

SUPERINTENDENT'S REPORT AND AGENDA

Regular Meeting of the Board of Education
Independent School District No. 280, Richfield, Minnesota

Richfield Public Schools *inspires* and *empowers* each individual to learn, grow and *excel*

Monday, August 3, 2020
7:00 p.m. School Board Meeting

- I. CALL TO ORDER
- II. REVIEW AND APPROVAL OF THE AGENDA
- III. INFORMATION AND PROPOSALS -- NON-ACTION ITEMS

- A. Superintendent Update

- 1. Fall Planning Update
 - 2. Summer School Update
 - 3. School Resource Officer Recommendation

- IV. CONSENT AGENDA

- A. Routine Matters

- 1. Minutes of the regular meeting held July 13, 2020
 - 2. General Disbursements as of July 22, 2020 for \$8,114,092.56
 - 3. Investment Holdings
 - 4. Designation of Depositories
 - 5. Signatories on Deposit Accounts
 - 6. Signatories on RBCU Depository Accounts
 - 7. Wire Transfer Funds Authorization
 - 8. Official Newspaper Designation
 - 9. Legal Counsel Authorization
 - 10. Membership in Associations

- B. Personnel Items

- V. OLD BUSINESS

- A. Policy 411 - Local and Out-of-State Travel
 - B. Policy 710 and Administrative Guideline 710.1 – Petty Cash Fund
 - C. Policy 712 and Administrative Guideline 712.1 – Credit Card Usage

August 3, 2020 School Board Meeting Agenda

D. Policy 742 and Administrative Guideline 742.1 – Student Transportation

VI. NEW BUSINESS

A. Donations

VII. ADVANCE PLANNING

A. Legislative Update

B. Information and Questions from Board

C. Future Meeting Dates

8-17-2020	7:00 p.m.	Regular Board Meeting - Public Comment
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9-8-2020	7:00 p.m.	Regular Board Meeting
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D. Suggested/Future Agenda Items

VIII. ADJOURN REGULAR MEETING

Enriching and accelerating learning



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Fall 2020 Planning

Enriqueciendo y acelerando el aprendizaje

Possible Models

- Distance learning for all
- In person fully available for all, distance for those opting to stay home
- Hybrid model

Number of cases per 10,000 over 14 days, by county of residence	Learning model
0-9	In-person learning for all students
10-19	In person learning for elementary students; hybrid learning for secondary students
20-29	Hybrid learning for all students
30-49	Hybrid learning for elementary students; distance learning for secondary students
50+	Distance learning for all students

Our Planning Process

- Core Team-Leaders of 15 teams examining and planning options
- Planning Teams-Team members from a wide range of bargaining units and representing different areas of the district (elementary, secondary, ELL, SPED, operations, transportation, activities, etc.)
- Involves all instructional and operational components of school
- Working toward the most effective student learning and activity programs in a structured, safe school/distance environment

- Offered to families as a choice, regardless of district learning model
- New and improved distance learning model that will be very different from the program provided last spring.
 - All students will receive at least some “synchronous learning.” This means there will be live lessons taught by their teacher(s) in real-time. All synchronous lessons will be recorded so that a student could watch it later if they missed the live instruction.
 - Pre-recorded lessons will also be offered for certain times of the day.
 - Small group online discussions will be part of some classes, especially for upper grades.

Maintain 50% capacity in the classroom (approximately 17 students).

Includes: social distancing, regular cleaning and other safety protocols, which include but is not limited to:

- All high-touch surfaces are regularly disinfected throughout the day.
- Students are seated six feet from one another in the classroom and students who cannot be seated six feet from one another will be separated by a clear partition.
- Students and staff regularly wash hands with soap and water.
- Hand sanitizer is provided in each classroom and frequently used.
- All students and staff will wear masks and/or face shields.

In Person Added State Guidelines



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Required for In-Person and Hybrid Learning

- ☐ Masking Policy
- ☐ PPE for direct support student services
- ☐ Build routines of hygiene education & practices
- ☐ Daily cleaning and frequent cleaning of high touch surfaces throughout the day
- ☐ Building level COVID-19 program coordinator, with optional student counterpart
- ☐ Limiting nonessential visitors/volunteers/external groups
- ☐ Discontinue large gatherings/activities that do not allow for social distancing
- ☐ Monitoring and excluding for illness

Required for Hybrid Learning

- ☐ Social distancing of 6 feet at all times in school buildings
- ☐ School facilities at 50% capacity
- ☐ Transportation at 50% capacity
- ☐ Sufficient staffing levels to meet the requirements of the model

- Surveying families to determine best options
- State guidelines prioritize elementary school students in person
- COVID-19 infection rates determine recommended programming

Number of cases per 10,000 over 14 days, by county of residence	Learning model
0-9	In-person learning for all students
10-19	In person learning for elementary students; hybrid learning for secondary students
20-29	Hybrid learning for all students
30-49	Hybrid learning for elementary students; distance learning for secondary students
50+	Distance learning for all students

Hybrid Option 1

20-29 cases per 10,000 residents

Prioritizes youngest learners and distance learning

This hybrid model provides all students with at least some time in school, with the most amount of time for our youngest learners.

- PreK-3 in-person five days per week.
- Grades 4-8 in-person two days per week and online three days per week.
- Grades 9-12 in-person one day per week and online four days per week.

Hybrid Option 2

10-19 cases for secondary, 20-29 for all, 30-49 for elementary
Prioritizes all learners equally and family choice

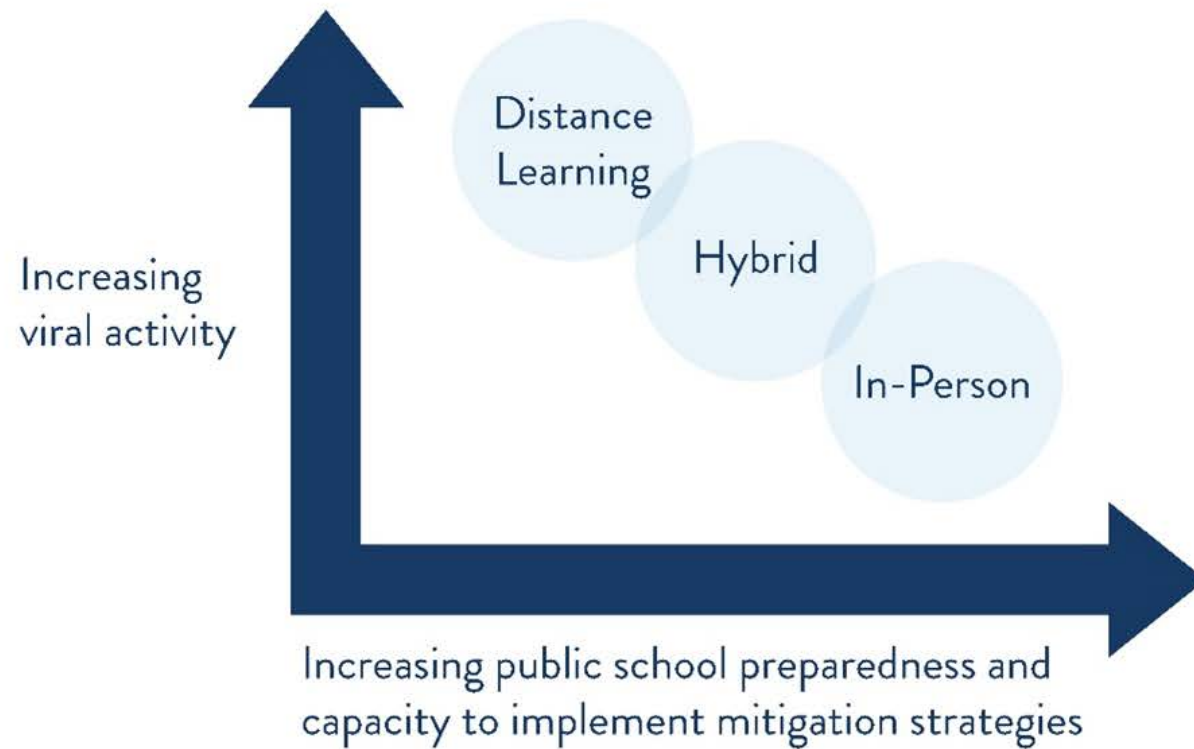
With this option, some students would attend school 100% of the time and other students would participate in distance learning 100% of the time. Families could choose the option that is best for them.

- Students all ages whose families want them in school attend every day
- Students all ages whose families want them to learn at home engage in distance learning every day

Our Decision Process – State Guidance



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Our Decision Process – Survey Feedback

- Surveys sent to all Richfield Public Schools families and staff
- Working toward 100% participation
- Asks for learning model preferences and student learning location preferences
- Identifies food, transportation, and support needs

Timeline for final decision to start school



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- We will follow state guidance to the best of our ability
- We will consider plans in surrounding districts
- We will design specifics based on survey input from families
- We will decide the exact school start plan for board approval August 17

Enriching and accelerating learning



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Questions/Comments

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Enriching and accelerating learning

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2020 Summer School

Enriqueciendo y acelerando el aprendizaje

Elementary Enrollment Demographics

	On-Site	Distance Learning
Total Enrollment July 13	118	136
Average Daily Attendance	76%	71%
American Indian	--	0.7%
Asian	5.7%	8%
Black	13.3%	13.5%
Hawaiian Pacific Islander	--	1.8%
Hispanic	64.4%	55%
Two or More Races	1.5%	8%
White	15.1%	12.8%
Free or Reduced Lunch	78%	75.7%

Middle School Enrollment Demographics



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Total Enrollment July 13	119
Average Daily Attendance	76%
American Indian	1.6%
Asian	6.7%
Black	20.1%
Hawaiian Pacific Islander	--
Hispanic	56.3%
Two or More Races	6.7%
White	8.4%
Free or Reduced Lunch	82.3%

Spartan Camp (rising 9th grade) Enrollment Demographics



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Total Enrollment July 13	30
Average Daily Attendance	37%
American Indian	--
Asian	3.3%
Black	20%
Hawaiian Pacific Islander	--
Hispanic	60%
Two or More Races	10%
White	6.6%
Free or Reduced Lunch	86.6%

High School Credit Recovery Enrollment Demographics



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Total Enrollment June 15th	54
Active Participants	67%
American Indian	--
Asian	--
Black	29.6%
Hawaiian Pacific Islander	--
Hispanic	44.4%
Two or More Races	16.6%
White	9.2%
Free or Reduced Lunch	72.2%

Extended School Year (ESY) Enrollment Demographics



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	On-Site	Distance Learning
Total Enrollment July 13	18	40
Average Daily Attendance	61%	57%
American Indian	--	--
Asian	5.6%	7.5%
Black	5.6%	27.5%
Hawaiian Pacific Islander	--	--
Hispanic	44.4%	27.5%
Two or More Races	22.2%	12.5%
White	5.6%	25%
Free or Reduced Lunch	83%	75%

Total Enrollment	87
American Indian	0
Asian	0
Black	16%
Hawaiian Pacific Islander	0
Hispanic	13%
Two or More Races	0
White	71%

Health and Safety On-Site

Staff Training: Dan Kretsinger, Director of Facilities and Transportation
Phoebe Anderson, Licensed School Nurse

On-Site Protocols:

Nine students per classroom

Classes (pods) do not inter-mix

Individual supplies and materials

Breakfast and lunch in classroom

Staggered entrance and exit

Masks

Outdoor learning when possible

Nurse and Health Assistant on site

Limited entrance to building



Health and Safety




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Passive Screening:

Parents/Guardians check student(s) each day for:

- Elevated temperature (100 degrees or higher)
- Symptoms associated with COVID-19 (may include fever, cough, shortness of breath, chills, headache, muscle pain, sore throat, loss of taste or smell, congestion or runny nose, nausea, vomiting and diarrhea)
- Visual signs of illness

If these or any sign of illness are present, do not send child to school.

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KEEPING SAFETY FIRST WHILE RESUMING
FACE-TO-FACE INSTRUCTION

GUIDING PRINCIPLE
If your child is sick, or has any symptoms related to COVID-19 please do not send your child to school.

OBJECTIVE
Partnering with families in order to keep all students, staff, and family members safe during face-to-face summer programming

HOME SCREENING
Parents/Guardians check student(s) each day for:

- Elevated temperature (100 degrees or higher)
- Symptoms associated with COVID-19 (may include fever, cough, shortness of breath, chills, headache, muscle pain, sore throat, loss of taste or smell, congestion or runny nose, nausea, vomiting and diarrhea)
- Visual signs of illness

If these or any sign of illness are present, do not send child to school.

PARENT/GUARDIAN TRANSPORTATION
(ENCOURAGED METHOD)
Parents/Guardians have screened student(s) at home

- Families are encouraged to walk and bike to school
- Students adhering to social distancing requirements
- Staff confirm with parent/guardian that there are no signs of illness
- Parents/guardians do not enter the building
- Students go directly to assigned room
- Staff make visual inspection for signs of illness
- Students wash hands or use hand sanitizer as they enter the classroom

BUS TRANSPORTATION
Parents/Guardians have screened student(s) at home
On the bus:

- Individual students will sit in assigned seats (every other row, every other seat)
- For clarity, student seats will be labeled with both the student's name and a green "Go" sign. Seats not available will be labeled with a red "Stop" sign.
- Buses will be cleaned between routes
- Students embark and disembark one at a time adhering to social distancing requirements

Upon arrival:

- Students go directly to assigned room
- Staff make visual inspection for signs of illness
- Students wash hands or use hand sanitizer as they enter the classroom

STAY INFORMED
Ways to get information or assistance related to school health and safety

Sarah Egberg Email sarah.egberg@rpsmn.org	Sarah Egberg Phone 612-798-6728
Website www.richfieldschools.org	Office Phone 612-798-6705

OTHER KEY INFORMATION

- Staff are required to wear masks.
- Students are not required to wear masks but may choose to do so if able to safely self-manage mask-wearing.
- If a student presents signs of illness, they will go directly to the isolation space at each site.
- All efforts will be made to adhere to CDC, MN Department of Health, & Minnesota Department of Education recommendations.
- Classes/pods will not intermix.
- Breakfast will be served in each classroom.
- Lunch will be a take-home bag.
- Students are encouraged to bring a full water bottle daily.
- Students are encouraged to use the bathroom before coming to school.
- Outdoor activities when possible (Parents apply sunscreen at home)
- Hallway traffic signs in place to limit contact
- Increased cleaning schedule at all sites

Minnesota Department of Health: Decision Tree



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MINNESOTA DEPARTMENT OF HEALTH

STAY SAFE MN

Decision Tree for People with COVID-19 Symptoms in Youth, Student, and Child Care Programs

For people (e.g., children, care providers, or staff) who have symptoms consistent with COVID-19, send home or deny entry and reference the exclusion criteria in this document to determine when they may return.

Symptoms of COVID-19 include: new onset cough or shortness of breath by themselves OR at least 2 of the following: fever (100.4°F or higher), chills, muscle pain, sore throat, loss of sense of smell or taste, and gastrointestinal symptoms of diarrhea, vomiting, or nausea.

If a person has a new symptom (for example, new loss of smell only) with no other diagnosis to explain it, they should stay home and talk to their health care provider about testing for COVID-19, even if it is the only symptom they are experiencing.

For people who received a laboratory test for COVID-19

What to do if you're waiting for COVID-19 test results (PDF)
(www.health.state.mn.us/diseases/coronavirus/waiting.pdf)

Positive test result: Stay home at least 10 days since symptoms first appeared AND until no fever for at least 3 days without medication AND improvement of other symptoms.

Siblings and household members also stay home for 14 days.

Negative test result but symptoms with no other diagnosis: Stay home at least 10 days since symptoms first appeared AND until no fever for at least 3 days without medication AND improvement of other symptoms.

Siblings and household members also stay home for 14 days.

For people with a COVID-19 diagnosis without a lab test OR people with symptoms consistent with COVID-19 without a medical evaluation (e.g., monitoring symptoms at home)

Stay home at least 10 days since symptoms first appeared AND until no fever for at least 3 days without medication AND improvement of other symptoms.

Siblings and household members also stay home for 14 days.



For people with other diagnoses (e.g., norovirus, strep throat) that explain the symptoms, or when a health care provider says symptoms are connected to a pre-existing condition

Stay home until symptoms have improved. Follow specific return guidance from the health care provider or follow the Infectious Diseases in Childcare Settings and Schools Manual (www.hennepin.us/daycaremanual).

If symptoms related to a pre-existing condition change or worsen, talk to a health care provider to determine next steps.

Siblings and household members **do not** need to stay home.

mn MINNESOTA

Minnesota Department of Health | health.mn.gov | 651-201-5414 | 1-877-676-5414 | 625 Robert Street North PO Box 64975, St. Paul, MN 55164-0975
Contact health.communications@state.mn.us to request an alternate format.

06/02/2020

Breakfast and Lunch



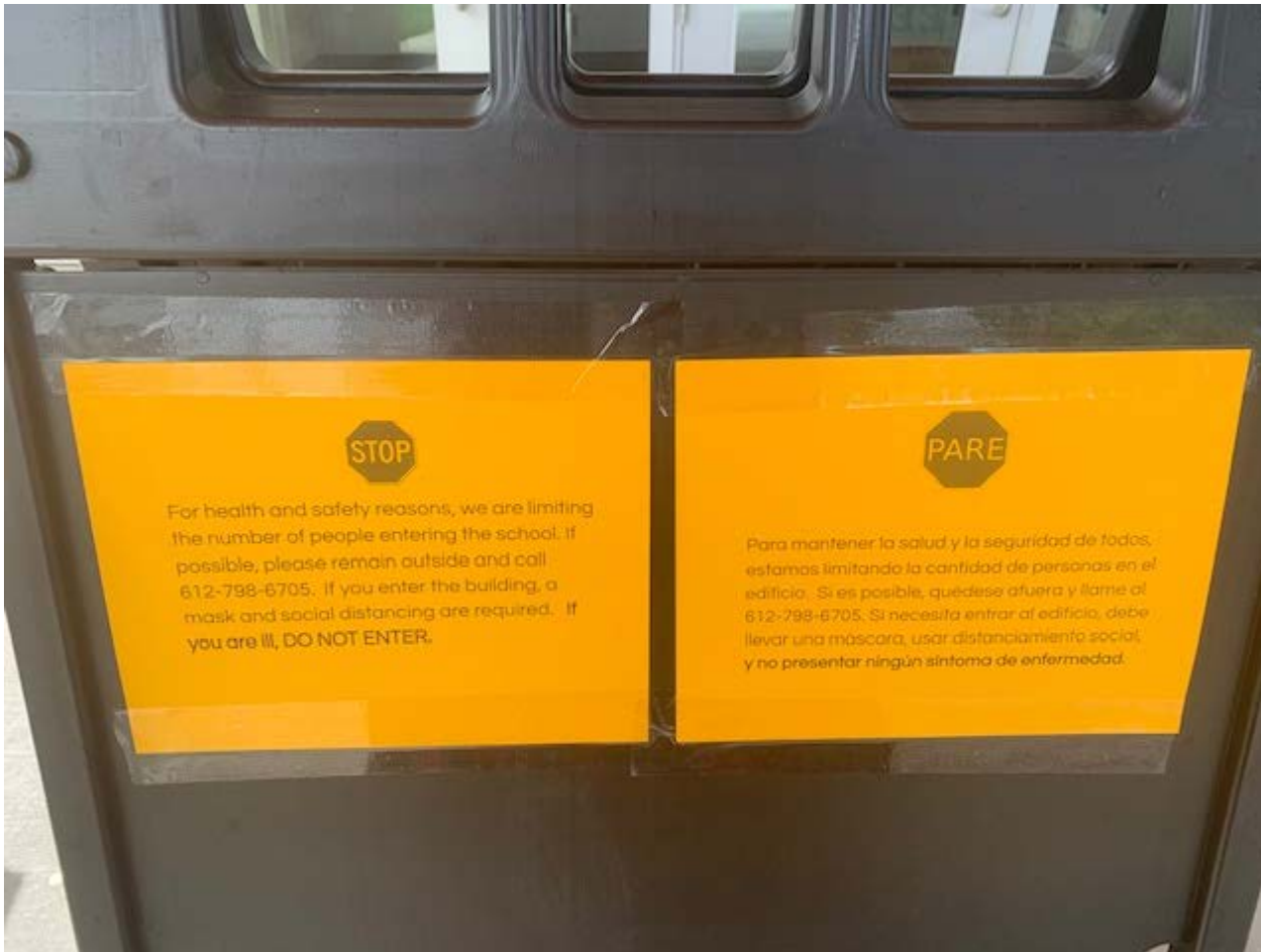
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Social Distancing and Mask Reminders



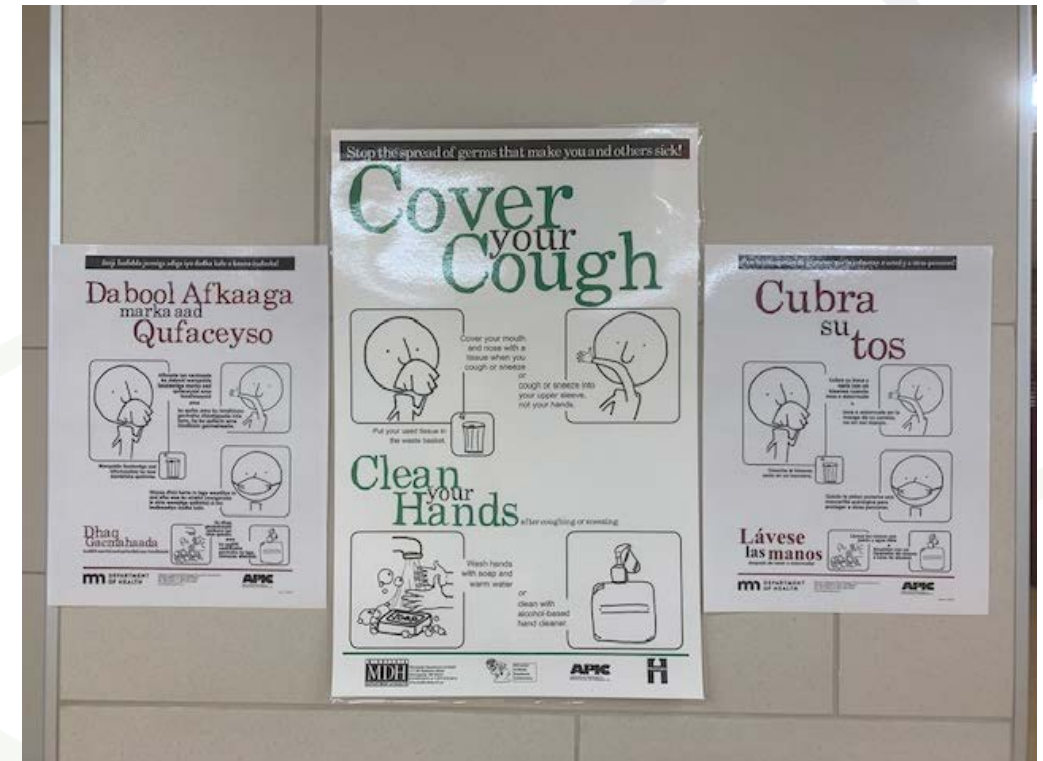
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Health and Safety Reminders



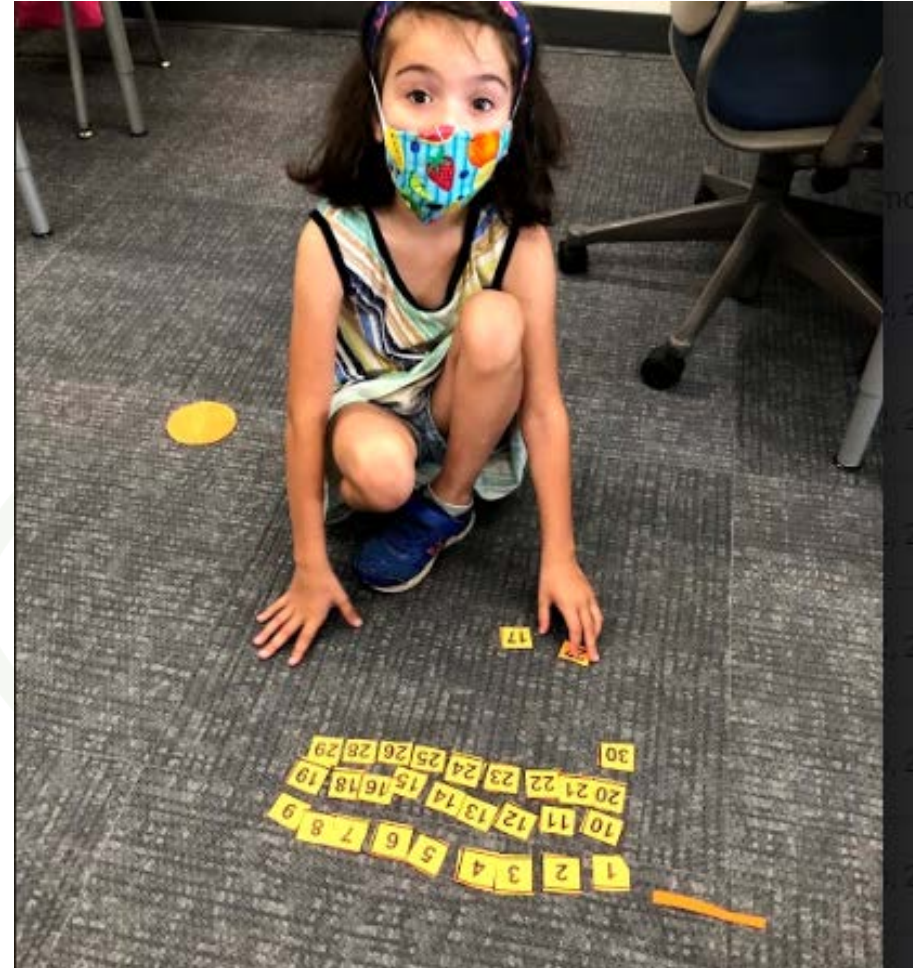
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Protocols in Action



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Transportation:

- Students sit every other seat
- Maximum of 11 students on bus
- Staggered arrival and dismissal
- Cleaned after every route

On-Site - What we learned



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- Staffing
- Following protocols
 - staff
 - students
- Parent concerns
- Attendance



Distance Learning Schedules-Elementary



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PLAN A:	Kindergarten	First Grade	Second Grade	Third Grade	Fourth Grade
8:00-8:30	Morning Meeting	Morning Meeting	Morning Meeting	Morning Meeting	Morning Meeting
8:30-9:00	SEL	SEL	SEL	SEL	SEL
9:00-9:30	Math	Math	Math	Math	Math
9:30-10:00	Literacy	Literacy	Literacy	Literacy	Literacy
10:00-12:00	Student Work Time/Small Groups/Teacher Feedback	Student Work Time/Small Groups/Teacher Feedback	Student Work Time/Small Groups/Teacher Feedback	Student Work Time/Small Groups/Teacher Feedback	Student Work Time/Small Groups/Teacher Feedback

PLAN B:	Kindergarten	First Grade	Second Grade	Third Grade	Fourth Grade
8:00-8:30	Morning Meeting	Morning Meeting	Morning Meeting	Morning Meeting	Morning Meeting
8:30-9:00	Math	Math	Math	Math	Math
9:00-9:30	Student Work Time/Small Groups/Teacher Feedback	Student Work Time/Small Groups/Teacher Feedback	Student Work Time/Small Groups/Teacher Feedback	Student Work Time/Small Groups/Teacher Feedback	Student Work Time/Small Groups/Teacher Feedback
9:30-10:00	Literacy	Literacy	Literacy	Literacy	Literacy
10:00-10:30	Student Work Time/Small Groups/Teacher Feedback	Student Work Time/Small Groups/Teacher Feedback	Student Work Time/Small Groups/Teacher Feedback	Student Work Time/Small Groups/Teacher Feedback	Student Work Time/Small Groups/Teacher Feedback
10:30-11:00	SEL	SEL	SEL	SEL	SEL
11:00-12:00	Student Work Time/Small Groups/Teacher Feedback	Student Work Time/Small Groups/Teacher Feedback	Student Work Time/Small Groups/Teacher Feedback	Student Work Time/Small Groups/Teacher Feedback	Student Work Time/Small Groups/Teacher Feedback

Distance Learning Schedule-Middle School



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RMS Summer School, 2020: Synchronous Online Class Schedule					
	8:00-9:00 (60 min.)	9:00-9:45 (30 min. DI)	9:45-10:30 (30 min. DI)	10:30-11:15 (30 min. DI)	11:15-12:00 (Asynchronous)
	Prep	Hour 1	Hour 2	Hour 3	Flex Hour
Erin Burggraff (Coordinator)	Teacher's Lounge	Attendance/Outreach	Class Check-ins	Class Check-ins	Teacher Check-ins
Mike Harris (Administrative Intern)	Team Check-ins/Outreach	Attendance/Outreach	Class Check-ins	Class Check-ins	Teacher's Lounge
Jenna Skinner (Administrative Intern)	Team Check-ins/Outreach	Teacher's Lounge	Teacher's Lounge	Teacher's Lounge	Teacher Check-ins
Evelyn Gonzalez (Clerical/Outreach)	Outreach	Attendance/Outreach	Attendance/Outreach	Attendance/Outreach	Attendance/Outreach
Prep					
Joana Sicoli (ELA) (601)	6th Grade Team: Send hangout link to hour 1 class at 8:45 am.	6A	6B	6C	Office Hour
Kristine Blunt (Math) (602)		6B	6C	6A	Office Hour
Julie Lentz (SEL) (603)		6C	6A	6B	Office Hour
Prep					
Annie Johnson (ELA) (701)	7th Grade Team: Send hangout link to hour 1 class at 8:45 am.	7A	7B	7C	Office Hour
Robin Conley (Math) (702)		7B	7C	7A	Office Hour
Greg Von Ruden (SEL) (703)		7C	7A	7B	Office Hour
Prep					
Tristan Weinmaster (ELA) (6801)	6th/8th Grade Team: Send hangout link to hour 1 class at 8:45 am.	6D	8A	8B	Office Hour
Carmen Luna Robledo (Math) (6802)		8A	8B	6D	Office Hour
Mike Cunningham (SEL) (6803)		8B	6D	8A	Office Hour

Distance Learning - What we learned

Synchronous

- Preferred by staff and parents over spring asynchronous model
- Differentiation is challenging; teachers need enhanced technology and PD in this area
- Need for access to tech support for students and families
- Timing presented scheduling conflicts for student athletes

Asynchronous

- When paired with Synchronous, students were able to more accurately complete assignments and independent work during asynchronous time
- Designated drop in office hours were helpful for students, both academically and emotionally; embedded time was also beneficial

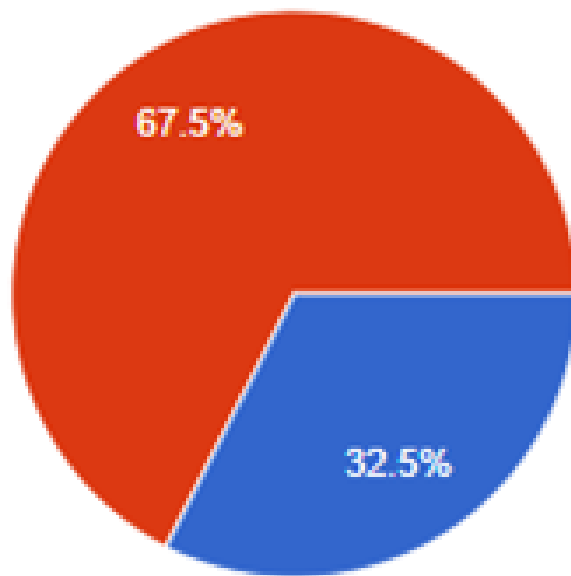
Distance Learning - What we learned

Middle School Student Feedback



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Which type of distance learning did you prefer?



- **SPRING** asynchronous model: content released at the beginning of the day with teachers available for office hours
- **SUMMER** synchronous model: teachers doing live lessons with work time at the end

Distance Learning - What we Learned Middle School Student Feedback



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The summer assignments challenged me to learn new things.

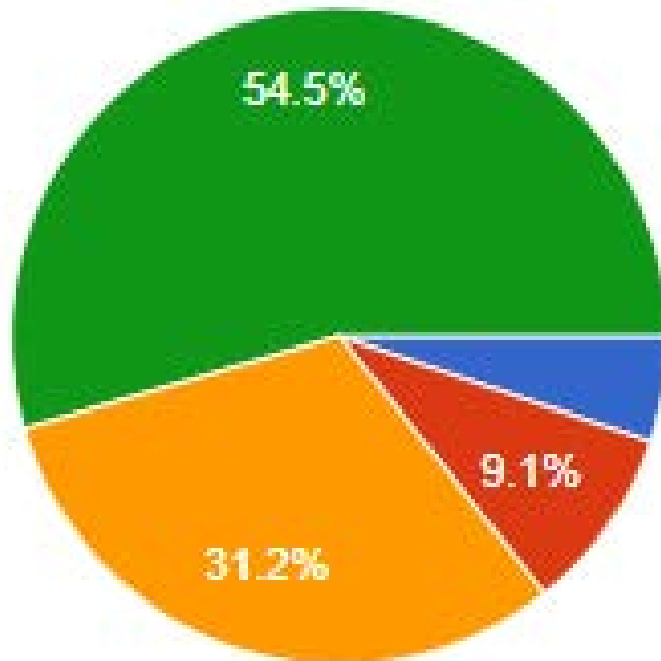


Distance Learning - What we Learned Middle School Student Feedback



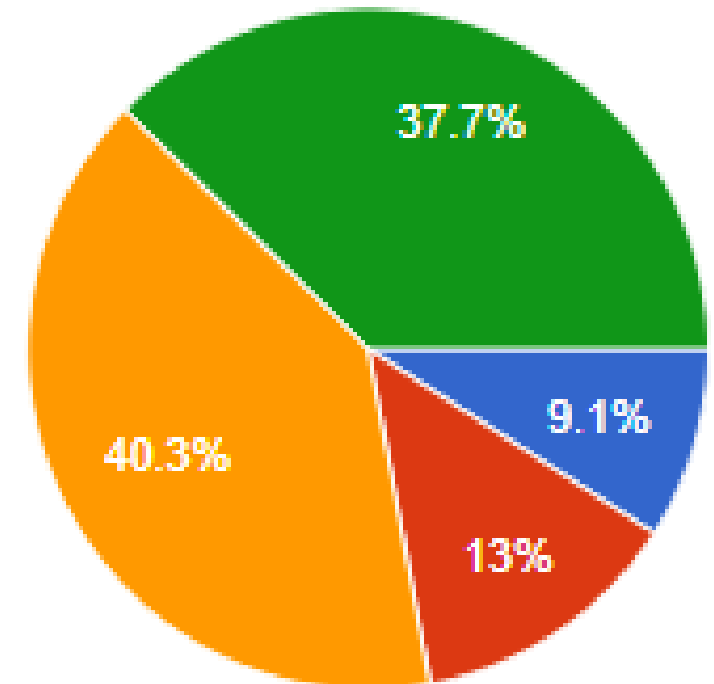
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During summer distance learning I was able to connect with my **TEACHERS**:



- Strongly Disagree
- Somewhat Disagree
- Somewhat Agree
- Strongly Agree

During summer distance learning I was able to connect with my **CLASSMATES**:





In their own words!

What would you change about summer school?

- *"I wish we could be in real class."*
- *"We need breaks."*
- *"I wouldn't change anything really. I like this set-up a lot."*
- *"Getting more people in google meet."*
- *"um more classes"*
- *"For math teachers to not assign so much homeworks"*
- *"Have school on Fridays."*
- *"Actually being there in person in a classroom and being at a desk or a table listening to the teacher. This is what I want to happen."*

Special Education ESY - What we learned

What worked well:

- Clear communication/personal connection with case manager and teacher reaching out via phone/email prior to program starting; constant communication throughout
- Consistently implementing safety policies and procedures is manageable with lower class numbers and with the students who were able to follow social distance rules.
- Parents were grateful and happy to be sending their children to school; students were happy to be online and often didn't want to log off of synchronous time
- Some case managers were more willing to teach ESY due to distance format

What was a learning experience:

- In person, some kids just need a hand hold/need physical contact in some way, in particular DCD and younger students; physical touch was unavoidable
- We had some students who were originally signed up (in-person and distance) opt out due to COVID-19 effects on their family (health, grieving, etc).
- Some students still did not engage in distance learning

Extended School Year - Central Education Center



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Questions



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Enriching and accelerating learning



School Resource Officers

Enriqueciendo y acelerando el aprendizaje

SROs: The Conversation

- We believe this is an important time to review and examine our police relationship
- The board tasked the superintendent with gathering input/perspectives from staff, admin and students
- The board tasked the superintendent with reviewing strategic plan comments and any previous feedback
- The superintendent will now provide a recommendation

SROs: The Purpose

- Increase safety in schools
- Create positive student/police relationships
- Engage in community based policing supports
- Provide fast access to police as needed
- Two officers, one in RHS and one in RMS

SROs: The Contract

- Four year contract with Richfield Police Department
- Began July 1, 2017 and ends June 30, 2021
- Provides a 30 day contract cancellation option
- Outlines roles, responsibilities
- Outlines partnership

SROs: The Finances

- Safe Schools levy
- Comprises approximately \$75,000 of a \$340,000 budget
- Restricted funds allowed to be spent on school safety
- SROs, school counselors, district security, cameras, etc

SROs: What They Are

- Police presence in the school with an office
- Trained in our policies and expectations
- Assigned proactive relationship responsibilities
- Community officer with main responsibilities in building community relationships
- A regular uniformed police officer
- Able to take action when police intervention is required
- Trained in police protocols and safety practices

School Safety Team

- School-based team charged with providing proactive safety supports
- Teams are present at every school
- Members include school administrator, social worker, school psychologist, mental health therapist, special ed team lead, teacher, social/emotional staff member, building & grounds staff member, other staff as appropriate
- Additional members at secondary include hall monitors/school security, SRO, activities director

SROs: Additional Information

- Separate from all school discipline
- Separate from all student data
- Part of an overall school safety team

- Police Cooperation Policies
- Research
- Tickets

- Police Cooperation Policies: Mentioned in 14, main subject of 3
 - **546 Policy: Use of Peace Officers and/or Crisis Teams to Remove Students with IEPs from School Grounds**
 - **581 Policy: Protection and Privacy of Pupil Records**
 - **977 Policy: Cooperation With Law Enforcement Agencies**
- Research: Split positive/negative impact

- Sixteen total in three years 2018-2020
 - 6 violent offenses
 - 2 theft
 - 2 drug sales
 - 6 vaping (THC) after warning, restitution and meeting with family
- Demographic data available for 13/16 incidents
 - African American 7 citations
 - Latinx 5 citations
 - Two or more races 1 citation
 - Unknown 3 citations

SROs: State Survey Data-Richfield Students

- All Richfield grade 5,8,9,11 students participated (1,022) total
- Three questions related to SROs given to grades 8,9,11 (733 total)
- Question asked “I think it is a good idea to have a police officer, SRO at our school”

SROs: 2019 State Survey Data – Richfield Students

		Grade					
INCLUDES ONLY THOSE WHO HAVE A SCHOOL RESOURCE (SRO) OR POLICE OFFICER AT THEIR SCHOOL		8th		9th		11th	
		Male	Female	Male	Female	Male	Female
If I knew about something unsafe or illegal at my school, I would tell the SRO or police officer.	Strongly agree	22%	28%	25%	13%	13%	14%
	Agree	42%	50%	32%	47%	41%	40%
	Disagree	28%	18%	32%	35%	37%	34%
	Strongly disagree	7%	3%	12%	4%	9%	12%
I would feel comfortable going to my school's SRO or police officer if I was having problems or needed help.	Strongly agree	17%	18%	23%	11%	17%	13%
	Agree	50%	40%	37%	42%	53%	45%
	Disagree	27%	34%	31%	39%	25%	35%
	Strongly disagree	6%	7%	8%	8%	5%	8%
I think it is a good idea to have an SRO or police officer at our school.	Strongly agree	45%	50%	54%	52%	43%	42%
	Agree	51%	46%	37%	42%	49%	58%
	Disagree	2%	4%	3%	7%	5%	0%
	Strongly disagree	2%	0%	7%	0%	3%	0%

SROs: Updated Survey

- We asked secondary students again to get more detailed information and our survey was generally representative of our district with slight variations
- Our outreach team and case managers worked to add over 100 special education students to our data

SROs: Updated Survey



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DEMOGRAPHICS				
	TOOK SURVEY		SENT SURVEY LINK	
	# of Students	% of Students	# of Students	% of Students
All 6-12 Students	362		2109	
Am. Ind.	6	1.66%	14	0.66%
Asian	21	5.80%	94	4.46%
Black	65	17.96%	333	15.79%
Hispanic	99	27.35%	917	43.48%
Two or More	51	14.09%	182	8.63%
White	120	33.15%	569	26.98%
Male	141	38.95%	1117	52.96%
Female	217	59.94%	992	47.04%
Neither M or F	6	1.66%	0	0.00%
All 6-12 Students	364		2109	
Gr. 6	42	11.54%	313	14.84%
Gr. 7	55	15.11%	328	15.55%
Gr. 8	59	16.21%	310	14.70%
Gr. 9	45	12.36%	313	14.84%
Gr. 10	48	13.19%	298	14.13%
Gr. 11	64	17.58%	261	12.38%
Gr. 12	51	14.01%	286	13.56%

SROs: Updated Survey



RICHFIELD
PUBLIC SCHOOLS

- We asked secondary students again to get more detailed information
- I like having a SRO at my school

There is a subtle but statistically significant relationship between grade level and students like having an SRO

GRADE	Total #	# Positive	% Positive	# Neutral	% Neutral	# Negative	% Negative
6	42	29	69.05%	8	19.05%	5	11.90%
7	55	21	38.18%	31	56.36%	3	5.45%
8	59	19	32.20%	30	50.85%	10	16.95%
9	45	23	51.11%	19	42.22%	3	6.67%
10	48	9	18.75%	31	64.58%	8	16.67%
11	64	25	39.06%	30	46.88%	9	14.06%
12	51	20	39.22%	21	41.18%	10	19.61%
TOTALS	364	146	40.11%	170	46.70%	48	13.19%

SROs: Updated Survey

- We asked secondary students again to get more detailed information
- I feel safer with an SRO in my school.

There is a subtle but statistically significant relationship between ethnicity and students feeling safer with an SRO

ETHNICITY	Total #	# Positive	% Positive	# Neutral	% Neutral	# Negative	% Negative
Am. Ind.	6	2	33.33%	2	33.33%	2	33.33%
Asian	21	17	80.95%	2	9.52%	2	9.52%
Black	64	21	32.81%	29	45.31%	14	21.88%
Hispanic/Latino	99	52	52.53%	37	37.37%	10	10.10%
Two or More	50	22	44.00%	21	42.00%	7	14.00%
White	120	52	43.33%	53	44.17%	15	12.50%
TOTALS	360	166	46.11%	144	40.00%	50	13.89%

Administrators: Generally supportive of our current relationship

Teachers/Adults: Generally split on the topic. Education Richfield made a statement of general support of our current relationship

Students: Generally supportive of continuing with SROs with a large number asking for further conversation

Recommendations

- Rewrite contract with updated language as a one year contract to be reviewed again prior to school year 2021-2022. Create rigorous details of more specific structured supports and expectations. Bring contract to the board for agreement
- Change/revise policy 715 (Section 2 Paragraph 3) to increase board oversight of contracts over a certain dollar figure
- Further study to determine other programs that may maintain safety without a similar budgetary impact
- Engage student groups to gather further information and engage in partnership with them to gain a greater understanding of their perspectives

Enriching and accelerating learning



RICHFIELD
PUBLIC SCHOOLS

Questions/Comments

Enriqueciendo y acelerando el aprendizaje

FUND	CHECK	DATE	VENDOR	TYPE	TOTAL
01	297611	06/25/2020	TRANSFINDER CORPORATION	V	-3,300.00
01	298153	06/25/2020	ACTIVE INTERNET TECHNOLOGIES, LLC	R	525.00
01	298154	06/25/2020	AMERICAN ENGINEERING TESTING, INC.	R	5,028.15
01	298155	06/25/2020	ARTEDUTC LLC	R	1,474.00
01	298156	06/25/2020	BLUE CROSS BLUE SHIELD OF MINNESOTA	R	8,512.00
01	298157	06/25/2020	CANON USA	R	4,038.49
01	298158	06/25/2020	CAPITAL ONE COMMERCIAL	R	45.26
01	298159	06/25/2020	CAPTIVATE MEDIA & CONSULTING	R	2,340.00
01	298160	06/25/2020	CEDAR SMALL ENGINE	R	72.58
01	298161	06/25/2020	CEL PUBLIC RELATIONS, INC.	R	6,600.00
01	298162	06/25/2020	CHIPHEADS COMPUTER REPAIR	R	4,200.00
01	298163	06/25/2020	CINTAS CORPORATION NO 2	R	109.34
01	298164	06/25/2020	COLLEGE BOARD	R	32,096.00
01	298165	06/25/2020	DIGI INTERNATIONAL, INC.	R	330.00
01	298166	06/25/2020	ECOLAB INC	R	209.60
01	298167	06/25/2020	EDUCATORS BENEFIT CONSULTANTS LLC	R	629.48
01	298168	06/25/2020	FAIRCON SERVICE COMPANY	R	252.50
01	298169	06/25/2020	WW GRAINGER INC	R	66.70
01	298170	06/25/2020	GROUP MEDICAREBLUE RX	R	6,510.00
01	298171	06/25/2020	H BROOKS AND COMPANY LLC	R	5,029.72
01	298172	06/25/2020	HAWKINS INC	R	284.70
01	298173	06/25/2020	HERFF JONES INC	R	86.39
01	298174	06/25/2020	HILLYARD	R	212.30
01	298175	06/25/2020	ZACKS INC	R	154.94
01	298176	06/25/2020	HOGLUND BUS CO INC	R	137.90
01	298177	06/25/2020	HOME DEPOT U.S.A.	R	653.86
01	298178	06/25/2020	HR SIMPLIFIED INC.	R	572.00
01	298179	06/25/2020	IDEAL ENERGIES LLC	R	992.09
01	298180	06/25/2020	IIX INSURANCE INFORMATION EXCHANGE	R	58.65
01	298181	06/25/2020	INSTITUTE FOR ENVIROMENTAL	R	6,117.50
01	298182	06/25/2020	JAYTECH, INC	R	325.00
01	298183	06/25/2020	JENSEN, JOHN C	R	28.65
01	298184	06/25/2020	KINECT ENERGY INC	R	4,454.25
01	298185	06/25/2020	LANGUAGE LINE SERVICE	R	3,483.72
01	298186	06/25/2020	LOFFLER COMPANIES	R	64.00
01	298187	06/25/2020	MADISON NATIONAL LIFE INS CO INC	R	28,467.41
01	298188	06/25/2020	MED COMPASS	R	1,097.00
01	298189	06/25/2020	MESSERLI & KRAMER	R	1,270.06
01	298190	06/25/2020	METRO ECSU	R	60.00
01	298191	06/25/2020	MINNESOTA DEPARTMENT OF HEALTH	R	35.00
01	298192	06/25/2020	MULTILINGUAL WORD INC	R	1,469.00
01	298193	06/25/2020	NIEBUR TRACTOR & EQUIPMENT INC	R	1,226.26
01	298194	06/25/2020	OCCUPATIONAL MEDICINE CONSULTANTS	R	629.00
01	298195	06/25/2020	ON SITE SANITATION	R	897.33
01	298196	06/25/2020	ONE OF ONE CLOTHING	R	1,260.00
01	298197	06/25/2020	PAN O GOLD BAKING CO	R	228.30
01	298198	06/25/2020	REENGINEERED, INC.	R	700.00
01	298199	06/25/2020	RUPP ANDERSON SQUIRES & WALDSPURGER	R	9,937.83
01	298200	06/25/2020	SCHOOL SERVICE EMPLOYEES UNION	R	9,036.47

01	298201	06/25/2020	SCHUMACHER ELEVATOR COMPANY	R	2,115.00
01	298202	06/25/2020	SERVPRO OF MINNETONKA	R	26,466.63
01	298203	06/25/2020	SONNENBURG GARY	R	79.00
01	298204	06/25/2020	STERNO PRODUCTS LLC	R	1,919.80
01	298205	06/25/2020	TRIO SUPPLY COMPANY	R	673.89
01	298206	06/25/2020	TWIN CITY HARDWARE	R	994.00
01	298207	06/25/2020	UNITED STATES TREASURER	R	830.00
01	298208	06/25/2020	UPPER LAKES FOODS	R	15,478.02
01	298209	06/25/2020	VELOCITY DRAIN SERVICES INC	R	450.00
01	298210	06/25/2020	WORLD FUEL SERVICES, INC.	R	850.68
01	298211	06/25/2020	XCEL ENERGY	R	806.38
01	298212	06/25/2020	ALL FURNITURE INC	R	44,330.94
01	298213	06/25/2020	AMERICAN DRAPERY SYSTEMS, INC.	R	8,310.00
01	298214	06/25/2020	BRAUN INTERTEC CORP	R	15,252.00
01	298215	06/25/2020	CORVAL CONSTRUCTION	R	385,091.77
01	298216	06/25/2020	EBERT CONSTRUCTION	R	1,054,894.05
01	298217	06/25/2020	ENVIROBATE, INC.	R	157,130.00
01	298218	06/25/2020	ENVIRONMENTAL PLANT SERVICES, INC.	R	149,591.75
01	298219	06/25/2020	ICS CONSULTING, INC.	R	77,395.57
01	298220	06/25/2020	INNOVATIVE OFFICE SOLUTIONS LLC	R	521,616.58
01	298221	06/25/2020	INSTITUTE FOR ENVIROMENTAL	R	114,745.39
01	298222	06/25/2020	INTEREUM, INC	R	13,210.28
01	298223	06/25/2020	LS BLACK CONSTRUCTORS, INC.	R	2,968,612.52
01	298224	06/25/2020	MID MINNESOTA STORAGE	R	180.00
01	298225	06/25/2020	SAAFE, LLC	R	8,088.50
01	298226	06/25/2020	SCHUMACHER ELEVATOR COMPANY	R	450.00
01	298227	06/25/2020	SHAW-LUNDQUIST ASSOCIATES, INC.	R	1,506,638.81
01	298228	06/25/2020	ULINE	R	135.86
01	298229	06/25/2020	WOLD ARCHITECTS AND ENGINEERS	R	71,714.73
01	298233	06/29/2020	AMAZON.COM SYNCB/AMAZON	R	7,660.14
01	V610103	06/29/2020	JENNIFER K LEWIS	R	506.54
01	298234	06/30/2020	BARNES & NOBLE BOOK	R	461.95
01	298235	06/30/2020	BEST BUY BUSINESS ADVANTAGE	R	29.00
01	298236	06/30/2020	CEL PUBLIC RELATIONS, INC.	R	6,600.00
01	298237	06/30/2020	CITY OF RICHFIELD	R	6,652.50
01	298238	06/30/2020	EASYPERMIT POSTAGE	R	4,190.00
01	298239	06/30/2020	ECM PUBLISHERS INC	R	113.05
01	298240	06/30/2020	ELLEVATION INC.	R	14,071.50
01	298241	06/30/2020	HEART ZONES, INC	R	153.72
01	298242	06/30/2020	LAURSEN PIANO SERVICE	R	202.00
01	298243	06/30/2020	LEONILA CONSECO	R	35.00
01	298244	06/30/2020	LOFFLER COMPANIES	R	1,116.94
01	298245	06/30/2020	NEW DOMINION SCHOOL	R	5,449.18
01	298246	06/30/2020	PERMA-BOUND BOOKS	R	3,647.00
01	298247	06/30/2020	QUALITY FLOW SYSTEMS, INC.	R	13,750.00
01	298248	06/30/2020	RICHFIELD READY	R	779.00
01	298249	06/30/2020	SOUTHWEST METRO EDUCATION	R	4,693.68
01	298250	06/30/2020	XCEL ENERGY	R	36,629.57
01	V610104	06/30/2020	MICHAEL A MANNING	R	71.98
01	V610105	07/01/2020	PATRICK L BURRAGE	R	70.00

01	V610106	07/01/2020	KATHERINE E CABIESES	R	40.00
01	V610107	07/01/2020	MIRIAM A CASTRO SANJUAN	R	40.00
01	V610108	07/01/2020	PHIL N CEDER	R	40.00
01	V610109	07/01/2020	MARY L CLARKSON	R	70.00
01	V610110	07/01/2020	TIA B CLASEN	R	70.00
01	V610111	07/01/2020	JOHNNY R COOK	R	70.00
01	V610112	07/01/2020	LATANYA R DANIELS	R	70.00
01	V610113	07/01/2020	GEORGE A DENNIS	R	35.00
01	V610114	07/01/2020	RYAN D FINKE	R	70.00
01	V610115	07/01/2020	PETER J FITZPATRICK	R	40.00
01	V610116	07/01/2020	STEVEN T FLUCAS	R	70.00
01	V610117	07/01/2020	MICHAEL L FRANKENBERG	R	70.00
01	V610118	07/01/2020	JAMES A GILLIGAN	R	70.00
01	V610119	07/01/2020	CHRISTINA M GONZALEZ	R	70.00
01	V610120	07/01/2020	KYLE L GUSTAFSON	R	40.00
01	V610121	07/01/2020	KEVIN D HARRIS	R	40.00
01	V610122	07/01/2020	JAMES L HILL	R	40.00
01	V610123	07/01/2020	CARLONDREA D HINES	R	70.00
01	V610124	07/01/2020	JESSICA M HOFFMAN	R	40.00
01	V610125	07/01/2020	CRAIG D HOLJE	R	70.00
01	V610126	07/01/2020	CORY J KLINGE	R	70.00
01	V610127	07/01/2020	DANIEL E KRETSINGER	R	70.00
01	V610128	07/01/2020	ANOOP KUMAR	R	40.00
01	V610129	07/01/2020	COLLEEN M MAHONEY	R	70.00
01	V610130	07/01/2020	MICHAEL A MANNING	R	70.00
01	V610131	07/01/2020	DANIEL P MCGINN	R	40.00
01	V610132	07/01/2020	DOUG R MCMEEKIN	R	70.00
01	V610133	07/01/2020	CAROLE R MCNAUGHTON-COMMERS	R	70.00
01	V610134	07/01/2020	KENT D MEYER	R	70.00
01	V610135	07/01/2020	ERIN H NEILON	R	40.00
01	V610136	07/01/2020	ROBERT G OLSON	R	40.00
01	V610137	07/01/2020	MARK S PEDERSEN	R	40.00
01	V610138	07/01/2020	DENNIS E PETERSON	R	35.00
01	V610139	07/01/2020	RENEE C REED-KARSTENS	R	40.00
01	V610140	07/01/2020	KEITH D RIEF	R	40.00
01	V610141	07/01/2020	TERESA L ROSEN	R	70.00
01	V610142	07/01/2020	MAUREEN E RUHLAND	R	40.00
01	V610143	07/01/2020	MARTA I SHAHSAVAND	R	70.00
01	V610144	07/01/2020	NANCY J STACHEL	R	70.00
01	V610145	07/01/2020	PATRICK M SURE	R	40.00
01	V610146	07/01/2020	VLADIMIR S TOLEDO	R	40.00
01	V610147	07/01/2020	IAN D TOLENTINO	R	40.00
01	V610148	07/01/2020	STEVEN P UNOWSKY	R	270.00
01	V610149	07/01/2020	STEPHEN C URBANSKI	R	40.00
01	V610150	07/01/2020	CARRIE A VALA	R	70.00
01	V610151	07/01/2020	JENNIFER K VALLEY	R	70.00
01	V610152	07/01/2020	RYAN WAGNER	R	40.00
01	V610153	07/01/2020	REBECCA S WALD	R	40.00
01	V610154	07/01/2020	KASYA L WILLHITE	R	70.00
01	V610155	07/01/2020	AMY J WINTER AHSENMACHER	R	70.00

01	V2100667	07/01/2020	GOVERNMENT LEASING	R	30,577.60
01	V2100668	07/01/2020	SUN TRUST EQUIPMENT FINANCE LEASING	R	41,121.13
01	V2100669	07/01/2020	WELLS FARGO EQUIPMENT FINANCE	R	76,359.10
01	298251	07/02/2020	H BROOKS AND COMPANY LLC	R	3,424.84
01	298252	07/02/2020	HUBERT COMPANY, LLC	R	1,060.81
01	298253	07/02/2020	PAN O GOLD BAKING CO	R	72.45
01	298254	07/02/2020	TRIO SUPPLY COMPANY	R	307.69
01	298255	07/02/2020	UPPER LAKES FOODS	R	7,515.61
01	298256	07/02/2020	ACTIVE INTERNET TECHNOLOGIES, LLC	R	13,250.00
01	298257	07/02/2020	ALLIED 100, LLC	R	338.00
01	298258	07/02/2020	ANOKA-HENNEPIN SCHOOL DIST #11	R	800.00
01	298259	07/02/2020	BRAMBILLA'S LEASE SYSTEMS, INC	R	2,161.00
01	298260	07/02/2020	CDW GOVERNMENT INC	R	126,705.00
01	298261	07/02/2020	COMCAST	R	265.04
01	298262	07/02/2020	DREAMBOX LEARNING	R	29,247.50
01	298263	07/02/2020	HOPE CHURCH	R	14,338.47
01	298264	07/02/2020	KINECT ENERGY INC	R	505.00
01	298265	07/02/2020	MASA	R	860.00
01	298266	07/02/2020	MASBO	R	110.00
01	298267	07/02/2020	MASSP-MN ASSOCIATION	R	964.00
01	298268	07/02/2020	MESPA-MN ELEMENTARY	R	924.00
01	298269	07/02/2020	MN DEPT HEALTH	R	240.00
01	298270	07/02/2020	NUTRILINK	R	1,125.00
01	298271	07/02/2020	PCS REVENUE CONTROL	R	9,609.00
01	298272	07/02/2020	PEAR DECK, INC	R	5,350.00
01	298273	07/02/2020	QUALTRICS, LLC	R	13,500.00
01	298274	07/02/2020	RICHFIELD ROTARY CLUB	R	280.00
01	298275	07/02/2020	RYAN JEANNIE M	R	938.27
01	298276	07/02/2020	SCHOOLGY, INC	R	20,850.08
01	298277	07/02/2020	TIERNEY BROTHERS INC	R	49,622.60
01	298278	07/02/2020	WISEIDENTITY LLC	R	4,394.70

TOTAL CHECKS, E-PAYS, WIRES

7,863,430.22

WIRES, CHECKS & E-PAYS FOR 07/13/2020 BOARD REPORTS

BANK 05	DATE	AMOUNT
WIRE TRANSFERS	7/1/2020	148,057.83
E-PAYS	6/29/2020	506.54
	7/1/2020	3,040.00
CHECKS	6/25/2020	199,371.83
	6/29/2020	7,660.14
	6/30/2020	98,646.07
	7/2/2020	308,759.06
CONSTRUCTION CHECKS	6/25/2020	7,097,388.75

CHECK REGISTER BANK 05 TOTAL =	7,863,430.22
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BREAKDOWN	
01-206-00	703,368.72
02-206-00	49,394.22
03-206-00	3,399.50
04-206-00	8,893.55
06-206-00	7,097,458.75
07-206-00	-
08-206-00	-
20-206-00	823.96
21-206-00	91.52
47-206-00	-
BANK TOTAL =	7,863,430.22

SUPERINTENDENT'S REPORT AND MINUTES

Regular Meeting of the Board of Education
Independent School District No. 280, Richfield, Minnesota

Richfield Public Schools *inspires* and *empowers* each individual to learn, grow and *excel*

Monday, July 13, 2020
7:00 p.m. School Board Meeting

CALL TO ORDER

The regular meeting of the Board of Education of ISD 280, Hennepin County, Richfield, Minnesota was held on Monday, July 13, 2020, via virtual meeting due to the current federal and state emergency declarations and guidance about limiting person-to-person contact due to the COVID-19 (coronavirus) pandemic. Chair Crystal Brakke called the Regular Board Meeting to order at 7:02 p.m. with the following school board members in attendance: Cole, Maleck, Pollis, and Smisek. Toensing arrived at 7:18 p.m.

Administrators present were Superintendent Unowsky, Asst. Superintendent Daniels, Chief HR & Admin Officer Holje, and Executive Director Clarkson.

REVIEW AND APPROVAL OF THE AGENDA

Motion by Pollis, seconded by Cole, and unanimously carried, the Board of Education approved the agenda.

INFORMATION AND PROPOSALS -- NON-ACTION ITEMS

- A. Public Comment
- B. Superintendent Update
 - 1. Facilities Project Update
 - 2. Strategic Plan Update

CONSENT AGENDA

Motion by Maleck, seconded by Pollis, and unanimously carried, the Board of Education approved the consent agenda.

- A. Routine Matters
 - a. Minutes of the regular meeting held June 29, 2020
 - b. General Disbursements as of July 2, 2020 for \$7,863,430.22

B. Personnel Items

Management Full Time Positions for Employment

Stacy Theien-Collins – Principal – Richfield High School

Certified Full Time Positions for Employment – 1st Year Probation

Gavin Finelli – Special Education – Richfield High School

Jack Arpin – Elementary Bilingual Teacher – RDLS

Jessica Kokku – Special Education – RMS

Certified Full Time Position for Employment – Continuing Contract
Amberly Mobley – Elementary – RSTEM

Classified Management Full Time Retirements
Susan Hartzell – Payroll Accountant – District Wide
Gail Amundson – Human Resources Coordinator – District Wide

Classified Part Time Position for Employment - Paraprofessional
Alex Shimkus - 35 hours/wk - Special Education Paraprofessional –
Centennial

Classified Part Time Staff Reduction - Student Engagement Specialist
Kelly Holdgrafer - 37.5 hrs/wk - Student Engagement Specialist - RMS
Alex Shimkus - 37.5 hrs/wk - RSTEM

Classified Part Time Staff Reductions - Paraprofessionals
Grace Sacher - 10.8 hrs/wk - Special Education Para - RHS
Lionel Silas - 30 hrs/wk - Special Education Para - RSTEM

OLD BUSINESS

NEW BUSINESS

- A. Centennial Elementary - Change Orders #006, #007 and #008
Motion by Maleck, seconded by Toensing, and unanimously carried, the Board of Education approved the change orders.
- B. Richfield High School – Change Orders #025 and #026
Motion by Pollis, seconded by Cole, and unanimously carried, the Board of Education approved the change orders.
- C. Sheridan Hills Elementary – Change Orders #003 and #004
Motion by Smisek, seconded by Pollis, and unanimously carried, the Board of Education approved the change orders.
- D. Richfield STEM School – Change Order #023
Motion by Maleck, seconded by Toensing, and unanimously carried, the Board of Education approved the change orders.
- E. Policy 411 - Local and Out-of-State Travel
Policy 411 will be brought back to the next meeting for further review.
- F. Policy 710 and Administrative Guideline 710.1 – Petty Cash Fund
Policy 710 and 710.1 will be brought back to the next meeting for further review.
- G. Policy 742 and Administrative Guideline 742.1 – Student Transportation
Policy 742 and 742.1 will be brought back to the next meeting for further review.

H. Policy 712 and Administrative Guideline 712.1 – Credit Card Usage
Policy 712 and 712.1 will be brought back to the next meeting for further review.

I. Donations

Motion by Pollis, seconded by Toensing, and unanimously carried, the Board of Education approved the donations with gratitude.

ADVANCE PLANNING

A. Legislative Update

B. Information and Questions from Board

1. Summary of Closed Session – Superintendent Evaluation

C. Future Meeting Dates

8-3-2020	7:00 p.m.	Regular Board Meeting
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8-17-2020	7:00 p.m.	Regular Board Meeting – Public Comment
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D. Suggested/Future Agenda Items

ADJOURN REGULAR MEETING

Chair Brakke officially adjourned the meeting at 8:47 p.m.

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	298302	07/09/2020	CARQUEST AUTO PARTS	R	223.72
01	298366	07/22/2020	CARQUEST AUTO PARTS	R	59.28
01	298367	07/22/2020	CEDAR SMALL ENGINE	R	136.82
01	298372	07/22/2020	FREEWAY FORD	R	140.69
01	298375	07/22/2020	HOGLUND BUS CO INC	R	107.25
01	298379	07/22/2020	MIDWEST BUS PARTS INC	R	189.19
01	298251	07/02/2020	H BROOKS AND COMPANY LLC	R	3,424.84
01	298253	07/02/2020	PAN O GOLD BAKING CO	R	72.45
01	298254	07/02/2020	TRIO SUPPLY COMPANY	R	307.69
01	298255	07/02/2020	UPPER LAKES FOODS	R	7,515.61
01	298283	07/09/2020	H BROOKS AND COMPANY LLC	R	5,283.64
01	298291	07/09/2020	PAN O GOLD BAKING CO	R	116.10
01	298296	07/09/2020	TRIO SUPPLY COMPANY	R	261.27
01	298297	07/09/2020	UPPER LAKES FOODS	R	23,786.01
01	298336	07/14/2020	UPPER LAKES FOODS	R	4,519.01
01	298343	07/16/2020	H BROOKS AND COMPANY LLC	R	3,710.51
01	298347	07/16/2020	PAN O GOLD BAKING CO	R	82.80
01	298360	07/16/2020	UPPER LAKES FOODS	R	5,519.89
01	298252	07/02/2020	HUBERT COMPANY, LLC	R	1,060.81
01	298256	07/02/2020	ACTIVE INTERNET TECHNOLOGIES, LLC	R	13,250.00
01	298257	07/02/2020	ALLIED 100, LLC	R	338.00
01	298258	07/02/2020	ANOKA-HENNEPIN SCHOOL DIST #11	R	800.00
01	298259	07/02/2020	BRAMBILLA'S LEASE SYSTEMS, INC	R	2,161.00
01	298260	07/02/2020	CDW GOVERNMENT INC	R	126,705.00
01	298261	07/02/2020	COMCAST	R	265.04
01	298262	07/02/2020	DREAMBOX LEARNING	R	29,247.50
01	298263	07/02/2020	HOPE CHURCH	R	14,338.47
01	298264	07/02/2020	KINECT ENERGY INC	R	505.00
01	298265	07/02/2020	MASA	R	860.00
01	298266	07/02/2020	MASBO	R	110.00
01	298267	07/02/2020	MASSP-MN ASSOCIATION	R	964.00
01	298268	07/02/2020	MESPA-MN ELEMENTARY	R	924.00
01	298269	07/02/2020	MN DEPT HEALTH	R	240.00
01	298270	07/02/2020	NUTRILINK	R	1,125.00
01	298271	07/02/2020	PCS REVENUE CONTROL	R	9,609.00
01	298272	07/02/2020	PEAR DECK, INC	R	5,350.00
01	298273	07/02/2020	QUALTRICS, LLC	R	13,500.00
01	298274	07/02/2020	RICHFIELD ROTARY CLUB	R	280.00
01	298275	07/02/2020	RYAN JEANNIE M	R	938.27
01	298276	07/02/2020	SCHOOLOGY, INC	R	20,850.08
01	298277	07/02/2020	TIERNEY BROTHERS INC	R	49,622.60
01	298278	07/02/2020	WISEIDENTITY LLC	R	4,394.70
01	298279	07/08/2020	TAFFE SARAH ANN	R	8,165.60
01	298280	07/09/2020	ARVIG ENTERPRISES INC	R	1,107.90
01	298281	07/09/2020	COMCAST BUSINESS	R	244.74
01	298282	07/09/2020	FRB	R	66,406.51
01	298284	07/09/2020	HEALTHJOY LLC	R	11,089.00
01	298285	07/09/2020	HOBART SERVICE	R	443.93

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	298286	07/09/2020	KAMI	R	5,355.00
01	298287	07/09/2020	MALLAWAARATCHY, MANJULA S	R	51.50
01	298288	07/09/2020	METRO ECSU	R	4,561.90
01	298289	07/09/2020	MINNESOTA DEPARTMENT OF HEALTH	R	35.00
01	298290	07/09/2020	MINNSPRA	R	95.00
01	298292	07/09/2020	RSCHOOLTODAY	R	244.00
01	298293	07/09/2020	SCENARIO LEARNING, LLC	R	10,042.50
01	298294	07/09/2020	MACARIO CORPORATION	R	3,750.00
01	298295	07/09/2020	TIERNEY BROTHERS INC	R	27,145.00
01	298298	07/09/2020	VERIZON WIRELESS	R	555.26
01	298299	07/09/2020	VSP VISION SERVICE PLAN	R	2,210.51
01	298300	07/09/2020	INSTITUTE FOR ENVIROMENTAL	R	1,551.25
01	298301	07/09/2020	BLUETARP FINANCIAL	R	27.97
01	298303	07/09/2020	CINTAS CORPORATION NO 2	R	91.70
01	298304	07/09/2020	DICKS LAKEVILLE SANITATION INC	R	7,891.26
01	298305	07/09/2020	ECM PUBLISHERS INC	R	333.20
01	298306	07/09/2020	ECOLAB INC	R	233.71
01	298307	07/09/2020	GSSC-GENERAL SECURITY SERVICE	R	200.00
01	298308	07/09/2020	HERITAGE CRYSTAL CLEAN INC	R	369.07
01	298309	07/09/2020	HILLYARD	R	1,268.00
01	298310	07/09/2020	ISD #271	R	79,546.00
01	298311	07/09/2020	JAYTECH, INC	R	78.40
01	298312	07/09/2020	MCCARTHY WELL COMPANY	R	885.00
01	298313	07/09/2020	NEW LIFE ENTERPRISE	R	149.49
01	298314	07/09/2020	SHERWIN WILLIAMS CO	R	180.86
01	298315	07/09/2020	SUMMIT COMPANIES	R	1,212.00
01	298316	07/09/2020	XCEL ENERGY	R	35.12
01	298317	07/14/2020	CINTAS CORPORATION NO 2	R	109.34
01	298318	07/14/2020	CITY OF RICHFIELD	R	6,527.59
01	298319	07/14/2020	DARK KNIGHT SOLUTIONS, LLC	R	350.00
01	298320	07/14/2020	WW GRAINGER INC	R	735.55
01	298321	07/14/2020	HAWKINS INC	R	2,693.73
01	298322	07/14/2020	HILLYARD	R	7,374.64
01	298323	07/14/2020	HOGAN ASSESSMENT SYSTEMS INC	R	1,650.00
01	298324	07/14/2020	IIX INSURANCE INFORMATION EXCHAN	R	85.60
01	298325	07/14/2020	INSTITUTE FOR ENVIROMENTAL	R	5,792.89
01	298326	07/14/2020	LEROY'S GREAT BEAR	R	36.00
01	298327	07/14/2020	METRO APPLIANCE RECYCLING	R	481.00
01	298328	07/14/2020	OCCUPATIONAL MEDICINE CONSULTAN	R	104.25
01	298329	07/14/2020	RUPP ANDERSON SQUIRES & WALDSPUR	R	3,430.97
01	298330	07/14/2020	SAFETYFIRST PLAYGROUND MAINTENAI	R	700.00
01	298331	07/14/2020	SHERWIN WILLIAMS CO	R	574.79
01	298332	07/14/2020	INDIGO SIGNWORKS, INC.	R	936.00
01	298333	07/14/2020	TITAN ENVIROMENTAL, INC.	R	7,938.00
01	298334	07/14/2020	TOLL COMPANY	R	43.32
01	298335	07/14/2020	TRUGREEN LIMITED PARTNERSHIP	R	7,022.40
01	298337	07/14/2020	VELOCITY DRAIN SERVICES INC	R	300.00
01	298338	07/16/2020	AMSD-ASSOC OF METRO	R	9,166.00

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	298339	07/16/2020	BLUE CROSS BLUE SHIELD OF MINNESO	R	1,222.50
01	298340	07/16/2020	CENTURYLINK	R	39.11
01	298341	07/16/2020	COMCAST BUSINESS	R	529.74
01	298342	07/16/2020	CULLIGAN SOFT WATER	R	9.50
01	298344	07/16/2020	HONDA FINANCIAL SERVICES	R	268.80
01	298345	07/16/2020	INSTITUTE FOR ENVIROMENTAL	R	1,350.00
01	298346	07/16/2020	KNOWBE4, INC	R	6,834.24
01	298348	07/16/2020	PAPCO, INC.	R	108.86
01	298349	07/16/2020	PREMIUM WATERS INC	R	26.00
01	298350	07/16/2020	PUMP & METER SERVICE	R	792.35
01	298351	07/16/2020	REGION 1 INFORMATION MGMT SERVIC	R	2,385.00
01	298352	07/16/2020	RODRIGUEZ EMBROIDERY INC	R	4,452.82
01	298353	07/16/2020	SAVVAS LEARNING COMPANY LLC	R	8,527.07
01	298354	07/16/2020	SEESAW LEARNING, INC.	R	10,951.60
01	298355	07/16/2020	SHERWIN WILLIAMS CO	R	42.38
01	298356	07/16/2020	SOLAR SHIELD, INC.	R	3,843.00
01	298357	07/16/2020	SOLARWINDS ITSM US, INC	R	19,782.96
01	298358	07/16/2020	UNITED HEALTHCARE	R	159.60
01	298359	07/16/2020	UNITED HEALTHCARE INSURANCE CO	R	479.54
01	298361	07/16/2020	ZAHL PETROLEUM MAINTENANCE CO	R	44,728.80
01	298362	07/22/2020	STAR TRIBUNE	R	3,140.00
01	298363	07/22/2020	BESSER WELDING & FABRICATION	R	230.00
01	298364	07/22/2020	BSI MECHANICAL, INC.	R	1,731.21
01	298365	07/22/2020	BSN SPORTS, LLC	R	217.19
01	298368	07/22/2020	CINTAS CORPORATION NO 2	R	91.70
01	298369	07/22/2020	DAKOTA ACADEMIC CONSULTING INC	R	500.00
01	298370	07/22/2020	DELEGARD TOOL COMPANY	R	66.27
01	298371	07/22/2020	ECOLAB INC	R	133.55
01	298373	07/22/2020	WW GRAINGER INC	R	47.80
01	298374	07/22/2020	HILLYARD	R	160.65
01	298376	07/22/2020	HOME DEPOT U.S.A.	R	1,379.59
01	298377	07/22/2020	INTERSTATE ALL BATTERY CENTER	R	17.90
01	298378	07/22/2020	LOFFLER COMPANIES	R	159.00
01	298380	07/22/2020	NEW DOMINION SCHOOL	R	4,953.80
01	298381	07/22/2020	POVOLNY KATHLEEN IGOE	R	60.00
01	298382	07/22/2020	SUBURBAN TIRE WHOLESale	R	83.86
01	298383	07/22/2020	XCEL ENERGY	R	7.39
01	298384	07/22/2020	ZACK'S INC.	R	846.93
01	298385	07/22/2020	BLUE CROSS BLUE SHIELD OF MINNESO	R	9,408.00
01	298386	07/22/2020	BOND TRUST SERVICES CORP	R	2,850.00
01	298387	07/22/2020	BRINK'S INCORPORATED	R	1,246.92
01	298388	07/22/2020	CATALYST BUYING GROUP LLC	R	939.99
01	298389	07/22/2020	CINTAS CORPORATION NO 2	R	201.04
01	298390	07/22/2020	DIGI INTERNATIONAL, INC.	R	330.00
01	298391	07/22/2020	DIGITAL INSURANCE LLC	R	5,190.00
01	298392	07/22/2020	EDUCATORS BENEFIT CONSULTANTS LL	R	426.99
01	298393	07/22/2020	FRONTLINE TECHNOLOGIES GROUP LLC	R	19,283.28
01	298394	07/22/2020	FURTHER	R	5,463.00

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	298395	07/22/2020	GOODHEART-WILCOX PUBLISHERS	R	99.35
01	298396	07/22/2020	GROUP MEDICAREBLUE RX	R	6,510.00
01	298397	07/22/2020	IDEAL ENERGIES LLC	R	992.09
01	298398	07/22/2020	INTERSTATE ALL BATTERY CENTER	R	11.94
01	298399	07/22/2020	ISD #271	R	775.00
01	298400	07/22/2020	JUNK MASTERS LLC	R	400.00
01	298401	07/22/2020	KREMER SERVICES LLC	R	12,098.17
01	298402	07/22/2020	LOFFLER	R	1,225.09
01	298403	07/22/2020	LOFFLER COMPANIES	R	195.00
01	298404	07/22/2020	MADISON NATIONAL LIFE INS CO INC	R	2,193.60
01	298405	07/22/2020	MARIA ZARAGOZA	R	5.00
01	298406	07/22/2020	MATRIX COMMUNICATIONS INC	R	132,286.14
01	298407	07/22/2020	MINUTEMAN PRESS OF RICHFIELD	R	168.00
01	298408	07/22/2020	MSBA-MINNESOTA SCHOOL BOARD AS'S	R	10,231.00
01	298409	07/22/2020	NAVIANCE	R	1,895.25
01	298410	07/22/2020	NEW LIFE ENTERPRISE	R	301.50
01	298411	07/22/2020	NWEA	R	39,130.00
01	298412	07/22/2020	PTM DOCUMENT SYSTEMS	R	576.58
01	298413	07/22/2020	SAFETYFIRST PLAYGROUND MAINTENAI	R	800.00
01	298414	07/22/2020	SCHOOL SERVICE EMPLOYEES UNION	R	3,717.96
01	298415	07/22/2020	SUMMIT COMPANIES	R	1,235.53
01	298416	07/22/2020	UNITED STATES TREASURER	R	230.00
01	298417	07/22/2020	VSP VISION SERVICE PLAN	R	3,705.49
01	298418	07/24/2020	ALL FURNITURE INC	R	2,000.00
01	298419	07/24/2020	AQUA ENGINEERING INC	R	5,260.65
01	298420	07/24/2020	BRAUN INTERTEC CORP	R	9,187.50
01	298421	07/24/2020	CORVAL CONSTRUCTION	R	1,034,237.95
01	298422	07/24/2020	EBERT CONSTRUCTION	R	1,806,953.30
01	298423	07/24/2020	ICS CONSULTING, INC.	R	76,712.97
01	298424	07/24/2020	INSTITUTE FOR ENVIROMENTAL	R	143,203.83
01	298425	07/24/2020	INTEREUM, INC	R	7,288.20
01	298426	07/24/2020	LS BLACK CONSTRUCTORS, INC.	R	1,418,764.20
01	298427	07/24/2020	MAVO SYSTEMS INC	R	9,173.95
01	298428	07/24/2020	SHAW-LUNDQUIST ASSOCIATES, INC.	R	2,350,991.87
01	298429	07/24/2020	WOLD ARCHITECTS AND ENGINEERS	R	69,085.83
01	298430	07/24/2020	ALL FURNITURE INC	R	3,200.00
01	298431	07/24/2020	ALL STATE COMMUNICATIONS INC	R	18,900.00
01	298432	07/24/2020	AQUA ENGINEERING INC	R	4,798.00
01	V2100689	07/15/2020	GOVERNMENT LEASING	R	50,372.04
01	V2100690	07/16/2020	SUN TRUST EQUIPMENT FINANCE LEAS	R	71,715.62
01	V2100691	07/20/2020	UNITED STATES TREASURY	R	3,260.34
					<hr/> <hr/> 8,114,092.56

CHECKS & E-PAY RUNS 8/03/2020 BOARD REPORTS

BANK 05	DATE	AMOUNT
CHECKS	07/02/2020	308,759.06
	07/08/2020	8,165.60
	07/09/2020	257,061.52
	07/14/2020	51,405.08
	07/15/2020	50,372.04
	07/16/2020	196,728.69
	07/20/2020	3,260.34
	07/22/2020	278,581.98
	07/24/2020	6,959,758.25

E-Pays

CHECK REGISTER TOTAL =	8,114,092.56
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BREAKDOWN	
01-206-00	1,130,482.66
02-206-00	54,599.82
03-206-00	779.54
04-206-00	
06-206-00	6,928,230.54
07-206-00	-
08-206-00	-
20-206-00	
21-206-00	-
47-206-00	-
50-206-00	-
BANK TOTAL =	8,114,092.56

RICHFIELD PUBLIC SCHOOLS

Investment Holdings as of
July 29, 2020

Description	Matures	Rate	Cost	General Operating	Agency (Scholarships)	2018A Bond	2018B Bond	OPEB Bond
EAGLEBANK	08/24/20	1.96%	245,100.00	245,100.00	-	-	-	-
STATE BANK OF NEW RICHLAND	08/24/20	1.69%	245,800.00	245,800.00	-	-	-	-
MN TRUST TERM SERIES	08/25/20	0.17%	2,000,000.00	2,000,000.00	-	-	-	-
SAFRA NATIONAL BANK	09/10/20	1.68%	245,289.14	245,289.14	-	-	-	-
THIRD COAST BANK, SSB	09/17/20	1.82%	245,100.00	245,100.00	-	-	-	-
NEW OMNI BANK N.A.	09/17/20	1.80%	245,200.00	245,200.00	-	-	-	-
ELGA CREDIT UNION	09/17/20	1.82%	245,100.00	245,100.00	-	-	-	-
VERITEX COMMUNITY BANK	09/17/20	1.66%	245,600.00	245,600.00	-	-	-	-
WESTERN ALLIANCE BANK - C	12/17/20	1.92%	528,500.00	528,500.00	-	-	-	-
BANK 7	12/17/20	2.23%	242,300.00	242,300.00	-	-	-	-
LATINO COMMUNITY CREDIT UNION	12/17/20	2.10%	242,700.00	242,700.00	-	-	-	-
FIRST NATIONAL BANK / THE FIRST, NA	12/17/20	1.98%	243,200.00	243,200.00	-	-	-	-
EAST BOSTON SAVINGS BANK	12/17/20	1.93%	243,300.00	243,300.00	-	-	-	-
FORESIGHT BANK	01/27/21	2.56%	237,500.00	237,500.00	-	-	-	-
ASSOCIATED BANK, NA - C	01/27/21	2.61%	1,000,000.00	1,000,000.00	-	-	-	-
MECHANICS SAVINGS, A DIVISION OF FIRST	01/27/21	2.56%	237,500.00	237,500.00	-	-	-	-
FIRST INTERNET BANK OF INDIANA	02/04/21	1.85%	243,300.00	243,300.00	-	-	-	-
TBK BANK, SSB / THE NATIONAL BANK	02/04/21	1.75%	243,600.00	243,600.00	-	-	-	-
CITADEL FCU	02/18/21	1.63%	245,900.00	245,900.00	-	-	-	-
GRANITE COMMUNITY BANK / FIRST NATIONAL	02/18/21	1.53%	246,200.00	246,200.00	-	-	-	-
FIELDPOINT PRIVATE BANK & TRUST	02/18/21	1.55%	246,100.00	246,100.00	-	-	-	-
CITY NATL BK - BEV HILLS	02/25/21	1.55%	245,241.26	245,241.26	-	-	-	-
TEXAS CAPITAL BANK	06/28/21	0.30%	248,700.00	248,700.00	-	-	-	-
BANK OF CHINA	08/20/21	0.34%	248,100.00	248,100.00	-	-	-	-
CIBM BANK	10/19/21	0.10%	249,600.00	249,600.00	-	-	-	-
SERVISFIRST BANK	10/19/21	0.70%	247,700.00	247,700.00	-	-	-	-
BMO HARRIS BANK, NA	01/26/22	0.28%	4,000,000.00	4,000,000.00	-	-	-	-
Capital One, National Association Certificate	08/16/21	2.10%	160,000.00	-	160,000.00	-	-	-
MN TRUST TERM SERIES	08/25/20	0.17%	4,000,000.00	-	-	4,000,000.00	-	-
PENTAGON FEDERAL CREDIT UNION (1	08/25/20	2.32%	2,500,000.00	-	-	2,500,000.00	-	-
BMO HARRIS BANK, NA	08/25/20	2.30%	2,500,000.00	-	-	2,500,000.00	-	-

RICHFIELD PUBLIC SCHOOLS

Investment Holdings as of
July 29, 2020

Description	Matures	Rate	Cost	General Operating	Agency (Scholarships)	2018A Bond	2018B Bond	OPEB Bond
BMO HARRIS BANK, NA	09/25/20	2.31%	1,500,000.00	-	-	1,500,000.00	-	-
ASSOCIATED BANK, NA - C	09/25/20	2.50%	519,100.00	-	-	519,100.00	-	-
SOUTHERN STATES BANK	09/25/20	2.54%	240,500.00	-	-	240,500.00	-	-
PREMIER BANK	09/25/20	2.57%	240,400.00	-	-	240,400.00	-	-
PENTAGON FEDERAL CREDIT UNION (1	09/25/20	2.33%	1,500,000.00	-	-	1,500,000.00	-	-
NYC	10/01/20	2.41%	1,040,450.00	-	-	1,040,450.00	-	-
WESTCHESTER CO-A-REF	10/15/20	2.45%	148,305.00	-	-	148,305.00	-	-
BMO HARRIS BANK, NA	10/23/20	2.37%	2,000,000.00	-	-	2,000,000.00	-	-
NEW YORK NY	11/01/20	2.43%	1,313,141.25	-	-	1,313,141.25	-	-
BMO HARRIS BANK, NA	11/25/20	2.37%	1,500,000.00	-	-	1,500,000.00	-	-
WHEATON PK-D-REF-TXBL	12/30/20	2.69%	513,567.60	-	-	513,567.60	-	-
LAKE ETC SD #118-REF	01/01/21	2.79%	400,700.00	-	-	400,700.00	-	-
US TREASURY N/B	01/15/21	2.32%	495,683.59	-	-	495,683.59	-	-
ASSOCIATED BANK, NA - C	01/25/21	2.66%	500,000.00	-	-	500,000.00	-	-
County of El Paso TX	02/15/21	2.37%	794,768.00	-	-	794,768.00	-	-
COLLIN CO-B-REF-TXBL	02/15/21	2.43%	260,982.50	-	-	260,982.50	-	-
ASSOCIATED BANK, NA - C	02/25/21	2.50%	1,000,000.00	-	-	1,000,000.00	-	-
FINANCIAL FEDERAL BANK	02/25/21	2.65%	237,100.00	-	-	237,100.00	-	-
ASSOCIATED BANK, NA (N)	02/25/21	2.67%	237,100.00	-	-	237,100.00	-	-
HOUSTON-B-TXBL	03/01/21	2.43%	555,861.60	-	-	555,861.60	-	-
State of Maryland	03/15/21	2.38%	501,430.00	-	-	501,430.00	-	-
ASSOCIATED BANK, NA - C	04/23/21	2.67%	500,000.00	-	-	500,000.00	-	-
US TREASURY N/B	05/15/21	2.36%	1,023,164.05	-	-	1,023,164.05	-	-
State of Arkansas	06/01/21	2.43%	1,520,460.00	-	-	1,520,460.00	-	-
MEMPHIS-C-BABS	07/01/21	2.68%	312,489.00	-	-	312,489.00	-	-
FEDERAL HOME LOAN BANK	07/14/21	2.40%	959,446.61	-	-	959,446.61	-	-
FEDERAL HOME LOAN BANK	07/14/21	2.40%	479,723.30	-	-	479,723.30	-	-
State of Hawaii	08/01/21	2.45%	357,371.00	-	-	357,371.00	-	-
US TREASURY N/B	08/31/21	2.40%	493,398.44	-	-	493,398.44	-	-
FANNIE MAE	10/07/21	2.45%	481,788.31	-	-	481,788.31	-	-
City & County of Honolulu HI	11/01/21	2.55%	497,605.00	-	-	497,605.00	-	-

RICHFIELD PUBLIC SCHOOLS

Investment Holdings as of
July 29, 2020

Description	Matures	Rate	Cost	General Operating	Agency (Scholarships)	2018A Bond	2018B Bond	OPEB Bond
BMO HARRIS BANK, NA	08/25/20	2.30%	1,000,000.00	-	-	-	1,000,000.00	-
PENTAGON FEDERAL CREDIT UNION (1	08/25/20	2.32%	1,000,000.00	-	-	-	1,000,000.00	-
MN TRUST TERM SERIES	08/25/20	0.17%	4,000,000.00	-	-	-	4,000,000.00	-
BMO HARRIS BANK, NA	09/25/20	2.36%	1,250,000.00	-	-	-	1,250,000.00	-
BMO HARRIS BANK, NA	10/23/20	2.31%	1,000,000.00	-	-	-	1,000,000.00	-
PACIFIC WESTERN BANK	04/23/21	3.19%	233,400.00	-	-	-	233,400.00	-
CIBC BANK USA / PRIVATE BANK - MI	08/25/21	2.69%	234,000.00	-	-	-	234,000.00	-
FIRST NATIONAL BANK	08/25/21	2.78%	233,500.00	-	-	-	233,500.00	-
GREAT MIDWEST BANK	08/25/21	2.68%	120,000.00	-	-	-	120,000.00	-
PREFERRED BANK	08/31/20	2.55%	240,500.00	-	-	-	-	240,500.00
CORPORATE ONE FEDERAL CREDIT UN	08/31/20	2.60%	240,300.00	-	-	-	-	240,300.00
State of California	10/01/20	2.28%	725,355.25	-	-	-	-	725,355.25
KEMBA FINANCIAL FCU	10/13/20	1.75%	236,900.00	-	-	-	-	236,900.00
MAINSTREET BANK	10/13/20	1.67%	237,400.00	-	-	-	-	237,400.00
KS STATEBANK / KANSAS STATE BANK	10/13/20	1.86%	235,800.00	-	-	-	-	235,800.00
MERRICK BANK	10/19/20	2.90%	92,000.00	-	-	-	-	92,000.00
PRIME ALLIANCE BANK	10/19/20	2.99%	208,000.00	-	-	-	-	208,000.00
SECURITY STATE BANK	10/30/20	1.79%	236,600.00	-	-	-	-	236,600.00
FIRST CENTRAL BANK MCCOOK	10/30/20	1.81%	236,200.00	-	-	-	-	236,200.00
GREAT MIDWEST BANK	12/18/20	1.91%	115,000.00	-	-	-	-	115,000.00
CFG BANK	04/01/21	1.74%	243,500.00	-	-	-	-	243,500.00
IOWA VLY IA CMNTY CLG	06/01/21	1.55%	587,258.10	-	-	-	-	587,258.10
OXFORD-C-REF	08/01/21	1.70%	300,516.00	-	-	-	-	300,516.00
T BANK, NA	10/12/21	1.51%	100,000.00	-	-	-	-	100,000.00
Bank OZK	02/28/22	2.65%	230,100.00	-	-	-	-	230,100.00
TULSA CO ISD #3-TXBL	04/01/22	2.58%	693,178.90	-	-	-	-	693,178.90
HONOLULU-E-TXBL	10/01/22	1.61%	282,931.00	-	-	-	-	282,931.00
HONOLULU CITY and CNTY	10/01/22	1.58%	965,371.30	-	-	-	-	965,371.30
TEXAS ST-C-REF-TXBL	10/01/22	1.61%	784,606.90	-	-	-	-	784,606.90
HAWAII-FA-TXBL	10/01/23	1.62%	882,359.50	-	-	-	-	882,359.50

RICHFIELD PUBLIC SCHOOLS

Investment Holdings as of
July 29, 2020

Description	Matures	Rate	Cost	General Operating	Agency (Scholarships)	2018A Bond	2018B Bond	OPEB Bond
Total Investments Held			61,385,942.60	13,156,630.40	160,000.00	31,124,535.25	9,070,900.00	7,873,876.95

CONSENT AGENDA – FOR ACTION

Agenda Item IV.A.4

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, August 3, 2020

**SUBJECT: DESIGNATION OF DEPOSITORIES FOR SCHOOL
DISTRICT FUNDS**

Recommended by the Superintendent that the Board of Education designate the following depositories for the handling of school district cash deposits and checking needs for the 2020-21 fiscal year:

US Bank Southdale

Associated Bank

Richfield/Bloomington Credit Union

And furthermore, designate the following depositories for the purpose of investment of school district funds, in addition to the above named institutions:

Citigroup Global Markets Inc.
PFM Asset Management LLC
PMA Financial Network, Inc./MN. Trust
Wells Fargo Brokerage Services, LLC

(Prepared by Jim Gilligan)

CONSENT AGENDA – FOR ACTION**Agenda Item IV.A.5**

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, August 3, 2020

SUBJECT: SIGNATORIES ON DEPOSITORY ACCOUNTS

Recommended by the Superintendent that the Board of Education adopt the following resolution authorizing signatories for depository accounts for the 2020-21 fiscal year.

BE IT RESOLVED, by the Board of Education of Independent School District No. 280, Richfield, Minnesota, that any person named below is authorized as a signatory to transact financial business on behalf of the school district. This authorization includes but is not limited to financial transactions such as signing checks, drafts and other withdrawal orders; supplying the depository with specimen signatures of the authorized signatories; and all other directions and instructions needed to follow rules and regulations governing bank accounts.

Paula Cole	Treasurer
Crystal Brakke	Chair
Christine Maleck	Clerk
Steve Unowsky	Superintendent
Craig Holje	Chief Human Resource & Operations Officer
James Gilligan	Director of Finance

Depositories are fully authorized to pay and charge to the District's accounts any checks, drafts, and other withdrawal orders signed, and to honor any directions of instructions signed, whether or not payable to the individual order of or deposited to the individual account of or for the benefit of the above named signatories.

(Prepared by Jim Gilligan)

CONSENT AGENDA – FOR ACTION**Agenda Item IV.A.6**

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, August 3, 2020

**SUBJECT: SIGNATORIES ON ALL RBCU ACCOUNTS UNDER
MEMBERSHIP #10919647**

Recommended by the Superintendent that the Board of Education adopt the following resolution authorizing signatories for all Richfield Bloomington Credit Union (RBCU) depository accounts under membership # 10919647 for the 2020-21 fiscal year.

BE IT RESOLVED, by the Board of Education of Independent School District No. 280, Richfield, Minnesota, that authorization be removed for all existing signers and authorization be added for any person named below as a signatory to transact financial business on behalf of the school district. This authorization includes but is not limited to financial transactions such as signing checks, drafts and other withdrawal orders; supplying the depository with specimen signatures of the authorized signatories; and all other directions and instructions needed to follow rules and regulations governing bank accounts.

Paula Cole	Treasurer
Crystal Brakke	Chair
Christine Maleck	Clerk
Steve Unowsky	Superintendent
Craig Holje	Chief Human Resource & Operations Officer
James Gilligan	Director of Finance

RBCU is fully authorized to pay and charge to the District's accounts any checks, drafts, and other withdrawal orders signed, and to honor any directions of instructions signed, whether or not payable to the individual order of or deposited to the individual account of or for the benefit of the above named signatories.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, August 3, 2020

SUBJECT: AUTHORIZATION FOR WIRE TRANSFERS OF FUNDS

Recommended by the Superintendent that the Board of Education adopt the following resolution authorizing investment of district funds and wire transfer of funds for the 2020-21 fiscal year.

BE IT RESOLVED, by the Board of Education of Independent School District No. 280, Richfield, Minnesota, that the Chief Human Resources and Administrative Officer and/or Director of Finance be authorized to invest district funds and affect the wire transfer of funds to and/or from:

1. The School District's depositories for investment purposes.
2. The Hennepin County General Account at the U.S. Bank and between district accounts for payroll purposes.
3. Financial institutions for General Obligation Bond Payments.
4. Third parties for accounts payable, insurance premium payments and voluntary and statutory benefits (flexible spending accounts, VEBA trust, etc.)

In addition, the Board of Education authorizes the Chief Human Resources and Administrative Officer, Director of Finance, and the Accounts Receivable Clerk to issue Stop Payments at School District's depositories.

(Prepared by Jim Gilligan)

CONSENT AGENDA - FOR ACTION

AGENDA IV.A.8

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, August 3, 2020

SUBJECT: DESIGNATION OF OFFICIAL NEWSPAPER

(Recommended by Superintendent)

That the Board of Education designate the *Bloomington Richfield Sun Current* as their official newspaper for the 2020-21 school year.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, August 3, 2020

SUBJECT: Designation of School District Legal Counsel

(Recommended by Superintendent)

That the Board of Education authorize the administration to obtain legal services from the firms of Rupp, Anderson, Squires and Waldspurger, P.A.; Ratwik, Roszak and Maloney, P.A.; Knutson, Flynn and Deans P.A.; and other attorneys as authorized by the Superintendent to best service the needs of the District.

Background

(Prepared by Craig Holje)

It is recommended that the Board authorize the above firms as legal counsel for the district as it is anticipated that their services will be requested for ongoing or annual legal advice (e.g. employment, labor relations, student services, elections, lease contracts). It is recommended that the District reserve the right and be authorized to consult other attorneys as appropriate to capitalize on various legal expertise.

Kevin Rupp is the primary contact with Rupp, Anderson, Squires and Waldspurger, P.A. The primary contact with Ratwik, Roszak and Maloney P.A. is Laura Booth. The primary contact with Knutson, Flynn and Deans P.A. is Tom Deans.

CONSENT AGENDA - FOR ACTION

Agenda Item IV.A.10.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, August 3, 2020

SUBJECT: MEMBERSHIP IN ASSOCIATIONS

(Recommended by Superintendent)

That the Board of Education authorize the administration to join these organizations for the 2019-20 school year:

- Association of Metropolitan School Districts (AMSD)
- Metro ECSU
- Minnesota School Boards Association (MSBA)

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, August 3, 2020

Subject: PERSONNEL ITEMS
(Recommended by Superintendent)

That the Board of Education approve the following personnel items:

Certified Full Time Positions for Employment – 1st Year Probation
Zach Hanson – Math – Richfield High School

Certified Full Time Positions for Employment – 3rd Year Probation
Christine Keeley – Special Education – Centennial
Morgan Kelley – School Counselor – Richfield High School

Certified Part Time Position for Employment – Continuing Contract
Margaret Hoehn – Special Education Lead – RCEP

Certified Voluntary FTE Reduction
Vanessa Krebsbach – Interventionist – RDLS

Certified Full Time Resignations
Lauren Brooks – Preschool Teacher – Sheridan Hills

Cary Yang – Interventionist – Centennial Elementary

Heather Wolowik – Special Education Teacher – Richfield Middle School

Classified Full Time Position for Employment - Admin. & Mgmt. Support
Ashley Snoddy - Administrative Assistant 3 - District

Classified Full Time Position for Employment – Outreach Worker
Rosa Rubio Escoda – Outreach Worker – District

Classified Full Time Resignation – Administrative Assistant
Rosa Rubio Escoda – Administrative Assistant 3 – District

Classified Full Time Resignation Per Agreement – Facilities/Transportation
Darryl Watts – Night Lead – Richfield High School

Classified Part Time Position for Employment – Facilities/Transportation

LeeAnn Wise – Approx 10 hrs/wk Bus Driver – Garage

Classified Full Time Position Termination – Campus Supervisor

Matthew Graham – Campus Supervisor – Richfield Middle School

Classified Part Time Staff Reduction - Paraprofessional

Stacy Castaneda - 32.5 hrs/wk Special Ed Para - RDLS

Brenda Ramos Torres - 35 hrs/wk Instructional Para - RDLS

Classified Part Time Staff Retirement – Paraprofessional

Leslie Nelson – Instructional Paraprofessional – Central

Diane Harayda - 10 hours/wk Special Ed Para- Central

Christine Barlett - 31.65 hours wk/Special Ed Para - RHS

OLD BUSINESS – FOR REVIEW

Agenda Item V.A.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, August 3, 2020

Subject: Policy 411 Local and Out-of-State Travel

(Recommended by the Superintendent)

A second read of Policy 411 including accompanying travel forms.

Attachments

Policy 411 – Local and Out-of-State Travel - redlined
Travel Reimbursement Forms
Current version of Policy 411
MSBA Model Policy 214

RICHFIELD PUBLIC SCHOOLS
LOCAL AND OUT-OF STATE TRAVEL

I. PURPOSE

The purpose of this policy is to establish acceptable local and out-of-state reimbursable travel for school board members and staff in the performance of their school district duties.

II. GENERAL STATEMENT OF POLICY

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

III. APPROPRIATE TRAVEL AND APPROVAL

- A. Travel is appropriate when the School Board finds it proper for school board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as school board members and it is within the available resources. Travel to regional or national meetings of the National School Boards Association is presumed to fulfill this purpose. Travel to other meetings for which the member intends to seek reimbursement from the school district should be pre-approved by the School Board.
- B. Employee travel expenses related to the performance of the job including professional development are appropriate for reimbursement ~~and shall be~~ as approved by the Superintendent or designee.
- C. Travel outside the continental U.S. must be requested well in advance of the planned activity. The itinerary must be submitted for approval to the supervising administrator and Superintendent, followed by review of the School Board.

IV. REIMBURSABLE EXPENSES

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

-V. REIMBURSEMENT

A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.

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B. Automobile travel shall be reimbursed at the mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.

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

VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

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

~~The Superintendent is directed to develop the administrative guidelines to address the method and rates for travel reimbursement.~~

Legal References: Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)
Minn. Stat. § 471.661 (Out-of-State Travel)
Minn. Stat. § 471.665 (Mileage Allowances)
Minn. Op. Atty. Gen. No. 1035 (August 23, 1999) (Retreat Expenses)
Minn. Op. Atty. Gen. No. 161b-12 (August 4, 1997) (Transportation Expenses)

Cross References: School Board Policy 406 (Professional Growth Activities)
School Board Policy 205 (Board Member Development)

ADOPTED BY THE BOARD OF EDUCATION: June 19, 2006

Richfield Public Schools ISD 280
EMPLOYEE Approved Expense Reimbursement
School Year 20____

Approved Expense Reimbursement

Employee Name:

Employee Number:

Expense Period not to
exceed 60 days

From:

To:

Manager Name:

Department:

Business Purpose: (Brief explanation of purchase)

Itemized Expenses (Form will calculate done electronically)

ITEM(S)	DESCRIPTION	Budget Code	Account	PRICE

TOTAL REIMBURSEMENT REQUESTED \$ -

Please attach receipts. Checks cannot be processed without itemized receipts.

Return to Becky Herrera in Accounts Receivable.

By signing below I certify the information provided is complete, true and accurate. I have incurred personal costs in relation to the item(s) claimed and have not previously received reimbursement , in full or in part, for the costs claimed.

Employee Signature

Date

Reimbursement Information

You will receive your reimbursement via direct
deposit.

Approval Signature

Date

RICHFIELD PUBLIC SCHOOLS

LOCAL AND OUT-OF STATE TRAVEL

I. PURPOSE

The purpose of this policy is to establish acceptable local and out-of-state reimbursable travel for school board members and staff in the performance of their school district duties.

II. GENERAL STATEMENT OF POLICY

- A. School board members have an obligation to become informed on the proper duties and functions of a school board member, to become familiar with issues that may affect the school district, to acquire a basic understanding of school finance and budgeting, and to acquire sufficient knowledge to comply with federal, state and local laws, rules, regulations and school district policies that relate to their functions as school board members.
- B. School district employees have a similar obligation pertaining to the performance of their duties and for professional growth activities.

III. APPROPRIATE TRAVEL AND APPROVAL

- A. Travel is appropriate when the School Board finds it proper for school board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as school board members and it is within the available resources. Travel to regional or national meetings of the National School Boards Association is presumed to fulfill this purpose. Travel to other meetings for which the member intends to seek reimbursement from the school district should be pre-approved by the School Board.
- B. Employee travel expenses related to the performance of the job including professional development are appropriate for reimbursement and shall be approved by the Superintendent or designee.
- C. Travel outside the continental U.S. must be requested well in advance of the planned activity. The itinerary must be submitted for approval to the supervising administrator and Superintendent, followed by review of the School Board.

IV. REIMBURSABLE EXPENSES

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

The Superintendent is directed to develop the administrative guidelines to address the method and rates for travel reimbursement.

Legal References: Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)
Minn. Stat. § 471.661 (Out-of-State Travel)
Minn. Stat. § 471.665 (Mileage Allowances)
Minn. Op. Atty. Gen. No. 1035 (August 23, 1999) (Retreat Expenses)
Minn. Op. Atty. Gen. No. 161b-12 (August 4, 1997) (Transportation Expenses)

Cross References: School Board Policy 406 (Professional Growth Activities)
School Board Policy 205 (Board Member Development)

ADOPTED BY THE BOARD OF EDUCATION: June 19, 2006

Adopted: _____

MSBA/MASA Model Policy 214

Orig. 2005

Revised: _____

Rev. 2009

214 OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS

[Note: School districts are required by statute to adopt a policy addressing this issue.]

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. APPROPRIATE TRAVEL

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

IV. REIMBURSABLE EXPENSES

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

V. REIMBURSEMENT

- A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.

- B. Automobile travel shall be reimbursed at the mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.
- C. Amounts to be reimbursed shall be within the school board's approved budget allocations, including attendance at workshops and conventions.

VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

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

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

Cross References: MSBA/MASA Model Policy 212 (School Board Member Development)
MSBA/MASA Model Policy 412 (Expense Reimbursement)

OLD BUSINESS – FOR REVIEW

Agenda Item V.B.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, August 3, 2020

Subject: Policy 710 and Administrative Guideline 710.1 – Petty Cash Fund

(Recommended by the Superintendent)

A second read of Policy 710 and Administrative Guideline 710.1.

Attachments

Policy 710 – Petty Cash Fund - redlined
Administrative Guideline 710.1 – Petty Cash Fund – redlined

Policy 710 – Current Version
Administrative Guideline 710.1 – Current Version

MSBA Model Policy 702

Non-Instructional Operations

page 1

RICHFIELD PUBLIC SCHOOLS**PETTY CASH FUND****I. PURPOSE**

The purpose of this policy is to provide direction on the use of petty cash funds in order to expedite reimbursements to staff for out of pocket expenses and reduce the volume of check requests processed between School Board meetings.

II. GENERAL STATEMENT OF POLICY

Petty cash reimbursements shall be authorized for purchases less than \$100 and includes such expenditures as student refunds, postage, classroom supplies, emergency purchases, and meeting expenses. The funds shall not be used for check cashing, loans, payments to individuals for services, mileage, purchases in violation of district policies and guidelines or not authorized by Minnesota laws such as sales tax reimbursements.

The Superintendent is directed to develop administrative guidelines to facilitate implementation of this policy.

Legal References: M.S. 123B.11, subd, 1, Imprest Cash Funds

ADOPTED BY THE BOARD OF EDUCATION: April 3, 2006
REVIEWED BY THE BOARD OF EDUCATION: February 17, 2009
REVISED BY THE BOARD OF EDUCATION:

RICHFIELD PUBLIC SCHOOLS**PETTY CASH FUND****I. INTRODUCTION**

The purpose of this administrative guideline is to provide assistance on the appropriate use of petty cash funds to expedite reimbursements to staff for out of pocket expenses and reduce the volume of check requests processed between School Board meetings.

II. ELIGIBLE EXPENSES

- A. Acceptable petty cash fund expenditures must be less than \$100 and includes such activity as student refunds, postage, reimbursement for employee classroom supply and emergency purchases, and meeting expenses excluding mileage reimbursement.
- B. Unacceptable petty cash fund expenditures include transactions in excess of \$100; check cashing, loans, payments to individuals for services, mileage, purchases in violation of district policies and guidelines, or not authorized by Minnesota laws and regulations such as the reimbursement of sales tax.

~~III. TYPES OF PETTY CASH FUNDS~~

- ~~A. General Accounts – This petty cash fund is identified by a “GENERAL ACCOUNTS PETTY CASH ENVELOPE” and is used for the reimbursement of acceptable expenses that would typically be chargeable to the general fund accounts and the school’s or department’s budget.~~
- ~~B. Activity Accounts – This petty cash fund is identified by a “ACTIVITY ACCOUNTS PETTY CASH ENVELOPE”, it is separate from the general accounts and is used for reimbursement of acceptable expenses that would be typically chargeable to the student activity accounts at the High School.~~

IV. USE OF PETTY CASH ENVELOPES

The school principal or department supervisor is responsible for the custody of their petty cash fund (s) and for the legality and propriety of the petty cash expenditures pursuant to policy and administrative guidelines and applicable state laws and regulations. The custodian of the funds

Non-Instructional Operations

page 2

should obtain approval from the Business Office if there is any doubt as to the legality, propriety or eligibility of an expenditure.

- A. Every petty cash expense must be charged to a budget account which is only controlled by the custodian of the funds.
- B. Every petty cash expense must be substantiated by an invoice, detailed receipt or cash register tape and use the form "CLAIM FOR REIMBURSEMENT OF EXPENDITURES ~~OR REQUEST FOR PAYMENT OF ENTRY FEES~~" for a cash reimbursement.
- C. Petty cash funds are not to be intermingled or deposited with any other receipts, funds or cash-on-hand.
- D. Petty cash funds will be replenished by the Business Office upon the receipt of all invoices, receipts or cash register tapes and the appropriate completed petty cash envelope itemizing all disbursements made since last replenished. The replenishment is limited to the amount of expenses incurred.
- E. No replenishment of the petty cash fund will be made for an amount in excess of the established fund amount.
- F. An incomplete submission by the custodian of the funds will be returned to the school or department for proper completion before a check is generated to replenish the fund.
- G. Internal audits of the petty cash funds will be conducted throughout the year by the Business Office.
- H. A final replenishment request and all petty cash will be reconciled to the established fund amount and returned to the Business Office by the end of each fiscal year. The Community Education office may maintain a petty cash balance at their location for use during the non-student contact months.

V. FUND LOCATION & AMOUNT

A.	Centennial Elementary administration office	\$100.00
B.	Sheridan Hills Elementary administration office	\$100.00
C.	Intermediate School administration office	\$200.00
D.	Middle School administrative office	\$200.00
E.	High School administrative office	\$800.00
F.	High School administrative Athletic office (ACTIVITY)	\$800.00
G.	Community Education office	\$200.25000
H.	Extended Campus office	\$100.00
I.	Transitions program office	\$100.00

Non-Instructional Operations page 3

1	J. District office	\$200.00
2	K. Dual Language administrative office	\$100.00
3	L. Buildings, Grounds, and Transportation office	\$100.00
4		\$3,000.00

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LEGAL REFERENCES: M.S. 123B.11, subd, 1, Imprest Cash Funds

Dated: April 3, 2006
Revised: February 17, 2009

RICHFIELD PUBLIC SCHOOLS

PETTY CASH FUND

I. PURPOSE

The purpose of this policy is to provide direction on the use of petty cash funds in order to expedite reimbursements to staff for out of pocket expenses and reduce the volume of check requests processed between School Board meetings.

II. GENERAL STATEMENT OF POLICY

Petty cash reimbursements shall be authorized for purchases less than \$100 and includes such expenditures as student refunds, postage, classroom supplies, emergency purchases, and meeting expenses. The funds shall not be used for check cashing, loans, payments to individuals for services, mileage or sales tax reimbursements.

The Superintendent is directed to develop administrative guidelines to facilitate implementation of this policy.

Legal References: M.S. 123B.11, subd, 1, Imprest Cash Funds

ADOPTED BY THE BOARD OF EDUCATION: April 3, 2006
REVIEWED BY THE BOARD OF EDUCATION: February 17, 2009
REVISED BY THE BOARD OF EDUCATION:

RICHFIELD PUBLIC SCHOOLS

PETTY CASH FUND

I. INTRODUCTION

The purpose of this administrative guideline is to provide assistant on the appropriate use of petty cash funds to expedite reimbursements to staff for out of pocket expenses and reduce the volume of check requests processed between School Board meetings.

II. ELIGIBLE EXPENSES

- A. Acceptable petty cash fund expenditures must be less than \$100 and includes such activity as student refunds, postage, reimbursement for employee classroom supply and emergency purchases, and meeting expenses excluding mileage reimbursement.
- B. Unacceptable petty cash fund expenditures include transactions in excess of \$100; check cashing, loans, payments to individuals for services, and the reimbursement of sales tax.

III. TYPES OF PETTY CASH FUNDS

- A. General Accounts - This petty cash fund is identified by a "GENERAL ACCOUNTS PETTY CASH ENVELOPE" and is used for the reimbursement of acceptable expenses that would typically be chargeable to the general fund accounts and the school's or department's budget.
- B. Activity Accounts - This petty cash fund is identified by a "ACTIVITY ACCOUNTS PETTY CASH ENVELOPE", it is separate from the general accounts and is used for reimbursement of acceptable expenses that would be typically chargeable to the student activity accounts at the High School.

IV. USE OF PETTY CASH ENVELOPES

The school principal or department supervisor is responsible for the custody of their petty cash fund (s) and for the legality and propriety of the petty cash expenditures pursuant to policy and administrative guidelines and applicable state laws and regulations. The custodian of the funds should obtain approval from the Business Office if there is any doubt as to the legality, propriety or eligibility of an expenditure.

- A. Every petty cash expense must be charged to a budget account which is only controlled by the custodian of the funds.

- 1
2 B. Every petty cash expense must be substantiated by an invoice,
3 receipt or cash register tape and use the form "CLAIM FOR
4 REIMBURSEMENT OF EXPENDITURES OR REQUEST FOR
5 PAYMENT OF ENTRY FEES" for a cash reimbursement.
6
7 C. Petty cash funds are not to be intermingled or deposited with any
8 other receipts, funds or cash-on-hand.
9
10 D. Petty cash funds will be replenished by the Business Office upon
11 the receipt of all invoices, receipts or cash register tapes and the
12 appropriate completed petty cash envelope itemizing all
13 disbursements made since last replenished. The replenishment is
14 limited to the amount of expenses incurred.
15
16 E. No replenishment of the petty cash fund will be made for an
17 amount in excess of the established fund amount.
18
19 F. An incomplete submission by the custodian of the funds will be
20 returned to the school or department for proper completion before
21 a check is generated to replenish the fund.
22
23 G. Internal audits of the petty cash funds will be conducted throughout
24 the year by the Business Office.
25

26 **V. FUND LOCATION & AMOUNT**

27

28 A.	Centennial Elementary administration office	\$100.00
29 B.	Sheridan Hills Elementary administration office	\$100.00
30 C.	Intermediate School administration office	\$200.00
31 D.	Middle School administrative office	\$200.00
32 E.	High School administrative office	\$800.00
33 F.	High School administrative office (ACTIVITY)	\$800.00
34 G.	Community Education office	\$200.00
35 H.	Extended Campus office	\$100.00
36 I.	Transitions program office	\$100.00
37 J.	District office	\$200.00
38 K.	Dual Language administrative office	\$100.00
39 L.	Buildings, Grounds, and Transportation office	\$100.00
40		\$3,000.00

41
42

43 LEGAL REFERENCES: M.S. 123B.11, subd, 1, Imprest Cash Funds

44
45 Dated: April 3, 2006

46 Revised: February 17, 2009

Adopted: _____

MSBA/MASA Model Policy 702

Orig. 1995

Revised: _____

Rev. 2006

702 ACCOUNTING

[Note: The provisions of this policy reflect the applicable statutes and are not discretionary in nature.]

I. PURPOSE

The purpose of this policy is to adopt the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts provided for in guidelines adopted by the Minnesota Department of Education.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to comply with the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts.

III. MAINTENANCE OF BOOKS AND ACCOUNTS

The school district shall maintain its books and records and do its accounting in compliance with the Uniform Accounting and Reporting Standards for Minnesota School Districts (UFARS) provided for in the guidelines adopted by the Minnesota Department of Education and in compliance with applicable state laws and rules relating to reporting of revenues and expenditures.

IV. PERMANENT FUND TRANSFERS

Unless otherwise authorized pursuant to Minn. Stat. § 123B.80, as amended, or any other law, fund transfers shall be made in compliance with UFARS and permanent fund transfers shall only be made in compliance with Minn. Stat. §123B.79, as amended, or other applicable statute.

V. REPORTING

The school board shall provide for an annual audit of the books and records of the school district to assure compliance of its records with UFARS. Each year, the school district shall also provide for the publication of the financial information specified in Minn. Stat. §123B.10 in the manner specified therein.

Legal References: Minn. Stat. § 123B.02 (School District Powers)
Minn. Stat. § 123B.09 (School Board Powers)
Minn. Stat. § 123B.10 (Publication of Financial Information)
Minn. Stat. § 123B.14, Subd. 7 (Duties of School Board Clerk)

Minn. Stat. § 123B.75 (Revenue)
Minn. Stat. § 123B.76 (Expenditures)
Minn. Stat. § 123B.77 (Accounting, Budgeting and Reporting Requirements)
Minn. Stat. § 123B.78 (Cash Flow, Revenues, Borrowing, Deficits)
Minn. Stat. § 123B.79 (Permanent Fund Transfers)
Minn. Stat. § 123B.80 (Exceptions for Permanent Fund Transfers)

Cross References: MSBA/MASA Model Policy 703 (Annual Audit)
MSBA Service Manual, Chapter 7, Education Funding

OLD BUSINESS – FOR REVIEW

Agenda Item V.C.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, August 3, 2020

Subject: Policy 712 and Administrative Guideline 712.1 – Credit Card Usage

(Recommended by the Superintendent)

A second read of Policy 712 and Administrative Guideline 712.1.

Attachments

Policy 712 – Credit Card Usage - No edits suggested
Administrative Guideline 712.1 – Credit Card Usage – redlined

Administrative Guideline 712.1 – Current Version

MSBA Model Policy 702

Non-Instructional Operations

page 1

RICHFIELD PUBLIC SCHOOLS**CREDIT CARD USAGE****I. PURPOSE**

The purpose of this policy is to establish criteria on the use of credit cards issued on behalf of the school district.

II. GENERAL STATEMENT OF POLICY

- A. Credit cards should only be used by authorized school officials and employees in accordance with Administrative Guidelines 712.1, Credit Card Usage and the Procurement Card Program Procedures Manual. Such cards shall not be used for purchasing goods for personal use or for non-district related matters.
- B. Credit card purchases must comply with all statutes, rules, or district policy applicable to school district purchases. Unauthorized or inappropriate use may result in disciplinary action assessed based on the type of violation.

Legal References: Minn. Stat. § 123B.02, Subd. 23 (Credit Cards)

ADOPTED BY THE BOARD OF EDUCATION: February 17, 2009

RICHFIELD PUBLIC SCHOOLS**CREDIT CARD USAGE****I. INTRODUCTION**

The purchasing card program is designed to assist the organization in reducing its reliance on ~~requisitions, purchase orders,~~ petty cash funds, employee advances, paper checks, and the use of personal funds for business purposes. The program should help increase your turn-around time in the fulfillment of orders, provide greater flexibility, and reduce paperwork. The Business Office is responsible for the implementation, maintenance, program compliance, auditing, processing payment, and issuance of the P-Card. Only employees of the organization are allowed to participate in the program. Each cardholder has the responsibility to review, reconcile, and submit their monthly account statement with the appropriate receipts and signatures for processing and payment by the due date.

II. AUTHORIZATION

District employees are authorized to use credit cards for approved expenditures which must comply with ~~the~~ school board policy, be approved by the supervising administrator, and be considered reasonable to the local taxpayer. Please refer to the Procurement Card Program Procedures Manual for further information.

III. GENERAL INFORMATION**A. Guidelines**

1. The P-Card is issued in each cardholder's name and it will be assumed that any purchases made with the P-Card will have been made by them. The cardholder is responsible for the security of their card and any transactions made with the card.
2. The P-Card may be used in person, by mail, telephone, and on-line purchases.
3. The P-Card may be used at any merchant that accepts MasterCard.
4. The P-Card may be used for approved travel and related expenses. The cardholder must adhere to Travel Policy 411.
5. The P-Card is not to be used for personal purchases.
6. The cardholder will not be charged a fee for the card.
7. Inappropriate use of the P-Card will result in revocation of the card and in the event of gross misuse or fraud involving District funds, disciplinary actions may be taken.
8. The cardholder and their Principal/Department Supervisor are responsible for ensuring all receipts and statements are submitted to the ~~Accounts Payable Clerk~~ Finance Department before the 7th of the following month of your statement. The cardholders Department budget is ~~reduced by~~ charged for each transaction and reflected monthly on the finance system.
9. The cardholder's credit rating is not affected by having a P-Card issued in their name.

Non-Instructional Operations

page 2

B. Travel Expenses

A cardholder may use the P-Card for approved travel. Appropriate documentation must be attached to each account statement submitted to the ~~Accounts Payable Clerk~~ Finance Department for payment. The cardholder must adhere to the guidelines and procedures of Travel Policy 411. All travel and entertainment must be for business purposes only and any personal use is strictly prohibited.

C. Periodic Audits

All cardholder accounts are subject to periodic audits to ensure compliance with the organization's overall policies and the policies outlined in this manual. The P-Card Administrator and the Business Office review daily, monthly, and annual transaction activity reports as deemed necessary to ensure adherence to the P-Card policies. If an audit reveals a policy violation, the cardholder and their manager will be contacted and disciplinary action assessed based on the type of violation.

IV. PURCHASES

A. Allowable Purchases

1. Subscriptions
2. Approved conference registrations
3. Approved travel
4. Repairs and maintenance
5. Field trip admissions
6. Allowable food for meetings
7. Classroom supplies
8. General office supplies

B. Unallowable Purchases

1. Minnesota sales tax on most purchases
2. Alcoholic beverages/tobacco
3. Lottery tickets
4. Gift cards/gift certificates
5. Personal purchases
6. Donations
- ~~6-7.~~ Purchases made with Federal Grant award funds without prior written approval by an Executive Director or the Superintendent.

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Legal References: Minn. Stat. § 123B.02 Subd. 23 (Credit Cards)

Dated: February 17, 2009

Reviewed:

Revised:

RICHFIELD PUBLIC SCHOOLS

CREDIT CARD USAGE

I. INTRODUCTION

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II. AUTHORIZATION

District employees are authorized to use credit cards for approved expenditures which must comply with the school board policy, approved by the supervising administrator, and be considered reasonable to the local taxpayer. Please refer to the Procurement Card Program Procedures Manual for further information.

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6. The cardholder will not be charged a fee for the card.
7. Inappropriate use of the P-Card will result in revocation of the card and in the event of gross misuse or fraud involving District funds, disciplinary actions may be taken.
8. The cardholder and their Principal/Department Supervisor are responsible for ensuring all receipts and statements are submitted to the Accounts Payable Clerk before the 7th of the following month of your statement. The Department budget is reduced by each transaction and reflected monthly on the finance system.
9. The cardholder's credit rating is not affected by having a P-Card issued in their name.

B. Travel Expenses

A cardholder may use the P-Card for approved travel. Appropriate documentation must be attached to each account statement submitted to the Accounts Payable Clerk for payment. The cardholder must adhere to the guidelines and procedures of Travel Policy 411. All travel and entertainment must be for business purposes only and any personal use is strictly prohibited.

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1. Minnesota sales tax on most purchases
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3. Lottery tickets
4. Gift cards/gift certificates
5. Personal purchases
6. Donations

Legal References: Minn. Stat. § 123B.02 Subd. 23 (Credit Cards)

Dated: February 17, 2009

Reviewed:

Revised:

Adopted: _____

MSBA/MASA Model Policy 702

Orig. 1995

Revised: _____

Rev. 2006

702 ACCOUNTING

[Note: The provisions of this policy reflect the applicable statutes and are not discretionary in nature.]

I. PURPOSE

The purpose of this policy is to adopt the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts provided for in guidelines adopted by the Minnesota Department of Education.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to comply with the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts.

III. MAINTENANCE OF BOOKS AND ACCOUNTS

The school district shall maintain its books and records and do its accounting in compliance with the Uniform Accounting and Reporting Standards for Minnesota School Districts (UFARS) provided for in the guidelines adopted by the Minnesota Department of Education and in compliance with applicable state laws and rules relating to reporting of revenues and expenditures.

IV. PERMANENT FUND TRANSFERS

Unless otherwise authorized pursuant to Minn. Stat. § 123B.80, as amended, or any other law, fund transfers shall be made in compliance with UFARS and permanent fund transfers shall only be made in compliance with Minn. Stat. §123B.79, as amended, or other applicable statute.

V. REPORTING

The school board shall provide for an annual audit of the books and records of the school district to assure compliance of its records with UFARS. Each year, the school district shall also provide for the publication of the financial information specified in Minn. Stat. §123B.10 in the manner specified therein.

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Minn. Stat. § 123B.10 (Publication of Financial Information)
Minn. Stat. § 123B.14, Subd. 7 (Duties of School Board Clerk)

Minn. Stat. § 123B.75 (Revenue)
Minn. Stat. § 123B.76 (Expenditures)
Minn. Stat. § 123B.77 (Accounting, Budgeting and Reporting Requirements)
Minn. Stat. § 123B.78 (Cash Flow, Revenues, Borrowing, Deficits)
Minn. Stat. § 123B.79 (Permanent Fund Transfers)
Minn. Stat. § 123B.80 (Exceptions for Permanent Fund Transfers)

Cross References: MSBA/MASA Model Policy 703 (Annual Audit)
MSBA Service Manual, Chapter 7, Education Funding

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, August 3, 2020

Subject: Policy 742 and Administrative Guideline 742.1 – Student Transportation Services

(Recommended by the Superintendent)

A second read of Policy 742 and Administrative Guideline 742.1.

Superintendent recommends examining policy 742 and accompanying guidelines to ensure legal transportation for all students despite the restrictions due to COVID-19. Richfield Public Schools has a legal obligation to provide students living more than 2 miles from their school as well as living within district boundaries bus transportation. Our goal is to provide the best possible service to our students and families while ensuring alignment to transportation law. State statute declares the following:

§ 169.448, subd. 1. **Minnesota law** requires **school** districts to **transport** any student to and from **school** if the student lives more than two miles from the **school**. ... A **school** district is also required to provide equal **transportation** for nonpublic **school** children residing in its district boundaries.

As of the 2019-2020 school year, Richfield Public Schools was providing transportation to more students than required by the state of Minnesota. Elementary students received transportation when they lived more than 1 mile from their school, while secondary students received transportation aligned to the 2 mile legal requirement. Additional Richfield Public Schools service provided transportation to all students who would have to cross a boundary defined as hazardous, as listed in this policy.

Due to COVID-19, we are needing to examine this policy based on differences in anticipated student enrollment and projected bus capacity. Based on state survey data, it can be assumed that between 10% and 30% of students will choose distance learning regardless of the extent to which school is open in person. Additionally, restrictions on bus capacity project an overall average of between 20 to 25 students per bus.

As of the 2019-2020 school year, Richfield Public Schools was providing transportation in three tiers, with three sets of school start times. Tier one (7:20 am drop, 7:40 school start time) for RDLS and R-STEM. Tier two (7:50 am drop, 8:10 school start time) for

Centennial and Sheridan Hills. Tier three (8:10 am drop, 8:30 school start time) for RHS and RMS. Given bus capacity constraints and possible differences in anticipated student enrollment, school start times may need to be adjusted to support maintaining as few tiers of busing as possible. Additionally, cleaning between routes will definitely add 10 minutes two each tier and require a small change to start times regardless of other considerations.

List of considerations:

- Removal of hazardous walk zones
 - Would require increase of school safety patrol
 - Would require study from Safe Schools Coordinator
- Examination of bus boundary
 - 2 miles for elementary students – 1,333 lose transportation
 - 1.5 miles for elementary students – 974 lose transportation
 - 1 mile for elementary students – 416 lose transportation
- School start time considerations
 - Three tier busing is unlikely but retains similar starts times; could be accomplished with a 2 mile transportation zone for all students. Start times would be 7:40, 8:20, 9:00.
 - Four tier busing can likely be accomplished with a 1.5 or 2 mile transportation zone. It can also be accomplished with a 1 mile transportation zone (elementary) if 15% or more of our students choose distance learning. Start times would be 7:40, 8:20, 9:00, 9:40.
 - Five tier busing can be accomplished in most models but still requires the removal of “hazardous crossings” unless 20% or more of our students choose distance learning. Start times would be 7:40, 8:20, 9:00, 9:40, 10:20.
 - Six tier busing would occur with our current policy. Start times would be 7:40, 8:20, 9:00, 9:40, 10:20, 11:00.
- Different grade levels attending school a different number of days per week. Based on governor guidelines and family input through our survey, we may consider hybrid models with staggered day or time options, including:
 - Younger students attending in person more often than older students
 - Some students fully in person while others fully distance learning

Attachments

Safe Routes to Schools Resources for Back to School Scenario

Policy 742 – Student Transportation Services - redlined

Administrative Guideline 742.1 – Student Transportation – redlined

Policy 742 – Student Transportation Services – Current Version

Administrative Guideline 742.1 – Student Transportation – Current Version

MSBA Model Policy 707 redlined
MSBA Model Policy 708 redlined
MSBA Model Policy 709 redlined

Tactic	SRTS Resource	Interdepartmental Collaboration
Crossing Guards (adults) / Safety Patrol (4th grade and up)	<ul style="list-style-type: none"> Online 1-hour crossing guard training module for Minnesota SRTS Coordinator coaching, training, evaluation Access to some crossing guard equipment at free/reduced rates 	<ul style="list-style-type: none"> Human Resources to assist hiring of PT crossing guards School/district Outreach Staff to promote crossing guard opportunity Transportation Dept to identify key crossing guard locations and times
Walking School Buses (best for primary students)	<ul style="list-style-type: none"> Tip sheet for operating Walking School Buses (can be updated for Richfield) SRTS Coordinator coaching and training SRTS Boost Grant 	<ul style="list-style-type: none"> School/district Outreach Staff help connect families to Walking School Buses near their home Building Admin and PTO outreach for parent volunteers
Bike Trains (best for secondary students)	<ul style="list-style-type: none"> Tip sheet for operating Bike Trains (can be updated for Richfield) SRTS Coordinator coaching and training 	<ul style="list-style-type: none"> School/district Outreach Staff help connect families to Bike Trains near their home Building administration and PTO outreach for parent volunteers
Policy Updates	<ul style="list-style-type: none"> Walk Boundaries (742.IV.B/Transpo Web Page) Hazard Boundaries (742.IV.B.2) <i>New: Create/amend policy requiring crossing guards to receive training?</i> 	<ul style="list-style-type: none"> BOE/Leadership process policy changes, if necessary
Communications	<ul style="list-style-type: none"> Educational safety messaging Communication of all walking and biking related changes and resources to families Can help coordinate/ create maps based on district or school Press release(s) related to increased school bike/ped transportation activities 	<ul style="list-style-type: none"> Coordination/assistance from Communications Dept and Operations Team Translation services from Outreach Staff
Other Options	<ul style="list-style-type: none"> Ask local bike shops re: wholesale pricing for bike U-locks, helmets, etc. Notify City of Richfield/Public Works about increased walking and bicycling to and from school. SRTS Coordinator is teaching a Community Education class about how to bike with your child to school. Could expand 	<ul style="list-style-type: none"> Health & Safety Team provide guidance on how to update all SRTS activities for social distancing and COVID preparedness.

	offerings or frequency leading up to start of school year.	
Agency Partnerships	<ul style="list-style-type: none"> Public Works: temporary infrastructure, school streets Parks & Recreation: parent park and walks Richfield Police Department: electronic speed signs 	

Potential Crossing Guard Locations

Will's note:

At a minimum, I think the Centennial/STEM/RDLS area should have 6 (six) hired crossing guards in addition to school staffing the area directly around the building. These guards could cover both bell times, if STEM/RDLS maintain different start/end times than Centennial. Additionally, I think that the west side of Richfield would require a minimum of 7 (seven) hired crossing guards in addition to school staffing the area directly around the building. These guards could cover both bell times for Sheridan Hills and RMS. In a scarcity situation, I would propose not hiring crossing guards for RHS.

Key

Low Volume Crossing: Avenue @ Street

High Volume Crossing: **Avenue @ Street**

Considerable Safety Concerns: **Avenue @ Street**

Preexisting Crossing Guard Activity: **Avenue @ Street**

School	Scenario: Remove Hazard Boundaries	Scenario: Full Two-Mile Walk Zone
Centennial Elem. STEM/RDLS 31	<ul style="list-style-type: none"> <u>Bloomington Ave @ 70th St (2)</u> <u>Bloomington Ave @ Diag. (2+)</u> Blooming Ave @ 75th St <u>Cedar Ave @ Diagonal</u> Cedar Ave @ 73rd St Cedar Ave @ 74th St <u>12th Ave @ 70th St</u> 12th Ave @ 72nd St 12th Ave @ 75th St <u>12th Ave @ 76th St</u> <u>12th Ave @ 77th St (2+)</u> <u>Elliot Ave @ 70th St</u> Elliot Ave @ 71st St Chicago Ave @ 73rd St <u>Portland Ave @ 70th St (2)</u> 	<ul style="list-style-type: none"> Bloomington Ave @ 66th (2) Chicago Ave @ 76th St <u>Chicago Ave @ 77th St (2+)</u> <u>Elliot Ave @ 66th St</u> <u>Portland Ave @ 66th St (4)</u> Portland Ave @ 73rd Portland Ave @ 76th
Sheridan Hills Elem.	<ul style="list-style-type: none"> <u>Sheridan Ave @ 66th St</u> 	<ul style="list-style-type: none"> Penn Ave @ 70th St

15	<ul style="list-style-type: none"> • Vincent Ave @ 66th St • <u>Xerxes Ave @ 64th St</u> • <u>Penn Ave @ 64th St</u> • <u>Penn Ave @ 65th St</u> • <u>Penn Ave @ 66th St (2+)</u> 	<ul style="list-style-type: none"> • Penn Ave @ 70 ½ St • <u>Upton Ave @ 69th St</u> • Upton Ave @ 70th St • <u>I-35W @ 66th St (4+)</u>
RMS 6	<ul style="list-style-type: none"> • Nicollet Ave @ 76th St • <u>I-35W @ 76th St (2)</u> • Penn Ave @ 73rd St • <u>Penn Ave @ 76th St</u> • <u>Penn Ave @ 75th St</u> 	
RHS	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
BT-Penn		
Partnership Acad.		
BT-Nicollet		

RICHFIELD PUBLIC SCHOOLS
STUDENT TRANSPORTATION SERVICES

I. PURPOSE

The purpose of this policy is to provide for the transportation of students consistent with the requirements of law.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school district to provide for the transportation of students in a manner which will protect their health, welfare and safety.
- B. The school district recognizes that transportation is an essential part of the school district services to students and parents but further recognizes that transportation by school bus is a privilege and not a right for an eligible student.

III. DEFINITIONS

- A. ~~“Disabled student”~~“Student with a disability” includes every child who has a hearing impairment, visual disability, speech or language impairment, physical handicap, other health impairment, mental handicap, emotional/behavioral disorder, specific learning disability, autism, traumatic brain injury, multiple disabilities, or deaf/blind disability and needs special instruction and services, as determined by the standards of the Department of Education. In addition, every child under age three, and at the school district’s discretion from age three to seven, who needs special instruction and services, as determined by the standards of the Department of Education, because the child has a substantial delay or has an identifiable physical or mental condition known to hinder normal development is a child with a disability. (Minn. Stat. § 125A.02)
- B. “Home” is the legal residence of the child. In the discretion of the school district, “home” also may be defined as a licensed day care facility, a respite care facility, the residence of a relative, or the residence of a person chosen by the student’s parent or guardian as the home of a student for part or all of the day, if requested by the student’s parent or guardian, or an afterschool program for children operated by a political subdivision of the state if the facility, program, or residence is within the attendance area of the school the student attends. Unless otherwise specifically provided by law, a homeless student is a resident of the school district if enrolled in the school district. (Minn. Stat. § 123B.92, Subd. 1(b)(1); Minn. Stat. § 127A.47, Subd. 2)

- 1
2 C. “Homeless student” means a student, including a migratory
3 student, who lacks a fixed, regular, and adequate nighttime
4 residence and includes: students who are sharing the housing of
5 other persons due to loss of housing, economic hardship, or a
6 similar reason; are living in motels, hotels, trailer parks, or camping
7 grounds due to the lack of alternative adequate accommodations;
8 are living in emergency or transitional shelters; are abandoned in
9 hospitals; are awaiting foster care placement; have a primary
10 nighttime residence that is a public or private place not designed
11 for or ordinarily used as a regular sleeping accommodation for
12 human beings; are living in cars, parks, public spaces, abandoned
13 buildings, substandard housing, bus or train stations, or similar
14 settings, and migratory children who qualify as homeless because
15 they are living in any of the preceding listed circumstance. (42
16 U.S.C. § 11434a)
17
18 D. “Nonpublic school” means any school, church, or religious
19 organization, or home school wherein a resident of Minnesota may
20 legally fulfill the compulsory instruction requirements of Minn. Stat.
21 §120A.22, which is located within the state, and which meets the
22 requirements of Title VI of the Civil Rights Act of 1964 (42 U.S.C. §
23 2000a). (Minn. Stat. §123B.41, Subd. 9)
24
25 E. “Nonresident student” is a student who attends school in the school
26 district and resides in another district, defined as the “nonresident
27 district.” In those instances when the divorced or legally separated
28 parents or parents residing separately share joint physical custody
29 of a student and the parents reside in different school districts, the
30 student shall be a resident of the school district designated by the
31 student’s parents. When parental rights have been terminated by
32 court order, the legal residence of a student placed in a residential
33 or foster facility for care and treatment is the district in which the
34 student resides. (Minn. Stat. § 123B.88, Subd. 6; Minn. Stat. §
35 125A.51; Minn. Stat. § 127A.47, Subd. 3)
36
37 F. “Pupil support services” are health, counseling and guidance
38 services provided by the public school in the same district where
39 the nonpublic school is located. (Minn. Stat. § 123B.41, Subd. 4)
40
41 G. “School of origin,” for purposes of determining the residence of a
42 homeless student, is the school that the student attended when
43 permanently housed or the school in which the student was last
44 enrolled. (42 U.S.C. § 11432(g)(3)(G))
45
46 H. “Shared time basis” is a program where students attend public
47 school for part of the regular school day and who otherwise fulfill
48 the requirements of Minn. Stat. § 120A.22 by attendance at a
49 nonpublic school. (Minn. Stat. § 126C.01, Subd. 8)
50

- I. "Student" means any student or child attending or required to attend any school as provided in Minnesota law and who is a resident or child of a resident of Minnesota. (Minn. Stat. § 123B.41, Subd. 11)

IV. ELIGIBILITY

- A. Upon the request of a parent or guardian, the school district shall provide transportation to and from school, at the expense of the school district, for all resident students who reside two miles or more from the school.

1. Transportation will be provided within the designated attendance areas for each school:

a. The attendance area for Richfield ~~Intermediate-STEM~~ School, Richfield Dual Language School, Richfield Middle School and Richfield High School is the entire school district.

b. The Centennial Elementary School attendance area extends from the east side of Nicollet Avenue to the eastern border of the district, and the Sheridan Hills Elementary attendance area extends from the west side of Nicollet Avenue to the western border of the district. Provided, however, that the area east of Nicollet Avenue, south of 77th Street and north of Highway 494 will be designated as a flexible attendance area based on enrollment, demographics and other factors as determined by administration.

2. Transportation services will not be provided to students whose transportation privileges have been revoked or have been voluntarily surrendered by the student's parent or guardian. (Minn.Stat. § 123B.88, Subd. 1)

- B. The school district may, in its discretion, also provide transportation to any student to and from school, at the expense of the school district, for any other purpose deemed appropriate by the school board.

1. The school district shall be responsible for transporting to and from school resident public and nonpublic elementary school students (grades 1-5) residing one mile or more from school and resident students (grades 6-12) residing two miles or more from school.

~~2. The Superintendent shall be responsible for identifying hazardous walking boundaries for students. Kindergarten resident students residing 1/4 mile or more from school shall~~

~~receive transportation. Students residing in walking areas located outside the hazardous boundaries listed below shall also be transported.~~

~~CENTENNIAL ELEMENTARY SCHOOL GRADES K-2~~

~~12th Avenue~~

~~Diagonal Blvd.~~

~~76th Street~~

~~SHERIDAN HILLS ELEMENTARY SCHOOL GRADES K-2~~

~~Penn & Xerxes Avenues~~

~~Cross-town Highway~~

~~66th Street~~

~~RICHFIELD INTERMEDIATE SCHOOL GRADES 3-5~~

~~66th & 76th Streets~~

~~Diagonal Blvd. to Bloomington Avenue to 76th Street~~

~~Portland Avenue~~

~~RICHFIELD MIDDLE SCHOOL GRADES 6-8~~

~~Nicollet Avenue~~

~~BLESSED TRINITY – NICOLLET CAMPUS GRADES 4-5~~

~~Railroad tracks at Pleasant Avenue~~

~~66th & 76 Streets~~

~~Nicollet Avenue~~

~~BLESSED TRINITY – PENN CAMPUS GRADES K-3~~

~~Penn & York Avenues~~

~~76th & 70th Streets~~

~~MT. GALVARY LUTHERAN SCHOOL GRADES K-5~~

~~Bloomington & Cedar Avenues~~

~~66th Street~~

~~Cross-town Highway~~

- C. At the discretion of the school district, transportation along regular school bus routes may also be provided, where space is available, to any person where such use of a bus does not interfere with the transportation of students. This includes part-time secondary students, early childhood family education participants and area learning center students. The cost of providing such transportation must be paid by those individuals using these services or some third-party payer, with the exception of early childhood family education participants and area-learning center students if the provision of such transportation services can be provided without an increase in the school district's expenditures. (Minn. Stat. § 123B.88, Subd. 10, 11, 12, and 13)

V. TRANSPORTATION OF NONRESIDENT STUDENTS

- 1
2 A. If requested by the parent of a nonresident student, the school
3 district shall provide transportation to a nonresident student within
4 its borders at the same level of service that is provided to resident
5 students. The school district may provide transportation to a
6 nonresident student outside its borders only after written notice to
7 the resident district. (Minn. Stat. § 124D.04, Subd. 7; Minn. Stat. §
8 123B.92, Subd. 3; Minn. Stat. § 123B.88, Subd. 6)
9
10 B. If the school district decides to transport a nonresident student
11 within the student's resident district, the school district will notify the
12 student's resident district of its decision, in writing, prior to providing
13 transportation. (Minn. Stat. § 123B.88, Subd. 6)
14
15 C. When divorced or legally separated parents or parents residing
16 separately reside in different school districts and share physical
17 custody of a student, the parents shall be responsible for the
18 transportation of the student to the border of the school district
19 during those times when the student is residing with the parent in
20 the nonresident school district. (Minn. Stat. § 127A.47, Subd. 3(b))
21

22 **VI. TRANSPORTATION OF RESIDENT STUDENTS TO NONDISTRICT**
23 **SCHOOLS**
24

- 25 A. In general, the school district shall not provide transportation
26 between a resident student's home and the border of a nonresident
27 district where the student attends school under the Enrollment
28 Options Program. A parent may be reimbursed by the nonresident
29 district for the costs of transportation from the pupil's residence to
30 the border of the nonresident district if the student is from a family
31 whose income is at or below the poverty level, as determined by
32 the federal government. The reimbursement may not exceed the
33 pupil's actual cost of transportation or 15 cents per mile traveled,
34 whichever is less. Reimbursement may not be paid for more than
35 250 miles per week. (Minn. Stat. § 124D.03, Subd. 8)
36
37 B. Resident students shall be eligible for transportation to and from a
38 nonresident school district at the expense of the school district, if in
39 the discretion of the school district, inadequate room, distance to
40 school, unfavorable road conditions, or other facts or conditions
41 make attendance in the resident student's own district
42 unreasonably difficult or impracticable. The school district, in its
43 discretion, may also provide for transportation of resident students
44 to schools in other districts for grades and departments not
45 maintained in the district, including high school, for the whole or a
46 part of the year or for resident students who attend school in a
47 building rented or leased by the school district in an adjacent
48 district. (Minn. Stat. § 123B.88, Subds. 1 and 4)
49

C. In general, the school district is not responsible for transportation for any resident student attending school in an adjoining state under a reciprocity agreement but may provide such transportation services at its discretion. (Minn. Stat. § 124D.041)

VII. SPECIAL EDUCATION, ~~DISABLED & STUDENTS WITH TEMPORARY DISABILITIES~~ STUDENTS/STUDENTS WITH DISABILITIES/STUDENTS WITH TEMPORARY DISABILITIES

A. Upon a request of a parent or guardian, a resident ~~disabled~~-student with a disability who is not yet enrolled in kindergarten, who requires special education services in a location other than the student's home, shall be provided transportation consistent with Minn. Stat. § 123B.92, Subd. 1(b)(4) ~~to and from the student's home at the expense of the school district and shall not be subject to any distance requirement. Special instruction and services for a child with a disability not yet enrolled in kindergarten include an individualized education program (IEP) team placement in an early childhood program when that placement is necessary to address the child's level of functioning and needs.~~ (Minn. Stat. § 123B.88, Subd. 1)

B. Resident students with disabilities~~disabled—students~~ whose handicapped conditions are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district. The school district shall determine the type of vehicle used to transport students with disabilities~~disabled students~~ on the basis of the handicapping condition and applicable laws. This provision shall not be applicable to parents who transport their own child under a contract with the school district. (Minn. Rules Part 7470.1600)

C. Resident ~~disabled—students~~students with disabilities who are boarded and lodged at Minnesota state academies for educational purposes, but who also are enrolled in a public school within the school district, shall be provided transportation, by the school district to and from said board and lodging facilities, at the expense of the school district. (Minn. Stat. § 125A.65)

D. If a resident ~~disabled—student~~student with a disability attends a public school located in a contiguous school district and the school district of attendance does not provide special instruction and services, the school district shall provide necessary transportation for the student between the school district boundary and the educational facility where special instruction and services are provided within the school district. The school district may provide necessary transportation of the student between its boundary and

the school attended in the contiguous district, but shall not pay the cost of transportation provided outside the school district boundary. (Minn. Stat. § 125A.12)

E. When a ~~disabled student~~student with a disability or a student with a short-term or temporary disability is temporarily placed for care and treatment in a day program located in another school district and the student continues to live within the school district during the care and treatment, the school district shall provide the transportation, at the expense of the school district, to that student. The school district may establish reasonable restrictions on transportation, except if a Minnesota court or agency orders the child placed at a day care and treatment program and the school district receives a copy of the order, then the school district must provide transportation to and from the program unless the court or agency orders otherwise. Transportation shall only be provided by the school district during regular operating hours. (Minn. Stat. § 125A.15(b); Minn. Stat. § 125A.51(d))

F. When a nonresident ~~disabled student~~student with a disability or a student with a short-term or temporary disability is temporarily placed in a residential program within the school district, including correctional facilities operated on a fee-for-service basis and state institutions, for care and treatment, the school district shall provide the necessary transportation at the expense of the school district. Where a joint powers entity enters into a contract with a privately owned and operated residential facility for the provision of education programs for special education students, the joint powers entity shall provide the necessary transportation. (Minn. Stat. § 125A.15(c) and (d); Minn. Stat. § 125A.51(e))

G. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law. (Minn. Rules Part 7470.1700)

H. Any parent of a ~~disabled student~~student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minn. Stat. Ch. 125A. (Minn. Rules Part 7470.1600, Subd. 2)

VIII. HOMELESS STUDENTS

A. Homeless students shall be provided with transportation services comparable to other students in the school district. (42 U.S.C. § 11432(e)(3)(C)(i)(III)(cc) and (g)(4)(A))

B. Upon request by the student's parent, guardian, or homeless education liaison, the school district shall provide transportation for a homeless student as follows:

1. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements within the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location ~~if the shelter or non-shelter location is two or more miles from the school of origin and the student's transportation privileges have not been revoked on the same basis as transportation services are provided to other students in the school district.~~ (42 U.S.C. § 11432(g)(1)(J)(iii)(I))

2. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements outside of the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location ~~if the shelter or non-shelter location is two or more miles from the school of origin and the student's transportation privileges have not been revoked on the same basis as transportation services are provided to other students in the school district,~~ unless the school district and the school district in which the student is temporarily placed agree that the school district in which the student is temporarily placed shall provide transportation. (Minn. Stat. § 125A.51(f); 42 U.S.C. § 11432(g)(1)(J)(iii)(II))

3. If a nonresident student is homeless and is residing in a public or private homeless shelter or has other non-shelter living arrangements within the school district, the school district may provide transportation services between the shelter or non-shelter location and the student's school of origin outside of the school district upon agreement with the school district in which the school of origin is located. (Minn. Stat. § 125A.51(f))

4. A homeless nonresident student enrolled under Minn. Stat. § 124D.08, Subd. 2a, must be provided transportation from the student's district of residence to and from the school of enrollment. (Minn. Stat. § 123B.92, Subd. 3(c)).

IX. AVAILABILITY OF SERVICES

Transportation shall be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break. Transportation may be provided for summer instructional

1 programs for students with a disability or in conjunction with a learning
2 year program. Transportation between home and school may also be
3 provided, in the discretion of the school district, on staff development
4 days. (Minn. Stat. § 123B.88, Subd. 21)

5
6 **X. MANNER OF TRANSPORTATION**

7
8 The scheduling of routes, establishment of the location of bus stops,
9 manner and method of transportation, control and discipline of school
10 children, the determination of fees, and any other matter relating thereto
11 shall be within the sole discretion, control and management of the School
12 Board. The school district may, in its discretion, provide room and board,
13 in lieu of transportation, to a student who may be more economically and
14 conveniently provided for by that means. (Minn. Stat. § 123B.88, Subd. 1)

15
16 **XI. RESTRICTIONS**

17
18 Transportation by the school district is a privilege and not a right for an
19 eligible student. A student's eligibility to ride a school bus may be revoked
20 for a violation of school bus safety or conduct policies, or violation of any
21 other law governing student conduct on a school bus pursuant to the
22 school district's discipline policy. Revocation of a student's bus riding
23 privilege is not an exclusion, expulsion, or suspension under the Pupil Fair
24 Dismissal Act. Revocation procedures for a student who is an individual
25 with a disability under 20 U.S.C. § 1415 (Individuals with Disabilities Act),
26 29 U.S.C. § 794 (the Rehabilitation Act), and 42 U.S.C. § 12132,
27 (Americans with Disabilities Act) are governed by these provisions. (Minn.
28 Stat. § 121A.59)

29
30 **XII. FEES**

31
32 A. At its discretion, the school district may charge fees for
33 transportation of students to and from extra curricular activities
34 conducted at locations other than school, where attendance is
35 optional. (Minn. Stat. § 123B.36, Subd. 1(10). This is present in
36 the district's offering of Co-curricular And Athletic Transportation
37 (Policy #744) and in Field Trip Fees And Transportation (Policy
38 #653).

39
40 B. The school district may charge fees for transportation of students to
41 and from school when authorized by law. If the school district
42 charges fees for transportation of students to and from school,
43 guidelines shall be established for that transportation to ensure that
44 no student is denied transportation solely because of inability to
45 pay. (Minn. Stat. § 123B.36, Subd. 1(11). This is present in the
46 district's offering of Pay-To-Ride Service (Policy #743). The school
47 district also may waive fees for transportation if the student's parent
48 is serving in, or within the past year has served in, active military
49 service as defined in Minn. Stat. § 190.05.
50

- 1 C. The school district may charge reasonable fees for transportation
2 of students to and from post-secondary institutions for students
3 enrolled under the post-secondary enrollment options program.
4 Families who qualify for mileage reimbursement may use their state
5 mileage reimbursement to pay this fee (Minn. Stat. § 123B.36,
6 Subd. 1(13)).
7
- 8 D. Where, in its discretion, the school district provides transportation
9 to and from an instructional community-based employment station
10 that is part of an approved occupational experience vocational
11 program, the school district may require the payment of reasonable
12 fees for transportation from students who receive remuneration for
13 their participation in these programs. (Minn. Stat. § 123B.36, Subd.
14 3)
15
16

17 **Legal References:** Minn. Stat. § 120A.22 (Compulsory Instruction)
18 Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
19 Minn. Stat. § 121A.59 (Bus Transportation is a Privilege Not
20 a
21 Right)
22 Minn. Stat. § 123B.36 (Authorized Fees)
23 Minn. Stat. § 123B.41 (Educational Aids for Nonpublic
24 School Children; Definitions)
25 Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
26 Minn. Stat. § 123B.88 (Independent School Districts,
27 Transportation)
28 Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
29 Minn. Stat. § 124D.03 (Enrollment Options Program)
30 Minn. Stat. § 124D.04 (Enrollment Options Programs in
31 Border States)
32 Minn. Stat. § 124D.041 (Reciprocity with Adjoining States)
33 Minn. Stat. § 124D.08 (School Board's Approval to Enroll in
34 Nonresident District)
35 Minn. Stat. Ch. 125A (Children With a Disability)
36 Minn. Stat. § 125A.02 (Children With a Disability, Defined)
37 Minn. Stat. § 125A.12 (Attendance in Another District)
38 Minn. Stat. § 125A.15 (Placement in Another District;
39 Responsibility)
40 Minn. Stat. § 125A.51 (Placement of Children Without
41 Disabilities; Education and Transportation)
42 Minn. Stat. § 125A.515 (Placement of Students; Approval of
43 Education Program)
44 Minn. Stat. § 125A.65 (Attendance at Academies for the
45 Deaf and Blind)
46 Minn. Stat. § 126C.01 (General Education Revenue -
47 Definitions)
48 Minn. Stat. § 127A.47 (Payments to Resident and
49 Nonresident Districts)

1 Minn. Rules Part 7470.1600 (Transporting Pupils with
2 Disability)
3 20 U.S.C. § 1415 (Individuals with Disabilities Education
4 Improvement Act of 2004)
5 29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
6 42 U.S.C. § 2000d (Prohibition Against Exclusion from
7 Participation in, Denial of Benefits of, and
8 Discrimination under Federally Assisted Programs on
9 Ground of Race, Color, or National Origin)U.S.C. §
10 2000a (Prohibition Against Discrimination or
11 Segregation in Places of Public Accommodation)
12 42 U.S.C. § 11431, *et seq.* (McKinney-Vento Homeless
13 Assistance Act of 2001)
14 42 U.S.C. § 12132 (Americans With Disabilities Act)

15
16 **Cross References:** Board Policy 653 (Field Trips)
17 Board Policy 541 (Student Behavior)
18 Board Policy 744 (Co-curricular and Athletic
19 Transportation)
20 Board Policy 743 (Pay-To-Ride Service)
21
22
23
24
25

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27
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30
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RICHFIELD PUBLIC SCHOOLS
ADMINISTRATIVE GUIDELINES

STUDENT TRANSPORTATION SERVICES

I. INTRODUCTION

The purpose of this administrative guideline is to assist in the implementation of Board Policy 742 pertaining to Student Transportation.

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week

During the first month of school, bus safety will be emphasized. The second or third week of school will be designated as school bus safety week and student training will be completed.

B. Student Training

The School District shall provide students enrolled in grades pre-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. Upon completing the training, a student shall be able to demonstrate knowledge and understanding of at least the following concepts:

1. Transportation by school bus is a privilege not a right
2. 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 students' safe crossing of vehicle lanes
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 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 District will provide pre-kindergarten and kindergarten students with school bus safety training during kindergarten-roundupthe first weeks of

~~school. Any students who register after roundup will be trained during the first month of school.~~

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.

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 Minn. Stat. § 169.446, Subd. 2.

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.

The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.

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 ~~Office of the Superintendent~~ District Office.

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 have received the appropriate training.

III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding the bus or at the bus stop. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students.

Consequences for school bus or bus stop misconduct will be imposed by the School Principal or designee. In addition, all school bus or bus stop misconduct will be reported to the District's Transportation Safety Director. Serious misconduct will be reported to the Department of Public Safety and may be reported to local law enforcement. Any reports made to local law enforcement will be coordinated in collaboration with the Superintendent of Schools.

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 or termination of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the School District's Transportation Office and or School Office.

B. Rules at the Bus Stop

Students are to be trained in proper behavior at the bus stop including the rules listed below. Supervision of the bus stop is not provided by the District.

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. Follow the directions of the driver.
2. Sit in your seat facing forward.
3. No swearing or rude gestures.
4. Keep your arms, legs and belongings to yourself and inside the bus.
5. No fighting, harassment or intimidation.
6. Do not throw any object.
7. No eating, drinking or use of tobacco or drugs.
8. Do not bring any weapons or dangerous objects on the school bus.
9. Do not damage the school bus.

D. Consequences

Consequences for school bus or 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 at the sole discretion of the School District. Parents or guardians will be notified if their student is experiencing behavior problems on the bus. Listed below in sequential order are the consequences that may result due to misbehavior incidents.

1. Elementary (K-5)

- a. Initially driver issues verbal warnings, confers with students and assigns seat as necessary.
 - b. Driver completes Conduct Report. School official confers with students and parents.
 - c. One day suspension from riding the bus. School official confers with student and parents.
 - d. Three day suspension from riding the bus. (parental notification).
 - e. Five day suspension from riding the bus. (parental notification).
 - f. Ten day suspension from riding the bus. (parental notification).
 - g. Denial of bus privileges.
2. Secondary (6-12)
 - a. Driver issues verbal warnings, confers with students and assigns seats as necessary.
 - b. Driver completes Conduct Report. School official confers with students and parents.
 - c. Three day suspension from riding the bus. (parental notification).
 - d. Five day suspension from riding the bus. (parental notification).
 - e. Ten day suspension from riding the bus. (parental notification).
 - f. Denial of bus privileges
3. Other Discipline

Severe misbehavior includes such items as fighting, destroying property or bringing a weapon or drugs on the bus. In case of severe misbehavior, the building principal or designee will immediately complete a Minnesota School Bus Incident Report on the student(s) involved.

More serious consequences may be imposed based on the severity of a student's conduct. Depending on the nature of the offense, consequences such as suspension or expulsion from school may also result from school bus or bus stop misconduct.
4. Records

A Bus Conduct Report will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of serious misconduct will be provided to the Department of Public Safety. Records may also be maintained in the transportation office.
5. Vandalism/Bus Damage

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

6. Notice

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

7. Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, possession or vandalism), the Superintendent, local law enforcement officials and the Department of Public Safety will be informed.

E. Special/Disabled Transportation Rules and Consequences

1. Misbehavior and consequences thereof for students requiring special transportation are described in the *Richfield Schools Special School Bus Transportation* brochure.
2. A student who is currently identified as ~~disabled~~ having a disability under the Individuals with Disabilities Education Act (IDA) or section 504 of the Federal Rehabilitation Act is subject to the provisions of this policy and guideline unless the student's IEP or accommodation plan provides for modification to or accommodations related to the application of the District's behavior policy. In regard to disciplinary actions, removals, suspensions, exclusions or expulsions of ~~disabled students~~ students with disabilities, the District shall adhere to the requirements of state and federal law governing students with disabilities.

IV. PARENT AND GUARDIAN INVOLVEMENT

A. Parent/Guardian Responsibilities for Transportation Safety

1. To become familiar with District rules and policies, regulations and principles of school bus safety.
2. Assist students in understanding safety rules and encourage them to abide by them.
3. Recognize their responsibilities for the action 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. Support and respect the rights and privileges of others.
8. Communicate safety concerns to school administrators.
9. Monitor bus stops, if possible.
10. Support all efforts to improve school bus safety.
11. Report any misbehavior or safety concerns to the transportation office.

B. Parent and Guardian Notification

A copy of the School District school bus stop rules will be provided to each family at the beginning of the 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.

C. Parent/Guardian Responsibilities for Transportation of Special Education/~~Disabled Students~~ Students with Disabilities

The Parent/Guardian responsibilities are described in the *Richfield Schools Special School Bus Transportation* brochure.

1. Parent Responsibility At Pick-up Time

- a. Have your student fully clothed, toileted, and ready at the bus stop five (5) minutes before the pick-up time. Cost efficient routing does not allow time for buses to wait.
- b. Accompany your student to the bus.
- c. If your student will not be riding on any given day, call the transportation dispatch office at least one (1) hour before the pick-up time.

2. Parent Responsibility At Drop-off Time

Be at the bus stop five (5) minutes before the scheduled return.

3. Missed Bus

The driver cannot return to a bus stop because of scheduled commitments to other parents, students and schools.

4. Emergency Information Form

The State Board of Education Rules require that the bus driver have emergency and health information in the bus for each student. Parents or guardians must provide this information. The form is mailed to each special transportation student's home and must be completed and returned before the student can ride the bus.

V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

A. School bus drivers shall have a valid Class A, B, or C Minnesota driver's license with a school bus endorsement. A person possessing a valid driver's license, without a school bus endorsement, may drive a type III vehicle set forth in Sections VII.B. and VII.C., below. Drivers with a valid Class D driver's license, without a school bus endorsement, may operate a "type A-I" school bus as set forth in Section VII.D., below.

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A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at:
0.38" + Indent at: 0.63"

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.

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.

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

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

1. Safety

The primary concern of each driver is safety. Drivers will exercise extreme caution during the loading and unloading process as well as when driving.

2. Defensive Driving

All drivers are to drive defensively at all times. A definition of defensive driving is: driving in a manner to avoid accident involvement despite adverse conditions created by road, 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 shall 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 or use of tobacco products is prohibited on school property, including building facilities, grounds, or vehicles per Richfield School Board Policy.

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 and the end of the day. Defects are to be reported in writing.

2. Safety Equipment.

Every bus will carry an emergency card on which is printed telephone numbers of appropriate personnel to contact in the case of an emergency. 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, reflector 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 the bus.

3. Bus Cleaning

Drivers are required to keep the interior of their buses swept and free of trash at all times and the windows cleaned both inside and out.

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 and on all school district property. 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.
- D. Responding to emergency situations in accordance with operating procedures.
- E. Communicating effectively with school staff, students, parents, law enforcement officials and the motoring public.

1. Relations with Students

Bus drivers will treat students with respect and will refrain from any conduct which is intended or could be perceived as demeaning, intimidating or harassing.

2. Relations with School Officials

School officials can and will be of considerable assistance to drivers. They are trained in the education of students and it is in their best interest that control and discipline be maintained on the bus. Therefore, it is very important drivers have good relationships with the school officials and give them full cooperation.

3. Relations with the Public

It is important to remember that to the general public, the driver represents the School. Buses are one of the most visible vehicles on the road. Drivers must deal with students, parents, and other motorists in a polite, professional and considerate manner.

4. Student Discipline

Although drivers are responsible for maintaining order on the bus, drivers must always remember that the types of actions they may use are limited. Drivers must never, under any circumstances, use corporal punishment. Drivers have no authority to deny a child the privilege of riding the bus, drop a student at other than the designated stop, or to return a bus full of students back to school. Any denial of bus-riding privileges can only come from the school ~~authorities~~principal or designee.

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 condition. The driver is subject to disciplinary action when making unauthorized route changes.

6. Route Problems

Any problems encountered by a driver on the routes or trips should be brought to the immediate attention of the transportation dispatcher.

7. Unauthorized Passengers

Only authorized passengers may be transported in a bus. Any other passenger must be specifically approved by the Transportation Supervisor. A special bus pass shall be issued by the transportation office to an unauthorized passenger, which must be shown the driver to access a bus ride.

8. Notices

It is the responsibility of the driver to check for notices each day and to check with his or her supervisor regularly.

F. Completing required reports

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

G. Completing required training programs.

H. Promoting safety for passengers during loading and unloading.

1. Standing

Standing on a moving bus is not allowed. 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

Articles that may be considered dangerous, are not allowed 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 of driver's seat belt whenever the bus is in motion.
- J. Additional driver duties and responsibilities may be found in the driver handbook. All bus driver dismissals will be reported to the Department of Public Safety pursuant to Department of Public Safety directions.

VI. OPERATING RULES AND PROCEDURES

A. General Operating Rules.

1. All routes shall be on file with the School District's Transportation Safety Director.
2. Only students assigned to the school bus by the District shall be transported. The number of students or other authorized passengers transported in or assigned to a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.
3. Drivers are to enforce the provisions of the school bus and bus stop rules as appropriate. Students may be released from the bus at only two points, the designated bus stop or at school, except in case of an emergency or as otherwise authorized.
4. The parent/legal 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 all other eligibility requirements.
5. Severe misbehavior may result in an immediate return of the bus filled with students to the school subsequent to driver's radio request to the dispatcher and approval of the school principal.
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 driven backwards on the school grounds or any other point if it can be avoided. If it is necessary, the driver shall have another responsible person act as a guard flagman in back of the bus to keep other persons out of the path and to issue warnings to the driver of approaching traffic.

9. When arriving or leaving the school grounds, the driver must not follow closer than 50 feet from the vehicle directly in front of the bus or closer than 500 feet when traveling on the highway.
 10. No school bus shall pull any trailer when students are being transported on regular routes to or from school.
 11. In case of an accident or breakdown of the bus, the driver shall contact the dispatcher or another bus 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 the State laws and regulation.
- B. Use of Signals, Loading or Unloading
1. The driver shall activate the flashing eight-light system of the bus at least 300 feet before stopping to load or unload students, in a speed zone of more than 35 miles per hour and 100 feet before stopping in a speed zone of 35 miles per hour or less (except as provided in item #2 below), and shall not extinguish such lights until loading or unloading is completed and persons who must cross the roadway or highway are safely across.
 2. The driver shall activate the four way hazard lights only on four lane or one way streets as designated to avoid restricting traffic flow. Passengers shall be loaded and unloaded only from the right-hand side of the vehicle. Students are not to cross the following streets for the purpose of loading and unloading the school bus: Old Cedar, Portland, Nicollet, Lyndale, Penn, York, 66th, 76th, 77th and the 78th Street service road.
 3. The driver shall bring the vehicle to a complete stop in the right hand lane of the roadway parallel to the center line.
 4. The driver shall activate the red flashing lights, come to a complete stop, then extend the stop arm and discharge students only after all traffic (front and rear) has come to a complete stop.
 5. The driver shall keep door open and eight-light system operating until all students have been loaded or unloaded safely.
 6. The driver shall avoid loading and unloading students where the view is obstructed to other motorists for 200 feet in either direction.
 7. The driver shall not permit students to stand or get on or off the bus while it is in motion. The driver will bring the bus to a full stop before loading or unloading students.

8. Driver's 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 a highway or street by one of the following methods:
 - a. Students shall pass approximately 10 feet in front of the school bus so as to be seen by the driver and cross the road only upon receiving a hand signal from the driver, or
 - b. The 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. Students shall not be regularly transported in private vehicles. However, private vehicles may be used for convenience or in an emergency. The District has no system of inspection for private vehicles.

VII. SCHOOL BUS DRIVER TRAINING

A. Training.

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

- a. The engine compartment - belts, valves, fluid leaks
- b. Engine start, warning lights, gauges, horn
- c. Fuel level
- d. Brakes - pedal reserve and air/vacuum gauges
- e. Interior - seats, floor, lights
- f. Electrical charging system
- g. Emergency door

- smooth latch operation
- alarm buzzer
- h. Entrance door operation
- i. Lift door operation and alarm
- j. Lift equipment for wheelchairs
- k. Wheels, service brakes, emergency brake
- l. Exterior lights - headlights, brake lights, marker lights, turn signals
- m. Exhaust system
- n. Windows, windshield, and inspection sticker
- o. Eight-light system and stop arm
- p. Emergency equipment
 - first aid kit
 - bodily fluids clean-up kit
 - flashlight
 - reflectors
 - two-way radio

2. Fundamentals and Techniques of School Bus Driving

The driver training program must include:

- a. Relevant laws
- b. Rules of the road and School District safety policies
- c. Defensive driving
- d. Driving in inclement weather conditions
 - reduced visibility
 - rain
 - snow
 - fog
- e. Dealing with pedestrians and students in traffic
- f. Operation of the manual or automatic transmission
- g. The use of the drive train for stopping the school bus
- h. Situations where the hand brake will not stop a moving bus
- i. Steering and turning techniques
- j. Right and left turn maneuvers
- k. Gauging the speed of other vehicles on cross streets
- l. Use of mirrors
- m. Merging into traffic
- n. Visual perceptions
- o. Safe following distances
- p. Safe passing procedures
- q. Safe backing procedures
- r. Use of eight-light system and School District policy regarding its use
- s. Loading and unloading procedures
- t. Knowledge of the danger zone concept
- u. Policies and Procedures for grade level railroad crossings
- v. Emergency use of the public address system
- w. Response to an approaching emergency vehicle while unloading

- x. Leaving the bus unattended at school sites

3. Special Education/Disabled Transportation

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

- a. What to do in a medical emergency
- b. Handling of wheelchairs
- c. Operation of lift equipment
- d. Proper use of wheelchair securing devices
- e. School District policies on the use of seat belts on designated students
- g. Handicapping conditions
- h. Responsibilities of the bus driver and the bus aide
- i. What to do when 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 breakdowns, fire, accident, or passenger injury. Drivers shall receive training in:

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

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

5. First Aid / 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

All drivers shall understand the types of student data that are considered private or confidential under Minnesota Statutes

7. Student Discipline

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

8. Human Relations

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

9. Chemical Abuse

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

B. Evaluation.

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

1. The safe operation of the type of school bus the driver will be driving
2. Their understanding of student behavior, including issues relating to students with disabilities
3. Their ability to manage students on the bus and handle incidents of misconduct appropriately
4. Their understanding of relevant laws, rules of the road and local school bus safety policies
5. Their ability to handle emergency situations
6. Their ability to safely load and unload students, and;
7. Their ability to demonstrate proficiency in first aid and CPR procedures.

VIII. EMERGENCY PROCEDURES

A. If possible, school bus drivers or their supervisors shall call "911" or the local emergency phone number in the event of a serious emergency.

B. School bus drivers shall meet the emergency training requirements contained in Unit III "Crash & Emergency Preparedness" of the Minnesota Department of Public Safety Model School Bus Driver Training Manual. This includes procedures in the event of a crash (accident).

C. School bus drivers and bus assistants for special education students requiring special transportation service because of their handicapping condition shall be trained in basic first aid procedures, shall within 1 month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.

D. Emergency Health Information shall be maintained on the school bus for students requiring special transportation service because of their handicapping condition. The information shall state:

1. the student's name and address;

2. the nature of the student's disabilities;

3. emergency health care information; and

4. the names and telephone numbers of the student's physician, parents, guardians, or custodians, and some person other than the student's parents or custodians who can be contacted in case of an emergency

AE. Fire

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

BE. Injuries / Medical Emergencies

Drivers shall 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 of an injured passenger is taken to the hospital, record the students' name and the name of the hospital where the student is sent.

CG. 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 (towards 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.

DH. 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 possible, drivers will keep all evacuees a minimum of 100 feet from the bus. They should be loaded back onto the bus only when the driver has determined it is safe to do so.

EI. Accident

In case of an accident, the driver shall immediately assess students for injuries and begin emergency first aid procedures as necessary. The driver must also notify the Transportation Dispatcher who will contact the law enforcement officials for medical assistance.

After providing emergency first aid, notifying the Dispatcher, and upon the arrival of law enforcement officials the driver shall:

1. In cooperation with the police officer and/or ambulance service, assist with the care of the students.
2. See that all injured students receive proper care.
3. Determine facts pertaining to accident.
4. Call the dispatcher to give a list of names and circumstances. The dispatcher will contact the Transportation Office 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 proper authorities.

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

FJ. 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.

GK. Dangerous Weapons

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

HL. Lights

In an emergency stop, the driver should turn on the four-way hazard warning lights, and running or clearance lights. If the bus is on a highway, the driver must set out warning flares or triangles at the distances specified by State Law.

IM. Getting Assistance

Drivers should use the two-way radio communications system to get assistance, reporting 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 motorist to do so from the nearest telephone. The driver should write out the number and location of the school bus, the nature of the emergency, and the status of the passengers.

IX. VEHICLE MAINTENANCE STANDARDS

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

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

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 Supervisor as the School Transportation Safety Director. The name, address and telephone number of the Director is on file with the Superintendent. Any questions regarding student transportation or this policy should be addressed to the School Transportation Safety Director.

XI. WALKING DISTANCE TO BUS STOPS

The number of bus stops in the School District impacts the length of time students are on the bus and the number of buses required to provide service. Bus routes are arranged according to geographic areas. This means that some students will walk further than others to bus stops.

- A. Whenever possible, bus stops will be located at corners or intersections. Stopping at corners or intersections is generally safer due to the expectations of traffic. When a bus stops mid-block it can confuse motorists, whereas traffic anticipates the bus will stop or yield at an intersection. In addition, the bus driver has the best view of traffic and neighborhood students have the most direct route of access to their bus.
- B. Elementary students shall be given priority when identifying the location of common bus stops that service the K-12 grade levels.
- C. The bus routes can change every year based on the student population. Students may have to walk ~~2-3~~multiple blocks to the bus stop depending on the route structure and time schedule. At no time shall more than one stop be designated per block for regular to and from transportation.
- D. Kindergarten stops will generally be closer to the home than regular route stops, ~~(usually within 1-2 blocks)~~, however visibility from the home to the bus stop is not always possible nor is it part of our criteria for moving stops.
- E. Students residing on dead end streets or cul-de-sacs are expected to walk the distance to the nearest intersection or further to access a bus.

~~F. Kindergarten~~

- ~~1. For bus runs at noon only, bus stops will be located at the corner of the street where each kindergarten lives.~~

~~2. No bus stop will be located at a residence mid-block, except in cases where medical or handicapping conditions require home pickup.~~

~~3. Bus stops may be adjusted where kindergartners are alone at the stop in the morning or afternoon.~~

XII. VIDEO SURVEILLANCE

Video surveillance may be used on a limited basis as part of our comprehensive approach to student management on school buses. The driver continues to have the responsibility for controlling the students through gaining rapport and interacting with students. The Business Manager in consultation with the superintendent may utilize video technology on selected vehicles to insure student safety and appropriate behaviors.

Legal References: Minn. Stat. 169.443-169.444: Safety of School Children
Minn. Rule: 7470.1000-1100: Operation of a Type A,B,C, or
D school bus

Dated: November, 1994
Reviewed: April 21, 2008
Revised: February, 1999, May 15, 2006

RICHFIELD PUBLIC SCHOOLS
STUDENT TRANSPORTATION SERVICES

I. PURPOSE

The purpose of this policy is to provide for the transportation of students consistent with the requirements of law.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school district to provide for the transportation of students in a manner which will protect their health, welfare and safety.
- B. The school district recognizes that transportation is an essential part of the school district services to students and parents but further recognizes that transportation by school bus is a privilege and not a right for an eligible student.

III. DEFINITIONS

- A. "Disabled student" includes every child who has a hearing impairment, visual disability, speech or language impairment, physical handicap, other health impairment, mental handicap, emotional/behavioral disorder, specific learning disability, autism, traumatic brain injury, multiple disabilities, or deaf/blind disability and needs special instruction and services, as determined by the standards of the Department of Education. In addition, every child under age three, and at the school district's discretion from age three to seven, who needs special instruction and services, as determined by the standards of the Department of Education, because the child has a substantial delay or has an identifiable physical or mental condition known to hinder normal development is a child with a disability. (Minn. Stat. § 125A.02)
- B. "Home" is the legal residence of the child. In the discretion of the school district, "home" also may be defined as a licensed day care facility, a respite care facility, the residence of a relative, or the residence of a person chosen by the student's parent or guardian as the home of a student for part or all of the day, if requested by the student's parent or guardian, if the facility or residence is within the attendance area of the school the student attends. Unless otherwise specifically provided by law, a homeless student is a resident of the school district if enrolled in the school district. (Minn. Stat. § 123B.92, Subd. 1(b)(1); Minn. Stat. § 127A.47, Subd. 2)

- 1 C. "Homeless student" means a student, including a migratory
2 student, who lacks a fixed, regular, and adequate nighttime
3 residence and includes: students who are sharing the housing of
4 other persons due to loss of housing, economic hardship, or a
5 similar reason; are living in motels, hotels, trailer parks, or camping
6 grounds due to the lack of alternative adequate accommodations;
7 are living in emergency or transitional shelters; are abandoned in
8 hospitals; are awaiting foster care placement; have a primary
9 nighttime residence that is a public or private place not designed
10 for or ordinarily used as a regular sleeping accommodation for
11 human beings; are living in cars, parks, public spaces, abandoned
12 buildings, substandard housing, bus or train stations, or similar
13 settings. (42 U.S.C. § 11434a)
14
- 15 D. "Nonpublic school" means any school, church, or religious
16 organization, or home school wherein a resident of Minnesota may
17 legally fulfill the compulsory instruction requirements of Minn. Stat.
18 §120A.22, which is located within the state, and which meets the
19 requirements of Title VI of the Civil Rights Act of 1964 (42 U.S.C. §
20 2000a). (Minn. Stat. §123B.41, Subd. 9)
21
- 22 E. "Nonresident student" is a student who attends school in the school
23 district and resides in another district, defined as the "nonresident
24 district." In those instances when the divorced or legally separated
25 parents or parents residing separately share joint physical custody
26 of a student and the parents reside in different school districts, the
27 student shall be a resident of the school district designated by the
28 student's parents. When parental rights have been terminated by
29 court order, the legal residence of a student placed in a residential
30 or foster facility for care and treatment is the district in which the
31 student resides. (Minn. Stat. § 123B.88, Subd. 6; Minn. Stat. §
32 125A.51; Minn. Stat. § 127A.47, Subd. 3)
33
- 34 F. "Pupil support services" are health, counseling and guidance
35 services provided by the public school in the same district where
36 the nonpublic school is located. (Minn. Stat. § 123B.41, Subd. 4)
37
- 38 G. "School of origin," for purposes of determining the residence of a
39 homeless student, is the school that the student attended when
40 permanently housed or the school in which the student was last
41 enrolled. (42 U.S.C. § 11432(g)(3)(G))
42
- 43 H. "Shared time basis" is a program where students attend public
44 school for part of the regular school day and who otherwise fulfill
45 the requirements of Minn. Stat. § 120A.22 by attendance at a
46 nonpublic school. (Minn. Stat. § 126C.01, Subd. 8)
47
- 48 I. "Student" means any student or child attending or required to
49 attend any school as provided in Minnesota law and who is a

resident or child of a resident of Minnesota. (Minn. Stat. § 123B.41, Subd. 11)

IV. ELIGIBILITY

A. Upon the request of a parent or guardian, the school district shall provide transportation to and from school, at the expense of the school district, for all resident students who reside two miles or more from the school.

1. Transportation will be provided within the designated attendance areas for each school:

a. The attendance area for Richfield Intermediate School, Richfield Dual Language School, Richfield Middle School and Richfield High School is the entire school district.

b. The Centennial Elementary School attendance area extends from the east side of Nicollet Avenue to the eastern border of the district, and the Sheridan Hills Elementary attendance area extends from the west side of Nicollet Avenue to the western border of the district. Provided, however, that the area east of Nicollet Avenue, south of 77th Street and north of Highway 494 will be designated as a flexible attendance area based on enrollment, demographics and other factors as determined by administration.

2. Transportation services will not be provided to students whose transportation privileges have been revoked or have been voluntarily surrendered by the student's parent or guardian. (Minn.Stat. § 123B.88, Subd. 1)

B. The school district may, in its discretion, also provide transportation to any student to and from school, at the expense of the school district, for any other purpose deemed appropriate by the school board.

1. The school district shall be responsible for transporting to and from school resident public and nonpublic elementary school students (grades 1-5) residing one mile or more from school and resident students (grades 6-12) residing two miles or more from school.

2. The Superintendent shall be responsible for identifying hazardous walking boundaries for students. Kindergarten resident students residing 1/4 mile or more from school shall receive transportation. Students residing in walking areas located outside the hazardous boundaries listed below shall

also be transported.

CENTENNIAL ELEMENTARY SCHOOL GRADES K-2
12th Avenue
Diagonal Blvd.
76th Street

SHERIDAN HILLS ELEMENTARY SCHOOL GRADES K-2
Penn & Xerxes Avenues
Cross-town Highway
66th Street

RICHFIELD INTERMEDIATE SCHOOL GRADES 3-5
66th & 76th Streets
Diagonal Blvd. to Bloomington Avenue to 76th Street
Portland Avenue

RICHFIELD MIDDLE SCHOOL GRADES 6-8
Nicollet Avenue

BLESSED TRINITY – NICOLLET CAMPUS GRADES 4-5
Railroad tracks at Pleasant Avenue
66th & 76 Streets
Nicollet Avenue

BLESSED TRINITY – PENN CAMPUS GRADES K-3
Penn & York Avenues
76th & 70th Streets

MT. CALVARY LUTHERAN SCHOOL GRADES K-5
Bloomington & Cedar Avenues
66th Street
Cross-town Highway

- C. At the discretion of the school district, transportation along regular school bus routes may also be provided, where space is available, to any person where such use of a bus does not interfere with the transportation of students. This includes part-time secondary students, early childhood family education participants and area learning center students. The cost of providing such transportation must be paid by those individuals using these services or some third-party payer, with the exception of early childhood family education participants and area-learning center students if the provision of such transportation services can be provided without an increase in the school district's expenditures. (Minn. Stat. § 123B.88, Subd. 10, 11, 12, and 13)

V. TRANSPORTATION OF NONRESIDENT STUDENTS

- 1 A. If requested by the parent of a nonresident student, the school
2 district shall provide transportation to a nonresident student within
3 its borders at the same level of service that is provided to resident
4 students. The school district may provide transportation to a
5 nonresident student outside its borders only after written notice to
6 the resident district. (Minn. Stat. § 124D.04, Subd. 7; Minn. Stat. §
7 123B.92, Subd. 3; Minn. Stat. § 123B.88, Subd. 6)
8
9 B. If the school district decides to transport a nonresident student
10 within the student's resident district, the school district will notify the
11 student's resident district of its decision, in writing, prior to providing
12 transportation. (Minn. Stat. § 123B.88, Subd. 6)
13
14 C. When divorced or legally separated parents or parents residing
15 separately reside in different school districts and share physical
16 custody of a student, the parents shall be responsible for the
17 transportation of the student to the border of the school district
18 during those times when the student is residing with the parent in
19 the nonresident school district. (Minn. Stat. § 127A.47, Subd. 3(b))
20

21 **VI. TRANSPORTATION OF RESIDENT STUDENTS TO NONDISTRICT**
22 **SCHOOLS**
23

- 24 A. In general, the school district shall not provide transportation
25 between a resident student's home and the border of a nonresident
26 district where the student attends school under the Enrollment
27 Options Program. A parent may be reimbursed by the nonresident
28 district for the costs of transportation from the pupil's residence to
29 the border of the nonresident district if the student is from a family
30 whose income is at or below the poverty level, as determined by
31 the federal government. The reimbursement may not exceed the
32 pupil's actual cost of transportation or 15 cents per mile traveled,
33 whichever is less. Reimbursement may not be paid for more than
34 250 miles per week. (Minn. Stat. § 124D.03, Subd. 8)
35
36 B. Resident students shall be eligible for transportation to and from a
37 nonresident school district at the expense of the school district, if in
38 the discretion of the school district, inadequate room, distance to
39 school, unfavorable road conditions, or other facts or conditions
40 make attendance in the resident student's own district
41 unreasonably difficult or impracticable. The school district, in its
42 discretion, may also provide for transportation of resident students
43 to schools in other districts for grades and departments not
44 maintained in the district, including high school, for the whole or a
45 part of the year or for resident students who attend school in a
46 building rented or leased by the school district in an adjacent
47 district. (Minn. Stat. § 123B.88, Subds. 1 and 4)
48

49 **VII. SPECIAL EDUCATION, DISABLED & STUDENTS WITH TEMPORARY**
50 **DISABILITIES**

- 1
- 2 A. Upon a request of a parent or guardian, a resident disabled student
- 3 who is not yet enrolled in kindergarten, who requires special
- 4 education services in a location other than the student's home,
- 5 shall be provided transportation to and from the student's home at
- 6 the expense of the school district and shall not be subject to any
- 7 distance requirement. (Minn. Stat. § 123B.88, Subd. 1)
- 8
- 9 B. Resident disabled students whose handicapped conditions are
- 10 such that the student cannot be safely transported on the regular
- 11 school bus and/or school bus route and/or when the student is
- 12 transported on a special route for the purpose of attending an
- 13 approved special education program shall be entitled to special
- 14 transportation at the expense of the school district. The school
- 15 district shall determine the type of vehicle used to transport
- 16 disabled students on the basis of the handicapping condition and
- 17 applicable laws. This provision shall not be applicable to parents
- 18 who transport their own child under a contract with the school
- 19 district. (Minn. Rules Part 7470.1600)
- 20
- 21 C. Resident disabled students who are boarded and lodged at
- 22 Minnesota state academies for educational purposes, but who also
- 23 are enrolled in a public school within the school district, shall be
- 24 provided transportation, by the school district to and from said
- 25 board and lodging facilities, at the expense of the school district.
- 26 (Minn. Stat. § 125A.65)
- 27
- 28 D. If a resident disabled student attends a public school located in a
- 29 contiguous school district and the school district of attendance
- 30 does not provide special instruction and services, the school district
- 31 shall provide necessary transportation for the student between the
- 32 school district boundary and the educational facility where special
- 33 instruction and services are provided within the school district. The
- 34 school district may provide necessary transportation of the student
- 35 between its boundary and the school attended in the contiguous
- 36 district, but shall not pay the cost of transportation provided outside
- 37 the school district boundary. (Minn. Stat. § 125A.12)
- 38
- 39 E. When a disabled student or a student with a short-term or
- 40 temporary disability is temporarily placed for care and treatment in
- 41 a day program located in another school district and the student
- 42 continues to live within the school district during the care and
- 43 treatment, the school district shall provide the transportation, at the
- 44 expense of the school district, to that student. Transportation shall
- 45 only be provided by the school district during regular operating
- 46 hours. (Minn. Stat. § 125A.15(b); Minn. Stat. § 125A.51(d))
- 47
- 48 F. When a nonresident disabled student or a student with a short-term
- 49 or temporary disability is temporarily placed in a residential
- 50 program within the school district, including correctional facilities

operated on a fee-for-service basis and state institutions, for care and treatment, the school district shall provide the necessary transportation at the expense of the school district. Where a joint powers entity enters into a contract with a privately owned and operated residential facility for the provision of education programs for special education students, the joint powers entity shall provide the necessary transportation. (Minn. Stat. § 125A.15(c) and (d); Minn. Stat. § 125A.51(e))

- G. Any parent of a disabled student who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minn. Stat. Ch. 125A. (Minn. Rules Part 7470.1600, Subd. 2)

VIII. HOMELESS STUDENTS

- A. Homeless students shall be provided with transportation services comparable to other students in the school district. (42 U.S.C. § 11432(e)(3)(C)(i)(III)(cc) and (g)(4)(A))
- B. Upon request by the student's parent, guardian, or homeless education liaison, the school district shall provide transportation for a homeless student as follows:
1. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements within the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location if the shelter or non-shelter location is two or more miles from the school of origin and the student's transportation privileges have not been revoked. (42 U.S.C. § 11432(g)(1)(J)(iii)(I))
 2. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements outside of the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location if the shelter or non-shelter location is two or more miles from the school of origin and the student's transportation privileges have not been revoked, unless the school district and the school district in which the student is temporarily placed agree that the school district in which the student is temporarily placed shall provide transportation. (Minn. Stat. § 125A.51(f); 42 U.S.C. § 11432(g)(1)(J)(iii)(II))
 3. If a nonresident student is homeless and is residing in a public or private homeless shelter or has other non-shelter living arrangements within the school district, the school

district may provide transportation services between the shelter or non-shelter location and the student's school of origin outside of the school district upon agreement with the school district in which the school of origin is located. (Minn. Stat. § 125A.51(f))

IX. AVAILABILITY OF SERVICES

Transportation shall be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break. Transportation may be provided for summer instructional programs for students with a disability or in conjunction with a learning year program. Transportation between home and school may also be provided, in the discretion of the school district, on staff development days. (Minn. Stat. § 123B.88, Subd. 21)

X. MANNER OF TRANSPORTATION

The scheduling of routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, the determination of fees, and any other matter relating thereto shall be within the sole discretion, control and management of the School Board. The school district may, in its discretion, provide room and board, in lieu of transportation, to a student who may be more economically and conveniently provided for by that means. (Minn. Stat. § 123B.88, Subd. 1)

XI. RESTRICTIONS

Transportation by the school district is a privilege and not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus pursuant to the school district's discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. Revocation procedures for a student who is an individual with a disability under 20 U.S.C. § 1415 (Individuals with Disabilities Act), 29 U.S.C. § 794 (the Rehabilitation Act), and 42 U.S.C. § 12132, (Americans with Disabilities Act) are governed by these provisions. (Minn. Stat. § 121A.59)

XII. FEES

A. At its discretion, the school district may charge fees for transportation of students to and from extra curricular activities conducted at locations other than school, where attendance is optional. (Minn. Stat. § 123B.36, Subd. 1(10). This is present in the district's offering of Co-curricular And Athletic Transportation (Policy #744) and in Field Trip Fees And Transportation (Policy #653).

- 1 B. The school district may charge fees for transportation of students to
2 and from school when authorized by law. If the school district
3 charges fees for transportation of students to and from school,
4 guidelines shall be established for that transportation to ensure that
5 no student is denied transportation solely because of inability to
6 pay. (Minn. Stat. § 123B.36, Subd. 1(11). This is present in the
7 district's offering of Pay-To-Ride Service (Policy #743).
8
9 C. The school district may charge reasonable fees for transportation
10 of students to and from post-secondary institutions for students
11 enrolled under the post-secondary enrollment options program.
12 Families who qualify for mileage reimbursement may use their state
13 mileage reimbursement to pay this fee (Minn. Stat. § 123B.36,
14 Subd. 1(13)).
15
16 D. Where, in its discretion, the school district provides transportation
17 to and from an instructional community-based employment station
18 that is part of an approved occupational experience vocational
19 program, the school district may require the payment of reasonable
20 fees for transportation from students who receive remuneration for
21 their participation in these programs. (Minn. Stat. § 123B.36, Subd.
22 3)
23
24

25 **Legal References:** Minn. Stat. § 120A.22 (Compulsory Instruction)
26 Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
27 Minn. Stat. § 121A.59 (Bus Transportation is a Privilege Not
28 a
29 Right)
30 Minn. Stat. § 123B.36 (Authorized Fees)
31 Minn. Stat. § 123B.41 (Educational Aids for Nonpublic
32 School Children; Definitions)
33 Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
34 Minn. Stat. § 123B.88 (Independent School Districts,
35 Transportation)
36 Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
37 Minn. Stat. § 124D.03 (Enrollment Options Program)
38 Minn. Stat. § 124D.04 (Enrollment Options Programs in
39 Border States)
40 Minn. Stat. Ch. 125A (Children With a Disability)
41 Minn. Stat. § 125A.02 (Children With a Disability, Defined)
42 Minn. Stat. § 125A.12 (Attendance in Another District)
43 Minn. Stat. § 125A.15 (Placement in Another District;
44 Responsibility)
45 Minn. Stat. § 125A.51 (Placement of Children Without
46 Disabilities; Education and Transportation)
47 Minn. Stat. § 125A.515 (Placement of Students; Approval of
48 Education Program)
49 Minn. Stat. § 125A.65 (Attendance at Academies for the
50 Deaf and Blind)

- 1 Minn. Stat. § 126C.01 (General Education Revenue -
- 2 Definitions)
- 3 Minn. Stat. § 127A.47 (Payments to Resident and
- 4 Nonresident Districts)
- 5 Minn. Rules Part 7470.1600 (Transporting Pupils with
- 6 Disability)
- 7 20 U.S.C. § 1415 (Individuals with Disabilities Education
- 8 Improvement Act of 2004)
- 9 29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
- 10 42 U.S.C. § 2000a (Prohibition Against Discrimination or
- 11 Segregation in Places of Public Accommodation)
- 12 42 U.S.C. § 11431, *et seq.* (McKinney-Vento Homeless
- 13 Assistance Act of 2001)
- 14 42 U.S.C. § 12132 (Americans With Disabilities Act)
- 15

16 **Cross References:** Board Policy 653 (Field Trips)

17 Board Policy 541 (Student Behavior)

18 Board Policy 744 (Co-curricular and Athletic

19 Transportation)

20 Board Policy 743 (Pay-To-Ride Service)

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27

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30

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RICHFIELD PUBLIC SCHOOLS

ADMINISTRATIVE GUIDELINES

STUDENT TRANSPORTATION SERVICES

I. INTRODUCTION

The purpose of this administrative guideline is to assist in the implementation of Board Policy 742 pertaining to Student Transportation.

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week

During the first month of school, bus safety will be emphasized. The second or third week of school will be designated as school bus safety week and student training will be completed.

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. Upon completing the training, a student shall be able to demonstrate knowledge and understanding of at least the following concepts:

1. Transportation by school bus is a privilege not a right
2. 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 students' safe crossing of vehicle lanes
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 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 District will provide kindergarten students with school bus safety training during kindergarten roundup. Any students who register after roundup will be trained during the first month 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 Office of the Superintendent.

III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

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

Consequences for school bus or bus stop misconduct will be imposed by the School Principal or designee. In addition, all school bus or bus stop misconduct will be reported to the District's Transportation Safety Director. Serious misconduct will be reported to the Department of Public Safety and may be reported to local law enforcement.

A. School Bus and Bus Stop Rules

The School District school bus safety rules are to be posted on every bus. If these rules are broken, the School District's discipline procedures are to be followed. Consequences are progressive and may include suspension or termination of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the School District's Transportation Office and or School Office.

B. Rules at the Bus Stop

Students are to be trained in proper behavior at the bus stop including the rules listed below. Supervision of the bus stop is not provided by the District.

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. Follow the directions of the driver.
2. Sit in your seat facing forward.
3. No swearing or rude gestures.
4. Keep your arms, legs and belongings to yourself and inside the bus.
5. No fighting, harassment or intimidation.
6. Do not throw any object.
7. No eating, drinking or use of tobacco or drugs.
8. Do not bring any weapons or dangerous objects on the school bus.
9. Do not damage the school bus.

D. Consequences

Consequences for school bus or 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 at the sole discretion of the School District. Parents or guardians will be notified if their student is experiencing behavior problems on the bus. Listed below in sequential order are the consequences that may result due to misbehavior incidents.

1. Elementary (K-5)

- a. Initially driver issues verbal warnings, confers with students and assigns seat as necessary.
- b. Driver completes Conduct Report. School official confers with students and parents.
- c. One day suspension from riding the bus. School official confers with student and parents.
- d. Three day suspension from riding the bus. (parental notification).
- e. Five day suspension from riding the bus. (parental notification).
- f. Ten day suspension from riding the bus. (parental notification).
- g. Denial of bus privileges.

2. Secondary (6-12)

- a. Driver issues verbal warnings, confers with students and assigns seats as necessary.
- b. Driver completes Conduct Report. School official confers with students and parents.
- c. Three day suspension from riding the bus. (parental notification).
- d. Five day suspension from riding the bus. (parental notification).
- e. Ten day suspension from riding the bus. (parental notification).
- f. Denial of bus privileges

3. Other Discipline

Severe misbehavior includes such items as fighting, destroying property or bringing a weapon or drugs on the bus. In case of severe misbehavior, the building principal or designee will immediately

complete a Minnesota School Bus Incident Report on the student(s) involved.

More serious consequences may be imposed based on the severity of a student's conduct. Depending on the nature of the offense, consequences such as suspension or expulsion from school may also result from school bus or bus stop misconduct.

4. Records

A Bus Conduct Report will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of serious misconduct will be provided to the Department of Public Safety. Records may also be maintained in the transportation office.

5. Vandalism/Bus Damage

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

6. Notice

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

7. Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, possession or vandalism), the Superintendent, local law enforcement officials and the Department of Public Safety will be informed.

E. Special/Disabled Transportation Rules and Consequences

1. Misbehavior and consequences thereof for students requiring special transportation are described in the *Richfield Schools Special School Bus Transportation* brochure.

2. A student who is currently identified as disabled under the Individuals with Disabilities Education Act (IDA) or section 504 of the Federal Rehabilitation Act is subject to the provisions of this policy and guideline unless the student's IEP or accommodation plan provides for modification to or accommodations related to the application of the District's behavior policy. In regard to disciplinary actions, removals, suspensions, exclusions or expulsions of disabled students, the District

shall adhere to the requirements of state and federal law governing students with disabilities.

IV. PARENT AND GUARDIAN INVOLVEMENT

A. Parent/Guardian Responsibilities for Transportation Safety

1. To become familiar with District rules and policies, regulations and principles of school bus safety.
2. Assist students in understanding safety rules and encourage them to abide by them.
3. Recognize their responsibilities for the action 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. Support and respect the rights and privileges of others.
8. Communicate safety concerns to school administrators.
9. Monitor bus stops, if possible.
10. Support all efforts to improve school bus safety.
11. Report any misbehavior or safety concerns to the transportation office.

B. Parent and Guardian Notification

A copy of the School District school bus stop rules will be provided to each family at the beginning of the 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.

C. Parent/Guardian Responsibilities for Transportation of Special/Disabled Students

The Parent/Guardian responsibilities are described in the *Richfield Schools Special School Bus Transportation* brochure.

1. Parent Responsibility At Pick-up Time

- a. Have your student fully clothed, toileted, and ready at the bus stop five (5) minutes before the pick-up time. Cost efficient routing does not allow time for buses to wait.
- b. Accompany your student to the bus.
- c. If your student will not be riding on any given day, call the transportation dispatch office at least one (1) hour before the pick-up time.

2. Parent Responsibility At Drop-off Time

Be at the bus stop five (5) minutes before the scheduled return.

3. Missed Bus

The driver cannot return to a bus stop because of scheduled commitments to other parents, students and schools.

4. Emergency Information Form

The State Board of Education Rules require that the bus driver have emergency and health information in the bus for each student. Parents or guardians must provide this information. The form is mailed to each special transportation student's home and must be completed and returned before the student can ride the bus.

V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

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

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

1. Safety

The primary concern of each driver is safety. Drivers will exercise extreme caution during the loading and unloading process as well as when driving.

2. Defensive Driving

All drivers are to drive defensively at all times. A definition of defensive driving is: driving in a manner to avoid accident involvement despite adverse conditions created by road, 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 shall 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 or use of tobacco products is prohibited on school property, including building facilities, grounds, or vehicles per Richfield School Board Policy.

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 and the end of the day. Defects are to be reported in writing.

2. Safety Equipment.

Every bus will carry an emergency card on which is printed telephone numbers of appropriate personnel to contact in the case of an emergency. 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, reflector 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 the bus.

3. Bus Cleaning

Drivers are required to keep the interior of their buses swept and free of trash at all times and the windows cleaned both inside and out.

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 and on all school district property. 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.

D. Responding to emergency situations in accordance with operating procedures.

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

1. Relations with Students

Bus drivers will treat students with respect and will refrain from any conduct which is intended or could be perceived as demeaning, intimidating or harassing.

2. Relations with School Officials

School officials can and will be of considerable assistance to drivers. They are trained in the education of students and it is in their best interest that control and discipline be maintained on the bus. Therefore, it is very important drivers have good relationships with the school officials and give them full cooperation.

3. Relations with the Public

It is important to remember that to the general public, the driver represents the School. Buses are one of the most visible vehicles on the road. Drivers must deal with students, parents, and other motorists in a polite, professional and considerate manner.

4. Student Discipline

Although drivers are responsible for maintaining order on the bus, drivers must always remember that the types of actions they may use are limited. Drivers must never, under any circumstances, use corporal punishment. Drivers have no authority to deny a child the privilege of riding the bus, drop a student at other than the designated stop, or to

return a bus full of students back to school. Any denial of bus-riding privileges can only come 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 condition. The driver is subject to disciplinary action when making unauthorized route changes.

6. Route Problems

Any problems encountered by a driver on the routes or trips should be brought to the immediate attention of the transportation dispatcher.

7. Unauthorized Passengers

Only authorized passengers may be transported in a bus. Any other passenger must be specifically approved by the Transportation Supervisor. A special bus pass shall be issued by the transportation office to an unauthorized passenger, which must be shown the driver to access a bus ride.

8. Notices

It is the responsibility of the driver to check for notices each day and to check with his or her supervisor regularly.

F. Completing required reports

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

G. Completing required training programs.

H. Promoting safety for passengers during loading and unloading.

1. Standing

Standing on a moving bus is not allowed. 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

Articles that may be considered dangerous, are not allowed 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 of driver's seat belt whenever the bus is in motion.
- J. Additional driver duties and responsibilities may be found in the driver handbook. All bus driver dismissals will be reported to the Department of Public Safety pursuant to Department of Public Safety directions.

VI. OPERATING RULES AND PROCEDURES

A. General Operating Rules.

1. All routes shall be on file with the School District's Transportation Safety Director.
2. Only students assigned to the school bus by the District shall be transported. The number of students or other authorized passengers transported in or assigned to a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.
3. Drivers are to enforce the provisions of the school bus and bus stop rules as appropriate. Students may be released from the bus at only two points, the designated bus stop or at school, except in case of an emergency or as otherwise authorized.
4. The parent/legal 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 all other eligibility requirements.
5. Severe misbehavior may result in an immediate return of the bus filled with students to the school subsequent to driver's radio request to the dispatcher and approval of the school principal.
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 driven backwards on the school grounds or any other point if it can be avoided. If it is necessary, the driver shall have another responsible person act as a guard flagman in back of the bus to keep other persons out of the path and to issue warnings to the driver of approaching traffic.
9. When arriving or leaving the school grounds, the driver must not follow closer than 50 feet from the vehicle directly in front of the bus or closer than 500 feet when traveling on the highway.
10. No school bus shall pull any trailer when students are being transported on regular routes to or from school.
11. In case of an accident or breakdown of the bus, the driver shall contact the dispatcher or another bus 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 the State laws and regulation.

B. Use of Signals, Loading or Unloading

1. The driver shall activate the flashing eight-light system of the bus at least 300 feet before stopping to load or unload students, in a speed zone of more than 35 miles per hour and 100 feet before stopping in a speed zone of 35 miles per hour or less (except as provided in item #2 below), and shall not extinguish such lights until loading or unloading is completed and persons who must cross the roadway or highway are safely across.
2. The driver shall activate the four way hazard lights only on four lane or one way streets as designated to avoid restricting traffic flow. Passengers shall be loaded and unloaded only from the right-hand side of the vehicle. Students are not to cross the following streets for the purpose of loading and unloading the school bus: Old Cedar, Portland, Nicollet, Lyndale, Penn, York, 66th, 76th, 77th and the 78th Street service road.
3. The driver shall bring the vehicle to a complete stop in the right hand lane of the roadway parallel to the center line.
4. The driver shall activate the red flashing lights, come to a complete stop, then extend the stop arm and discharge students only after all traffic (front and rear) has come to a complete stop.
5. The driver shall keep door open and eight-light system operating until all students have been loaded or unloaded safely.

6. The driver shall avoid loading and unloading students where the view is obstructed to other motorists for 200 feet in either direction.
7. The driver shall not permit students to stand or get on or off the bus while it is in motion. The driver will bring the bus to a full stop before loading or unloading students.
8. Driver's 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 a highway or street by one of the following methods:
 - a. Students shall pass approximately 10 feet in front of the school bus so as to be seen by the driver and cross the road only upon receiving a hand signal from the driver, or
 - b. The 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. Students shall not be regularly transported in private vehicles. However, private vehicles may be used for convenience or in an emergency. The District has no system of inspection for private vehicles.

VII. SCHOOL BUS DRIVER TRAINING

A. Training.

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

- a. The engine compartment - belts, valves, fluid leaks

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

2. Fundamentals and Techniques of School Bus Driving

The driver training program must include:

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

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

3. Special Education/Disabled Transportation

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

- a. What to do in a medical emergency
- b. Handling of wheelchairs
- c. Operation of lift equipment
- d. Proper use of wheelchair securing devices
- e. School District policies on the use of seat belts on designated students
- g. Handicapping conditions
- h. Responsibilities of the bus driver and the bus aide
- i. What to do when 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 breakdowns, fire, accident, or passenger injury. Drivers shall receive training in:

- a. Identifying the degree of an emergency before beginning an evacuation
- b. Identifying a safe evacuation unloading area
- c. Preplanning emergency evacuation for both conventional and lift buses
 - front, rear, and both door evacuation
 - evacuation of special education students
 - evacuation of physically disabled students and students using wheelchairs
 - placement of students in a safe location
- d. Cooperation in emergency evacuation drills
- e. Mechanical breakdowns
 - stop bus in safe location
 - keep passengers in bus if safe to do so
 - take steps to warn motorists
 - radio or call for assistance.
- f. How to secure the school bus and place emergency triangles

- g. Use of two-way communication system in an emergency
- h. When it is appropriate to evacuate the school bus
- i. How to supervise an emergency evacuation
- j. Emergency evacuation of the disabled
- k. Special considerations when evacuating a lift bus
- l. Lifting techniques for handling disabled students in an emergency situation
- m. Priorities when dealing with injured passengers
- n. How to use the school bus first aid kit
- o. Use and operation of the fire extinguisher
- p. Dealing with other motorists and the police
- q. Use of emergency reflectors and hazard lights
- r. Control of exposure to blood borne pathogens
- s. Use of body fluid clean-up kits
- t. School District policy on medical emergencies
- u. Recognition and handling of epileptic seizures
- v. How to respond if a passenger has a weapon on the bus

5. First Aid / 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

All drivers shall understand the types of student data that are considered private or confidential under Minnesota Statutes

7. Student Discipline

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

8. Human Relations

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

9. Chemical Abuse

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

B. Evaluation.

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

1. The safe operation of the type of school bus the driver will be driving
2. Their understanding of student behavior, including issues relating to students with disabilities
3. Their ability to manage students on the bus and handle incidents of misconduct appropriately
4. Their understanding of relevant laws, rules of the road and local school bus safety policies
5. Their ability to handle emergency situations
6. Their ability to safely load and unload students, and;
7. Their ability to demonstrate proficiency in first aid and CPR procedures.

VIII. EMERGENCY PROCEDURES

A. Fire

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

B. Injuries / Medical Emergencies

Drivers shall 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 of 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 (towards 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.

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 possible, drivers will keep all evacuees a minimum of 100 feet from the bus. They should be loaded back onto the bus only when the driver has determined it is safe to do so.

E. Accident

In case of an accident, the driver shall immediately assess students for injuries and begin emergency first aid procedures as necessary. The driver must also notify the Transportation Dispatcher who will contact the law enforcement officials for medical assistance.

After providing emergency first aid, notifying the Dispatcher, and upon the arrival of law enforcement officials the driver shall:

1. In cooperation with the police officer and/or ambulance service, assist with the care of the students.
2. See that all injured students receive proper care.
3. Determine facts pertaining to accident.
4. Call the dispatcher to give a list of names and circumstances. The dispatcher will contact the Transportation Office 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 proper authorities.

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

F. Cold Weather Stop

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

G. Dangerous Weapons

If a driver observes or learns that a passenger may have a dangerous weapon on the bus, he or she should remain calm and call for assistance using a pre-determined code. The driver should give the location of the bus to the dispatcher, continue the route and wait for assistance. The driver

should not inform the passenger suspected of having the weapon that he or she knows of the weapon.

H. Lights

In an emergency stop, the driver should turn on the four-way hazard warning lights, and running or clearance lights. If the bus is on a highway, the driver must set out warning flares or triangles at the distances specified by State Law.

I. Getting Assistance

Drivers should use the two-way radio communications system to get assistance, reporting 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 motorist to do so from the nearest telephone. The driver should write out the number and location of the school bus, the nature of the emergency, and the status of the passengers.

IX. VEHICLE MAINTENANCE STANDARDS

- A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the School District.
- B. All school vehicles shall be inspected in accordance with legal requirements.
- C. Daily pre-trip inspections shall be required and prompt reports submitted of defects to be immediately corrected.

X. SCHOOL TRANSPORTATION SAFETY DIRECTOR

The School Board has designated the Transportation Supervisor as the School Transportation Safety Director. The name, address and telephone number of the Director is on file with the Superintendent. Any questions regarding student transportation or this policy should be addressed to the School Transportation Safety Director.

XI. WALKING DISTANCE TO BUS STOPS

The number of bus stops in the School District impacts the length of time students are on the bus and the number of buses required to provide service. Bus routes are arranged according to geographic areas. This means that some students will walk further than others to bus stops.

- A. Whenever possible, bus stops will be located at corners or intersections. Stopping at corners or intersections is generally safer due to the expectations of traffic. When a bus stops mid-block it can confuse motorists, whereas traffic anticipates the bus will stop or yield at an intersection. In addition, the bus driver has the best view of traffic and neighborhood students have the most direct route of access to their bus.
- B. Elementary students shall be given priority when identifying the location of common bus stops that service the K-12 grade levels.
- C. The bus routes can change every year based on the student population. Students may have to walk 2-3 blocks to the bus stop depending on the route structure and time schedule. At no time shall more than one stop be designated per block for regular to and from transportation.
- D. Kindergarten stops will generally be closer to the home than regular route stops, (usually within 1-2 blocks), however visibility from the home to the bus stop is not always possible nor is it part of our criteria for moving stops.
- E. Students residing on dead end streets or cul-de-sacs are expected to walk the distance to the nearest intersection to access a bus.
- F. Kindergarten
 1. For bus runs at noon only, bus stops will be located at the corner of the street where each kindergartner lives.
 2. No bus stop will be located at a residence mid-block, except in cases where medical or handicapping conditions require home pickup.
 3. Bus stops may be adjusted where kindergartners are alone at the stop in the morning or afternoon.

XII. VIDEO SURVEILLANCE

Video surveillance may be used on a limited basis as part of our comprehensive approach to student management on school buses. The driver continues to have the responsibility for controlling the students through gaining rapport and interacting with students. The Business Manager in consultation with the superintendent may utilize video technology on selected vehicles to insure student safety and appropriate behaviors.

Legal References: Minn. Stat. 169.443-169.444: Safety of School Children
Minn. Rule: 7470.1000-1100: Operation of a Type A,B,C, or
D school bus

1
2 Dated: November, 1994
3 Reviewed: April 21, 2008
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5

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MSBA/MASA Model Policy 707

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707 TRANSPORTATION OF PUBLIC SCHOOL STUDENTS

[Note: The obligations stated in this policy are largely governed by statute. Statutory references are included throughout the policy. A school district may choose to add obligations to the model policy.]

I. PURPOSE

The purpose of this policy is to provide for the transportation of students consistent with the requirements of law.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide for the transportation of students in a manner which will protect their health, welfare, and safety.
- B. The school district recognizes that transportation is an essential part of the school district services to students and parents but further recognizes that transportation by school bus is a privilege and not a right for an eligible student.

III. DEFINITIONS

- A. “Child with a disability” includes every child identified under federal and state special education law as deaf or hard of hearing, blind or visually impaired, deafblind, or having a speech or language impairment, a physical impairment, other health disability, developmental cognitive disability, an emotional or behavioral disorder, specific learning disability, autism spectrum disorder, traumatic brain injury, or severe multiple impairments, and who needs special education and related services, as determined by the rules of the Commissioner of Education. A licensed physician, an advanced practice nurse, or a licensed psychologist is qualified to make a diagnosis and determination of attention deficit disorder or attention deficit hyperactivity disorder for purposes of identifying a child with a disability. In addition, every child under age three, and at the school district’s discretion from age three to seven, who needs special instruction and services, as determined by the rules of the Commissioner, because the child has a substantial delay or has an identifiable physical or mental condition known to hinder normal development is a child with a disability. A child with a short-term or temporary physical or emotional illness or disability, as determined by the rules of the Commissioner, is not a child with a disability. (Minn. Stat. § 125A.02)
- B. “Home” is the legal residence of the child. In the discretion of the school district, “home” also may be defined as a licensed day care facility, school day care

facility, a respite care facility, the residence of a relative, or the residence of a person chosen by the student's parent or guardian as the home of a student for part or all of the day, if requested by the student's parent or guardian, or an afterschool program for children operated by a political subdivision of the state, if the facility, residence, or program is within the attendance area of the school the student attends. Unless otherwise specifically provided by law, a homeless student is a resident of the school district if enrolled in the school district. (Minn. Stat. § 123B.92, Subd. 1(b)(1); Minn. Stat. § 127A.47, Subd. 2)

- C. "Homeless student" means a student, including a migratory student, who lacks a fixed, regular, and adequate nighttime residence and includes: students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are awaiting foster care placement; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings, and migratory children who qualify as homeless because they are living in any of the preceding listed circumstances. (42 U.S.C. § 11434a)
- D. "Nonpublic school" means any school, church, or religious organization, or home school wherein a resident of Minnesota may legally fulfill the compulsory instruction requirements of Minn. Stat. §120A.22, which is located within the state, and which meets the requirements of Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d, *et seq.*). (Minn. Stat. §123B.41, Subd. 9)
- E. "Nonresident student" is a student who attends school in the school district and resides in another district, defined as the "nonresident district." In those instances when the divorced or legally separated parents or parents residing separately share joint physical custody of a student and the parents reside in different school districts, the student shall be a resident of the school district designated by the student's parents. When parental rights have been terminated by court order, the legal residence of a student placed in a residential or foster facility for care and treatment is the district in which the student resides. (Minn. Stat. § 123B.88, Subd. 6; Minn. Stat. § 125A.51; Minn. Stat. § 127A.47, Subd. 3)
- F. "Pupil support services" are health, counseling, and guidance services provided by the public school in the same district where the nonpublic school is located. (Minn. Stat. § 123B.41, Subd. 4)
- G. "School of origin," for purposes of determining the residence of a homeless student, is the school that the student attended when permanently housed or the school in which the student was last enrolled. (42 U.S.C. § 11432(g)(3)(G))
- H. "Shared time basis" is a program where students attend public school for part of the regular school day and who otherwise fulfill the requirements of Minn. Stat. §

120A.22 by attendance at a nonpublic school. (Minn. Stat. § 126C.01, Subd. 8)

- I. “Student” means any student or child attending or required to attend any school as provided in Minnesota law and who is a resident or child of a resident of Minnesota. (Minn. Stat. § 123B.41, Subd. 11)

IV. ELIGIBILITY

- A. Upon the request of a parent or guardian, the school district shall provide transportation to and from school, at the expense of the school district, for all resident students who reside two miles or more from the school, except for those students whose transportation privileges have been revoked or have been voluntarily surrendered by the student’s parent or guardian. (Minn. Stat. § 123B.88, Subd. 1)
- B. The school district may, in its discretion, also provide transportation to any student to and from school, at the expense of the school district, for any other purpose deemed appropriate by the school board.

[Note: In this section, school districts may wish to outline those discretionary areas where they intend to provide transportation. For example, some school districts may provide that transportation shall be provided for all resident elementary students who reside one mile or more from the school.]

- C. In the discretion of the school district, transportation along regular school bus routes may also be provided, where space is available, to any person where such use of a bus does not interfere with the transportation of students. The cost of providing such transportation must be paid by those individuals using these services or some third-party payor. Bus transportation also may be provided along school bus routes when space is available for participants in early childhood family education programs and school readiness programs if these services do not result in an increase in the school district’s expenditures for transportation. (Minn. Stat. § 123B.88, Subd. 10, 11, 12, and 13)
- D. For purposes of stabilizing enrollment and reducing mobility, the school district may, in its discretion, establish a full-service school zone and may provide transportation for students attending a school in that full-service school zone. A full-service school zone may be established for a school that is located in an area with higher than average crime or other social and economic challenges and that provides education, health or human services, or other parental support in collaboration with a city, county, state, or nonprofit agency.

V. TRANSPORTATION OF NONRESIDENT STUDENTS

- A. If requested by the parent of a nonresident student, the school district shall provide transportation to a nonresident student within its borders at the same level of service that is provided to resident students. (Minn. Stat. § 124D.04, Subd. 7; Minn. Stat. § 123B.92, Subd. 3)

- B. If the school district decides to transport a nonresident student within the student's resident district, the school district will notify the student's resident district of its decision, in writing, prior to providing transportation. (Minn. Stat. § 123B.88, Subd. 6)
- C. When divorced or legally separated parents or parents residing separately reside in different school districts and share physical custody of a student, the parents shall be responsible for the transportation of the student to the border of the school district during those times when the student is residing with the parent in the nonresident school district. (Minn. Stat. § 127A.47, Subd. 3(b))
- D. The school district may provide transportation to allow a student who attends a high-need English language learner program and who resides within the transportation attendance area of the program to continue in the program until the student completes the highest grade level offered by the program. (Minn. Stat. § 123B.92, Subd. 3(b))

VI. TRANSPORTATION OF RESIDENT STUDENTS TO NONDISTRICT SCHOOLS

- A. In general, the school district shall not provide transportation between a resident student's home and the border of a nonresident district where the student attends school under the Enrollment Options Program. A parent may be reimbursed by the nonresident district for the costs of transportation from the pupil's residence to the border of the nonresident district if the student is from a family whose income is at or below the poverty level, as determined by the federal government. The reimbursement may not exceed the pupil's actual cost of transportation or 15 cents per mile traveled, whichever is less. Reimbursement may not be paid for more than 250 miles per week. (Minn. Stat. § 124D.03, Subd. 8)
- B. Resident students shall be eligible for transportation to and from a nonresident school district at the expense of the school district, if in the discretion of the school district, inadequate room, distance to school, unfavorable road conditions, or other facts or conditions make attendance in the resident student's own district unreasonably difficult or impracticable. The school district, in its discretion, may also provide for transportation of resident students to schools in other districts for grades and departments not maintained in the district, including high school, for the whole or a part of the year or for resident students who attend school in a building rented or leased by the school district in an adjacent district. (Minn. Stat. § 123B.88, Subds. 1 and 4)
- C. In general, the school district is not responsible for transportation for any resident student attending school in an adjoining state under a reciprocity agreement but may provide such transportation services at its discretion. (Minn. Stat. § 124D.041)

VII. SPECIAL EDUCATION STUDENTS/STUDENTS WITH A DISABILITY/ STUDENTS WITH TEMPORARY DISABILITIES

- A. Upon a request of a parent or guardian, the board must provide necessary transportation, consistent with Minn. Stat. § 123B.92, Subd. 1(b)(4), for a resident child with a disability not yet enrolled in kindergarten for the provision of special instruction and services. Special instruction and services for a child with a disability not yet enrolled in kindergarten include an individualized education program (IEP) team placement in an early childhood program when that placement is necessary to address the child's level of functioning and needs. (Minn. Stat. § 123B.88, Subd. 1)
- B. Resident students with a disability whose handicapped conditions are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the handicapping condition and applicable laws. This provision shall not be applicable to parents who transport their own child under a contract with the school district. (Minn. Stat. § 123B.88, Subd. 19; Minn. Rules Part 7470.1600)
- C. Resident students with a disability who are boarded and lodged at Minnesota state academies for educational purposes, but who also are enrolled in a public school within the school district, shall be provided transportation, by the school district to and from said board and lodging facilities, at the expense of the school district. (Minn. Stat. § 125A.65)
- D. If a resident student with a disability attends a public school located in a contiguous school district and the school district of attendance does not provide special instruction and services, the school district shall provide necessary transportation for the student between the school district boundary and the educational facility where special instruction and services are provided within the school district. The school district may provide necessary transportation of the student between its boundary and the school attended in the contiguous district, but shall not pay the cost of transportation provided outside the school district boundary. (Minn. Stat. § 125A.12)
- E. When a student with a disability or a student with a short-term or temporary disability is temporarily placed for care and treatment in a day program located in another school district and the student continues to live within the school district during the care and treatment, the school district shall provide the transportation, at the expense of the school district, to that student. The school district may establish reasonable restrictions on transportation, except if a Minnesota court or agency orders the child placed at a day care and treatment program and the school district receives a copy of the order, then the school district must provide transportation to and from the program unless the court or agency orders

otherwise. Transportation shall only be provided by the school district during regular operating hours of the school district. (Minn. Stat. § 125A.15(b); Minn. Stat. § 125A.51(d))

- F. When a nonresident student with a disability or a student with a short-term or temporary disability is temporarily placed in a residential program within the school district, including correctional facilities operated on a fee-for-service basis and state institutions, for care and treatment, the school district shall provide the necessary transportation at the expense of the school district. Where a joint powers entity enters into a contract with a privately owned and operated residential facility for the provision of education programs for special education students, the joint powers entity shall provide the necessary transportation. (Minn. Stat. § 125A.15(c) and (d); Minn. Stat. § 125A.51(e))
- G. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law. (Minn. Rules Part 7470.1700)
- H. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minn. Stat. Ch. 125A. (Minn. Rules Part 7470.1600, Subd. 2)

VIII. HOMELESS STUDENTS

- A. Homeless students shall be provided with transportation services comparable to other students in the school district. (42 U.S.C. § 11432(e)(3)(C)(i)(III)(cc) and (g)(4)(A))
- B. Upon request by the student's parent, guardian, or homeless education liaison, the school district shall provide transportation for a homeless student as follows:
 - 1. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements within the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location ~~if the shelter or non-shelter location is two or more miles from the school of origin and the student's transportation privileges have not been revoked on the same basis as transportation services are provided to other students in the school district.~~ (42 U.S.C. § 11432(g)(1)(J)(iii)(I))
 - 2. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements outside of the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location ~~if the shelter or non-shelter location is two or more miles from the school~~

~~of origin and the student's transportation privileges have not been revoked on the same basis as transportation services are provided to other students in the school district~~, unless the school district and the school district in which the student is temporarily placed agree that the school district in which the student is temporarily placed shall provide transportation. (Minn. Stat. § 125A.51(f); 42 U.S.C. § 11432(g)(1)(J)(iii)(II))

3. If a nonresident student is homeless and is residing in a public or private homeless shelter or has other non-shelter living arrangements within the school district, the school district may provide transportation services between the shelter or non-shelter location and the student's school of origin outside of the school district upon agreement with the school district in which the school of origin is located. (Minn. Stat. § 125A.51(f))
4. A homeless nonresident student enrolled under Minn. Stat. § 124D.08, Subd. 2a, must be provided transportation from the student's district of residence to and from the school of enrollment. (Minn. Stat. § 123B.92, Subd. 3(c)).

IX. AVAILABILITY OF SERVICES

Transportation shall be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break. Transportation may be provided for summer instructional programs for students with a disability or in conjunction with a learning year program. Transportation between home and school may also be provided, in the discretion of the school district, on staff development days. (Minn. Stat. § 123B.88, Subd. 21)

X. MANNER OF TRANSPORTATION

The scheduling of routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, the determination of fees, and any other matter relating thereto shall be within the sole discretion, control and management of the school board. The school district may, in its discretion, provide room and board, in lieu of transportation, to a student who may be more economically and conveniently provided for by that means. (Minn. Stat. § 123B.88, Subd. 1)

XI. RESTRICTIONS

Transportation by the school district is a privilege and not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus pursuant to the school district's discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. Revocation procedures for a student who is an individual with a disability under 20 U.S.C. § 1415 (Individuals with Disabilities Act), 29 U.S.C. § 794 (the Rehabilitation Act), and 42 U.S.C. § 12132, (Americans with Disabilities Act) are governed by these provisions. (Minn. Stat. § 121A.59)

XII. FEES

- A. In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional. (Minn. Stat. § 123B.36, Subd. 1(10))
- B. The school district may charge fees for transportation of students to and from school when authorized by law. If the school district charges fees for transportation of students to and from school, guidelines shall be established for that transportation to ensure that no student is denied transportation solely because of inability to pay. The school district also may waive fees for transportation if the student's parent is serving in, or within the past year has served in, active military service as defined in Minn. Stat. § 190.05. (Minn. Stat. § 123B.36, Subds. 1(11) and 6)
- C. The school district may charge reasonable fees for transportation of students to and from post-secondary institutions for students enrolled under the post-secondary enrollment options program. Families who qualify for mileage reimbursement may use their state mileage reimbursement to pay this fee. (Minn. Stat. § 123B.36, Subd. 1(13))
- D. Where, in its discretion, the school district provides transportation to and from an instructional community-based employment station that is part of an approved occupational experience vocational program, the school district may require the payment of reasonable fees for transportation from students who receive remuneration for their participation in these programs. (Minn. Stat. § 123B.36, Subd. 3)

Legal References: Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.59 (Bus Transportation is a Privilege Not a Right)
Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.41 (Educational Aids for Nonpublic School Children; Definitions)
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
Minn. Stat. § 123B.88 (Independent School Districts, Transportation)
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.04 (Enrollment Options Programs in Border States)
Minn. Stat. § 124D.041 (Reciprocity with Adjoining States)
Minn. Stat. § 124D.08 (School Board's Approval to Enroll in Nonresident District)
Minn. Stat. Ch. 125A (Children With a Disability)
Minn. Stat. § 125A.02 (Children With a Disability, Defined)
Minn. Stat. § 125A.12 (Attendance in Another District)
Minn. Stat. § 125A.15 (Placement in Another District; Responsibility)

Minn. Stat. § 125A.51 (Placement of Children Without Disabilities; Education and Transportation)
Minn. Stat. § 125A.515 (Placement of Students; Approval of Education Program)
Minn. Stat. § 125A.65 (Attendance at Academies for the Deaf and Blind)
Minn. Stat. § 126C.01 (General Education Revenue - Definitions)
Minn. Stat. § 127A.47 (Payments to Resident and Nonresident Districts)
Minn. Stat. § 190.05 (Definitions)
Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)
Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disabilities)
20 U.S.C. § 1415 (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 2000d (Prohibition Against Exclusion from Participation in, Denial of Benefits of, and Discrimination under Federally Assisted Programs on Ground of Race, Color, or National Origin)
42 U.S.C. § 11431 *et seq.* (McKinney-Vento Homeless Assistance Act of 2001)
42 U.S.C. § 12132 *et seq.* (Americans With Disabilities Act)

Cross References: MSBA/MASA Model Policy 708 (Transportation of Nonpublic School Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 710 (Extracurricular Transportation)
MSBA Service Manual, Chapter 2, Transportation

Adopted: _____

MSBA/MASA Model Policy 708

Orig. 1995

Revised: _____

Rev. ~~2008~~ 2017

708 TRANSPORTATION OF NONPUBLIC SCHOOL STUDENTS

[Note: The obligations stated in this policy are largely governed by statute. Statutory references are included throughout the policy. A school district may choose to add obligations to the model policy.]

I. PURPOSE

The purpose of this policy is to address transportation rights of nonpublic school students and to provide equality of treatment in transporting such students pursuant to law.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to recognize the rights of nonpublic school students and to provide equal transportation to those students as required by law.

III. ELIGIBILITY

- A. The school district shall provide equal transportation within the school district for all students to any school when transportation is deemed necessary by the school district because of distance or traffic conditions in like manner and form as provided in Minn. Stat. § 123B.88 and § 123B.92 when applicable. (Minn. Stat. § 123B.86, Subd. 1)
- B. Upon the request of a parent or guardian, the school district shall provide school bus transportation to the school district boundary for students residing in the school district at least the same distance from a nonpublic school actually attended in another school district as public school students are transported in the transporting school district. Such transportation shall be provided whether there is or is not another nonpublic school within the transporting school district, if the transportation is to schools maintaining grades or departments not maintained in the school district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means. (Minn. Stat. § 123B.86, Subd. 2(a))
- C. The school district may provide school bus transportation to a nonpublic school in another school district for students residing in the school district and attending that school, whether there is or is not another nonpublic school within the transporting school district, if the transportation is to schools maintaining grades or departments not maintained in the school district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means. If the school district transports students to a nonpublic school located in another school district, the nonpublic school shall pay the cost of such

transportation provided outside the school district boundaries. (Minn. Stat. § 123B.86, Subd. 2(b))

- D. The school district shall provide the necessary transportation within school district boundaries between the nonpublic school and a public school or neutral site for nonpublic school students who are provided pupil support services if the school district elects to provide pupil support services at a site other than a nonpublic school. (Minn. Stat. § 123B.44, Subd. 1)
- E. When transportation is provided, the scheduling of routes, manner and method of transportation, control and discipline of students, and any other matter relating thereto shall be within the sole discretion, control, and management of the school district. (Minn. Stat. § 123B.86, Subd. 3; Minn. Stat. § 123B.91, Subd. 1a)
- F. Additional transportation to and from a nonpublic school may be provided at the expense of the school district where such services are provided in the discretion of the school district.

IV. **SPECIAL EDUCATION/DISABLED STUDENTS WITH DISABILITIES**

- A. If a resident student with a disability attends a nonpublic school located within the school district, the school district shall provide necessary transportation for the student within the school district between the nonpublic school and the educational facility where special instruction and services are provided on a shared-time basis. If a resident student with a disability attends a nonpublic school located in another school district and if no agreement exists for the provision of special instruction and services on a shared time basis to that student by the school district of attendance and where the special instruction and services are provided within the school district, the school district shall provide necessary transportation for that student between the school district boundary and the educational facility. The school district may provide necessary transportation for that student between its boundary and the nonpublic school attended, but the nonpublic school shall pay the cost of transportation provided outside the school district. School districts may make agreements for who provides transportation. Parties serving students on a shared time basis have access to a due process hearing system as provided by law. (Minn. Stat. § 125A.18)
- B. ~~Disabled students whose handicapped conditions~~ When the disabling conditions of a student with a disability are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport ~~disabled students on the basis of the handicapping condition~~ students with a disability on the basis of the disabling conditions and applicable laws. This section shall not be applicable to parents who transport their own child under a contract with the school district. (Minn. Stat. § 123B.88, Subd. 19; Minn. Rules

Part 7470.1600, Subd. 1)

- C. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law. (Minn. Rules Part 7470.1700)
- D. Any parent of a ~~disabled~~ student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minn. Stat. Ch. 125A. (Minn. Rules Part 7470.1600, Subd. 2)

V. APPLICATION OF GENERAL POLICY

The provisions of the school district's policy on transportation of public school students [Model Policy 707] shall apply to the transportation of nonpublic school students except as specifically provided herein.

Legal References: Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
Minn. Stat. § 123B.84 (Policy)
Minn. Stat. § 123B.86 (Equal Treatment)
Minn. Stat. § 123B.88 (Independent School Districts, Transportation)
Minn. Stat. § 123B.91, Subd. 1a (Compliance by Nonpublic and Charter School Students)
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. Stat. Ch. 125A (Children With a Disability)
Minn. Stat. § 125A.18 (Special Instruction; Nonpublic Schools)
Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)
Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disabilities)
Americans United, Inc. as Protestants and Other Am. United for Separation of Church and State, et al. v. Independent Sch. Dist. No. 622, et al., 288 Minn. 1996, 179 N.W.2d 146 (Minn. 1970)
Eldredge v. Independent Sch. Dist. No. 625, 422 N.W.2d 319 (Minn. Ct. App. 1988)
Healy v. Independent Sch. Dist. No. 625, 962 F.2d 1304 (8th Cir. 1992)
Minn. Op. Atty. Gen. 166a-7 (June 3, 1983)
Minn. Op. Atty. Gen. 166a-7 (Sept. 14, 1981)
Minn. Op. Atty. Gen. 166a-7 (July 15, 1976)
Minn. Op. Atty. Gen. 166a-7 (July 17, 1970)
Minn. Op. Atty. Gen. 166a-7 (Oct. 3, 1969)
Minn. Op. Atty. Gen. 166a-7 (Sept. 12, 1969)

Cross References: MSBA/MASA Model Policy 707 (Transportation of Public School Students)

MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA Service Manual, Chapter 2, Transportation

Adopted: _____

MSBA/MASA Model Policy 709

Orig. 1995

Revised: _____

Rev. ~~2014~~ 2017

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 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 Minn. Stat. § 169.446, Subd. 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 may provide student safety education for bicycling and pedestrian safety for students in grades K through 5.
9. The school district shall adopt and make available for public review a curriculum for transportation safety education.
10. 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.

III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

- A. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students.
- B. Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation

safety director. Serious misconduct may be reported to local law enforcement.

1. School Bus and Bus Stop Rules. The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.
2. Rules at the Bus Stop
 - a. Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.
 - b. Respect the property of others while waiting at your bus stop.
 - c. Keep your arms, legs, and belongings to yourself.
 - d. Use appropriate language.
 - e. Stay away from the street, road, or highway when waiting for the bus.
 - f. Wait until the bus stops before approaching the bus.
 - g. After getting off the bus, move away from the bus.
 - h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
 - i. No fighting, harassment, intimidation, or horseplay.
 - j. No use of alcohol, tobacco, or drugs.
3. Rules on the Bus
 - a. Immediately follow the directions of the driver.
 - b. Sit in your seat facing forward.
 - c. Talk quietly and use appropriate language.
 - d. Keep all parts of your body inside the bus.
 - e. Keep your arms, legs, and belongings to yourself.

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

4. Consequences

- a. Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with 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.

(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 INVOLVEMENT

A. Parent and Guardian Notification

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

B. Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

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

V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

- A. School bus drivers shall have a valid Class A, B, or C Minnesota driver's license with a school bus endorsement. A person possessing a valid driver's license, without a school bus endorsement, may drive a type III vehicle set forth in Sections VII.B. and VII.C., below. Drivers with a valid Class D driver's license, without a school bus endorsement, may operate a "type A-I" school bus as set forth in Section VII.D., below.
- B. The school district shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.
- C. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (Division) of the conviction within 30 days of the conviction. For purposes of this paragraph, a "serious traffic violation" means a conviction of any of the following offenses:
 1. excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit;
 2. reckless driving;
 3. improper or erratic traffic lane changes;
 4. following the vehicle ahead too closely;

5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident;
 6. driving a commercial vehicle without obtaining a commercial driver's license or without having a commercial driver's license in the driver's possession.
- 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 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 Minn. Stat. § 169.011, Subd. 71. In addition, "school bus" also includes type III vehicles when driven by employees or agents of the school district. "Cellular phone" means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

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. A type III vehicle cannot be older than 12 years old unless excepted by state and federal law.
5. If a type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The type III vehicle must not have the words “school bus” in any location on the exterior of the vehicle or in any interior location visible to a motorist.
6. A “type III vehicle” must not be outwardly equipped and identified as a type A, B, C, or D bus.
7. Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.
8. Type III vehicles must be equipped with mirrors as required by law.
9. Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into 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 Minn. Stat. § 122A.18, Subd. 8, or Minn. Stat. § 123B.03 for school district employees; Minn. Stat. § 144.057 or Minn. Stat. Ch. 245C for day care employees; or Minn. Stat. § 171.321, Subd. 3, for all other persons operating a type III vehicle under this section.
 - d. Operators shall submit to a physical examination as required by Minn. Stat. § 171.321, Subd. 2.

- e. The operator's employer requires preemployment drug testing of applicants for operator positions. Current operators must comply with the employer's policy under Minn. Stat. § 181.951, Subds. 2, 4, and 5. Notwithstanding any law to the contrary, the operator's employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.
 - f. The operator's driver's license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minn. Stat. § 171.321, Subd. 5.
 - g. A person who sustains a conviction, as defined under Minn. Stat. § 609.02, of violating Minn. Stat. § 169A.25, § 169A.26, § 169A.27 (driving while impaired offenses), or § 169A.31 (alcohol-related school bus driver offenses), or whose driver's license is revoked under Minn. Stat. §§ 169A.50 to 169A.53 of the implied consent law, or who is convicted of 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 Minn. Stat. § 171.3215, Subd.1(c), (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.
 - i. A person who sustains a conviction, as defined under Minn. Stat. § 609.02, of a moving offense in violation of Minn. Stat. Ch. 169 within 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 Minn. Stat. § 123B.90, Subd. 2 (See Section II.B., above).
 - k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.
2. The type III vehicle must bear a current certificate of inspection issued under Minn. Stat. § 169.451.

3. An employee of the school district who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of the school district, be exempt from paragraphs VII.C.1.d. (physical examination) and VII.C.1.e. (drug testing), above.

D. Type A-I “Activity” Buses Driven by Employees with 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 Minn. Stat. § 171.321, Subd. 2.
 - e. The operator has a valid driver’s license and has not sustained a conviction of a disqualifying offense as set forth in Minn. Stat. § 171.02, Subd. 2a(h) - 2a(j).
 - f. The operator has been trained in the proper use of child safety restraints as set forth in the National Highway Traffic Safety Administration’s “Guideline for the Safe Transportation of Pre-school Age Children in School Buses,” if child safety restraints are used by passengers, in addition to the training required in Section VI., above.
 - g. The bus has a gross vehicle weight 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 their handicapping condition shall be trained in basic first aid procedures, shall within 1 month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.
- D. Emergency Health Information shall be maintained on the school bus for students requiring special transportation service because of their handicapping condition. The information shall state:
 1. the student's name and address;
 2. the nature of the student's disabilities;
 3. emergency health care information; and
 4. the names and telephone numbers of the student's physician, parents, guardians, or custodians, and some person other than the student's parents or custodians who can be contacted in case of an emergency.

IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS

- A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the school district.
- B. All school vehicles shall be state inspected in accordance with legal requirements.

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

X. SCHOOL TRANSPORTATION SAFETY DIRECTOR

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

XI. STUDENT TRANSPORTATION SAFETY COMMITTEE

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

Legal References: Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. § 123B.42 (Textbooks; Individual Instructor or Cooperative Learning Material; Standard Tests)
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)
Minn. Stat. § 123B.90 (School Bus Safety Training)
Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)

Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)
 Minn. Stat. Ch. 169 (Traffic Regulations)
 Minn. Stat. § 169.011, Subds. 15, 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 (Driver Training Programs)
 Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)
 Minn. Stat. § 169.454 (Type III Vehicle Standards)
 Minn. Stat. § 169.4582 (Reportable Offense on School Buses)
 Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)
 Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)
 Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)
 Minn. Stat. § 171.02, Subds. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)
 Minn. Stat. § 171.168 (Notification of Conviction for Violation by a Commercial Driver)
 Minn. Stat. § 171.169 (Notification of Suspension of License of Commercial Driver)
 Minn. Stat. § 171.321 (Qualifications of School Bus Driver)
 Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)
 Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing)
 Minn. Stat. Ch. 245C (Human Services Background Studies)
 Minn. Stat. § 609.02 (Definitions)
 Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)
 49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)
 49 C.F.R. § 383.33 (Notification of Driver's License Suspensions)
 49 C.F.R. § 383.5 (Transportation Definitions)

Cross References: 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)

NEW BUSINESS - FOR ACTION

Agenda Item VI.A.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, August 3, 2020

Subject: Donations

(Recommended by the Superintendent)

That the Board of Education accept the following donations with gratitude.

The Sunshine Fund received a donation of \$100.00 through GiveMN from Emily Stevens of Richfield.

RPS General Fund received monthly donations totaling \$75.00 through GiveMN since 5/14/20 from Michelle Burnside of Richfield.

RPS General Fund received monthly donations totaling \$30.00 through GiveMN since 5/14/20 from Lisa Ferrara of Freehold, NJ.