SOUTH PANOLA SCHOOL DISTRICT

Providing Opportunities for Educational Excellence

SOUTH PANOLA SCHOOL DISTRICT

2026 - 2027 BUS DRIVER'S HANDBOOK

KEVIN FARMER, TRANSPORTATION DIRECTOR
TIFFANY FLOWERS, TRANSPORTATION SECRETARY
LOGAN ODOM, TRANSPORTATION SECRETARY

/SouthPanolaSD @SouthPanolaSchools @SouthPanolaSD

TABLE OF CONTENTS

SPSD Department of Transportation 2
Drug Policy 3
Expectations 3
Safety 8
Job Description 11
Criteria for Employment 12
Qualifications 12
Recruitment and Selection 13
Days and Hours of Work 13
Sick Leave 13
Motor Vehicle Reports 14
Activity Trips 15
Assignments and Transfers 15
Emergency School Dismissal 15
Delayed School Opening 16
Preventative Maintenance 16
Title IX 16
Section 502 of the Rehabilitation Act of 1973 17
Harassment Prohibited 17
Non-discrimination Policy 17
Staff Complaints and Grievances 18
Acceptable Computer, Network Resources, and Internet Use 20
Network User Agreement 23
Clean Up: Asbestos 24
School Calendar 25
Signature Page 26

SPSD DEPARTMENT OF TRANSPORTATION

ADMINISTRATION

Superintendent: Dr. Del Phillips
Assistant Superintendent: Dr. Jamone Edwards
Chief of Academics and Accountability: Dr. Ashley Fonte

SUPERINTENDENT

Dr. Del Phillips
662-563-9361

TRANSPORTATION DIRECTOR

Kevin Farmer
Office: 662-563-7178
Cell: 662-934-5176

SHOP FOREMAN

Kordaryl Ford
Cell: 662-934-9715

TRANSPORTATION SECRETARY

Tiffany Flowers
662-934-9596
Logan Odom
662-563-6041

SCHOOL BOARD MEMBERS

President: Sandra Darby
Vice-President: Jerry Cooley
Secretary: Dr. Leigh Taylor Unruh
Member: LaKeldra N. Pride
Member: Kenny Hopper

South Panola School District
209 Boothe Street
Batesville, MS 38606

DRUG POLICY

It is hereby declared to be the policy of the South Panola School District that the use, possession, distribution, dispensing or sale of any narcotic drugs, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined under state or federal law, on or about the campuses of any school ground, any school building or school premises, any school-owned vehicle or an any other approved vehicle used to transport students to and from school or school activities, or on or off school property at any school sponsored or school approved activity, function or event, shall be considered sufficient misconduct on the part of any employee of the South Panola School District for the suspension and/or termination of such employee from the South Panola School District. **Note: No person will be permitted to use any tobacco product within any school building, bus, school campus, grounds, athletic field, or any property owned, used or operated by SPSD.**

This policy applies to medical cannabis. Under the Mississippi Medical Cannabis Act, the South Panola School District:

1. Is not required to permit, accommodate, or allow the medical use of medical cannabis, or to modify any job or working conditions of any employee who engages in the medical use of medical cannabis or who for any reason seeks to engage in the medical use of medical cannabis.
2. May discharge, discipline, refuse to hire or otherwise take an adverse employment action against an individual with respect to hiring, discharging, tenure, terms, conditions, or privileges of employment as a result, in whole or in part, of that individual's use of medical cannabis, regardless of the individual's impairment or lack of impairment resulting from the medical use of medical cannabis.
3. Does not allow the use of medical cannabis by employees while on district property, while at a district sponsored event, or while performing district business.

EXPECTATIONS

A DRIVER SHALL...

1. Know and obey all traffic laws. Maintain a legal and appropriate speed while operating a bus on a roadway.
2. The bus driver will check the bus after each route and at the end of the day to make sure no student is left on the bus – check for students who may have fallen asleep on the route. After you check the bus at the end of each route, please place your "empty" sign in the back window so that it is visible from the outside of the bus. In addition, drivers should disengage exit security alarms ("check me" buttons, et cetera) before exiting and securing the bus after the completion of a route.
3. Keep close check on instrument panel for any indication of trouble.
4. Keep alert for any sound or odor that would indicate mechanical or electrical trouble. If trouble is detected, stop the bus in a safe place and do not move until the problem is determined and corrected.

5. Check the brakes frequently.
6. Be friendly, fair, and firm, while keeping control of his/her anger at all times.
7. Guard against stones, curbs, and other obstructions which may damage tires.
8. Avoid rough places in the road as much as possible.
9. Transport only authorized students.
10. Keep the inside of the bus clean including the ceiling, walls, seats, dash, driver area, floors and windows.
11. Attend all meetings arranged by the Transportation Director.
12. Make sure students do not move around in the bus when it is in motion. Pupils should stay seated until the bus comes to a complete stop for unloading. You, the driver, are responsible for students following these directions, and to see that they are carried out.
13. Be alert and cautious. Be professional in your action, speech, and appearance. You have a very important, responsible job to perform. The cargo you are carrying cannot be replaced.
14. Report immediately any problem to the Transportation Director.
15. Do not allow anyone other than your student passengers, school officials or law enforcement to enter upon/or ride your bus except with written authorization from the Transportation Director, or school officials.
16. Drink bottles or cans will not be allowed on the bus. The sponsor (on trips) will ensure the cleanliness of the bus.
17. Do not let students off the bus other than at their scheduled stops unless they have written consent from the parent, signed by the principal. The bus driver is responsible for the students' safety from the time they board the bus until they exit at school and are returned to their bus stop in the afternoon.
18. In case of an accident, immediately report it to the Transportation Director and local police, regardless of how small it might seem. Also, report any possible hazards encountered or any other problems that arise.
19. Do not permit students to operate stop sign, light control's door, etc. at any time. The driver must have full control of these operations at all times.
20. The driver will operate the school bus as prescribed by state and local laws.
21. Dress in appropriate clothes.
22. **Be punctual.** Repeated tardies may result in suspension/dismissal. Notify the Transportation Director or Secretary in case there is a reason to be absent or tardy.
23. Follow the policies of the Transportation Department and the School Board and help promote the progress of the school district.

24. Report dangerous road conditions to proper authorities. Examples of these are blind curves, blind highway intersections, blind railroad intersections, narrow curves, bad bridges, etc.

25. Maintain student discipline in accordance with district regulations; report of disciplinary infractions by students to proper authority with Bus Discipline Reports.

26. Make a complete stop immediately before crossing a railroad grade crossing, regardless of whether loaded or empty.

27. Come to a complete stop at highway intersections protected by stop signs.

28. Count students as they get off at each stop and be certain that every child has moved away from the bus before moving.

29. Wear seat belt at all times when operating the school bus.

A DRIVER SHALL NOT...

1. TALK/TEXT/ USE CELL PHONES OR ANY OTHER ELECTRONIC DEVICE WHILE OPERATING THE BUS!

2. Operate a school bus while under the influence of any intoxicant.

3. Disobey traffic laws. Drivers should maintain a legal, and appropriate, speed while operating a bus on a roadway.

4. Open the bus door to unload pupils when a moving vehicle is nearing stop point.

5. Move the bus unless all students are inside, settled, and the doors are closed.

6. Move the bus until he/she has looked in the appropriate mirrors to be sure no one is in danger of being struck by the bus.

7. Continue to make pupil stops on a highway when traffic accumulates behind the bus. (Pull off the road at a safe and convenient place and let accumulated traffic pass; these stops should be made near regular pupil pick-up points.)

8. Drive a bus backward on the school ground unless absolutely necessary.

9. Leave bus on roadway at night.

10. Leave the driver's seat with the engine running when pupils are in the bus.

11. Permit the use of rear door for entrance or exit other than emergency cases.

12. Put fuel in the bus while the engine is running or while there are pupils in the bus.

13. Move the bus while pupils are entering or leaving the bus.

14. Use tobacco on a bus at any time.

15. Drive a bus off the regular route without proper authorization. Special trips shall not be made unless the driver has in his/her possession, on the bus, written instructions from the Transportation Director for the specific trip being made.

16. Drive down the road with the door open.
17. Use undesirable language.
18. Administer corporal punishment to any pupil. Do not put your hands on a student while correcting him/her.
19. Put a pupil off the bus for misconduct.

DRIVER RELATIONSHIP TO PUPILS

1. Train pupils to observe transportation regulations.
2. Be responsible for the children while they are on the bus and while crossing the road to and from the bus.
3. Know pupils who have medical conditions.
4. Do not permit a pupil to run along by the bus while it is in motion.
5. Do not permit a pupil to stick head or hands through windows.
6. If pupil's homes are on the opposite side of the road from the bus stop, the pupils shall cross the road in front of the bus after the driver has waved his/her arm as a signal for the pupil to know it is safe to cross the road. Special precautions must be exercised by the driver and the pupils. The driver shall count the number of pupils who cleared the area in front of the bus before proceeding.
7. A driver shall not permit a pupil to leave the bus before arriving at school or home without proper authorization.
8. Deal with each student individually and privately, when possible, in correcting misconduct.
9. Notify pupils of any changes in schedule.
10. No pupil will be allowed to occupy any position that will interfere with the vision of the driver or his/her driving.

STUDENT BEHAVIOR ON BUSES

The privilege of riding the bus carries with it some responsibilities on the part of the student and the student's parents or guardians. 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 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 courtesy and respect to drivers.
2. Students must be at assigned stops at loading time specified by each driver.
3. Pupils 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.

4. Pupils 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.
5. Loud talking and other noises are not permitted on the bus. The level of noise will be determined by the driver.
6. Pupils are not to harass or bother other pupils in any way - either at the bus stops or on the bus. All student reports will be taken immediately to the principal by the driver.
7. No student will be allowed to take names for the driver.
8. Students will board the bus and leave the bus and bus stop according to the instructions of the driver.
9. Students may not leave the bus on its way to, or from, the school, or leave school after arriving.
10. Students are not to throw objects while on the school bus.
11. Students must sit in seats assigned by the driver.
12. Students are asked to assist in keeping the bus clean.
13. Students must wait until the bus comes to a complete stop before trying to enter/exit.
14. Students are not to play on or in the road while waiting for the bus.
15. All students who plan to ride a bus other than their regular bus must bring a note from his/her parents and signed by the principal in order for them to ride the bus. The teacher and bus driver will keep a copy.
16. Students are not allowed to bring items such as food, drink, candy, toys, games, etc., on the bus.
17. Students are not to fight or tussle on the bus or at the bus stop.
18. Students cannot carry or possess any form of deadly weapons.
19. Tobacco is prohibited on the bus and at bus stops.
20. Students are not to ride outside the bus.
21. Drugs and alcohol are prohibited.
22. Students are not to commit any other act of improper conduct.
23. Vulgar language (obscene and profane signs) is not permitted on the bus.
24. Students will be held financially responsible for damage to the bus, including seats.
25. Bullying of other students is not tolerated. All cases must be reported to school administrators.

A student's failure to follow regulations 1 - 16 will result in the following:

- First Offense Notice
- Parents Bus Discipline Form
- Removal for 3 days

A student's failure to follow regulations 17 - 25 will result in the following:

- Immediate Notification to Principal

SUGGESTIONS ON MAINTAINING DISCIPLINE

1. Never give an order you do not mean to enforce.
2. Directions to students should be positive. Give your command to stimulate action, not to check it. Say "Do this" rather than "Don't do that." Suggest an action that can be successfully obeyed.
3. Be honest in what you say or do. A child's faith in you is a great help.
4. Be fair.
5. Commend good actions.
6. Never strike a child.
7. Maintain poise at all times - do not lose your temper.
8. Look for good qualities - all children have them.

NOTE: Questions for students who have been suspended, or do not have a note to ride your bus.

A. Ask them, *"Where is your parent?"*
B. If the parent is at home, blow your horn and send the student in for the parent.
C. When the parent comes out, give notice of the suspension and explain the situation.
D. If the parent is not at home, notify the Transportation Director.
E. If the parent insists on the student riding the bus, let the student ride and notify the principal or Transportation Director.

SAFETY

ACCIDENTS

1. Exercise extreme caution should the bus be involved in an accident.
2. Guard against fire.
3. Unless the bus is severely damaged or endangered by fire, keep pupils inside the bus. Do not leave the bus unless absolutely necessary. Driver should stay near the bus in order to give close supervision to pupils.
4. Check for injuries to pupils.
5. Call an ambulance, if necessary.

6. Call a law enforcement official.
7. Notify school authorities of injuries to pupils.
8. Place flares and flags or other warning devices at least 100 feet to the front and rear of the bus and on roadway side of the bus when a prolonged stop is necessary.
9. If an accident involves another vehicle, be courteous to all and keep calm.
10. Do not place the blame for the accident. The accident report should reveal the facts of the accident.
11. There must be a list of the students who ride every bus on all routes and trips.

WHAT TO DO IN CASE OF AN ACCIDENT

1. There are a number of things which need to be done quickly after an accident. The order and number will vary somewhat in terms of the location of the vehicles after the accident, severity of the accident and the extent of injuries. It is of particular importance the bus driver has a good understanding of what is necessary to do and how to do it. If the driver is to control events after an accident, he/she must remain calm so that he/she can judge the situation accurately and proceed with a minimum of delay. In some cases, the bus driver can avert tragedy by proceeding with speed and precision. In no instance should a driver attempt to fix the blame.
2. Call:
    A. Law enforcement center (ask for ambulance if needed) 911.
    B. School officials - in this order

    Transportation Director: Work – 563-7178 | Cell – 934-5176
    The individual making the call should be able to report calmly the exact location of the accident, whether there is anyone injured and how many, the name of the bus driver and number of the bus.
3. Names and addresses of all persons involved in the accident, with apparent nature and extent of any injuries.
4. License numbers and other identifying information of other vehicle involved.
5. Drivers should note and record the position of the vehicles involved at the time of the crash, direction of travel, condition of road, time of day, location and any other necessary information.
6. DO NOT DISCUSS THE ACCIDENT WITH ANYONE EXCEPT LAW ENFORCEMENT OFFICIALS AND SCHOOL OFFICIALS.
7. Bus drivers should always be courteous to other drivers involved in an accident.
8. The driver should attempt to complete as much of the accident form as possible at the scene. This should be turned in the Transportation Director.

CONDUCTING EMERGENCY EXIT DRILLS

Emergency exit drills must be conducted for all students who ride school buses, at least twice each school year.

Required drills:

1. Everyone exits through the rear emergency door.
2. Everyone exits through the front door.
3. Front half exits through front door and rear half exits through the rear door.
4. Exit through the side door if equipped.

Reasons for actual emergency evacuation:

1. Fire or danger of fire - a bus should be stopped and evacuated immediately if the engine or any portion of the bus is on fire. Passengers should move a distance of 100 feet or more from the bus and remain there until the driver of the bus has determined that no danger remains. Being near an existing fire and unable to move should be considered as "Danger of fire" and students should be evacuated.

2. Unsafe position - in the event that a bus is stopped due to an accident, mechanical failure, road conditions or human failure, the driver must determine immediately whether it is safe for passengers to remain in the bus or to evacuate.

3. The driver must evacuate if:

   A. The final stopping point is on the path of any train or adjacent to any railroad track.

   B. The stopping position of the bus may change and increase the danger. If, for example, a bus should come to a rest near a body of water, where it could still move and go into the water, the bus should be evacuated. The driver should be certain that the evacuation is carried out in a manner that affords maximum safety for the children.

   C. The stopping position of the bus is such that there is danger of collision. In normal traffic conditions, the bus should be visible for a distance of 300 feet or more. A position over a hill or around a curve where such visibility does not exist should be considered reason for evacuation.

Safety of children is of the utmost importance and must be considered first.

The bus driver is responsible for the safety of the pupils; however, in an emergency, the driver might be incapacitated so that he/she would not be able to direct the pupil emergency exit. Appointed pupil leaders should direct these drills. It is important to have regular substitutes available.

Pupil qualifications:

A. Responsible students
B. Good citizens
C. Students who live near the end of bus route

Selected pupils should know how to:

A. Turn off ignition switch
B. Set emergency brake
C. Summon help when and where needed
D. Open and close doors
E. Help small children off the bus

4. Drills should always be done on school grounds.
5. Drivers should stay in the bus during the evacuation drills. Be sure that the emergency brake is set, ignition is off and the transmission is in gear.
6. Getting the children off safely in the shortest time possible and in an orderly fashion is the objective of the bus evacuation drill.

JOB DESCRIPTION (BUS DRIVER/BUS SUB. DRIVER)

1. Transport pupils safely to/from school.
2. Regulates heating equipment and ventilation of bus for comfort of passengers.
3. Drives bus carefully and in compliance with traffic regulations.
4. Instructs children in safety precautions and practices.
5. Checks mechanical condition before route.
6. Keeps operational records.
7. Reports defects or problems with vehicle to shop supervisor.
8. Assures bus meets regular maintenance schedules.
9. Performs related work as directed by supervisor(s) in a prompt, efficient, and effective manner.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills:

1. Knowledge of traffic and highway safety rules and regulations, and of the precautions necessary to avoid accidents.
2. Ability to operate a bus in a safe and economical manner.
3. Ability to understand and carry out instruction and to perform work requiring good physical conditions.
4. Ability to relate to students, parents and school-system personnel.
5. Ability to complete various forms and records, including updated route sheets, time sheet, field-trip forms, incident and accident reports, etc.

Training and Experience:

1. At least eighteen (18) years of age.
2. Training on highway safety rules and regulations.

Licenses or Certifications:

1. Appropriate State of Mississippi Driver's license.
2. Completion of a performance test in school bus operation.
3. Must participate in all random drug screenings upon notification.

CRITERIA FOR EMPLOYMENT

1. A formal application must be completed by all persons seeking employment in the South Panola School District. A personal interview will then be conducted. If you are considered a candidate for employment after being interviewed you will be scheduled for a bus driver training school conducted by the State Department of Education.
2. Completion of a driving record check is required.
3. Selection will also be based on the following factors:
   A. A valid commercial driver's license
   B. Training, experience, and skill
   C. Satisfactory findings of State driving and personal records and past employment records
4. At – Will - Notification

A non-certified employee is an at-will employee of the school district. This means that your employment may be terminated, by the school district, without prior notification and without further obligation of the school district. In the same manner, you may terminate your employment with the school district without prior notification and without further obligation on your part.

QUALIFICATIONS

1. Possess the prerequisite skills of being a trained, properly licensed school bus driver with references attesting to good driving record and good judgment.
2. At least 20/40 visual activity in each eye.
3. Valid Mississippi Commercial Driver's License (B Class with P & S Endorsements).
4. Valid school bus driver's certificate issued by an MDE instructor.
5. Emotional stability.
6. Personal and driving review/check.
7. If the driver has been under the care of a physician, the Transportation Director may ask for verification from the physician before the driver returns to work.

8. The Omnibus Transportation Act of 1991 requires all drivers to be tested for alcohol and drugs after December 31, 1994. Also drivers may be tested for alcohol before any trip.

9. The South Panola School District has adopted a policy for the District's transportation employees. This policy is intended to deter and detect the use of controlled substances and alcohol by transportation employees who are employed in safety sensitive positions, such as bus drivers. This policy is being adopted under the requirements of regulations from the Federal Highway Administration ("FHWA") and other agencies of the Federal Department of Transportation. The regulations that require this policy and specify most of its contents are found in the Code of Federal Regulations, at 49 C.F.R. parts 40, 382, 391, 392 and 395, all as amended in 1994. Whenever those regulations change, the terms of this policy are also changed automatically to be consistent with the Federal Regulations.

This policy prohibits all use of controlled substances by bus drivers and other District employee-drivers of commercial motor vehicles who are subject to commercial driver's license requirements. These drivers are also prohibited from possessing alcohol while on duty and from using alcohol for a period beginning four hours before going on duty and ending when they go off duty. To further this policy, the District will conduct drug and alcohol testing as required in these regulations. Those who test positive in violation of this policy will be terminated. In addition, those who test positive cannot again drive a commercial motor vehicle for any employer until they have been evaluated by a Substance Abuse Professional for potential treatment needs.

This written policy will outline in detail the policy the District is adopting to comply with Federal Regulations. All affected employees and prospective employees must carefully review this policy and sign an agreement to be bound by its terms as a condition of employment. If you have any questions about this policy or how it will affect you, contact 1. Logan Odom, or 2. Kevin Farmer, who will serve as the supervisor of the District's drug and alcohol program.

RECRUITMENT AND SELECTION

Recruitment and selection of transportation personnel will be the responsibility of the Transportation Director.

DAYS AND HOURS OF WORK

Drivers will work all scheduled school days on the official school calendar.

SICK LEAVE

In accordance with South Panola School policy, each bus driver will receive (8) sick leave days with accumulation unlimited. You may have sick days carried over from last year.

Note: No deduction from the pay of the employee may be made because of illness or physical disability until after all sick-leave allowance credited to such employee has been used.

Days Employee is to Work	Sick Days Granted
10 - 25 days	1 sick day
26 - 50 days	2 sick days
51 - 75 days	3 sick days
76 - 100 days	4 sick days
101 - 125 days	5 sick days
126 - 150 days	6 sick days
151 - 175 days	7 sick days
176 - 200 days	8 sick days

MOTOR VEHICLE REPORTS

The recommended guidelines for evaluating MVR's (Motor Vehicle Reports) is based on a point system assigned to various driving violations. Category I consists of minor violations and Category II consists of serious traffic violations.

CATEGORY I

Violations are assigned one point per incident over the past three years. Drivers who accumulate four or more points in a three-year period are "unacceptable".

The incidents and point values:

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

*Note: An accident and violation earned at the same time counts as one point.

CATEGORY II

All violations in Category II are considered serious and are assigned five points each. A driver that acquires one serious violation during a three-year period is considered "unacceptable".

Serious traffic violations are listed as follows:

1. DUI or other alcohol or drug related violations
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, but not be limited to, the following action:

1. Termination from employment
2. Probation for a specified period
3. Placement in a non-driving status.

The objective of the MVR evaluation guidelines is to provide a method for removing unsafe drivers from service. Receiving any citation while driving a school bus will result in the following (This includes any citable violation):
1st offense: Written warning with automatic five-day suspension.
2nd offense: Within a 12-month period may result in immediate dismissal.

Involved in a minor traffic accident (less than $500.00 in total property damage and no injuries) which is the driver's fault may result in a three-day suspension without pay or termination depending on the severity.

Involvement in a major traffic accident that is the driver's fault may result in suspension or dismissal. A major accident is defined as one involving over $500.00 in total property damage or in which an injury occurs.

Termination or suspension: 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.

ACTIVITY TRIP

The following salary schedule for drivers has been established for the South Panola School District:

1. If the driver does not return to school for the regular route, the club or school is responsible for paying the substitute driver.
2. The driver will be paid $12.00 per hour, including waiting time, except overnight trips.
3. Overnight trips – Bus drivers will be paid $12.00 per hour for driving the return trip. Subs paid by the organization requesting the trip. Room and meals will be provided or money for meals by the organization requesting the trip. No driver is to be paid cash.
4. Never pass another bus while on activity trips. Stay in line and in sight.
5. All activity trip buses must be cleaned by driver before the trip.

ASSIGNMENTS AND TRANSFERS

Changes in route assignment may be initiated by an employee submitting a request to the Transportation Director or by the Transportation Director initiating the change. Final action on reassignments will not be taken until approval has been given by the Transportation Director. Routes must be driven as assigned. No stops will be made other than designated stops.

EMERGENCY SCHOOL DISMISSAL

Emergency school dismissal will be announced via the District's automated phone system, websites and social media pages. The school bus driver must always use his/her own best judgment about weather and road conditions in determining whether or not to run the route. Notify the School District Transportation Officials immediately when such conditions exist.

DELAYED SCHOOL OPENING, 1-HOUR AND 2-HOUR DELAY

If there is a need to delay the opening of school on any given day, all drivers should start their routes 1 hour or 2 hours later than normal as directed by the transportation director. The call will be made as quick as possible of the school delay. In the case of a delayed opening due to inclement weather, drivers MUST use their best judgment when entering areas that may not be passable.

PREVENTIVE MAINTENANCE

Preventive maintenance may be defined as maintenance of a vehicle in safe and economical operating condition through a systematic inspection and service plan.

The bus driver has a responsibility in the preventive maintenance program. The driver is on the road with the vehicle for several hours each day and is in a position to observe its performance under all conditions. The driver should learn to recognize defects immediately and report the symptoms to the transportation department or to the appropriate school officials. **Remember: Defects cannot be repaired if they are not reported.**

TITLE IX

It is the policy of the South Panola Public School District to provide equal opportunity without regard to race, national origin, religion, sex, age, qualified person with disabilities or Veteran, in the educational program and activities. This includes, but is not limited to, admissions, educational services, financial aid and employment. Inquiries concerning application of this policy may be referred to the central office.

LEGAL REF.: Title VI of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitations Act of 1973; Title II Americans with Disabilities Act.

As provided under Title IX of the Education Amendments of 1972, no person in the U.S. shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any education program or activity receiving federal financial assistance. Standard 2 is as follows: School board policies that comply with state and federal statutes, rules, and regulations serve as the basis of operation for the district, and current copies of school board policies are published and available for public review. The South Panola School District shall not discriminate on the basis of race, color, sex, age, disability, religion, national origin, or military status with regard to any policy, procedure, program operation, or employment. The South Panola School District is required by Title IX and its regulations not to discriminate in such a manner. Questions of complaints concerning Title IX may be directed to **Dr. Jamone Edwards, 209 Boothe Street, Batesville, MS 38606; (662) 563-9361; jedwards1@spanola.net.**

SECTION 504 OF THE REHABILITATION ACT OF 1973

The South Panola School District will not discriminate on the basis of disability in admission or access to, or treatment or employment in, its program and activities to the extent provided by law.

Questions concerning Section 504 may be directed to the Section 504/Americans with Disabilities Act Coordinator as follows:

Mrs. Melinda Price
209 Boothe Street, Batesville, Mississippi 38606
(662) 563-9361

HARASSMENT PROHIBITED

Violations of the Sexual Harassment Policy (GBR) by administrators, teachers, staff and students will be regarded as a violation of a person's civil rights. Violators are subject to disciplinary action. Reprisals against a complainant may also constitute unlawful behavior. **Pursuant to Title IX requirements, all South Panola School District employees are obligated to report any notice or allegations of sexual misconduct & harassment to the Title IX Coordinator.** Please refer to South Panola School District Policy Sections GBR, GBR-P, JB and JB-P for any District sexual harassment grievance processes and procedures. Inquiries concerning the South Panola School District Sexual Harassment Policy should be directed to the office of the superintendent.

NON-DISCRIMINATION POLICY

The South Panola School District shall not discriminate on the basis of race, color, sex, age, disability, religion, national origin, or military status with regard to any policy, procedure, or program operation. For inquiries regarding this policy on discrimination contact:

Title IX Coordinator: Dr. Jamone Edwards
ADA/504 Coordinator: Mrs. Melinda Price

South Panola School District
209 Boothe Street
Batesville, MS 38606
662-563-9361

Section: G Personnel
Policy Code: GAE Staff Complaints and Grievance

STAFF COMPLAINTS AND GRIEVANCES LICENSED STAFF

The purpose of this grievance procedure is to secure at the first possible administrative level an equitable solution to any grievance.

DEFINITIONS

The following definitions shall apply in this grievance procedure:

1. A "grievance" is a complaint by an individual based upon an alleged violation of his or her rights under state or federal law or board policy.
2. A "grievant" is a person or persons making the complaint.
3. The term "days" shall mean working school days and shall exclude weekends, holidays and vacation days.

PROCEDURE FOR PROCESSING GRIEVANCES

Grievances shall be processed in accordance with the following procedure:

Level One

1. All grievances, as defined above, must be presented orally to the principal or immediate supervisor of the grievant within ten (10) days of the act or omission complained of, and the principal or immediate supervisor and grievant will attempt to resolve the matter informally.
2. If the grievant is not satisfied with the action taken or the explanation given by his/her principal or immediate supervisor, the grievant shall, within ten (10) days after meeting with his/her principal or immediate supervisor, file a written statement with his/her principal or immediate supervisor setting forth in detail how the grievant claims to have been discriminated against. This written statement shall contain, in addition to the above, the time, place, and nature of the alleged act or omission and the state or federal law or board policy violated. The statement must be signed by the grievant.
3. In the event the grievant does not submit to his/her principal or immediate supervisor a written statement as required, his/her failure to do so shall be deemed as an acceptance of the informal decision rendered by his/her principal or immediate supervisor.
4. After receipt of the written statement setting forth how the grievant was allegedly discriminated against, the principal or immediate supervisor shall hold a hearing and render a decision in writing to the grievant within ten (10) days.
5. The written decision of the principal or immediate supervisor shall be deemed to be accepted by the grievant unless the grievant notifies the superintendent in writing within ten (10) days of the date of the written decision of the grievant's intention to appeal the written decision of the principal or immediate supervisor.

Level Two

1. Upon receipt by the superintendent of the written notice that the grievant intends to appeal the decision of his/her principal or immediate supervisor, the superintendent shall notify the grievant in writing within ten (10) days and shall advise the grievant of the date, time, and place upon which the matter will be considered by the superintendent. The superintendent shall schedule a hearing on the matter no later than thirty (30) days

from the date of receipt of the grievant's written notice of intention to appeal the written decision of his/her principal or immediate supervisor.

2. The written statement submitted by the grievant to his/her principal or immediate supervisor in Level One shall form the basis of the grievance before the superintendent. The grievant shall submit to the superintendent in writing any and all additional information on his/her behalf which he/she desires not later than ten (10) days prior to the date upon which the matter is scheduled for hearing by the superintendent.

3. In the event the grievant does not personally attend the hearing scheduled by the superintendent, his/her failure to attend shall be deemed as an acceptance of the written decision rendered by his/her principal or immediate supervisor at LEVEL ONE.

4. The superintendent shall render a written decision to the grievant within ten (10) days of the date upon which the matter was heard.

Level Three

1. If the grievance is not resolved to the satisfaction of the grievant at LEVEL TWO, or if the superintendent does not render a decision within ten (10) days, the grievant may file the grievance with the secretary of the School Board.

2. If the grievance is not filed with the secretary of the School Board within ten (10) days of the hearing at LEVEL TWO, the grievance shall be considered resolved.

3. Within ten (10) days after receipt of the grievance, the Board secretary, in concert with the Board chairman and superintendent, shall schedule a hearing before the School Board on the grievance.

4. The board shall render its decision within fifteen (15) days of the hearing.

ACCEPTABLE COMPUTER, NETWORK RESOURCES AND INTERNET USE

Policy Revised October 2020

The South Panola School District School Board wishes to make available to all students and staff access to computers, computer networked resources, and Internet Resources. The SPSD Board also desires these computers, networked resources and the Internet be used in ways appropriate for an educational institution. The intent is to make Computers, Network resources and the Internet available to improve the educational process, enhance student achievement and enhance productivity and related responsibilities and tasks where applicable.

Access to the district's computers and network resources entails responsibility. Access is a privilege, not a right. All users are to be held responsible for appropriate behavior while using school computers, network resources and the Internet just as they are during any other school activity. General rules for behavior and communications apply.

Students, parents, staff and other network users should be aware that objectionable information may be found on the Internet. Be warned that some material accessible via the Internet may contain items that are illegal, defamatory, objectionable, inaccurate, and / or potentially offensive. While SPSD will make reasonable attempts to filter objectionable material, the district will not be held responsible for inappropriate material.

Parents and guardians of students should impress upon their children the need for the appropriate use of media and information sources available via the Internet. Be advised, that some courses require Internet access and students must adhere to this policy. Failure to agree and comply with this policy may require the loss of network privileges, the removal of a student from the course, and / or other disciplinary and legal action.

OWNERSHIP AND PRIVACY ISSUES FOR COMPUTERS AND NETWORK RESOURCES

South Panola School District affirms ownership of computers and network resources that have been purchased with District funding sources. Network supervision and maintenance may require review and inspection of computers, hard drives, cache engines, routers and other electronic devices. The District reserves the right to record and monitor computer usage, access and review stored files, access and review email, messages, links on Computers and Network Devices within the School District. Courts have ruled that computers, computer hard drives, computer files, email records and other electronic information devices may be subpoenaed, and that appropriate administrators may examine electronic information in order to ascertain compliance with network guidelines for acceptable use.

STATEMENTS AND DISCLAIMERS

South Panola School District will adhere to the Child Internet Protection Act Legislation, and other state and federal laws with reference to school network resources where applicable. South Panola Schools may post pictures and names of staff and students on the school's website that are viewable on the World Wide Web. Exclusions to this policy must be written to the School Principal requesting that no photos be published for a particular individual. These efforts are being made to give positive exposure to all individuals and related school activities.

This Acceptable use policy will be posted in student handbooks, staff handbooks and on the South Panola Website. Signatures of the student handbook which encompasses this policy are to be kept on file in the principal's area.

The School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school system will not be responsible for any damages suffered by any user. Use of any information via the Internet is at the risk of the user.

GENERAL GUIDELINES FOR USING COMPUTERS, NETWORK RESOURCES AND THE INTERNET

Individuals will be held responsible for their behavior and communication while accessing network resources and the Internet. Students, staff and other computer network users are responsible for appropriate behavior on computer networks just as they are in a classroom or a school hallway. Some common issues are discussed below:

June 2012: The South Panola School Board has approved a District Internet Safety Policy in addition to this Acceptable Computer, Network Resources and Internet Use Policy to strengthen its stand on Internet Usage. This Internet Safety Policy can be found in the School Board Minutes and is linked from the South Panola School District Home Page.

Don't use school network resources for illegal purposes. Don't pirate software or violate copyright laws. All software installed on district computers must be licensed. Other than district or state provided software, any additional software to be installed must have prior approval of the principal, technology director, or superintendent.

Don't search for, access, display or transmit offensive messages or objectionable materials or inappropriate non-educational web sites. Don't access or transmit any material that promotes violence or the destruction of property. Don't share passwords or access another user's account. Don't change files, desktop settings, screensavers, or other system/network settings that do not belong to you. Don't post chain letters or engage in "Spamming". Don't use, disclose, disseminate, or divulge personal and/or private information about yourself, minors or any others. Don't employ or perform network actions disruptive to the normal operations of the school.

In general the computer is not to be used as an entertainment box or radio. Technology is not to be used to download music. PBS, educational recordings and speeches for classroom enhancement are encouraged. But, Internet radio for non-educational use is discouraged. Programs like kazaa, audiogalaxy, GNutella, Warze, AIM, and Zebra should not be installed. Programs like instant messenger or weather bug that have an always on, constant connection should not be installed. Technology is not to be used to play online games, access chat rooms, dating services, or non-instructional bulletin board messaging sites. Technology resources are not provided as a babysitting device or as a free for all. Just because it's lunch or study hall or instruction has finished for the period is not a reason for individuals to play computer games or randomly surf the web.

All services, including Google Hangouts Meet, should be used only for intended and permissible educational purposes. Pursuant to the District's Acceptable Use Policy, usage of resources operated by the District may be monitored by the District. Students who abuse or misuse District technology resources may be subject to disciplinary action.

Violations may result in a loss of access to computers, network resources, the Internet. Violations may also include other disciplinary and / or legal action.

Observed abuse of computers, network resources and / or the Internet should be reported to the teacher, supervisor, principal, Technology Director or Superintendent.

(See next page to sign agreement)

NETWORK USER AGREEMENT

For anyone to access the district computer network she/he must agree and adhere to this acceptable use policy.

STUDENTS AND PARENTS:

By signing the student handbook; I hereby agree to comply with the South Panola School District Board Policy on acceptable computer, network resources and Internet usage. I understand that my child will be subject to disciplinary action for violations of the Acceptable Use Policy. Violations may result in a loss of access to computers, network resources, and the Internet. Violations may also include other disciplinary and / or legal action.

STAFF:

By accepting employment with South Panola Schools: I hereby agree to comply with the South Panola School District Board Policy on acceptable computer, network resources and Internet usage. Violations may result in a loss of access to computers, network resources, and the Internet. Violations may also include other disciplinary and / or legal action. Therefore: If you do not agree with this policy and choose not to access South Panola School District computers, networked information resources and the Internet, please notify the school Principal, Technology Director or Superintendent in writing.

GUESTS:

Guests or any others are required to sign below before using South Panola Network Resources.

_____ _____

Name & Signature Date

_____ _____

Parent/Guardian Name & Signature (if needed) Date

For additional information and complete review of the Technology/Network policies and procedures, please visit www.spsd.k12.ms.us/page/spsd-computer-usage-policy.

CLEAN UP: ASBESTOS

- Only certified asbestos workers are qualified to handle a problem involving asbestos. Contact your supervisor as soon as possible if you see an asbestos problem or damage in an area where asbestos is present. All of the school buildings of the South Panola School District were re-inspected for asbestos and lead paint for a three (3) year period in June 2022.

- Secure the affected area until professional cleanup is complete.

APPENDIX A:
SOUTH PANOLA SCHOOL CALENDAR

2026

JULY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	19	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER

		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

2027

JANUARY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

July 27: Staff Development *(no students)*

July 28: Staff Development *(no students)*

July 29: Staff Development *(no students)*

July 30: First Day for Students

September 7: Labor Day *(school closed)*

October 5-9: Fall Break *(school closed)*

October 12: Professional Development - Data day *(no students)*

October 13: School Resumes for Students

November 23-27: Thanksgiving *(school closed)*

November 30: School Resumes for Students

December 18: Students Last Day of School

December 21-January 3: Christmas Break *(school closed)*

January 4: Professional Development - Data day *(no students)*

January 5: School Resumes for Students

January 18: Martin Luther King Jr. Day *(school closed)*

February 15: President's Day *(school closed)*

March 22-26: Spring Break *(school closed)*

March 29: Professional Development - Data day *(no students)*

March 30: School Resumes for Students

May 20: Students Last Day of School

May 21: Teacher Work Day *(no students)*

May 22: Graduation

CALENDAR KEY

Professional Development Day
(Teacher attendance, no students)

Students in School

Schools Closed

Students Last Day of School

Graduation

I HEREBY AGREE TO THE PRECEDING INSTRUCTIONS AND CONDITIONS OF EMPLOYMENT. I HAVE READ AND UNDERSTAND THE BUS DRIVER'S HANDBOOK AND AM AWARE THAT A VIOLATION OF THE POLICIES/PROCEDURES IN THE HANDBOOK COULD LEAD TO DISCIPLINARY ACTION, UP TO TERMINATION OF EMPLOYMENT:

Name _____

Date _____

Bus # _____