

District: Bay St. Louis - Waveland School District

Section: E - Business Management

Policy Code: EB - Building and Grounds Management

BUILDINGS AND GROUNDS MANAGEMENT

This school board has the power, authority and duty to be the custodians of real and personal school property and to manage, control and care for same, both during the school term and during vacation. ' 37-7-301(c) (1993)

The school board of this district recognizes that the school plant serves as a vehicle in the implementation of the total educational program, providing the necessary facilities for delivering planned instructional programs and services within a safe, comfortable, physical environment.

This school board expects each school to be clean, safe and in good repair. Rooms and specialized areas shall be available and equipped to provide for scheduled instructional activities. Furniture and storage areas which support the educational program shall be provided.

When adequate space, furnishings, personnel, equipment, etc., are not available for implementation of the approved instructional and/or ancillary programs of the district, it shall be the responsibility of the superintendent and his/her staff to report said deficiencies to the board and to work cooperatively with the board in remedying said deficiencies.

Last Review Date: 4/8/2019

Review History: [2/15/2017] [3/14/2016][4/16/2018][4/8/2019]

Adopted Date: 9/13/2010

Approved/Revised Date: 5/12/2014

District: Bay St. Louis - Waveland School District
Section: E - Business Management
Policy Code: EBA - Public Conduct Policy

PUBLIC CONDUCT POLICY

The Board has the authority, power and duty to prescribe and enforce rules and regulations for the use of school buildings and grounds for the holding of public meetings and gatherings of people.

For management purposes, individuals who leave a paid event must pay for readmission unless circumstances warrant otherwise.

Parents, guardians, custodians and other individuals while attending any school sponsored activity, visiting any school or school grounds shall conform to the rules and regulations of the school district or be removed from the premises. School district officials are hereby authorized to bring any and all charges deemed appropriate against such individuals for the following misconduct:

1. Willful disobedience and disrespect to a teacher, principal, Superintendent, or employee of the local School Board;
2. Using unchaste or profane language;
3. Immoral or vicious practices;
4. Conduct or habits injurious to associates;
5. Possessing, using, transmitting, or being under the influence of any narcotic drugs, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind;
6. Disturbing the school and habitually violating the rules;
7. Cutting, defacing, or injuring any part of the public school buildings or public school bus;
8. Writing profane or obscene language or drawing obscene pictures in or on any school material or on any public school premises, or any fence, pole, sidewalk, or building;
9. Carrying firearms, knives, or other implements which can be used as weapons except by duly authorized law enforcement officials;
10. Throwing missiles on the school grounds;
11. Instigating or participating in fights;
12. Committing any other offense that tends to interfere with the educational process.

Further, this section will comply with all applicable provisions of the Mississippi Code of 1972, Annotated including but not limited to [§ 37-7-301\(c\)](#) as amended, and with all other applicable federal and state laws.

Last Review Date: 4/8/2019

Review History: [2/15/2017] [3/14/2016][4/16/2018][4/8/2019]

Adopted Date: 9/13/2010

Approved/Revised Date:

District: Bay St. Louis - Waveland School District
Section: E - Business Management
Policy Code: EBAB - Smoke Free Buildings

TOBACCO FREE ENVIRONMENT

Consistent with the provisions of Public Law 103-227, 20 USC 6083, the Bay St Louis-Waveland Board of Education (Board of Trustees) bans the use of all tobacco products in all school campuses in the district and on all school vehicles by all persons at all times.

This ban extends to all employees, students, and patrons attending school-sponsored athletic events and meetings. The ban extends to school-owned or operated vehicles and facilities. The board issues this ban in a sincere appeal to all employees, students and patrons to cooperate in helping to create within our facilities a truly healthy environment for all concerned.

Section 1043 (a) and (c-1) and (f-1) of 20 USC 6083 states:

PROHIBITION

After the enactment of this Act, no person shall permit smoking within any indoor facility owned or leased or contracted for and utilized by such person for provision of routine or regular kindergarten, elementary, or secondary education or library services to children.

FEDERAL AGENCIES

Kindergarten, Elementary or Secondary Education or Library Service -- After the date of the enactment of this Act, no Federal agency shall permit smoking within any indoor facility in the United States operated by such agency, directly or by contract, to provide routine or regular kindergarten, elementary, or secondary education or library services to children.

CIVIL PENALTIES

Any failure to comply with a prohibition in this section shall be in violation of this section and any person subject to such prohibition who commits such violation may be liable to the United States for a civil penalty in an amount not to exceed \$1,000 for each violation, or may be subject to an administrative compliance order, or both. Each day a violation continues shall constitute a separate violation. In the case of any civil penalty under this section, the total amount shall not exceed the amount of Federal funds received by such person for the fiscal year in which the continuing violations occurred.

For the purpose of the prohibition in subsection (c), the term "person" shall mean the head of the applicable Federal agency or the contractor of such agency providing the services to children.

Last Review Date: 4/8/2019

Review History: [2/15/2017] [3/14/2016][4/16/2018][4/8/2019]

Adopted Date: 9/10/2010

Approved/Revised Date: 5/12/2014

District: Bay St. Louis - Waveland School District

Section: E - Business Management

Policy Code: EBB - Safety Program

SAFETY PROGRAM

Please Note: For information related to student conduct, disciplinary action, and the School Safety Act of 2001, please refers to MS Code ' 37-11-55 and policy JCB, Code of Conduct.

STUDENT SAFETY

This school board is aware of its duty to provide due care to its students and not expose them to any serious hazards to safety exceeding those which normally attend school operations. Therefore, the school board provides the following specific guidelines to be followed by its employees and directs the superintendent of schools to insure that all reasonable steps are taken to protect its students. The specific guidelines include but are not limited to the following:

SCHOOL BUILDINGS & GROUNDS

The superintendent or designee will establish procedures that promote protection and safety of students, employees, visitors, and others present on school property or at school-related events.

The practice of safety shall be taught in educational programs in traffic and pedestrian safety, driver education, fire prevention, emergency procedures, and disaster preparedness and shall be appropriately geared to students in different grade levels. Areas of emphasis shall include, but not be limited to, in-service training, accident record keeping, physical plant inspection, driver and vehicle safety programs, fire prevention, and emergency procedures in traffic safety problems relevant to students, employees, and the community.

The school principal shall have a current disaster plan and conduct regular safety drills.

Each school in the district presently has a weather radio. ' 37-11-6

Fully charged and recently inspected fire extinguishers of the appropriate type shall be accessible every 75 feet and also located in the cafeteria, hallways, heater/boiler room, science labs and shops.

The school principal shall develop contingency plans for the operation of his school. These policies and procedures for dealing with routine and emergency situations, ill or injured students or staff shall be posted in a well known, readily accessible location in the school.

The school principal shall develop a weekly schedule of inspection to ensure that the building and grounds are safe, clean and orderly and promptly notify appropriate school personnel of any dangerous condition of the board's property.

Any activity taking place in the school building or on the school grounds shall be adequately supervised.

TRANSPORTATION OF STUDENTS

The private vehicles of students shall remain parked and locked while at school and until the end of the student's school day. The private vehicle of a student shall not be used by the student or by another student to run errands, transport students to school sponsored activities, field trips or for any other purpose other than the personal transportation of the student to and from school. The parent reassumes control over the student at the time the student leaves the school premises.

Students who are to be players, participants, or performers in school-sponsored activities shall be transported to all such activities in school district owned or leased vehicles. Such vehicles shall meet the standards set by the National Transportation Safety Board. Students, as members of clubs, teams, groups, etc. who are to be players, participants, or performers are expected and shall travel to and from school-sponsored activities as a group. Students may be released to return home via alternate methods if a written request from a parent/guardian is submitted and approved by principal or athletic director prior to the event.

All school buses shall meet minimum specifications approved by the State Board of Education and shall be well maintained. Each bus driver shall have a valid bus driver's certificate and a commercial driver's license and shall operate the bus according to all specified safety procedures to ensure optimal safety of passengers. Each school bus shall be systematically inspected for maintenance problems on a quarterly basis.

SCHOOL-SPONSORED CLUBS / EXTRACURRICULAR ACTIVITIES

For any school-sponsored activity for which there is a reasonable risk of injury or death to the student, each participant shall be required to furnish to the sponsor the required form(s) signed by parent/guardian, prior to being allowed to participate. Said form(s) shall include a notice to parent/guardian of risk of injury or death, waiver of liability in the event of injury or death and acceptance by parent/guardian of responsibility for health care due to injury or death. There shall be stand-by medical assistance and an ambulance at any and all varsity football games; home or away.

All practices and rehearsals for any school-sponsored activity shall take place in a school or on the school grounds under the supervision of school personnel. There shall be no practices or rehearsals for school-sponsored activities in private homes or public businesses.

The school district shall furnish and each sponsor/director shall require the use at each practice, performance or event, each and every kind of safety equipment, device, mat, pad, net and like kind of implement generally recognized by the sport or activity as being necessary to provide adequate security and protection to the participants.

There shall be no school-sponsored performance or competition by school students in places where alcoholic beverages are being served.

The school superintendent or designee shall make personnel assignments for those school sponsored activities for which there is a reasonable risk of injury or death only to those district employees specifically trained to properly instruct and supervise such activities. It shall be the duty of the superintendent or designee to review the credentials of prospective sponsors/directors to determine an individual's fitness for such an assignment. No school principal shall offer or promote any activity not appropriate to the age and maturity of the student.

Student club members/athletes who have competed through school-sponsored activities for state or national honors and who are eligible and elect to attend a final event which takes place after the regular school term shall, should such a trip be approved by the principal, be accompanied by the appropriate competent adult to such an event which shall also be considered a school-sponsored activity. Sponsors/directors of clubs/extra-curricular activities shall not allow student participants or chaperons to smoke or otherwise use tobacco products while involved in such activities.

SUPERVISION OF STUDENTS K-12

The school principal shall provide for adequate supervision of students while in the school building or on the school grounds, before, during and after school. Students shall not be permitted to arrive more than 30 minutes prior to the beginning of the school day and are expected to leave school promptly at the end of the school day unless staying in or participating in a school sponsored and supervised activity.

Classroom teachers, club sponsors and sponsors/directors of extracurricular activities, including sports shall never leave those in their charge unsupervised and unattended whether at school, away from school, during school hours or after school hours. This includes field trips, club trips and sports events.

All supervision of school students shall be conducted by a competent adult regular staff member except where competent adult chaperones have been selected and assigned by the school principal. The school principal shall determine the fitness of a chaperone to supervise. A chaperon shall not be allowed to supervise any school-sponsored activity wherein there lies a reasonable risk of injury or death to the student (some sports, labs, shops, etc.).

The Director of Transportation shall provide for adequate supervision of students using the pupil transportation system in compliance with all laws, rules and regulations of the State Board of Education which governs pupil transportation.

STUDENT MEDICAL CARE

School district employees shall not render medical care to students except for first aid. Parents/guardians shall be notified immediately by school authorities should a student become ill or injured at school or school-sponsored activity so parent/guardian may reassume control over the student. In the event of serious illness or injury and parent/guardian cannot be contacted, school authorities shall seek immediate professional medical care. Such care shall be at the expense of parent/guardian.

STUDENT MEDICATION

School personnel may not exceed the practice of first aid in dealing with pupil injuries and sickness, and only qualified personnel shall administer first aid to pupils.

Medication shall not be provided or administered by the school or its employees. Parents/guardians may come to the school and administer medication to their child. Students may self-administer medications according to policy JGCDA.

RELEASE OF STUDENTS

No student shall be suspended from school or school-sponsored activity prior to scheduled release time without first notifying parent/guardian.

No student shall be released to the custody of an individual other than parent/guardian/ or person designated in the student's records.

No student shall be allowed to withdraw from school or school-sponsored activity prior to scheduled release time.

Students shall not be allowed to leave and return to school or to a school-sponsored activity to run personal errands, purchase supplies, parts or food.

No student shall be abandoned by a sponsor/director/chaperone at the completion of a school-sponsored activity to wait for a ride or to walk home.

The Mississippi Public School Accountability Standards for this policy are standards 29, 30, and 31.

LEGAL REF.: MS CODE as cited

Mississippi Public School Accountability Standards CROSS REF: Policies EBBA C
School Safety Plan

GAEA Staff Safety

JGCD Student Health Services -- Medicines

JGCDA Self Administration of Medication

JGF Student Safety

JGFB Off-Campus Student Educational Activity

JGFG Accidents / First Aid

Last Review Date: 4/8/2019

Review History: [01/08/2018/] [2/15/2017] [3/14/2016][4/16/2018][4/8/2019]

Adopted Date: 9/30/2010

Approved/Revised Date:

District: Bay St. Louis - Waveland School District

Section: E - Business Management

Policy Code: EBBA - School Safety Plan

SCHOOL SAFETY PLAN

Please Note: For information related to student conduct, disciplinary action, and the School Safety Act of 2001, please refer to MS CODE ' 37-11-55.

The superintendent shall be responsible for ensuring that each school in the district maintains a School Safety Plan, which shall be subject to approval by the superintendent and the school board. The Safety Plan is to be reviewed on a regular basis and revised as needed.

SCHOOL SAFETY PLAN

A comprehensive, systematic, broad-based continuous process designed to create and maintain a secure and orderly school climate that is free of drugs, violence, and fear. A safe and orderly school climate promotes the success and development of all children and the staff who serve them. At a minimum, the School Safety Plan should address the following components:

- Crisis Intervention Team,
- School Safety Self-Assessment,
- School Safety Drill Assessment, and
- Mental Health and Suicide Prevention Training

CRISIS INTERVENTION TEAM

An interdisciplinary team of professionals whose goals are to respond to emergencies or crisis situations and to provide an array of services, which may include counseling, medical, legal, security or police, etc. The Crisis Intervention Team may also be utilized in a planning capacity in order to establish coordination and linkages prior to the actual occurrence of an event.

SCHOOL SAFETY SELF-ASSESSMENT

A strategic planning and assessment instrument used to evaluate the extent of the school safety plan. In the broadest of terms, the assessment should include a comprehensive review of the entire educational program of a school and/or school district. It may, however, focus on specific areas such as assessment of the gang problem, weapons in schools, drug or alcohol abuse, schoolyard bullying, facilities evaluation, policies and procedures, compliance with statutes, attitudes and a host of emerging trends in the field of school safety.

SCHOOL SAFETY DRILL ASSESSMENT

A process designed to evaluate the effectiveness of a crisis management plan and the readiness of an individual school and/or school district. This assessment may include a review of policies and procedures, safety drills, linkages with the appropriate agencies, the role of Crisis Intervention Team members in the event of a crisis, professional development activities, and training students how to respond during a crisis.

MENTAL HEALTH AND SUICIDE PREVENTION TRAINING

Beginning in the 2019-2020 school year, the school district shall conduct, every two (2) years, refresher training on mental health and suicide prevention for all school employees and personnel, including all cafeteria workers, custodians, teachers, and administrators. This training shall be in connection with the Mississippi Department of Mental Health. The district shall report completion of the training to the State Department of Education.

Note: EACH SCHOOL is to have its own school safety plan that includes at a minimum each of the components listed above.

The Mississippi Public School Accountability Standard for this policy is standard 31.

LEGAL REF.: MS CODE 37-3-83
37-11-55

Mississippi Public School Accountability Standards

CROSS REF.: Policies EBB - Safety Program
EDC - Bus Safety Program
GAEA - Staff Protection
JGF - Student Safety

Last Review Date: 8/12/2019

Review History: [2/15/2017] [3/14/2016][4/16/2018][4/8/2019][8/12/2019]

Adopted Date: 8/23/2019

Approved/Revised Date:

District: Bay St. Louis - Waveland School District

Section: E - Business Management

Policy Code: EBBAA - Staff Identification Badges

EMPLOYEE IDENTIFICATION BADGES

All employees are required to wear official school district employee identification badges when entering any school campus in the district. Official identification badges will bear the employee's name, department/school, and picture. Any individual identified on a school campus in this school district not wearing an employee identification badge shall be reported to the school office and to security.

The badge is to be worn during working hours in an easily observed location on the blouse, coat, shirt, or uniform. Stickers or decals are not allowed to be attached to the identification badge.

Badges that are lost or stolen may be replaced for a fee that covers the cost of replacement materials. All employee identification badges are the property of this school district and must be returned to the District Personnel Office upon resignation or termination.

Last Review Date: 4/8/2019

Review History: [2/15/2017] [3/14/2016][4/16/2018][4/8/2019]

Adopted Date: 10/10/2013

Approved/Revised Date:

District: Bay St. Louis - Waveland School District

Section: E - Business Management

Policy Code: EBBAB - Sex Offender

SEX OFFENDER

This school board is committed to providing a safe and orderly educational environment conducive to teaching and learning. This Board directs the superintendent to develop guidelines and/or administrative procedures, subject to board approval, that comply with MS Code Section 45-33-26, as shown below.

SEX OFFENDERS PROHIBITED FROM SCHOOL BUILDINGS AND PROPERTY

1. Unless exempted under subsection (2), it is unlawful for a person required to register as a sex offender under Section 45-33-25:
 - a. To be present in any school building, on real property comprising any school, or in any conveyance owned, leased or contracted by a school to transport students to or from school or a school-related activity when persons under the age of eighteen (18) are present in the building, on the grounds or in the conveyance; or
 - b. To loiter within five hundred (500) feet of a school building or real property comprising any school while persons under the age of eighteen (18) are present in the building or on the grounds.
2. a. A person required to register as a sex offender who is a parent or guardian of a student attending the school and who complies with subsection (3) may be present on school property if the parent or guardian is:
 - i. Attending a conference at the school with school personnel to discuss the progress of the sex offender's child academically or socially;
 - ii. Participating in child review conferences in which evaluation and placement decisions may be made with respect to the sex offender's child regarding special education services;
 - iii. Attending conferences to discuss other student issues concerning the sex offender's child such as retention and promotion;
 - iv. Transporting the sex offender's child to and from school
 - v. Present at the school because the presence of the sex offender has been requested by the principal for any other reason relating to the welfare of the child.
- b. Subsection (1) of this section shall not apply to a sex offender who is legally enrolled in a particular school or is participating in a school-sponsored educational program located at a particular school when the sex offender is present at that school.
3. a. In order to exercise the exemption under subsection (2), a parent or guardian who is required to register as a sex offender must notify the principal of the school of the sex offender's presence at the school unless the offender: (i) has permission to be present from the superintendent or the school board, or (ii) the principal has granted ongoing

permission for regular visits of a routine nature.

- b. If permission is granted by the superintendent or the school board, the superintendent or school board president must inform the principal of the school where the sex offender will be present. Notification includes the nature of the sex offender's visit and the hours when the sex offender will be present in the school, and the sex offender is responsible for notifying the principal's office upon arrival and upon departure. If the sex offender is to be present in the vicinity of children, the sex offender has the duty to remain under the direct supervision of a school official.
4. For the purposes of this section, the following terms shall have the meanings ascribed unless the context clearly requires otherwise:
 - a. "School" means a public or private preschool, elementary school or secondary school.
 - b. "Loiter" means standing or sitting idly, whether in or out of a vehicle, or remaining in or around school property without a legitimate reason.
 - c. "School official" means the principal, a teacher, any other certified employee of the school, the superintendent of schools, or a member of the school board.
 5. A sex offender who violates this section is guilty of a misdemeanor and subject to a fine not to exceed One Thousand Dollars (\$1,000.00), incarceration not to exceed six (6) months in jail, or both.
 6. It is a defense to prosecution under this section that the sex offender did not know and could not reasonably know that the property or conveyance fell within the proscription of this section.
 7. Nothing in this section shall be construed to infringe upon the constitutional right of a sex offender to be present in a school building that is used as a polling place for the purpose of voting.

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Review History: [2/15/2017] [3/14/2016][4/16/2018][4/8/2019]

Adopted Date: 5/12/2014

Approved/Revised Date:

District: Bay St. Louis - Waveland School District
Section: E - Business Management
Policy Code: EBBABA - Prohibition of Sexual Abuse, Molestation, and Misconduct

The Bay St, Louis - Waveland School District will not tolerate sexual abuse, molestation or sexual misconduct in the school or any district related activity. The district upholds the expectation that all students will be educated in a safe, environment and that all staff will experience the same in their work place. This district will not tolerate any form of physical, emotional, or sexually abusive behavior, including psychological intimidation and harassment toward or by a student, staff member, parent or visiting person.

This policy will be enforced before, during and after school hours on all school property, including the school bus, school functions, and school sponsored events held at other locations.

The school district recognizes that sexual abuse is subject to state and federal laws. Sexual violence is a criminal activity subject to civil penalties under the Mississippi Code of 1972.

The district will take all allegations of abuse seriously and will conduct a thorough investigation of all complaints regarding the alleged abuse and take appropriate action against any person who is found to have violated this policy. This district will cooperate fully with any investigation conducted by law enforcement or other agency. It is our objective to conduct a fair and impartial investigation.

Anti-Retaliation

The district prohibits retaliation made against any person who reports a good faith complaint of sexual abuse, molestation, misconduct or participates in any related investigations. Anyone who violates this rule is subject to disciplinary action as determined by the administration.

False Allegations

Making false accusations of sexual abuse in bad faith can have serious consequences for those who are wrongly accused. Making false and/or malicious sexual abuse allegations as well as deliberately providing false information during an investigation is prohibited.

Policy Violations

Students who violate this policy shall be subject to immediate suspension and expulsions by the principal or designee and to all other penalties provided by law and district policies. Staff members who violate this policy shall be subject to immediate suspension or termination and subject to all other penalties provided by law and district policies.

Parents, volunteers, or other visitors who violate this policy shall be subject to penalties provided by law and district policies.

Reporting Procedure

1. Any student, staff person, parent or visitor who believes she or he has experienced sexual abuse, molestation or misconduct by a student, staff member, parent or

visiting person should report the alleged acts immediately to teacher, principal, counselor, or other school official.

2. A written report should be given to the principal or superintendent within five school days. Written complaints are required to help ensure a more complete, accurate and thorough investigation.
3. Any person who witnesses sexual abuse, molestation or misconduct shall inform teacher, principal, counselor, or other school official.
4. Alleged incidents will be investigated by principal or superintendent.
5. Upon completion of the investigation, the principal or superintendent will meet with the complainant to discuss the outcome of the investigation. The principal or superintendent is mandated to report any physical assault needing outside medical attention to the criminal authorities for their determination of legal action. The privacy and data privacy rights of all persons involved will be respected in accordance with appropriate statutes.

The superintendent shall develop regulations/procedures to support this policy.

CROSS REF.: Policies JDDA – Bullying

JDDA – P Bullying Procedures

GBR – Sexual Harassment

JB - Student Complaints of Harassment

Last Review Date: 4/8/2019

Review History: [2/15/2017] [3/14/2016][4/16/2018][4/8/2019]

Adopted Date: 12/14/2015

Approved/Revised Date:

District: Bay St. Louis - Waveland School District
Section: E - Business Management
Policy Code: EBBABB - Prohibition Against Aiding and Abetting Sex Offenders in Obtaining Employment

The Board of Trustees of the Bay St. Louis - Waveland School District prohibits any individual who is a school employee, contractor, or agent, from assisting and abetting a school employee, contractor, or agent in obtaining a new job, apart from the routine transmission of administrative and personnel files, if the individual or district knows, or has probable cause to believe, that such school employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law.

This school district shall report incidents of sexual misconduct to the proper law enforcement, the Mississippi Department of Education and all other required agencies. This school district shall not enter confidentiality agreements with sexual predators.

Official references may only be provided by the superintendent or designee. Personal letters of reference or recommendations provided by employees shall not be written on district letterhead and are not considered official. All requests for official references shall be submitted to the superintendent or designee.

The superintendent shall develop procedures to support this policy.

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Adopted Date: 10/21/2016

Approved/Revised Date:

District: Bay St. Louis - Waveland School District
Section: E - Business Management
Policy Code: EBBAD - School Occupational Safety and Crisis Response Plan

OCCUPATIONAL SAFETY AND CRISIS RESPONSE PLAN

The Board of Trustees of this school district is committed to the belief that students should be afforded a safe and orderly learning environment. This learning environment includes traveling to and from school; within all school facilities, classroom, assembly, cafeteria, and gymnasium; on the school grounds; and, while participating in or attending activities sponsored by the school, e.g., academic competition, athletic events, extra-curricular activities, and field trips.

Every effort shall be made to provide all reasonable precautions to protect the safety of all students, employees, visitors, and those present on district property or at school-sponsored events.

The Superintendent of Schools is directed to appoint a district-wide School Safety and Emergency Preparedness Committee, (Crisis Response Team (CRT) consisting of school personnel (administrators, teachers, and support staff), parents and community leaders, and representatives from health providers, law enforcement and civil defense. This Crisis Response Team shall have the responsibility of developing a **School Occupational Safety and Crisis Response Plan**, which shall include but not be limited to the following:

1. Assessment of building and grounds security.
2. Current and proposed safety procedures.
3. List of agencies and contact persons who can provide assistance when a crisis situation occurs.
4. Working with the media.
5. Staff training.

The practice of safety shall be considered an aspect of the instructional program of the school district, and instruction shall be provided, as appropriate to subject areas and grade-levels, in accident and fire prevention, emergency procedures, and vehicular and pedestrian safety.

While this school district is actually exempt from the requirements of the Occupational Safety & Health Administration (OSHA), the Board recognizes that the standards promulgated by OSHA are designed to help prevent worker injury and are the minimum standards recognized in the United States. Accordingly, the Board adopts OSHA standards as guidelines for employee safety programs implemented by this school district.

Responsibility for safety is a primary role of all personnel. However, the oversight and management of the Safety Program is assigned to the Bay St Louis - Waveland Schools Safety Manager. The Safety Manager is authorized and empowered to oversee and coordinate a school system safety program that meets the intent and requirements of this policy and appropriate federal, state, and local safety or safety – related standards and/or regulations, including but not limited to OSHA, NFPA, DOT, EPA, etc.

All administrators, school principals, department managers/supervisors, etc., are responsible for ensuring that hazard-specific safety measures and programs consistent with the requirements of this policy and appropriate standards and regulations are implemented and enforced within their areas of operations. Further, that employees are aware of the hazards associated with their duties.

This plan shall be reviewed and updated annually prior to the beginning of the school year.

The Superintendent of Schools, or designee, shall make a report to the Board, on an annual basis, regarding the implementation of the plan.

Ref: *Mississippi Department of Education Office of Safe and Orderly Schools*

Last Review Date: 4/8/2019

Review History: [2/15/2017] [3/14/2016][4/16/2018][4/8/2019]

Adopted Date: 10/10/2013

Approved/Revised Date:

District: Bay St. Louis - Waveland School District

Section: E - Business Management

Policy Code: EBBB - Homeland Security

HOMELAND SECURITY

This school board considers safety of students and staff to be one of its most important obligations. The superintendent shall be responsible for developing rules and regulations for emergency preparedness in the event an alert is issued by the national Department of Homeland Security.

HOMELAND SECURITY ADVISORY SYSTEM

Our nation has created the Department of Homeland Security, which has three primary missions:

- Prevent terrorist attacks within the United States;
- Reduce America's vulnerability to terrorism; and
- Minimize the damage from potential attacks and natural disasters.

A critical function of homeland security is to ensure that our state and local governments, police, fire departments, paramedics, and concerned citizens are able to connect with local people representing the department. The Department of Homeland Security has established assessment guidelines for five (5) levels of threat to our nation. From time to time, the Director of Homeland Security may issue or change a national threat level alert. The five levels of threat alert are:

1. Low Condition (Green).

This condition is declared when there is a low risk of terrorist attack. Federal departments and agencies should consider the following general measures in addition to the agency-specific protective measures they develop and implement:

- a. Refining and exercising as appropriate preplanned protective measures;
- b. Ensuring personnel receive proper training on the Homeland Security Advisory System and specific preplanned department or agency protective measures; and
- c. Institutionalizing a process to assure that all facilities and regulated sectors are regularly assessed for vulnerabilities to terrorist attacks, and all reasonable measures are taken to mitigate these vulnerabilities.

2. Guarded Condition (Blue).

This condition is declared when there is a general risk of terrorist attack. In addition to the protective measures taken in the previous threat condition, federal departments and agencies should consider the following general measures in addition to the agency-specific protective measures they develop and implement:

- a. Checking communications with designated emergency response or command locations;
- b. Reviewing and updating emergency response procedures; and
- c. Providing the public with any information that would strengthen its ability to act appropriately.

3. **Elevated Condition (Yellow).**

An Elevated Condition is declared when there is a significant risk of terrorist attack. In addition to the protective measures taken in the previous threat conditions, federal departments and agencies should consider the following general measures in addition to the agency-specific protective measures they develop and implement:

- a. Increasing surveillance of critical locations;
- b. Coordinating emergency plans as appropriate with nearby jurisdictions;
- c. Assessing whether the precise characteristics of the threat require the further refinement of preplanned protective measures; and
- d. Implementing, as appropriate, contingency and emergency plans.

4. **High Condition (Orange).**

A High Condition is declared when there is a high risk of terrorist attack. In addition to the protective measures taken in the previous threat conditions, federal departments and agencies should consider the following general measures in addition to the agency-specific protective measures they develop and implement:

- a. Coordinating necessary security efforts with federal, state, and local law enforcement agencies or any National Guard or other appropriate armed forces organization;
- b. Taking additional precautions at public events and possibly considering alternative venues or even cancellation;
- c. Preparing to execute contingency procedures, such as moving to an alternative site or dispersing their workforce; and
- d. Restricting threatened facility access to essential personnel only.

5. **Severe Condition (Red).**

A reflects a severe risk of terrorist attack. Under most circumstances, the protective measures for a Severe Condition are not intended to be sustained for substantial periods of time. In addition to the protective measures taken in the previous threat conditions, federal departments and agencies should consider the following general measures in addition to the agency-specific protective measures they develop and implement:

- a. Increasing of redirecting personnel to address the critical emergency needs;
- b. Assigning emergency response personnel and pre-positioning and mobilizing specially trained teams or resources;
- c. Monitoring, redirecting, or constraining transportation systems; and
- d. Closing public and government facilities.

SEVERE CONDITION (RED ALERT) PLAN

Depending on the circumstances and the nature of the attack, the first and most important decision school administrators need to make is whether to stay or get away. School district personnel should understand and plan for both possibilities. Decisions should be made using common sense and available information to determine if there is immediate danger.

In any emergency, local authorities may or may not be able to provide information immediately on what is happening and what should be done; however, radio and television news reports should be monitored for information or official instructions as they become available. The superintendent shall prepare administrative procedures as to monitoring methods (e.g., use of television, radio, or Internet access), responsibilities (staff assignments), and circumstances (High Condition and/or Severe Condition alerts).

When specifically advised by local authorities, the schools will be evacuated or medical treatment will be sought for all persons on school property.

In the event the Department of Homeland Security issues a Severe Condition alert, this school district will follow the directives of local civil defense authorities. If immediate evacuation and closure of school buildings is required, appropriate transportation will be provided to established "safe areas" and parents will be notified via radio and/or television announcements. The schools in this district will remain closed until considered safe to reopen.

If directives are received that the school/s will activate "lock down" procedures, staff and students will not be allowed to leave the premises and no persons will be allowed to enter without proper identification. All staff and students will be moved to secure areas of the school buildings where appropriate safety procedures will be implemented. Emergency supply kits will be maintained in each designated secure area. The district will also maintain food and water provisions to supply all staff and students for at least three (3) days. Communications will be maintained with local authorities so that parents can be made aware that their children are being protected.

NOTE: Emergency planning resources are available online at: www.ed.gov/emergencyplan/

The Mississippi Public School Accountability Standard for this policy is standard 31.

LEGAL REF.: MS Code as cited

Mississippi Public School Accountability Standards

CROSS REF.: Policies EBBA - School Safety Plan

EBBC-R - Emergency Management / Disaster Plans

Last Review Date: 4/8/2019

Review History: [2/15/2017] [3/14/2016][4/16/2018][4/8/2019]

Adopted Date: 5/12/2014

Approved/Revised Date: 11/12/2014

District: Bay St. Louis - Waveland School District

Section: E - Business Management

Policy Code: EBBC - Emergency Drills

EMERGENCY DRILLS

It shall be the duty of the principals and teachers in each building of this school district to instruct the pupils in the methods of fire drills and to practice fire drills until all the pupils in the school are familiar with the methods of escape. Such fire drills shall be conducted often enough to keep such pupils well drilled. It shall be the further duty of such principals and teachers to instruct the pupils in all programs of emergency management as may be designated by the state department of education.

It shall be the further duty of such principals and teachers to develop and conduct an active shooter drill within the first sixty (60) days of each new school semester for students, teachers, and staff. ' 37-11-5

This superintendent shall be responsible for ensuring that each school has a current crisis management plan that includes procedures for bomb threat, fire, earthquake, hurricane, tornado, and shootings. The superintendent shall also ensure that the principal and staff at each school conduct regular safety drills in event of an emergency situation related to weapons, weather, or major loss of power.

The Mississippi Public School Accountability Standards for this policy are standards 29 and 31.

LEGAL REF.: MS CODE as cited

Mississippi Public School Accountability Standards

CROSS REF.: Policies EBBA - School Safety Plan

EBBB - Homeland Security

Last Review Date: 8/12/2019

Review History: [2/15/2017] [3/14/2016][4/16/2018]

Adopted Date: 8/12/2019

Approved/Revised Date: 8/12/2019

District: Bay St. Louis - Waveland School District
Section: E - Business Management
Policy Code: EBBC-1 - Emergency Drills-Earthquakes

EMERGENCY DRILLS -- EARTHQUAKES

1. Staff members-administrators and teachers will take charge and give instructions in a firm, calm manner.
2. No person should rush outdoors. The greatest danger is just outside entrances and close to walls.
3. Students should take cover under desks, tables, and heavy furniture, in interior doorways, or against weight-bearing inside walls. Stay away from windows, light fixtures and gymnasiums, cafeterias, or other large areas.
4. After the quake is over, evacuate the building and move to an open area.
5. Avoid fallen wires.
6. Do not start fires.
7. Do not enter buildings until they have been inspected by competent personnel.

The Mississippi Public School Accountability Standards for this policy are standards 29 and 31.

LEGAL REF.: MS CODE as cited

Mississippi Public School Accountability Standards

CROSS REF.: Policies EBBA - School Safety Plan
EBBC - Emergency Drills

Last Review Date: 4/8/2019

Review History: [2/15/2017] [3/14/2016][4/16/2018][4/8/2019]

Adopted Date: 12/14/2015

Approved/Revised Date:

District: Bay St. Louis - Waveland School District
Section: E - Business Management
Policy Code: EBBD - Emergency Closings

EMERGENCY CLOSINGS/ DELAYED START

Upon application from the school board, the superintendent of schools may close any school because of an epidemic prevailing in the school district or because of the death, resignation, sickness or dismissal of a teacher or teachers, or because of any other emergency necessitating the closing of the school. The superintendent is hereby authorized to close schools and offices or dismiss them early in event of hazardous weather or other emergencies which threaten the safety or health of students or staff members.

It is understood that the superintendent will take such action only after consultation with transportation, emergency management, and weather authorities. The superintendent shall notify the school board of the decision to close the schools. Parents, students, and staff members shall be informed how they shall be notified in event of emergency closings, early dismissals, or delayed start.

When the superintendent declares a delayed start due to inclement weather conditions, typically a one or two hour delay, employees and students are expected to report to school at the delayed start time. (Example: On a 2 hour delay, if the school would normally start at 8:00 a.m., students and faculty would report at 10:00 a.m.; 7:30 start would report at 9:30 a.m.)

Information on closing and delays by the district will be announced on the district website or other internet outlets, selected radio, and television stations before 6:00 a.m. or as soon as possible. No announcement means schools will operate on a normal schedule.

Extreme Weather Conditions:

In cases of a severe weather alert, such as a tornado, hurricane, or snow/ice warning being issued by the National Weather Service, the superintendent of schools or designee shall notify each principal and necessary administrators. Children will be retained in the school buildings until it is deemed safe to dismiss them, unless they are picked up by their parents. Pupils will not be allowed to use the telephone during severe weather alerts except in cases of emergency. Parents and their children should have an arrangement worked out in advance with regard to transportation during extreme weather conditions. However, all such schools so closed shall operate for the required full time after being reopened during the scholastic year, unless the school board of the local school district submits a plan to alter the school term that is approved by the State Board of Education under the authority of Section 37-13-63(2). 37-13-65

DISASTER EMERGENCY

If this school board determines that it is not economically feasible or practicable to operate any school within the district for the full one hundred eighty (180) days required for a scholastic year as contemplated due to an enemy attack, a manmade, technological or natural disaster, or extreme weather emergency in which the Governor has declared a disaster or state of emergency or the U.S. President has declared an emergency or major disaster to exist in this state, the school board may

notify the State Department of Education of the disaster or weather emergency and submit a plan for altering the school term. If the State Board of Education finds the disaster or extreme weather emergency to be the cause of the school not operating for the contemplated school term and that such school was in a school district covered by the Governor's or President's disaster or state of emergency declaration, it may permit that school board to operate the schools in its district for less than one hundred eighty (180) days; however, in no instance of a declared disaster or state of emergency under the provisions of this subsection shall a school board receive payment from the State Department of Education for per pupil expenditure for pupils in average daily attendance in excess of ten (10) days. 37-13-63 Each school in the district presently has a weather radio. 37-11-6

The Mississippi Public School Accountability Standard for this policy is standard 31.

LEGAL REF.: MS CODE as cited

Mississippi Public School Accountability Standards

CROSS REF.: Policies EBBA School Safety Plan

EBBB Homeland Security

Last Review Date: 4/8/2019

Review History: [2/15/2017] [3/14/2016][4/16/2018][4/8/2019]

Adopted Date: 9/13/2010

Approved/Revised Date: 12/8/2014

District: Bay St. Louis - Waveland School District
Section: E - Business Management
Policy Code: EBC - Security

SECURITY

The superintendent is directed to establish rules and regulations as may be needed for security to include, but not be limited to:

1. provisions for door locks
2. minimizing fire hazards
3. reducing the possibility of faulty equipment
4. keeping records and funds in a safe place
5. protection against vandalism and burglary
6. the prosecution of vandals
7. school visitors

SECURITY PERSONNEL

The school board, in its discretion, may employ one or more persons as security personnel and may designate such persons as peace officers in or on any property operated for school purposes by such board upon their taking such oath and making such bond as required of a constable of the county in which the school is situated. ' 37-7-321 (1) (2000)

BASIC LAW ENFORCEMENT TRAINING

Any person employed by a school board by a security guard or school resource officer or in any other position that has the powers of a peace officer must receive a minimum level of basic law enforcement training, as jointly determined and prescribed by the Board on Law Enforcement Officer Standards and Training and the State Board of Education, within two (2) years of the person's initial employment in such position. Upon the failure of any person employed in such position to receive the required training within the designated time, the person may not exercise the powers of a peace officer in or on the property of the school district. ' 37-7-321 (2) (2000)

NONCOMMERCIAL RADIO

The school board is authorized and empowered, in its discretion, and subject to the approval of the Federal Communications Commission, to install and operate a noncommercial radio broadcasting and transmission station for educational and vocational educational purposes. ' 37-7-321 (3) (2000)

INTERLOCAL AGREEMENT

If a law enforcement officer is duly appointed to be a peace officer by a school district under this section, the local school board may enter into an interlocal agreement with other law enforcement entities for the provision of equipment or traffic control duties, however, the duty to enforce traffic regulations and to enforce the laws of the state or municipality off of school property lies with the local police or sheriff's department which cannot withhold its services solely because of the lack of such an agreement. ' 37-7-321 (4) (2006)

LAW ENFORCEMENT OFFICERS HIRED BY SCHOOL DISTRICT

The governing authorities of any municipality or the board of supervisors of any county may allow

off-duty municipal or county law enforcement officers who are hired individually for security purposes by the school district or districts within that municipal or county to use municipal or county law enforcement uniforms and equipment during such off-duty employment. ' 21-19-49 (3) (2000)

The Mississippi Public School Accountability Standard for this policy is standard 31.

LEGAL REF.: MS CODE as cited

Mississippi Public School Accountability Standards

CROSS REF.: Policies EB - Building and Grounds Management

EBCA - Vandalism Protection

ECBA - Vandalism

Last Review Date: 4/8/2019

Review History: [2/15/2017] [3/14/2016][4/16/2018][4/8/2019]

Adopted Date: 9/10/2010

Approved/Revised Date: 11/12/2014

District: Bay St. Louis - Waveland School District

Section: E - Business Management

Policy Code: EBCA - Vandalism Protection

VANDALISM PROTECTION

If any pupil shall willfully destroy, cut, deface, damage, or injure any school building, equipment or other school property, he shall be liable to suspension or expulsion and his parents or person or persons in loco parents shall be liable for all damages. ' 37-11-19

This school board has the power, authority and duty to suspend or to expel a pupil for misconduct in the school, upon school buses, on the road to and from school, during recess or upon the school playgrounds, and to delegate such authority to the appropriate officials of the school district. ' 37-7-301 (e)

Citizens, students and law enforcement are urged by this school board to cooperate in reporting any incidents of vandalism in property belonging to the district and the name(s) of the person or persons believed to be responsible. Each employee of this district shall report to the principal of the school every incident of vandalism known to him or her, and, if known, the names of those responsible.

School officials are hereby authorized to sign complaints and to make charges against perpetrators of vandalism against school property, and are further authorized to delegate, as they see fit, authority to sign such complaints and to press charges.

1. A copy of the school district's discipline plan shall be distributed to each student enrolled in the district, and the parents, guardian or custodian of such student shall sign a statement verifying that they have been given notice of the discipline policies of their respective school district. The school board shall have its official discipline plan and code of student conduct legally audited on an annual basis to insure that its policies and procedures are currently in compliance with applicable statutes, case law and state and federal constitutional provisions.
2. All discipline plans of school districts shall include, but not be limited to, the following:
 - a. A parent, guardian or custodian of a compulsory-school-age child enrolled in a public school district shall be responsible financially for his or her minor child's destructive acts against school property or persons;
 - b. A parent, guardian or custodian of a compulsory-school-age child enrolled in a public school district may be requested to appear at school by the school attendance officer or an appropriate school official for a conference regarding acts of the child specified in paragraph (a) of this subsection, or for any other discipline conference regarding the acts of the child;
 - c. Any parent, guardian or custodian of a compulsory-school-age child enrolled in a school district who refuses or willfully fails to attend such discipline conference specified in paragraph (b) of this section may be summoned by proper notification by the superintendent of schools or the school attendance officer and be required to attend such discipline conference; and
 - d. A parent, guardian or custodian of a compulsory-school-age child enrolled in a public school district shall be responsible for any criminal fines brought against such student

for unlawful activity occurring on school grounds or buses.

3. Any parent, guardian or custodian of a compulsory-school-age child who (a) fails to attend a discipline conference to which such parent, guardian or custodian has been summoned under the provisions of this section, or (b) refuses or willfully fails to perform any other duties imposed upon him or her under the provisions of this section, shall be guilty of a misdemeanor and, upon conviction, shall be fined not to exceed Two Hundred and Fifty Dollars (\$250.00).
4. Any public school district shall be entitled to recover damages in an amount not to exceed Twenty Thousand Dollars (\$20,000.00), plus necessary court costs, from the parents of any minor under the age of eighteen (18) years and over the age of six (6), who maliciously and willfully damages or destroys property belonging to such school district. However, this section shall not apply to parents whose parental control of such child has been removed by court or decree. The action authorized in this section shall be in addition to all other actions which the school district is entitled to maintain and nothing in this section shall preclude recovery in a greater amount from the minor or from a person, including the parents, for damages to which such minor or other person would otherwise be liable.
5. A school districts discipline plan may provide that as an alternative to suspension, a student may remain in school by having the parent, guardian or custodian, with the consent of the students teacher or teachers, attend class with the student for a period of time specifically agreed upon by the reporting teacher and school principal. If the parent, guardian or custodian does not agree to attend class with the student or fails to attend class with the student, the student shall be suspended in accordance with the code of student conduct and discipline policies of the school district. ' 37-11-53

LEGAL REF.: MS CODE as cited

Last Review Date: 4/8/2019

Review History: [2/15/2017] [3/14/2016][4/16/2018][4/8/2019]

Adopted Date: 9/10/2010

Approved/Revised Date: 5/12/2014

District: Bay St. Louis - Waveland School District
Section: E - Business Management
Policy Code: EBGA - Public School Grounds Maintenance

PUBLIC SCHOOL GROUNDS MAINTENANCE

ROUTINE PUBLIC SCHOOL GROUNDS MAINTENANCE POLICY

1. The board of supervisors of any county is hereby authorized and empowered, in its discretion, to grade, gravel or shell, repair, and/or maintain private gravel or shell roads or driveways to private residences if such roads or driveways are used for school bus turnarounds.
2. Prior to engaging in the work authorized in subsection (1) of this section, the board of supervisors shall spread upon the official minutes of the board:
 - a. The written request of the school board for such work;
 - b. The written approval of the board of supervisors for such work;
 - c. The specific location of the road or driveway to be worked; and
 - d. The name of the owner of the road or driveway to be worked.
3. The written request of the school board, as required in subsection (2) (a) above, shall contain a current list of all active school bus turnarounds presently in use by the school district or contemplated for use by the school district for the present school year. The approval by the board of supervisors shall be valid and effective for the period of time that a turnaround is anticipated for use, but in no event for a period greater than one (1) year.
4. In addition to the authority granted in subsection (1) of this section, from and after October 1, 1989, the board of supervisors of any county is further authorized, in its discretion, to maintain public school grounds of the county and to grade, gravel, shell or overlay, and/or to maintain gravel, shell asphalt or concrete roads, driveways or parking lots of public schools of the county if, before engaging in such work, the board of supervisors shall spread upon its official minutes the written request of the school board for such work, the written approval of the board of supervisors for such work and the specific location of the school grounds or road, driveway or parking lot, to be worked.
5. In addition to any other authority granted in this section, the board of supervisors of any county is hereby authorized, in its discretion, to repair and maintain driveways and parking lots of: (a) any nonprofit organization in the county which is tax exempt under Section 501(c) of the United States Internal Revenue Code and which has as one (1) of its primary purposes for organization to aid and assist in the rehabilitation of persons suffering from drug abuse or drug addiction; and (b) any private, nonprofit cemeteries in the county. The board of supervisors of any county shall not be authorized under the provisions of this subsection to repair or maintain driveways or parking lots more than one hundred fifty (150) feet from the center of any highway, road or street under the jurisdiction of the county. ' 19-3-42 (1990)

The Mississippi Public School Accountability Standard for this policy is standard 30.

LEGAL REF.: MS CODE as cited

Mississippi Public School Accountability Standards

CROSS REF.: Policies EB - Building and Grounds Management
EBI - Long Range Maintenance of Buildings or Grounds

Last Review Date: 4/8/2019

Review History: [2/15/2017] [3/14/2016][4/16/2018][04/8/2019]

Adopted Date: 9/10/2010

Approved/Revised Date: 11/12/2014

District: Bay St. Louis - Waveland School District

Section: E - Business Management

Policy Code: EBH - School Facility Rental

SCHOOL FACILITY- USE / RENTAL

The Board considers district facilities as public property and desires to make them available for public use. At the same time, the Board must protect the public's investment against deterioration and damage through such use. Public use of District facilities, therefore, shall be subject to regulations and rules prescribed by the Board.

The Board, as governing body, directs the Superintendent to develop and implement procedures for the use of facilities within the jurisdiction of the District. Procedures shall include, at a minimum, application for use, rental and other associated fees, rules for use of the building/facility, and any other conditions that protect the tax payers' investment in school property. These procedures shall be reviewed and updated annually.

Last Review Date: 4/8/2019

Review History: [2/15/2017] [3/14/2016][4/16/2018][4/8/2019]

Adopted Date: 9/13/2010

Approved/Revised Date:

District: Bay St. Louis - Waveland School District

Section: E - Business Management

Policy Code: EBHA - Use of School Property

USE OF SCHOOL PROPERTY

The Bay St. Louis-Waveland School District's Board of Education believes that the first priority in the use of its school property is the education of children in the district. However, this district will allow the public use of indoor or outdoor school property during nonschool hours for purposes of recreation or sport, to support active living, reduce obesity, reduce health care costs associated with obesity, increase community safety, maximize community resources, and promote community support for schools.

Local citizens are also encouraged to use the property for other reasonable general public use including religious, political, literary, community, cultural, scientific, mechanical, agricultural, or parental involvement purposes.

The board shall exercise its authority to fix and collect rentals, rates, and charges for the occupancy or use of school property in such amounts and in such manner as may be determined.

The superintendent is directed to establish rules and regulations in support of this policy. The rules and regulations will require evidence of appropriate liability insurance coverage. The school district will not permit the use of school property or equipment by any person or organization that does not furnish evidence of insurance coverage.

If the district has provided classroom space or other school facilities for a federally sponsored Head Start program and is planning to make a material change in the arrangement, the superintendent will give notice to the director of the Head Start program at least seven (7) days prior to a school board hearing on the matter.

School districts and school district employees may not be held liable for any claim resulting from a loss or injury arising from the use of indoor or outdoor school property or facilities made available for public recreation or sport.

LEGAL REF.: 20 USC ' 7905, HB 540 2012

Last Review Date: 4/8/2019

Review History: [2/15/2017] [3/14/2016][4/16/2018][4/8/2019]

Adopted Date: 5/13/2013

Approved/Revised Date:

District: Bay St. Louis - Waveland School District
Section: E - Business Management
Policy Code: EBI - Long Range Maintenance of Buildings or Grounds

LONG RANGE MAINTENANCE OF BUILDINGS OR GROUNDS

This school district operates in accordance with a five year plan which is annually revised and which addresses specific actions to improve the quality of education provided by the district.

The superintendent shall be the custodian of real and personal school property and to manage, control and care for same, both during the school term and during vacation. ' 37-7-301(c) (1993)

The grounds shall be adequately maintained for the educational and recreational program of the students and the overall requirements for providing such grounds shall be continually reviewed.

The Mississippi Public School Accountability Standard for this policy is standard 30.

LEGAL REF.: MS CODE as cited

Mississippi Public School Accountability Standards

CROSS REF.: Policies EB - Building and Grounds Management

EBGA - Public School Grounds Maintenance

Last Review Date: 4/8/2019

Review History: [2/15/2017] [3/14/2016][4/16/2018][4/8/2019]

Adopted Date: 5/12/2014

Approved/Revised Date: 11/12/2014

District: Bay St. Louis - Waveland School District
Section: E - Business Management
Policy Code: EBJ - School Property Development Act of 2005

SCHOOL PROPERTY DEVELOPMENT ACT OF 2005

This section shall be referred to as the "School Property Development Act of 2005." It is the intent of the Legislature that this section shall provide school boards with an alternative optional method of disposal of surplus school property that may generate greater returns to the district than a public disposal sale, or to promote or stimulate economic development within the school district or to promote, stabilize or enhance property and tax values within the school district.

The school board of any school district shall be authorized and empowered, in its discretion, to sell, convey or exchange a partial interest, undivided interest or any other interest in real property (other than sixteenth section public school trust land), in whole or in part, for a nonoperational interest in any proposed development of the property, including ownership of shares of a domestic corporation or a membership interest in a limited liability company or a limited partnership interest, any of which is organized for the operation of any project, development or activity that, in the discretion of the school board, will have the potential for fostering economic development activities, increasing property values, increasing student development or enhancing public safety. The school board may contract with any other governmental entity, university or community college, corporation, person or other legal entity for the development, design, construction, financing, ownership or operation of any project, development or activity and may issue notes, leases, bonds or other written obligations to finance such activities. The school board may pledge any revenues or taxes it is to receive from such sale, conveyance or exchange, including any shares of a corporation or membership interest in a limited liability company or limited partnership interest under this subsection or under Sections 37-7-471 through 37-7-483, to secure the repayment of any notes, leases (excluding leases of sixteenth section public school trust land), bonds or other written obligations of the district issued under any provision of state law. Any such pledge of revenues or other monies shall be valid and binding from the date the pledge is made; such revenues or other monies so pledged and thereafter received by the school district shall immediately be subject to the lien of such pledge without any physical delivery thereof or further act, and the lien of any such pledge shall be valid and binding as against all parties having claims of any kind in tort, contract or otherwise against the school district irrespective of whether such parties have notice thereof. Neither the resolutions, contracts or any other instrument by which a pledge is created need be recorded. Any debt secured in whole or in part by a pledge of such revenues or other monies shall not be subject to or included in any debt limitation imposed on the issuance of such debt. This subsection (2) shall not be construed to apply to sixteenth section public school trust land. ' 37-7-485 (2) (2006)

LEGAL REQUIREMENTS

For specific legal requirements of the "School Property Development Act of 2005," please refer to the following sections of the MS Code: 37-471 thru 37-7-487; 37-7-301(tt); 37-7-301(uu); 37-7-301(vv); and 27-65-105.

LEGAL REF.: MS CODE as cited

Last Review Date: 4/8/2019
Review History: [2/15/2017] [3/14/2016][4/16/2018][4/8/2019]

Adopted Date: 5/12/2014
Approved/Revised Date:

District: Bay St. Louis - Waveland School District

Section: E - Business Management

Policy Code: ECBA - Vandalism

VANDALISM

If any student shall willfully destroy, cut, deface, damage or injure any school building, equipment or other school property, he shall be subject to suspension or expulsion and his parents, legal guardians or custodians shall be liable for all damages.

I. LIABILITY FOR DAMAGES

The District may institute legal proceedings against and recover damages provided by law from parents of minor students who maliciously and willfully damage or destroy school property. The discipline plan of each school shall contain a statement of parental responsibilities in this regard as required by Policy JDA.

II. REPORTING VANDALISM

Citizens, students and law enforcement are urged by the board to cooperate in reporting any incidents of vandalism in District property and the name(s) of the person(s) believed to be responsible.

All district employees shall notify the principal of the school when they have knowledge that an act of vandalism has or may have occurred.

The principal shall notify the superintendent or his designee of all reports of vandalism.

The superintendent is authorized to sign a criminal complaint and to press charges against perpetrators of vandalism against school property. He is further authorized to delegate authority to perform these functions.

LEGAL REF.: MS CODE Sections 37-11-19 (1990) and 37-11-53 (1995)

Last Review Date: 4/8/2019

Review History: [2/15/2017] [3/14/2016][4/16/2018][4/8/2019]

Adopted Date: 5/12/2014

Approved/Revised Date:

District: Bay St. Louis - Waveland School District
Section: E - Business Management
Policy Code: ECIA - District Staff Use of Electronic Devices While Driving on District Business

No Employee or volunteer driver of the Bay St. Louis – Waveland School District shall operate any district motor vehicle or operate a personal motor vehicle in the course of their responsibilities and duties with the district while writing, sending, or reading a text message and from accessing, reading or posting to a social networking site using a hand-held mobile telephone

Definitions

- "Hand-held mobile telephone " means a mobile telephone or other portable electronic communication device with which a user engages in a call or writes, sends, or reads a message using at least one hand. The term "hand-held mobile telephone" shall not include a voice-operated or hands-free device;
- "Motor vehicle" means a vehicle driven or drawn by mechanical power and manufactured primarily for use on public highways;
- "Social networking site" means any web-based service that allows individuals to construct a profile within a founded system, articulate a list of other users with whom they share a connection, and communicate with other users of the site;
- "Text message" includes a text-based message, instant message, electronic message, email, but shall not include an emergency, traffic, or weather alert or a message related to the operation or navigation of the motor vehicle;
- "Writing," "sending," and "reading," with respect to a text message, means the manual entry, sending, or retrieval of a text message, respectively, to communicate with any person or device.
- "Voice operated or hands-free device" means a device that allows the user to write, send, or listen to a message without the use of either hand except to activate, deactivate, or initiate a feature or function.

Violations

Violations of this policy may lead to disciplinary action including denial of use of school vehicles and district cell phones and up to and including termination. Certain violations are punishable by law. Any fines or penalties incurred shall be the responsibility of the employee.

Statement of Acknowledgement

Please read and sign the Statement of Acknowledgement and return it to your supervisor. If you have any questions regarding this policy, please contact your supervisor.

I am aware of the policy regarding the use of hand-held wireless communication devices while operating a district vehicle or a personal vehicle in the course of my responsibilities and duties with the district. I fully understand the terms of this policy and agree to abide by them.

Employee Signature _____ Date _____

Employee Name (printed) _____

Last Review Date: 4/8/2019

Review History: [2/15/2017] [3/14/2016][4/16/2018][4/8/2019]

Adopted Date: 11/11/2015

Approved/Revised Date:

District: Bay St. Louis - Waveland School District

Section: E - Business Management

Policy Code: ED - Bus Drivers

BUS DRIVERS MEDICAL EXAM

The school boards of all districts operating school bus transportation are authorized and directed to establish a salary schedule for school bus drivers. No school district shall be entitled to receive the funds herein allotted for transportation unless it pays each of its nonstudent adult school bus drivers paid from such transportation allotments a minimum of One Hundred Ninety Dollars (\$190.00) per month. In addition, local school boards may compensate school bus drivers, to include temporary or substitute bus drivers, for actual expenses incurred when acquiring an initial commercial license or any renewal of a commercial license in order to drive a school bus. In addition, local school boards may compensate school bus drivers, to include temporary or substitute bus drivers, for expenses, not to exceed One Hundred Dollars (\$100.00), when acquiring an initial medical exam or any renewal of a medical exam, in order to qualify for a commercial driver's license. ' 37-151-85 (4) (2006)

LEGAL REF.: MS CODE as cited

CROSS REF.: Policy EDAB - Insulin Dependent Bus Drivers

Last Review Date: 4/8/2019

Review History:[5/14/2018][4/8/2019]

Adopted Date: 6/1/2005

Approved/Revised Date: 5/14/2018

District: Bay St. Louis - Waveland School District

Section: E - Business Management

Policy Code: EDA - Student Transportation

STUDENT TRANSPORTATION

School transportation services will be provided for students to and from school and for transporting students to and from curricular and extracurricular activities sponsored by the district, transporting from one school or facility to another, school-sponsored field trips that are extensions of classroom learning experiences. Transportation will be provided for homeless students to and from the student's school of origin. School of origin means the school that the student attended when permanently housed or the school in which the student was last enrolled. These services shall be provided throughout the regularly scheduled year and during the regular school day as determined by the board.

Elementary students who live more than one mile from school will be transported. Secondary students who live more than one and one-half miles from school will be transported. Mileage exceptions for health, safety or disability will be made in accordance with board policy and administrative regulations.

Miles from school will be determined by the Superintendent or their designee in accordance with applicable state law, Department of Transportation regulation and district policy.

TITLE I FUNDS

Transportation will be provided to a student of a school receiving Title I funds to attend a district school out of the student's attendance area because his/her home school has been identified as in need of improvement, corrective action or restructuring. Such transfers will be permitted and transportation provided only to a safe school that has not been identified for improvement, corrective action or restructuring. The obligation of the district to provide for transportation will terminate at the end of the school year if the school from which the student transferred is no longer in school improvement.

In the event all other district schools a student may transfer to have also been identified as in need of improvement, corrective action or restructuring or there is no other district school to which the student may transfer, the district shall, to the extent practicable, establish a

cooperative agreement with other districts in the area for a transfer. Transportation for students who transfer for such purposes will be provided for in accordance with the agreement.

If there are no district schools to which students can transfer because: (1) all schools at a grade level are in school improvement; (2) there is only one school in the district; or (3) the rural or isolated nature of the school district prevents choice, the district must notify the parents that the student's school has been identified for school improvement but that no choices are currently available. Districts should consult with their attorney.

COOPERATIVE AGREEMENTS

The district may also provide transportation using federal funds or through cooperative agreements with local victims assistance units for a student to attend a safe district school out of the student's attendance area for any student who is a victim of a violent criminal offense occurring in or on the grounds of the school the student attends or the student attends a school identified as persistently dangerous. Note: Federal funds means funds available through Title IV, Part A, and Title V, Part A.

Transportation provided will, to the extent possible, be to a school that is making adequate yearly progress and that has not been identified as in need of improvement, corrective action or restructuring. If there are no other schools within the district a student may transfer to, the district may establish a cooperative agreement with other districts in the area for a transfer. Transportation for students who transfer for such purposes will be provided in accordance with the agreement. Note: If there is not another school in the district to which students can transfer, districts are encouraged, but not required to, explore other appropriate options, i.e., an agreement with a neighboring district.

STUDENT CONDUCT

School buses carrying students will be considered extensions of the school experience. All students using school transportation will abide by the code of conduct posted in each school bus [or school activity vehicle]. Violations of such code, as well as other conduct which is improper or which jeopardizes the safety of self or others, will be reported by the school bus [vehicle] driver to [the supervisor]. [The transportation supervisor] will, as soon as possible, inform the appropriate building principal of such occurrence. Violators may be denied use of transportation for a period of time as deemed proper by the building principal [*and/or*] transportation supervisor.

BUS DRIVERS

The [building principal] or designee shall ensure transportation officials and drivers receive notification of students having special medical or behavioral protocols identified in student records.

Information and/or training, including confidentiality requirements, will be provided to drivers, as appropriate.

The school bus [vehicle] driver will be responsible for the school bus [vehicle] at all times from departure until return. The driver will not participate in any activities that might impair his/her driving abilities.

CHILDREN IN FOSTER CARE

The superintendent or designee shall coordinate activities relating to the District's provision of services to children placed in foster care, including transportation services, when the District is notified by the Children's Protective Service in writing that the local child welfare agency has foster care students in need of services.

The district will comply with all state and federal laws and regulations pertaining to school bus transportation.

CROSS REF.: Policies EDAA Student Transportation Management School-Owned Buses

EDD Student Transportation Management Scheduling and Routing

EDC Bus Safety Program

Last Review Date: 4/8/2019

Review History: [2/15/2017] [3/14/2016][4/16/2018][4/8/2019]

Adopted Date: 10/21/2016

Approved/Revised Date: 1/9/2017

District: Bay St. Louis - Waveland School District
Section: E - Business Management
Policy Code: EDAA - Student Transportation Management School-Owned Buses

STUDENT TRANSPORTATION MANAGEMENT SCHOOL-OWNED BUSES

This school board is authorized and empowered to purchase, own and operate, under such rules and regulations as may be prescribed by the State Board of Education, motor vehicles and other equipment for the transportation of children to and from the public schools of the respective counties and school districts, and to provide for the servicing, repair, care and maintenance of such county or district-owned motor vehicles and to employ drivers for the operation thereof, and to establish, erect and equip school bus shops or garages, and purchase land therefor, all under such rules and regulations as may be prescribed by the State Board of Education. ' 37-41-81 (1987)

EXPENDITURE OF FUNDS

This school board is authorized and empowered to expend the necessary amounts from the available transportation funds of the school district for the purchase of such transportation equipment, the servicing, repair and maintenance thereof and for the payment of the salaries of persons employed to drive or operate such transportation equipment, and to establish, erect and equip school bus shops or garages, and purchase land therefor. ' 37-41-83 (1987)

This school board shall not purchase any school bus or pupil transportation service vehicle as authorized by Section 37-41-81 except in the manner prescribed in Section 37-41-101. No school bus shall be purchased or otherwise acquired which does not conform to the specifications provided by the State Board of Education. ' 37-41-85 (1987)

This school board, with the approval of the State Board of Education, may borrow money for the purchase of school transportation equipment or to establish, erect and equip school bus shops or garages, and purchase land therefor, and issue the negotiable notes or bonds of the school district as evidence of the indebtedness so incurred. ' 37-41-89 (1987)

The superintendent shall operate and manage the student transportation program of this school district according to the most recent edition of Pupil Transportation Guide for Superintendents.

BUS AND DRIVER SAFETY

All buses are inspected on a quarterly basis and are well-maintained and clean. Each bus driver has a valid bus driver certificate and a commercial driver's license and operates the bus according to all specified safety procedures. The school district has on file a yearly motor vehicle report on each driver and evidence that each driver has received two hours of in-service training per semester.

Bus schedules ensure arrival of all buses at their designated school sites prior to the start of the instructional day. Emergency bus evacuation drills are conducted at least two times each year.

NOTE: Please refer to Pupil Transportation Guide for Superintendents, published by the Mississippi Department of Education.

LEGAL REF.: MS CODE as cited
CROSS REF.: Policies EDA - Student Transportation
EDC - Bus Safety Program

Last Review Date: 4/8/2019

Review History: [2/15/2017] [3/14/2016][4/16/2018][4/8/2019]

Adopted Date: 8/1/2003

Approved/Revised Date:

District: Bay St. Louis - Waveland School District
Section: E - Business Management
Policy Code: EDAAA - School District Identification on School Buses

School District Identification on School Buses

All publicly owned school district buses and all which are hereafter acquired and all publicly owned school district buses which, shall hereafter be repainted, with the name of the school district owning same painted on both sides of the bus. Such words shall be painted on each such bus in letters at least five (5) inches in height and in a color which is in contrast with the color of the vehicle.

Any contract entered into by this school district for the operation, rental or leasing of school buses with private or public entities shall stipulate in the contractual agreement that the entity from whom the school bus is rented, leased or purchased, or which is providing the transportation service, shall cause to be placed on the bus, the required district-identifying signage before delivery of the school bus into possession of the school district.

Legal reference: Mississippi Code of 1972 37-41-3, 37-41-29 and 37-41-31

Last Review Date: 4/8/2019

Review History: [2/15/2017] [3/14/2016][4/16/2018][4/8/2019]

Adopted Date: 12/8/2014

Approved/Revised Date:

District: Bay St. Louis - Waveland School District

Section: E - Business Management

Policy Code: EDAC - Contracted Bus Service

CONTRACTED BUS SERVICE

It shall be the duty of this school board, as existing private contracts providing for the transportation of school pupils expire, to replace such private transportation with publicly owned transportation unless publicly owned transportation is deemed impractical. This school board may acquire, when so requested by holders of private transportation contracts, from such holders of private transportation contracts, all buses which, in the opinion of the school board, can be practicably operated as units of the public transportation system. The actual market value shall be paid therefor, said value to be determined by an appraisal by three (3) experienced and impartial citizens, the selection of whom shall be mutually agreed upon by the parties thereto.

With the approval of the State Board of Education, present private contracts providing for transportation of school pupils may be continued, or new contracts may be entered into whenever it is deemed that the needs of the pupils can best be served by such method of transportation. However, in no case shall the amount allotted per pupil from state funds for transportation in facilities provided by private contracts exceed the amount allowed per pupil from state funds for public transportation in the same county and district.

Before any money is allocated or disbursed from the state transportation funds to any school board which is transporting children under private contracts, written contracts shall be entered into by and between the respective carriers and school boards. A copy of each contract shall be filed with the superintendent of schools or the administrative superintendent, and a like copy shall be filed with the State Board of Education.

The aforesaid contract shall show the length of the route, the amount of money to be paid the carrier, the type and condition of the bus, and any other information which may be required by the State Board of Education. This school board is not required to file a copy of any private contract for transportation of exceptional children under extraordinary circumstances with the State Board of Education. ' 37-41-29 (1988)

AWARDING OF PRIVATE CONTRACTS

In each case where pupils are transported to and from the public schools in this state in privately owned vehicles, the contract for such transportation shall be let to the lowest responsible bidder who is able to furnish a solvent bond for the faithful performance of his contract. This shall be done after each route over which such pupils are to be transported has been laid out and established as provided in this chapter. Such contracts shall be awarded upon receipt of sealed bids or proposals after the time and place of letting such contracts and the manner of bidding have been duly advertised in some newspaper published in the county in accordance with the procedures provided in MS Code Section 31-7-13 (c). If no newspaper is published in the county, then the advertisement shall be made by publication for the required time in some newspaper having a general circulation therein, and therein, and, in addition, by posting a copy thereof for said time in at least three (3) public places in said county, one (1) of which shall be at the county courthouse in each judicial district of the county. The awarding of all such contracts shall, however, in all respects be subject to the provisions of Section 37-41-29. ' 37-41-31 (2003)

EXCEPTIONAL CHILDREN

Private contracts for the transportation of exceptional children, as defined in Section 37-23-3, may

be negotiated by the school board without the necessity of the advertising for or taking of bids.

The same may apply under extraordinary circumstances where regular transportation is considered to be impractical, with prior approval of the State Department of Education. This school board may negotiate and contract for the transportation described so long as it complies with the school transportation regulations promulgated by the State Board of Education. ' 37-41-31 (2003)

LENGTH OF CONTRACTS

Contracts shall be made for four (4) years, at the discretion of this school board. Any and all bids may be rejected. At the expiration of any transportation contract, if the school board believes a route should remain substantially as established and finds that the carrier thereon has rendered efficient and satisfactory services it may, with the approval of the State Board of Education, extend the contract for not more than four (4) years, subject, however, to the provisions of Section 37-41-29. ' 37-41-31 (2003)

LEGAL REF.: MS CODE as cited

CROSS REF.: Policy EDAA - Student Transportation Management School-Owned Buses

Last Review Date: 4/8/2019

Review History: [2/15/2017] [3/14/2016][4/16/2018][4/8/2019]

Adopted Date: 5/12/2014

Approved/Revised Date:

District: Bay St. Louis - Waveland School District
Section: E - Business Management
Policy Code: EDAE - Use of Private Vehicles for School Purposes

USE OF PRIVATE VEHICLES FOR SCHOOL PURPOSES

The school district discourages the use of privately owned vehicles for transporting students on behalf of the school. Should occasion arise when a privately owned vehicle must be used to transport students, the following provisions must be met. Under no circumstances should a privately owned vehicle be used when there is a National Transportation Safety Board approved student transportation vehicle available.

1. The school district employee must provide the district with proof of liability insurance to cover all risks associated with driving an automobile.
2. Each use of the automobile must be approved in writing by the principal and/or the superintendent. No administrator shall approve use of the employee owned vehicle when school district owned vehicles are available.
3. No one shall be permitted to operate the vehicle other than the school district employee.
4. There shall be a check of driving record of each school employee permitted to operate a school owned vehicle or a privately owned vehicle on behalf of the school district.
5. Under no circumstances will the operator allow more than 6 elementary age, or 4 junior or senior high school students to ride in the vehicle at any one time.

Last Review Date: 4/8/2019

Review History: [2/15/2017] [3/14/2016][4/16/2018][4/8/2019]

Adopted Date: 9/10/2013

Approved/Revised Date: 5/12/2014

District: Bay St. Louis - Waveland School District

Section: E - Business Management

Policy Code: EDC - Bus Safety Program

BUS SAFETY PROGRAM

The State Board of Education is authorized, empowered and directed to promulgate rules and regulations for providing operation procedures for public school buses to insure safety of pupils. ' 37-41-1(g) (1987)

AUTHORIZED USE

It shall be a misdemeanor for any person to use a publicly owned school bus for any purpose other than one in connection with the school, and upon conviction thereof such person shall be fined not less than Fifty Dollars (\$50.00). When any publicly owned school bus is being operated on the public roads or highways at a time other than the usual and customary time for the transportation of children to and from the public schools, members of the Highway Safety Patrol, sheriffs, constables and other peace officers shall have the power and authority to stop such bus for the purpose of ascertaining whether the trip then being made is authorized by law. If it be found that such trip is unauthorized, such highway patrolman, sheriff, constable or other peace or police officer shall forthwith report the same to the school board owning such bus and to the State Department of Education. ' 37-41-45 (1987)

SPEEDING PROHIBITED

It shall be unlawful for a driver of any school bus, whether a public or a contract bus, to drive said bus at a speed greater than forty-five (45) miles per hour while transporting children to and from school on regular routes. However, any such driver, while operating a school bus on other authorized trips, shall not drive said school bus at a speed greater than fifty (50) miles per hour. Any person who shall violate the provisions of this section shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined not less than twenty-five dollars (\$25.00) nor more than one hundred dollars (\$100.00) for each offense. In addition thereto, upon such conviction, such driver may be discharged from further employment as a school bus driver or carrier and his contract as such may be terminated. ' 37-41-47 (1982)

VEHICLE INSPECTION AND SAFETY

Each school board, person, firm or corporation transporting public school children on the public roads, streets and highways of the state with motor vehicles shall have said motor vehicles inspected according to the laws of the state and according to the regulations of the State Board of Education. Each motor vehicle shall be inspected by a competent mechanic to be safe for transporting pupils on the roads, streets and highways of the state before it is released for such purpose. If such motor vehicle is found to be unsafe for transporting pupils, then it shall be properly repaired or adjusted as necessary before being used to transport pupils. The provisions of this paragraph shall not apply to vehicles owned by individuals and under private contract to the school district and used exclusively for transporting members of their immediate families.

The State Department of Education may, at its discretion, inspect any school bus used for transporting pupils to and from the public schools or for activity purposes to determine the safety of such motor vehicle for operation on the roads, streets and highways of this state. In the event a vehicle is inspected and is found to be unsafe for transporting pupils, a report shall be filed with the appropriate school official indicating its deficiencies with recommendations for correcting such deficiencies.

If it is determined that any buses are in such defective condition as to constitute an emergency safety hazard, those buses may be condemned and removed from service and shall not be returned to service until adequate repairs are completed and such buses are re-inspected by the State Department of Education. Any school official who approves the operation of any school bus that has been removed from service under the conditions listed above, prior to being re-inspected by the State Department of Education, shall be guilty of a misdemeanor and upon conviction shall be punished by imprisonment in the county jail for a period not to exceed sixty (60) days, or a fine of not less than Five Hundred Dollars (\$500.00) nor more than One Thousand Dollars (\$1,000.00), or by both such fine and imprisonment, in the discretion of the court. ' 37-41-53 (1992)

REQUIREMENTS FOR CONTRACT

The State Board of Education shall adopt and enforce regulations not inconsistent with the traffic laws and regulations of this state to govern the design and operation of all school buses used for the transportation of school children when owned and operated by any school board or privately owned and operated under contract with any school board in this state. Such regulations shall by reference be made a part of any such contract with a school board. Every school board, its officers and employees, and every person employed under contract by a school board shall be subject to said regulations.

Any officer or employee of this school board who violates any of said regulations or fails to include the obligation to comply with said regulations in any contract executed by them on behalf of a school board shall be guilty of misconduct and subject to removal from office or employment. Any person operating a school bus under a contract with a school board who fails to comply with any of said regulations shall be guilty of breach of contract and such contract shall be canceled after notice and hearing by the responsible officers of such school board. ' 37-41-57 (1987)

The Mississippi Public School Accountability Standard for this policy is standard 29.

LEGAL REF.: MS CODE as cited

Mississippi Public School Accountability Standards

CROSS REF.: Policies EBBA - School Safety Plan

JCDAD - Bus Conduct

Last Review Date: 4/8/2019

Review History: [2/15/2017] [3/14/2016][4/16/2018][4/8/2019]

Adopted Date: 9/10/2014

Approved/Revised Date: 11/12/2014

District: Bay St. Louis - Waveland School District
Section: E - Business Management
Policy Code: EDD - Student Transportation Management Scheduling and Routing

STUDENT TRANSPORTATION MANAGEMENT SCHEDULING AND ROUTING

There shall be no duplication of bus routes except in circumstances where it is totally unavoidable.
37-41-3

School transportation services will be provided for students to and from school and for transporting students to and from curricular and extracurricular activities sponsored by the district, transporting from one school or facility to another, school-sponsored field trips that are extensions of classroom learning experiences. Transportation will be provided for homeless students to and from the student's school of origin. School of origin means the school that the student attended when permanently housed or the school in which the student was last enrolled. These services shall be provided throughout the regularly scheduled year and during the regular school day as determined by the Board.

It shall be unlawful for the State Board of Education to allot any state funds to any school district for the transportation of pupils who are not entitled to such transportation, or for the transportation of pupils from one district to another if their grade or grades are taught in a school within the district wherein they reside, unless the transfer of such children from the district in which they reside to such districts shall have been approved in the manner provided by law. It shall be further unlawful for this school board to expend funds from any source whatsoever for the transportation of pupils from one district to another district if their grade or grades are taught in a school within the district where they reside, unless the transfer of such children from the district in which they reside to such other district shall have been approved in the manner provided by law. 37-41-21

LIABILITY

Any superintendent of schools, member of the school board, superintendent, principal or carrier, or bus driver, who shall knowingly make any false report, list or record, or who shall knowingly make use of any false report, list or record concerning the number of school children being transported or entitled to be transported in any county or school district shall be guilty of a misdemeanor and upon conviction shall be punished by imprisonment in the county jail for a period not to exceed sixty (60) days, or by a fine of not less than One Hundred Dollars (\$100.00) nor more than Three Hundred Dollars (\$300.00), or by both such fine and imprisonment, in the discretion of the court.

In addition, any such person shall be civilly liable for all amounts of public funds which are illegally, unlawfully or wrongfully expended or paid out by virtue of or pursuant to such false report, list or record, and upon conviction or adjudication of civil liability here under such person shall forfeit his license to teach for a period of three (3) years, if such person is the holder of such a license.

Any suit to recover such funds illegally, unlawfully, or wrongfully expended or paid out may be brought in the name of the State of Mississippi by the Attorney General or the proper district attorney or county attorney. In the event such suit be brought against a person who is under bond, the sureties upon such bond shall likewise be liable for such amount illegally, unlawfully or wrongfully expended or paid out. ' 37-41-25

LEGAL REF.: MS CODE as cited;

CROSS REF.: Policies EDA Student Transportation

EDAA Student Transportation Management School-Owned Buses

Last Review Date: 4/8/2019

Review History: [2/15/2017] [3/14/2016][4/16/2018][4/8/2019]

Adopted Date: 10/21/2016

Approved/Revised Date:

District: Bay St. Louis - Waveland School District

Section: E - Business Management

Policy Code: EDDA - Special Use of School Buses

SPECIAL USE OF SCHOOL BUSES

This school board, subject to rules and regulations promulgated by the State Board of Education may permit:

- the use of publicly owned school buses for the transportation of participating students, teachers, coaches and sponsors in connection with athletic events, events of boys' and girls' clubs, events of Future Farmers of America or 4-H Clubs and special events in connection with the schools which the boards may consider a part of the educational program.
- the use of publicly owned school buses for the transportation of citizens for grand jury and other jury functions upon order of the court or as considered necessary by the school board during natural or man-made emergencies, hurricanes, tornadoes, floods and other acts of God.
- the use of publicly owned school buses for the transportation of citizens attending an air show or historic commemorative event held on a military base or military park located in the school district; provided that such determination shall be made upon the minutes of the school board and shall include an agreement with the military base or military park that it will indemnify and hold the school district harmless in any action regarding such transportation.

The superintendent or designee shall establish procedures specifying guidelines and consequences for violation of the policy.

LEGAL REF.: MS Code of 1972, Section 37-41-27

CROSS REF.: Policy EDAA Student Transportation Management School-Owned Buses

Last Review Date: 4/8/2019

Review History: [2/15/2017] [3/14/2016][4/16/2018][4/8/2019]

Adopted Date: 9/13/2010

Approved/Revised Date: 12/8/2014

District: Bay St. Louis - Waveland School District
Section: E - Business Management
Policy Code: EDDAA - Transporting Students to Events in Vehicles Other than Buses

Transporting Students to Events in Vehicles Other than School Buses

While students are being transported for trips to and from school sites or agricultural education sites or for trips to and from agricultural education-related events or competitions, school buses are to be used whenever practical.

This school board may regularly permit the use of motor vehicles other than school buses when the transportation is for trips to and from school sites or agricultural education sites or for trips to and from agricultural education-related events or competitions, but is not for customary transportation between a student's residence and such sites.

(b) When the transportation of students is provided, in a vehicle other than a school bus that is owned, operated, rented, contracted, or leased by this school district, the following provisions shall apply:

(i) The vehicle must be a passenger car or multipurpose passenger vehicle or truck, as defined in 49 C.F.R. Part 571, designed to transport fewer than ten (10) students. Students must be transported in designated seating positions and must use the occupant crash protection system provided by the manufacturer unless the student's physical condition prohibits such use.

(ii) An authorized vehicle may not be driven by a student on a public right-of-way. An authorized vehicle may be driven by a student on school or private property as part of the student's educational curriculum if no other student is in the vehicle.

(iii) The driver of an authorized vehicle transporting students must maintain a valid driver's license and must comply with the requirements of the school district's locally adopted safe driver plan, which includes review of driving records for disqualifying violations.

(iv) The superintendent or designee shall establish procedures specifying guidelines and consequences for violation of the policy.

Last Review Date: 4/8/2019

Review History: [2/15/2017] [3/14/2016][4/16/2018][4/8/2019]

Adopted Date: 12/8/2014

Approved/Revised Date:

District: Bay St. Louis - Waveland School District

Section: E - Business Management

Policy Code: EDDB - Walkers and Riders

WALKERS AND RIDERS

Pupils of legal school age, which shall include kindergarten pupils, and in actual attendance in this school district who live a distance of one (1) mile or more by the nearest traveled road from the school to which they are assigned shall be entitled to transportation within the meaning of this chapter. Nothing contained in this section shall be construed to bar any child from such transportation where he or she lives less than one (1) mile and is on the regular route of travel of a school bus and space is available in such bus for such transportation. No state funds shall be paid for the transportation of children living within one (1) mile of the school, except as otherwise provided in this chapter, and such children shall not be included in transportation reports. In the development of route plans, economy shall be a prime consideration. There shall be no duplication of routes except in circumstances where it is totally unavoidable. The State Department of Education shall have authority to investigate school bus routing when there is reason to believe the provisions of this statute are being violated. The State Board of Education shall have authority to withhold transportation funds when school districts fail to correct unnecessary route duplication. Provided further, that all school districts are hereby authorized to lease or contract with any public or private individual, partnership, corporation, association, agency or other organization for the implementation of transportation of pupils as provided for in this section.

This school board may provide transportation to such crippled and physically handicapped children as may be designated by such board, when the failure to do so would result in undue hardship, even though the children are not otherwise entitled to transportation under the provisions of this chapter.

Where space is available, students attending junior colleges shall be allowed transportation on established routes in district-owned buses. However, no additional funds shall be allocated or expended for such purposes, and such persons shall not be included in transportation reports. ' 37-41-3 (1993)

In addition to public school students or pupils authorized to be transported to the public schools by virtue of Section 37-41-3, the local school board, with the concurrence of the board of supervisors, in their discretion and with local tax funds or other local contributions or support exclusively and without state appropriations, may provide transportation for students or pupils to the public schools whenever the within described boards or officers find that extraordinary circumstances and conditions are prevalent in said school district in regard to such matters as the public health and safety, school facilities, location of the school site, unusual economic growth and population expansion, newly expanded municipal corporation limits, the general welfare, and any other emergency facts and conditions which may be deemed by said authorities to be in the best interest of the political subdivision. ' 37-41-5 (1987)

LEGAL REF.: MS CODE as cited

Last Review Date: 4/8/2019

Review History: [2/15/2017] [3/14/2016][4/16/2018][4/8/2019]

Adopted Date: 9/10/2010

Approved/Revised Date: 5/12/2014

District: Bay St. Louis - Waveland School District

Section: E - Business Management

Policy Code: EDF - Transportation Records

TRANSPORTATION RECORDS

The State Board of Education shall prescribe keeping and preservation of all records and the making of all reports and the description thereof as the board may deem necessary for the efficient operation of the school transportation system of this state. It shall be unlawful for any pay certificate to be issued to any school carrier or bus driver until all such reports required by the regulations of the state board of education shall have been filed in accordance with said regulations. Any person making a false list, report, or record required by the aforesaid rules and regulations of the State Board of Education shall be subject to the penalties provided by section 37-41-25. ' 37-41-23

Any superintendent of schools, member of the school board, superintendent, principal or carrier, or bus driver, who shall knowingly make any false report, list or record, or who shall knowingly make use of any false report, list or record concerning the number of school children being transported or entitled to be transported in any county or school district shall be guilty of a misdemeanor and upon conviction shall be punished by imprisonment in the county jail for a period not to exceed sixty (60) days, or by a fine of not less than One Hundred Dollars (\$100.00) nor more than Three Hundred Dollars (\$300.00), or by both such fine and imprisonment, in the discretion of the court. In addition, any such person shall be civilly liable for all amounts of public funds which are illegally, unlawfully or wrongfully expended or paid out by virtue of or pursuant to such false report, list or record, and upon conviction or adjudication of civil liability hereunder such person shall forfeit his license to teach for a period of three (3) years, if such person is the holder of such a license. Any suit to recover such funds illegally, unlawfully, or wrongfully expended or paid out may be brought in the name of the State of Mississippi by the Attorney General or the proper district attorney or county attorney. In the event such suit be brought against a person who is under bond, the sureties upon such bond shall likewise be liable for such amount illegally, unlawfully or wrongfully expended or paid out. ' 37-41-25 (1987)

LEGAL REF.: MS CODE as cited

CROSS REF.: Policy EDAA - Student Transportation Management School-Owned Buses

Last Review Date: 4/8/2019

Review History: [2/15/2017] [3/14/2016][4/16/2018][4/8/2019]

Adopted Date: 9/10/2010

Approved/Revised Date: 5/12/2014

District: Bay St. Louis - Waveland School District
Section: E - Business Management
Policy Code: EFA - Data Breach Prevention (Cyber Security)

1. Purpose

It is the policy of the Bay St. Louis - Waveland School District ("School District") that employees comply with the Mississippi mandated identity theft prevention laws and School District data breach procedures. Employees are required to protect the sensitive personally identifiable information about students, employees and others from inadvertent, negligent and willful disclosure or breach of such information, data or records. Violation of this Policy may result in corrective action up to and including termination and may be punishable by law.

2. Definition

Data Breach - Disclosure of personal information pertaining to students or staff by any unauthorized person.

Personal Information - The first name or first initial and last name of any student or staff in combination with and linked to any one or more of the following: (1) social security number; (2) driver's license number or State identification card number; and (3) financial account number or credit or debit card number, in combination with any required security code, access code, or password that would permit access to an individual's financial account. Personal information does not include publicly available information that is lawfully made available to the general public from federal, state or local government records.

3. Guidelines Data Breach Notification

All employees must protect and secure all electronic resources and information, data and records of the School District from theft, and inadvertent disclosure when they are under the supervision and control of the School District, and when they are not under the supervision or control of the School District, for example, but not limited to, working at home, on vacation, or elsewhere. If any employee becomes aware of the release of School District information, data or records the release must be reported to the Superintendent or designee immediately.

If there is a breach of security of the information, data, or records of the School District, the School District must disclose any breach of security of computerized records after discovery or notification of the breach to any Mississippi resident whose personal information was, or is reasonably believed to have been accessed by an unauthorized person.

Before disclosing a breach of security the School District must report the breach of security and any information pertaining to the breach to the local or state law enforcement agency for investigation or handling in advance of the disclosure to the customer, or others. The School District may be required to delay notification if a law enforcement agency determines that the notification will impede a criminal or civil investigation.

The School District administration must then determine whether a data breach notification will be issued. Notifications may be made through a written notice, telephone notice, electronic notice, or a substitute notice

A notice of the security breach must be provided to residents whose unencrypted and un-redacted computerized personal information was or is reasonably believed to have been accessed and acquired by an unauthorized person and that the School District believes has or could cause loss or injury.

All records of the School District must be destroyed pursuant to the School District document retention and destruction policy, schedule, Mississippi Department of Archives requirements. Destruction means shredding, erasing, or modifying the personal information in the records to make them unreadable, undecipherable or non-reconstructionable through generally available means.

Social Security Number Requirement

Unless otherwise permitted by law, School District employees must protect the privacy of Social Security numbers.

1. The School District may not do any of the following:

a. Publicly post or publicly display in any manner an individual's Social Security number. "Publicly post" or "publicly display" means to intentionally communicate or otherwise make available the Social Security number to the general public.

b. Print an individual's Social Security number on any card required for the individual to access products or services provided by School District.

c. Require an individual to transmit his or her Social Security number over the Internet unless the connection is secure or the Social Security number is encrypted.

d. Require an individual to use his or her Social Security number to access an Internet website unless a password or unique personal identification number or other authentication device is also required to access the website.

e. Print an individual's Social Security number on any materials that are mailed to the individual unless Federal or State law requires the Social Security number to be on the document to be mailed. However, Social Security numbers may be included in applications and forms sent by mail, including documents sent as part of an application or enrollment process or to establish, amend or terminate an account, contract or policy or to confirm the accuracy of the Social Security number. A Social Security number that is permitted to be mailed under this section may not be printed, in whole or in part, on a postcard or other mailer not requiring an envelope, or visible on the envelope or without the envelope having been opened.

2. The School District may collect, use, or release a Social Security number as required by federal or state law, or may use the Social Security number for internal verification, administrative purposes or for law enforcement investigations.

3. This requirement does not apply to a document that is required by law to be open to the public, and originates with, or is filed, recorded or maintained by any governmental agency, instrumentality or taxing authority.

Last Review Date: 4/8/2019

Review History: [2/15/2017] [3/14/2016][4/16/2018][4/8/2019]

Adopted Date: 12/14/2015

Approved/Revised Date:

District: Bay St. Louis - Waveland School District

Section: E - Business Management

Policy Code: EG - Insurance Management

INSURANCE MANAGEMENT

ATHLETICS ACTIVITIES

This school board is authorized and empowered to pay out of the athletic fund or funds obtained from athletic activities all of the actual medical expenses evidenced by itemized bills of account, for injuries sustained by any regularly enrolled student while participating in athletic activities considered a part of any sport that said school engages in as a part of any regularly scheduled athletic contest with other schools, to include any injury sustained in any contest scheduled by the proper school authorities and any required training preparatory thereto.

In lieu of the payment set out in the paragraph above, and in the discretion of this school board, the school board is authorized and empowered to contract for hospitalization insurance designed to fully compensate students for actual medical expenses in such cases. The payment of such hospitalization insurance shall be made from funds available as set out in the paragraph above. ' 37-11-9 (1950)

MISSISSIPPI HIGH SCHOOL ACTIVITIES ASSOCIATION

All students in grades 9-12 participating in activities and athletics under the jurisdiction of the Mississippi High School Activities Association are automatically insured under a lifetime medical insurance plan for the catastrophically injured student which is paid for by the school district. Under this plan, a catastrophically injured student is one whose medical rehabilitation and work loss expenses have exceeded \$25,000.00. This policy offers the student and his/her family the following immediate lifetime benefits:

1. to pay all medical expenses in excess of what accident and health insurance carried by the family pays and above \$25,000.00.
2. to pay all rehabilitation expenses including parents' lost wages while visiting him or her in the hospital, full services of the best rehabilitation centers in the U.S. including transportation cost there for him and his parents, counseling for the family under stress from coping with the injury and disability of the student; remodeling the home for the permanently disabled student, if necessary; specially equipping a car or van for transportation of the disabled student, if necessary.
3. to pay up to \$300.00 per week lost benefits for the permanently disabled student.

LIABILITY INSURANCE

All public school boards may purchase group insurance coverage for the liability of all of its active full-time instructional and noninstructional personnel. Such policy shall be paid for with any funds available other than state minimum education program funds. ' 37-7-319 (1992)

School districts shall provide liability insurance consistent with the provisions of the Tort Claims Act as outlined in ' 11-46-1 et seq.

WORKERS' COMPENSATION INSURANCE

School districts shall provide Workers' Compensation insurance consistent with the provisions of the Tort Claims Act as outlined in ' 71-3-1

NOTE: For exemptions to insurance bidding requirements, see ' 31-7-13 (m) (xiii)

LEGAL REF.: MS CODE as cited

Last Review Date: 4/8/2019

Review History: [2/15/2017] [3/14/2016][4/16/2018][4/8/2019]

Adopted Date: 9/13/2010

Approved/Revised Date: 10/10/2013

District: Bay St. Louis - Waveland School District
Section: E - Business Management
Policy Code: EGA - State Employees Life and Health Insurance Plan

The Bay St. Louis - Waveland School District provides life insurance and health care benefits to its eligible employees and their eligible dependents through the State Employees Life and Health Insurance Plan (the "Life and Health Plan.") Premiums for the Life and Health Plans shall be paid in accordance with state law and Mississippi Department of Education State Board Policy.

The Life and Health Plan is subject to the Health Insurance Portability and Accountability Act of 1996, as amended ("HIPAA"). The Life and Health Plan is required by HIPAA to take reasonable steps to ensure the privacy of the individually identifiable health information of the Board's employees and their dependents who are covered under the Life and Health Plan. For this purpose, the Life and Health Plan has adopted HIPAA Privacy Policies and Procedures.

The Board acknowledges that its employees who use or disclose individually identifiable health information in the course of their duties related to the District's health care benefits (in connection with the Life and Health Plan) are required to comply with the Health Plan's HIPAA Privacy Policies and Procedures, copies of which are made available by the District to all such employees. The Board further acknowledges that HIPAA privacy training is required for all such employees, and the Life and Health Plan and the Board shall make resources available for such training.

Last Review Date: 04/8/2019

Review History:[2/15/2017] [11-17-2016][12/12/2016][4/16/2018][4/8/2019]

Adopted Date: 12/12/2016

Approved/Revised Date:

District: Bay St. Louis - Waveland School District

Section: E - Business Management

Policy Code: EGB - Student Insurance Program

STUDENT INSURANCE PROGRAMS

Students participating in varsity athletics shall be required to submit a statement signed by the parent indicating that the school is not to be held responsible for injuries sustained during participation in the varsity sport. The student shall purchase accident insurance and shall present a statement signed by his parent or guardian that the family has such coverage.

Participation in extracurricular activities is voluntary. This school district does not furnish student insurance, nor does it sell insurance or act as agent for any insurance company or local insurance agency.

Students shall not be allowed to participate in school-sponsored activities where there is a reasonable risk of injury or death without parent/guardian furnishing a signed statement certifying that health/accident insurance coverage exists on such student.

Last Review Date: 4/8/2019

Review History: [2/15/2017] [3/14/2016][4/16/2018][4/8/2019]

Adopted Date: 9/13/2010

Approved/Revised Date:

District: Bay St. Louis - Waveland School District

Section: E - Business Management

Policy Code: EI - Computer Software Usage

Computer Software Usage

Computer software is protected by copyright laws and international treaty. You must treat the software like any other copyrighted material, except that you may either make one copy of the software solely for backup or archival purposes, or you may place the software on a single mass storage device (media), such as a hard disk, provided that you keep the original software solely for backup or archival purposes. Copyright laws prohibit making additional copies of the software for any other reason.

The following rules and regulations apply to all school district employees.

1. Computers owned by this school district are for business use only;
2. Employees are not permitted to bring their own PC hardware, software, or diskettes in the work facility without prior authorization from the Computer Network Administrator;
3. No unlicensed software will be permitted on district-owned computers;
4. Site licenses shall be filed in the Department or School in which the software is used;
5. All unauthorized computer usage, theft of computer resources, and/or the existence of computer anomalies are to be reported at once to the Technology Department;
6. There will be no copying of data and software without proper authorization;
7. Each user will provide for timely backup of essential data;
8. The locally developed software is to be sufficiently documented to preclude reliance on key personnel and shall be filed with the Finance Department; and
9. Only authorized personnel can have off-site usage of district-provided portable computers and software.

Authorized personnel will make periodic audits of district-owned computers for compliance with rules and regulations. Any software found without proper license or that is not authorized through District Office, **will be removed from the computer and the employee involved could be subject to reprimand.**

Last Review Date: 4/8/2019

Review History: [2/15/2017] [3/14/2016][4/16/2018][4/8/2019]

Adopted Date: 9/13/2010

Approved/Revised Date:

District: Bay St. Louis - Waveland School District

Section: E - Business Management

Policy Code: EM - Hazardous Materials

Asbestos Hazard Emergency Response Act (AHERA) Compliance

The Asbestos Hazard Emergency Response Act (AHERA) requires public school districts to inspect their schools for asbestos-containing building material, prepare management plans, and take action to prevent or reduce asbestos hazards. In order to comply with AHERA, the Bay-Waveland School District will:

- Perform an original inspection to determine whether asbestos-containing materials are present and then re-inspect asbestos-containing material in each school every three (3) years,
- Develop, maintain, and update an asbestos management plan and keep a copy at the school,
- Provide yearly notification to parent, teacher, and employee organizations on the availability of the school's asbestos management plan and any asbestos-related actions taken or planned in the school,
- Designate a contact person to ensure the responsibilities of the Bay-Waveland School District are properly implemented,
- Perform periodic surveillance of known or suspected asbestos-containing building material, and
- Ensure that trained and licensed professionals perform inspections and take response actions.

In addition to the above requirements, the Bay-Waveland School District will ensure that all members of the custodial staff who may work in a building with asbestos-containing building materials will have the required asbestos-awareness training.

All new custodial staff must be trained within sixty (60) days of hire.

Last Review Date: 4/9/2019

Review History:[4/9/2019]

Adopted Date: 10/11/2018

Approved/Revised Date:

District: Bay St. Louis - Waveland School District
Section: E - Business Management
Policy Code: EP - Drones (Unmanned Aircraft Systems)

The Federal Aviation Administration (FAA) is responsible for regulating the use of Unmanned Aircraft Systems (UAS) as specified under Public Law (PL) 112-95, FAA Modernization and Reform Act of 2012; Chapter 447 of Title 49 of the United States Code (49 U.S.C.); 49 U.S.C. & 40102; and Title 14 of the Code of Federal Regulations (14 CFR) parts 1 & 1.1

Understanding that airborne UAS/drones poses a safety hazard, the Bay St. Louis - Waveland School District forbids anyone from flying a drone or any remote-controlled aircraft in the skies over any of its school campuses or school properties, including, but not limited to individual schools within the district, football stadiums, and athletic fields without authorization from the FAA.

The FAA has serious concerns about the safety of operating UAS near people or stadiums. Therefore, any school personnel and/or students operating UAS/drones shall familiarize themselves with the FAA website: http://www.faa.gov/uas/model_aircraft/. *(The site provides links at the left side and bottom of the home page to the three different types of UAS Operations.)*

Additionally, the following three links are beneficial as a reference by illustrating the Do's and Don'ts of UAS flying pictorially and also the various types of No Drone Zone signage examples for designated prohibited areas, and should be reviewed by any staff and/or students operating or considering operating UAS/drones.

- <http://www.faa.gov/uas>
- http://www.faa.gov/uas/publications/media/27231_FAA_KBYF_lores.pdf
- http://www.faa.gov/uas/no_drone_zone/.

The superintendent or his/her designee shall report any unauthorized operation of UAS/drones over school property to law enforcement authorities and/or the FAA.

Any person violating this policy could be subject to immediate removal from school property and could be banishment from school property. Violators will also be reported to appropriate law enforcement to include the FAA.

Any student violating this policy shall be dealt with according to the district's "student code of conduct." Any school district employee violating this policy shall be subject to formal disciplinary action.

Last Review Date: 4/8/2019

Review History: [2/15/2017] [3/14/2016][4/16/2018][4/8/2019]

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