

Agenda  
Regular School Board Meeting  
May 9, 2023  
6:30 PM

1. Call to Order, Roll Call
  
2. Agenda Adjustments
  
3. Announcements, Comments, Recognitions
  - a. Land Acknowledgment
  
  - b. Health Services Staff Recognition
  
4. Summary of Community Input Received for Action Items
  
5. Consent Agenda
  - a. Minutes - Board Meeting of April 25, 2023 3
  
  - b. Payment of Bills 5
  
  - c. Personnel - Resignations, Appointments, Reductions 7
  
  - d. Gifts 11

6. Reports and Non-Action Items

7. Action Items

a. Policy 564: Nonresident Student Attendance (revised) Second Reading 12

b. Policy 724: School Bus Transportation (revised) Second Reading 29

c. Policy 732: Student Transportation Safety (revised) Second Reading 34

8. Board Reports

9. Superintendent's Report

10. Adjournment

MINUTES OF THE REGULAR MEETING, SCHOOL BOARD, INDEPENDENT  
SCHOOL DISTRICT NO. 623, 1251 West County Road B2, Roseville, MN 55113

April 25, 2023

Chair Curtis Johnson called the school board meeting to order at 6:30 p.m. Board members present: Todd Anderson, Mike Boguszewski, Rose Chu, Mannix Clark, Curtis Johnson. Board members absent: Kitty Gogins. Also present: Jenny Loeck, superintendent of schools, and approximately nineteen other visitors or staff who attended all or part of the meeting.

Summary of Community Input Received for Action Items. The board received no community input regarding the evening's action items.

- (60) Consent Agenda. Boguszewski moved, Clark seconded acceptance of the consent agenda, including the minutes of the school board meeting on April 11, 2023; payment of bills; resignations, appointments, reductions, adjustments; and gifts. Ayes: Anderson, Boguszewski, Chu, Clark, Johnson. Nays: none. Absent: Gogins. Motion carried unanimously.
- (61) Retirements. Anderson moved, Boguszewski seconded the retirements of Kathryn Antil and Cheryl Biebighauser with appreciation. Ayes: Anderson, Boguszewski, Chu, Clark, Johnson. Nays: none. Absent: Gogins. Motion carried unanimously.

AVID Update and Certification. Delon Smith, director of equity and innovation; Anne Barnes and Tana Bogenholm, AVID district directors; and Trina Hira, advanced academics and talent development coordinator, presented information about Roseville Area Schools' AVID program. The mission of AVID, which stands for Advancement Via Individual Determination, is to close the opportunity gap by preparing all students for college and career readiness and success in a global society. The AVID program is currently schoolwide at Roseville Area Middle School, Roseville Area High School, and Fairview Alternative High School. The district plans to implement the AVID Elementary program at all elementary schools over the next several years.

Curriculum and Program Review System Annual Report. Jake Von De Linde, director of student achievement, and Dr. Mary Bussman, equity advancement principal, reported on current work in the K-12 curriculum areas.

Policy 564: Nonresident Student Attendance (revised) First Reading. Melissa Sonnek, assistant superintendent, presented proposed revisions to Policy 564: Nonresident Student Attendance as a first reading.

Policy 724: School Bus Transportation (revised) First Reading. Superintendent Loeck presented proposed revisions to Policy 724: School Bus Transportation as a first reading.

Policy 732: Student Transportation Safety (revised) First Reading. Superintendent Loeck presented proposed revisions to Policy 732: Student Transportation Safety as a first reading.

- (62) Northeast Metro 916 Long-Term Facilities Maintenance Levy. Boguszewski moved, Clark seconded adoption of the resolution approving the Northeast Metro Intermediate District 916 levy for health and safety projects under the long-term facility maintenance budget. Ayes: Anderson, Boguszewski, Chu, Clark, Johnson. Nays: none. Absent: Gogins. Motion carried unanimously.
  
- (63) Set Closed Sessions. Anderson moved, Clark seconded approval of a motion to set closed sessions on May 9, 2023, and June 13, 2023, immediately following the work study sessions for the purpose of evaluating the superintendent’s performance, pursuant to Minnesota Statutes section 13D.05, subdivision 3(a). Ayes: Anderson, Boguszewski, Chu, Clark, Johnson. Nays: none. Absent: Gogins. Motion carried unanimously.

Study Session Report. Mike Boguszewski reported on the April 11 study session. Staff and students presented a report on the district’s multilingual learner program. Director Gogins led a review and discussion focused on a portion of the district’s strategic work plan. Finally, the board discussed the process for conducting the evaluation of the superintendent.

Board Reports. Todd Anderson attended a Brimhall Elementary PTA meeting, a District Curriculum Advisory Committee meeting, and Bingo Night at Edgerton Elementary. Several board members and Superintendent Loeck attended an Iftar dinner hosted by the Muslim Student Association at Roseville Area High School. Board members visited or participated in the Career Café at Roseville Area Middle School. Curtis Johnson shared information about upcoming RAHS music and drama performances.

Superintendent’s Report. Superintendent Loeck invited community members to attend a Family Partnership event planned for May 2 at Roseville Area High School. She also acknowledged National Volunteers Week April 17-21, 2023, and Administrative Professionals Day on April 26, 2023.

The Chair declared the meeting adjourned at 8:31 p.m.

Signed \_\_\_\_\_  
Clerk

Approved \_\_\_\_\_  
Chair

April 25, 2023

Meeting Date: May 9, 2023

**PAYMENT OF BILLS:**  
**-April 1 - April 15, 2023**  
 That bills in the amount of:

**\$5,320,349.71** by the following funds be approved:

GENERAL	\$4,476,524.96
FOOD SERVICE	\$225,230.02
COMMUNITY SERVICE	\$268,198.49
BUILDING FUND	\$294,285.40
DEBT FUND	\$0.00
READING RECOVERY	\$0.00
AMSD	\$13,352.95
OPEB DEBT	\$0.00
DENTAL INS FUND	\$0.00
NO SUBURBAN COLLABORATIVE	\$42,757.89
EXTRA CURRICULAR-STU ACTIVITY	\$1,903.47

**RECOMMENDATION:**

That above payments are included in check numbers:

WIRE TRANSFERS	202200517	through	202200527
CHECKS	347210	through	347475
CAPITAL ONE AP CHECKS	7574	through	7601
ACH A/P	222311239	through	222311311

**PAYMENT DISTRIBUTION BY FUND:**

	GENERAL	FOOD SERVICE	COMMUNITY SERVICE	BUILDING CONSTRUCT	DEBT FUND	Delta Dental Self Insured	28-RR Fiscal Agent	29-AMSD Fiscal Agent	OPEB	N SUB COLL/ SCHLSHP	EXTRA CURR-STU ACTIVITY	TOTAL DISBURSEMENTS
WIRE TRANSFERS	\$1,433,864.70	\$31,519.45	\$95,960.30			\$0.00		\$3,722.12				\$1,565,066.57
CHECKS	\$1,220,357.33	\$121,960.81	\$22,880.13	\$294,285.40				\$669.57		\$42,757.89	\$1,420.48	\$1,704,331.61
CAPITAL ONE A/P	\$23,244.29	\$11,390.07	\$3,833.42									\$38,467.78
ACH A/P	\$8,686.90	\$403.88	\$87.62								\$482.99	\$9,661.39
TRANSFER TO P/R	\$1,791,806.03	\$59,955.81	\$145,437.02					\$8,961.26		\$0.00		\$2,006,160.12
VOID CHECKS	(\$1,434.29)	\$0.00	\$0.00	\$0.00								(\$1,434.29)
<b>TOTAL</b>	<b>\$4,476,524.96</b>	<b>\$225,230.02</b>	<b>\$268,198.49</b>	<b>\$294,285.40</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$13,352.95</b>	<b>\$0.00</b>	<b>\$42,757.89</b>	<b>\$1,903.47</b>	<b>\$5,322,253.18</b>

**BOND CONSTRUCTION FUNDS**

	April 1, 2023			Balance
	Cash & Investments	Revenue	Disbursements	Remaining as of
	Balance	4/1 to 4/30	4/1 to 4/30	4/30/23
	\$10,067,166.37	\$0.00	\$113,849.09	\$9,953,317.28

**RECOMMENDATION:**

The above disbursements include check numbers:

CHECKS April 1 - April 15, 2023	102632	through	102643	\$113,849.09
WIRES		through		\$0.00
VOID CHECKS				\$0.00

**RECOMMENDATION:** That investments in the amount of: **\$0.00** be approved

**INVESTMENT DETAIL:**

<b>Bank</b>	<b>Purchase Date</b>	<b>Type of Purchase</b>	<b>Interest Rate</b>	<b>Date of Maturity</b>	<b>Amount of Purchase</b>	<b>Record Number</b>	<b>Interest Earnings</b>	<b>Value at Maturity</b>
-------------	----------------------	-------------------------	----------------------	-------------------------	---------------------------	----------------------	--------------------------	--------------------------

CP/CD: COMMERCIAL PAPER/CERTIFICATE OF DEPOSIT  
CD: CERTIFICATE OF DEPOSIT  
RP: REPURCHASE AGREEMENT

Total: **\$0.00** \$ - \$ -

# Human Resources Information

5-C

Meeting Date

05/09/23

## Hired-New Licensed Long Term Substitute

**Johnson, Karin**

Effective Date 4/28/2023

Roseville Area High School

Multi-Lingual Teacher

Hired working as a 1.0 FTE Long Term Substitute through 06/09/23.

## Hired-New Non-Licensed Long Term Substitute

**Baumann, Chelsea**

Effective Date 5/2/2023

Falcon Heights Elementary

Paraprofessional

Hired working 6 hours per day as a Long Term Substitute through 6/7/23.

## Hired-Non-Licensed

**Wolff, Melissa**

Effective Date 6/5/2023

District Center

Lead Payroll Specialist

Hired working 8 hours per day.

**Cook, Jamin**

Effective Date 4/24/2023

Roseville Area High School

Behavior Intervention Specialist

Hired working 8 hours per day.

**Hammond, Jessica**

Effective Date 5/15/2023

Roseville Area High School

Office Support Staff

Hired working 6 hours per day.

**Sigsbee, Emma**

Effective Date 5/15/2023

Roseville Area High School

District Information Systems Manager

Hired working 8 hours per day.

# Human Resources Information

5-C

Meeting Date

05/09/23

## Resignation-Licensed

**Vessey, Josephine**

Effective Date 6/9/2023

Edgerton Elementary

Special Education Teacher

Resigning effective 06/09/23.

**Vue, Chen**

Effective Date 4/21/2023

Parkview Center School

ECFE Parent Educator

Resigned effective 04/21/23.

**Zumwalt, Eve**

Effective Date 6/9/2023

Parkview Center School

Speech Language Pathologist

Resigning effective 06/09/23.

## Resignation-Non-Licensed

**Mohamed, Salma**

Effective Date 3/3/2023

Anpetu Teca Education Center

Paraprofessional

Resigned effective 03/03/23.

**Terrell, Jewell**

Effective Date 5/8/2023

Emmet Williams Elementary

Paraprofessional

Resigned effective 05/08/23.

**Simpson, Ian**

Effective Date 4/21/2023

Falcon Heights Elementary

Paraprofessional

Resigned effective 04/21/23.

# Human Resources Information

5-C

## Meeting Date

05/09/23

---

### **Mohamed, Asha**

Effective Date 5/5/2023

Parkview Center School

Paraprofessional

Resigned effective 05/05/23.

## **Retirement**

### **Mans, Mary**

Effective Date 6/08/2023

Anpetu Teca Education Center

Paraprofessional

Retiring effective 06/08/23. Ms. Mans worked for the district for 13 years.

### **Sepion, Margaret**

Effective Date 6/30/2023

District Center

Lead Payroll Specialist

Retiring effective 06/30/23. Ms. Sepion worked for the district for 10 years.

### **Mittelbrun, Laura**

Effective Date 6/9/2023

Edgerton Elementary

Media Specialist

Retiring effective 06/09/23. Ms. Mittelbrun worked for the district for 12 years.

### **Linehan, Grady**

Effective Date 6/9/2023

Parkview Center School

Elementary Teacher

Retiring effective 06/09/23. Mr. Linehan worked for the district for 25 years.

### **Holmseth, Bruce**

Effective Date 6/09/2023

Roseville Area High School

Business Teacher

Retiring effective 06/09/23. Mr. Holmseth worked for the district for 9 years.

# Human Resources Information

5-C

Meeting Date

05/09/23

---

**Lehmann, Donald**

Effective Date 7/7/2023

Roseville Area High School

Custodial Services

Retiring effective 07/07/23. Mr. Lehman worked for the district for 35 years.

## GIFTS TO SCHOOLS 2022/23

<b>SCHOOL BUILDING</b>	<b>NAME/ADDRESS OF DONOR</b>	<b>GIFT</b>	<b>USE</b>
Anpétu Téča Education Center	North Suburban Evening Lions Club 7029 Lamotte Drive Centerville, MN 55038	\$250.00	Meals on Wheels
Parkview Center School	ECMC Foundation Attn: Danielle Carrillo, Grants Manager 444 S. Flower Street, Suite 2550 Los Angeles, CA 90071	\$5,000.00	Schoolwide projects
Roseville Area High School	Donna and Ronald Helmick 1608 Avenue G Fort Madison, IA 52627	\$30.00	Speech team
Roseville Area High School	David and Cynthia Tidball 2496 County Rd C2 W, Apt 210 Roseville, MN 55113	\$50.00	Speech team
Roseville Area High School	RAHS Bullpen Baseball Booster Club 1240 County Rd B2 W Roseville, MN 55113	\$27,435.00	New scoreboard for baseball field
Roseville Area High School	RAHS Fastpitch Booster Club 1240 County Rd B2 W Roseville, MN 55113	\$3,865.95	Field tarps and fence screens
Roseville Area High School	Cheryl Shoop 5340 56th Street NW, Apt 404 Rochester, MN 55901	\$25.00	Boys Track and Field program
Roseville Area High School	Sonia King 1202 17th Street NE Austin, MN 55912	\$50.00	Boys Track and Field program
Roseville Area High School	MN Safari Club International PO Box 1303 Burnsville, MN 55337	\$2,000.00	Trap team
Roseville Area Schools	YourCause/Blackbaud - on behalf of Aaron Mastrian 65 Fairchild Street Charleston, SC 29492	\$8.00	District's discretion



# Roseville Area Schools

*Quality Teaching & Learning for All...Equity in All We Do*

Agenda Item: 7a

Agenda Topic: Policy 564: Nonresident Student Attendance (revised) Second Reading  
Meeting Date: May 9, 2023  
Contact Person: Melissa Sonnek

---

## Background:

Melissa Sonnek, assistant superintendent, will review proposed revisions to Policy 564: Nonresident Student Attendance. The proposed revisions reflect an updated process for the district's option school lottery that honors preference for students who are active in prekindergarten programs. Requested changes from the first reading on April 25, 2023, have been incorporated into this draft. This will be the second reading of the policy.

---

## Recommendation:

It is recommended that the board approve Policy 564: Nonresident Student Attendance as presented.

XX Action Required      \_\_\_\_\_ Informational – No Board Action Requested

**ROSEVILLE AREA SCHOOLS**  
Independent School District No. 623

Policy 564 – Nonresident Student Attendance

1.0 Nonresident Student Attendance

1.1 Nonresident students may not attend the schools of Independent School District No. 623, Roseville Area Schools unless one of the following five exceptions applies:

1.1.1 they have open enrolled in accordance with the enrollment option procedures set forth in Minnesota statute;

1.1.2 they have secured the consent of both the district's school board and the school board of the resident district in accordance with Minnesota statute;

1.1.3 they are eligible to enroll in the district under Minnesota's Graduation Incentives Act;

1.1.4 they are homeless under the law; or

1.1.5 they qualify under another provision of this policy or a specific legal provision that permits them to attend school in the district as a nonresident student.

1.2 Open Enrollment: The purpose of this policy is to set forth the application criteria and procedures that the district will use when considering open enrollment applications.

1.2.1 Program, Class, or Building Capacity. The district will reject an application for open enrollment into a program, class, or school building if the capacity of the program (other than a special education program), class, or school building has been reached.

1.2.1.1 The capacity of a program, class, or school building is reached when, in the judgment of the superintendent, the acceptance of an additional student would require any of the following: (1) the addition of a staff person to adequately address the needs of the students in that program, class, or building; (2) the utilization of additional physical space for the program, class, or school building to function properly, provided that the additional space is not readily available; or (3) a material change to the program, class, or school

building that would adversely affect the quality of the education provided in that program, class, or school building.

1.2.1.2 In determining whether the capacity of a program, class, or school building has been reached, the superintendent may consider any relevant information including, but not limited to (a) staff-to-student ratios; (b) current or projected enrollment; (c) current or projected staffing; (d) the size and other physical attributes of facility; and (e) other miscellaneous factors that affect the quality of education.

1.2.2 Additional Limitations that May Apply. At any time, the school board may adopt a resolution limiting the number of nonresident students who may enroll in its schools or programs to the lesser of (a) one percent of the total enrollment at each grade level in District 623, or (b) the number of District 623 residents at that grade level who have enrolled in a nonresident school district under the Enrollment Options Act. If the board elects to limit enrollment by adopting such a resolution, by July 15 the board must submit a report to the Commissioner of MDE stating the number of nonresident students who were denied admission as a result of the limitation established in the resolution.

1.2.3 Standards that may not be used for rejection of application. The district may not use the following standards in determining whether to accept or reject an application for open enrollment:

- previous academic achievement of a student;
- athletic or extracurricular ability of a student;
- disabling conditions of a student;
- a student's proficiency in the English language;
- the student's district of residence; or
- previous disciplinary proceedings involving the student, except the district may refuse to allow a student who has been expelled from another Minnesota school district to enroll during the term of expulsion, if the student was expelled for: (a) possessing a dangerous weapon at school or a school function; (b) possessing or using an illegal drug at school or a school function; (c) selling or soliciting the sale of a controlled substance while at school or a school function; or (d) committing

## Policy 564 – Nonresident Student Attendance

a third-degree assault as described in Minnesota statute. In addition, nothing in this policy precludes the school district from proceeding with exclusion as set out in Section 1.2.5 of this policy.

1.2.4 Application. The student and parent or guardian must complete an Application for Enrollment School District Enrollment Options Program developed by the Minnesota Department of Education and available on their website (copy attached hereto).

### 1.2.5 Rejection or Exclusion

1.2.5.1 Administrator's Initial Determination. If a district administrator knows or has reason to believe that an applicant has engaged in conduct that could subject the applicant to exclusion under law or district policy, the administrator will transmit the application to the superintendent with a recommendation of whether exclusion proceedings should be initiated.

1.2.5.2 Superintendent's Review. The superintendent may make further inquiries. If the superintendent determines that the applicant should be admitted, ~~he~~ ~~or she~~ ~~they~~ will notify the applicant and the school board chair. If the superintendent determines that the applicant should be excluded, the superintendent will notify the applicant and determine whether the applicant wishes to continue the application process. If the applicant does not voluntarily withdraw ~~his~~ ~~or~~ ~~her~~ ~~their~~ application, the district may initiate exclusion proceedings in accordance with the Pupil Fair Dismissal Act.

1.2.5.3 Although an application generally may not be rejected based on previous disciplinary proceedings, the school district may refuse to allow a student who has been expelled from another Minnesota school district to enroll during the term of expulsion, if the student was expelled for: (a) possessing a dangerous weapon at school or a school function; (b) possessing or using an illegal drug at school or a school function; (c) selling or soliciting the sale of a controlled substance

while at school or a school function; or (d) committing a third-degree assault as described in Minnesota statute. In addition, for other types of conduct the school district reserves the right to initiate exclusion procedures pursuant to the Minnesota Pupil Fair Dismissal Act as warranted on a case-by-case basis.

1.2.6 Lotteries: If the school district has more applications than available seats at a specific grade level, it will hold an impartial lottery following the January 15 deadline to determine which students will receive seats. The district must give priority to enrolling siblings of currently enrolled students, students whose applications are related to an approved integration and achievement plan, and children of the school district's staff. The process for the lottery is as follows:

1.2.6.1 There will be two lottery rounds. All applications from both rounds will be drawn regardless of the number of available spots. Once all available spots have been filled, the remaining applications will be placed on a waitlist. Applications will be placed on the waitlist in the order they are drawn with one exception. The exception, sibling preference, is described below.

1.2.6.2 First Round: The first lottery round will include applications for:

- siblings of currently enrolled students;
- [students who are enrolled in Roseville Area Schools Pre-K programs;](#)
- applications related to the achievement and integration plan; and
- children of the school district's staff.

1.2.6.3 Second Round: All other applications will be entered into the second round.

1.2.6.4 Sibling Preference Within the Lottery Rounds: Siblings of students accepted through the lottery will be accepted at the same time. If there are no available spots, they will be placed on the waitlist. They will be placed at the top of the waitlist with the

## Policy 564 – Nonresident Student Attendance

exception of other siblings who have already been placed on the waitlist.

- 1.2.6.5 Families will be sent a letter informing them of acceptance or placement on a waitlist based on the order in which their application was drawn in the lottery. The letter will include a deadline by which families must complete the enrollment process. If the family does not complete the enrollment process by the deadline, the student will be removed from the waitlist. If the family seeks to enroll at a later date, they will need to apply again. Their application/s will be treated as a new application.

Applications received after January 15th will be placed at the end of the waitlist in the order in which they were received.

### 2.0 International or Foreign Students

- 2.1 International Exchange Students who enter the country in a J-1 VISA status and follow the regulations 564-R may attend Roseville Area High School (Grades 9-12).
- 2.2 Nonresident tuition charges for senior high school students shall be set annually at a rate per pupil per term, payable prior to completion of I-20 form.

### 3.0 Transportation of Open Enrolled Students. The district will transport an open enrolled student within its borders if the student's parent or guardian requests transportation. The parent or guardian is generally responsible for transporting the student to the district's border.

- 3.1 Although the district generally is not required to provide or pay for transportation between its border and the student's residence, the district may voluntarily decide to transport a nonresident student within the student's resident district. If district 623 decides to transport a nonresident student within the student's resident district, district 623 must provide written notice of that decision to the resident district before providing the transportation.
- 3.2 To the extent required by law, a parent or guardian may be reimbursed for the costs of transportation from the student's residence to the border of district 623 if the student is from a family whose income is at or below the

## Policy 564 – Nonresident Student Attendance

poverty level, as determined by the federal government. The amount of such reimbursement is limited by law.

- 3.3 When the district notifies a parent or guardian of a nonresident student that an application has been accepted, the district must notify the parent or guardian that the district will provide transportation within its borders upon request by the parent or guardian.

### 4.0 School of Attendance

- 4.1 The district will determine the school of attendance for a nonresident student.

### 5.0 Standards for Determining Whether a Student is a Resident of the District

- 5.1 A student who resides with a parent or legal guardian is considered to be a resident of the district in which the parent or legal guardian resides.

- 5.2 If a student resides with someone other than a parent or legal guardian and in a different district than the parent or legal guardian, the parent's place of residence may be a relevant factor, but it is not determinative. Rather, the general purpose of the student's presence within the district is the controlling factor. Op. Atty. Gen. 169p (Minn. Feb. 6, 1985); Op. Atty. Gen. 180g (Minn. Dec. 27, 1928).

- 5.2.1 If a student is residing in a school district with someone other than a parent or legal guardian for the general purpose of attending school in the district or receiving benefits provided by the district, and the care and attention which the student receives is incidental to that purpose, the student is not considered to be a resident of the district. Op. Atty. Gen. 169p (Minn. Feb. 6, 1985).

- 5.2.2 If a student is residing in a school district with someone other than a parent or legal guardian for the general purpose of securing a home or receiving the type of care and support that is usually provided in a home, the student is considered to be a resident of the district.

- 5.2.3 All the surrounding facts and circumstances must be taken into consideration when determining the general purpose of a regular education student's presence in the district. For example, consideration should be given to facts such as: who is providing care and support for the student; over what period of time is such

## Policy 564 – Nonresident Student Attendance

care and support being provided; and whether the student lives with a parent or legal guardian on the weekends.

### 6.0 Procedures for Determining if Student is a Resident and for Barring Attendance of Non-Resident Students Who Do Not Follow the Open Enrollment Process

6.1 If an administrator in the district reasonably believes that a student is not a resident of the district and that the student is seeking to attend or is attending school in the district and does not meet one of the exceptions stated in this policy, the administrator will refer the matter to the superintendent. The student may be removed from the school only after the district sends the student's parent(s) written notice of the district's belief, including the facts upon which the belief is based, and an opportunity to provide documentary evidence of residency in person to the superintendent or designee, or, at the option of the parent(s), by sending the documentary evidence to the superintendent, or a designee, who will then make a determination as to the residency status of the student.

6.2 Examples of documentary evidence include, but are not limited to, a current lease agreement; a recent mortgage statement; a current property insurance statement; a current property tax statement; a recent purchase agreement; a recent moving bill denoting the new address; recent utility bills; a recent voter registration card; a current driver's license; or a current state identification card. The administrator may take action to verify the accuracy of any evidence provided by a student or parent.

6.3 The district will not deny free admission to any homeless children of school age. Generally, individuals are considered homeless if they: (1) lack a fixed, regular, and adequate nighttime residence; (2) have a primary nighttime residence that is a shelter or other facility designed to provide emergency or temporary living arrangements; or (3) have a primary nighttime residence that is not designed for, or ordinarily used as, a regular sleeping accommodation for humans.

7.0 A good faith violation of any provision of this policy is not a defense to determination that a student is barred from attending school in the district, unless the student can demonstrate that the violation denied the student due process of law or resulted in an incorrect determination of the student's residency status.

Adopted: 10/14/71

Revised: 4/25/06

12/18/12

## Policy 564 – Nonresident Student Attendance

10/27/15  
3/16/21

**ROSEVILLE AREA SCHOOLS**  
Independent School District No. 623

Policy 564 – Nonresident Student Attendance

1.0 Nonresident Student Attendance

1.1 Nonresident students may not attend the schools of Independent School District No. 623, Roseville Area Schools unless one of the following five exceptions applies:

1.1.1 they have open enrolled in accordance with the enrollment option procedures set forth in Minnesota statute;

1.1.2 they have secured the consent of both the district's school board and the school board of the resident district in accordance with Minnesota statute;

1.1.3 they are eligible to enroll in the district under Minnesota's Graduation Incentives Act;

1.1.4 they are homeless under the law; or

1.1.5 they qualify under another provision of this policy or a specific legal provision that permits them to attend school in the district as a nonresident student.

1.2 Open Enrollment: The purpose of this policy is to set forth the application criteria and procedures that the district will use when considering open enrollment applications.

1.2.1 Program, Class, or Building Capacity. The district will reject an application for open enrollment into a program, class, or school building if the capacity of the program (other than a special education program), class, or school building has been reached.

1.2.1.1 The capacity of a program, class, or school building is reached when, in the judgment of the superintendent, the acceptance of an additional student would require any of the following: (1) the addition of a staff person to adequately address the needs of the students in that program, class, or building; (2) the utilization of additional physical space for the program, class, or school building to function properly, provided that the additional space is not readily available; or (3) a material change to the program, class, or school

building that would adversely affect the quality of the education provided in that program, class, or school building.

1.2.1.2 In determining whether the capacity of a program, class, or school building has been reached, the superintendent may consider any relevant information including, but not limited to (a) staff-to-student ratios; (b) current or projected enrollment; (c) current or projected staffing; (d) the size and other physical attributes of facility; and (e) other miscellaneous factors that affect the quality of education.

1.2.2 Additional Limitations that May Apply. At any time, the school board may adopt a resolution limiting the number of nonresident students who may enroll in its schools or programs to the lesser of (a) one percent of the total enrollment at each grade level in District 623, or (b) the number of District 623 residents at that grade level who have enrolled in a nonresident school district under the Enrollment Options Act. If the board elects to limit enrollment by adopting such a resolution, by July 15 the board must submit a report to the Commissioner of MDE stating the number of nonresident students who were denied admission as a result of the limitation established in the resolution.

1.2.3 Standards that may not be used for rejection of application. The district may not use the following standards in determining whether to accept or reject an application for open enrollment:

- previous academic achievement of a student;
- athletic or extracurricular ability of a student;
- disabling conditions of a student;
- a student's proficiency in the English language;
- the student's district of residence; or
- previous disciplinary proceedings involving the student, except the district may refuse to allow a student who has been expelled from another Minnesota school district to enroll during the term of expulsion, if the student was expelled for: (a) possessing a dangerous weapon at school or a school function; (b) possessing or using an illegal drug at school or a school function; (c) selling or soliciting the sale of a controlled substance while at school or a school function; or (d) committing

## Policy 564 – Nonresident Student Attendance

a third-degree assault as described in Minnesota statute. In addition, nothing in this policy precludes the school district from proceeding with exclusion as set out in Section 1.2.5 of this policy.

1.2.4 Application. The student and parent or guardian must complete an Application for Enrollment School District Enrollment Options Program developed by the Minnesota Department of Education and available on their website (copy attached hereto).

### 1.2.5 Rejection or Exclusion

1.2.5.1 Administrator's Initial Determination. If a district administrator knows or has reason to believe that an applicant has engaged in conduct that could subject the applicant to exclusion under law or district policy, the administrator will transmit the application to the superintendent with a recommendation of whether exclusion proceedings should be initiated.

1.2.5.2 Superintendent's Review. The superintendent may make further inquiries. If the superintendent determines that the applicant should be admitted, they will notify the applicant and the school board chair. If the superintendent determines that the applicant should be excluded, the superintendent will notify the applicant and determine whether the applicant wishes to continue the application process. If the applicant does not voluntarily withdraw their application, the district may initiate exclusion proceedings in accordance with the Pupil Fair Dismissal Act.

1.2.5.3 Although an application generally may not be rejected based on previous disciplinary proceedings, the school district may refuse to allow a student who has been expelled from another Minnesota school district to enroll during the term of expulsion, if the student was expelled for: (a) possessing a dangerous weapon at school or a school function; (b) possessing or using an illegal drug at school or a school function; (c) selling or soliciting the sale of a controlled substance

while at school or a school function; or (d) committing a third-degree assault as described in Minnesota statute. In addition, for other types of conduct the school district reserves the right to initiate exclusion procedures pursuant to the Minnesota Pupil Fair Dismissal Act as warranted on a case-by-case basis.

1.2.6 Lotteries: If the school district has more applications than available seats at a specific grade level, it will hold an impartial lottery following the January 15 deadline to determine which students will receive seats. The district must give priority to enrolling siblings of currently enrolled students, students whose applications are related to an approved integration and achievement plan, and children of the school district's staff. The process for the lottery is as follows:

1.2.6.1 There will be two lottery rounds. All applications from both rounds will be drawn regardless of the number of available spots. Once all available spots have been filled, the remaining applications will be placed on a waitlist. Applications will be placed on the waitlist in the order they are drawn with one exception. The exception, sibling preference, is described below.

1.2.6.2 First Round: The first lottery round will include applications for:

- siblings of currently enrolled students;
- students who are enrolled in Roseville Area Schools Pre-K programs;
- applications related to the achievement and integration plan; and
- children of the school district's staff.

1.2.6.3 Second Round: All other applications will be entered into the second round.

1.2.6.4 Sibling Preference Within the Lottery Rounds: Siblings of students accepted through the lottery will be accepted at the same time. If there are no available spots, they will be placed on the waitlist. They will be placed at the top of the waitlist with the

## Policy 564 – Nonresident Student Attendance

exception of other siblings who have already been placed on the waitlist.

- 1.2.6.5 Families will be sent a letter informing them of acceptance or placement on a waitlist based on the order in which their application was drawn in the lottery. The letter will include a deadline by which families must complete the enrollment process. If the family does not complete the enrollment process by the deadline, the student will be removed from the waitlist. If the family seeks to enroll at a later date, they will need to apply again. Their application/s will be treated as a new application.

Applications received after January 15th will be placed at the end of the waitlist in the order in which they were received.

### 2.0 International or Foreign Students

- 2.1 International Exchange Students who enter the country in a J-1 VISA status and follow the regulations 564-R may attend Roseville Area High School (Grades 9-12).
- 2.2 Nonresident tuition charges for senior high school students shall be set annually at a rate per pupil per term, payable prior to completion of I-20 form.

### 3.0 Transportation of Open Enrolled Students. The district will transport an open enrolled student within its borders if the student's parent or guardian requests transportation. The parent or guardian is generally responsible for transporting the student to the district's border.

- 3.1 Although the district generally is not required to provide or pay for transportation between its border and the student's residence, the district may voluntarily decide to transport a nonresident student within the student's resident district. If district 623 decides to transport a nonresident student within the student's resident district, district 623 must provide written notice of that decision to the resident district before providing the transportation.
- 3.2 To the extent required by law, a parent or guardian may be reimbursed for the costs of transportation from the student's residence to the border of district 623 if the student is from a family whose income is at or below the

## Policy 564 – Nonresident Student Attendance

poverty level, as determined by the federal government. The amount of such reimbursement is limited by law.

- 3.3 When the district notifies a parent or guardian of a nonresident student that an application has been accepted, the district must notify the parent or guardian that the district will provide transportation within its borders upon request by the parent or guardian.

### 4.0 School of Attendance

- 4.1 The district will determine the school of attendance for a nonresident student.

### 5.0 Standards for Determining Whether a Student is a Resident of the District

- 5.1 A student who resides with a parent or legal guardian is considered to be a resident of the district in which the parent or legal guardian resides.

- 5.2 If a student resides with someone other than a parent or legal guardian and in a different district than the parent or legal guardian, the parent's place of residence may be a relevant factor, but it is not determinative. Rather, the general purpose of the student's presence within the district is the controlling factor. Op. Atty. Gen. 169p (Minn. Feb. 6, 1985); Op. Atty. Gen. 180g (Minn. Dec. 27, 1928).

- 5.2.1 If a student is residing in a school district with someone other than a parent or legal guardian for the general purpose of attending school in the district or receiving benefits provided by the district, and the care and attention which the student receives is incidental to that purpose, the student is not considered to be a resident of the district. Op. Atty. Gen. 169p (Minn. Feb. 6, 1985).

- 5.2.2 If a student is residing in a school district with someone other than a parent or legal guardian for the general purpose of securing a home or receiving the type of care and support that is usually provided in a home, the student is considered to be a resident of the district.

- 5.2.3 All the surrounding facts and circumstances must be taken into consideration when determining the general purpose of a regular education student's presence in the district. For example, consideration should be given to facts such as: who is providing care and support for the student; over what period of time is such

## Policy 564 – Nonresident Student Attendance

care and support being provided; and whether the student lives with a parent or legal guardian on the weekends.

### 6.0 Procedures for Determining if Student is a Resident and for Barring Attendance of Non-Resident Students Who Do Not Follow the Open Enrollment Process

6.1 If an administrator in the district reasonably believes that a student is not a resident of the district and that the student is seeking to attend or is attending school in the district and does not meet one of the exceptions stated in this policy, the administrator will refer the matter to the superintendent. The student may be removed from the school only after the district sends the student's parent(s) written notice of the district's belief, including the facts upon which the belief is based, and an opportunity to provide documentary evidence of residency in person to the superintendent or designee, or, at the option of the parent(s), by sending the documentary evidence to the superintendent, or a designee, who will then make a determination as to the residency status of the student.

6.2 Examples of documentary evidence include, but are not limited to, a current lease agreement; a recent mortgage statement; a current property insurance statement; a current property tax statement; a recent purchase agreement; a recent moving bill denoting the new address; recent utility bills; a recent voter registration card; a current driver's license; or a current state identification card. The administrator may take action to verify the accuracy of any evidence provided by a student or parent.

6.3 The district will not deny free admission to any homeless children of school age. Generally, individuals are considered homeless if they: (1) lack a fixed, regular, and adequate nighttime residence; (2) have a primary nighttime residence that is a shelter or other facility designed to provide emergency or temporary living arrangements; or (3) have a primary nighttime residence that is not designed for, or ordinarily used as, a regular sleeping accommodation for humans.

7.0 A good faith violation of any provision of this policy is not a defense to determination that a student is barred from attending school in the district, unless the student can demonstrate that the violation denied the student due process of law or resulted in an incorrect determination of the student's residency status.

Adopted: 10/14/71

Revised: 4/25/06

12/18/12

## Policy 564 – Nonresident Student Attendance

10/27/15  
3/16/21



# Roseville Area Schools

*Quality Teaching & Learning for All...Equity in All We Do*

Agenda Item: 7b

Agenda Topic: Policy 724: School Bus Transportation (revised) Second Reading

Meeting Date: May 9, 2023

Contact Person: Superintendent Jenny Loeck

---

## Background:

Superintendent Jenny Loeck will review proposed revisions to Policy 724: School Bus Transportation. There were no requested changes from the first reading on April 25, 2023. This will be the second reading of the policy.

---

## Recommendation:

It is recommended that the board approve Policy 724: School Bus Transportation as presented.

XX Action Required      \_\_\_\_\_ Informational – No Board Action Requested

ROSEVILLE AREA SCHOOLS  
Independent School District No. 623

Policy 724 – School Bus Transportation

Purpose: To provide a framework for safe and, efficient and fair transportation of students consistent with the law.

1.0 Public School Students

- 1.1 Bus transportation to and from school will be furnished by the District for K-6 pupils residing one mile or more from school, and grades 7-12 pupils residing two mile(s) or more from school on bus routes established by the Superintendent of Schools in accordance with the provisions of MS 123B.88.
- 1.2 A walking area for each school shall be established that allows students to safely walk to school.
- 1.3 Maximum walking distance to bus stops shall be one-half the maximum walking distances to school, as identified in 1.1.
- 1.4 The school through the contracted bus company has control over and responsibility for pupils while they are on school contracted buses.
- 1.5 Limited summer program service will be offered depending on program requirements.
- 1.6 Students attending Roseville Area Schools under the Enrollment Options Program may ride to school from existing bus stops within the school attendance area.

2.0 Nonpublic School Students

District 623 shall provide transportation for school children who are residents of the District to schools within the District and within the perimeters described below:

- 2.1 The scheduling of routes, manner and method of transportation, control and discipline of school children and any other matter relating thereto shall be within the sole discretion, control, and management of the School Board and administration of District 623 in accordance with the provisions of MS 123B.88.
- 2.2 Nonpublic school principals shall be responsible for student bus patrol and appropriate measures for pupil control when students from their schools are involved.
- 2.3 Attendance areas for schools with similar departments (i.e., religious or facility) shall not overlap.

## Policy 724 – School Bus Transportation

### 3.0 Transportation to the Boundary

3.1 Nonpublic school students attending schools outside of the District and conforming to any of the following criteria below shall receive school bus transportation to the boundary, or alternatively, reimbursement of transportation costs to the boundary, when:

3.1.1 There is no school in District 623 maintaining appropriate grades or department including a department of religion.

3.1.2 There is no space available in schools in District 623 maintaining appropriate grades or departments, as determined by July 1 on the basis of classrooms available.

3.1.3 The transportation of children to the nonpublic schools can be provided more safely, economically, and conveniently than at another nonpublic school within the District.

### 4.0 Bus Service for students attending Other Educational Programs

4.1 District 623 will provide pupil transportation for school children who are enrolled in other appropriate educational programs, either in or outside of the School District, as determined by District 623 administration. (42 U.S.C. § 11432 (e) (3) (C) (i) (III) (cc) and (g) (4) (A))

4.2 Determination of transportation services, including special equipment or supervision, will be based upon the needs of the student, through IEP, 504 plan, or diagnosed mental health needs with appropriate authorization of Student Services Staff.

Adopted: 08/11/69

Revised: 9/23/08

Revised: 11/10/16

ROSEVILLE AREA SCHOOLS  
Independent School District No. 623

Policy 724 – School Bus Transportation

Purpose: To provide a framework for safe and efficient transportation of students consistent with the law.

1.0 Public School Students

- 1.1 Bus transportation to and from school will be furnished by the District for K-6 pupils residing one mile or more from school, and grades 7-12 pupils residing two mile(s) or more from school on bus routes established by the Superintendent of Schools in accordance with the provisions of MS 123B.88.
- 1.2 A walking area for each school shall be established that allows students to safely walk to school.
- 1.3 Maximum walking distance to bus stops shall be one-half the maximum walking distances to school, as identified in 1.1.
- 1.4 The school through the contracted bus company has control over and responsibility for pupils while they are on school contracted buses.
- 1.5 Limited summer program service will be offered depending on program requirements.
- 1.6 Students attending Roseville Area Schools under the Enrollment Options Program may ride to school from existing bus stops within the school attendance area.

2.0 Nonpublic School Students

District 623 shall provide transportation for school children who are residents of the District to schools within the District and within the perimeters described below:

- 2.1 The scheduling of routes, manner and method of transportation, control and discipline of school children and any other matter relating thereto shall be within the sole discretion, control, and management of the School Board and administration of District 623 in accordance with the provisions of MS 123B.88.
- 2.2 Nonpublic school principals shall be responsible for student bus patrol and appropriate measures for pupil control when students from their schools are involved.
- 2.3 Attendance areas for schools with similar departments (i.e., religious or facility) shall not overlap.

## Policy 724 – School Bus Transportation

### 3.0 Transportation to the Boundary

3.1 Nonpublic school students attending schools outside of the District and conforming to any of the following criteria below shall receive school bus transportation to the boundary, or alternatively, reimbursement of transportation costs to the boundary, when:

3.1.1 There is no school in District 623 maintaining appropriate grades or department including a department of religion.

3.1.2 There is no space available in schools in District 623 maintaining appropriate grades or departments, as determined by July 1 on the basis of classrooms available.

3.1.3 The transportation of children to the nonpublic schools can be provided more safely, economically, and conveniently than at another nonpublic school within the District.

### 4.0 Bus Service for students attending Other Educational Programs

4.1 District 623 will provide pupil transportation for school children who are enrolled in other appropriate educational programs, either in or outside of the School District, as determined by District 623 administration. (42 U.S.C. § 11432 (e) (3) (C) (i) (III) (cc) and (g) (4) (A))

4.2 Determination of transportation services, including special equipment or supervision, will be based upon the needs of the student, through IEP, 504 plan, or diagnosed mental health needs with appropriate authorization of Student Services Staff.

Adopted: 08/11/69  
Revised: 9/23/08  
Revised: 11/10/16  
Revised:



# Roseville Area Schools

*Quality Teaching & Learning for All...Equity in All We Do*

Agenda Item: 7c

Agenda Topic: Policy 732: Student Transportation Safety (revised) Second Reading  
Meeting Date: May 9, 2023  
Contact Person: Superintendent Jenny Loeck

---

## Background:

Superintendent Jenny Loeck will review proposed revisions to Policy 732: Student Transportation Safety. Feedback from the first reading on April 25, 2023, was considered in preparing this draft. This will be the second reading of the policy.

---

## Recommendation:

It is recommended that the board approve Policy 732: Student Transportation Safety as presented.

XX Action Required      \_\_\_\_\_ Informational – No Board Action Requested

ROSEVILLE AREA SCHOOLS  
Independent Schools District No. 623

Policy 732 – Student Transportation Safety

1.0 Student Transportation Safety Training

- 1.1 The School District shall provide students enrolled in grades kindergarten through 10 with school bus safety training so that they become competent bus riders.
- 1.2 K-5 students will also receive student safety education for bicycling and pedestrian safety.
- 1.3 Each school's curriculum for transportation is maintained and available for review in each building.

2.0 Conduct on School Buses and Consequences for Misbehavior

- 2.1 The student day begins when the student enters the bus and lasts until the student exits the bus after school. In the intervening time, student behavior is governed by Policy 520, Student Discipline. School bus rules are an adaptation of the behavior standards set in Policy 520, with consequences directly related to behavior on the bus ride except in the most severe cases where further action may be warranted.
- 2.2 Disciplinary action in response to student behavior on school buses will be administered in the same manner as the response to student behavior in the school.
- 2.3 School bus safety incident reports will be recorded in the same manner as other student behavior reports in the school. Copies of incident reports will be made to the district transportation office when the incident is of a serious or repetitive nature.

3.0 Parent and Guardian Involvement

An integral part of a safe transportation system is the reinforcement of safe rider practices in the home. The district will communicate all bus rules and safety principles to the parents or guardians. Parents are encouraged to be aware of these rules and standards and to educate and encourage their students to become safe bus riders.

4.0 School Bus Operating Rules and Procedures, School Bus Driver Duties and Responsibilities and School Bus Driver Training

## Policy 732 – Student Transportation Safety

- 4.1 The School District will maintain safe school bus rules and procedures through its transportation contract or referenced documents. These rules and procedures will at least comply with state and federal requirements.
- 4.2 Records of serious accidents or driver behavior will be maintained at the district.
- 4.3 School bus driver training standards shall also be defined in the transportation contract or its referenced requirements.
- 4.4 Emergency procedures to be followed by school bus drivers and school staff will be defined in the transportation contract or referenced requirements. School staff will also be informed of the Emergency procedures to be followed while on a school bus.
- 4.5 School bus maintenance standards will be defined in the transportation contract or referenced documents.
- 4.6 Type III or Activity (Type A) Buses Inspected by the state
  - 4.6.1 A Type III Bus is any vehicle with a capacity of less than 10 passengers that carries students to or from school or on school-sponsored activities. Any Type III Bus used to transport students must carry all emergency equipment required by law.
  - 4.6.2 A Type “A” school bus is a van conversion or bus constructed utilizing a cutaway front section vehicle with a left-side driver’s door. This definition includes two classifications: Type A-I, with a Gross Vehicle Weight Rating (GVWR) less than or equal to 14,500 pounds; and Type A II, with a GVWR greater than 14,500 pounds and less than or equal to 21,500 pounds.
  - 4.6.3 Students will not be regularly transported in uninspected private vehicles for school related activities. However, private vehicles may be used in an emergency. The District has no system of inspection for private vehicles, however all private vehicles used for non-emergency transportation shall be inspected by the state as Type III Buses prior to transporting students.
  - 4.6.4 Staff members who transport students in Type III or Activity (Type A) Buses shall conform to the following requirements:
    - 4.6.4.1 Receive annual training or competence evaluation in safe operation of Type III or Activity (Type A) Buses, student behavior management and relevant laws and rules of the road.

## Policy 732 – Student Transportation Safety

- 4.6.4.2 Driver license checks shall be conducted semi-annually to ensure that all drivers meet district and state requirements.
- 4.6.4.3 Driver shall perform all safety checks both pre-trip and post trip to ensure that the vehicle is safe to operate, and carry documentation of these activities.
- 4.6.4.4 Drivers shall register with the district transportation office prior to driving any students.
- ~~4.6.4.5 Drivers shall pass the Minnesota Bus Driver Physical.~~
- 4.6.4.5<sup>6</sup> Drivers shall further conform to the Bus Driver Standards maintained by the Transportation Office.

### ~~5.0 School Transportation Safety Director~~

~~The School Board has designated an individual to serve as the School District's School Transportation Safety Director. The name, address and telephone number of the School Transportation Safety Director are on file with the Superintendent.~~

Adopted: 11/22/94  
Revised: 9/23/08  
Revised: 11/10/16

ROSEVILLE AREA SCHOOLS  
Independent Schools District No. 623

Policy 732 – Student Transportation Safety

1.0 Student Transportation Safety Training

- 1.1 The School District shall provide students enrolled in grades kindergarten through 10 with school bus safety training so that they become competent bus riders.
- 1.2 K-5 students will also receive student safety education for bicycling and pedestrian safety.
- 1.3 Each school's curriculum for transportation is maintained and available for review in each building.

2.0 Conduct on School Buses and Consequences for Misbehavior

- 2.1 The student day begins when the student enters the bus and lasts until the student exits the bus after school. In the intervening time, student behavior is governed by Policy 520, Student Discipline. School bus rules are an adaptation of the behavior standards set in Policy 520, with consequences directly related to behavior on the bus ride except in the most severe cases where further action may be warranted.
- 2.2 Disciplinary action in response to student behavior on school buses will be administered in the same manner as the response to student behavior in the school.
- 2.3 School bus safety incident reports will be recorded in the same manner as other student behavior reports in the school. Copies of incident reports will be made to the district transportation office when the incident is of a serious or repetitive nature.

3.0 Parent and Guardian Involvement

An integral part of a safe transportation system is the reinforcement of safe rider practices in the home. The district will communicate all bus rules and safety principles to the parents or guardians. Parents are encouraged to be aware of these rules and standards and to educate and encourage their students to become safe bus riders.

4.0 School Bus Operating Rules and Procedures, School Bus Driver Duties and Responsibilities and School Bus Driver Training

## Policy 732 – Student Transportation Safety

- 4.1 The School District will maintain safe school bus rules and procedures through its transportation contract or referenced documents. These rules and procedures will at least comply with state and federal requirements.
- 4.2 Records of serious accidents or driver behavior will be maintained at the district.
- 4.3 School bus driver training standards shall also be defined in the transportation contract or its referenced requirements.
- 4.4 Emergency procedures to be followed by school bus drivers and school staff will be defined in the transportation contract or referenced requirements. School staff will also be informed of the Emergency procedures to be followed while on a school bus.
- 4.5 School bus maintenance standards will be defined in the transportation contract or referenced documents.
- 4.6 Type III or Activity (Type A) Buses Inspected by the state
  - 4.6.1 A Type III Bus is any vehicle with a capacity of less than 10 passengers that carries students to or from school or on school-sponsored activities. Any Type III Bus used to transport students must carry all emergency equipment required by law.
  - 4.6.2 A Type “A” school bus is a van conversion or bus constructed utilizing a cutaway front section vehicle with a left-side driver’s door. This definition includes two classifications: Type A-I, with a Gross Vehicle Weight Rating (GVWR) less than or equal to 14,500 pounds; and Type A II, with a GVWR greater than 14,500 pounds and less than or equal to 21,500 pounds.
  - 4.6.3 Students will not be regularly transported in uninspected private vehicles for school related activities. However, private vehicles may be used in an emergency. The District has no system of inspection for private vehicles, however all private vehicles used for non-emergency transportation shall be inspected by the state as Type III Buses prior to transporting students.
  - 4.6.4 Staff members who transport students in Type III or Activity (Type A) Buses shall conform to the following requirements:
    - 4.6.4.1 Receive annual training or competence evaluation in safe operation of Type III or Activity (Type A) Buses, student behavior management and relevant laws and rules of the road.

## Policy 732 – Student Transportation Safety

- 4.6.4.2 Driver license checks shall be conducted semi-annually to ensure that all drivers meet district and state requirements.
- 4.6.4.3 Driver shall perform all safety checks both pre-trip and post trip to ensure that the vehicle is safe to operate, and carry documentation of these activities.
- 4.6.4.4 Drivers shall register with the district transportation office prior to driving any students.
- 4.6.4.5 Drivers shall further conform to the Bus Driver Standards maintained by the Transportation Office.

Adopted: 11/22/94  
Revised: 9/23/08  
Revised: 11/10/16  
Revised: