

TRANSPORTATION HANDBOOK

**Independent School District No. 308
Nevis Public Schools
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2009-2010



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**The use of tobacco is prohibited in the District 308
school buildings, vehicles and on any property belonging to District 308.**

*Nevis School is a member of WeTIP Crime Prevention Program. Anonymous calls can be made
on this phone number: 1(800)78-CRIME*

Introduction

The mission of the Nevis School Transportation Department is to provide safe and efficient transportation for students to and from school and school related activities. The contents of this handbook have been prepared with the objective of meeting the requirements of safe and efficient operation. The information found in this handbook provides a consistent method of operation for the Nevis School Transportation Department.

Drivers are responsible for knowing and understanding the contents of this handbook.

As a professional driver, you accept great responsibility when operating a school bus. The safety of passengers is dependent on the skills and judgment of the driver. The equipment that you operate is worth thousands of dollars. As a driver, you are accountable for the equipment and proper care is essential.

In addition to the procedures found in this handbook, special instructions are issued to drivers from time to time. The employee must observe all such verbal instructions, or written special orders.

Whenever a situation arises that is not covered by procedures; and the transportation coordinator, head mechanic, and school administration is unavailable, the employees will use his/her best judgment.

The most important people in our business are the passengers we serve. Our product is service. The driver is the major factor of our public image. There is no substitute for the use of courtesy, coupled with good judgment. While operating a school bus you are a very visible representative of the school district.

You are an important part of a child's life. You are helping families in our community with their transportation needs. You are a part of helping kids learn. For this you will receive little or no recognition from most of the public. On behalf of the Nevis School District, we thank you for your efforts.

SECTION 1 GENERAL PROCEDURES

Key Elements to Enhance Organizational Effectiveness

- Follow procedures on attendance and punctuality
- Follow guidelines in student Transportation Safety Policy
- Participate in organizational goals and team development
- Display positive organizational image

Absenteeism

Employees must notify the transportation coordinator for both short and long term absences.

Address and Telephone Number

Employees shall be responsible for keeping the transportation coordinator advised of their correct telephone number and address.

Bus Passes

Bus Passes are required for any student to be dropped off anywhere other than their regular assigned bus stop.

Cleaning of Bus

Drivers are allotted **sixty minutes per day** for fueling, cleaning, and pre-trip inspection. All drivers are responsible for the cleanliness of their bus or spare bus used. This includes the inside (window, floor and dash) of the bus. Buses will be inspected for cleanliness on a regular basis.

Comment or Suggestions

Employees are encouraged to submit comments or suggestions regarding operations to the transportation coordinator.

Daily Postings

Efficient operation depends upon effective communication. It is part of the employee's responsibility to examine the bulletin board each day to be aware of the posted information. Any questions about notices should be directed to the transportation coordinator.

Emergency Closing

Occasionally a situation arises requiring that school be dismissed early. To facilitate dealing with these occurrences, the School Board of ISD #308 developed a policy for all employees:

- A. Each bus driver must keep on file, in the office, current information concerning the driver's telephone number and where the driver may be reached during the school day.
- B. In transporting children home when emergency conditions prevail, bus drivers will make certain that all children are accounted for before leaving school, and insure that no children are discouraged from riding the bus when there is a real or apparent danger the children might not reach safe shelter.

Emergency Codes

Emergency codes will be used over the radio to alert drivers to situations without alarming the students or public. In case of emergency, use clear speech to communicate your message, such

as "There is a fight on bus number six." When an emergency code is broadcast. Emergency codes will be located on the magnetic label on the dashboard area. If a bus does not have one, contact the transportation coordinator for a replacement. The emergency codes are:

10-100 Possible Incident

10-200 Actual Incident

10-300 Help Needed

Purple Dot **Duress**

The use of the words "purple dot" will indicate that a person is under duress and needs assistance silently sent to his/her location.

Fueling, Adding Oil and Other Fluids

Drivers are responsible for maintaining all fluid levels in their buses, including fuel. Fuel tanks on all vehicles should never be left with **less than ¼ tank** of fuel. **Running out of fuel is cause for disciplinary action.**

You are required to attend the fuel hose when fueling. **DO NOT** set the hose in your tank and walk away, even to sweep your bus. **It is against state law to fill your bus with students on board.**

In the event of a fuel spill, report the incident to the transportation coordinator and the district immediately.

Keys

Drivers must monitor the access to the bus keys and remain in close proximity to prevent students from gaining access to the controls. If you leave the bus while students are on board, you must **remove the keys from the ignition and take them with you.**

Parking of Bus

Unless directed by the transportation coordinator, buses should be parked in the assigned stall.

Post Trip Inspection

District policy requires that driver's check the seats of the bus after each run for sleeping or hiding children, lost items and vandalism. Children often fall asleep on the bus and cannot be seen from your seat. Other times they are frightened and may not say anything when you pass their bus stop. Whatever the reasons, it is crucial that you check your bus after each run to ensure that no one is left on board. Buses should be checked for students after the last drop if the bus travels a great distance back to its home base, saving the inefficiency of returning the students. **Leaving a child unattended on the school bus after a run is completed is a form of child endangerment that can result in criminal charges and disciplinary action taken against a driver.**

Repair

If repairs are necessary on your bus, complete the repair report form and place it in the repair box in the office.

Route Folders

Unless an emergency arises (sudden road closure, etc.) changes to routes must be approved by the transportation coordinator. Drivers are responsible to report errors found on route sheets and maps to the Transportation coordinator.

School District Vehicles

School district vehicles will not be used for personal convenience. Drivers are allowed to stop for meals while traveling to and from driving assignments. Employees traveling to locations while on out-of-town trips shall consolidate the use of vehicles when possible.

Standards of Dress

Every employee shall present a clean and neat appearance while on duty. Clothes should be clean and shall not contain inappropriate items on the front or back such as cigarettes, alcohol and inappropriate sayings.

Tardiness

Drivers must report **at least 10 minutes prior** to leaving transportation yard for warm up and preparation. In the afternoon busses shall be parked in their assigned spot **5 minutes prior** to the release of school. Failure to arrive on time before students are released creates a safety hazard.

Two-Way Communication

Radios are expensive instruments whose operations are strictly regulated by the Federal Communications Commission (FCC). Drivers are to make sure they are familiar with its use and the radio is kept on, with volume adjusted to hear calls, and that the radio is kept in good operating condition.

When communicating on the radio, speak slowly and clearly. Radio communications should be kept brief and courteous. Messages should be impersonal: conversational language or remarks of a personal nature of "chatter" on the radio should be avoided. Please keep in mind that the local people with scanners can hear everything said over the radio.

Weather Related Closings

In case of school closing, *an instant alert message will be sent to all households*, an official announcement will be broadcast over Park Rapids radio stations KPRM (870 AM) and KDKK (97.5), over Bemidji radio stations KB101, WBJI (98.3), KBUN (1450 AM), KZY (95.5), Z99 (99.1), KKBJ (103), and KWAD (920 AM) and over Wadena radio stations KNSP (1430 AM), and KKWS (105.9), television station WCCO channel 12 and the school website at www.nevis.k12.mn.us. Listen to these stations. If school is closed for the day in ISD #308, all busing is canceled. The supervisor will ensure all drivers are notified of closing of the school.

SECTION 2 VEHICLE OPERATIONS/SAFETY

- Conduct daily pre-trip inspections
- Report and follow up on equipment problems
- Obey traffic laws
- Practice defensive driving procedures

Driver Responsibilities and Duties

1. Report to work on time, rested and prepared to drive defensively, in an alcohol/drug-free condition
2. Perform a daily pre-trip inspection of the vehicle and report any deficiencies to the transportation coordinator
3. Perform daily routes as prepared by the transportation coordinator and DO NOT make any changes without prior approval
4. Never exceed the vehicles rated passenger capacity
5. Drive defensively and faithfully obey all traffic laws
6. Check the seats of the vehicle after each run for sleeping or hiding children, lost items and vandalism
7. Avoid physical contact with passengers at all times unless to prevent injury or harm to themselves or others
- 8. Unload passengers only at designated stops unless given prior approval from the school or transportation coordinator**
- 9. Never unload any student when there is doubt about the student's bus stop or personal safety after they exit the bus. Bus passes are required to drop kids off at any place other than their regular stop.**
10. Follow the student discipline procedure established by the school board and work with the office on all problems relating to safe transportation of students
11. Address all students parents, and school staff with respect and avoid the use of profanity at all times
12. Refrain from using tobacco on or near the bus at all times and to remain with the bus during loading and unloading
13. Make sure the bus is properly fueled and clean at all times
14. Attend and participate in all continuing education workshops arranged by the district
15. Be at least 21 years of age, maintain a valid Minnesota CDL/School Bus Drivers license and immediately notify ISD 308 of any interruption or revocation of licensure
16. Do not operate a district-owned vehicle while using a cellular telephone to engage in a call while such vehicle is in motion
17. Complete a mileage report for each trip taken
18. Maintain the vehicle's interior in clean condition
19. Never drive at a speed that is faster than reasonable under existing conditions
20. Never exceed the posted speed limits
21. Wear seat belt at all times while driving
- 22. Maintain current route on file with the district office**

Driver Responsibilities and Duties on Co-curricular and Extra-curricular Trips

While assigned to an activity trip, all previously stated duties and responsibilities apply with the addition of the following:

1. Report to the bus barn for a pre-trip inspection at least 15 minutes before your scheduled departure time
2. Be at the disposal of the coach/advisor of the trip. Follow his/her directions unless they are contrary to state laws, school policy or creates an unsafe environment for the passengers of vehicle
3. If the activity does not require the bus or driver to stay with the group, drop them at the specified site and return to the site at the time required by the coach/advisor
4. Communicate intentions to the coach/advisor prior to leaving any site for fuel, meals, etc. On overnight trips, make sure to communicate to the coach/advisor your lodging arrangements and how you can be reached
5. Be ultimately responsible for the safety of the passengers and the condition of the vehicle. Be aware not all coaches/advisors help control passengers on the trip
6. Abstain from using tobacco products on or near school vehicles at all times
7. Post-trip fuel, clean and close windows on the bus after each trip
8. Keys, credit cards, and charge slips must be returned to the district office/transportation coordinator when the trip is completed

General Operating Rules and Procedures

1. Buses shall be required to travel on improved public roads only. An improved public road, shall be one that is owned and is being maintained by the township, county or state
2. Buses shall not go off the main route to pick up students, unless the distance is one-half mile or more from the patron's property line and it is an improved public road as defined above
3. Buses shall not drive on private driveways unless specifically authorized to do so by the transportation coordinator
4. Staff members desiring transportation for students will prepare a requisition for school transportation. The requisition must be made at least five days prior to the time the transportation is needed
5. Only students assigned to the school bus by the district shall be transported. Any additional students must have a bus pass issued by the school prior to being allowed to ride.
6. No person shall be allowed to stand when the bus in motion
7. Drivers are to enforce the school bus and bus stop rules as appropriate
8. Students who misbehave severely may be returned to school immediately and be reported to the principal
9. There shall be no students in the bus while the fuel tank is being filled
10. 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
11. 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
12. In case of an accident or breakdown of the bus, the driver shall contact the dispatcher using the two-way radio
13. Elementary students *must* sit in the front of the bus, junior high students *must* sit in the middle of the bus and high school students in the back of the bus as determined by the bus driver.

Pre-Trip Inspection

- 1) Engine Compartment
 - a) Oil level
 - b) Coolant level
 - c) Break fluid level
 - d) Power steering level
 - e) Belts and hose
 - f) Water pump
 - g) Alternator
 - h) Any leaks
 - i) Air compressor
- 2) Start engine, check gauges, and check all heaters, fans, wipers, etc.
- 3) Check horn, check steering wheel play
- 4) Check gear shift lever
- 5) Check brake system
 - A) Air Brakes- warning buzzer, parking brake, and complete air system check.
 - B) Conventional brakes- test brakes, parking brake, electrical assist.
- 6) Check mirror adjustment
- 7) Make sure first aid and body fluid kits are properly filled, fire extinguisher is properly charged, and that you have three warning triangles
- 8) Turn on 4-ways, headlights and activate amber 8-ways. Check front lights from inside bus or have someone help you
- 9) Walk to rear of bus checking seats, windows and roof exits if applicable. Open emergency door and check rear lights and door buzzers
- 10) Walk to front of bus, checking seats and windows. Turn on left signal and open door to activate red 8-ways
- 11) Exit bus for first walk around inspection
 - A) Check door, step light and courtesy light
 - B) Check right front tire for tread wear, tightness and proper inflation. Check inside of tire for brake defects, axle seal leaks, fluid leaks, and slack adjusters (air brakes) check spring and shock absorber, check condition of mud flap
 - C) Check front headlights, signals, 8-ways, and mirrors
 - D) Check left front tire for tread wear, tightness and inflation. Check inside of tire for brake defects, axle seal leaks, fluid leaks, and slack adjusters (air brakes) check spring and shock absorber, check condition of mud flap
 - E) Check general condition of left side of bus, windows, clearance lights, and rear tires for tread wear, tightness and inflation. Check inside tire for brake defects, axle seal leaks, fluid leaks, and slack adjusters (air brakes) check spring and shock absorber, check condition of mud flap
 - F) Check rear lights, open emergency door from outside and check buzzer
 - G) Check general condition of right side of bus, windows, clearance lights, and rear tires for tread wear, tightness, and inflation. Check inside of tire for brake defects, axle seal leaks, fluid leaks, and slack adjusters (air brakes) check spring and shock absorber, check condition of mud flap
- 12) Check fuel tanks for leaks
- 13) Re-enter bus, turn on right signal, switch headlights to high beam, turn off 8-ways. Perform second walk around inspection checking right signal in the front and rear, high beams, check general condition of bus
- 14) Re-enter bus, turn off signal, and switch to low beams
- 15) Check maintenance card for service
- 16) Check the bus surveillance camera to ensure proper operation.

Continuing Education

Drivers will receive at least four hours of continuing education per year to insure that all required competencies are met. The school district will report to the Department of Public Safety as required by law. All transportation staff will be evaluated annually.

Pre-Trip Card

The pre-trip card is a checklist of items that must be checked before the driver operates the vehicle. If you detect a defect that renders the bus unsafe to drive, notify the shop staff and take another bus. If the pre-trip inspection card is full, turn it into the transportation coordinator and place a new one in the bus.

Reporting Equipment Defects

Any trouble with the operation of the vehicle must be reported immediately to the transportation coordinator and documented on the repair request form.

Scheduling

The transportation coordinator shall be responsible for scheduling all bus transportation including the determination of routes, bus stops, and activity assignments.

Traffic Regulations

All drivers and employees in charge of vehicles must be familiar with, and will be held responsible for the adherence to, the traffic laws and district policy. Vehicles shall be operated in compliance with applicable state and local laws, ordinances, rules and regulations. Drivers are responsible for any fine collected when driving a district owned vehicle. Drivers that receive a citation or are arrested while operating a district owned vehicle shall, report the incident to the transportation coordinator as soon as possible. Any driver that receives a notice that their license has or will be revoked, suspended or canceled shall notify the transportation coordinator as soon as possible.

Unauthorized Vehicle Operation

Except under emergency circumstances in which the driver cannot operate the vehicle, a driver assigned to a vehicle must not permit any unauthorized person to operate or, in any way, touch controls at any time.

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 and shall not turn them off until loading or unloading is completed and persons who must cross the roadway or highway are safely across.
2. Bring the vehicle to a complete stop in the right hand lane of the roadway parallel to the center line.
3. Prior to unloading students, open door, activate red flashing lights and extend the stop arm. Unload students only after all traffic (front and rear) has come to a complete stop.
4. The driver will not permit students to stand or get on or off the bus while it is in motion.
5. Buses will load and unload students only at designated locations.

Defensive Driving Strategies

Defensive Driving

Defensive driving is being constantly alert to possible accident hazards around your vehicle and taking actions to avoid those hazards. Knowing how to maneuver the vehicle is not enough to prevent accidents. The defensive driver takes control of the driving situation and safely maneuvers through it.

Vehicle Speed - Driving too fast puts you, your passengers and other drivers in great danger. This also applies to driving the posted speed limit on less than perfect road conditions. Some of the conditions that may affect safety include snow, ice, rain, fog (visibility), traffic, construction zones, curves and hilly terrain. Slower speeds are crucial in these situations. Posted speed signs on curves are designed to give a safe traveling speed for cars. Because buses have a higher center of gravity, those speeds may be too high for safe operation. **SLOW DOWN!**

Intersections - As you approach an intersection, you should be using the left-right-left scanning procedure. This procedure should be done at all intersections, alleys, and side streets.

Turning - Improper right turns result in many bus-related collisions. Make sure your bus is in the proper lane. Start your signaling and scanning at mid-block, or at least 100 feet before the intersection. Stay close enough to the right to block any vehicles attempting to squeeze in. Recheck your mirrors for pedestrians or cyclists attempting to squeeze by. Don't cut too sharply. Many right turn collisions involve fixed objects on the corner, such as signs and the occasional building overhang. When turning left at an intersection, move into the proper lane and signal well in advance. Don't cut the corner too sharp as a collision may occur.

Adjusting and Using Mirrors - Check the adjustment of the inside mirror. In addition, the adjustment of your outside mirrors can substantially reduce your outside blind spots. The left mirror should catch a small portion of the left side of the bus leaving the rest of the mirror and your convex to get a wide view to the left. The right mirror should catch the right side of the bus. It should be set low enough to allow you to see the area around the right tire. This position will help to check the curb clearance when pulling in for passengers as well as making right hand turns.

Stopping - Your local stopping distance will be determined by your reaction distance (the distance your bus will travel before you apply the brakes) and the braking distance of your bus (the distance your bus requires to typically come to a stop). Your reaction time is usually one second depending on your physical condition and age.

The braking distance of your bus is affected by several factors, including the weight of your bus (your bus is large and heavy with a constantly changing weight load as passengers get on and off), the speed of your bus, the condition of your brakes and tires, the road surface, and weather conditions.

Road Conditions- Adverse weather conditions are always difficult, whether driving day or night, city or highway. Any conditions that reduce visibility, such as heavy rain, dust, smoke, blowing snow and fog, requires slowing down and increasing following distance. One of the main causes of bad accidents is skidding. Roads are especially slippery just after a rain begins,

when dust and oil on the road surface mix with water. Winter driving can be dangerous especially just after a snowfall. Always watch for icy road conditions and slow down.

Following Distance - Following distance is often referred to as a "cushion of safety". The most important element of your cushions of safety is adequate following distance. To check your following distance, pick out a stationary object ahead of you, such as overpass. When the car in front of you reaches the overpass, begin counting, one-thousand and one, one-thousand and two, one-thousand and three, one-thousand and four. If you have not yet reached the overpass, you are maintaining a four second following distance.

In heavy traffic especially in the city, it is not always practical to count the 4 seconds to check your following distance. You will have to rely on your driving experience to judge that your following distance is adequate. When you are stopped at a traffic signal, with a car in front, you should be stopped far enough behind the car to see its rear tires.

Lane Changes - When you are going to change lanes, for instance, from right to left lane, put on your left signal, check your mirrors for clearance, when it is clear, move into the lane and turn off your signal. When moving back to the right lane, signal, check mirrors, and when it is clear, move into the lane. Once you are in the lane, turn off your signal.

Railroad Crossings - State law requires all school buses, whether or not there are students on board, to stop at all non-exempt railroad crossings. Approaching a railroad crossing requires special consideration. If there is a stop lane for crossing, you must:

1. Signal a minimum of 100 feet before you turn right
2. When you are in the proper lane, turn off your turn signal
3. Activate your 4 way flashers
4. Ensure that the master switch for the eight-lamp system is in the off position
5. Open the driver's side window and turn your radio down to facilitate listening for an approaching train
6. Come to a complete stop at least 10 feet from the nearest rail
7. Open the service door and look left-right-left
8. If there is no train in sight, proceed across the tracks without stopping or shifting gears
9. Turn off your 4-way flashers once you have cleared the tracks and put on your left signal to enter the traffic lane
10. Turn off your signal

Never go through cross arms or flashing lights, even if there is no train in sight. Under no circumstances send a student from your bus across the tracks to check for trains.

Backing Limit – If you are backing, whether it be in the garage, out on the street or highway , always check the rear of the bus for obstructions. You will on occasion have to get out of the bus to physically check the area behind you, activate your 4-way flashers and back up.

Parking- Avoid parking your vehicle in positions that would require backing to leave the parking space. Always park so that when you need to get out you can see oncoming traffic in your mirrors on the left and any pedestrians on your right that may be too close to the bus.

Wheelchair Procedures

Wheelchairs or tri-wheel scooters must be secured before the vehicle is moved. The brakes on the wheel chair or scooter must be locked. Tie downs shall be attached to the inside of the wheelchair or scooter (if equipped) and should be buckled. It does no good to secure a wheelchair to the bus if the passenger is not secured in the wheelchair. If a tri-wheel scooter is not equipped with the lap belt, the passenger should move to a bus seat if ambulatory or use the belt provided with the tie down restraint system. The tie down lap and shoulder belt should be used last.

Nevis school transportation staff, are the only persons authorized to operate the lift and secure the wheelchair tie downs, unless other arrangements have been made. The driver of the special needs bus is ultimately liable for ensuring wheelchairs are secured before the bus is placed in motion. When giving an assignment involving special needs bus equipment that you are unfamiliar with, ask for assistance.

Reasonable Safety

The Minnesota Department of Education requires transportation providers to be "reasonably assured" of a disabled child's safety before leaving him/her at the bus stop. Literally, this means that the child must be left with a parent, responsible sibling, daycare provider, or designated person in advance by the parent/guardian. Unless prior arrangements have been made through the transportation coordinator, no child should be left unattended. The driver must see some sign and be reasonably assured that the child is being cared for before leaving them at the bus stop.

SECTION 3 EMERGENCY PROCEDURES

Key elements to handling emergencies:

1. Stay calm
2. Follow established procedures
3. File an accident/incident report

Accident/incident reports must be made by the employee involved and filed with the transportation coordinator at the end of the route. Reports must be in full detail. Accidents/incidents are to be reported for disturbances in or outside the vehicle, fighting, automobile accidents, damage to property, passenger or pedestrian falling, etc. This report does not replace any accident report required by local or state law enforcement or Workers Compensation Report.

Near-miss incidents shall also be documented on an accident/incident report. A near miss is a situation where no obvious damage has occurred. For example, you swerved to avoid an accident or road debris and no one appeared to be injured. It is important to document this situation in case of future allegations.

Accidents

The basic steps which a driver should perform, at the scene of an accident are:

1. Stop immediately in the safest area possible. Shut off engine and set brakes.
2. Notify the district office of the accident by radio. If unable to use the radio, write down the location, the assistance needed, and use a cell phone or have a bystander or older student (in that order) call the school.
3. Assist any injured person. Do not move any injured person unless it is absolutely necessary. Evacuate the bus if:
 - There is a fire or danger of fire.
 - The bus is in an unsafe position.
 - There is a danger of drowning.
4. Provide your name, driver's license number and insurance information. Do not discuss the accident with anyone except police and school district personnel.
5. Record as much information listed on the forms located in the first aid kit as possible.
6. Give a list of names and circumstances to the district office so they can begin calling parents.
7. Do not leave the scene of an accident until released by authorities and district personnel.

After Hours Emergencies

If drivers have an emergency situation after the office is closed or on a weekend, use the Emergency Contact Card issued by the district. In case of extreme emergency you can contact the Hubbard County Law Enforcement Center at (218) 732-3331 for assistance.

Dangerous Weapons

If a driver learns that a passenger may have a dangerous weapon on the bus:

1. Remain calm and call for assistance using the predetermined code
2. Give the district the location of the bus

3. Continue the route and wait for assistance
Do not inform the passenger suspected of having a weapon

Diabetes

Insulin reaction (Hypoglycemia) is easily treated with fruit or candy. Diabetics often keep them on hand in case of a problem. Symptoms are shaking, sweating, hungry, headache, dizzy, mood change, blurred vision, and pale. If you know that a passenger is diabetic and is experiencing any of these symptoms, they may need to eat or drink to raise their blood sugar level.

Evacuation Procedures

Ordinarily, passengers are safer if they remain in the bus: evacuated passengers may wander onto the road and be hit by another vehicle. The driver, also maintains more control over what happens to the passengers if they remain in the bus. The driver must decide whether the passengers will be safer on the bus or off. Passengers, however, must be evacuated under these circumstances:

1. A fire or other condition (i.e. leaking fuel, etc.) making the bus unsafe.
2. The position or location of the bus is unsafe.
3. The driver is instructed to do so by a law enforcement official or fire fighter.
4. Tornado touch down, instruct passengers to lie down in the nearest ditch.

Time and conditions permitting, tell the passengers that there is an emergency and explain what they are required to do. Tell them help is on the way, but for their safety it is best if they leave or be assisted from the vehicle.

If you must evacuate your bus:

1. Instruct passengers to leave belongings on the bus
2. Designate a gathering place away from the roadway
3. If a train is approaching, move the group towards the train
4. Use older students to assist with controlling the group

If you must evacuate mobility impaired students:

1. Release passengers from their restraints or seat belts by unbuckling or cutting. If a passenger is in a wheelchair, do not waste time unbuckling or releasing the securement device: instead, remove the passenger then (if time permits) recover the wheelchair.
2. Move the passenger from the seat or wheelchair to floor level (if passenger can walk, assist to a standing position)
3. Move the passenger to the best useable exit
4. Move the passenger from floor level to ground level
5. Move the passenger away from the vehicle to a safe location (approximately 100 feet away from vehicle)
6. Assist the passenger back into their wheelchair if it can be safely recovered

Hit and Run

In the event a vehicle is involved in a hit-and-run accident, try to get the license number and a good description of the vehicle and the driver. Contact the dispatcher immediately and stay at the scene until you have been instructed to move by the police and the transportation coordinator or district office.

Injuries

Any drivers receiving an injury in the course of employment, no matter how slight the injury may be, must report the injury to the transportation coordinator, as soon as possible.

Drivers should give assistance to injured persons in accordance to their first aid training. Devote full attention to the care of the most seriously injured passengers first until trained help arrives. Injured persons should not be moved, unless their current location could cause further injury.

Drivers should first contact the dispatcher to call 911 in the case of serious injuries. In the event an injured passenger is taken to the hospital, record the student's name and name of the hospital where the student is sent.

Law Enforcement Involvement and Accident/Incident Reports

All incidents of suspected criminal misconduct by students or employees will be reported to the appropriate law enforcement agency. In addition, reports will be made to the Department of Public Safety as prescribed by law.

All vehicular accidents involving vehicles whose primary use is for the transportation of students will be reported to the Department of Public Safety in the manner prescribed by law. The district will keep complete records of all accidents and investigations.

Motion Sickness – Motion sickness is rarely a serious problem and does not require medical attention. The usual indications of motion sickness are: nausea, profuse sweating, hyperventilation, paleness and claustrophobia. To reduce claustrophobia and other symptoms seat the passenger in the first seat on the right side. Get the passenger some fresh air and have them breathe deeply and slowly.

Passenger Illness

One of the most frightening situations a driver can face is a passenger's illness. In these situations the driver can literally be forced to make a life and death decision. The ability to act quickly under pressure and use common sense are a true test of a driver's professionalism.

Following are some guidelines for you to follow in these situations:

1. Secure the vehicle.
2. Determine the nature of the passenger's illness. Observe the condition. Is the passenger conscious or breathing properly? If possible talk to the ill passenger, also ask the other passengers what happened. See if anyone knows the medical history of the ill passenger and check for medical alert tags.
3. Life threatening situations may require first aid or CPR.
4. Notify the transportation coordinator/district as soon as possible. At that point the office may alert medical personnel. Keep the ill passenger as comfortable as possible while waiting for help.

Seizures/Epilepsy-There are basically three kinds of seizures you may encounter.

1. Psychomotor Seizure - This is characterized by seemingly inappropriate or meaningless behavior, lasting from 2-5 minutes. The person suffering the seizure may not remember the episode.
2. Petit Mal Seizure- This is a staring spell similar to day dreaming and usually lasts a few seconds or less than a minute. This may also be followed by a grand mal seizure.

3. Grand Mal Seizure – This seizure is characterized by a full body spasm or convulsion. It involves violent shaking of the entire body with temporary unconsciousness, both lasting from 2-5 minutes. This seizure has the greatest potential for injury to the person with epilepsy.

The following are recommendations for dealing with persons suffering a grand mal seizure:

1. Clear all rough or sharp objects from the area around the person
2. Cushion the head and remove eyeglasses
3. Let the seizure run its course, do not attempt to restrain the person
4. DO NOT put anything in the person's mouth
5. Keep other passengers from crowding in
6. Remember the person has expended a lot of energy during the seizure and may need to rest when it is over

Vehicle Breakdown

1. Secure the vehicle in a safe location
2. Passengers should be kept comfortable
3. Contact dispatcher and inform them of the problem
4. Display warning triangles

Vehicle Fires

Learn the causes of fire, how to prevent them, and what to do to extinguish them. If a fire should occur in the vehicle, do the following:

1. Activate 4-way flashers
2. Pull safely off the road
3. Notify dispatch of problem and location
4. Evacuate the vehicle-moving passengers well away from the vehicle
5. Shut off the master electric switch (if equipped)
6. Attempt to put out fire (according to training). With an engine fire, turn off the engine as soon as possible. Do not open the hood if it can be avoided. Shoot extinguisher through louvers, radiator or from other side of the vehicle. Aim at the source or the base of the fire, not up into the flames.
7. Use the appropriate type of extinguisher on electrical fires and burning liquids.
8. Do not use water on an electrical or gasoline fire
9. A burning tire must be cooled. Lots of water may be required
8. Wait for qualified fire fighters, if unsure of what to use
9. Stay as far away from the fire as possible

Weather Related Emergencies:

Blizzard

Living in northern Minnesota we face the potential of two types of weather-related emergencies: blizzards and tornadoes. Because blizzard season runs concurrently with the school year, we are likely to experience this hazard most often. Below are some precautionary and emergency measures to consider before blizzard season arrives.

1. Be aware of existing weather conditions and forecasts; listen for updates from the National Weather Service and the School District
2. Whenever possible start each trip with a full tank of fuel.
3. Do not alter your route without prior authorization
4. Do not allow anyone to leave the bus except at regular stops

5. If the bus is stuck, radio for help if possible. Never leave your passengers. Use your lights to attract attention
6. If the bus is running, check for exhaust fumes, you may need to open one or more windows slightly for fresh air.
7. If there is no heat in the bus, have the passengers clap hands or do exercises to stimulate circulation.
8. Do not over exert yourself, you are too important to your passengers to risk any incapacitating injury.

Tornado

Tornadoes pose the most severe weather threat to you and your passengers. Fortunately the path of a tornado is rarely over a hundred yards wide, and the chances of you being directly involved are very small. Here are some precautions:

1. Know weather terminology.
 - a. **Tornado watch** means conditions are favorable for tornadoes to develop. Watch the sky closely when in a tornado watch situation.
 - b. **Tornado warning** means that a funnel cloud has actually been sighted. Take precautionary measures immediately. If at school, send the students back inside.
2. Upon first sighting a tornado, determine which direction it is traveling, and whether it will cross your path. If the tornado is moving toward the area you are driving, stop. If the storm is not nearby retreat at right angles to the storm's path.
3. Do not attempt to outrun the tornado.
4. If you believe the tornado will hit your bus and there is no escape route or time available, evacuate the bus. Take the pupils to the nearest depression or ditch upwind of the bus and far enough away so the bus cannot roll over on them. Instruct them to cover their heads with their arms. If students are wearing coats or jackets, these can be used to provide additional protection for their heads and bodies. Take only jackets and the first aid kit.
5. If you are driving when you hear a tornado warning or spot a funnel and there is no time to move the children, have the children assume the protective position and remain in their seats with their heads below window level. Leave your lights on, shut the engine off, and get under the dash board away from the door.
6. If there is a house or building nearby which offers shelter and there is time to reach it, move to the basement of the building and crouch against the wall nearest the approaching storm. If there is no basement in the building, crouch against a central wall not exposed to windows that face the approaching storm.

Do Not:

1. Attempt to escape a tornado by outrunning it
2. Drive at unsafe speeds to escape a tornado
3. Take on pupils if a tornado is nearby or likely
4. Seek shelter in wooded areas

After a tornado has struck:

1. Remain calm and try to keep your passengers calm
2. Apply first aid where necessary. Call for help as needed
3. Transport children to school or alternate locations as appropriate
4. Continue to monitor your radios for additional information

SECTION 4
STUDENT TRANSPORTATION SAFETY POLICY

Riding a bus is a privilege. Students are expected to treat others respectfully, to keep the bus free from damage and to ride in a way that does not endanger the safety of themselves or others. Students are also expected to treat the bus drivers with the same respect that is expected of them from other adults in school. Bus problems will result in consequences ranging from a warning to loss of riding privileges.

Student Safety Training

Nevis Public School will provide students with school bus safety training as described by law. The training will be results oriented and will consist of classroom training and practical training using a school bus. Upon completion of training, students will be able to demonstrate:

1. School transportation is a privilege, not a right
2. District policies for school bus safety and student conduct
3. Appropriate conduct while on the school bus
4. The danger zone around the school bus
5. Safe loading and unloading procedures
6. Procedures for safe vehicle lane crossing
7. School bus evacuation and other emergency procedures

All students in grades K-12 will complete school bus safety training within the time limits prescribed by law. Students who fail to demonstrate that they understand these concepts may lose their bus riding privileges.

Student Conduct on Buses and in Loading Zones

Students are expected to follow the same standards of behavior on the school bus as in school. The school bus is school property and the school bus ride is part of the school day. With regard to the well being of our students, the bus driver has the same responsibility and authority as any other school staff member.

Items not allowed on school buses

1. Animals or insects
2. Hazardous materials
3. Large School projects*
4. Non-Roll-up sleds*
5. Skis*
6. Golf Clubs*
7. Baseball Bats*
8. Rakes*
9. Balloons

*Items may be transported if approved as a school district sport or activity.

Perfumed items such as hair spray (including pumps and/or aerosols), fingernail polish, etc. may be carried but not used inside the bus.

School Bus Safety Guidelines

1. Follow the directions of the bus driver
2. Stay out of the danger zones outside the bus
3. Remain seated, facing forward in the seat

4. Keep hands, feet and all objects to yourself
5. Keep all parts of your body in the bus
6. No fighting, harassing, loud behavior or inappropriate language
7. The possession of alcohol/controlled substances, including tobacco products is prohibited.

Discipline Guidelines

1. Verbal warning
2. Assigned seats given
3. First referral: Conduct report issued and sent home to parent as a warning. Possible parent conference can be held.
4. Second referral: Conduct report issued, parent notified, and one to three day suspension from the bus. Possible parent conference can be held.
5. Third referral: Conduct report issued, parent notified, and three to five day suspension of riding privileges. Possible parent conference can be held.
6. Additional referrals: Conduct report issued, parent notified, and suspension of riding privileges for up to the full school year. Conference scheduled with parent, transportation representative and principal.

Offenses that are dangerous or destructive will result in immediate suspension of riding privileges and may include notification of law enforcement officials. The length of suspension and further disciplinary measure will be determined by the degree of the offense. Students damaging school buses will be responsible for the damages. Failure to initiate payment for such damages within three days will result in loss of riding privileges until damages are paid.

Any incident of racism, violence, and/or harassment will be investigated and resolved at the district level by the principal and a transportation representative.

The following are examples of serious behavior that may result in automatic suspension of riding privilege for up to the full school year.

1. Use of tobacco, alcohol or illegal drugs
2. Threat, harm, or harassment of any persons on the bus. The transportation supervisor will notify the Human Rights Officer, principal and may involve law enforcement.
3. Possession or use of any dangerous objects. Law enforcement will be notified.
4. Defying the bus driver
5. Unauthorized exit from any emergency exit
6. Throwing articles in and out the school bus or throwing articles at the driver

Records of the school bus violations will be given to the administration.

Loading Zone Safety Guidelines

Boarding the Bus:

1. Arrive at the bus stop five minutes before the scheduled stop, dressed appropriately for the weather
2. Respect other's rights at the bus stop
3. Respect private property while waiting for the bus
4. Never play in the street or on snow banks
5. Use appropriate language
6. The use of alcohol, tobacco or any controlled substance is prohibited
7. As the bus approaches, stand at least five feet away until the bus stops. If you can touch the bus, you are too close
8. When crossing the street, always cross at least ten feet in front of the bus, after receiving the signal from the driver that it is safe to do so
9. Board the bus one at a time, avoid crowding or pushing

Exiting the Bus:

1. Remain seated until the bus has made a complete stop and door opens, avoid crowding or pushing
2. After exiting the bus, move at least ten feet away, out of the danger zone
3. When crossing the street, cross only after the driver signals it is safe to do so. Cross at least ten feet in front of the bus
4. Never cross behind the bus

Parent Responsibilities Include:

1. Becoming familiar with district transportation policies and procedures
2. Recognize their responsibilities for the actions of their students
3. Assist students in understanding safety guidelines and encourage them to comply
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. Have students ready and at the designated bus stop at least five minutes early
7. Support all efforts to improve school bus safety
8. Plan ahead for day care arrangements and make sure the school has written notification of your plans
9. Communicate, in writing, any medical condition their student has that may need attention on the school bus
10. Provide written notification to the school for all changes
11. Communicate safety concerns to school administrators
12. Plan ahead for late starts or early dismissals of students

SECTION 5
TYPE III VEHICLE (SUBURBAN) DRIVERS

1. The number of passengers must never exceed the rated capacity of the type III vehicle.
2. Only employees and agents of ISD 308 will be allowed to drive district vehicles.
3. Drivers must be at least 21 years of age, possess a valid Minnesota drivers license and must have full, legal name, date of birth, and drivers license number on file. Driver records of all drivers on file will be checked.
4. Driving records of all employees transporting students must meet the state qualifications.
5. All drivers must be aware of and follow all laws and rules for the transportation of students.
6. Before transporting students, all drivers must read the handbook.
7. Vehicles will be issued on a first come, first served basis. Requests should be submitted to the *high school* office at least five days in advance of the date of use. Requests should be submitted on the approved form.
8. A mileage report will be completed by the driver for each trip taken.
9. ***Keys must be returned to the high school office*** and credit cards, and charge slips must be returned to the district office when the trip is completed.
10. Unless other arrangements have been made, all vehicles must be returned immediately upon completion of the trip. Noncompliance may result in denial of future request.
11. The driver is responsible for returning the vehicles with the interior in clean condition. If it is not returned in clean condition, a cleaning charge will be put against the travel account of the department using the vehicle. In the case of extremely dirty condition, future requests may be denied.
12. Driver shall not operate a district-owned vehicle while using a cellular telephone to engage in a call while such vehicle is in motion.
13. Never drive at a speed that is faster than reasonable under existing conditions.
14. Do not exceed the posted speed limits at any time.
15. Driver and all passengers shall wear seat belts. If there is seatbelt damage or malfunction, it must be reported immediately and those seats are not to be used.
16. Driver shall display headlamps anytime the vehicle is in use.
17. Driver shall load and unload so that students do not have to cross the road.
18. Driver shall put the vehicle in park during loading and unloading.
19. Avoid physical contact with students at all times unless to prevent injury or harm to themselves or others.
20. Make sure the vehicle is properly fueled and clean when it is returned.
21. In the event of a vehicle breakdown:
 - Try to park the vehicle at the safest position at the side of the roadway. Use the two-way radio for assistance. If the vehicle is out of range and a cell phone is available, call 911. If there is no communication device available, the driver should instruct the students to remain in the vehicle while he/she flags down a passing motorist for assistance.
 - If the vehicle is stalled in a non-safe position, direct students to move into a safe position away from the roadway and to remain in that area until assistance is provided. The driver or another adult should remain with the students at all times.
22. If a student becomes ill and needs immediate assistance, the driver and/or adults in the vehicle should be prepared to do emergency, personal assistance if necessary. If there is not a need for emergency assistance, the driver should take the passenger directly to a medical

facility or call for medical assistance. In all cases, contact the school at (218) 652-3500 or transportation coordinator (218) 652-4362.

23. If students live along the return route and wish to be dropped off at home rather than return to school, this is permissible as long as it is after school hours and there is a parent or adult supervisor to receive the child at home. Drivers should not go off the regular route to drop off students unless so directed by the office.
24. Students should only be dropped off **at the appropriate site.**

All vehicles contain the following equipment

1. A fire extinguisher
2. First aid kit
3. Body fluid clean-up kit
4. Set of 3 warning triangles
5. Seat belt cutting knife

Remember when operating school vans, you are a very visible representative of the school district.

SECTION 6 HARASSMENT POLICY

HARASSMENT - SEXUAL/RELIGIOUS/RACIAL/VIOLENCE POLICY

A. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The school district prohibits any form of religious, racial or sexual harassment and violence.

B. GENERAL STATEMENT OF POLICY

1. It is the policy of Independent School District No. 308 to maintain a learning and working environment that is free from sexual/religious/racial harassment and sexual/religious/racial violence. The School District prohibits any form of harassment and violence.
2. It shall be a violation of this policy for any student or employee of School District No. 308 to harass a student or an employee through conduct or communication of a sexual nature or regarding religion and race as defined by this policy.
3. It shall be a violation of this policy for any student or employee of School District No. 308 to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any student or employee of the school district.
4. The School District will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any student or employee who is found to have violated this policy.

C. RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE DEFINED

1. Sexual Harassment; Definition. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - a. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
 - b. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
 - c. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education or creating an intimidating, hostile or offensive employment or educational environment.
2. Sexual harassment may include but is not limited to:
 - a. Unwelcome verbal harassment or abuse;
 - b. Unwelcome pressure for sexual activity
 - c. Unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property;
 - d. Unwelcome sexual behavior or words, including demands for sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
 - e. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
 - f. Unwelcome behavior or words directed at an individual because of gender.

3. Racial Harassment; Definition. Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:
 - a. Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
 - b. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
 - c. otherwise adversely affects an individual's employment or academic opportunities.
 4. Religious Harassment; Definition. Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:
 - a. Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
 - b. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance;
 - c. Otherwise adversely affects an individual's employment or academic opportunities.
 5. Sexual Violence; Definition. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes Section 609.341, includes the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.
Sexual violence may include, but is not limited:
 - a. Touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
 - b. Coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
 - c. Coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - d. Threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.
 6. Racial Violence; Definition. Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.
 7. Religious Violence; Definition. Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.
 8. Assault; Definition. Assault is:
 - a. An act done with intent to cause fear in another of immediate bodily harm or death;
 - b. The intentional infliction of or attempt to inflict bodily harm upon another; or the threat to do bodily harm to another with present ability to carry out the threat.
- D. REPORTING PROCEDURES**
1. Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by a student or an employee of the School District, or any third person with knowledge or belief of conduct which may constitute harassment or violence should report the alleged acts immediately to an appropriate School District official as designated by this policy. The School District encourages the reporting party or complainant to use the report form available from the principal or available from the School District office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent.
 2. In the School Building. The principal is the person responsible for receiving oral or written reports of religious, racial or sexual harassment or violence at the building

level. Any adult school district personnel who receives a report of religious, racial or sexual harassment or violence shall inform the principal immediately.

3. Upon receipt of a report, the principal must notify the District Human Rights Officer immediately, without screening or investigating the report. The principal may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the Human Rights Officer. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action. If the complaint involves the principal, the complaint shall be filed directly with the District Human Rights Officer by the reporting party or complainant.
4. In the District. The School Board hereby designates the superintendent, Steven Rassier, as the School District Human Rights Officer to receive reports or complaints of religious, racial or sexual/ religious/racial harassment and sexual/ religious/racial violence from any individual, employee or victim of sexual/religious/racial harassment or sexual/religious/racial violence and also from the building principal as outlined above. If the complaint involves the Human Rights Officer, the complaint shall be filed directly with the School Board Chairperson.
5. The School District shall conspicuously post the name of the Human Rights Officer, including a mailing address and telephone number.
6. Submission of a good faith complaint or report of religious, racial or sexual harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments.
7. Use of formal reporting forms is not mandatory.
8. The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the School District's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

E. INVESTIGATION

1. By authority of the School District, the Human Rights Officer, upon receipt of a report or complaint alleging religious, racial or sexual harassment or violence, shall immediately undertake or authorize an investigation. The investigation may be conducted by School District officials or by a third party designated by the School District.
2. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
3. In determining whether alleged conduct constitutes a violation of this policy, the School District should consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
4. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged religious, racial or sexual harassment or violence.

5. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

F. SCHOOL DISTRICT ACTION

1. Upon receipt of a report, the School District will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.
2. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complaint by the School District in accordance with state and federal law regarding data or records privacy.

G. REPRISAL

The School District will discipline any individual who retaliates against any person who makes a good faith report of alleged religious, racial or sexual harassment or violence or any person who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

H. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES.

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law.

I. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. 626.556 may be applicable.
- B. Nothing in this policy will prohibit the School District from taking immediate action to protect victims of alleged harassment, violence or abuse.

Forms are available in the principal's office.

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