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## **Enclosures**

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## ***7<sup>TH</sup> AND 8<sup>TH</sup> GRADE FALL SPORTS PARTICIPANTS***

7<sup>th</sup> and 8<sup>th</sup> grade football and volleyball practice begins on the first day of school. Students planning on participating in these sports should be prepared to attend this practice. All players must have a sports physical on file at the school office.

### ***AMERICANS WITH DISABILITIES ACT***

It is the policy of the Westbrook Walnut Grove School District to comply with the provisions of the Americans with Disabilities Act. The ADA prohibits discrimination against qualified individuals with disabilities on the basis of their disability. The ADA provides, in part, that qualified individuals with disabilities shall not be excluded from participating in or be denied the benefits of any program, service, or activity offered by this District.

The ADA requires that all programs, services and activities, when viewed in their entirety, are readily accessible to and usable by qualified individuals with disabilities. This District must communicate effectively with individuals that have speech, visual, and hearing impairments participating in, or benefiting from, this District's programs, services, or activities to afford equal opportunity.

The District is in the process of doing a self-evaluation and a transition plan (which examines physical barriers) of its current services, policies, and practices for non-discrimination on the basis of disability. All interested persons, including individuals with disabilities or organizations representing individuals with disabilities, are invited to participate in this self-evaluation process by submitting comments. Please contact your local school official or District Superintendent for more information.

Also, should you wish to review the ADA or its interpretive regulation, ask questions about your rights and remedies under the ADA, request a reasonable modification to this District's policies, practices or procedure, participate in the self-evaluation process, or file a written grievance with the District alleging noncompliance with the process, or file a written grievance with the District alleging noncompliance with the ADA, please contact the District's Designated Coordinator of the ADA listed below.

Mr. Loy Woelber, Superintendent  
Westbrook-Walnut Grove Public School Dist. No. 3898  
344 8<sup>th</sup> Street  
PO Box 128  
Westbrook MN 56183

Telephone: (507) 274-5450 or (507) 859-2141

### ***ASBESTOS NOTIFICATION***

As a result of recent federal legislation (Asbestos Hazard Emergency Response Act – AHERA), each primary and secondary school in the nation is required to complete a stringent inspection for asbestos and to develop a plan of management for all asbestos-containing building materials. The Westbrook-Walnut Grove School District #2898 has a goal to be in full compliance with this law and is following the spirit, as well as, the letter of the law. As a matter of policy, the District shall continue to maintain a safe and healthful environment for our community's youth and employees.

In keeping with this legislation, all buildings (including portables and support buildings) owned or leased by the Westbrook-Walnut Grove Schools were inspected by EPA accredited inspectors, and samples were

analyzed by an independent laboratory. Based on the inspection, the School prepared and the state approved, a comprehensive management plan for handling the asbestos located within its buildings safely and responsibly.

Furthermore, the Westbrook-Walnut Grove School District #2898 has completed their 3-year Re-inspection required by AHERA. Our District buildings, where asbestos-containing materials were found, are under repair, removal and Operations and Maintenance.

This past year, the Westbrook-Walnut Grove School District #2898 conducted the following with respect to its asbestos containing building materials:

*\*Implemented our Operations and Maintenance Program*

Federal law requires a periodic walk-through (called “surveillance”) every six months of each area containing asbestos. In addition, the law requires all buildings to be re-inspected three years after a management plan is in effect. MacNeil Environment, Inc. will accomplish this under contract.

Short-term workers (outside contractors – i.e., telephone repair workers, electricians and exterminators) must be provided information regarding the location of asbestos in which they may come into contact. All short-term workers shall contact the lead maintenance person before commencing work to be given this information.

The Westbrook-Walnut Grove School District #2898 has a list of the location(s), type(s) of asbestos containing materials found in that school building and a description and time-table for their proper management. A copy of the Asbestos Management Plan is available for review in the school office. Copies are available at 25 cents per page. Questions related to the plan should be directed to MacNeil Environmental, Inc., Burnsville, Minnesota, at 1-800-232-5209 or by contacting the Westbrook-Walnut Grove School.

***BUILDING USE RATES***

Kitchen only	\$20.00
Kitchen and lunchroom	\$40.00
Lunchroom only	\$25.00
Classrooms	\$5.00
Gym	\$60.00
Auditorium	\$50.00
Sound system deposit	\$25.00
Custodial services per hour	\$11.00
Kitchen help per hour	\$9.00

***CLASSROOM SUPPLY LIST***

Please see enclosed list of elementary and middle school classroom supplies. High school students will generally need four pencils, two pens, four or five folders, two to four tablets, and other supplies as the classroom teacher requests.

## ***DIRECTORY AND YEARBOOK INFORMATION***

The following Public Notice shall be published in the legal section of the official newspaper and displayed on each schools' bulletin board by September 1 of each year:

NOTICE IS HEREBY GIVEN:

That Independent School District #2898, pursuant to the U.S. General Education Provisions Act and Minnesota Government Data Practices Act declares the following as "directory information" as provided in said Act, and that information relating to students may be made public if said information is in any of the following categories.

- Students name
- Date and place of birth
- Sex
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Grade levels completed
- Degrees and awards received
- The most recent previous educational agency or institution attended by the student
- And other similar information

Directory information does not include identifying data which reference religion, race, color, social position, or nationality.

Any parent of any student in the District may notify the District of their desires that some or none of the above information is to be released without their consent by contacting the building principal in which said student attends and completing form 505.1.4.3.2P. This notification must be given to the District within thirty (30) days of this publication notice. A copy of form 505.1.4.3.2P is available at the District Office upon request.

## ***INDOOR AIR QUALITY NOTICE***

Westbrook-Walnut Grove School District #2898 is proud to be taking a leadership role in providing a safe, comfortable and productive environment for our students and staff so that we achieve our core mission – educating students. Our school will follow the EPA guidance to improve our indoor air quality by preventing as many IAQ problems as possible, and by quickly responding to any IAQ problems that may arise. Good air quality requires an ongoing commitment by everyone in our school, because each of us daily makes decisions and performs activities that affect the quality of the air we breathe.

School staff, students and parents can obtain checklists or self-help information so they can properly evaluate their child's home or other out of school situation by contacting the school. Staff and parents can also obtain information about school facility construction, maintenance and housekeeping practices, chemicals used, mold and HVAC related information, chemical producing academic subjects, and pesticide and herbicide applications to determine the extent to which school activities contribute to a child's symptoms by contacting the school.

The Westbrook-Walnut Grove Public School's Indoor Air Quality contact person is Mr. Loy Woelber, Superintendent of Schools. If there are any questions regarding the school's IAQ Program, please feel free to call the school at (507) 274-5450.

## ***INTERNET USAGE POLICY***

The Internet is a global network made up of many smaller contributing networks to support the open exchange of information among many different kinds of institutions. You will be able to connect to businesses, major universities, national libraries, other school, and other students around the world. This system gives immediate access to information. It's like being able to open every book in any library from your computer. You can look at (and print out) articles, documents and pictures that you can use in your classes. You can even get current facts about new, weather and sports.

Just as you learn social codes and behaviors that are acceptable at WWG Schools, you need to learn the correct procedures and rules for using the Internet. If you fail to comply with the Acceptable Use you will lose your Internet access privileges.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. WWG Schools will make every attempt, through supervision, and through the use of filtering software, to restrict access to controversial materials. However, on a global network it is impossible to control all materials; an industrious user may discover controversial information. WE firmly believe that the educational value of information and the interaction available on the worldwide network outweigh the risks that users may procure material that is not consistent with the educational goals of the school district. One of our goals is to support students in responsible use of this vast reservoir of information.

You are expected to use the network to pursue intellectual activities, seek resources, access libraries, and establish academic contacts. When you are using the computer network and communicating with others in remote or even close locations, keep the following in mind:

1. You cannot see them;
2. You cannot tell how old they are or even what sex they are;
3. They can tell you anything, and cannot always be sure what they are telling you is true; and
4. Absolute privacy cannot be guaranteed in a network environment. You need to think carefully about what you say and how you say it.

For your own safety and for the safety of others, remember to exercise caution when you are communicating with people in the outside world. Do not give out your home phone number or your address to anyone. They do not need to have that information. If you feel there is a problem or if you feel uncomfortable with the information someone is giving you, tell your teacher or computer lab administrator immediately.

### **UNACCEPTABLE USE**

WWG School declares the following Inter/Network activities unethical and unacceptable behavior and just cause for taking disciplinary action, revoking Internet access privileges, and/or initiating legal action:

- Using the Network for illegal, inappropriate, or obscene purposes, or in support of such activities. Illegal activities shall be defined as a violation of local, state, and/or federal laws. Inappropriate use shall be defined as a violation of the intended use of the network, which is the pursuit of intellectual advancement. Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly-owned and operated equipment; downloading sexually oriented materials or "hate" materials is strictly prohibited;
- Intentionally disrupting network traffic and connected system;
- Using the WWG Schools computing resources for personal commercial activities or financial fraud;
- Stealing data, equipment, or intellectual property;

- Gaining unauthorized access to others' files, or vandalizing the data of another user;
- Forging electronic mail messages, or using an account owned by another user-sharing passwords is prohibited;
- Wastefully using finite resources;
- Posing anonymous messages.

## CONSEQUENCES

Consequences of violations include but are not limited to:

- Suspension of Internet access;
- Revocation of Internet access;
- Suspension of computer access;
- Revocation of computer access;
- School suspension;
- School expulsion;
- Legal action and prosecution by the authorities.

WWG School makes no warranties with respect to the Internet access; it specifically assumes no responsibilities for:

- The content of any advice or information received by a student from a source outside the District, or any costs or charges incurred as a result of seeing or accepting such advice;
- Any costs, liability or damages caused by the way the student chooses to use his/her Internet access.

While WWG Schools supports the idea of privacy of electronic information gathering, the District recognizes the need for a high degree of supervision and reserves the right to inspect student files without notice.

Please return **FORM A, PAGE 23** if you don't want your child to access the internet at the school; or you don't want images of your child to appear on the school's website. (Note that the school NEVER associates names of students with images of students on the website.)

## ***KIDS CLUB***

Kids Club, available at the Walnut Grove campus, is open 7:00 A.M. until 8:00 A.M. and at 3:30 P.M. until 5:30 P.M. The morning group can eat breakfast at school. The afternoon group has a healthy snack

Kids Club is a safe place for children between the ages of 5 years and 12 years old. They do crafts, play games and have fun. The cost of this service is \$2.00 an hour. Contact Kathy Filter, Joann Bertschi, or Kellie Parker at (507) 859-2141 to sign up.

## ***NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)***

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

*\*Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

*\*Receive notice and an opportunity to opt a student out of –*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis
3. Activities involving collections, disclosure, or use of personal information obtained from student for marketing or to sell or otherwise distribute the information to others.

*\*Inspect*, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

Westbrook-Walnut Grove School District #2898 has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Westbrook-Walnut Grove School District #2898 will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Westbrook-Walnut Grove School District #2899 will also directly notify parents and eligible students such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents/eligible students who believe their rights have been violated may file a complaint with*

***Family Policy Compliance Office***

***U.S. Department of Education***

***400 Maryland Avenue S.W.***

***Washington, DC 20202-4605***

## ***NOTIFICATION OF RIGHTS UNDER (FERPA) FOR ELEMENTARY AND SECONDARY SCHOOLS***

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff members (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(Optional) Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

(NOTE: In addition, a school may want to include its directory information public notice, as required by 99.37 of the regulations, with its annual notification of rights under FERPA.)

## ***PESTICIDE NOTICE FOR PARENTS AND GUARDIANS***

A Minnesota state law went into effect in the year 2000 that requires schools to inform parents and guardians if they apply certain pesticides on school property.

Specifically, this law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications and to make the schedule available to parents and guardians for review or copying at each school office.

State law also requires that you be told that the long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood.

If you would like to be notified prior to pesticide applications made on days other than those specified in the estimated schedule, please complete **FORM B, PAGE 23** of this booklet, and send it to: Mr. Loy Woelber, Superintendent of Schools at Westbrook-Walnut Grove Public School, PO Box 128, Westbrook, MN 56183. If you have any questions regarding this notice, please contact Superintendent Loy Woelber at 507-274-5450 or (507) 859-2141.

## ***SCHOOL FEES***

### LUNCH

Elementary lunch per meal – grades K-4	\$1.35
Middle and High School lunch per meal – grades 5-12	\$1.60
Adults/School Employees per meal	\$2.35
Milk – <u>  </u> pint of milk is served with each meal, additional milk	\$.25

### ACTIVITY TICKETS – good for all regular season home events

Elementary, Middle, and High School students	\$25.00
Adults	\$40.00
Family	\$100.00

### GATE ADMISSIONS

Adults	\$5.00
Students (K-12)	\$3.00

### OTHER FEES

School owned horn rental	\$35.00
Athletic fee – per sport, grades 9-12	\$25.00
Athletic fee – maximum per family	\$75.00
Fine Arts fee – grades 9-12	\$5.00
Fine Arts fee – maximum per family	\$15.00

## **SCHOOL LUNCH PROGRAM**

### STUDENT MEAL PRICES

The Westbrook-Walnut Grove Board of Education has established the policy that lunch tickets **MUST** be paid in advance. Those who are eligible for free or reduced price meals are encouraged to make application (meal prices effective at the time application is accepted). An application form is included in this packet or they may be obtained at the business offices in both Westbrook and Walnut Grove.

Starting with the 2003-04 school year, students owing more than \$32.00 (negative balance) will be served peanut butter and jelly sandwiches and a carton of milk for dinner. Students will also be served water at

milk break. K-4 breakfast would not be affected, but 5-12 breakfast would not be served. The negative balance is an accumulation of lunches, milk bread and breakfasts.

Lunch costs are as follows:

- K-4 meals are \$1.35 per day, \$27.00 per month
- 5-12 meals are \$1.60 per day, \$32.00 per month
- Reduced price meals are \$.40 per day, \$8.00 per month
- Both Westbrook and Walnut Grove K-4 breakfast is free
- 5-12 breakfasts are \$.75 per day, \$15.00 per month
- 5-12 breakfast reduced-priced breakfasts are served at no charge

One half pint of milk is included with the lunch. Any milk in addition to the one half pint served with the meal will cost \$.25 per half pint, also payable in advance.

We are anticipating that we will receive a full reimbursement from the State for Kindergarten milk. Therefore there will be no charge for Kindergarten extra milk break. Kids in grades 1-4 have a daily milk break. Daily cost is \$.25 per carton, \$5.00 per month, or \$20.00 per semester, all to be adjusted at the end of the year.

#### FREE REDUCED-PRICE SCHOOL MEALS – QUESTIONS AND ANSWERS

**1. Do I have to fill out the Application for Educational Benefits?**

No. You do not have to fill out this application unless you want to apply for free or reduced-price meals for your children (or to assist the school to qualify for additional education funds and discounts).

**2. Who can get free or reduced-price meals?**

Children can get free or reduced-price school meals if the total household income is within the limits shown in the letter that is with the Application for Educational Benefits. Children in households receiving MFIP, Food Stamp, and FDPIR benefits and foster children can get free meals regardless of income.

**3. Will my children be treated differently if they receive free or reduced-price meals?**

No. Your children will not be identified or treated differently from children who pay full price for meals.

**4. How is the privacy of my information protected?**

The information you provide on the Application of Education Benefits is private data. Also, the information that a child has been approved for free or reduced-price meals is private data. Your information will be used only as specifically allowed in law – please read the back page of the Application for Educational Benefits for details. Your information will not be used for any other purposes unless you provide written consent.

**5. Who should I include as members of my household?**

To apply for free or reduced-price meals based on your household income, you must include all adults and children in your household, related or not (such as grandparents, other relatives, and friends). To apply for children who receive MFIP, Food Stamps. Or FDPIR benefits, or for foster children, you do not have to provide information about other household members.

**6. May I apply if someone in my household is not a U.S. Citizen?**

Yes. You do not have to be a U.S. Citizen to get free or reduced-price school meals.

**7. Do I report my income before deductions (gross income)?**

Yes. The only time that you should not report gross income is for farm or other self-employment income, which should be reported as a net income after business expenses. However, a business loss must be treated as a zero income – a business loss cannot be subtracted from other income.

**8. What if my income last month was more less than normal?**

List the amount that you normally get.

**9. Will the information be chided?**

Yes, we may ask you to send written proof of the information you give or we may check the information you give – please read the back page of the Application for Educational Benefits for details.

Information you provide on the application may be compared against data from state agencies such as the MN Departments of Human Services, Economic Security, and Revenue.

**MEAL PROGRAM INCOME GUIDELINES**

- Receive nutritious school meals free or at a reduced price
- Help our school to receive education funds and discounts

To apply for free or reduced-price school meals and/or help our school qualify for additional education funds and discounts, complete the enclosed **Application for Educational Benefits** and return to:

Westbrook Walnut Grove ISD #2898  
PO Box 128, 344 8<sup>th</sup> St., Westbrook MN 56183

Children need nutritious meals to learn. Westbrook Walnut Grove School serves nutritious meals every school day.

- Lunch costs \$1.35, gr. K-4 and \$1.60, gr. 5-12, and breakfast is free, gr. K-4 and \$.75, gr. 5-12.
- Children may qualify for free meals or reduced-price meals. Reduced price for lunch is \$.40. “Reduced-price” breakfasts are served at no charge.

All meals served meet nutritional standards established by the U.S. Department of Agriculture. If a child has been determined by a physician to have a disability and the disability prevents the child from eating the regular meal, we will make modifications or substitutions prescribed by the physician at no additional charge.

**Your Application for Educational Benefits can be approved if any of these apply to your household:**

1. You have one or more children who receive MFIP, Food Stamp, or FDPIR benefits.

Complete Sections 1, 2, and 4 of the Application for Educational Benefits. If you also need to apply for children in your household who do not receive MFIP, Food Stamp, or FDPIR benefits, then also complete Section 3. The adult signing the application is not required to provide a Social Security number unless Section 3 is completed.

**or**

2. You have a foster child.

Complete Sections 1, 2, and 4 of the Application for Educational Benefits. In Section 2, indicate the amount of foster care funds received specifically for the child’s personal use, or indicate “none” if no funds are specified for personal use. The adult signing the application is not required to provide a Social Security number. Complete a separate application for each foster child.

**or**

3. Your total household income is within these guidelines.

Complete all four sections of the Application for Educational Benefits. Include all adults and children in the household, whether related or unrelated. Include household members temporarily away from home, such as a college student. Include gross incomes (before any deductions). Except – for farm and self-employment income only; use net income after business expenses. A loss from farm or other self-employment may not be subtracted from other household incomes; the loss must be treated as a zero income from self-employment.

Household Size	Yearly \$	Monthly \$	Weekly \$
1	16,613	1,385	320
2	22,422	1,869	432
3	28,231	2,353	543
4	34,040	2,837	655
5	39,849	3,321	767
6	45,658	3,805	879
7	51,467	4,289	990
8	57,276	4,773	1,102
Add for each additional family member	5,809	485	112

### **Complete Application**

An Application for Educational Benefits cannot be approved if any required information is missing.

An Application for Educational Benefits with MFIP, Food Stamp, or FDPIR number must include the name and case number of each child and the signature of a household member. An Application for Educational Benefits for a foster child must include the foster child’s name, the amount of foster care funds designated for personal use, and the signature of the foster parent. An Application for Educational Benefits based on household income must include the names and incomes of all household members, and the signature and social security number of an adult household member.

### **Verification**

If you submit an application and it is approved, the application may be verified by the school and/or the MN Department of Education at any time during the school year. School officials may require documentation that your children are eligible for free or reduced-price meals. Your child’s eligibility status for free or reduced-price meals may be verified with any data available for this purpose, including data from MN Departments of Economic Security, Revenue, and Human Services.

### **Fair Hearing**

If you do not agree with our decision on your application, you will be given an opportunity to discuss the decision with us and to request a fair hearing.

### **Reporting Changes**

If your child receives free or reduced-priced meals based on your household income, you must notify the school if your household size decreases or your household income increases by more than \$50 per month or \$600 per year. If your child receives free meals because they have been approved for MFIP or Food Stamp or FDPIR benefits, you must notify the school as soon as you are no longer receiving the benefits.

### **Data Privacy**

Information you provide about your household income or receipt of public assistance on the Application for Educational Benefits is private data. Your child’s eligibility for “free”, “reduced-price”, or “paid” school meals is also private data. Please read the “Privacy of the Information That You Provide on This Form” and “Privacy of Your Child’s Eligibility Status” sections on the back page of the Application for Education Benefits.

### **Reapplication**

Reapply at any time during the school year if you do not qualify for free or reduced-price meals at this time but you think you may have become qualified. This could be based on an increase to the size of your household, a decrease in household income, unemployment, a newly placed foster child, or approval for MFIP, Food Stamp, or FDPIR benefits.

### **Nondiscrimination**

IN the operation of USDA Child Nutrition programs, no child will be discriminated against because of race, color, national origin, age, sex, or disability. If you believe you have been discriminated against, write immediately to USDA, Director, Office of Civil Rights, Room 326-W Whitten Building, 1400 Independence Av. SW, Washington, D.C.

## **Help with Application**

If you have any questions or need help in filling out the application form, please contact: Russell Widman at (507) 274-5450

We will notify you when your application is approved or denied.

## ***STUDENT INSURANCE***

Please see enclosed information and insurance application forms.

## ***STUDENT TRANSPORTATION SAFETY POLICY***

### **I. PURPOSE**

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

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

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

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

#### **B. Student Training.**

1. The school district shall provide students enrolled grades kindergarten through 10 with age appropriate school bus safety training. The training shall be results-oriented and shall consist of both classroom instruction and practical training using a school bus. Upon completing the training, a student shall be able to demonstrate knowledge and understanding of at least the following competencies and concepts:
  - a. Transportation by school bus is a privilege not a right;
  - b. District policies for student conduct and school bus safety;
  - c. Appropriate conduct while on the bus;
  - d. The danger zones surrounding school bus;
  - e. Procedures for safely boarding and leaving a school bus;
  - f. Procedures for safe vehicle lane crossing; and
  - g. School bus evacuation and other emergency
2. Student school bus safety training shall commence during school bus safety week. All student grades K-3 who are transported by school bus and are enrolled during the first or second week of school must demonstrate achievement of the school bus safety training competencies by the end of the third week of school. Students grades 4-10 must demonstrate achievement of these competencies by the end of the sixth week of school. Students who enroll in a school after the second week of school and are transported by school bus shall undergo school bus safety training and demonstrate achievement of the school bus safety competencies within four weeks of the first day of attendance. The school district may deny transportation to a student who fails to demonstrate the competencies, unless the student is unable to achieve the competencies due to a disability. Further, the school district may deny

transportation to a student who attends a nonpublic school that fails to provide appropriate student training.

3. The school district will make reasonable accommodations in training for student known to speak English as a second language and students with disabilities.
4. The district will, to the extent possible, provide kindergarten students with school bus safety training before the first day of school.
5. The school district will also provide student safety education for bicycling and pedestrian safety.
6. The school district's curriculum for transportation is maintained and available for review in the office of the superintendent
7. Nonpublic school students transported by the school district will receive school bus safety training in their nonpublic school. The nonpublic school must certify to the school district's school transportation safety director that all students have received the appropriate training.

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

- A. Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding the bus or at the bus stop.
  - B. Consequences for school bus/bus stop misconduct will be imposed by the building principal or the principal's designee. In addition, all school bus/bus stop misconduct will be reported to the district's Transportation Safety Director. Serious misconduct will be reported to the Department of Public Safety and may be reported to local law enforcement.
1. School Bus and Bus Stop Rules. The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.
  2. Rules at the Bus Stop
    - a. Get to your bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
    - b. Respect the property of others while waiting at your bus stop.
    - c. Keep your arms, legs and belongings to yourself.
    - d. Use appropriate language.
    - e. Stay away from the street, road or highway when waiting for the bus. Wait until the bus stops before approaching the bus.
    - f. After getting off the bus, move away from the bus.
    - g. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing street.

- h. No fighting, harassment, intimidation or horseplay.
- i. No use of alcohol, tobacco or drugs.

3. Rules on the Bus.

- a. Immediately follow the directions of the driver.
- b. Sit in your seat facing forward.
- c. Talk quietly and use appropriate language.
- d. Keep all parts of your body inside the bus
- e. Keep your arms, legs and belongings to yourself.
- f. No fighting, harassment, intimidation or horseplay.
- g. Do not throw any object.
- h. No eating, drinking or use of tobacco or drugs.
- i. Do not bring any weapon or dangerous objects on the school bus.
- j. Do not damage the school bus.

4. Consequences.

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

(1) Elementary (K-6)

- 1<sup>st</sup> offense – warning
- 2<sup>nd</sup> offense – 3 school day suspension from riding the bus
- 3<sup>rd</sup> offense – 5 school day suspension from riding the bus
- 4<sup>th</sup> offense – 10 school day suspension from riding the bus/meeting with parent

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

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

(2) Secondary (7-12)

- 1<sup>st</sup> offense – warning
- 2<sup>nd</sup> offense – 5 day suspension from riding the bus
- 3<sup>rd</sup> offense – 10 day suspension from riding the bus
- 4<sup>th</sup> offense – 20 day suspension from riding the bus/meeting with parent
- 5<sup>th</sup> offense – suspended from riding the bus for the remainder of the school year

(3) Other Discipline.

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

- (4) Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of serious misconduct will be provided to the Department of Public Safety. Record may also be maintained in the transportation office.

(5) Vandalism/Bus Damage.

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

(6) Notice.

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

(7) Criminal Conduct.

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

#### **IV. PARENT AND GUARDIAN INVOLVEMENT**

A. Parent/Guardian Responsibilities for Transportation Safety:

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

B. Parent and Guardian Notification:

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

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

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

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

1. Safety. The primary concern of each driver is safety. Drivers will exercise extreme caution during the loading and unloading process as well as when driving.
2. Defensive Driving. All drivers are to drive defensively at all times. A definition of defensive driving is: driving in a manner to avoid accident involvement despite adverse conditions created by roads, weather, traffic, or error of other drivers or pedestrians.
3. Driving Adjustments. Winter and wet weather driving may require adjusting speed and normal driving practices to compensate for road conditions.
4. Emergency Doors. Emergency doors must be free and operable. Under no circumstances may the doors be obstructed to prevent easy access.
5. Service Door. The service door of the bus must be closed at all times while the bus is in motion.
6. Overloads. The registration card in all vehicles designates the maximum number of passengers allowed to be carried. This limit cannot be exceeded. A driver should call the designated individual for instructions should a vehicle become overloaded.
7. Railroad Crossings. All vehicles used to transport must stop at railroad crossings, using required procedures, whether they are loaded or empty. School buses shall not activate the eight-way lights; 4 way hazard lights are to be used before stopping and when crossing e tracks.
8. Speeding and Other Moving Violations. No bus will travel faster than road, traffic and weather conditions safely permit, regardless of the posted speed limit. Any driver convicted of a moving violation with a school bus will face disciplinary action. Other reports or warnings regarding speeding will result in suspension and/or termination.
9. Smoking Prohibited. Smoking by either the driver or the passengers is prohibited on any school bus, Type III vehicle, or on school property.

### **B. Conducting thorough pre-trip inspections of the vehicle and special equipment.**

1. Bus Inspection. Drivers are required to make a pre-trip inspection of the bus before each trip. Failure to do so is a violation of State law. Defects are to be reported in writing. Drivers are required to check their buses for students, vandalism and articles left on the bus after each route segment.
2. Safety Equipment. All drivers are responsible for insuring that the necessary safety equipment is aboard the bus, including fire extinguisher, first aid kit, bodily fluids clean-up kit, flashlight, reflectorized emergency warning device, and any additional items required by the district. Drivers of vehicles for disabled students will ensure all student health information cards are on board the bus.

3. Bus Cleaning. Drivers are required to keep the interior of their buses swept and free of trash at all times.
4. Fueling. The driver is responsible for ensuring that his or her assigned vehicle is adequately fueled before leaving the yard. Smoking is prohibited in the fueling area. The engine shall be turned off while fueling. Drivers should never fuel with passengers aboard.
  - C. Ensuring the safety, welfare and orderly conduct of passengers while on the bus.
  - D. Meeting emergency situations in accordance with operating procedures.
  - E. Communicating effectively with school staff, students, parents, law enforcement officials and the motoring public.
1. Relations with Students. Bus drivers will treat students with respect and will refrain from any conduct which is intended or could be perceived as demeaning, intimidating or harassing.
2. Relations with School Officials. School officials can and will be of considerable assistance to drivers. They are trained in the education of students and it is in their best interest that control and discipline be maintained on the bus. Therefore, it is very important drivers have good relationships with the school officials and give them full cooperation.
3. Relations with the Public. It is important to remember that to the general public, the driver represents the school. Buses are one of the most visible vehicles on the road. Drivers must deal with students, parents, and other motorists in a polite, professional and considerate manner.
4. Student Discipline. Although drivers are responsible for maintaining order on the bus, drivers must always remember that the types of actions they may use are limited. Drivers must never, under any circumstances, use corporal punishment. Drivers have no authority to deny a child the privilege of riding the bus, or drop the student at other than the designated stop. Any denial of bus-riding privileges may come only from the school authorities.
5. Route Changes. No driver is to make changes in the pick-up or drop-off schedule for his or her route without prior authorization. No stops are to be added, deleted or moved without approval. No driver may deviate from the established route without prior permission except as required by an emergency or temporary road conditions.
6. Route Problems. Any problems, of whatever kind, encountered by a driver on the routes or trips should be brought to the attention of the designated individual as soon as possible.
7. Unauthorized Passengers. Only authorized passengers may be transported in a bus. Any other passenger must be specifically approved.
8. Notices. It is the responsibility of the driver to check for notices each day and to check with his or her supervisor regularly.
  - F. Completing required reports.

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

- G. Completing required training programs successfully.
- H. Providing maximum safety for passengers during loading and unloading.

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

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

## **VI. OPERATING RULES AND PROCEDURES**

### **A. General Operating Rules**

1. All routes shall be on file with the school district's school transportation safety director.
2. Only students assigned to the school bus by the district shall be transported. The number of students or other authorized passengers transported in or assigned to a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.
3. Drivers are to enforce the provisions of the school of the school bus and bus stop rules as appropriate. Students may be released from the bus at only two points, the designated bus stop or at school, except in case of an emergency or as otherwise authorized.
4. The parent/guardian may designate by a signed, written request a day care facility, respite care facility, the residence of a relative or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet other eligibility requirements.
5. Students who misbehave severely may be returned to the school immediately and reported to the building principal or other designated individual.
6. Safety evacuation drills for the student-passengers, shall be conducted at least twice a year.
7. There shall be no students in the bus while the fuel tank is being filled. On leaving the vehicle when students are in the bus, the driver shall stop the bus, remove the ignition key, set the brakes and otherwise render the bus immobile.
8. Buses shall not be run backwards on the school ground or any other point if it can be avoided. If it is necessary to run a bus backwards on school grounds, the driver shall have another responsible person act as a guard flagman in back of the bus to keep other persons out of the path and to issue warnings to the driver of approaching traffic.
9. When arriving or leaving the school grounds, the driver must not follow closer than 50 feet from the vehicle directly in front of the bus or closer than 500 feet when traveling on the highway
10. No school bus shall pull any trailer when students are being transported on regular routes to or from school.

11. In case of an accident or breakdown of the bus, the driver shall contact the dispatcher using the two-way radio. If no radio contact is available, the driver shall not leave the bus but shall send two responsible students to the nearest house to summon help.
12. The district may adopt such additional operating rules as are deemed necessary to meet local conditions and needs, provided they do not conflict with State laws and regulations.

B. Use of Signals, Loading or Unloading

1. The driver shall activate the flashing 8-light system of the bus at least 300 feet before stopping to load or unload students when outside an incorporated municipality, and 100 feet when operating within an incorporated municipality, and shall not extinguish such lights until loading or unloading is completed and persons who must cross the roadway or highway are safely across.
2. Bring the vehicle to a complete stop in the right hand lane of the roadway parallel to the center line.
3. Prior to discharging students, open door, activate red flashing lights and extend the stop arm. Discharge students only after all traffic (front and rear) has come to a completed stop.
4. Keep door open and 8-light system operating until all students have been loaded or unloaded safely.
5. The driver should avoid loading or unloading students where the view is obstructed to other motorists for 200 feet in either direction.
6. The driver will not permit students to stand or get on or off the bus while it is in motion.
7. The driver will bring the bus to a full stop and disengage gears by shifting gear shift lever into neutral position or selector into neutral or park position before loading or unloading students.
8. Buses shall load and unload students only at designated locations.

C. Crossing Highways and Streets

1. The driver shall be responsible for safely delivering the students who must cross the highway or street by one of the following methods:
  - a. Students shall pass approximately 10 feet in front of the school bus so as to be seen by the driver and cross the road only upon receiving a hand signal from the driver, or
  - b. The student shall pass approximately 10 feet in front of the bus so as to be seen by the driver and be conducted across the road by the school bus patrol, or
  - c. The driver shall personally conduct the students across the road after following required procedures for disabling the bus.
  - d. The driver shall visually ascertain that students getting off the bus who do not need to cross the road are a safe distance from the bus before moving the vehicle.

D. Type III Vehicles

1. Any vehicle designed to carry more than 10 passengers must meet all legal requirements for a school bus. Any Type III Vehicle used to transport students must carry all emergency equipment including: fire extinguisher, first aid kit, bodily fluids clean-up kit, flashlight, reflectorized emergency warning device, and any additional items required by the school district. If school

district-owned, the school district name will be clearly marked on the side of the vehicle. All school-owned Type III vehicles will be properly licensed, insured, and inspected.

2. Students will not be regularly transported in private vehicles. Emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a Type III vehicle. The school district has no system of inspection for private vehicles.
3. All drivers of Type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a Type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.

## **VII. SCHOOL BUS DRIVER TRAINING**

### **A. Training.**

All new bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction before transporting students and shall meet the competencies specified by the Department of Public Safety. All school bus drivers shall receive in-service training annually. The following driver training standards represent the minimum areas of training which each driver must receive prior to entering service to the school district. The school district shall forward to the Commissioner of Public Safety the certification of in-service training, including the number of hours and certification of competency for each driver.

#### **1. Pre Trip Inspection.**

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

- a. The engine compartment – belts, valves, fluid leaks
- b. Engine start, warning lights, gauges horn
- c. Fuel level
- d. Brakes – pedal reserve and air/vacuum gauges
- e. Interior – seats, floor, lights
- f. Electrical charging system
- g. Emergency door
  - (1) smooth latch operation
  - (2) alarm buzzer
- h. Entrance door operation
- i. Lift door operation and alarm
- j. Lift equipment for wheelchair
- k. Wheels, service brakes, emergency brake
- l. Exterior Lights – headlights, brake lights, marker lights, turn signals
- m. Exhaust system
- n. Windows, windshield, and inspection sticker
- o. Light system and stop arm
- p. Emergency equipment – first aid kit, bodily fluids clean-up kit, flashlight, reflectors, two way radio

#### **2. Fundamentals and Techniques of School Bus Driving**

The driver training program must include:

- a. Relevant laws
- b. Rules of the road and school district safety policies

- c. Defensive driving
- d. Driving in inclement weather conditions
  - (1) reduced visibility – rain, snow, fog
  - (2) wet roads
  - (3) icy roads
- e. Dealing with pedestrians and students in traffic
- f. Operation of the manual or automatic transmission
- g. The use of the drive train for stopping the school bus
- h. Situations where the hand braked will and will not stop a moving bus
- i. Steering and turning techniques
- j. Right and left turn maneuvers
- k. Gauging the speed of other vehicles on cross streets
- l. Use of mirrors Merging into traffic
- m. Visual perceptions
- n. Safe following distance
- o. Safe passing procedures
- p. Safe backing procedure
- q. Use of the eight-light system and school district policy regarding its use
- r. Loading and unloading procedures
- s. Knowledge of the danger zone concept
- t. Policies and Procedures for grad level railroad crossings
- u. Emergency use of the public address system
- v. Response to an approaching emergency vehicle while unloading
- w. Leaving the bus unattended at school sites

### 3. Special Education Transportation

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

- a. What to do in a medical emergency
- b. Handling of wheelchairs
- c. Operation of lift equipment
- d. Proper use of wheelchair securement devices
- e. School district policies on the use of seat belts on designated students
- f. Handicapping conditions
- g. Responsibilities of the bus driver and the bus aide
- h. School district policy in situations where a responsible person is not available to receive a student

### 4. Emergency Procedures

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

- a. Identifying the degree of an emergency before beginning an evacuation
- b. Identifying a safe evacuation unloading area
- c. Preplanning emergency evacuations for both conventional and lift busses
  - (1) front, rear, and both door evacuation
  - (2) evacuation of special education students
  - (3) evacuation of physically disabled students and students using wheelchairs
  - (4) placement of student in a safe location
- d. Cooperation in emergency evacuation drills
- e. Mechanical breakdowns
  - (1) stop bus in safe location

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

#### 5. Private or Confidential Student Information

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

#### 6. Student Discipline

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

#### 7. Human Relations.

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

#### 8. Chemical Abuse

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

#### B. Evaluation.

1. Safely operate the type of school bus the driver will be driving

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

## VIII. EMERGENCY PROCEDURES

### A. Fire.

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

### B. Injuries/Medical Emergencies.

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

### C. Tornado.

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

If drivers are on the road when they hear a tornado warning or spot a funnel, and there is no time to evacuate the students after stopping the bus, drivers should have the students assume the protective position, remaining in their seats, with their heads below window level.

### D. Evacuation.

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

### E. Accident.

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

Upon providing emergency care and notifying the district, the driver shall:

1. In cooperation with police officer and/or ambulance service, assist with the care of students.
2. See that all injured students receive proper care.
3. Determine facts pertaining to accident.

- |    |                                                                                                               |
|----|---------------------------------------------------------------------------------------------------------------|
| 4. | Call transportation/district staff to give list of names and circumstances so they can begin calling parents. |
| 5. | Discuss the accident only with police and school district officials.                                          |
| 6. | Record all student' name.                                                                                     |
| 7. | Not leave the scene of an accident until released by the driver's supervisor.                                 |

Before leaving for the day, the driver shall fill out an accident report. All bus accidents resulting in death, personal injury, or apparent property damage of more than \$4,400 will be reported to the Department of Public Safety. A school bus involved in such an accident may not transport pupils until it has been inspected by or has received a waiver from the State Patrol.

F. Cold Weather Stop.

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

G. Dangerous Weapons.

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

H. Lights.

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

I. Getting Assistance.

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

**IX. VEHICLE MAINTENANCE STANDARDS**

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

**X. EXPENDITURES FOR SCHOOL BUS SAFETY ACTIVITIES**

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

The school district's expenditures for transportation safety are incorporated by reference into this policy.

#### **XI. SCHOOL TRANSPORTATION SAFETY DIRECTOR**

The school board has designated an individual to serve as the school district's school transportation safety director. The school transportation safety director shall have day-to-day responsibility for pupil transportation safety, including transportation of nonpublic school children when provided by the district. The school transportation safety director will assure that this policy is annually reviewed and that amendments are forwarded to the School Bus Safety Advisory Committee within one month of school board approval. The name, address and telephone number of the school transportation safety director are on file with the superintendent. Any questions regarding student transportation or this policy should be addressed to the school transportation safety director.

*Legal References:* Minn. Stat. 123.7991 (School Bus Safety Training)

### ***SCHOOL WEB SITE***

You can visit us on the web at [www.wwgschools.org](http://www.wwgschools.org) for daily announcements, calendar events, classroom assignments, student progress, and other information.

# FORM A – Internet Usage Policy

## Return this form only if:

You **don't** want your child to access the Internet at the school; **or**  
You **don't** want images of your child to appear on the school's website. (Note that the school NEVER associates names of students with images of students on the website.)

\_\_\_\_\_ Do not allow my child to access the Internet at school.

\_\_\_\_\_  
Student Name (printed)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_ Do not publish my child's image on the school's webpages.

\_\_\_\_\_  
Student Name (printed)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

# FORM B – Request for Pesticide Notification

I understand that the school will make available an estimated schedule of pesticide applications for review and copying at the school office. Should pesticide applications be scheduled on a day different from the day(s) specified in the original schedule, I would like to be notified. I understand that the school may ask me for reimbursement for the costs of notification.

I would prefer to be notified by (circle):    US Mail                    E-Mail

Please print neatly:

Name of Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

\_\_\_\_\_

E-Mail:

\_\_\_\_\_

\_\_\_\_\_

Return to:  
Loy Woebler  
Westbrook Walnut Grove Public School  
PO Box 128  
**Westbrook MN 56183**