn. Stat. § 169.446, Subd. 2 (Safety of School Children; Training and Education Rules)  
Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules;

Misdemeanor)

Minn. Stat. § 169.454 (Type III Vehicle Standards)

Minn. Stat. § 169.4582 (Reportable Offense on School Buses)

Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)

Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)

Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)

Minn. Stat. § 171.02, Subds. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)

Minn. Stat. § 171.168 (Notification of Violation by a Commercial Driver)

Minn. Stat. § 171.169 (Notification of Commercial License Suspension)

Minn. Stat. § 171.321 (Qualifications of School Bus and Type III

Vehicle Drivers)

Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)

Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing)

Minn. Stat. Ch. 245C (Human Services Background Studies)

Minn. Stat. § 609.02 (Definitions)

Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)

49 C.F.R. Part 383 (Commercial Driver's License Standards; Requirements and Penalties)

49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)

49 C.F.R. § 383.33 (Notification of Driver's License Suspensions)

49 C.F.R. § 383.5 (Transportation Definitions)

49 C.F.R. § 383.51 (Disqualification of Drivers)

49 C.F.R. § Part 571 (Federal Motor Vehicle Safety Standards)

**Cross References:**

MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

MSBA/MASA Model Policy 707 (Transportation of Public Students)

MSBA/MASA Model Policy 708 (Transportation of Nonpublic Students)

MSBA/MASA Model Policy 710 (Extracurricular Transportation)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 504

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2023

## **504 STUDENT DRESS AND APPEARANCE**

### **I. PURPOSE**

The purpose of this policy is to enhance the education of students by establishing expectations that support educational goals. Students and their families have the primary and joint responsibility for student clothing and appearance. Teachers and other district staff should exemplify and reinforce student clothing and appearance standards and help students develop an understanding of appropriate appearance in the school environment.

### **II. GENERAL STATEMENT OF POLICY**

- A. The policy of the school district is to encourage students to be dressed appropriately for school activities and in keeping with community standards.
- B. A student's clothing or appearance may not materially and substantially disrupt or interfere with the educational mission, school environment, classwork, or school activities. A student's dress or appearance may not incite or contribute to substantial disorder or invasion of the rights of others or pose a threat to the health or safety of the student or others.
- C. Students' rights to choose their dress and appearance for school and school-related activities will be protected provided that the clothing:
  - 1. does not injure people or damage property;
  - 2. does not materially and substantially disrupt or interfere with the educational process or classwork;
  - 3. does not interfere with the requirements of discipline in the operation of the school or school activities, materially disrupt classwork;
  - 4. does not involve substantial disorder or invasion of the rights of others.

Such clothing includes, but is not limited to, the following:

- 1. Clothing for the weather.
- 2. Clothing that does not create a health or safety hazard.
- 3. Clothing for the activity (i.e., physical education or the classroom).
- 4. Footwear that does not present a safety hazard.
- 5. Headwear, including hats or head coverings, are allowed provided that it does not cover the student's face to the extent that the student is not identifiable. Headgear must not interfere with the educational process. Hoodies must allow the face and ears to be visible from the front and sides and must not interfere with the line of sight to any student or staff including while the student wearing the hoodie is seated. Students may wear headgear for a medical or religious reason.

6. Hair, including but not limited to hair texture and hair styles such as braids, locks, and twists.
- C. Student clothing may not include the following:
1. Students may not wear inappropriate clothing. Inappropriate clothing is considered anything that is disruptive to the learning environment such as shirts with cut outs, brief or see-through garments, or over revealing.
  2. Clothing (including emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry) bearing a message that is lewd, vulgar, obscene, libelous, or denigrates, harasses, discriminates against others on the basis of protected class status under the Minnesota Human Rights Act, or violates school district policies prohibiting discrimination, violence, harassment, or other harmful activities. The intention of this policy is not to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing clothing on which such messages are stated. Such messages are acceptable as long as they are not lewd; vulgar; obscene; libelous; do not denigrate, harass, or discriminate against others on the basis of protected class status under the Minnesota Human Rights Act; or do not violate school district policies prohibiting discrimination, bullying, violence, harassment, or other harmful activities.
  3. Apparel promoting products or activities that are illegal for use by minors.
  4. Communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in Policy 413.

### **III. PROCEDURES**

- A. Enforcement of a student dress code will be approached with careful consideration and sensitivity, with the goals of supporting students as they express themselves and pursue their full potential, of not shaming students, and of minimalizing loss of instructional time. When possible, dress code matters should be addressed privately with students, should seek to determine whether factors exist that impact the student's ability to comply with the dress code, and should seek to address such issues.
- B. When, in the reasonable judgment of the administration, (1) a student's clothing or appearance may materially and substantially disrupt or interfere with the educational mission, school environment, classwork, or school activities; (2) may incite or contribute to substantial disorder or invasion of the rights of others; or (3) pose a threat to the health or safety of the student or others, the student will be directed to make modifications. Parents or guardians will be notified. Other consequences may be enforced in line with Policy 506 (Student Discipline).
- C. The administration may recommend a form of clothing considered appropriate for a specific event and communicate the recommendation to students and parents or guardians. A school district or charter school must not prohibit an American Indian student from wearing American Indian regalia, Tribal regalia, or objects of cultural significance at a graduation ceremony.
- D. Likewise, an organized student group may recommend a form of clothing for students considered appropriate for a specific event and bring such recommendation to the administration for approval.

**Legal References:** *U. S. Const., amend. I*  
*Minn. Stat. § 124D.792 (Graduation Ceremonies; Tribal Regalia and Objects of Cultural Significance)*  
*Minn. Stat. § 363A.03, Subd. 36a (Definitions)*  
*Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503 (1969)*  
*B.W.A. v. Farmington R-7 Sch. Dist., 554 F.3d 734 (8<sup>th</sup> Cir. 2009)*  
*Lowry v. Watson Chapel Sch. Dist., 540 F.3d 752 (8<sup>th</sup> Cir. 2008)*  
*Stephenson v. Davenport Cmty. Sch. Dist., 110 F.3d 1303 (8<sup>th</sup> Cir. 1997)*  
*B.H. ex rel. Hawk v. Easton Area School Dist., 725 F.3d 293 (3<sup>rd</sup> Cir. 2013)*  
*D.B. ex rel. Brogdon v. Lafon, 217 Fed. Appx. 518 (6<sup>th</sup> Cir. 2007)*  
*Hardwick v. Heyward, 711 F.3d 426 (4<sup>th</sup> Cir. 2013)*  
*Madrid v. Anthony, 510 F.Supp.2d 425 (S.D. Tex. 2007)*  
*McIntire v. Bethel School, Indep. Sch. Dist. No. 3, 804 F.Supp. 1415 (W.D. Okla. 1992)*  
*Hicks v. Halifax County Bd. of Educ., 93 F.Supp.2d 649 (E.D. N.C. 1999)*  
*Olesen v. Bd. of Educ. of Sch. Dist. No. 228, 676 F.Supp. 820 (N.D. Ill. 1987)*

**Cross References:** *MSBA/MASA Model Policy 413 (Harassment and Violence)*  
*MSBA/MASA Model Policy 506 (Student Discipline)*  
*MSBA/MASA Model Policy 525 (Violence Prevention)*

Adopted: \_\_\_\_\_

Pine River-Backus School District Policy 540

Orig. 2024

Revised: \_\_\_\_\_

Rev.

## **540 USE OF CELL PHONES, DIGITAL IMAGING DEVICES AND OTHER PERSONAL ELECTRONIC DEVICES**

### **I. PURPOSE**

The purpose of this policy is to set forth expectations for appropriate use of existing and emerging technologies which students may possess, including but not limited to cellular phones, digital picture/video camera phones, watches, personal digital assistants (PDAs), iPods, MP3s, pagers and other personal electronic devices capable of transmitting data or images.

### **II. GENERAL STATEMENT OF POLICY**

The Pine River-Backus School District holds high expectations for staff and student behavior, academic integrity and responsible use of existing and emerging technologies such as, cellular phones, digital picture/video camera phones, watches, personal digital assistants (PDAs), iPods, MP3s, pagers and other personal electronic devices capable of transmitting data or images. Students who possess and/or use such devices at school or school sponsored events shall demonstrate the greatest respect for the educational environment and the rights and privacy of all individuals within the school community.

### **III. STANDARDS FOR RESPONSIBLE USE AT SCHOOL, ON BUSES OR AT SCHOOL ACTIVITIES**

#### **A. Respect the educational environment:**

- a. High School Students (Grades 9-12): Cellular phones and other personal electronic devices, when not being used as part of the teacher led classroom activity in class, shall be silenced and kept out of sight during instructional time.
  - i. Students shall not use any electronic device that in any way disrupts or detracts from the educational environment.
  - ii. Students shall not be allowed to leave class in response to any electronic devices.
  - iii. Cellular phones and other devices may be used appropriately and respectfully before and after classes, in common areas – such as near lockers or the cafeteria, or outside on school grounds.
- b. Junior High and Elementary Students (Grades K-8): Cellular phones and other personal electronic devices are prohibited to be used at school. If a cellular phone and other personal electronic device is brought to school it must be turned off and stored in their locker throughout the school day.

#### **B. Respect for privacy rights:**

- a. Students shall not photograph or videotape other individuals at school or at school sponsored activities without their knowledge and consent, except for activities considered to be in the public arena such as sporting events or public performances.
  - i. Staff and students shall not email, post to the internet, or otherwise electronically transmit images of other individuals taken at school without their expressed written consent.
  - ii. Use of cellular phones or other personal electronic devices is strictly prohibited

in locker rooms, restrooms and other area as designated by Administration.

- C. Ensuring Academic Integrity:** Students shall not use cellular phones or other electronic devices in any way that may cause a teacher or staff member to question whether the student may be cheating on tests or academic work or violating copyright policy.
- D. Compliance with Other District Policies:** Use of cellular phones or other personal electronic devices must not violate any other District Policies, including those regarding student privacy, copyright, cheating, plagiarism, civility, student code of conduct, electronic technologies acceptable use policy, or harassment. If a violation occurs involving more than one District policy, consequences for each policy will apply.

#### **DISSEMINATION OF POLICY**

Portions of this policy shall be included in the student/Parent Handbook, posted to the District Web site under School Board Policy, and otherwise distributed upon request.

DRAFT

School Board Member \_\_\_\_\_ introduced the following resolution and moved its adoption.

**RESOLUTION CERTIFYING THE POPULATION ESTIMATE  
FOR THE 2024 PAYABLE 2025 LEVY  
OF INDEPENDENT SCHOOL DISTRICT 2174**

**WHEREAS**, the Independent School District 2174 has experienced an increase in population from the 2020 census figure of 8,013, to the current census figure of 8,114 as determined by the State Demographer.

**BE IT RESOLVED**, by the School Board of Independent School District 2174, that the census figure of 8,114 be certified to the State Demographer for approval of use in the 2024 payable 2025 revenue calculations.

For the adoption of the foregoing resolution was duly seconded by Member \_\_\_\_\_ and upon vote being taken thereon, the following voted in favor thereof: \_\_\_\_\_

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And the following voted against: \_\_\_\_\_

Whereupon said resolution was declared duly passed and adopted.

Date: \_\_\_\_\_

BY ORDER OF THE SCHOOL BOARD

\_\_\_\_\_  
School Board Chair

\_\_\_\_\_  
School Board Vice Chair

Once the resolution is formally approved at a June 2024 school board meeting, please scan and email the signed copy to.

[megan.dayton@state.mn.us](mailto:megan.dayton@state.mn.us)

PINE RIVER-BACKUS SCHOOLS  
STUDENT ACTIVITY FUND  
PRELIMINARY 2024-25 BUDGET

| STUDENT ACTIVITY FUND              | START                | ACTIVITY                 |                        | NET              | END                  |
|------------------------------------|----------------------|--------------------------|------------------------|------------------|----------------------|
|                                    | BALANCE              | 2023-2024                |                        | ACTIVITY         | BALANCE              |
|                                    | \$ 45,108.00         | Revenue                  | Expense                | 2023-24          | 6/30/2024            |
|                                    | 2023-24              | <i>Updated 6/12/2024</i> |                        |                  | 2024-25              |
| ACCOUNTS:                          | BUDGET               |                          |                        |                  | BUDGET               |
| Elem Choir                         | \$ 7,395.96          | \$ -                     | \$ -                   | \$ -             | \$ 7,395.96          |
| Elem Sped - Z Fund                 | \$ 1,416.03          | \$ -                     | \$ -                   | \$ -             | \$ 1,416.03          |
| Elementary General                 | \$ 4,136.54          | \$ 77.10                 | \$ (335.67)            | \$ (259)         | \$ 3,877.97          |
| Elem Student Council               | \$ 75.09             | \$ 311.35                | \$ (179.61)            | \$ 132           | \$ 206.83            |
| Elem Yearbook                      | \$ 6,481.99          | \$ 1,202.57              | \$ (706.43)            | \$ 496           | \$ 6,978.13          |
| Jim Tehennepe                      | \$ 8,018.13          | \$ -                     | \$ -                   | \$ -             | \$ 8,018.13          |
| HELP Fund                          | \$ 15,358.09         | \$ 250.00                | \$ (1,996.77)          | \$ (1,747)       | \$ 13,611.32         |
| Greg Jadwin                        | \$ 5,213.04          | \$ 690.00                | \$ (1,128.13)          | \$ (438)         | \$ 4,774.91          |
| ALC                                | \$ 223.40            | \$ -                     | \$ -                   | \$ -             | \$ 223.40            |
| Concessions                        | \$ 3,184.71          | \$ -                     | \$ -                   | \$ -             | \$ 3,184.71          |
| Business Prof of America           | \$ 4,143.35          | \$ -                     | \$ -                   | \$ -             | \$ 4,143.35          |
| French                             | \$ 669.04            | \$ 1,299.86              | \$ (1,634.00)          | \$ (334)         | \$ 334.90            |
| HS Choir                           | \$ 2,930.11          | \$ -                     | \$ -                   | \$ -             | \$ 2,930.11          |
| Band                               | \$ 1,032.32          | \$ 728.00                | \$ (913.38)            | \$ (185)         | \$ 846.94            |
| Special Education                  | \$ 2,415.50          | \$ 3,517.59              | \$ -                   | \$ 3,518         | \$ 5,933.09          |
| Elem Sped - 5/6 Lucky Bobbers      | \$ 333.84            | \$ -                     | \$ -                   | \$ -             | \$ 333.84            |
| Football                           | \$ 4,582.35          | \$ 1,022.25              | \$ (1,578.92)          | \$ (557)         | \$ 4,025.68          |
| Boys Basketball                    | \$ 2,544.09          | \$ 3,084.00              | \$ (4,650.99)          | \$ (1,567)       | \$ 977.10            |
| Girls Basketball                   | \$ 1,535.23          | \$ 2,398.00              | \$ (1,959.74)          | \$ 438           | \$ 1,973.49          |
| Wrestling                          | \$ 257.19            | \$ 18,133.38             | \$ (14,502.56)         | \$ 3,631         | \$ 3,888.01          |
| Baseball                           | \$ 2,853.14          | \$ 3,309.00              | \$ (4,456.29)          | \$ (1,147)       | \$ 1,705.85          |
| Cross Country                      | \$ 1,262.57          | \$ -                     | \$ -                   | \$ -             | \$ 1,262.57          |
| Boys Golf                          | \$ 823.68            | \$ -                     | \$ (400.11)            | \$ (400)         | \$ 423.57            |
| Girls Golf                         | \$ 830.75            | \$ 694.00                | \$ (163.22)            | \$ 531           | \$ 1,361.53          |
| Track                              | \$ 844.35            | \$ -                     | \$ -                   | \$ -             | \$ 844.35            |
| Volleyball                         | \$ 3,448.91          | \$ 13,745.75             | \$ (7,615.93)          | \$ 6,130         | \$ 9,578.73          |
| Travel Volleyball                  | \$ 888.62            | \$ 9,087.50              | \$ (9,976.12)          | \$ (889)         | \$ -                 |
| Cheer                              | \$ 2,213.44          | \$ 2,877.00              | \$ (1,229.08)          | \$ 1,648         | \$ 3,861.36          |
| Softball                           | \$ -                 | \$ 3,552.25              | \$ (2,825.22)          | \$ 727           | \$ 727.03            |
| Dance                              | \$ 5,223.68          | \$ -                     | \$ -                   | \$ -             | \$ 5,223.68          |
| Band/Choir Fundraiser              | \$ 24,364.75         | \$ 29,625.90             | \$ (23,498.98)         | \$ 6,127         | \$ 30,491.67         |
| Musical/Drama                      | \$ 4,719.76          | \$ 3,693.25              | \$ (4,082.30)          | \$ (389)         | \$ 4,330.71          |
| Robotics                           | \$ 8,413.31          | \$ 9,611.92              | \$ (8,274.04)          | \$ 1,338         | \$ 9,751.19          |
| Trap Team                          | \$ -                 | \$ 18,296.21             | \$ (15,350.93)         | \$ 2,945         | \$ 2,945.28          |
| AD General                         | \$ 9,367.53          | \$ 3,200.00              | \$ (8,776.56)          | \$ (5,577)       | \$ 3,790.97          |
| Class Accounts                     | \$ 2,706.67          | \$ 10,876.74             | \$ (10,938.44)         | \$ (62)          | \$ 2,644.97          |
| High School General                | \$ 179.10            | \$ 629.27                | \$ (876.57)            | \$ (247)         | \$ (68.20)           |
| Student Council                    | \$ 605.08            | \$ 2,536.21              | \$ (2,087.93)          | \$ 448           | \$ 1,053.36          |
| National Honor Society             | \$ 818.59            | \$ 2,709.25              | \$ (3,282.12)          | \$ (573)         | \$ 245.72            |
| HS Yearbook                        | \$ 2,554.77          | \$ 3,248.50              | \$ (53.62)             | \$ 3,195         | \$ 5,749.65          |
| Speech                             | \$ 2,705.94          | \$ 128.25                | \$ (183.24)            | \$ (55)          | \$ 2,650.95          |
| Book Club                          | \$ 160.38            | \$ 4,000.00              | \$ (749.78)            | \$ 3,250         | \$ 3,410.60          |
| PROM                               | \$ 4,967.69          | \$ 8,391.72              | \$ (7,024.02)          | \$ 1,368         | \$ 6,335.39          |
| <b>TOTAL STUDENT ACTIVITY FUND</b> | <b>\$ 151,898.71</b> | <b>\$ 162,926.82</b>     | <b>\$ (141,430.70)</b> | <b>\$ 21,496</b> | <b>\$ 173,394.83</b> |

**MILK BID COMPARISON  
2024-2025**

**RECOMMENDATION: Ten Finns Creamery**

**BIDDER: Cass Clay Company**

| PRODUCT                                      | PRICE      | 2023-24<br>SUPPLY | ESTIMATED<br>TOTAL  |
|--|------------|-------------------|---------------------|
| Homogenized 1% Milk-1/2 pt Cartons           | \$ 0.3540  | 43,600            | \$ 15,434.40        |
| Homogenized Skim Milk-1/2 pt Cartons         | \$ 0.3400  | 6,500             | \$ 2,210.00         |
| Homogenized Choc Skim Milk-1/2 pt Cartons    | \$ 0.3550  | 56,000            | \$ 19,880.00        |
| Homogenized Skim Milk-Gallons                | \$ 4.4140  | 25                | \$ 110.35           |
| Lactose Free Milk-1/2 pt                     | \$ 0.7540  | 800               | \$ 603.20           |
| Cottage Cheese 2%-bulk-lbs                   | \$ 10.6350 | 20                | \$ 212.70           |
| Yogurt-LowFat Vanilla Flavor-bulk-lbs        | \$ 7.6640  | 500               | \$ 3,832.00         |
| Sour Cream-Individual "lite"-100 count cases | \$ 20.5000 | 18                | \$ 369.00           |
| <b>TOTALS</b>                                |            |                   | <b>\$ 42,651.65</b> |

**BIDDER: Ten Finns Creamery**

| PRODUCT                                       | PRICE     | 2023-24<br>SUPPLY | ESTIMATED<br>TOTAL  |
|---|-----------|-------------------|---------------------|
| Non-Homogenized 1% Milk-1/2 pt Cartons        | \$ 0.2800 | 43,600            | \$ 12,208.00        |
| Non-Homogenized Skim Milk-1/2 pt Cartons      | \$ 0.2800 | 6,500             | \$ 1,820.00         |
| Non-Homogenized Choc Skim Milk-1/2 pt Cartons | \$ 0.3000 | 56,000            | \$ 16,800.00        |
| Non-Homogenized 1% Milk 1/2 Gallons           | \$ 1.7500 | 50                | \$ 87.50            |
| Lactose Free Milk-1/2 pt                      | \$ -      | 800               | \$ -                |
| Cottage Cheese 2%-bulk-lbs                    | \$ -      | 20                | \$ -                |
| Yogurt-LowFat Vanilla Flavor-bulk-lbs         | \$ -      | 500               | NA                  |
| Sour Cream-Individual "lite"-100 count cases  | \$ -      | 18                | \$ -                |
| <b>TOTALS</b>                                 |           |                   | <b>\$ 30,915.50</b> |

**ESTIMATE: Ten Finns Creamery (with Sysco pricing for all other items)**

| PRODUCT                                       |       | PRICE      | 2023-24<br>SUPPLY | ESTIMATED<br>TOTAL  |
|---|-------|------------|-------------------|---------------------|
| Non-Homogenized 1% Milk-1/2 pt Cartons        |       | \$ 0.2800  | 43,600            | \$ 12,208.00        |
| Non-Homogenized Skim Milk-1/2 pt Cartons      |       | \$ 0.2800  | 6,500             | \$ 1,820.00         |
| Non-Homogenized Choc Skim Milk-1/2 pt Cartons |       | \$ 0.3000  | 56,000            | \$ 16,800.00        |
| Homogenized Skim Milk-Gallons                 | Sysco | \$ 4.3900  | 25                | \$ 109.75           |
| Lactose Free Milk-1/2 pt                      | Sysco | \$ 0.9208  | 800               | \$ 736.67           |
| Cottage Cheese 2%-bulk-lbs                    | Sysco | \$ 11.4650 | 20                | \$ 229.30           |
| Yogurt-LowFat Vanilla Flavor-bulk-lbs         | Sysco | \$ 7.1975  | 500               | \$ 3,598.75         |
| Sour Cream-Individual "lite"-100 count cases  | Sysco | \$ 16.9800 | 18                | \$ 305.64           |
| <b>TOTALS</b>                                 |       |            |                   | <b>\$ 35,808.11</b> |

**NOTES:**

Neither bid includes the requested milk coolers.

Ten Finns Creamery offers only non-homogenized milk products in 1/2 pint and 1/2 gallon sizes. They do not currently offer the other items requested in the bid specs.

Ten Finns Creamery does not offer Skim gallons. The bid pricing has been adjusted for 1% 1/2 gallons.

Totals of 1/2 pint cartons (excluding lactose free):

Cass Clay \$37,524.40

Ten Finns Creamery \$30,828.00

Difference (\$6,696.40)

**BREAD BID COMPARISON  
2024-2025**

**RECOMMENDATION: Pan-O-Gold**

**BIDDER: Pan-O-Gold**

| PRODUCT  | FIRM<br>PRICE | 2023-24<br>SUPPLY | ESTIMATED<br>FIRM TOTAL |
|--|---------------|-------------------|-------------------------|
| Whole Grain Sandwich Bread - Sliced - per Loaf           | \$ 2.30       | 160               | \$ 368.00               |
| 4" Hamburger Buns School Wheat (WG) - Sliced - per Dozen | \$ 2.16       | 1,200             | \$ 2,592.00             |
| Hot Dog Buns School Whole Grain - Sliced - per Dozen     | \$ 2.65       | 700               | \$ 1,855.00             |
| Dinner Rolls, Whole Grain - Sliced - per Dozen           | \$ 2.45       | 800               | \$ 1,960.00             |
| 6" Hoagie rolls, Whole Grain - per Dozen                 | \$ 2.76       | 400               | \$ 1,104.00             |
| <b>TOTALS</b>  |               |                   | <b>\$ 7,879.00</b>      |

**TRASH COLLECTION COMPARISON  
2024-2025**

**RECOMMENDATION: Waste Partners**

**Bidder: Waste Partners**

|   | <u>Per Pick Up</u> |                 |
|---|--------------------|-----------------|
| 8 Yard Dumpster – Commons                 | \$                 | 72.50           |
| 6 Yard Dumpster – High School             | \$                 | 42.50           |
| 6 Yard Dumpster – Elementary              | \$                 | 27.50           |
| 2 Yard Dumpster – Bus Garage              | \$                 | 35.00           |
| 2 Yard Dumpster – ALC / New Beginnings    | \$                 | 25.00           |
| 8 Yard Dumpster – Cardboard – Commons     | \$                 | 12.50           |
| 8 Yard Dumpster – Cardboard – Elementary  | \$                 | 12.50 \$25/dump |
| 8 Yard Dumpster – Cardboard – High School | \$                 | 12.50 \$50/dump |

**DIESEL COMPARISON  
2024-2025**

**RECOMMENDATION: Northern Star Cooperative**

**Bidder: Northern Star Cooperative**

|                       | Price     | Margin   | 2023-24       | Usage x (Price+Margin) |
|-----------------------|-----------|----------|---------------|------------------------|
| Fluctuating Diesel #1 | \$ 2.6300 | \$ 0.630 | 5,000         | \$ 16,300.00           |
| Fluctuating Diesel #2 | \$ 2.3400 | \$ 0.630 | 17,800        | \$ 52,866.00           |
|                       |           |          | <b>TOTALS</b> | <b>\$69,166.00</b>     |

**Bidder: Best Oil Company**

|                       | Price     | Margin   | 2023-24       | Usage x (Price+Margin) |
|-----------------------|-----------|----------|---------------|------------------------|
| Fluctuating Diesel #1 | \$ 2.6300 | \$ 0.610 | 5,000         | \$ 16,200.00           |
| Fluctuating Diesel #2 | \$ 2.3400 | \$ 0.650 | 17,800        | \$ 53,222.00           |
|                       |           |          | <b>TOTALS</b> | <b>\$69,422.00</b>     |

## **Spring 2025 Band/Choir Trip Proposal**

As a program, we have tried to give students opportunities to explore and travel which is a valuable part of their music education at PRB. This year we are planning to do a similar trip to the one that we took in 2020. This would be a 4 night cruise with a couple days spent in Florida. This trip would take place during spring break and unless a significant travel delay occurs, the students would not miss any school days. We will once again be working with Music Festivals and Tours which has provided our last two trips. Along with organizing and dealing with any problems that arise, they also have a representative travel with the group as a liaison between Royal Caribbean, any other venues, and our group. They are fantastic to work with and have provided great opportunities for our students!

### **Proposed Itinerary:**

**Sunday/Monday-** Flight to Orlando-Kennedy Space Center Tour

**Monday-Friday** On Board The Utopia of the Seas

This is a four night cruise with stops in Nassau in the Bahamas and Coco-Cay which is Royal Caribbean's Private Island. In Nassau, we will be selecting an excursion for all to attend. We will not let students wander in Nassau on their own. There will be a little shopping time on the end of this day but students will be grouped with adults. At Coco Cay, we would participate in a water park and students will have options for add on purchases for experiences such as zip lining. The band and choir will perform during the seas day while on the ship as part of the ship's Compass of performances. This will be in a performance venue with an adjudicator and clinician for remarks and feedback and will be open to the public!

While on the ship, students will be exposed to cultural foods and shows, live musical performances and shows, interactive activities designed for teenagers, and multiple opportunities to see world class performers outside of the musical world. This ship has multiple venues and avenues for entertainment. Students will be required to attend specific shows while on board. The same rules which we have used in the past two cruises will be in effect for curfew as well as for safety of the kids on board and in port.

### **Friday-Sunday**

Activities in Orlando including Universal Studios and a potential Broadway touring show. These are flexible depending on flights, and will require hotel stays which will be organized through our tour company.

### **Cost:**

In getting proposals for potential trips, the cruise option is by far the most cost effective option with the added bonus of an onboard medical facility, onboard security, and background checks for passengers. In looking into a potential trip to Nashville, the cost with two travel days and two full days in town was around \$2400. With this trip, eight days with activities and meals included on the ship, we are estimating a cost of \$1700-\$1900 per student depending on flight costs. We

will preliminarily book in with traveling students before school is out to reserve our spot and await board approval in June! Once approved, we will finalize the itinerary and lock in a price for the students.

Students have, and will continue to have, fundraising opportunities to offset costs. As this is an optional trip, students will be required to foot the bill. The school will take chaperones at a discounted rate at a ratio of 10/12 Students to 1 Chaperone. Parents and family members will be offered this price to book and travel as a non chaperone guest. These persons will be asked to pay for and achieve a good background check through the school prior to booking.

**Safety:**

Safety of our students is our first focus on any trip. I believe this trip gives students the opportunity to explore in a controlled environment and in places they may never get to go to again at such a discounted price. As Nassau has some spots that are questionable (not near the port), we will be doing an excursion in a controlled group with a guide and to a specific spot which will be determined later. In the past trips, we have not had anything more than minor behavioral issues on the ship and I am comfortable that the ship is a safe and exciting environment for the students to be exposed to many cultural and social experiences!

**Questions:**

If you would like to ask questions, have concerns, or would like specific details about this proposed trip. Please contact Ben Kinser.

[bkinser@prbschools.org](mailto:bkinser@prbschools.org)

218-587-8039

Thank you for considering our next trip!!!

Sincerely,

Ben Kinser & Teresa Hamp

## 709 STUDENT TRANSPORTATION SAFETY POLICY

### I. PURPOSE

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

### II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

#### A. School Bus Safety Week

The school district may designate a school bus safety week. The National School Bus Safety Week is the third week in October.

#### B. Student School Bus Safety Training

1. The school district shall provide students enrolled in grades kindergarten (K) through 10 with age-appropriate school bus safety training of the following concepts:
  - a. transportation by school bus is a privilege, not a right;
  - b. school district policies for student conduct and school bus safety;
  - c. appropriate conduct while on the bus;
  - d. the danger zones surrounding a school bus;
  - e. procedures for safely boarding and leaving a school bus;
  - f. procedures for safe vehicle lane crossing; and
  - g. school bus evacuation and other emergency procedures.
2. All students in grades K through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus training. Students in grades K through 10 who enroll in a school after the second week of school, are transported by school bus, and have not received training in their previous school districts shall undergo school bus safety training or

receive bus safety instructional materials within 4 weeks of their first day of attendance.

3. The school district and a nonpublic school with students transported by school bus at public expense must provide students enrolled in grades K through 3 school bus safety training twice during the school year.
4. Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by Minnesota Statute section 169.446, subdivision 2.
5. The school district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.
6. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
7. The school district may provide kindergarten students with school bus safety training before the first day of school.
8. The school district shall adopt and make available for public review a curriculum for transportation safety education.
9. Nonpublic school students transported by the school district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. Upon request by the school district superintendent, the nonpublic school must certify to the school district's school transportation safety director that all students enrolled in grades K through 10 have received the appropriate training.

#### C. Active Transportation Safety Training

1. Training required
  - a. The school district must provide public school pupils enrolled in kindergarten through grade 3 with age-appropriate active transportation safety training. At a minimum, the training must include pedestrian safety, including crossing roads.
  - b. The school district must provide pupils enrolled in grades 4 through 8 with age-appropriate active transportation safety training. At a minimum, the training must include:

(1) pedestrian safety, including crossing roads safely

using the searching left, right, left for vehicles in traffic technique; and

(2) bicycle safety, including relevant traffic laws, use and proper fit of protective headgear, bicycle parts and safety features, and safe biking techniques.

2. Deadlines.

a. Students under subdivision 1, paragraph (a), who are enrolled during the first or second week of school and have not previously received active transportation safety training specified in that paragraph must receive the safety training by the end of the third week of school.

b. Students under subdivision 1, paragraph (b), who are enrolled during the first or second week of school and have not previously received active transportation safety training specified in that paragraph must receive the safety training by the end of the sixth week of school.

c. Students under subdivision 1, paragraph (a) or (b), who enroll in a school after the second week of school and have not received the appropriate active transportation safety training in their previous school district must undergo the training or receive active transportation safety instructional materials within four weeks of the first day of attendance.

d. The school district and a nonpublic school may provide kindergarten pupils with active transportation safety training before the first day of school.

3. Instruction

a. The school district may provide active transportation safety training through distance learning.

b. The district and a nonpublic school must make reasonable accommodations for the active transportation safety training of pupils known to speak English as a second language and pupils with disabilities.

**III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR**

A. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students.

B. Consequences for school bus/bus stop misconduct will be imposed by the school

district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

1. School Bus and Bus Stop Rules. The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.

2. Rules at the Bus Stop

- a. Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- b. Respect the property of others while waiting at your bus stop.
- c. Keep your arms, legs, and belongings to yourself.
- d. Use appropriate language.
- e. Stay away from the street, road, or highway when waiting for the bus.
- f. Wait until the bus stops before approaching the bus.
- g. After getting off the bus, move away from the bus.
- h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- i. No fighting, harassment, intimidation, or horseplay.
- j. No use of alcohol, tobacco, or drugs.

3. Rules on the Bus

- a. Immediately follow the directions of the driver.
- b. Sit in your seat facing forward.
- c. Talk quietly and use appropriate language.
- d. Keep all parts of your body inside the bus.
- e. Keep your arms, legs, and belongings to yourself.
- f. No fighting, harassment, intimidation, or horseplay.

- g. Do not throw any object.
- h. No eating, drinking, or use of alcohol, tobacco, or drugs.
- i. Do not bring any weapons or dangerous objects on the school bus.
- j. Do not damage the school bus.

4. Consequences

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

(1) Elementary (K-6)

1st offense – Warning. Principal or designee will meet with child.

2nd offense – 3 school-day suspension from riding the bus. Principal or designee will meet with child.

3rd offense – 5 school-day suspension from riding the bus. Principal will communicate with parent, possible further consequence and/or intervention.

4th offense – 10 school-day suspension from riding the bus. Parent or guardian will be responsible for arranging a meeting with their principal prior to the child returning to the bus.

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

(2) Secondary (7-12)

1st offense- Warning or 0-4 school days suspension from riding the bus. Principal or designee will meet with child.

2nd offense- 5 school-day suspension from riding the bus. Principal or designee will meet with child.

3rd offense- 10 school-day suspension from riding the bus. Parent or guardian will be responsible for arranging a meeting with their principal prior to the child returning to the bus.

4th offense- 20 school-day suspension from riding the bus. Parent or guardian will be responsible for arranging a meeting with their principal prior to the child returning to the bus.

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

Note: When any student goes 60 transportation days without a report, the student's consequences may start over at the first offense.

(3) **Severe Clause Suspension**

If the student's misconduct jeopardizes their own safety, other students' safety or the safety of the driver, the offending student's privileges may be suspended immediately upon contacting parent / guardian. Incidents involving law enforcement may revoke rider privileges for the remainder of the year. Principal or designee notifies parents for all offenses as to the consequences.

(4) **Other Discipline**

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

(4) **Records**

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that are reasonably believed to cause an immediate and substantial danger to the student or surrounding persons or property shall be provided by the school district to local law enforcement and the Department of Public Safety in accordance with state and federal law.

(5) **Vandalism/Bus Damage**

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within 2 weeks may result in the loss of bus privileges until damages are paid.

(6) **Notice**

School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are to be posted on each school bus.

(7) Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, drug possession, or vandalism), the appropriate school district personnel and local law enforcement officials will be informed.

**IV. PARENT AND GUARDIAN INVOLVEMENT**

A. Parent and Guardian Notification

The school district school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

B. Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;
2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
3. Communicate safety concerns to their school administrators;
4. Monitor bus stops, if possible;
5. Have their children to the bus stop 5 minutes before the bus arrives;
6. Have their children properly dressed for the weather; and
7. Have a plan in case the bus is late.

**V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES**

- A. School bus drivers shall have a valid Class A, B, or C Minnesota driver's license with a school bus endorsement. A person possessing a valid driver's license, without a school bus endorsement, may drive a type III vehicle set forth in Sections VII.B. and VII.C., below. Drivers with a valid Class D driver's license, without a school bus endorsement, may operate a "type A-I" school bus as set forth in Section VII.D., below.
- B. The school district shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.
- C. A school bus driver, with the exception of a driver operating a type A-I school bus or

type III vehicle, who has a commercial driver's license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (Division) of the conviction within 30 days of the conviction. For purposes of this paragraph, a "serious traffic violation" means a conviction of any of the following offenses:

1. excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit;
2. reckless driving;
3. improper or erratic traffic lane changes;
4. following the vehicle ahead too closely;
5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident;
6. driving a commercial vehicle without obtaining a commercial driver's license or without having a commercial driver's license in the driver's possession.
7. driving a commercial vehicle without the proper class of commercial driver's license and/or endorsements for the specific vehicle group being operated or for the passengers or type of cargo being transported;
8. a violation of a state or local law prohibiting texting while driving a commercial vehicle; and
9. a violation of a state or local law prohibiting the use of a hand-held mobile telephone while driving a commercial vehicle.

D. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person's employer of the conviction within 30 days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy.

E. A school bus driver, with the exception of a driver operating a type A-I school bus, who has a Minnesota commercial driver's license suspended, revoked, or canceled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person's employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege,

or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.

- F. A person who operates a type III vehicle and who sustains a conviction as described in Section VII.C.1.g. (i.e., driving while impaired offenses), VII.C.1.h. (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within 10 days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy.

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

### **A. Training**

1. All new school bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction, before transporting students and shall meet the competency testing specified in the Minnesota Department of Public Safety Model School Bus Driver Training Manual. All school bus drivers shall receive in-service training annually. "Annually" means at least once every 380 days from the initial or previous evaluation and at least once every 380 days from the initial or previous license verification. The school district shall retain on file an annual individual school bus driver "evaluation certification" form for each school district driver as contained in the Model School Bus Driver Training Manual.
2. All bus drivers operating a type III vehicle will be provided with annual training and certification as set forth in Section VII.C.1.b., below, by either the school district or the entity from whom such services are contracted by the school district.

### **B. Evaluation**

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

1. Safely operate the type of school bus the driver will be driving;
2. Understand student behavior, including issues relating to students with disabilities;
3. Ensure orderly conduct of students on the bus and handling incidents of misconduct appropriately;
4. Know and understand relevant laws, rules of the road, and local school bus safety policies;

5. Handle emergency situations; and
6. Safely load and unload students.

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

## VII. OPERATING RULES AND PROCEDURES

### A. General Operating Rules

1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training Manual.
2. Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.
3. **Students may be released from the school bus at only two points, the assigned bus stop or at school, except in an emergency or as otherwise authorized by the Transportation Director. The parent or guardian shall designate one location to be their student's AM school bus stop and one location to be their student's PM school bus stop. The locations must be in the attendance area of Pine River-Backus Schools and may be a daycare facility, respite care facility, residence of a relative, or residence of a person chosen by the parent. Changes to the designated stop location will require ten business days to complete.**
4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.
5. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.
6. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands free, when the vehicle is in motion or a part of traffic. For purposes of this paragraph, “school bus” has the meaning given in Minnesota Statutes section 169.011, Subd. 71. In addition, “school bus” also includes type III vehicles when driven by employees or agents of the school district. “Cellular phone” means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

### B. Type III Vehicles

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer's rated seating capacity of 10 or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of 10 or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.
2. Type III vehicles must be painted a color other than national school bus yellow.
3. Type III vehicles shall be state inspected in accordance with legal requirements.
4. Vehicles model year 2007 or older must not be used as type III vehicles to transport school children, except those vehicles that are manufactured to meet the structural requirements of federal motor vehicle safety standard 222, Code of Federal Regulations, title 49, part 571.
5. If a type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The type III vehicle must not have the words "school bus" in any location on the exterior of the vehicle or in any interior location visible to a motorist.
6. A "type III vehicle" must not be outwardly equipped and identified as a type A, B, C, or D bus.
7. Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.
8. Type III vehicles must be equipped with mirrors as required by law.
9. Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any type III vehicle used to transport students must not load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.
10. Any type III vehicle used to transport students must carry emergency equipment including:
  - a. Fire extinguisher. A minimum of one 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket, and must be located in the driver's compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.

- b. First aid kit and body fluids cleanup kit. A minimum of a 10-unit first aid kit and a body fluids cleanup kit is required. They must be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver's compartment and must be marked to indicate their identity and location.
  - c. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.
- 11. Students will not be regularly transported in private vehicles that are not state inspected as type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a type III vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for private vehicles.
  - 12. All drivers of type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.
  - 13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.
- C. Type III Vehicle Driven by Employees with a Driver's License Without a School Bus Endorsement
- 1. The holder of a Class A, B, C, or D driver's license, without a school bus endorsement, may operate a type III vehicle, described above, under the following conditions:
    - a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.
    - b. The operator's employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:
      - (1) safe operation of a type III vehicle;
      - (2) understanding student behavior, including issues relating to students with disabilities;
      - (3) encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;
      - (4) knowing and understanding relevant laws, rules of the road,

and local school bus safety policies;

- (5) handling emergency situations;
- (6) proper use of seat belts and child safety restraints;
- (7) performance of pre trip vehicle inspections;
- (8) safe loading and unloading of students, including, but not limited to:
  - (a) utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;
  - (b) refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;
  - (c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location;
  - (d) placing the type III vehicle in “park” during loading and unloading;
  - (e) escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and
- (9) compliance with paragraph V.F. concerning reporting convictions to the employer within 10 days of the date of conviction.

- c. A background check or background investigation of the operator has been conducted that meets the requirements under Minnesota Statutes section 122A.18, subdivision 8, or Minnesota Statutes section 123B.03 for school district employees; Minnesota Statute section 144.057 or Minnesota Statutes. chapter 245C for daycare employees; or Minnesota Statutes section 171.321, subdivision 3, for all other persons operating a type III vehicle under this section.
- d. Operators shall submit to a physical examination as required by Minnesota Statute section 171.321, subdivision 2.

- e. The operator's employer requires preemployment drug testing of applicants for operator positions. Current operators must comply with the employer's policy under Minnesota Statutes section 181.951, subdivisions 2, 4, and 5. Notwithstanding any law to the contrary, the operator's employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.
  - f. The operator's driver's license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minnesota Statutes section 171.321, subdivision 5.
  - g. A person who sustains a conviction, as defined under Minnesota Statutes 609.02, of violating Minnesota Statutes sections 169A.25, 169A.26, 169A.27 (driving while impaired offenses), or § 169A.31 (alcohol-related school bus driver offenses), or whose driver's license is revoked under Minnesota Statutes sections 169A.50 to 169A.53 of the implied consent law, or who is convicted of violating or whose driver's license is revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for 5 years from the date of conviction.
  - h. A person who has ever been convicted of a disqualifying offense as defined in Minnesota Statutes section 171.3215, subdivision 1(c), (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.
  - i. A person who sustains a conviction, as defined under Minnesota Statutes section 609.02, of a moving offense in violation of Minnesota Statute chapter 169 within 3 years of the first of 3 other moving offenses is precluded from operating a type III vehicle for 1 year from the date of the last conviction.
  - j. Students riding the type III vehicle must have training required under Minnesota Statutes section 123B.90, subdivision 2 (See Section II.B., above)
  - k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.
- 2. The type III vehicle must bear a current certificate of inspection issued under Minnesota Statutes section 169.451.
  - 3. An employee of the school district who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of the school district, be

exempt from paragraphs VII.C.1.d. (physical examination) and VII.C.1.e. (drug testing), above.

D. Type A-I “Activity” Buses Driven by Employees with a Driver’s License Without a School Bus Endorsement

1. The holder of a Class D driver’s license, without a school bus endorsement, may operate a type A-I school bus or a Multifunction School Activity Bus (MFSAB) under the following conditions:
  - a. The operator is an employee of the school district or an independent contractor with whom the school district contracts for the school bus and is not solely hired to provide transportation services under this paragraph.
  - b. The operator drives the school bus only from points of origin to points of destination, not including home-to-school trips to pick up or drop off students.
  - c. The operator is prohibited from using the 8-light system if the vehicle is so equipped.
  - d. The operator has submitted to a background check and physical examination as required by Minnesota Statutes section 171.321, subdivision 2.
  - e. The operator has a valid driver’s license and has not sustained a conviction of a disqualifying offense as set forth in Minnesota Statute section 171.02, subdivisions 2a(h) - 2a(j).
  - f. The operator has been trained in the proper use of child safety restraints as set forth in the National Highway Traffic Safety Administration’s “Guideline for the Safe Transportation of Preschool Age Children in School Buses,” if child safety restraints are used by passengers, in addition to the training required in Section VI., above.
  - g. The bus has a gross vehicle weight rating of 14,500 pounds or less and is designed to transport 15 or fewer passengers, including the driver.
2. The school district shall maintain annual certification of the requirements listed in this section for each Class D license operator.
3. A school bus operated under this section must bear a current certificate of inspection.
4. The word “School” on the front and rear of the bus must be covered by a sign that reads “Activities” when the bus is being operated under authority of this section.

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

- A. If possible, school bus drivers or their supervisors shall call “911” or the local emergency phone number in the event of a serious emergency.
- B. School bus drivers shall meet the emergency training requirements contained in Unit III “Crash & Emergency Preparedness” of the Minnesota Department of Public Safety Model School Bus Driver Training Manual. This includes procedures in the event of a crash (accident).
- C. School bus drivers and bus assistants for special education students requiring special transportation service because of their handicapping condition shall be trained in basic first aid procedures, shall within one (1) month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.
- D. Emergency Health Information shall be maintained on the school bus for students requiring special transportation service because of their handicapping condition. The information shall state:
  - 1. the student’s name and address;
  - 2. the nature of the student’s disabilities;
  - 3. emergency health care information; and
  - 4. the names and telephone numbers of the student’s physician, parents, guardians, or custodians, and some person other than the student’s parents or custodians who can be contacted in case of an emergency.

## **IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS**

- A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the school district.
- B. All school vehicles shall be state inspected in accordance with legal requirements.
- C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district’s record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.
- D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

## **X. SCHOOL TRANSPORTATION SAFETY DIRECTOR**

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

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

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

**Legal References:** Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses)  
Minn. Stat. § 123B.03 (Background Check)  
Minn. Stat. § 123B.42 (Textbooks; Individual Instruction or Cooperative Learning Material; Standard Tests)  
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)  
Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)  
Minn. Stat. § 123B.90 (School Bus Safety Training)  
Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)  
Minn. Stat. § 123B.935 (Active Transportation Safety Training)  
Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)  
Minn. Stat. Ch. 169 (Traffic Regulations)  
Minn. Stat. § 169.011, Subds. 15, 16, and 71 (Definitions)  
Minn. Stat. § 169.02 (Scope)  
Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)  
Minn. Stat. § 169.446, Subd. 2 (Safety of School Children; Training and Education Rules)  
Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules;

Misdemeanor)

Minn. Stat. § 169.454 (Type III Vehicle Standards)

Minn. Stat. § 169.4582 (Reportable Offense on School Buses)

Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)

Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)

Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)

Minn. Stat. § 171.02, Subds. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)

Minn. Stat. § 171.168 (Notification of Violation by a Commercial Driver)

Minn. Stat. § 171.169 (Notification of Commercial License Suspension)

Minn. Stat. § 171.321 (Qualifications of School Bus and Type III

Vehicle Drivers)

Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)

Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing)

Minn. Stat. Ch. 245C (Human Services Background Studies)

Minn. Stat. § 609.02 (Definitions)

Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)

49 C.F.R. Part 383 (Commercial Driver's License Standards; Requirements and Penalties)

49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)

49 C.F.R. § 383.33 (Notification of Driver's License Suspensions)

49 C.F.R. § 383.5 (Transportation Definitions)

49 C.F.R. § 383.51 (Disqualification of Drivers)

49 C.F.R. § Part 571 (Federal Motor Vehicle Safety Standards)

**Cross References:**

MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

MSBA/MASA Model Policy 707 (Transportation of Public Students)

MSBA/MASA Model Policy 708 (Transportation of Nonpublic Students)

MSBA/MASA Model Policy 710 (Extracurricular Transportation)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 504

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2023

## **504 STUDENT DRESS AND APPEARANCE**

### **I. PURPOSE**

The purpose of this policy is to enhance the education of students by establishing expectations that support educational goals. Students and their families have the primary and joint responsibility for student clothing and appearance. Teachers and other district staff should exemplify and reinforce student clothing and appearance standards and help students develop an understanding of appropriate appearance in the school environment.

### **II. GENERAL STATEMENT OF POLICY**

- A. The policy of the school district is to encourage students to be dressed appropriately for school activities and in keeping with community standards.
- B. A student's clothing or appearance may not materially and substantially disrupt or interfere with the educational mission, school environment, classwork, or school activities. A student's dress or appearance may not incite or contribute to substantial disorder or invasion of the rights of others or pose a threat to the health or safety of the student or others.
- C. Students' rights to choose their dress and appearance for school and school-related activities will be protected provided that the clothing:
  - 1. does not injure people or damage property;
  - 2. does not materially and substantially disrupt or interfere with the educational process or classwork;
  - 3. does not interfere with the requirements of discipline in the operation of the school or school activities, materially disrupt classwork;
  - 4. does not involve substantial disorder or invasion of the rights of others.

Such clothing includes, but is not limited to, the following:

- 1. Clothing for the weather.
- 2. Clothing that does not create a health or safety hazard.
- 3. Clothing for the activity (i.e., physical education or the classroom).
- 4. Footwear that does not present a safety hazard.
- 5. Headwear, including hats or head coverings, are allowed provided that it does not cover the student's face to the extent that the student is not identifiable. Headgear must not interfere with the educational process. Hoodies must allow the face and ears to be visible from the front and sides and must not interfere with the line of sight to any student or staff including while the student wearing the hoodie is seated. Students may wear headgear for a medical or religious reason.

6. Hair, including but not limited to hair texture and hair styles such as braids, locks, and twists.
- C. Student clothing may not include the following:
1. Students may not wear inappropriate clothing. Inappropriate clothing is considered anything that is disruptive to the learning environment such as shirts with cut outs, brief or see-through garments, or over revealing.
  2. Clothing (including emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry) bearing a message that is lewd, vulgar, obscene, libelous, or denigrates, harasses, discriminates against others on the basis of protected class status under the Minnesota Human Rights Act, or violates school district policies prohibiting discrimination, violence, harassment, or other harmful activities. The intention of this policy is not to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing clothing on which such messages are stated. Such messages are acceptable as long as they are not lewd; vulgar; obscene; libelous; do not denigrate, harass, or discriminate against others on the basis of protected class status under the Minnesota Human Rights Act; or do not violate school district policies prohibiting discrimination, bullying, violence, harassment, or other harmful activities.
  3. Apparel promoting products or activities that are illegal for use by minors.
  4. Communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in Policy 413.

### **III. PROCEDURES**

- A. Enforcement of a student dress code will be approached with careful consideration and sensitivity, with the goals of supporting students as they express themselves and pursue their full potential, of not shaming students, and of minimalizing loss of instructional time. When possible, dress code matters should be addressed privately with students, should seek to determine whether factors exist that impact the student's ability to comply with the dress code, and should seek to address such issues.
- B. When, in the reasonable judgment of the administration, (1) a student's clothing or appearance may materially and substantially disrupt or interfere with the educational mission, school environment, classwork, or school activities; (2) may incite or contribute to substantial disorder or invasion of the rights of others; or (3) pose a threat to the health or safety of the student or others, the student will be directed to make modifications. Parents or guardians will be notified. Other consequences may be enforced in line with Policy 506 (Student Discipline).
- C. The administration may recommend a form of clothing considered appropriate for a specific event and communicate the recommendation to students and parents or guardians. A school district or charter school must not prohibit an American Indian student from wearing American Indian regalia, Tribal regalia, or objects of cultural significance at a graduation ceremony.
- D. Likewise, an organized student group may recommend a form of clothing for students considered appropriate for a specific event and bring such recommendation to the administration for approval.

**Legal References:** *U. S. Const., amend. I*  
*Minn. Stat. § 124D.792 (Graduation Ceremonies; Tribal Regalia and Objects of Cultural Significance)*  
*Minn. Stat. § 363A.03, Subd. 36a (Definitions)*  
*Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503 (1969)*  
*B.W.A. v. Farmington R-7 Sch. Dist., 554 F.3d 734 (8<sup>th</sup> Cir. 2009)*  
*Lowry v. Watson Chapel Sch. Dist., 540 F.3d 752 (8<sup>th</sup> Cir. 2008)*  
*Stephenson v. Davenport Cmty. Sch. Dist., 110 F.3d 1303 (8<sup>th</sup> Cir. 1997)*  
*B.H. ex rel. Hawk v. Easton Area School Dist., 725 F.3d 293 (3<sup>rd</sup> Cir. 2013)*  
*D.B. ex rel. Brogdon v. Lafon, 217 Fed. Appx. 518 (6<sup>th</sup> Cir. 2007)*  
*Hardwick v. Heyward, 711 F.3d 426 (4<sup>th</sup> Cir. 2013)*  
*Madrid v. Anthony, 510 F.Supp.2d 425 (S.D. Tex. 2007)*  
*McIntire v. Bethel School, Indep. Sch. Dist. No. 3, 804 F.Supp. 1415 (W.D. Okla. 1992)*  
*Hicks v. Halifax County Bd. of Educ., 93 F.Supp.2d 649 (E.D. N.C. 1999)*  
*Olesen v. Bd. of Educ. of Sch. Dist. No. 228, 676 F.Supp. 820 (N.D. Ill. 1987)*

**Cross References:** *MSBA/MASA Model Policy 413 (Harassment and Violence)*  
*MSBA/MASA Model Policy 506 (Student Discipline)*  
*MSBA/MASA Model Policy 525 (Violence Prevention)*

Adopted: \_\_\_\_\_

Pine River-Backus School District Policy 540

Orig. 2024

Revised: \_\_\_\_\_

Rev.

## **540 USE OF CELL PHONES, DIGITAL IMAGING DEVICES AND OTHER PERSONAL ELECTRONIC DEVICES**

### **I. PURPOSE**

The purpose of this policy is to set forth expectations for appropriate use of existing and emerging technologies which students may possess, including but not limited to cellular phones, digital picture/video camera phones, watches, personal digital assistants (PDAs), iPods, MP3s, pagers and other personal electronic devices capable of transmitting data or images.

### **II. GENERAL STATEMENT OF POLICY**

The Pine River-Backus School District holds high expectations for staff and student behavior, academic integrity and responsible use of existing and emerging technologies such as, cellular phones, digital picture/video camera phones, watches, personal digital assistants (PDAs), iPods, MP3s, pagers and other personal electronic devices capable of transmitting data or images. Students who possess and/or use such devices at school or school sponsored events shall demonstrate the greatest respect for the educational environment and the rights and privacy of all individuals within the school community.

### **III. STANDARDS FOR RESPONSIBLE USE AT SCHOOL, ON BUSES OR AT SCHOOL ACTIVITIES**

#### **A. Respect the educational environment:**

- a. High School Students (Grades 9-12): Cellular phones and other personal electronic devices, when not being used as part of the teacher led classroom activity in class, shall be silenced and kept out of sight during instructional time.
  - i. Students shall not use any electronic device that in any way disrupts or detracts from the educational environment.
  - ii. Students shall not be allowed to leave class in response to any electronic devices.
  - iii. Cellular phones and other devices may be used appropriately and respectfully before and after classes, in common areas – such as near lockers or the cafeteria, or outside on school grounds.
- b. Junior High and Elementary Students (Grades K-8): Cellular phones and other personal electronic devices are prohibited to be used at school. If a cellular phone and other personal electronic device is brought to school it must be turned off and stored in their locker throughout the school day.

#### **B. Respect for privacy rights:**

- a. Students shall not photograph or videotape other individuals at school or at school sponsored activities without their knowledge and consent, except for activities considered to be in the public arena such as sporting events or public performances.
  - i. Staff and students shall not email, post to the internet, or otherwise electronically transmit images of other individuals taken at school without their expressed written consent.
  - ii. Use of cellular phones or other personal electronic devices is strictly prohibited

in locker rooms, restrooms and other area as designated by Administration.

- C. Ensuring Academic Integrity:** Students shall not use cellular phones or other electronic devices in any way that may cause a teacher or staff member to question whether the student may be cheating on tests or academic work or violating copyright policy.
- D. Compliance with Other District Policies:** Use of cellular phones or other personal electronic devices must not violate any other District Policies, including those regarding student privacy, copyright, cheating, plagiarism, civility, student code of conduct, electronic technologies acceptable use policy, or harassment. If a violation occurs involving more than one District policy, consequences for each policy will apply.

#### **DISSEMINATION OF POLICY**

Portions of this policy shall be included in the student/Parent Handbook, posted to the District Web site under School Board Policy, and otherwise distributed upon request.

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