

Policy Committee Meeting
Duluth Public Schools, ISD 709
Agenda
Tuesday, January 13, 2026
District Services Center
709 Portia Johnson Dr.
Duluth, MN 55811
5:30 PM

1. AGENDA ITEMS	
2. POLICIES FOR FIRST READING	
A. 612.1 Development of Parental Involvement Policies for Title I Programs (replacing 1067 Parent/Community Involvement Policy)	2
3. POLICIES FOR SECOND READING	
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Adopted:
612.1

MSBA/MASA Model Policy

Revised:

Orig. 1996
Rev. 2025

612.1 DEVELOPMENT OF PARENT AND FAMILY ENGAGEMENT POLICIES FOR TITLE I PROGRAMS

[Note: This policy reflects recent federal statutory changes made by the Every Student Succeeds Act (ESSA) which require school districts and schools to meet with parents and jointly develop parent and family engagement policies at both a district wide and school building level. This policy lists the required components of the parent and family engagement policies described herein and serves as a framework for their development. The policies and these components are mandatory in order for the school district to receive federal funds under this program.]

I. PURPOSE

The purpose of this policy is to encourage and facilitate involvement by parents of students participating in Title I in the educational programs and experiences of students. The policy shall provide the framework for organized, systematic, ongoing, informed, and timely parental involvement in relation to decisions about the Title I services within the school district. The involvement of parents by the school district shall be directed toward both public and private school children whose parents are school district residents or whose children attend school within the boundaries of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to plan and implement, with meaningful consultation with parents of participating children, programs, activities, and procedures for the engagement of parents and families in its Title I programs.
- B. The policy of the school district is to fully comply with 20 United States Code section 6318 which requires the school district to develop jointly with, agree upon with, and distribute to parents of children participating in Title I programs written parent and family engagement policies.

III. DEVELOPMENT OF DISTRICT LEVEL POLICY

The school board directs the administration to develop jointly with, agree upon with, and distribute to parents and family members of participating children a written parent and family engagement policy that will be incorporated into the school district's Title I plan. This policy establishes the expectations for meaningful parent and family involvement and describe how the school district will:

- A. Involve parents and family members in the joint development of the school district's Title I plan and the development of support and improvement plans;
- B. Provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the school district in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education;
- C. Coordinate and integrate parent and family engagement strategies with similar

strategies, to the extent feasible and appropriate, with other relevant federal, state, and local laws and programs;

- D. Conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of the schools served, including identifying barriers to greater participation by parents in parental involvement activities (with particular attention to, parents who are economically disadvantaged, disabled, have limited English proficiency, have limited literacy, or who are of a racial or ethnic minority background); the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and strategies to support successful school and family interactions;
- E. Use the findings of such evaluations to design evidence-based strategies for more effective parental involvement and to revise, if necessary, the district-level and school-level and family engagement policies; and
- F. Involve parents in the activities of the schools, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents or family members served by the school district to adequately represent the needs of the population served by the school district for the purposes of developing, revising, and reviewing the parent and family engagement policy.

IV. DEVELOPMENT OF SCHOOL LEVEL POLICY

The school board will direct the administration of each school to develop (or amend an existing parental involvement policy) jointly with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed upon by such parents and families, that shall describe the means for carrying out the federal requirements of parent and family engagement. Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.

- A. The policy will describe the means by which each school with a Title I program will:
 - 1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation in Title I programs, and to explain to parents of participating children the program, its requirements, and their right to be involved;
 - 2. Offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds transportation, child care, or home visits, as such services relate to parental involvement;
 - 3. Involve parents in an organized, ongoing, and timely way in the planning, review, and improvement of the parental involvement programs, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the school-wide program plan, except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children;
 - 4. Provide parents of participating children with: timely information about Title I programs; a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging state academic standards; if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children,

and ~~to~~ respond to any such suggestions as soon as practicably possible; and

5. If the school-wide program plan is not satisfactory to the parents of participating children, submit any parent's comments on the plan when it is submitted to the school district.
- B. As a component of this policy, each school shall jointly develop with parents a school/parent compact which outlines how parents, staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards. The compact shall:
1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to meet state student academic achievement standards;
 2. Describe the ways each parent will be responsible for supporting his or her child's learning by volunteering in his or her child's classroom and participating, as appropriate, in decisions relating to his or her child's education and use of extracurricular time.
 3. Address the importance of communication between teachers and parents on an on-going basis through the use of:
 - a. Annual parent-teacher conferences to discuss the compact and the child's achievement;
 - b. Frequent progress reports to the parents; and
 - c. Reasonable access to staff, opportunities to volunteer, participate in the child's class, and observe in the child's classroom.
 - d. Ensuring regular two-way, meaningful communication between family members and school staff and, to the extent practicable, in a language that family members can understand.
- C. To ensure effective involvement of parents and to support a partnership among the school, parents, and community to improve student academic achievement, the policy will describe how each school and the school district will:
1. Provide assistance to participating parents in understanding such topics as the state's academic content standards and state academic achievement standards, state and local academic assessments, Title I requirements, and how to monitor a child's progress and work with educators to improve the achievement of their children;
 2. Provide materials and training to assist parents in working with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement;
 3. Educate school staff, with the assistance of parents, in the value and utility of contributions of parents and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and school;
 4. Coordinate and integrate parental involvement programs and activities with other federal, state, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children to the extent feasible and appropriate;

5. Ensure, to the extent practicable, that information about school and parent meetings, programs, and activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand; and
 6. Provide such other reasonable support for parental involvement activities as requested by parents.
- D. The policy will also describe the process to be taken if the school district and school choose to:
1. Involve parents in the development of training for school staff to improve the effectiveness of such training;
 2. Provide necessary literacy training with funds received under Title I programs if all other funding has been exhausted;
 3. Pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
 4. Train parents to enhance the involvement of other parents;
 5. Arrange meetings at a variety of times or conduct in-home conferences between teachers or other educators, who work directly with participating children, and parents who are unable to attend such conferences at school in order to maximize parental involvement and participation in school-related activities;
 6. Adopt and implement model approaches to improving parental involvement;
 7. Develop appropriate roles for community-based organizations and business in parental involvement activities; and
 8. Establish a district-wide federal program parent advisory council to provide advice on all matters related to parental involvement in Title I programs.
- E. To carry out the requirements of parent and family engagement, the school district and schools, to the extent practicable, will provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports in a format and, to the extent practicable, in a language that is understandable by the parents.
- F. The school district and each school shall inform parents and parent organizations of the existence of family engagement in education programs.

The policies will be updated periodically to meet the changing needs of parents and the school.

Legal References: 20 U.S.C. § 6318 (Parent and Family Engagement)

Cross References: None

Resources: U.S. Department of Education: Parent and Family Engagement Non-Regulatory Guidance (January 2025)

~~1067 PARENT/COMMUNITY INVOLVEMENT POLICY~~

~~Independent School District #709 firmly believes that the future success of students in our schools depends on the commitment and effort put forth by our students, their parents, our staff and our community. We believe that parent and community involvement should play an integral part in the shared decision making process. Parents will be provided appropriate data through electronic means. School district and building staff will be expected to post information in support of Policy 1015 School Communications.~~

~~Therefore, it is the policy of Independent School District #709 to encourage and support parent/community activities that:~~

- ~~1. Develop equal partnerships that are committed to and focus on the best interests and educational achievements of our students.~~
- ~~2. Maintain open and effective communication between students, parents, teachers and the community including electronic forms of communication.~~
- ~~3. Stimulate and foster a diverse parental group that is involved in a wide variety of school and community activities.~~

~~Adopted: 06-20-1996 ISD 709~~

~~Revised: 0-6-21-2005 ISD 709~~

Adopted: _____

MSBA/MASA Model Policy 709

Revised: _____

Orig. 1995

Rev. 2025

709 STUDENT TRANSPORTATION SAFETY POLICY

[NOTE: School districts are required by statute to have a policy addressing these issues.]

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 Statutes, 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;
 - (2) bicycle safety, including relevant traffic laws, use and proper fit of protective headgear, bicycle parts and safety features, and safe biking techniques; and
 - (3) electric-assisted bicycle safety, including that a person under the age of 15 is not allowed to operate an electric-assisted bicycle.

2. 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 manager** ~~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 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 cocurricular 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.

These consequences are outlined in the [Student Handbook](#). See the Table of Contents under Transportation of Public School Students to find the exact page.

(1) Elementary (K-6)

~~1st offense — warning~~
~~2nd offense — 3 school day suspension from riding the bus~~
~~3rd offense — 5 school day suspension from riding the bus~~
~~4th offense — 10 school day suspension from riding the bus/meeting with parent~~
~~Further offenses — individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.~~

(2) Secondary (7-12)

~~1st offense — warning~~
~~2nd offense — 5 school day suspension from riding the bus~~
~~3rd offense — 10 school day suspension from riding the bus~~
~~4th offense — 20 school day suspension from riding the bus/meeting with parent~~
~~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) 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 INVOLVEMENTA. 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, **or** 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 or type III vehicle, who has a Minnesota commercial driver's license suspended, revoked, or cancelled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person's employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.
- F. A person who operates a type III vehicle and who sustains a conviction as described in Section VII.C.1.g. (i.e., driving while impaired offenses), VII.C.1.h. (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within 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. For purposes of this section, "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.

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

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

B. Evaluation

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

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

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

[NOTE: The school district may use alternative assessments rather than those set forth in the Model School Bus Driver Training Manual for bus driver training competencies with the approval of the Commissioner of Public Safety. A driver also may receive at least 8 hours of school bus in-service training in any year as an alternative to being assessed for bus driver competencies after the initial year of being assessed for bus driver competencies.]

VII. OPERATING RULES AND PROCEDURES

A. General Operating Rules

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

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

2. Only students assigned to the school bus by the **transportation office** ~~school district~~ shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.
3. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative, or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.
4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.
5. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.

[NOTE: A school district is not required to comply with Section VII.A.5. if the school board determines that alternative locations block traffic, impair student safety, or are not cost effective.]

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, subdivision 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, 49 Code of Federal Regulations, 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 pretrip vehicle inspections;
 - (8) safe loading and unloading of students, including, but not limited to:
 - (a) utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;
 - (b) refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;
 - (c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location;
 - (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 Statutes, section 144.057 or Minnesota Statutes, chapter 245C for day care 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 Statutes, 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, section 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 Statutes, 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, Subd. 2 (See Section II.B., above).
 - k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.
- 2. The Type III vehicle must bear a current certificate of inspection issued under 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 Statutes, 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 Pre- school Age Children in School Buses," if child safety restraints are used by passengers, in addition to the training required in Section VI., above.
 - g. The bus has a gross vehicle weight 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).

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

- C. School bus drivers and bus assistants for special education students requiring special transportation service because of a disability 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. **Medical Notes shall be maintained on the school bus for students.** ~~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 **the transportation manager** ~~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 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 **HAZARD COMMITTEE**

The school board may establish a student transportation safety **hazard** 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 **hazard** 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 (Notice of Violation by Commercial Driver)
 Minn. Stat. § 171.169 (Notice 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)

~~3150 — TRANSPORTATION — RESPONSIBILITIES OF PRINCIPALS~~

~~Pupils are not to be excluded from the bus along the route for a violation of discipline; all such violations shall be reported by the bus driver to the principal and to the Supervisor of Transportation using the Bus Driver's Report of Student Misconduct form.~~

~~The principal shall investigate all complaints of misbehavior on school buses and take appropriate disciplinary action when necessary.~~

~~Principals shall arrange for the prompt release at the end of the school day of students who are to ride school buses. The principal, or designee, shall advise the parents if a transported student misses any bus, and the student or parents/ guardian shall make their own transportation arrangements in such an emergency.~~

~~In instances where student misbehavior has caused damage to the school bus, a statement of repair costs will be mailed to the parents for reimbursement to the School District for such repair costs.~~

~~Lists of transported students are to be maintained by each school. Changes of address, deletions, or additions must be reported to the Transportation Department on a Route Revision Request form.~~

~~Adopted: — 06-09-1970 ISD-709~~

~~Revised: — 10-21-1975~~

~~— 11-13-1979~~

~~— 07-11-1989~~

~~— 06-20-1995 ISD-709~~

~~3160—STUDENT TRANSPORTATION SAFETY POLICY~~

~~I. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING~~

~~—A. School Bus Safety Week~~

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

~~—B. Student Training~~

~~The School District shall provide students enrolled in grades kindergarten through 12 with school bus safety training. The training shall be results-oriented and shall consist of both classroom instruction and practical training using a school bus and a Duluth Transit Authority bus, where applicable. Upon completing the training, a student shall be able to demonstrate knowledge and understanding of at least the following competencies and concepts:~~

- ~~1. transportation by school bus is a privilege, not a right~~
- ~~2. School District policies for student conduct and school bus safety~~
- ~~3. appropriate conduct while on the bus~~
- ~~4. the danger zones surrounding a school bus~~
- ~~5. procedures for safely boarding and leaving a school bus~~
- ~~6. procedures for safe vehicle lane crossing~~
- ~~7. school bus evacuation and other emergency procedures~~

~~Student school bus safety training shall commence during school bus safety week. All students who are transported by school bus and are enrolled during the first week of school must demonstrate achievement of the school bus safety training competencies by the end of the third full week of school. Students who enroll in a school after the first week of school and are transported by school bus shall undergo school bus safety training and demonstrate achievement of the school bus safety competencies within three weeks of the first day of attendance. The School District may deny transportation to a student who fails to demonstrate the competencies, unless the student is unable to achieve the competencies due to a disability.~~

~~The School District will, to the extent possible, provide kindergarten students with school bus safety training before the first day of school.~~

~~The School District will also provide student safety education for bicycling and pedestrian safety.~~

~~The School District's curriculum for transportation is maintained and available for review in the Transportation Office.~~

~~II. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR~~

~~Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions, or events. All school rules are in effect while a student is riding the bus or at the bus stop.~~

~~Consequences for school bus/bus stop misconduct will be imposed by the building principal or the principal's designee. In addition, all school bus/bus stop misconduct will be reported to the School District's Transportation Safety Director and to the Supervisor of Transportation. Serious misconduct may be reported to law enforcement.~~

~~—A. School Bus and Bus Stop Rules~~

~~The School District school bus safety rules are to be posted on every bus. If these rules are broken, the School District's discipline procedures are to be followed. 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.~~

~~B. Rules at the Bus Stop~~

- ~~1. Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.~~
- ~~2. Respect the property of others while waiting at your bus stop.~~
- ~~3. Keep your arms, legs, and belongings to yourself.~~
- ~~4. Use appropriate language.~~
- ~~5. Stay away from the street, road, or highway when waiting for the bus. Wait until the bus stops before approaching the bus.~~
- ~~6. After getting off the bus, move away from the bus.~~
- ~~7. 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.~~
- ~~8. No fighting, harassment, intimidation, or horseplay.~~
- ~~9. No use of alcohol, tobacco, or drugs.~~

~~C. Rules on the Bus~~

- ~~1. Immediately follow the directions of the driver.~~
- ~~2. Sit in your seat facing forward.~~
- ~~3. Talk quietly and use appropriate language.~~
- ~~4. Keep all parts of your body inside the bus.~~
- ~~5. Keep your arms, legs, and belongings to yourself.~~
- ~~6. No fighting, harassment, intimidation, or horseplay.~~
- ~~7. Do not throw any object.~~
- ~~8. No eating, drinking, or use of tobacco or drugs.~~
- ~~9. Do not bring any weapon or dangerous objects on the school bus.~~
- ~~10. Do not damage the school bus.~~

~~D. Consequences~~

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

~~1st offense—warning—parent notification~~

~~2nd offense—up to five (5) school day suspension from riding the bus~~

~~3rd offense—up to one (1) month suspension from riding the bus~~

~~Further offenses—up to one (1) year suspension from riding the bus/meeting with parent~~

~~1. Other Discipline~~

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

~~2. Records~~

~~Records of school bus/bus stop misconduct will be forwarded to the individual school building and to the Transportation Office and will be retained in the same manner as other student discipline records. Reports of serious misconduct will be provided to~~

~~the Department of Public Safety. Records may also be maintained in the Transportation Office.~~

~~3. Vandalism/Bus Damage~~

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

~~4. Notice~~

~~Students will be given a copy of school bus and bus stop rules during school bus safety training. Rules are to be posted on each bus and both rules and consequences will be periodically reviewed with students by the driver. The parents of each elementary student shall receive annually a summary of rules of safety, eligibility, and behavior.~~

~~5. Criminal Conduct~~

~~In cases involving criminal conduct (for example, assault, weapons, possession, or vandalism), the Superintendent, and local law enforcement officials.~~

~~III. **PARENT AND GUARDIAN INVOLVEMENT**~~

~~A. Parent/Guardian Responsibilities for Transportation Safety~~

- ~~1. Become familiar with School District rules and policies, regulations, and principles of school bus safety.~~
- ~~2. Assist students in understanding safety rules and encourage them to abide by them.~~
- ~~3. Recognize their responsibilities for the actions of their students.~~
- ~~4. Support safe riding practices and reasonable discipline efforts.~~
- ~~5. When appropriate, assist students in safely crossing local streets before boarding and after leaving the bus.~~
- ~~6. Support procedures for emergency evacuation and procedures in emergencies as set up by the School District.~~
- ~~7. Respect the rights and privileges of others.~~
- ~~8. Communicate safety concerns to school administrators.~~
- ~~9. Monitor bus stops, if possible.~~
- ~~10. Support all efforts to improve school bus safety.~~

~~B. Parent and Guardian Notification~~

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

~~IV. **SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES**~~

~~All school bus drivers shall be adequately prepared, both physically and mentally, each day to perform required duties. The driver is in full charge of the bus and the driver's duties include:~~

~~A. Operating the vehicle in a safe and efficient manner:~~

- ~~1. Safety. The primary concern of each driver is safety. Drivers will exercise extreme caution during the loading and unloading process as well as when driving.~~
- ~~2. Defensive Driving. All drivers are to drive defensively at all times. A definition of defensive driving is: driving in a manner to avoid accident involvement despite adverse conditions created by roads, weather, traffic, or errors of other drivers or pedestrians.~~
- ~~3. Driving Adjustments. Winter and wet weather driving may require adjusting speed and normal driving practices to compensate for road conditions.~~

- ~~4. Emergency Doors. Emergency doors must be free and operable. Under no circumstances may the doors be obstructed to prevent easy access.~~
- ~~5. Service Door. The service door of the bus must be closed at all times while the bus is in motion.~~
- ~~6. Overloads. The registration card in all vehicles designates the maximum number of passengers allowed to be carried. This limit cannot be exceeded. A driver should call the designated individual for instructions should a vehicle become overloaded.~~
- ~~7. Railroad Crossings. All vehicles used to transport must stop at railroad crossings, using required procedures, whether they are loaded or empty. School buses shall not activate the eight-way lights; four-way hazard lights are to be used before stopping and when crossing the tracks.~~
- ~~8. Speeding and Other Moving Violations. No bus will travel faster than road, traffic, and weather conditions safely permit regardless of the posted speed limit. Any driver convicted of a moving violation with a school bus will face disciplinary action. Other reports or warnings regarding speeding will result in suspension and/or termination.~~
- ~~9. Smoking Prohibited. Smoking by either the driver or the passengers is prohibited on any school bus, Type III vehicle, or on school property.~~

~~B. Conducting thorough pre-trip and post-trip inspections of the vehicle and special equipment:~~

- ~~1. Bus Inspection. Drivers are required to make a pre-trip inspection of the bus before each trip. Failure to do so is a violation of state law. Defects are to be reported in writing. Drivers are required to check their buses for students, vandalism, and articles left on the bus after each route segment.~~
- ~~2. Safety Equipment. All drivers are responsible for ensuring that the necessary safety equipment is aboard the bus, including fire extinguisher, first aid kit, bodily fluids clean-up kit, flashlight, reflectorized emergency warning device, and any additional items required by the District. Drivers of vehicles for disabled students will ensure all student health information cards are on-board the bus.~~
- ~~3. Bus Cleaning. Drivers are required to keep the interior of their buses swept and free of trash at all times.~~
- ~~4. Fueling. The driver is responsible for ensuring that his or her assigned vehicle is adequately fueled before leaving the yard. Smoking is prohibited in the fueling area. The engine shall be turned off while fueling. Drivers should never fuel with passengers aboard.~~

~~C. Ensuring the safety, welfare, and orderly conduct of passengers while on the bus. (See Section II)~~

~~D. Meeting emergency situations in accordance with operating procedures. (See Section V)~~

~~E. Communicating effectively with school staff, students, parents, law enforcement officials, and the motoring public:~~

- ~~1. Relations with Students. Bus drivers will treat students with respect and will refrain from any conduct which is intended or could be perceived as demeaning, intimidating, or harassing and shall endeavor to establish and maintain good rapport with the students.~~
- ~~2. Relations with School Officials. School officials can and will be of considerable assistance to drivers. They are trained in the education of students, and it is in their best interest that control and discipline be maintained on the bus. Therefore, it is very important drivers have good relationships with the school officials and give them full cooperation.~~
- ~~3. Relations with the Public. It is important to remember that, to the general public,~~

the driver represents the School District. Buses are one of the most visible vehicles on the road. Drivers must deal with students, parents, and other motorists in a polite, professional, and considerate manner.

4. ~~Student Discipline.~~ Although drivers are responsible for maintaining order on the bus, drivers must always remember that the types of actions they may use are limited. Drivers must never, under any circumstances, use corporal punishment. Drivers have no authority to deny a child the privilege of riding the bus or drop the student at other than the designated stop. Any denial of bus-riding privileges can come only from the school authorities.
5. ~~Route Changes.~~ No driver is to make changes in the pick-up or drop-off schedule for his or her route without prior authorization. No stops are to be added, deleted, or moved without approval. No driver may deviate from the established route without prior permission except as required by an emergency or temporary road conditions. All requests for route changes shall be referred to the Supervisor of Transportation.
6. ~~Route Problems.~~ Any problems, of whatever kind, encountered by a driver on the routes or trips should be brought to the attention of the designated individual as soon as possible.
7. ~~Unauthorized Passengers.~~ Only authorized passengers may be transported in a bus. Any other passenger must be specifically approved.
8. ~~Notices.~~ It is the responsibility of the driver to check for notices each day and to check with his or her supervisor regularly.
9. ~~Schedules.~~ Drivers shall maintain their schedules so that no bus is ever early at a stop.

F. Completing required reports.

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

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

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

1. ~~Standeers Prohibited.~~ Standees are not allowed on a moving school bus. Drivers must not move a bus from a stopped position until all passengers are seated. Students are to remain seated until the bus has stopped.
2. ~~Dangerous Articles.~~ No weapons or articles that may be classified as dangerous may be transported on a school bus. This includes any and all weapons, gasoline cans, animals, and other dangerous or objectionable items. Possession of weapons on school property or the bus will not be tolerated. Companion dogs are allowed.

I. Wearing driver's seat belt whenever the bus is in motion.

—Additional driver duties and responsibilities may be found in the driver handbook. All bus driver dismissals will be reported to the Department of Public Safety pursuant to Department of Public Safety directions.

~~V. OPERATING RULES AND PROCEDURES~~

~~A. General Operating Rules~~

1. All routes shall be on file with the School District's Supervisor of Transportation.
2. Only students assigned to the school bus by the District shall be transported. The number of students or other authorized passengers transported in or assigned to a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.
3. Drivers are to enforce the provisions of the school bus and bus stop rules as

~~appropriate. Students may be released from the bus at only two points, the designated bus stop or at school, except in case of an emergency or as otherwise authorized.~~

- ~~4. The parent/guardian may designate by a signed, written request, a day care facility, respite care facility, the residence of a relative, or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet other eligibility requirements.~~
- ~~5. Students who misbehave severely may be returned to the school immediately and reported to the building principal or other designated individual.~~
- ~~6. Safety evacuation drills for the student passengers shall be conducted at least twice a year.~~
- ~~7. There shall be no students in the bus while the fuel tank is being filled. On leaving the vehicle when students are in the bus, the driver shall stop the bus, remove the ignition key, set the brakes, and otherwise render the bus immobile.~~
- ~~8. Buses shall not be run backwards on the school grounds or any other point if it can be avoided. If it is necessary to run a bus backwards on school grounds, the driver shall have another responsible person act as a guard flagman in back of the bus to keep other persons out of the path and to issue warnings to the driver of approaching traffic.~~
- ~~9. When arriving or leaving the school grounds, the driver must not follow closer than fifty (50) feet from the vehicle directly in front of the bus or closer than five hundred (500) feet when traveling on the highway.~~
- ~~10. No school bus shall pull any trailer when students are being transported on regular routes to or from school.~~
- ~~11. In case of an accident or breakdown of the bus, the driver shall contact the dispatcher using the two-way radio. If no radio contact is available, the driver shall not leave the bus but shall send two responsible students to the nearest house to summon help.~~
- ~~12. The District may adopt such additional operating rules as are deemed necessary to meet local conditions and needs, provided they do not conflict with State laws and regulations.~~

~~B. Use of Signals, Loading or Unloading~~

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

~~unloading students.~~

~~8. Buses shall load and unload students only at designated locations.~~

~~C. Crossing Highways and Streets~~

~~1. The driver shall be responsible for safely delivering the students who must cross the highway or street by one of the following methods:~~

~~a. Students shall pass approximately ten (10) feet in front of the school bus so as to be seen by the driver and cross the road only upon receiving a hand signal from the driver, or~~

~~b. The student shall pass approximately ten (10) feet in front of the bus so as to be seen by the driver and be conducted across the road by the school bus patrol, or~~

~~c. The driver shall personally conduct the students across the road after following required procedures for disabling the bus.~~

~~d. The driver shall visually ascertain that students getting off the bus who do not need to cross the road are a safe distance from the bus before moving the vehicle.~~

~~D. Type III Vehicles~~

~~1. Are defined as a passenger car, station wagon, van or bus having a maximum seating capacity of 10 or fewer people, including the driver, and a gross weight of 10,000 pounds or less. Any Type III vehicle used to transport students must carry all emergency equipment listed in Section IV.B.2. If District owned, the District name will be clearly marked on the side of the vehicle.~~

~~2. The vehicle must comply with the Type III vehicle standards set forth in state statute 169.454.~~

~~3. Use of Type III vehicles shall be requested on a Field Trip Authorization form filed with the school principal.~~

~~4. Students will not be regularly transported in private vehicles. However, private vehicles may be used in an emergency. The District has no system of inspection for private vehicles.~~

~~5. The driver of a District Type III vehicle must conduct a pre-trip inspection. The Transportation Department regulates what is included in this inspection.~~

~~6. All drivers who transport students in Type III vehicles are subject to the same license check requirements as District school bus drivers as required by state law. Each employee who is to transport students in a Type III vehicle must first verify that they are qualified to do so. The principal at each school is responsible for maintaining a list of employees who have had their license checked and who can transport students.~~

VI. SCHOOL BUS DRIVER TRAINING

A. Training

~~—All new bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction before transporting students and shall meet the competencies specified by the Department of Public Safety. All school bus drivers shall receive a minimum of eight hours of in-service training annually.~~

~~—The following driver training standards represent the **minimum** areas of training which each driver must receive prior to entering service to the School District.~~

~~—1. Pre-Trip Inspection~~

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

- The engine compartment—belts, valves, fluid leaks
- Engine start, warning lights, gauges, horn
- Fuel level
- Brakes—pedal reserve and air/vacuum gauges
- Interior—seats, floor, lights
- Electrical charging system
- Emergency door:
 - a. smooth latch operation
 - b. alarm buzzer
- Entrance door operation
- Lift door operation and alarm
- Lift equipment for wheelchairs
- Wheels, service brakes, emergency brake
- Exterior lights—headlights, brake lights, marker lights, turn signals
- Exhaust system
- Windows, windshield, and inspection sticker
- Eight light system and stop arm
- Emergency equipment—first aid kit, bodily fluids clean-up kit, flashlight, reflectors, two-way radio

2. Fundamentals and Techniques of School Bus Driving

- The driver training program must include:
 - Relevant laws
 - Rules of the road and School District safety policies
 - Defensive driving
 - Driving in inclement weather conditions:
 - a. reduced visibility—rain, snow, fog
 - b. wet roads
 - c. icy roads
 - Dealing with pedestrians and students in traffic
 - Operation of the manual or automatic transmission
 - The use of the drive train for stopping the school bus
 - Situations where the hand brake will and will not stop a moving bus
 - Steering and turning techniques
 - Right and left turn maneuvers
 - Gauging the speed of other vehicles on cross streets
 - Use of mirrors
 - Merging into traffic
 - Visual perceptions
 - Safe following distances
 - Safe passing procedures
 - Safe backing procedures
 - Use of the eight light system and School District regarding its use
 - Loading and unloading procedures
 - Knowledge of the danger zone concept
 - Policies and Procedures for grade level railroad crossings
 - Emergency use of the public address system
 - Response to an approaching emergency vehicle while unloading
 - Leaving the bus unattended at school sites

3. Special Services Transportation

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

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

~~4. Emergency Procedures~~

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

- ~~• Identifying the degree of an emergency before beginning an evacuation~~
- ~~• Identifying a safe evacuation unloading area~~
- ~~• Preplanning emergency evacuations for both conventional and lift buses:~~
 - ~~• a. front, rear, and both door evacuations~~
 - ~~• b. evacuation of special education students~~
 - ~~• c. evacuation of physically disabled students and students using wheelchairs~~
 - ~~• d. placement of students in a safe location~~
- ~~• Cooperation in emergency evacuation drills~~
- ~~• Mechanical breakdowns:~~
 - ~~• a. stop bus in safe location~~
 - ~~• b. keep passengers in bus if safe to do so~~
 - ~~• c. take steps to warn motorists~~
 - ~~• d. radio or call for assistance~~
- ~~• How to secure the school bus and place emergency triangles~~
- ~~• Use of the two-way communication system in an emergency~~
- ~~• When it is appropriate to evacuate the school bus~~
- ~~• How to supervise an emergency evacuation~~
- ~~• Emergency evacuation of the disabled~~
- ~~• Special considerations when evacuating a lift bus~~
- ~~• Lifting techniques for handling disabled students in an emergency situation~~
- ~~• Priorities when dealing with injured passengers~~
- ~~• How to use the school bus first aid kit~~
- ~~• Use and operation of the fire extinguisher~~
- ~~• Dealing with other motorists and the police~~
- ~~• Use of emergency reflectors and hazard lights~~
- ~~• Control of exposure to blood borne pathogens~~
- ~~• Use of body fluid clean up kits~~
- ~~• School District policy on medical emergencies~~
- ~~• Recognition and handling of epileptic seizures~~
- ~~• How to respond if a passenger has a weapon on the bus~~

~~5. First Aid/CPR~~

~~All drivers must demonstrate proficiency in first aid and CPR. This may be shown by~~

~~current certification in CPR and first aid by the American Red Cross or American Heart Association or equivalent.~~

~~–6. Private or Confidential Student Information~~

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

~~–7. Student Discipline~~

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

~~–8. Human Relations~~

- ~~• Appropriate driver behavior~~
- ~~• Sensitivity to a diverse student population~~
- ~~• Sensitivity to handicapping conditions~~
- ~~• Relations with parents and school staff~~
- ~~• Working with a special education bus aide~~

~~–9. Chemical Abuse~~

- ~~• How alcohol and/or drugs can affect driving skills~~
- ~~• Drug testing programs~~
- ~~• State and federal requirements~~

~~B. Evaluation~~

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

- ~~1. safely operate the type of school bus the driver will be driving~~
- ~~2. understand student behavior, including issues relating to students with disabilities~~
- ~~3. ensure orderly conduct of students on the bus and handle incidents of conduct appropriately~~
- ~~4. know and understand relevant laws, rules of the road, and local school bus safety policies~~
- ~~5. handle emergency situations~~
- ~~6. safely load and unload students~~
- ~~7. demonstrate proficiency in first aid and CPR procedures~~

~~VII. EMERGENCY PROCEDURES~~

~~–A. Fire~~

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

~~–B. Injuries/Medical Emergencies~~

~~–Drivers and bus helpers will be familiar with first aid and CPR procedures. Drivers should first contact the dispatcher to call 911 in the case of serious injuries. Drivers should administer proper first aid in accordance with their training and level of ability. In the event an injured passenger is taken to the hospital, record the students' name and the name of~~

the hospital where the student is sent.

~~—C. Tornado~~

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

~~—If drivers are on the road when they hear a tornado warning or spot a funnel and there is not time to evacuate the students after stopping the bus, drivers should have the students assume the protective position, remaining in their seats, with their heads below window level.~~

~~—D. Evacuation~~

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

~~—E. Accident~~

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

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

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

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

~~—F. Cold Weather Stop~~

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

~~—G. Dangerous Weapons~~

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

~~H. Lights~~

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

~~I. Getting Assistance~~

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

~~VIII. VEHICLE MAINTENANCE STANDARDS~~

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

~~B. All school vehicles shall be inspected in accordance with legal requirements.~~

~~C. Daily pre-trip inspections shall be required and prompt reports submitted of defects to be immediately corrected.~~

~~IX. EXPENDITURES FOR SCHOOL BUS SAFETY ACTIVITIES~~

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

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

~~X. SCHOOL TRANSPORTATION SAFETY DIRECTOR~~

~~The School Board has designated an individual to serve as the School District's School Transportation Safety Director. The name, address, and telephone number of the School Transportation Safety Director are on file with the Superintendent. Any questions regarding student transportation or this policy should be addressed to the School Transportation Safety Director.~~

~~References: Mn Rules 7414.00~~

~~Mn Statutes 123B.91, 171.321, 171.3215~~

~~Adopted: 10-18-1994 ISD-709~~

~~Revised: 06-20-1995~~

~~07-20-1999~~

~~04-16-2002 ISD-709~~

8010 RESPONSIBILITIES OF THE SCHOOL BOARD

Members of the School Board, individually and collectively, recognize and welcome their responsibilities for listening to comments and suggestions from the residents of the School District.

School Board members individually will refer compliments, suggestions, and constructive criticism about operational matters directly to the Superintendent for appropriate consideration and action. Comments affecting policy will be routed through regular channels to the School Board meeting agenda for consideration by the School Board as a whole.

No School Board member individually will speak for, or in the name of, the total School Board. In communicating with the news media (printed and electronic), School Board members must make it clear they are speaking only their own opinions and not necessarily that of the School Board. School Board members may make official statements on matters already adopted.

Adopted: 06-09-1970 ISD 709

Revised: 06-20-1995 ISD 709

8035 REIMBURSEMENTS FOR NEGOTIATIONS

School Board Members who serve as negotiators for the School District may elect to be compensated at the following rates for negotiations between the School District and each of the employee bargaining units:

- forty dollars (\$40.00) per official negotiation session of not more than four (4) hours duration,
- seventy dollars (\$70.00) per official negotiation session of more than four (4) hours duration up to eight (8) hours duration,
- one hundred dollars (\$100.00) per official negotiation session of more than eight (8) hours duration up to ten (10) hours duration,
- one hundred forty dollars (\$140.00) per official negotiation session of more than ten (10) hours duration up to fourteen (14) hours duration,
- one hundred fifty dollars (\$150.00) per official negotiation session for any session lasting more than fourteen (14) hours.

Reference: MSA 123.33

Adopted: 04-17-1990 ISD 709

Revised: 06-20-1995

03-21-2000

01-18-2005 ISD 709

8040 RETIREMENT FROM THE SCHOOL BOARD

Retiring members of the School Board shall be appropriately recognized and thanked for their service to the schools and community.

Retiring members shall be offered continuing privileges as may be legally provided them. These may include, but not be limited to, the following:

1. Regular issues of news bulletins of the school system.
2. Annual reports.
3. Selected special reports.
4. Complimentary passes to athletic and other school activities.
5. Personal invitations to special public functions of the School Board.

Adopted: 06-09-1970 ISD 709

Revised: 04-12-1977

06-20-1995 ISD 709

8055 NEGOTIATIONS CODE OF ETHICS

The State of Minnesota, through legislative action, has taken cognizance of the need for a public policy governing employee-employer relationships and has set forth in Minnesota Statutes Annotated, Chapter 179, Section 179.61, the following:

"It is the public policy of this state and the purpose of Sections 179.62 to 179.77 to promote orderly and constructive relationships between all public employers and their employees subject, however, to the paramount right of the citizens of this state to keep inviolate the guarantees for their health, education, safety and welfare."

The School Board is aware that compensation of employees represents the greatest portion of the School District budget and the outcome of salary negotiations has the single greatest effect on School District expenditures. To assist the School Board in the conduct of negotiations, to ensure open effective communication regarding negotiations with the respective employee bargaining units, and to promote orderly and constructive relationships between the School Board and employees, School Board members and administrative staff are pledged to support the following code of ethics.

The School Board and administration will:

1. Make every reasonable effort to provide accurate and complete information to employees and the general public through in-house publications, news media (printed and electronic) and other appropriate means.
2. Respect the rights of all employees as established by the Public Employees Labor Relations Act (PELRA) and shall not engage in unfair labor practices as prohibited by that act.
3. Make every effort to preserve the concept that the governance of School District schools shall remain with the public's duly elected representative, the School Board.
4. Make every reasonable effort to arrive at a settlement which is economically practicable and which will not compromise the general well-being of students.
5. Regularly review the status of negotiations at School Board meetings and take initial proposals of both parties known to employees and public with an analysis of the potential impact of the proposals upon the School District.
6. Not circumvent the established negotiations process by negotiating with individual employees who are not members of the employee unit bargaining team.
7. Not circumvent the established negotiations process by allowing School District administrators and members of the School Board who have not been designated as members of the School District bargaining team to negotiate or attempt to negotiate with members of the employee unit bargaining team.
8. Avoid, insofar as is possible, the involvement of students in labor negotiations and expect the bargaining units will also avoid such student involvement.

Adopted: 01-20-1981 ISD 709

8070 SUSPENSION OF POLICIES AND BY-LAWS

Policies of the School Board shall be subject to suspension only upon a majority vote of the members of the School Board present at a meeting in the call for which the proposed suspension has been described in writing, or upon a unanimous vote of all members of the School Board when no such written notice has been given.

By-Laws of the School Board shall be subject to suspension only upon a majority vote of all members of the School Board at a meeting in the call for which the proposed suspension has been described in writing, or upon a unanimous vote of all the members of the School Board when no such written notice has been given.

Reference: Robert's Rules of Order, Newly Revised, section 25, pp. 224-228: "Rules protecting absentees or a basic right of the individual member cannot be suspended, even by general consent or a unanimous vote. For example, the rule requiring previous notice of a proposed amendment to the bylaws protects the absentees, and its suspension would violate their rights" unless ALL members have an opportunity to vote.

Legal Reference: MSA 123.33

Adopted: 06-09-1970 ISD 709
 Revised: 04-12-1977
 06-20-1995 ISD 709

8075 FORMULATION OF ADMINISTRATIVE REGULATIONS

The School Board shall delegate to the Superintendent the function of specifying required actions and designing the detailed arrangements under which the schools will be operated. Such rules and detailed arrangements shall constitute the administrative regulations governing the schools. They must, in every respect, be consistent with the policies adopted by the School Board.

In the absence of applicable policy, the Superintendent is authorized to establish needed regulations. Such regulations may be subject to later confirmation in School Board policy.

The School Board shall formulate and approve administrative regulations only when specific state laws require School Board approval, or may do so when the Superintendent recommends School Board approval in light of strong community attitudes, or negative staff reaction, or other forms of controversy.

Adopted: 06-09-1970 ISD 709
Revised: 05-10-1977
06-20-1995 ISD 709

8105 COVERAGE OF SCHOOL BOARD MEETINGS

The School Board encourages the news media to cover all of its regular and special meetings.

To provide background for the interpretation of School District affairs, the School Board will direct the Superintendent, whenever necessary, to hold press conferences or briefing sessions at which members of the School Board, administrators, or members of citizens' committees appointed by the School Board may communicate directly with media representatives, either before or after a regular or special School Board meeting.

Responsibility for the details of such briefings or conferences, and for ongoing liaison with media representatives in connection with School Board affairs, will be that of the Superintendent or his/her designee.

Adopted: 06-09-1970 ISD 709

Revised: 06-20-1995 ISD 709

8120 DISPOSAL OF SCHOOL BOARD PROPERTIES

1. The School District administration will provide the School Board with an updated official appraisal, in a timely manner, of all property to be disposed.
2. The School Board will provide other units of government with the initial opportunity to acquire such property with the right reserved to be reimbursed for 80% of any profit another public body may make on the properties sales should the government body sell the property.
3. Property shall not be released without knowledge of its proposed utilization, and no property is to be released for the purpose or subsequent purpose of usage as a school other than ISD 709. By contract, such violation shall result in the property reverting back to ISD 709.
4. Property shall not be released if the proposed utilization may be of a nature that is inconsistent with the public interest as determined by the School Board.
5. If property is advertised for sale on a bid basis, the School Board shall reserve its right to reject any or all bids.
6. The School Board may choose to negotiate the sale of properties, seeking to obtain in the transaction the fair value of the properties.

Legal References: MSA 123.36
 MSA 123.37
 MSA 471.345

Opinion of Schools' Attorney, dated February 21, 1974, is quoted as follows: "...the School Board need not advertise for bids for real estate of the school district which it desires to dispose of, but that such sale may be negotiated by the School District with any prospective buyer, assuming that adequate consideration is paid by the buyer for the property."

Adopted: 04-20-1976 ISD 709
 Revised: 04-12-1977
 08-17-1993
 06-20-1995 ISD 709

8125 RECOGNITION OF STAFF

The School Board will consider, as appropriate, the presentation of certificates of appreciation to retiring members of the staff who have rendered outstanding service for an extended period of time and who have earned the high regard of other staff members and the community.

Adopted: 06-09-1970 ISD 709

Revised: 08-9-1983

06-20-1995 ISD 709

9000 ANNUAL MEETING

The annual meeting of the School Board for organizational purposes, shall be held on the first Monday after January 1, unless this date is a holiday, then the meeting should be held the next day or as soon as practical, and shall be called to order by the most recently selected chairperson, if they are still a member of the board. If they are not a member, the most recently selected vice-chair, clerk or treasurer, in that order, should be asked to call the meeting to order. The School Board shall at once seat new board members, then elect, by ballot or voice vote, a Chairperson, a Treasurer, and a Clerk for the ensuing year. The School Board, at its annual meeting, shall also elect a Vice Chairperson for the year, by ballot, or in any other manner, who shall discharge the duties of the chairperson during the absence or disability of that officer. The School Board may also, at such time, appoint other employees or officials it deems necessary for the conduct of the business of the School Board during the ensuing year.

Legal References: MS 123B.14 Subd. 1

Adopted: 06-09-1970 ISD 709

Revised: 06-08-1976
 06-20-1995
 02-15-2000
 10-16-2001
 03-15-2011
12-20-2011 ISD 709

9070 REGULAR MEETINGS / OTHER MEETINGS

Regular meetings of the School Board shall be held the third Tuesday of each month at 6:30 p.m. at the Historic Old Central High School unless otherwise scheduled by the School Board. Other Tuesdays of each month, along with committee meeting days, will be reserved for Committee of the Whole meetings to be called by the Chairperson, the School Board, or through the written request of three School Board Members.

The use of other days for meetings should be kept to a minimum.

Refer to Bylaw 9100 – Special Meetings

MN Statute 123B.09 Sub. 6

Adopted: 06-09-1970 ISD 709

Revised: 02-08-1972

12-11-1973

05-11-1976

04-21-1987

01-04-1993

06-20-1995

06-20-2000

06-17-2014 ISD 709

9085 NOTIFICATION OF MEETINGS

Notification of meetings shall be made as required by law and as additionally provided in the School Board's Policies and By-Laws. The School Board or the Superintendent may require the attendance of staff members.

Adopted: 06-09-1970 ISD 709
Revised: 02-08-1972
02-11-1973
05-11-1976
04-21-1987
06-20-1995 ISD 709

9100 SPECIAL MEETINGS

The Chairperson, or in the absence of the Chairperson the Vice-Chairperson, may call special meetings of the School Board at any time or place when he/she may deem it necessary. The acting presiding officer shall call a meeting of the School Board at a designated time and place when requested in writing to do so by three (3) or more members of the School Board.

Refer to Bylaw 9070 – Regular Meetings / Other Meetings

MN Statute 123B.09 Subd. 6

Adopted: 06-09-1970 ISD 709

Revised: 02-08-1972

12-11-1973

05-11-1976

04-21-1987

06-20-1995

06-17-2014 ISD 709