

## BUSINESS MANAGEMENT

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## **BUSINESS MANAGEMENT**

### **BUILDING AND GROUNDS MANAGEMENT**

**EA**

The Board of Trustees of the Biloxi Public School 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.

The administrative staff is charged with keeping each school plant clean, attractive, and in good repair. Rooms and specialized areas are to be provided for scheduled activities. Appropriate furniture and storage areas are to be made available for the support of said instructional programs.

When adequate space, furniture, 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 remediating said deficiencies.

**I. PURPOSE**

To establish reasonable regulations for the short-term use of certain school facilities for school related activities and regulations for use by the community. To authorize the superintendent and/or his designee to approve the use of certain school facilities only under the terms and conditions stated herein. Biloxi Public Schools reserves the right to refuse any request for a proposed use of its facilities it deems prudent to deny.

**II. INSURANCE / IMPORTANT NOTICE TO PROSPECTIVE FACILITY USERS, INCLUDING SCHOOL-RELATED USERS**

1. The rental charge does not provide the school facility user with any liability or property damage insurance. It is the responsibility of the school facility user to secure all insurance(s) it may deem appropriate for its use of school facilities.
2. It is the non-delegable duty of the school facility user to secure at its expense a policy of general liability insurance which will provide full insurance protection to the school district as well as its agents, employees, staff and governing board for all claims arising out of and/or related to the facility use to include loss due to bodily injury and/or property damage in the amount of \$1,000,000.00. Such insurance shall name the Biloxi Public School District as an additional named insured and provide insurance coverage for all claims arising during the term of use by the renting entity of any facility. Biloxi Public Schools reserves the right to relax this insurance requirement on a case by case basis for a school organization as defined as “Class A” in Section VII below.
3. Coverage shall be evidenced by a valid written Certificate of Insurance from an insurance company licensed to do business in Mississippi by the State Insurance Commissioner which names the School Board of the Biloxi Public School District as insured or additionally insured during the term of your use of the facility. Said Certificate must state policy limits, types of coverage, date(s) of coverage and signature(s). No set-up, rehearsal or event shall commence unless and until the superintendent or his designee receives proof of coverage, even if rental fees have been paid.
4. Securing the required insurance coverage shall be the responsibility of the individual renting the facility at its sole cost and expense.
5. Individuals, businesses, governments, agencies and organizations having public liability coverage should contact their agent regarding this requirement prior to completing this application. Others should seek a reputable agency to secure arrangements for insurance coverage prior to completing their application.
6. School related uses of facilities for which a school organization as defined as “Class A” in Section VII below utilizes the services of partners with or otherwise joins with another who/which is not eligible to be considered a school organization shall meet the insurance requirement before the activity may take place.

### III. GENERAL

1. The term "school facility" is defined to mean buildings or grounds. The term "school facility user" is the person or entity that is requesting or granted the use of a school facility. School facilities are not available for a commercial use which may be suitably accommodated through the use of non-school facilities. School facilities are not available when a conflict or competitive nature exists between organizations or community groups.
2. School facilities are not available if the requested use would in any way conflict with or displace a school class, school activity, school event or in any way disrupt the education process whether for day, night, weekend, or when such use would cause excessive custodial and janitorial overtime.
3. The Board of Trustees prohibits the use of district name, logo, symbols, or emblems for the promotion or support of private business and/or partisan political activities. The school facility user may use the school facility name for location purposes only.
4. Except for uses mandated by applicable legal authority, the superintendent or his designee shall have the authority to deny any request for short-term use of any school facility by any individual, group or organization if, in his/her opinion, such use would be counter to the best interests of this school district.
5. School facility users must provide advance notice of any requests for special services or arrangements prior to the application of the facility use. Major alterations to equipment, staging areas/equipment or movement of furniture cannot be accommodated without specific permission from the school administrator having responsibility for the facility. Custodial and janitorial services cannot be provided during regular school hours. The custodian of the building or assigned school personnel will be responsible for opening the building, providing the heat, lights and other services, and shall close the building.
6. Any individual, group or organization receiving approval to use certain school facilities shall not exclude from such facility any person for the reasons of race, color, creed, national origin, age, sex, religion or handicap.
7. School facility users are responsible for compliance with all regulations and laws which apply to public school building use. School facility users shall enforce the no smoking/tobacco regulations and fire code regulations. It will be the responsibility of the school facility users to be aware of and carry out plans for evacuation of the facility in emergency situations.
8. School facility users shall not serve food and/or drink except in those areas that may be designated by the school. When kitchen facilities are needed, the Board of Trustees requires the presence of the cafeteria manager and such other helpers as needed to assure meal service will not be disrupted for students and personnel the next school day.
9. If animals will be involved in the proposed use, prior written approval of the Harrison County Health Officer must accompany the application for such use. No animals will be allowed on the playing field/surface of any school.
10. School facility users are responsible for any damage or theft to the facility and/or equipment due to user's occupancy regardless of cost. The superintendent may require a refundable cash deposit to be used in case of damage or theft.
11. School facility users shall not permit disruptive behavior or the use, possession or distribution of any pornographic material, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic

beverage or intoxicant of any kind on school property. The use of prescription drug by the person for whom it was prescribed is permitted.

12. School facility users shall not sublet or grant use of school facilities to another person, group or organization.
13. Any short-term use shall not exceed three (3) consecutive days or portions of three (3) consecutive days. Extended use of facilities may be approved on a school semester basis only with the renewal application being presented for consideration to the Board of Trustees each semester. This restriction shall not apply to after-school-care programs or programs which are part of the educational process.
14. No keys shall be given out for any reason.
15. Each written request for use shall be made on the school board approved application form. The superintendent shall have the authority to approve use of school facilities prior to Board action under circumstances when the event is scheduled to take place before the next regular Board meeting

#### IV. MAKING APPLICATION

1. Facility Rental Applications will be submitted to the Director of Personnel's Office ten (10) days prior to the regular school board meeting held on the third Tuesday of each month.
2. Facility Rental Applications must be complete with proof of insurance and all other requested documentation attached to the application prior to being submitted to the school board.
3. The entity or person requesting a school facility will be notified by the Director of Personnel's Office on the day following the board taking action on the facility application.

#### V. SUPERVISION REQUIRED

1. Unless otherwise noted the use of any facility shall be supervised at the expense of the facility user by at least one employee of the school district. This may be the principal, the administrator having responsibility for the facility and/or one or more employee designees. Additional supervision is required to the extent necessary to protect the interest of the school district. The appropriate rate as found in the rate schedules for each supervisor shall be included in the rental charge.
2. Proof of adequate police and/or security personnel, fire personnel, service personnel, and parking supervision will be required as determined by the district. The cost of these services is to be paid directly to the individuals by the school facility user or organization renting the facility.

#### VI. RENTAL CHARGES

1. A holding deposit will be required on the rental of all school facilities. The holding deposit shall be remitted within one (1) week of receiving board approval. The security deposit will be returned after usage of the facilities has been completed provided all obligations of the facility user have been satisfactorily managed in the sole determination of the district. If the user exceeds the requested time, the security deposit will be applied to the excess use. If the deposit does not cover the time used, the user will be billed for the extra time.

2. All rental charges must be paid in full two (2) weeks prior to the use of the school facility. The district will determine the rental charges for the use of school facilities according to the classification of the renting entity as defined in section VII of this policy and/or stated on the application for Use of School Facilities. Charges may be increased by the district as necessary. Failure on the part of any organization to pay the costs of use of any facility will result in the organization's being denied use of school facilities at any time thereafter.
3. The charges for cafeteria manager, kitchen helpers, or janitorial services shall be set by the school district on an hourly basis. Hourly wage rates will be at time and a half, based on the salary schedule, wage and hour law provisions including the employer's part of Social Security, and contractual services. Employees will be paid in accordance with established administrative procedures.
4. Additional charges (nonrefundable) will vary according to the type of event scheduled, the number of school personnel required to stage the proposed event, utility cost and extent to which facilities are used.
5. Labor charges shall be charged from the time the facility is opened until it is closed.
6. The rates in each schedule shall apply for each day of use including rehearsals, set-up, and take-down. School facility users shall be charged for any time in excess of that shown on the rental application.

## VII. USE CLASSIFICATION

### 1. Class "A" – Biloxi School Organizational Use

Biloxi School Organization Category may use certain school facilities without charge and without application when approved in advance by the school principal or school administrator having responsibility for the requested facility and supervised by the school principal or administrator having responsibility for the facility or his designee who is an employee of the school district. Any school organizational use which would result in material or pecuniary gain for any organization, employee group or student is prohibited.

#### School Organization Category:

- Classroom teachers for classroom related activities.
- Coaches for athletic related activities.
- Student public performances.
- A school's PTA/PTO unit for its meetings and activities.
- A school's board-approved booster club(s), student clubs, and organizations for their meetings and activities.
- A school's membership of any professional teachers' organization for building level or school district-wide meetings.
- In-service workshops and other staff development opportunities offered by or in cooperation with the school district for its employees.
- Community education and continuing education personnel, for classes offered by or in cooperation with the school district.

### 2. Class "B" -- Governmental Use

Government Use Category may use certain school facilities at 30% of the full rental charge. Any government use may not include any use which would result in material or pecuniary gain for a third-party, school district employee, government entity employee or student.

Government Use Category:

- The City of Biloxi may apply for the use of certain school facilities for its programs, events, and/or training exercises. Each use shall be under the continuous supervision of the department director or his/her designee who is an employee of the City of Biloxi.
- Governmental entities for Harrison County may apply for the use of certain school facilities for its programs, events, and/or training exercises. Each use shall be under the continuous supervision of the department director or his/her designee who is an employee of the governmental entity for Harrison County.
- Entities for the state government, federal government, or institutions of higher learning may apply for the use of certain school facilities without charge for its programs, events, and/or training exercises. Each use shall be under the continuous supervision of the department director or his/her designee who is an employee of the governmental entity for Harrison County.
- Mississippi State Department of Education, Institution of Higher Learning, or an educational professional organization may use certain school facilities when professional development service or training is being provided to the benefit of district personnel. The improvement of district personnel may be considered in lieu of rental fees. Otherwise, the government use rate will be charged.
- The Director of Civil Defense may file contingency plans with the superintendent for the use of certain school facilities and/or transportation services without charge in the event of a declared emergency or natural disaster. Such plans shall include provisions for continuous supervision of any facility used and shall insure the proper use of any school equipment required.

The superintendent or his designee shall have the discretion to adjust the government use rate to insure the actual costs for utilities, janitorial and other direct costs are managed by the rental use fees in order to avoid financial detriment to the school district.

3. Class "C" – Commercial Use

- Any individual, agency, organization, or group that is not defined in school organization use or government use categories will pay 100% of the rental fee charge(s) as stated on the "Use of School Facilities" application.
- The superintendent or his designee may take into consideration the educational value/benefit to district students and/or staff and make a special request to the board for reduced fees not to exceed a reduction of 50% of full rental fee charge.

VIII. SPECIAL REQUIREMENTS FOR STADIUM RENTAL

1. Additional supervision shall include adequate off-duty policemen for security and traffic control at the expense of the user.
2. Should a rental follow an activity occurring the previous night clean-up costs shall be at the expense of the next day's user. Outside stadium clean-up shall begin no later than 8:00 a.m. the morning following an activity. Workers shall be selected by the Director of Maintenance or his designee and paid directly by the user of the facility.

3. Use of the district's concession, public address system, scoreboard, or other equipment shall be only by personnel approved by the Athletic Director or his designee.
4. Alterations to facilities are prohibited unless approved in advance by the Athletic Director and by the Director of Maintenance. The costs of alterations and/or supervision shall be at the expense of the user.
5. Any object placed on the track surface or field turf must be approved by the Athletic Director and by the Director of Maintenance.
6. No animals shall be allowed on the field.



The Board of Trustees of the Biloxi Public School District pursuant to Section 37-7-301 (c) (1990), is the custodian of all real property of the school district and has the authority, power and duty to manage, control and care for same, both during the school term and during vacations and also 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.

Parents, guardians, custodians and other individuals while attending any school sponsored activity or 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/or disrespect to a teacher, principal, Superintendent, member or employee of the local School Board.
2. Using unchaste or profane language
3. Immoral or vicious practices
4. Conduct or habits injurious to his/her 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 which tends to interfere with the educational process.

Consistent with state law, the Biloxi Public School District prohibits use of any tobacco product on any educational property as defined in the Mississippi Adult Tobacco Use on Educational Property Act of 2000.

1. "Adult" means any natural person at least eighteen (18) years old.
2. "Minor" means any natural person under the age of eighteen (18) years.
3. "Persons" means any natural person.
4. "Tobacco product" means any substance that contains tobacco including, but not limited to, cigarettes, cigars, pipes, snuff, smoking tobacco or smokeless tobacco.
5. "Educational property" means any public school building or bus, public school campus, grounds, recreational area, athletic field, or other property owned, used or operated by any local School Board, school, or directors for the administration of any public educational institution or during a school-related activity; provided, however, that the term "educational property" shall not include any sixteenth section school land or lieu land on which is not located a public school building, public school campus, public school recreational area or public school athletic field. Educational property shall not include property owned or operated by the state institutions of higher learning, the public community and junior colleges, or vocational-technical complexes where only adult students are in attendance.

No person shall use any tobacco product on any educational property as defined in this act. Any adult who violates this section shall be subject to a fine and shall be liable as follows: (a) for a first conviction, a warning; (b) for a second conviction, a fine of seventy-five dollars (\$75.00); and (c) for all subsequent convictions, a fine not to exceed one hundred fifty dollars (\$150.00) shall be imposed.

Any adult found in violation of this section shall be issued a citation by a law enforcement officer, which citation shall include notice of the date, time and location for hearing before the justice court having jurisdiction where the violation is alleged to have occurred. For the purposes of this section, "subsequent convictions" are for violations committed on any educational property within the State of Mississippi.

Anyone convicted under this act shall be recorded as being fined for a civil violation of the act and not for violating a criminal statute.

It is the responsibility of all law enforcement officers and law enforcement agencies of this state to ensure that the provisions of this act are enforced.

This act shall take effect and be in force from and after July 1, 2000.

LEGAL REF.: MS Code Sections 97-32-25, 97-32-27, 97-32-29

In compliance with PL 103-227, March 31, 1994, Part C - Environmental Tobacco Smoke (cited as the "Pro-Children Act of 1994"), the Biloxi Public School District prohibits smoking within any indoor facility of the Biloxi Public School District which is utilized for provision of routine or regular kindergarten, elementary, or secondary education or library services to children or health care or day care or early childhood development.

**SECURITY OF BUILDINGS AND GROUNDS/SCHOOL SAFETY ACT/  
STUDENT BEHAVIOR**

**EBB**

Each building principal shall be responsible for organizing and implementing a properly planned security program for his/her building and grounds. In addition, each teacher shall be assisted by the building principal in developing an emergency operations plan for dealing with intrusions into the building or classroom or on the grounds that will provide for the quickest possible alerting of the office personnel.

The district shall require that identification badges be provided for and used by all district personnel. All district employees should check in and out with the principal's office when entering or leaving a school. Outside contractor employees will properly display badges for identification purposes.

All school personnel should be instructed to help the administration see that all visitors are identified and asked to report directly to the office. All personnel employed by the district whose duties require that they go from one school to another shall be properly identified.

All individual schools and all classroom doors properly equipped with release bars that open to the outside should be kept locked in a manner in which they can easily be opened from the inside in case of an emergency.

All entrances to school buildings should have signs directing all visitors to report directly to the office and pointing the way toward the office.

Building principals shall properly inform all personnel in their buildings of security precautions to be taken to provide the safest and best environment for students and employees and shall update information in a timely manner as changes are made.

All school personnel shall be familiar with policy requirements under Policy EBBB in regard to handling critical situations requiring emergency action by school personnel and shall adhere to the policy as required.

A staff member who becomes aware of a situation that may later result in potentially dangerous problems at the school shall be responsible for alerting the school administration to the situation immediately.

This school district shall meet requirements established under the Mississippi School Safety Act of 2001, which provides for the establishment of a School Safety Center by the Department of Education; a Safety Grant Program, available to eligible public school districts; and a School Crisis Management Program under the State Department of Education.

The school district may annually apply for school safety grant funds subject to appropriations by the Legislature. In order to be eligible for such program, the School Board, if it desires to participate, shall apply to the State Department of Education by May 31 before the beginning of the applicable fiscal year on forms provided by the department and shall be required to establish a local School Safety Task Force to involve members of the community in the school safety effort.

This school district may use audio-visual-monitoring equipment in classrooms, hallways, buildings, grounds and buses for the purpose of monitoring school disciplinary problems. (Section 37-3-83 (6), MS Code of 1972, amended)

In order to access the services of a response team established under the School Crisis Management Program under the State Department of Education, a request must be made by the school principal or the Superintendent, who shall make the request to the State Department of Education or its contact designee. A response team shall enter a school to work with students and faculty for a period of no more than three (3) days, unless otherwise requested by the school district. The request made by the school district to access the services of a response team following a school safety incident may seek a review of the school district's safety plan, and the results of this evaluation may be published by the School Board in a newspaper with wide circulation in the district.

The Superintendent or school principals may request and utilize the services of quick response teams provided under the School Safety Law; however, school officials are not required to request the services of quick response teams.

Ref: Sections 37-3-81, 37-3-83, 37-11-54, MS code of 1972, amended

**SECURITY: IDENTIFICATION BADGES, ALARM CODES, AND KEYS**

**EBBA**

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.

All individuals participating in measures to establish security, including identification badges, alarm codes and keys distributed to district personnel and outside contractors, will not distribute these badges, codes and/or keys to other personnel without the explicit permission of the Director of Business. Permission to redistribute codes and/or keys must be secured in writing from the Director of Business.

**WORKPLACE THREATS AND VIOLENCE****EBBB**

Nothing is more important to the Biloxi Public School District (the “District”) than the safety and security of its students and employees. Threats, threatening behavior or acts of violence, including sexual misconduct, against students, employees, visitors, guests or other individuals by anyone on the District property will not be tolerated. Violations of this policy will lead to disciplinary action, which may include dismissal, arrest and prosecution.

Employees are responsible for reporting threats or violence regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were threatened or were the focus of the threatening behavior. If the principal or supervisor is not available, personnel should report the threat to the next in charge, campus police, Director of Student Services or Director of Personnel as appropriate.

In the event of an emergency in the school which involves a critical situation demanding immediate action, the principal and staff will follow these procedures:

1. Deal with the crisis in the most reasonable and effective manner to meet immediate needs of students and staff involved.
2. Call the Superintendent and give the best available accurate information regarding the situation. In the absence of the Superintendent, notify the designated central office administrator, who will inform the other central office administrators.
3. Stay as calm as possible and retain control of the situation.
4. Take no action beyond immediate emergency action required to keep the school operating effectively, to defuse a potentially disastrous confrontation, to take measures required to save a life or to administer necessary assistance, or to do whatever is absolutely essential in the immediate crisis, including, if deemed necessary, calling appropriate law enforcement personnel, fire department personnel, or medical support personnel such as ambulance services.
5. Only the Superintendent's office will notify School Board members and/or the press. The School Board will be kept properly informed of emergency situations.
6. This policy shall be posted in each school and shall be followed by all school personnel.

For specific procedures to be followed under emergency conditions, the school district shall provide a handbook detailing emergency operations/civil defense plans.

If any pupil shall willfully destroy, cut, deface, damage, or injure any school building, equipment or other school property, including furniture, he/she shall be liable to suspension or expulsion and his/her parents or person or persons *in loco parentis* shall be liable for all damages.

This School Board has the power, authority and duty to suspend or expel a pupil for misconduct in the school, and to delegate such authority to the appropriate officials of the school district.

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.

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 or a compulsory-school-age child enrolled in a public school district may be requested to appear at school by an appropriate school official for a conference regarding acts of the child specified in paragraph (a) of this subsection; and
- c. A parent, guardian or custodian of a compulsory-school-age child enrolled in a school district who has been summoned by proper notification by an appropriate school official shall be required under this provision to attend such discipline conference specified in paragraph (b) of this subsection.

Any parent, guardian or custodian of a compulsory-school-age child subject to the provisions of this section who refuses or willfully fails to perform any of the duties imposed upon him or her under the provisions of this section shall be guilty of a misdemeanor and, upon conviction, shall be fined as provided under state law.

Any public school district shall be entitled to recover damages as provided under applicable state law, 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.

See Policy JD.



**FACULTY MAIL BOXES****EBK**

Faculty mail boxes are intended to be used for the distribution of school mail only. Prior to the distribution of any mail by any organization, either affiliated with the school system or unrelated to the schools, approval must be secured from the Director of Support Services.

**EQUIPMENT AND SUPPLIES - MANAGEMENT - PROTECTION OF SCHOOL PROPERTY    EC**

It is the duty of each school employee and student to safeguard school property. Care should be taken by teachers to see that windows and doors are properly secured at the close of the school day. Students in each class should be instructed in regard to the proper use and care of textbooks, supplies and equipment, and other school property. No piece of school equipment shall be used by a student until after he/she has been properly instructed in its use and in safety precautions. Biloxi Public Schools personnel will be financially responsible for lost or damaged school property that has been assigned to them or their workstations or for their use.

**VEHICLE INSURANCE****ECA**

All vehicles shall be covered for liability insurance, with new vehicles being also insured for collision and comprehensive coverage. Any employee using his/her private vehicle for district employment purposes, must provide evidence of active insurance. In an effort to ensure continuance of insurance on private vehicles, the Office of Business Operations may require proof of insurance.

**WAREHOUSING POLICIES AND PROCEDURES****ECC**

Deliveries will be made from the warehouse on regular schedules. It will be the responsibility of the principal or supervisor to receive the items or to assign someone the duty at the appointed time.

Unscheduled deliveries by the school district will be held to a minimum, but occasionally are necessary. Such deliveries will be made to the office of the principal or supervisor and left for inspection at a later time. The principal or supervisor should check the shipment during the first working day following delivery. If a shortage is found, the warehouse supervisor should be notified immediately.

**EQUIPMENT AND SUPPLIES - AUTHORIZED USES**

**ECH**

All personnel property belonging to the School District to include equipment and supplies may only be used for school properties and may not be removed from school facilities except for school purposes.

I. The Biloxi Public School District owns a variety of vehicles for transporting both passengers and/or cargo. It also owns some special-purpose motorized equipment, such as tractors, riding grass cutters, and forklifts. This policy relates to the operation of these vehicles to prevent abuse, unlawful operation, accidents, and unauthorized uses. This policy is applicable to all employees of the Biloxi Public School District who operate district vehicles, and any violation will subject the employee to disciplinary measures.

- A. General - School-owned highway vehicles will be driven only by employees possessing a proper driver's license for the type/class vehicle they are operating. School buses which are being operated for the transportation of students will be driven only by employees who are currently certified and licensed by the State of Mississippi.

It is the responsibility of the operator to become thoroughly familiar with the special-purpose motorized equipment before using it. Requests for assistance in the proper operation of such equipment should be made to the employee's immediate supervisor.

- B. Alcohol/Drug Use - An employee will NOT operate any vehicle/equipment while under the influence of alcohol or drugs. This includes prescription drugs that may impair driving ability. (Also see GAX.)
- C. Vehicle/Equipment Abuse - No employee shall abuse or damage any vehicle or equipment by negligent operation or failure to perform routine driver maintenance checks and services.
- D. Unlawful Operation - All school-owned vehicles and privately owned vehicles must be operated in accordance with all state, county, and municipal laws. An employee who receives a traffic citation while operating a school-owned vehicle or privately owned vehicles (for which the employee is being reimbursed) may be subject to disciplinary action by the school system, in addition to the fine or punishment which may result from the traffic citation. Any citation received for any traffic violation must be reported by the employee to his/her immediate supervisor (this includes traffic citations for both school-owned and private vehicles).
- E. Unauthorized Use - School-owned vehicles will be operated solely for school business or approved school-related activities. Employees will not operate school-owned vehicles for personal use.
- F. Accidents - Employees will operate all school-owned vehicles in a manner designed to avoid hazards. An employee who is at fault in a traffic accident will be subject to disciplinary action by the school system. Accidents will be properly reported in conformity with both state and local requirements.

II. Disciplinary action may be taken against an employee according to the severity of the infraction and may include the following consequences:

- A. Counseling
- B. Letter of reprimand/warning
- C. Suspension from work without pay
- D. Suspension from driving school-owned vehicles
- E. Termination of employment
- F. Restitution for damages

**EQUIPMENT AND SUPPLIES MANAGEMENT/TRANSPORTATION  
MANAGEMENT - VEHICLE OPERATOR'S LICENSE VERIFICATION**

**ED**

**TRANSPORTATION HANDBOOK**

The Transportation Handbook is the governing directive for all school bus operations.

Each driver is required to read the handbook before being hired and continually to review its contents when questions arise.

The Director of Transportation will provide each driver with a copy of the Transportation Handbook. He/She is responsible for the continuous updating of the directive.

All school employees must have in their possession a valid commercial driver's license while operating any Biloxi Public School District-owned vehicle. The employee has the responsibility to possess a valid operator's license before operating a school-owned vehicle. It is also an employee's responsibility to notify his/her immediate supervisor upon return to work after his/her vehicle operator's license is expired, revoked, suspended, or voided for any reason. It is further a responsibility of the employee to report any charge or conviction (including D.U.I.) which might result in classification as a high-risk driver. No high risk drivers will be allowed to drive school owned vehicles or use privately owned vehicles for on-the-job tasks, unless approved by the District Superintendent or his designee. Each employee must sign a statement to the effect that he/she understands that operating a school-owned vehicle while his/her license is expired, revoked, suspended, or voided could result in severe disciplinary action, including termination.

The vehicle operator's license of each employee who operates school-owned vehicles will be verified annually by the transportation department of the district.

A record of these annual verifications will be maintained by the Director of Transportation.

In the event that the Biloxi Public School District pays for any employee's commercial driver's license, the following conditions will apply:

If the employee terminates employment with the School District for any reason prior to the end of the school year after the issuance of the license, the full amount of the cost of the license shall be deducted from the employee's final paycheck.

The Superintendent of Education or his designee shall approve all requests for payment of commercial driver's license fees. It shall be within his sole discretion to grant or deny the request and nothing contained herein shall require the school district to purchase a commercial driver's license for any school employee.

**DISTRICT RESIDENCES****EDA**

The Superintendent or his designee is directly responsible for the selection of the occupant of all district residences and is in direct control of each facility. The following agreement shall be entered into between the Biloxi Public School District and occupant:

If the occupant terminates his/her employment with the Biloxi Public School District, he/she will move within five (5) working days.



**SAFETY - INTERFERENCE WITH OPERATION OF SCHOOL BUS - PENALTY**

**EDC**

It shall be unlawful for any individual, other than a member of the public school administration or faculty, or a law enforcement official, to directly or indirectly interfere in any way with passenger ingress and egress of the operation, including unauthorized boarding thereof, of a bus used in public school student transportation unless permission has been obtained as prescribed by pertinent rules and regulations promulgated by the State Department of Education or the local school authorities.

**SCHOOL BUS CONDUCT - BUS DISCIPLINE****EDCB**

Transportation for students who qualify under the law is a service provided by the Board of Trustees and must be regarded as a privilege for students. It is expected that students who ride school buses will conduct themselves as good citizens at all times. Those who become disruptive behavior problems shall be denied the privilege of riding school buses in the Biloxi Public School District.

School buses are to be used and operated for authorized pupil programs only.

Buses shall be used for no purpose other than those specified in the order of the Board of Trustees. The policy of the Biloxi Public School District ("the District") shall be to comply with the spirit and intent of this rule.

All school buses are to be parked at the Transportation Center unless specifically authorized by the Superintendent or his designee.

School buses are purchased for the specific purpose of providing safe and economical transportation for children entitled to transportation under the law. The school's special events (activity programs) must not interfere with the regular program of transporting children.

#### **Special Use of School Buses**

School buses shall be used for transportation of students and shall not be used at any time by organizations outside the District unless otherwise approved by the Board. School buses may be used to transport students on school-sponsored activity trips; however, a fee established by the Superintendent or his designee, together with a driver's fee, shall be required for such trips when school buses are used, and a mileage fee to be established by the school District shall be charged. A responsible adult, preferably a teacher, shall accompany students on bus as a chaperone.

In accordance with auditing procedures, any activity requiring bus use other than for regularly scheduled student transportation to and from school shall be charged to the appropriate account or department. A fee shall be assessed for such activities as established by the school district to offset transportation costs. Fees shall be subject to change as necessary.

**TRANSPORTING CHILDREN WITH DISABILITIES – STUDENT  
TRANSPORTATION MANAGEMENT**

**EDDC**

Eligibility of students with disabilities for transportation is based on need and not on distance from the school to which they are assigned. Specially equipped vehicles are provided where the needs of the students are such that they cannot be transported in a conventional school bus. Transportation to special schools such as the School for the Deaf and Blind in Jackson, MS, is provided as directed under policies and regulations governing the education of exceptional children.

**FOOD SERVICES MANAGEMENT****EE**

The Biloxi Public School District shall provide a program of food services for students and staff under the supervision of the designated administrator and in accord with all applicable federal and state guidelines and requirements. Procedures for the efficient and effective operation of the food services program shall be developed and properly communicated to all staff members involved.

District policies governing food services for students are adopted by the School Board and published annually in student handbooks as official policy statements of the Biloxi Public School District.

**FREE AND/OR REDUCED PRICE LUNCH**

**EEA**

The district will participate in the federal and state breakfast program and the free and reduced lunch program.

**STUDENT INSURANCE PROGRAM - SCHOOL ACCIDENT INSURANCE**

**EGB**

School accident insurance shall be made available for purchase by parents on an optional basis. School accident insurance policies shall be reviewed annually and approved by the Board of Trustees upon a recommendation by the Superintendent of Education or his designee.