

THE JEFFERSON DAVIS COUNTY SCHOOL DISTRICT



Where Children Come First

TRANSPORTATION

Bus Driver Handbook 2018-2019

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MISSION OF THE DISTRICT

The Jefferson Davis County School District promotes a rigorous, safe, and nurturing environment in which students are empowered to achieve their full intellectual and social potential by combining high standards, discipline, and character education, with a commitment to individualism, creativity and diversity as students prepare to continue to our global society.

VISION STATEMENT

All students in the Jefferson Davis County School District will achieve life-long learning, reach proficiency in all academic areas, and will contribute to our community in a positive manner.

DISTRICT GOALS 2018-2019

Jefferson Davis County School District will:

1. Improve the reading levels and literacy levels of all students.
2. Continue to increase attendance, decrease tardiness and lower student dropout rates.
3. Implement programs and activities to improve student test scores statewide.
4. Create a climate of high expectations for all students, staff and parents to ensure college and career readiness through innovative technological advances.
5. Strengthen the effectiveness of communication within Jefferson Davis County School District and Jefferson Davis community by creating partnership with parents, students and staff to develop lifelong learners.
6. Create and maintain a safe and drug free environment at all districts sites by implementing programs and activities that foster respect for self, others and the environment.
7. Increase teacher capacity and effective instruction by implementing a top notch professional development plan for teachers.
8. Continue to improve district finances through conservative decisions in the best interest of the students.
9. Improve the reading levels and literacy levels of all students.

10. Continue to increase attendance, decrease tardiness and lower student dropout rates.
11. Implement programs and activities to improve student test scores statewide.
12. Create a climate of high expectations for all students, staff and parents to ensure academic excellence in all subject areas.
13. Strengthen the effectiveness of communication within Jefferson Davis County School District and Jefferson Davis community by creating partnership with parents, students and staff to develop lifelong learners.
14. Create and maintain a safe and drug free environment at all districts sites by implementing programs and activities that foster respect for self, others and the environment.
15. Increase teacher capacity and effective instruction by implementing a top notch professional development plan for teachers.
16. Continue to improve district finances through conservative decisions in the best interest of the students.

Introduction

A school bus is no safer than its driver. The professional school bus driver should recognize the need to acquire a thorough knowledge of his/her responsibilities. Safety regulations and policies, personality traits, character, grooming, and general conduct are all important parts of a bus driver's job, but let's not forget for a moment that we are transporting the most prized possession of every mother and father in Jefferson Davis County - - their child. If one child is injured during the course of a school year, our transportation program is not only imperfect - - it has failed.

School bus safety is everybody's business. More than 22 million children ride school buses to and from school every day. While school buses are the safest form of ground transportation in the United States, cooperation from parents, students, bus drivers and motorists is required to keep it that way.

Students should:

- Wait for the bus in an orderly manner and be on time.
- Let the bus come to a complete stop before approaching.
- Never walk behind a bus.
- Get on and off the bus in a single-file line.
- Stay in their seat while the bus is moving.
- When crossing the street, cross 10 feet in front of the bus and make eye contact with the driver. Avoid the immediate 10-foot area around the bus where the bus driver cannot see.
- Never go back for anything, and never bend down near or under the bus - the driver may not see you.

More than 80 percent of fatalities and injuries involving school buses happen when students board or exit the bus.

Public Relations

Pupils are under the control of the driver for an appreciable length of time each day. They will learn from the driver and the transportation environment. The driver has the opportunity to teach valuable lessons in citizenship by being fair and firm with pupils. In some cases, the driver may spend more time daily supervising a pupil than any one teacher.

The bus driver is one of the most publicly observed of all school employees. It is important that the driver does not criticize the school administration or governing board, nor does he or she criticize members of a community or the officials whose duty it is to see that laws are properly enforced. The driver should be courteous at all times to the riders. The school bus driver should be courteous and tolerant toward other motorists. On cold, rainy days, provide a little extra service and show empathy for pupils. As a professional bus driver, we are continually ambassadors of good will and the bright beginning of a school day. When a pupil faces a grumpy driver, the student often carries this attitude directly into the classroom. A driver should control his temper and not quarrel with pupils. All employees who work around students serve as role

models and that model must be projected as one that is positive in nature.

School Bus Driver Qualifications

1. A driver must have at least 20/40 corrected or uncorrected visual acuity in each eye.
2. A driver can not currently use illegal controlled substances or engage in illegal use of prescription drugs.
3. Receive SDE bus driver certification during a one-day training course which includes classroom instruction, agility testing and behind-the-wheel driving.
4. Have an acceptable driving record with no convictions deemed disqualifying under the MS Commercial Drivers License Law, Sections 63-1-73 through 63-1-90, MS Code as amended.
5. A driver must be at least 18 years of age.
6. A driver must have a valid commercial driver's license class A, B or C with a (P) passenger and a (S) safety endorsement.
7. According to SDE, a driver must acquire a MEDICAL CARD with the renewal of the CDL.

Commercial Driver's License

A commercial driver's license is required for all school bus drivers. The school system will reimburse the drivers for the initial cost of commercial driver's license provided the driver remains in employment for a period of one year from the date the commercial driver's license was issued. The school system will provide preparatory training.

Appearance and Personal Habits

1. Drinking alcoholic beverages while on the job or at other times that affect driving efficiency will not be tolerated.
2. Drivers are expected to come to work clean and well-groomed.
3. Drivers are expected to dress in conservative clothes.
4. Drivers are not to smoke on the bus at any time.
5. Drivers are not to sell candy or any other products for monies on the bus or school grounds.

6. Drivers must be punctual.
7. Drivers are not to arrive on campus until 7:20 a.m. Students are to be unloaded by 7:30 a.m. at elementary schools and by 7:45 a.m. at each high school.
8. Any driver found to be driving under the influence of drugs or alcohol as determined by federal law will be immediately dismissed.
9. Bus drivers are to refrain from becoming involved in personal matters of students or parents on his/her route.
10. No unauthorized riders are to be allowed on a school bus at anytime including relatives or friends.
11. Use or sale of any illegal drugs on the job shall result in immediate dismissal.
12. The law requires that the Omnibus Transportation Employee Testing Act be implemented by January 1, 1995, for all employees that hold a CDL. This number includes teachers, coaches, teacher aides, substitute drivers, bus drivers, mechanics and director.

Performance Responsibilities

1. Obey all traffic laws.
2. Observe carefully all signs, signals, and rules of the road as provided by the Mississippi Motor Vehicle Laws.
3. Comply with state and FCC (Federal Communications Commission) regulations when using radio equipment (EMERGENCY USE ONLY)!
4. Report any disorderly conduct to the principal.
5. Obey Mississippi Highway and Safety Patrol Guidelines regarding CELL PHONES.
 - A Two-Way Radio located on the bus is the primary tool for communicating an emergency situation with the school district. If there is a problem with this mode of communication, then a cell phone may be used by the driver (after safely securing the bus). Any other use of cell phones is strictly prohibited.
6. Keep assigned schedule.
7. Keep inside of vehicle clean and comfortable at all times (subject to “spot check”).

8. Perform a daily pre-trip inspection of vehicle, including brakes, steering gear, lights, signaling devices, emergency doors, tires, and report promptly in writing the defects or deficiencies that may affect the safety of the vehicle operation or result in its mechanical breakdown.
9. Notify the Director of Transportation in case of mechanical failure or lateness.
10. Discharge students at authorized stops only.
11. Exercise responsible leadership when on school trips.
12. Transport authorized students only.
13. Report all accidents and/or any uncontrollable situations by sending two students to the nearest telephone. Have them (1) call the Police Department and (2) call the Director of Transportation or the Assistant Superintendent. The person making the call should be able to report calmly and coherently the exact location of the accident, the number and severity of injuries, name of bus driver, and the number of the bus. All reports will be completed by the Transportation Director. In no instance should a driver attempt to fix the blame. Do not discuss the accident with anyone except law enforcement officials or school officials.
14. Enforce regulations against smoking and tobacco use.
15. Do not permit any person to occupy the driver's seat, drive the bus, or tamper with any of the controls, or stand in the door well.
16. All personal injuries, accidents, and incidents shall be reported to the Transportation Director before the end of the workday on which it occurs.
17. Be on the bus when students are loading and unloading.
18. Do not speed. (Speeding tickets will be issued within city limits.)
19. Conduct two (2) fire drill evacuations. Conduct one before Christmas and one after.

Mechanic Qualifications

1. A satisfactory driving record
2. A satisfactory work record
3. Valid Mississippi Class B commercial Drivers Licenses with P endorsement
4. Knowledge and experience to perform gas and diesel engine tune-ups, complete engine overhauls, general mechanics, and other related duties
5. Experience in body repair large vehicles

6. Must be insurable by district insurance carrier
7. Must be physically able to lift heavy weights
8. Must be able to communicate effectively with bus drivers
9. Must have current driver's card from SDE

Performance Responsibilities

1. Perform major and minor motor repairs and replacement work on school buses, cars, trucks and other district equipment
2. Performance of body repairs, including minor body work, painting, glass, and seat repairs
3. Replaces valves and seats grinding
4. Braze and weld metals as needed
5. Install rings and bearings and effects proper adjustments
6. Overhauls and repairs carburetors and clutches
7. Tune motors using standard testing equipment, cleans and replaces spark plugs, and install radiator hoses
8. Repair transmissions, differentials, front and rear axles assemblies
9. Take down, repairs and reassembles air compressors, pumps and related equipment
10. Service vehicles with fuel, oil, air, water, and fluids on a rotational basis
11. Respond to vehicle breakdown emergencies to include nights and possibly weekends
12. Check alignment of wheels
13. Maintain shop area, facilities, and tools in a clean, safe condition
14. Insure proper disposal of oils, fluids, and tires to meet the requirements of the EPA
15. Drive any bus route that may be required as assigned by supervisor.
16. Performance of other duties as deemed necessary by supervisor, thus carrying out all assigned duties efficiently and promptly

Discipline Forms

Fill in the discipline form and return the entire form to the principal of the school. The principal will complete the bottom portion with his/her action and return a copy to the bus driver. Be as specific as possible concerning the offense. This will help the principal decide the level of punishment.

Equipment Responsibility

Each driver is responsible for the first aid kit, fire extinguisher, and warning devices assigned to each bus. If loss occurs as the result of the driver's negligence, the driver will be required to pay for the replacement.

Route Changes

Under no circumstances will routes or bus stops be changed without approval of the Transportation Director. Routes must be driven as assigned. No stops will be made other than designated ones.

Rules for a Good Driver

1. Stop completely at all stop signs.
2. All buses must come to a complete stop immediately before crossing a railroad grade crossing, regardless of whether loaded or empty.
3. Never leave a bus with the motor running or if pupils are on the bus.
4. Never leave the scene of an accident.
5. Never back up a bus except in an emergency, then only with someone to direct you.

Refueling Buses

All buses will be refueled by an attendant assigned by the Transportation Director.

Tort Liability

The driver of a school bus may be held personally liable for injuries resulting from his/her own negligence. Any exposure of persons to unreasonable risks constitutes negligence. Negligence may result from carelessness, failure to take reasonable precaution, or incompetency.

Evacuation Procedures

Bus evacuation drills will be conducted twice during the school year.

Student Behavior on Buses

The privilege of riding a school bus can be taken away from the rider by the principal. Drivers are expected to keep order and discipline on the bus, but their major responsibility has to be driving the bus. Therefore, students are expected to adhere to the behavior regulations.

Discipline on School Bus

The purpose of this memorandum is to acquaint students, parents, bus drivers, and principals with their responsibilities and to encourage their acceptance of these responsibilities to assure a safer and more orderly transportation program.

POLICY OF JEFFERSON DAVIS COUNTY BOARD OF EDUCATION RELATIVE TO STUDENT DISCIPLINE ON SCHOOL BUS

We feel that any effective discipline program must begin with the students. The principals, bus drivers, teachers and parents should share responsibility for explaining to the students that riding a school bus is a privilege.

Standards for behavior on buses are similar to those for classrooms, and students can expect verifiable complaints of misbehavior to lead to suspension from buses. With the realization that lack of student discipline can make the bus driver's job too hazardous and in the interest of safety for all school children, the following procedures relative to student discipline on school buses are hereby adopted.

1. To report the disorderly conduct of a pupil, the bus driver will fill out a discipline report. Four copies of the report will be made. The first copy of the report will be given to the driver, when he/she files the report. The second copy will be filed in the office of the principal. The third copy will be given to the student to take home, and the fourth copy will be given to the student to present to the driver before he/she will be allowed to ride the school bus.
2. The driver, if necessary to maintain order, shall have the authority to assign seats.
3. Students are not allowed to get off the bus without a permission note from the principal or designee.
4. Only students assigned to a bus or SCHOOL PERSONNEL may ride the school bus.
5. After a student gets on the school bus, he/she may not depart from the bus until arriving at home or school, as the case may be. Upon arriving at school, students will report to assigned area.
6. Students arriving on campus in the afternoon from the Vo-Tech Center or alternate route may leave the bus if they are to remain at the school for school sponsored activities.
7. School buses are equipped with cameras which will record on video tape what you do, say, and act while you are on the bus. Your principal will use the recording if you are in violation of behavior while on the school bus.
8. Objects not of school nature, such as balloons, stuffed animals, flowers, party favors, or any other object which may present danger to the safe operation of the bus is not allowed on the buses of the Jefferson Davis County School District.
9. All students who ride buses will be picked up and let off at the bus stop designated by parent/guardian as listed on the driver's bus stop report. Changes in the bus stop must be reported by the parent to the director of transportation.

10. Students that are picked up from the bus, parents must sign a sign a document/form.
11. In case of an emergency, the parent/guardian will notify the principal in writing of the need for a temporary reassignment.

Bus Code

The privilege of riding the bus carries with it some responsibilities on the part of the student and the student's parent or guardian. Drivers are expected to keep order and discipline on the bus, but their major responsibility has to be driving the bus. A student's failure to conform to acceptable standards of behavior and courtesy will result in his/her being subject to disciplinary action by the building principal or assistant principal. Therefore, students are expected to cooperate with the following regulations:

1. Students are to obey all orders of the driver and show proper courtesy and respect to drivers.
2. Students must be at assigned stops at loading time.
3. Students are not to touch the outside of the bus and are not to hang heads, arms, legs, bodies, or hands out the windows of the bus.
4. Students are to be seated immediately upon entering the bus and are to remain seated until they arrive at their destination and the bus comes to a full stop.
5. Loud talking and other noises are not permitted on the bus.
6. Students are not to molest or bother in any way any other students - either at the bus stop or on the bus.
7. Vulgar language and obscene gestures are prohibited on the bus.
8. Students will board the bus and leave the bus and bus stop according to the instructions of the driver.
9. Students will be held financially responsible for damage to the interiors of the bus, including the seats.
10. Students may not leave the bus on its way to or from the school.
11. Students are not to throw objects while on the school bus.
12. Students must sit in seats assigned by the driver.
13. Students are asked to assist in keeping the bus clean.
14. No beverage or food may be consumed on the bus.
15. Chewing gum and chewing tobacco are prohibited on the bus.
16. Students will wait until the bus comes to a complete stop before trying to board.
17. Students are not to play on the road while waiting for the bus.

Jefferson Davis County School District Discipline Ladder

When a student misbehaves and/or demonstrates unacceptable behavior, the student may be placed upon the **Discipline Ladder**. The discipline ladder **does not** reflect a step-to-step approach. In other words, if a student commits a very serious infraction (e.g. making a bomb threat) and the student has not committed any other offenses during the year, the student **will not** begin at Step 1. In accordance with the step assignments listed herein, that student will be placed on the ladder at Steps 5-7. Further, the discipline ladder is a guide. Administrators have discretion to use their professional judgment in the management of discipline based upon the circumstances. A student will be subject to one or more of the alternatives at each step based upon the circumstances of the offense. Administrators have discretion as to when students will be placed on the discipline ladder.

In some situations, it is appropriate to use pre-entry warnings that may include a conference with the student, contact with the parent/guardian, written warning, or other communications that let the student and/or parent know that the student's behavior is approaching a level that will result in the student being placed upon the ladder. **This pre-entry phase is not required.**

The Discipline Ladder

STEP 1

1. Contact parent/legal guardian (may be written contact)
2. Student conference
3. IST (In-school tutorial)
4. Corporal punishment
5. After school detention
6. Loss of privileges/performance of school service (temporary)
7. Removal from the ladder after 5 school days with no additional referrals

STEP 2

1. Contact parent/legal guardian (may be written contact)
2. IST (In-school tutorial)
3. Corporal punishment
4. After school detention
5. Loss of privileges/performance of school service (temporary)
6. Removal from the ladder after 10 school days with no additional referrals
7. Counseling/Social Worker

STEP 3

1. Contact parent/legal guardian (conduct phone or personal conference with assistant principal and/or principal)
2. Corporal punishment
3. After school detention
4. IST (In-school tutorial) 1-3 days
5. Loss of privileges/performance of school service (temporary or permanent removal)
6. Removal from the ladder after 15 school days with no additional referrals
7. Counseling/Social Worker

STEP 4

1. Contact parent/legal guardian (conduct phone or personal conference with assistant principal and/or principal)
2. IST (In-school tutorial) 1-3 days
3. Corporal Punishment
4. After school detention
5. Loss of privileges/performance of school service (temporary or permanent removal)
6. Parent may be requested to attend classes with the student by the administrator
7. Removal from the ladder after 20 school days with no additional referrals

8. Counseling/Social Worker

STEP 5

1. Contact parent/legal guardian (conduct personal conference with assistant principal and/or principal)
2. Assignment of OSS (Out-of-School Suspension) 1-5 days
3. After school detention
4. Loss of privileges/performance of school service (temporary or permanent removal)
5. Parent may be requested to attend classes with the student by the administrator
6. Removal from the ladder after 25 school days with no additional referrals
7. Counseling/Social Worker

STEP 6

1. Contact parent/legal guardian (conduct personal conference with dean of students, assistant principal and/or principal)
2. Assignment of OSS for 6-10 days
3. Referral to the District Discipline Committee for review and action, which may include placement of the student in the Alternative School Program (unless waived).
4. Loss of Privileges (temporary or permanent)
5. Parent may be requested to attend classes with the student by the administrator
6. Loss of exemptions in all classes (Automatic for remainder of the school year)
7. Removal from the ladder after 30 school days with no additional referrals
8. Counseling/Social Worker

STEP 7

1. Contact parent/legal guardian (phone or personal conference with the principal)
2. Assignment of OSS 6-10+ days
3. Referral to the District Discipline Committee for due process hearing-(parents notified by district office) The District Discipline Committee is authorized to determine a long-term placement in the Alternative School program (up to one (1) calendar year) **or** recommendation to expel made by principal to the Superintendent. If the principal recommends expulsion, the Superintendent may, in his discretion, direct the District Discipline Committee to review the case prior to the Superintendent making his decision. If the Superintendent concurs with the recommendation of the principal and/or the District Discipline Committee, the recommendation will be presented to the Board of Education.
4. Loss of privileges (temporary or permanent)
5. If the student returns to school after the expulsion period has expired or the long-term alternative school assignment has been completed, the student will be immediately assigned to disciplinary probation for 20 days and remain on Step 7 of the ladder. If the student ends the 45 day probationary period with no office referrals, the student may be removed from the ladder.
6. Counseling/Social Worker

STEP 8

1. Action of the Board of Education to expel or other disciplinary action as assigned by the Board.

Other Important Information Regarding Discipline

1. No student will be placed at a given step on the discipline ladder more than two (2) times. The student will be escalated to the next higher step after his/her second placement on any step.
2. Any discipline/behavior problem resulting in the student's placement on the ladder at Steps 4-8 may be referred to appropriate law enforcement officials for action.
3. In accordance with the Mississippi Safety Act of 2000 for a student who causes a disruption in the classroom, on school property or vehicles, or at school-related activities during the school year, the principal, the reporting teacher, and the child's parent(s) will develop a Behavior Modification Plan (BMP).
4. Counseling/Social Worker

Unacceptable Behaviors and Placement on the Discipline Ladder

The following chart reflects generalized behaviors that are unacceptable and for which a student will be placed on the discipline ladder. This list is not all-inclusive, and other behaviors may occur that do not necessarily appear. Administrators are vested with the authority to use administrative judgment in regard to such behaviors.

Unacceptable Behaviors and Placement on the Discipline Ladder

Unacceptable Behaviors High School

Consequences

1. Dress code violation

Step 1-5

2. Eating/drinking in unapproved area

Step 1-3

3. Inappropriate display of public affection	Step 1-5
4. Going to car without permission	Step 1-5
5. Possession of radios, cell phones, other electronic devices without teacher prompt	Step 1-5
6. Unauthorized fundraising (sale of candy, etc.)	Step 1-5
7. Misbehavior aboard school bus	Step 1-8
8. Improper/disruptive behavior on school grounds or at school activities from school activities.	Step 1-8
9. Defiance of staff member/Disrespect/Continuous disobedience	Step 1-8
10. Parking/Traffic Violations (Towing at Owner's Expense)	Step 1-3
11. Leaving campus without authorization	Step 4-6
12. Cutting/leaving class without permission	Step 3-5
13. Gambling/possession of gambling devices	Step 2-5
14. Use, sale, or possession of tobacco or tobacco-related products	Step 5-7
15. Tardies (as defined in student handbook)	See Tardiness Policy
16. Profanity/vulgarity (includes acts, gestures, or symbols directed at person)	Step 3-6
17. Defacement/Destruction of Property/Vandalism Restitution required (\$20,000 maximum)	Step 3-8
18. Gang activity/association/secret organizations/clubs	Step 5-8
19. Refusal to identify one's self when requested to do so by school staff	Step 4-8
20. Stealing/Theft/Cheating	Step 4-8
21. Use of forged/altered documents such as parent notes, report cards, hall passes, etc.	Step 4-7
22. Trespassing	Step 4-8
23. Sexual harassment or Sexual misconduct	Step 4-8
24. Harassment, intimidation, hazing, stalking, or threatening another student or staff members	Step 5-8
25. Lying to authorities	Step 1-7
26. Use/Possession of fireworks	Step 5-8
27. Use/Possession of Dangerous Objects	Step 5-8
28. Biting	Step 5-8
29. Fighting (or spreading rumors/gossip which leads to verbal/physical confrontation/fight/disruption/disturbance) at school, school activities, and/or aboard a school bus (May be referred to youth court)	Step 5-8
30. Use, sale, possession, or under the influence of alcohol or alcohol-related products	Step 4-8
31. Use, sale, possession, or under the influence of drugs and/or drug paraphernalia (as defined herein)	Step 4-8

32. Possession of a weapon, imitation weapon, or object that could be used as a weapon	Zero Tolerance
33. Bomb threat	Zero Tolerance
34. Violent Act Towards School Employee	Zero Tolerance
35. Improper Use of Internet or any type of pornography	Steps 5-8

Use of Corporal Punishment

School administrators in the Jefferson Davis County School District may administer corporal punishment on students who are insubordinate or disobedient, or who violate a rule of the school. Any administration of corporal punishment shall be in a reasonable manner and applied only to the student's buttocks in such a manner that there will be no permanent effects. Reasonable administration of corporal punishment shall be determined considering the age, size, sex, and general physical strength of the student; the size of the person administering the punishment; the nature of the offense; and the type of instrument used to administer the punishment. Further, corporal punishment shall never be administered to any student except in the presence of another certificated employee of this school district. Further, corporal punishment shall not be administered in any manner that would unduly embarrass the student (e.g. in the presence of other students).

A parent/guardian of a child enrolled in the Jefferson Davis County School District shall have the right to request that their child not receive corporal punishment at school. It shall be the responsibility of the parent/guardian to present such request, in writing, to the school principal/assistant principal by SEPTEMBER 1 OF EACH SCHOOL YEAR. The request submitted will only be valid for the school year in which it is submitted and must be re-submitted each year in which the parent/guardian does not wish corporal punishment to be administered. Further, parents/guardians who submit such request shall do so with the understanding that the school will honor the request but that if the child misbehaves in a manner which warrants the administration of corporal punishment, then such student may be suspended by the principal/assistant principal.

Disciplinary action in lieu of or in addition to corporal punishment may include parent care, suspension from school, referral to social services officials, or other appropriate disciplinary measures, including the requirement that the parent or legal guardian attend classes with the child or attend parenting sessions provided by the school district to help parents/guardians develop the skills necessary to facilitate the child's continued enrollment in the regular school program and successful participation in classroom activities.

Expulsion

The Board of Education may expel any student for conduct that disrupts the educational process or endangers the health or safety of any student, his/her classmates, or any school personnel. Only the Board may expel a student from school attendance and the board may only take such action after having afforded the student recommended for expulsion with all due process to which the student is entitled. Recommendation for expulsion must be made by the

school principal to the Superintendent and/or District Discipline Committee to be submitted to the Board of Education for their action. Notice of the date, time, and location of the Board hearing shall be given in writing to the parent/guardian and student.

Acts of Violence, Inciting Violence, Threats of Violence, Hazing, Fighting and/or Disruption of Educational Process

Violent acts, inciting violent acts, threats of violence, and/or other acts that disrupt the educational process/school related activities are strictly prohibited. Such acts are totally unacceptable behavior which result in the disruption of normal school operation and, in some cases, can endanger the safety and general welfare of other students and staff members. Hazing, whether it occurs at school or away from school, if it is related in any way to school and/or school activities, will not be tolerated and the student will be disciplined as if the action occurred at school. Violent acts (including fighting), inciting violence, and/or threats of violence, are considered to be a major breach of school decorum and will not be tolerated. Such acts are dealt with in accordance with the seriousness of the incident, the age of the student(s) involved, the number of students participating in the episode, and the extent to which the student(s) are cooperative in following the instructions of administration and staff in ending the incident. In almost all cases, some disciplinary action will be imposed by the principal/assistant principal. A parent conference will be required and a threat assessment may be recommended. For seriously violent situations law enforcement officials will be contacted and the student(s) will be placed on Step 5 or higher of the discipline ladder. Principals/assistant principals are fully authorized to file necessary criminal charges against students involved in such acts if in their discretion the same is warranted.

Threatening, Extortion, Intimidation

Section 37-11-20: Intimidation, threatening or coercion of students for purpose of interfering with attendance of classes. It shall be unlawful for any person to intimidate, threaten, or coerce, or attempt to intimidate, threaten, or coerce, whether by illegal force, threats of force or by the distribution of intimidating, threatening or coercive material, any person enrolled in any school for the purpose of interfering with the right of that person to attend school classes or of causing him not to attend such classes. Upon conviction of violation of any provision of this section, such individual shall be guilty of a misdemeanor and shall be subject to a fine of not to exceed five hundred dollars (\$500.00), imprisonment in jail for a period not to exceed six (6) months or both. Any person under the age of seventeen (17) years who violates any provision of this section shall be treated as a delinquent within the jurisdiction of the youth court.

Students are not permitted to make threats against other students or school personnel, whether overt or implied. Students are not allowed to extort money, favors, or something of value from other students or staff, regardless of the amount of value, in return for protection or in connection with a threat to inflict harm. Such behavior is a violation of school policy and students in violation are subject to disciplinary action. This statement will apply on school grounds, before, during, and after school, or any time when the school is being used by a school

group. It is also applicable off school grounds at school-sponsored events or when the prohibited behavior is a consequence of or directly related to causes or events which occurred or originated on the school campus.

Suggestions for Maintaining Discipline

1. Never give an order you do not mean to enforce.
2. Be fair.
3. Never strike a child.
4. Do not take your personal feelings and prejudices out on the child.
5. Do not “pick” on every little thing a child does.
6. Look for good qualities - - all children have them.
7. Remember a sense of humor is extremely valuable.

Disciplinary Regulations

1. The school bus is an extension of the school from which students are transported. Therefore, the principal is responsible for the discipline of all students on buses. **DO NOT BRING DISRUPTIVE STUDENTS TO THE CENTRAL OFFICE.**
2. All fights and disturbances must be reported in writing to the principal. If a fight occurs in route to the school, upon arrival at the school, the driver shall make a brief verbal report of the fight to the principal.
3. If there is a fight on a bus heading home, the driver should pull his/her bus off the road. He/she then stops the fight, and proceeds on his/her route. The students who were fighting must be taken home. They cannot be put off the bus. The principal will call the students into his/her office as soon as possible and determine punishment. If the fight cannot be stopped, call the local Police Department or Sheriff’s Office then school administrators.
4. A student may be suspended from the bus and/or school because of behavior problems on the bus.

Sick Leave Policy (Classified Personnel)

Each driver will be allowed five days (10 runs) of sick leave with the substitute driver to be paid by the district.

Reporting of Absence

The employee shall notify the Director of Transportation as soon as possible, in the event of being absent from work; preferably, the day before the absence.

GBRID (August 2003)

MILITARY LEAVE

Mississippi law on the subject of employees called to military service is covered in Mississippi Code 1972, ' 33-1-21

The law provides that state employees and employees of "any county, municipality or other political subdivision" are entitled to a leave of absence from their respective duties for periods not to exceed 15 days without loss of pay, time, annual leave or efficiency rating when ordered to military duty.

Districts do not have to pay such employees after the 15-day absence, but all other benefits are to remain intact until the employee "is relieved from duty."

Employees released from military service have 90 days to apply for reemployment and cannot be discharged "without cause" within one year after reinstatement to their school district positions. The law adds that reemployment protection is not extended to employees dishonorably discharged from military service.

If the time of call to active duty is optional for the employee, this school district expects that the employee choose a time for reporting to active duty that is least disruptive to the district.

This district shall comply with the Uniformed Services Employment and Reemployment Rights Act of 1994 ("USERRA") which, among other things, removes the distinction between active service personnel and reserve personnel from the employer's perspective. Further, the Act prohibits an employer from denying "initial employment, reemployment, retention in employment, promotion, or any benefit of employment" to a person who is a member of or applies to be a member of the uniformed services, or who is performing, has performed, or has applied to perform services in a uniformed service.

NOTE: Due to the breadth and complexity of USERRA, all of its provisions cannot be covered here. Each board is advised to have its attorney review USERRA and assist in the development of district policy regarding specific application of USERRA requirements.

MILITARY ACTIVE DUTY AND BOARD VACANCY

Recent national events have prompted questions regarding the status of board members who are called to active duty by the military. The primary question is whether or not a vacancy is created on the board when a board member is called to active duty. In most instances the answer is no.

The board would treat this situation the same as when a board member becomes ill, and the remaining board members would continue to conduct the board's business. The seat would be declared vacant only if the board member officially resigned from the board.

Under certain circumstances the board and superintendent may wish to investigate the possibility of declaring the position vacant after an absence of considerable length. The board and superintendent are cautioned that efforts to declare a board position vacant should be taken seriously and only after consultation with the school board attorney to make certain that the actions taken are within the authority of the board. It is likely that national guard members called to active duty would be protected and have re-employment and other rights under federal law.

ATTORNEY GENERAL OPINION

Q: Should annual and sick leave continue to accumulate while an employee is on military leave without pay?

A: No. Statutory provisions for leaves of military absence without loss of vacation, holiday, or sick time have been held to protect the employee's right to such time as had already accrued at the time the employee entered on military duty, but not to provide the right to accrue such benefits during the period of absence. (*Attorney General's Opinion to Rudd dated January 23, 1991*)

LEGAL REF.: MS CODE as cited; Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA)

CROSS REF.: Policies GBRI C Absence From Duty
GBRIA C Family and Medical Leave Act

JURY DUTY/OTHER LEAVE

The Jefferson Davis County School Board shall provide leave with pay for employees who serve as witnesses under subpoena and/or juries. The school board cannot recover jury fees from employees who serve on juries.

Payroll

Direct deposit monthly (once per month) for twelve months

Direct deposit selection requires submission of additional forms. Jefferson Davis County School District will process a single monthly payroll with electronic settlements of payroll through direct deposit of net payroll for all school district employees (unless there are unforeseen circumstances that require a paper check).

Time Clock Process

All employees (all employees including substitute teacher except administrators) are expected to clock in when arriving at work and to clock out at the appropriate time to leave work. Failure to clock in when arriving to work may result in not being credited for all the time worked. All time information reported to payroll department should be complete and accurate. All nonexempt employees that are not assigned to supervise children and/or cafeteria staff must clock out for at least thirty (30) minutes for lunch. All employees and administration must sign the bottom of the timesheets indicating the accuracy of the information reported.

Substitute Bus Driver

All persons interested in substituting in the Jefferson Davis County School District must attend a training session conducted by the school district.

Effective 7-1-2013 all new substitutes must meet the following qualifications to substitute in the Jefferson Davis County School District:

- Be at least 21 years of age
- Complete substitute training conducted by the Jefferson Davis County School District
- Submit to a complete background check performed by the Jefferson Davis County School District at a cost of \$42.00.

Securing Substitute Bus Drivers

A school bus driver CANNOT pay his/her own substitute driver directly. A school bus driver CANNOT secure a volunteer who is not being paid to drive his/her bus.

No substitute driver will be paid to drive a bus if he/she is already being paid to do another job during the time he/she is serving as a substitute driver.

A substitute driver will be \$9.50 per hour each time he/she drives. All payments will be made through central office payroll. It is the responsibility of the substitute driver to provide the central office with all required employment data.

Termination and Suspension

Serious infraction, including but not limited to the following, could be cause for immediate dismissal or suspension: theft, dishonesty, under the influence of alcohol or drugs, failure to completely stop for a railroad crossing, failure to report an accident, failure to turn in a lost or found item, carrying an unauthorized passenger, using the bus for unauthorized purposes, receiving a citation for negligent driving of a school bus, being involved in a traffic accident which is the fault of the bus driver, or insubordination.

Termination or suspension may be the end result of due process. The Transportation Director is

responsible for the safe and smooth operation of the Transportation Department and has the right to recommend termination or suspension for any infraction that warrants it.

Policy and Procedure for Termination of Employee

Policy: Bus drivers will be given due warning of any discrepancy in their work, which, if continued, could lead to their termination. Termination will be determined by the superintendent after recommendation from the Transportation Director.

Procedure: If it is necessary to warn an employee of some serious discrepancy in his/her work, a written report will be placed in his/her file. If the discrepancy is not corrected or if new ones arise, a recommendation to the superintendent shall be made in writing that employment be terminated. Termination will be made by the superintendent. Should an occasion ever arise that an employee be terminated immediately, the Transportation Director may suspend the employee at the point and then follow up the suspension with written recommendations.

Non-School Employment

Bus drivers shall not at any time engage in any employment that would interfere with their effectiveness in performing their regular assigned routes. Drivers shall not engage in any other employment or in any private business during the hours necessary to fulfill appropriate assigned routes.

Emergency Procedures

Official notice of emergency school cancellations will be aired over Connect Ed, WJDR 98.3, and local television. These announcements will be released as soon as a decision can be made and may come as late as 6:30 a.m. If no announcement is broadcast, it may be assumed that school is open.

Non-Discriminatory Policy

The Jefferson Davis County School District offers educational and employment opportunities on a non-discriminatory basis in compliance with the requirements of the following Federal Civil Rights Legislation: Title VI, Title IX, the Vocational Amendments of 1976 and 1979, Section 504 of the Rehabilitation Act of 1973, and Public Law 94-142, Individuals with Disabilities Education Act of 1990, and the Americans with Disabilities Act of 1990. The district offers equal educational and employment opportunities to all persons without regard to sex, race, religion, color, national origin, age, or disability. The district's coordinator for compliance with these requirements is Dr. Su'Brina Mason, 1025 Third Street, Prentiss, Mississippi, 39474. The phone number is (601) 792-5441.

Any qualified person is eligible for any position in district without regard to race, creed, gender, or physical disability. Every effort shall be made to secure the best qualified person for each vacancy, using the state mandated standards as minimum. All employees are expected to teach

or work with other employees, to teach pupils, and to supervise or be supervised without regard for race, creed, gender, or physical disability.

Political Activities

The board recognizes and encourages the rights of its employees, as citizens, to engage in political activity, with the following restrictions: No employee shall solicit support of any political candidate, partisan or nonpartisan, or support for any issue on any referendum matter, during regular work hours on school property. The circulation of petitions on behalf of or in opposition to candidates for appointed or elected office is specifically prohibited.

Staff Protection

No parent, guardian or other person shall insult or abuse a teacher or bus driver while school is in session in the presence of school pupils, under penalty of law §37-11-21. The board of the Jefferson Davis County School District recognizes that from time to time it may be necessary to prefer legal charges against students or non-students for violations which occur at school or at school related activities.

Substance Abuse Policy

The Jefferson Davis County School District prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on school campuses or as part or any of its activities.

The district is striving to be drug free because drug use/abuse limits academic performance, hinders maturity, and affects social and emotional development. The district does not tolerate the use or possession of alcoholic beverages, prescription drugs used improperly, marijuana, or other controlled substances. The district encourages the age-appropriate education of all students in the prevention of drug use, the development of community resources in providing drug free activities, the enforcement of all laws against drug use and possession, and the referral to treatment when necessary. The district operates a Drug Education program within the framework established by the State Department of Education.

Range of Sanctions

Sanctions against district employees range from a letter of reprimand to termination of employment. The district may refer employees for prosecution to the appropriate officials. The district will impose disciplinary sanctions on students and employees consistent with local, state, and federal laws.

Drug Testing

The implementation date for the Omnibus Transportation Employee Testing Act began January 1, 1995. All school bus drivers will be drug tested under the law. Random drug testing will be conducted quarterly. The Department of Transportation specifies alcohol and the following five (5) drugs that must be tested for:

1. Amphetamines
2. Cocaine
3. Marijuana
4. Opiates
5. Phencyclidine (PCP)

No Smoking Policy (Pro-Children Act of 1994)

No person shall be permitted to smoke within any indoor facility (enclosed building) that is constructed, operated, or maintained and controlled with federal funds which provide services to children who have not attained the age of eighteen; these services include routine or regular kindergarten, elementary or secondary education, library services, health services or day care services.

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 \$1000 for each violation or may be subject to an administrative compliance order or both. Each day a violation continues shall constitute a separate violation.

Ref. P.L. 103-227, goals 2000 Educate America Act

Tobacco Free Policy

The use of tobacco on school campuses during the school day or at school sponsored activities is forbidden. The Jefferson Davis County Schools have been declared tobacco free zones. This includes the use of tobacco by students, student chaperones, or sponsors when representing the school at off campus events or while visiting other school campuses or events.

If you are a tobacco user and your addiction causes you to use tobacco during the work day, please talk with your principal so that he/she can determine an acceptable procedure to follow. Our nurse (phone number 601-792-2817) will work with you to develop a self-improvement program to become tobacco free.

Mississippi Adult Tobacco Use on Educational Property Act of 2000

No person shall use any tobacco product on any school property. Violators shall be subject to a warning for the first conviction, \$75 for a second conviction and a fine not to exceed \$150 shall

be imposed for subsequent violations.

For the purposes of this Act, school property means any public school building or bus, campus, grounds, recreational area, athletic field or other property owned, used or operated by a local school board, school, or directors for administration of any public educational institution or during a school related activity. Sixteenth section land or lieu land without school facilities or school related activities is exempt from this Act.

This Act does not include property owned or operated by the state institutions of higher learning or public community or junior colleges.

Anyone convicted under this Act shall be recorded as being fined for a civil violation and not for violating a criminal statute. Effective from and after July 1, 2000

Harassment

In accordance with Title VII of the 1964 Civil Rights Act, as amended in 1972, Section 703, no student in the Jefferson Davis County Public School District shall be subject to sexual harassment.

It is the intent of the school district to maintain an environment free from sexual harassment of any kind. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature amounting to or constituting harassment are prohibited.

Complaints of Violation of this policy may be made to the appropriate building administrator or conservator, without fear of reprisal. Should violations prove to be legitimate, the offending employee/student shall be subject to disciplinary action.

Employee Arrest

An employee who is arrested or charged with a felony or misdemeanor is required to notify the Transportation Director and superintendent as soon as possible but not later than within 24 hours. Failure to report such incidents may result in disciplinary action up to and including termination.

Discrimination/Grievance (See School Board Policy GAE)

The Jefferson Davis County School District does not discriminate on the basis of gender, race, color, religion, national origin, or disability and complies with Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

Any student or employee of this district who believes he or she has been discriminated against, denied a benefit, or excluded from participation in any district education program or activity on the basis of gender, race, color, religion, or national origin in violation of Title IX of the

Educational Amendments of 1972, may file a written complaint with the Title IX Coordinator, Dr. Su’Brina Mason, at Box 1197, Prentiss, Mississippi, 39474.

Motor Vehicle Records Evaluation

Evaluating MVR’s is based on a point system assigned to various driving violations. Category I consist of minor violations and category II consists or serious traffic violations.

Category I

Violations are assigned one point per incidence over the past three years. Drivers that accumulate four or more points in a three year period are “unacceptable”. The incidents and point values are as follows:

Incident	Incident Point Value
1. Moving violation	1
2. “At-fault” accident	1
3. Any combination of 2 “at -fault” accidents or moving violations in a 12 month period	1

An accident and a violation earned at the same time will count as one point.

Category II

All violations in category II are considered serious traffic violations and are assigned five (5) points each. A driver that acquires one serious traffic violation during a three year period is considered “unacceptable”. Serious traffic violations are listed as follows:

1. DUI or other alcohol or drug related violation
2. Reckless vehicle operation
3. Assault with a motor vehicle
4. Leaving the scene of an accident
5. Driving under suspension or revocation
6. Excessive speed (20 MPH over limit)

An unacceptable driving record could result in termination from employment.

SENATE BILL 2658 requires criminal background checks for new public school licensed and non-licensed employees.

Licensed and non-licensed public school employees, not previously employed prior to July 1, 2000, must have on file a criminal record background check and current child abuse registry check. This process includes fingerprinting and the FBI national criminal history record check.

Any employment contract executed by the superintendent shall be voidable if the new hire receives a disqualifying criminal record check.

The cost of the background check shall be paid by the applicant and shall not exceed \$50. The school board in its discretion may pay the fee.

A history of certain felony convictions shall disqualify an applicant from employment. The process does allow the board to consider mitigating circumstances that would demonstrate the ability of the person to perform responsibly and competently and that the person does not pose a threat to the children at the school.

No school district or school district employee shall be liable in any discrimination suit in which allegations of discrimination are made regarding employment decisions authorized by this bill.

The information obtained as part of the background check shall not be disseminated for any purpose other than as required by this bill.

The superintendent may use the criminal background check process in investigating and taking employment action against licensed and non-licensed employees.

The definition of “employee” under the Sex Offender Criminal History Record Information Act is amended to delete the provision that the SDE is considered the employer of any certified personnel employed by a public or private elementary or secondary school.

The background check requirement shall be repealed effective June 30, 2002.
Effective from and after July 1, 2000

Section 25-1-105. MS Code. Application of Prohibition Against Striking to Public Employees and Employers

All provisions of Section 37-9-75 prohibiting strikes by teachers and teacher organizations and providing penalties therefore, and providing certain responsibilities for members of local school governing boards and school administrators shall likewise apply as far as is practicable to all public employees and public employers respectively.

For purposes of this section, “public employee” means any person holding a position by employment, contract or appointment with a public employer; and
“Public employer” means any governmental entity in this state whose employees are paid in whole or in part by funds appropriated or otherwise provided by the state.

STUDENT BULLYING

The Jefferson Davis County School District does not condone and will not tolerate bullying or harassing behavior. Bullying or harassing behavior is any pattern of gestures or written,

electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that (a) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property, or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits. A "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior. Bullying or harassing behavior will not be condoned or tolerated when it takes place on school property, at any school-sponsored function, or on a school bus, or when it takes place off school property when such conduct, in the determination of the school superintendent or principal, renders the offending person's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole.

The Jefferson Davis County School District will make every reasonable effort to ensure that no student or school employee is subjected to bullying or harassing behavior by other school employees or students. Likewise, the District will make every reasonable effort to ensure that no person engages in any act of reprisal or retaliation against a victim, witness or a person with reliable information about an act of bullying or harassing behavior. The District encourages anyone who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior to report the incident to the appropriate school official.

The School Board directs the superintendent or designee to design and implement procedures for reporting, investigating, and addressing bullying and harassing behaviors. The procedures should be appropriately placed in District personnel policy handbooks, school handbooks that include discipline policies and procedures, and any other policy or procedure that deals with student or employee behavior. The discipline policies and procedures must recognize the fundamental right of every student to take "reasonable actions" as may be necessary to defend himself or herself from an attack by another student who has evidenced menacing or threatening behavior through bullying or harassing. Furthermore, the Jefferson Davis County School District defines "reasonable action" as promptly reporting the behavior to a teacher, principal, counselor, or other school employee when subjected to bullying or harassing behavior. Any bullying dealing with any and all forms of sexual harassment shall be reported to the school principal, or the Title IX Coordinator Dr. Su'Brina Mason.

Cell Phones (Bus Drivers)

The Jefferson Davis County School System prohibits bus drivers from the use of cell phone and text while driving. Cell phones are not to be visible by anyone unless being used for emergency purposes only. Cell phones are to be used only in accordance with the BOYD

policy (for classroom instruction only).

Possession of Cellular Phones, Radios, or Other Electronic Devices

STUDENT CELL PHONE USE

Jefferson Davis County School District has determined that student possession and/or use of cell phones or other electronic/communication devices is disruptive to the educational process limiting disruptive behavior, including disruptions caused by students' cell phones/electronic devices, maximizes the ability of the District to follow curriculum educational objectives and to maintain an environment conducive to learning. The possession and use of cellular phones, pagers, and other electronic communication devices on school campuses during the instructional day is strictly prohibited. The District assumes no liability for cell phones or a communication device brought onto school property, including school buses, and is not responsible if the cell phone/communication device is lost, stolen or damaged.

Students who choose to use the cell phone/mobile device will be referred for insubordination and the following disciplinary action will occur:

First Offense:

School will take possession of the device for 30 school days or the parent/ guardian will pay an administrative/handling fee of \$25.

Second Offense:

School will take possession of the device for 60 school days or the parent/ guardian will pay an administrative/handling fee of \$50.

Third Offense:

School will take possession of the device for 90 school days or the parent/ guardian will pay an administrative/handling fee of \$75.

Fourth Offense:

School will take possession of the device for the remainder of the school year.

Exceptions:

1. Cell phones may be kept in vehicles that are in school parking lots. The phones may not be brought in the school building or in the vicinity of the school buildings during the regular school day.
2. Cell phones may be used for after school activities (cheerleading, athletics, clubs, etc.) by students on the condition that parents bring the phones to the student after the regular school day. The sponsor, coach or instructor should be notified if this is done.
3. Cell phones may be voluntarily turned in to the office if a student realizes he/she had accidentally brought the phone to school. The principal may return the phone to a parent at the end of the school day. A limit of two (2) accidental possessions will be allowed per year.

A parent/guardian will have to pick up the device between the hours of 3:30 p.m. – 4:00 p.m. from the school secretary.

If the device is not picked up in a timely manner, i.e., after the expiration of the days that the school will be in possession of the device, or, in the case of the device being confiscated for the remainder of the school year, within 30 days after the last day of school, the school will donate the device to charity.

Jefferson Davis County School District, its schools, its faculty, and staff are **NOT** responsible for any damaged, missing, or stolen cell phones. If a student has a cell phone and it is damaged or stolen, schools **WILL NOT** utilize administrative time to investigate the incident nor will the District, or schools, take any financial responsibility for the cell phone or cell phone charges.

Appropriate Use Policy

Jefferson Davis County School District

Scope

This Policy applies to all Users of district technology, including but not limited to students, faculty, and staff. It applies to the use of all district technology. These include systems, networks, and facilities administered by the JDCS Office of Information Technology, as well as those administered by individual schools and departments.

Use of district technology resources, even when carried out on a privately owned computer that is not managed or maintained by Jefferson Davis County Schools, is governed by this Policy.

Policy

It is the policy of the Jefferson Davis County Schools to

1. Prevent the transmission of inappropriate material via the Internet.
2. Prevent unauthorized access to materials and unlawful online activities.
3. Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors.
4. To comply fully with the Children's Internet Protection Act.

Purpose

The Jefferson Davis County School District (JDCS) is pleased to offer its student's access to the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users globally. This computer technology will help propel our schools through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups, and significantly expand their available information base.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to assume. In general, this requires efficient, ethical, and legal utilization of the network resources. If a JDCS District user violates any of these provisions, his or her account will be terminated and future access could possibly be denied.

The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

CIPA Definition of Terms:

Technology Protection Measure. The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. Obscene, as that term is defined in section 1460 of title 18, United States Code;
2. Child Pornography, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

Harmful to Minors. - The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Sexual Act; Sexual Contact. - The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

1. A qualifying "technology protection measure," as that term is defined in Section 1703(b)(1) of the Children's Internet Protection Act of 2000; and
2. Procedures or guidelines developed by the superintendent, administrators and/or other appropriate personnel which provide for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are (i) obscene, (ii) child pornography, or (iii) harmful

to minors, as those terms are defined in Section 1703(b)(1) and (2) of the Children's Internet Protection Act of 2000. Such procedures or guidelines shall be designed to:

- a. Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web;
- b. Promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
- c. Prevent unauthorized access, including so-called "hacking," and other unauthorized activities by minors online;
- d. Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
- e. Restrict minors' access to materials "harmful to minors," as that term is defined in Section 1703(b)(2) of the Children's Internet Protection Act of 2000.

Internet Terms and Conditions of Use

1. Users will demonstrate legal responsibility by not transmitting any material in violation of United States, Mississippi, or Jefferson Davis County School District laws or regulations. This includes, but is not limited to: copyrighted materials, threatening, harassing, or obscene material, pornographic material, or material protected by trade secret.
2. Users have the responsibility to use computer resources for academic purposes only unless supervised by school staff.
3. Users may not conduct commercial activities for profit, advertise products, or conduct political lobbying on the network.
4. Users will not use the network for any illegal activity.
5. Users will not cause damage to any school equipment including hardware and software.
6. Users will not remove, exchange, or tamper with any hardware or software component from any system.
7. Users will not delete, rename, move, copy, or change any file or its properties, other than his/her personally owned files.
8. Users will not tamper with installed software and files.
9. Users will not attempt to gain access to unauthorized files.
10. Users will not attempt to change passwords.
11. Users will not damage other students' work.
12. Users will not install personal software on JDCS District technology.
13. Users will not violate copyright laws by unauthorized copying of software.

14. Users will be responsible for citing sources and giving credit to authors during the research process. All communications and information accessible via the network should be assumed to be private property.
15. Users will not install, copy, or knowingly infect a computer system with a virus.
16. Users will not use e-mail accounts for SPAM or chain letters.
17. Users will not use language that may be considered offensive, defamatory, or abusive.
18. Users will not attempt to defeat any security system.

Security

1. Users will not access the network using another user's account.
2. Users should consider their login and password private and should not reveal this information.
3. Users will not divulge information, personal or otherwise, about themselves or other users.
4. Users will immediately report to JDCS District authorities any attempt by other Internet users to engage in inappropriate conversations or personal contact.
5. Users should not expect that files stored on school-based computer to remain private. Authorized staff will periodically inspect personal folders and logs of network usage will be kept at all times.
6. Users are not allowed access to the computer operations area, and access is restricted to those responsible for operation and maintenance. No individuals are allowed in JDCS server or equipment rooms unless they are under close and immediate supervision of an IT staff member or authorized staff member. Tampering with equipment is prohibited.
7. Users consent to the use of scanning programs for security purposes by bringing any personal computers or technology onto school grounds.
8. Users consent to having user actions logged in order to facilitate recovery from system malfunction and for other management purposes.

Individual schools may create additional guidelines and procedures consistent with this policy. Such guidelines and procedures will be appropriate for the electronic information resources being used and the student served at the school. There will be consequences for any user who fails to follow JDCS District and school guidelines and policies. The consequences may include paying for damages, denial of access to technology, detention, suspension, or expulsion. In severe cases, the JDCS District will involve law enforcement authorities.

Private computers may only be used by connecting to the wireless network. (JDCSD BYOD Policy) Students, Teachers, and Staff should not connect private computers to the JDCS Network without prior written permission from the JDCS District Director of Technology. Private computers must not use the JDCS network for commercial gain or profit. Students, Teachers, and Staff should not install or otherwise connect personal computer equipment to any computer, server, or network connection without prior written approval from the JDCS Director of Technology.

Users may not alter the JDCS network infrastructure by installing any unauthorized networking equipment including (but not limited to) hubs, switches, routers, or wireless access points of any kind without the express permission of the JDCS Information Technology Department. It is also a violation to install any devices or programs on the JDCS network or any other PC or computing device connected to the JDCS network that are designed to alter, reshape, affect, monitor, or intercept network traffic.

The JDCS Information Technology Department may terminate or limit the network connectivity of any user whose online activities are deemed detrimental to the health of the network.

1. Software Copyright Laws

The Jefferson Davis county School District has made technology available to all staff and students. Computers, computer networks, the Internet, and computer software have been made available for the purpose of enhancing education in the classroom. The JDCS District is also committed to adhering to all copyright laws. All employees and students of the JDCS District are to abide by copyright laws as specified by the software's publishers and distributors.

The following rules have been put in place to ensure that no employee or student of the JDCS District violates any federal, state, or local regulation of copyright laws.

- a. No software will be installed on any District computer without the proper license.
- b. The only individual that signs software license agreements for the JDCS District is the Director of Technology.
- c. Each department and/or school will establish a central location to store software licenses to be reviewed on demand.
- d. Permission must be obtained from the JDCS District Director of Technology to duplicate any software product or distribution media.
- e. Employees must receive permission from their principal and the JDCS District Director of Technology before purchasing software for District use.
- f. Principals shall be responsible for enforcement of this policy at their individual school.

2. Violations

Employees who violate the United States Copyright Laws do so at their own risk and assume all liability for their actions. They shall also be subject to disciplinary action for willful infringement of the law or for using District equipment for duplication that is prohibited.

Purchasing Policy for Technology Equipment

It is the goal of the Office of Information Technology to assure that all computer hardware, peripherals, and software can be supported. The staff members in the Office of Information Technology have the primary responsibility for maintaining the networks, computers, servers, printers, peripherals, and VoIP phones to be certain that quality is maintained at reasonable costs. All equipment, computers and peripheral devices (e.g. printers, scanners, LCD projectors, digital cameras, software, video cards, network cards) which are attached to or used with a computer must be ordered only after consultation with the District Director of Technology. The review procedure for purchasing any technology equipment and software is intended to provide:

- a centralized point of information about technology items
- a district-wide inventory of hardware and software
- pricing advantages
- license compliance for software purchases
- hardware and software that can be supported

In order to coordinate and standardize on technology equipment and software purchases in a uniform and planned way so as to avoid duplicate selection which could make the maintenance and operations of the technology program difficult and costly, the following purchase procedure is to be used:

- Requisition submitted to the immediate Supervisor for review
- Requisition signed and approved by the District Director of Technology
- Purchase order approved and signed by the Business Manager and the item ordered, if within district/school budget constraints

The JDCS Information Technology Department will not support any technology related equipment that was not purchased in accordance with these guidelines. Support and service is limited to approved technology purchases of JDCS owned hardware and software. Legacy equipment may not be supported if the District Director of Technology has determined that the software/hardware has reached “end of life”. Reasonable requests for support of “end of life” equipment can be made, and faculty may choose to accept responsibility for the upkeep of legacy hardware/software. This arrangement may be overridden if the JDCS District Director of Technology decides that the upkeep of “end of life” equipment is a financial burden on the JDCS District. JDCS Information Technology staff may not provide support or services of equipment not purchased and owned by the JDCS District.

Jefferson Davis County School District Internet Safety Policy

Introduction

It is the policy of the Jefferson Davis County School District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children's Internet Protection Act.

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Jefferson Davis County School District online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the Jefferson Davis County School District staff to educate, supervise and monitor appropriate usage of the online

computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of The Technology Director or designated representatives.

The Jefferson Davis County School District or designated representatives will provide age-appropriate training for students who use the Jefferson Davis County School District Internet facilities. The training provided will be designed to promote the Jefferson Davis County School District's commitment to:

- I. The standards and acceptable use of Internet services as set forth in the Jefferson Davis County School District's Internet Acceptable Use Policy;
- II. Student safety with regard to:
 - a. safety on the Internet;
 - b. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
 - c. cyberbullying awareness and response.
- III. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

Adoption

This Internet Safety Policy was adopted by the Board of the Jefferson Davis County School District at a public meeting, following normal public notice, on May 14th, 2012.

Employee Account Agreement

I understand and will abide by the above Appropriate Use Policy. Further, I understand that any violation of the regulations above is unethical and may constitute a criminal offence. I understand that violation of the rules may result in disciplinary action up to and including termination of employment.

I hereby release the Jefferson Davis County School District from all claims and damages arising from my use of the JDCS Network.

Name: _____

Position: _____

School/Department: _____

Signature: _____ Date: _____

Guest Account Agreement

I understand and will abide by the above Appropriate Use Policy. Further, I understand that any violation of the regulations above is unethical and may constitute a criminal offence.

I hereby release the Jefferson Davis County School District from all claims and damages arising from my use of the JDCS Network.

This account has been created for the purpose of _____

I understand this account will be deleted within 15 days of work completion. I understand that it is my responsibility to remove all personal files and I will not hold the Jefferson Davis County School District responsible for any loss of data.

Name: _____

Company: _____

Address: _____

Phone Number: _____

Signature: _____ Date: _____

Student Account Agreement

Student

I have read the information written above. If I did not understand the meaning of a part of it, I asked an adult to explain it to me. I understand and will abide by the above Appropriate Use Policy. Further, I understand that any violation of the regulations above is unethical and may constitute a criminal offence. Should I commit any violation, my Internet access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action.

I hereby release the Jefferson Davis County School District from all claims and damages arising from my use of the JDCS Network.

Student Name: _____

Home Room: _____

School: _____

Student Signature: _____ Date: _____

Parent or Guardian

As the parent or guardian of this student, I have read the Appropriate Use Policy. I understand that this access is designed for educational purposes. The Jefferson Davis County School District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. I have spoken with my child to make sure that the rules are understood. Further, I accept full responsibility for supervision if and when my child’s use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

My son or daughter, who has signed above, understands the rules that he or she is to following in utilizing technology at school.

Parent or Guardian (please print): _____

Parent or Guardian Signature: _____

Bring your own Device (BYOD Policy for staff)

Purpose Statement:

Technology plays a large role in our students’ lives. Personal devices can enhance and enrich learning opportunities both at home and at school. Jefferson Davis County Schools are committed to allowing responsible, learning-centered use of personal devices at school so as to provide as many pathways to understanding as possible for our students.

The purpose of the following policy is to authorize teachers to bring their own technology devices to school for use in our classrooms under certain strict conditions. Jefferson Davis County Schools will now be incorporating the use of such items as personal laptops, tablets, and smartphones with browsing capabilities and/or educational apps and software. **As with other personally owned items, the schools shall not be held liable for the loss, damage, misuse, or theft of personally owned devices brought to school. Teachers bring their own devices to use at Jefferson Davis County Schools do so at their own risk.**

Introduction

It is the policy of the Jefferson Davis County School District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children's Internet Protection Act. (See also Jefferson Davis County School District Internet Safety Policy and Appropriate Use Policy)

Jefferson Davis County Schools is in no way responsible for:

- Personal devices that are broken while at school or during school-sponsored activities
- Personal devices that are lost or stolen at school or during school-sponsored activities
- Maintenance or upkeep of any device (keeping it charged, installing updates or upgrades, fixing any software or hardware issues)

This policy is not intended as a requirement that any teacher bring personal technology to school.

A personally owned device is defined as one with:

1. Academic applications and functions
2. Online capabilities
3. Digital, audio and/or video recording.

Examples of a personally owned device shall include but are not limited to: iPads, iPhone, iPods, Nooks, Kindle, Kindle Fire, and other tablet PCs; laptop computers; camcorders; and digital cameras.

Teachers are granted the limited right to use their personally owned technology resources in the Jefferson Davis County Schools upon return of this signed Jefferson Davis County Schools Bring Your Own Device (BYOD) Policy.

Access to the District's wireless network, including the Internet, shall be made available to Teachers, and employees primarily for instructional and administrative purposes and in accordance with administrative regulations. Limited personal use of the system shall be permitted if the use:

- Imposes no tangible cost to the District;
- Does not unduly burden the District's computer or network resources;
- Has no adverse effect on an employee's job performance or on a student's academic performance.

Access to the District's electronic communications system is a privilege, not a right. All users

shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to comply with such regulations and guidelines. Noncompliance with applicable regulations may result in suspension or termination of privileges and other disciplinary action consistent with District policies.

Violations of law may result in criminal prosecution as well as disciplinary action by the District.

Jefferson Davis County Schools Bring Your Own Device (BYOD) Policy

To ensure the learning and safety of all of our Teachers, Jefferson Davis County Schools Teachers agree to both read and follow these guidelines:

- Devices are for instructional use. Teachers may not bully, taunt, send vulgar images, or use inappropriate language towards another person. Teachers may not download any copyrighted material such as movies, music, or software. Violations of this policy will result in loss of use. Teachers and parents will also have to participate in a meeting with the principal to discuss the use of technology at school.
- The use of Jefferson Davis County Schools technology resources to purposefully attempt to access pornographic material, inappropriate text files, information advocating violence (ex. Racially biased forums) or files harmful to the integrity of Jefferson Davis County Schools is prohibited.
- Also restricted is access to information on, but not limited to, gambling, illegal drugs, alcohol use, online merchandising, hate speeches, criminal skills, alternative journals, Fanfic, and chat rooms. Use must be consistent with the Mission Statement of Jefferson Davis County Schools and reflect the accepted standards expressed in that Mission Statement.
- Teachers making inappropriate references about the school and/or its Teachers, faculty, staff or administrators on any public Internet site, chat rooms, or other public electronic media will be subject to disciplinary action that will be determined by administrators.
- No devices are allowed in the restroom at any time.
- Teachers may not use any means to access restricted sites.
- Teachers may not post images of teachers, staff or other personnel on the Internet without receiving permission from the individual(s) involved.
- All accessories, cases, screen wallpaper and backgrounds must be school-appropriate.
- Personally owned devices used in school are not permitted to connect to the Internet through a 3G, 4G or other content service providers. Personally owned devices must access the Internet via the school's content filtered wireless network.
- Streaming videos from the Internet or YouTube during school hours is permitted only as an instructional tool.
- When walking to or from school, be safe and smart! Don't show or use your device.
- Any recording device, including but not limited to Tablets, iPads, video and digital cameras and camera phones to take videos or still pictures, may not be used to slander, bully or denigrate any student, visitor, staff member, faculty member, and or administrator, on or off the campus at any time.
- All messages or postings to any Internet site on or off campus at any time (notes, email,

newsgroups, bulletin boards, wikis, or other interactive forms of communication such as Instant Messaging) shall be educationally purposeful and appropriate. Hate mail, harassment, discriminatory remarks, vulgarity, swearwords, other antisocial behaviors, chain letters, and threats of any kind are prohibited. Appropriate messages would include such communications relating to Jefferson Davis County Schools academics, co-curricular events, and school community life.

- Users are responsible for all activities conducted when using personal devices and accounts.
- Users shall respect copyright laws and licensing agreements pertaining to materials entered into and obtained via the Internet or other electronic sources.
- Use of the Internet and/or other resources for personal gain, profit, commercial advertising, or political lobbying is prohibited.
- Use of your device must be in support of curriculum and research and consistent with the purposes and Mission Statement of Jefferson Davis County Schools.

Consequences of Inappropriate Behavior

Any user who does not comply with these guidelines will lose the privilege of bringing their device for a period of time, that period of time to be set at the sole discretion of the school principal. Teachers who have repeated or severe infractions of the policy will be subject to disciplinary action by the Superintendent and the Director of Technology. Violations of federal and state regulations, such as sending threatening email and accessing or distributing obscene material, will be reported to and dealt with by the governing law enforcement agency.

Disclaimer

Jefferson Davis County Schools will not be responsible for any damages suffered including loss of data resulting from delay, non-deliveries, service interruptions, or inaccurate information. The person operating the device accepts personal responsibility for any information obtained via the Internet or other electronic sources. The person operating the device accepts personal responsibility for actions on the Internet.

Vandalism

Vandalism will result in immediate disciplinary action by the Administration. Vandalism is defined as any malicious attempt to harm or destroy any part of Jefferson Davis County School’s technology resources or personal technology items belonging to another student or teacher. This includes, but is not limited to, uploading, creating, transmitting computer viruses or “hacking” into any part of the Jefferson Davis County Schools network.

Teacher Name/Signature _____ Date _____

School Facilities

Notification of Asbestos Re-inspection

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), in 1988 we performed inspections of each of our school buildings for asbestos-containing building materials. The inspection findings and asbestos management plans have been on file in each school administrative office since that time. The EPA requires us to perform re-inspection of the asbestos materials every three years and surveillance every six months. The last re-inspection was completed in 2015. The results of the re-inspection are on file in the management plan in the Jefferson Davis County Superintendent's Office in Prentiss, MS.

The Asbestos program manager, Mr. Sam Williams, is available to answer any questions you may have about asbestos in our buildings at 792-4267.

Additional Reminders:

Six Important things to teach all bus riders!

- Be at the bus stop on time (parent's responsibility)
- Wait until bus stops before loading or unloading
- Cross street 10 feet from bus in both directions
- Look at driver and wait for signal to cross street
- Be quiet when bus is crossing a railroad track and highways

Students crossing the street

- While waiting on bus, wait in driveway 10 feet from the street. Do not approach the street until driver gives signal to cross the street.
- Look both ways before crossing the street. Proceed to the bus and be seated.
- Bus driver must count the students before crossing the street and again when in the driveway on the way home. Bus driver must count the students before crossing to board the bus and when they enter the bus. If unsure of number do not move the bus until all students are accounted for. Be absolutely sure no room for error here!

Bus stops

- Turn master switch on activate yellow warning light 300 feet before bus stop.
- Take foot off of the accelerator, make good smooth stop short of the stop.
- Put bus in neutral.
- Check all mirrors and traffic in front of bus.
- Open door if traffic is not moving.

Loading and Unloading:

- Unloading: tell students to proceed 10 feet in front of the bus and turn and look at you. Hold them; check your mirrors again to check traffic. If no traffic movement, give them

signal to cross the street and remind them to look both ways before crossing the street. Count them before crossing and again when in the driveway.

- Loading: when loading stop the bus, put the bus in neutral, check mirrors and traffic in front of the bus before opening the door. Hold the students and check your mirrors for moving traffic. Count the students before giving the signal to cross and remind them to look both ways before crossing.