

## E - BUSINESS MANAGEMENT

### BY TOPIC

<b>Bomb Threats</b>	<b>EBBCA</b>
<b>Building and Grounds Management</b>	<b>EB</b>
<b>Buildings/Grounds - Long Range Maintenance</b>	<b>EBI</b>
<b>Buildings/Grounds - Records</b>	<b>EBJ</b>
<b>Bus Safety Program</b>	<b>EDC</b>
<b>Buses (Special Use Of)</b>	<b>EDDA</b>
<b>Buses - School-Owned</b>	<b>EDAA</b>
<b>Computer Software Rights</b>	<b>ECK</b>
<b>Data Management</b>	<b>EF</b>
<b>Disaster Plans</b>	<b>EBBC-R</b>
<b>Emergency Closings</b>	<b>EBBD</b>
<b>Emergency Drills</b>	<b>EBBC</b>
<b>Firearm Prohibition</b>	<b>EBBF</b>
<b>Food Services (Child Nutrition) Records</b>	<b>EEC</b>
<b>Food Services (Child Nutrition) Free/Reduced Price</b>	<b>EEA</b>
<b>Food Services (Child Nutrition) Management</b>	<b>EE</b>
<b>Goals and Objectives</b>	<b>EA</b>
<b>Grounds/Buildings - Records</b>	<b>EBJ</b>
<b>Grounds and Building Management</b>	<b>EB</b>
<b>Grounds/Buildings - Long Range Maintenance</b>	<b>EBI</b>
<b>Insurance (Transportation of Students)</b>	<b>EDB</b>
<b>Insurance - Liability</b>	<b>EGD</b>
<b>Insurance Management</b>	<b>EGC</b>
<b>Parking/Traffic Controls</b>	<b>EBBE</b>
<b>Riders and Walkers - Students</b>	<b>EDDB</b>
<b>Safety Program (approved 2/27/2006)</b>	<b>EBB</b>
<b>Security</b>	<b>EBC</b>
<b>Traffic/Parking Controls</b>	<b>EBBE</b>

## 2 - E - Business Management

Transportation - Insurance (Transport of Students)	EDB
Transportation - Records	EDF
Transportation of Students - Management	ED
Transportation (Scheduling and Routing)	EDD
Vandalism Protection	EBCA
Vehicles - Use of Private Vehicles to Transport Students	EDAE
Walkers and Riders - Students	EDDB
Workers' Compensation (approved 2/27/2006)	GAKD

### BY CODE

EBBCA	Bomb Threats
EB	Building and Grounds Management
EBI	Buildings/Grounds - Long Range Maintenance
EBJ	Buildings/Grounds - Records
EDC	Bus Safety Program
EDDA	Buses (Special Use Of)
EDAA	Buses - School-Owned
ECK	Computer Software Rights
EF	Data Management
EBBC-R	Disaster Plans
EBBD	Emergency Closings
EBBC	Emergency Drills
EBBF	Firearm Prohibition
EEC	Food Services (Child Nutrition) Records
EEA	Food Services (Child Nutrition) Free/Reduced Price
EE	Food Services (Child Nutrition) Management
EA	Goals and Objectives
EBJ	Grounds/Buildings - Records
EB	Grounds and Building Management

### **3 - E - Business Management**

<b>EBI</b>	<b>Grounds/Buildings - Long Range Maintenance</b>
<b>EDB</b>	<b>Insurance (Transportation of Students)</b>
<b>EGD</b>	<b>Insurance - Liability</b>
<b>EGC</b>	<b>Insurance Management</b>
<b>EBBE</b>	<b>Parking/Traffic Controls</b>
<b>EDDB</b>	<b>Riders and Walkers - Students</b>
<b>EBB</b>	<b>Safety Program (approved 2/27/2006)</b>
<b>EBC</b>	<b>Security</b>
<b>EBBE</b>	<b>Traffic/Parking Controls</b>
<b>EDB</b>	<b>Transportation - Insurance (Transport of Students)</b>
<b>EDF</b>	<b>Transportation - Records</b>
<b>ED</b>	<b>Transportation of Students - Management</b>
<b>EDD</b>	<b>Transportation (Scheduling and Routing)</b>
<b>EBCA</b>	<b>Vandalism Protection</b>
<b>EDAE</b>	<b>Vehicles - Use of Private Vehicles to Transport Students</b>
<b>EDDB</b>	<b>Walkers and Riders - Students</b>
<b>GAKD</b>	<b>Workers' Compensation</b>

Descriptor Term:	Descriptor Code: EA	Board Approved: 1/4/1988
BUSINESS MANAGEMENT - GOALS AND OBJECTIVES	Rescinds:	Previously Approved:

The business operations of the Gulfport School District are essential, yet auxiliary, to the District central function of education. The Board of Trustees serves as trustee of school facilities and supervisor of school business operation for the purpose of providing the facilities and services supporting the educational program.

The operation and maintenance of the schools, equipment, and services will maintain high standards of safety, promote the health of pupils and staff, reflect the aspirations of the community, and support environmentally the efforts of the staff to provide good instruction.

Legal Reference: Mississippi Code 1972, §37-7-301(c)

Descriptor Term:  BUILDINGS AND GROUNDS MANAGEMENT	Descriptor Code: EB	Board Approved: 1/4/1988
	Rescinds:	Previously Approved:

The Board of Trustees will maintain school properties in good physical condition: safe, clean, sanitary, and as comfortable and convenient as the facilities will permit or the use requires.

The Superintendent will have the general responsibility for the care, custody, and safekeeping of all school property and will establish such procedures and employ such means as may be necessary to discharge responsibility.

At the building level, the Principal will be responsible for overseeing the school plant and for the proper care of school property by the staff and students.

Descriptor Term:  EMERGENCY DRILLS	Descriptor Code: EBBC	Board Approved: 1/4/1988
	Rescinds:	Previously Approved:

Principals and teachers will instruct the students in the methods of fire drills. Fire drills will be practiced until all students are familiar with the methods of escape. Such fire drills will be conducted often enough to keep students well-drilled. §37-11-5

The Superintendent will develop a plan, in cooperation with principals, for evacuation of buildings in case of fire, and for the safeguarding of human life and property in case of civil emergencies. Building administrators will report on fire drills each month. The administration will be responsible for posting fire exit directions in all school building.

It will also be the duty of principals and teachers to instruct the students in all programs of civil defense as may be designated by the State Department of Education. §37-11-5

The signal for a disaster drill will be two (2) long rings of the bell. If the bells are not working, runners will notify the teachers. All students in the outside classrooms (i.e., trailers, gym) are to report to the main building hallway and sit in rows on the floor. Books or other objects may be used to protect the head from falling materials. Students in the other classrooms are to move away from the windows and sit on the floor. Desks or tables may be utilized for protection. Students are to proceed quietly, orderly, and quickly at all times.

Principals and the Supervisor of Transportation will conduct emergency evacuation drills as prescribed by law in regard to the proper evacuation of school buses in case of emergencies.

Legal Reference: Mississippi Code 1972, as cited above

Descriptor Term:  BOMB THREATS	Descriptor Code: EBBCA	Board Approved: 1/4/1988
	Rescinds:	Previously Approved:

The personnel of the Gulfport School District will cooperate fully with the police in planning and carrying out procedures for dealing with bomb threats. All personnel, including office and switchboard staff and custodians, will be given instructions for carrying out their responsibilities in the event of such situation.

The following procedures will be used as guidelines:

1. the safety of students and personnel will be of primary concern;
2. identification of the person or persons making the threat is of prime importance;
3. immediate reporting of any incident to the Superintendent's and sheriff's offices must be made;
4. the Principal will make the decision to evacuate, complying with any direction given by the Superintendent or any order given for evacuation by the police;
5. establish staff responsibilities for searching the building. The request of an employee to refuse to participate in a search will be honored.
6. Students will not be dismissed from school until the end of the school day. Instead, if evacuated, they will remain in designated areas until the Principal and the police are satisfied that no danger exists. Teachers will remain with their students and be responsible for them.

Descriptor Term: DISASTER PLANS	Descriptor Code: EBBC-R	Board Approved: 1/4/1988
	Rescinds:	Previously Approved:

Each school in the Gulfport School District will have a natural and nuclear disaster plan on file in the Principal's office. A warning system and appropriate procedure will be known and provided to all personnel in the respective schools. Periodic practice drills will be held at which time all students and personnel will act in accordance with specific directions as set forth in that school plan. All such plans will be on file at the central administration office.

Schools will be dismissed only by the Superintendent's office. Each school principal will use his/her judgment in putting the appropriate disaster plan into effect. The Superintendent's office will provide all possible information and subsequent directions to the principals. Principals should refer to adopted policies and procedures on natural and nuclear disasters. Each principal will acquire and maintain a Civil Defense monitor-receiver.

Disasters include fire, tornado, hurricane, nuclear attacks, flood and chemical spills.

Descriptor Term:  EMERGENCY CLOSINGS	Descriptor Code: EBBD	Issued: 1/04/1988
	Rescinds:	Issued:

The Superintendent is hereby authorized to close schools and offices or dismiss them early in the event of hazardous weather or other emergencies that threaten the safety or health of students or staff members.

It is understood that the Superintendent will take such action only after consultation with transportation and weather authorities. Parents, students and staff members will be informed early in each school year as to how they will be notified in the event of emergency closings or early dismissals.

**Extreme Weather Conditions:**

Our area is noted for severe unpredictable weather conditions. If a severe weather alert, such as a tornado warning is issued by the United States Weather Bureau, local civil defense officials notify the Superintendent and each principal. Children will be retained in their classrooms until it is deemed safe to dismiss them, unless they are picked up by their parents. Students will not be allowed to use the telephone during severe weather alerts except in cases of emergency. Parents and their children should have an arrangement worked out in advance with regard to transportation during extreme weather conditions.

Legal Reference: Mississippi Code 1972, §37-13-65

Descriptor Term: TRAFFIC AND PARKING CONTROLS	Descriptor Code: EBBE	Issued:
	Rescinds:	Issued:

The Board shall work with the police department and other appropriate city agencies in an effort to provide the best possible safety coverage for students leaving and entering school grounds.

This safety coverage will include the use of safety patrols when approved by the police department at crosswalks and the marking of school speed zone areas as provided by law.

The superintendent shall develop rules and regulations relative to parking and traffic controls on all school property under control of the Board.

Descriptor Term: FIREARM PROHIBITION	Descriptor Code: EBBF	Issued: 8/20/1990
	Rescinds:	Issued:

The Gulfport School District Board of Trustees recognizes that the possession of pistols, firearms or other weapons on school premises or at school functions by persons other than duly authorized law enforcement officials creates an unreasonable and unwarranted risk of injury or death to district employees, students, visitors and guests and further creates an unreasonable and unwarranted risk of damage to properties of district employees, students, visitors and guests. Because of such dangers, the board hereby prohibits the possession of pistols, firearms or weapons in any form by any person other than duly authorized law enforcement officials on school premises or at school functions, regardless of whether any such person possesses a valid permit to carry such pistols, firearms or weapons.

Descriptor Term:  SECURITY	Descriptor Code: EBC	Issued: 1/4/88
	Rescinds:	Issued:

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

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

This school board may, in its discretion, employ one or more persons as security personnel and shall be authorized to designate them as peace officers in or on any property operated for school purposes by such board upon taking such oath and making such bond as required of a constable of said county.

This school board is authorized and empowered, in its discretion, and subject to the approval of the Federal Communications Commission, to install and operate a non-commercial radio broadcasting and transmission station for educational and vocational educational purposes. S37-7-321

LEGAL REF.: Mississippi Code, as cited above

Descriptor Term:  VANDALISM PROTECTION	Descriptor Code: EBCA	Board Approved: 1/04/1988
	Rescinds:	Previously Approved:

If any pupil willfully destroys, cuts, defaces, damages, or injures any school building, equipment, or other school property, he/she will be liable to suspension or expulsion and his/her parents or person or persons in loco parentis will be liable for all damages. §S37-11-19

Citizens, students and members of the police department are urged by the Board of Trustees to cooperate in reporting any incidents of vandalism in property belonging to the Gulfport School District and the name(s) of the person or persons believed to be responsible. Each employee of the District will report to the Principal of the school every incident of vandalism known to him or her, and, if known, the names of those responsible.

The Superintendent is authorized to sign a criminal complaint and to press the charges against perpetrators of vandalism against school property, and is further authorized to delegate, as he/she sees fit, authority to sign such complaints and to press charges.

Cross Reference: EG - Insurance Management

Legal Reference: Mississippi Code 1972, as cited above

Descriptor Term: BUILDINGS AND GROUNDS RECORDS	Descriptor Code: EBJ	Board Approved: 1/04/1988
	Rescinds:	Previously Approved:

The Gulfport School District administration will ensure that proper records are kept on all textbooks, material, supplies, and equipment owned by the District.

Records will include: the issuance of such items to the various schools, issuance within each school to individual teachers, and teachers' records of issuance to students.

Schools, staff members, and students will be held responsible for items that have been issued for their use.

Descriptor Term:  COMPUTER SOFTWARE COPYRIGHTS	Descriptor Code: ECK	Board Approved: 8/17/1998
	Rescinds:	Previously Approved:

It is the intent of the Gulfport School District to adhere to the provisions of copyright laws as they apply to computer software. It is also the intent of the District to comply with the license agreements and/or policy statements contained in the software packages used in the District. In circumstances where the interpretation of the copyright law is ambiguous, the District will look to the applicable license agreement to determine appropriate use of the software.

In an effort to discourage and/or prevent violation of copyright laws, the District requires that the following guidelines be followed:

1. The Principal and the appropriate staff members of each school and other facility will instruct faculty and staff in the ethical and practical implications of software piracy.
2. District employees will be informed that they are expected to adhere to the District software copyright policy.
3. Under no circumstances will illegal copies of copyrighted software be made on District equipment.
4. Illegally copied software will not be used in District schools or offices.
5. Licensing agreements between copyright holders and the District will be observed.
6. License agreements for all software used in District schools, offices and other facilities will be filed in the office of the Principal or other appropriate staff member.
7. Software purchased as a single license or single copy cannot be installed on more than one computer.
8. Written permission or proper licensing from the copyright holder must be obtained before software is used on a network.
9. Software obtained by, and licensed to, the District is for classroom and office use only and cannot be "shared" with other school districts or institutions.

Descriptor Term: STUDENT TRANSPORTATION MANAGEMENT	Descriptor Code: ED	Board Approved: 1/04/1988
	Rescinds:	Previously Approved:

It is the policy of the Board of Trustees to provide eligible students with transportation to and from school by means of school buses owned and operated by the Gulfport School District. All student transportation will be managed in conformance with state law and regulations.

Legal Reference: Mississippi Code 1972, §37-41-1, §37-41-3 (1978)

Descriptor Term:	Descriptor Code: EDAA	Board Approved: 1/04/1988
STUDENT TRANSPORTATION MANAGEMENT SCHOOL-OWNED BUSES	Rescinds:	Previously Approved:

The Board of Trustees may purchase, own and operate, under the rules and regulations of the State Board of Education, motor vehicles and other equipment for the transportation of children to and from the school. §37-39-7; §37-41-81 to §37-41-89

School-owned buses may be used only for purposes connected with the Gulfport School District. §37-41-45

Legal Reference: Mississippi Code 1972, as cited above

Descriptor Term: USE OF PRIVATE VEHICLES FOR STUDENT TRANSPORTATION	Descriptor Code: EDAE	Board Approved: 1/04/1988
	Rescinds:	Previously Approved:

To safeguard the Gulfport School District in matters of liability, particularly as this relates to a staff member transporting a student or students in his own car for school purposes, the following policy will be observed:

1. the staff member must have written permission of the superintendent or his designee;
2. persons authorized to use their cars for school business purposes will be provided liability coverage by the District;
3. in case of accident, the District will assume no responsibility for liability unless the staff member has proper authorization described above;
4. no students will be sent on school errands with their cars.

Legal Reference: Mississippi Code 1972, §37-41-29

Descriptor Term:	Descriptor Code: EDB	Board Approved: 1/04/1988
STUDENT TRANSPORTATION MANAGEMENT - INSURANCE PROGRAM	Rescinds:	Previously Approved:

Each district operating vehicles for transportation of children will annually contribute to a fund in the state treasury to be known as the "accident contingent fund" for each school bus or other vehicles used by the district for transportation of children, regardless of whether the vehicle is owned by the district or operated under contract with a private owner.

Compensation on any claim, as specified by law, will be disbursed by the district from the "accident contingent fund" to cover any accident arising as provided in Section 37-41-37 upon the receipt of a certified copy by the circuit clerk of any judgment rendered in such cases.

The Board of Trustees may obtain liability insurance on any vehicle operated by the district §37-7-304

Legal Reference: Mississippi Code 1972, as cited above and §37-41-39; §37-41-41

Descriptor Term: BUS SAFETY PROGRAM	Descriptor Code: EDC	Board Approved: 1/04/1988
	Rescinds:	Previously Approved:

The Board of Trustees will establish a bus safety program in conformance with the rules and regulations established by the State Board of Education and by law.

Legal Reference: Mississippi Code 1972, as cited above and §37-41-1(g);  
S37-41-121 to S37-41-47 to S37-41-57

Descriptor Term STUDENT TRANSPORTATION MANAGEMENT SCHEDULING AND ROUTING	Descriptor Code: EDD	Board Approved: 1/04/1988
	Rescinds:	Previously Approved:

The Board of Trustees will submit to the State Board of Education the proposed plan or plans for routing all buses. Only those routes meeting the requirements of law will be approved. No funds will be disbursed to any district for transporting children until all the requirements as prescribed by law have been met.

Legal Reference: Mississippi Code 1972, §37-41-17; §37-41-19; §37-41-21

Descriptor Term:  SPECIAL USE OF SCHOOL BUSES	Descriptor Code: EDDA	Board Approved: 1/04/1988
	Rescinds:	Previously Approved:

Within the rules and regulations of the State Board of Education, the Board of Trustees may permit the use of publicly owned school buses for the transportation of participating students, teachers, coaches, and sponsors in connection with athletic events, events of boys' and girls' clubs, and special events in connection with the schools which the Board may consider a part of the educational program, and for the transportation of citizens to evacuation shelters during natural or man-made emergencies, hurricanes, tornadoes, floods and other acts of God. No trip outside the State will be made unless approved by the Board.

Legal Reference: Mississippi Code 1972, §37-41-27

Descriptor Term:  WALKERS AND RIDERS	Descriptor Code: EDDB	Board Approved: 1/04/1988
	Rescinds:	Previously Approved:

Pupils of legal school age and in actual attendance in the Gulfport School District who live a distance of one (1) mile or more by the nearest traveled road from the school to which they are assigned will be entitled to transportation within the meaning of this chapter. Nothing contained in this section will be construed to bar any child from such transportation where he or she lives less than one (1) mile and is on the regular route of travel of a school bus and space is available in such bus for such transportation. No state funds will be paid for the transportation of children living within one (1) mile of the school, except as otherwise provided in this chapter, and such children will not be included in transportation reports. Provided further, that all school districts are hereby authorized to lease or contract with any public or private individual, partnership, corporation, association, agency or other organization for the implementation of transportation of pupils as provided for in this section.

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

LEGAL REF.: Mississippi Code S37-41-3; S37-41-5; S37-41-15

Descriptor Term:	Descriptor Code: EDF	Board Approved: 1/04/1988
TRANSPORTATION RECORDS	Rescinds:	Previously Approved:

The Gulfport School District administration will submit required records and reports regarding the operation of the school transportation system to the State Board of Education.

Legal Reference: Mississippi Code 1972, §37-41-23

Descriptor Term:	Descriptor Code:	Board Approved:
CHILD NUTRITION	EE	7/27/2009
	Rescinds:	Previously Approved: 6/2006

The Gulfport School District will operate a Child Nutrition Feeding program in its schools under the overall supervision of the Child Nutrition Administrator.

Legal Reference: Mississippi Code 1972, `37-7-309, `37-47-5, `37-59-3(a)

The Child Nutrition Administrator will cooperate with each school principal in matters essential to the proper functioning of the Child Nutrition program. The control of students using the school cafeteria will be the responsibility of the building principal.

Child Nutrition will include hot lunches, breakfasts, and after school snacks through participation in the National School Lunch Program. `37-11-7

The Board of Trustees will approve the prices set for meals and the price of milk.

As required for participation in the National School Lunch Program, the Board agrees to the following regulations:

1. adhere to all Federal and State regulations;
2. that the Child Nutrition Program operate on a nonprofit basis;
3. that a lunch be available for students to meet at least one-third of their daily food requirements;
4. adhere to all state and federal guidelines including but not limited to competitive food rules (see attached).

Students may bring their lunches from home, but may only purchase milk, water or ice cream. A lunch must be purchased in order to purchase other components of the meal.

Legal reference: Mississippi Code 1972, as cited above and 7 CFR Part 220; 7 CFR Part 215

Descriptor Term:  HEALTH EDUCATION PROGRAM	Descriptor Code: EEB / IDB	Board Approved:: 6/22/2006
	Rescinds: IDB	Previously Approved: 2/1/1988

The Gulfport School District is committed to a sound, comprehensive health education program as an integral part of each student's general education.

The health education program will emphasize an engaging approach to the presentation of health information, skills and knowledge necessary for students to understand and appreciate the functioning and proper care of the human body.

Each student will have access to instruction in health and physical education in grades kindergarten through twelve.

Those students whose parents or guardians make written application to the proper authorities on the ground that such a program is inconsistent with the tenets and practices of the known religious organization with which they are affiliated will not be required to participate in the program.

Legal Reference: Mississippi Code 1972, §37-13-21

Descriptor Term:	Descriptor Code:	Board Approved:
CHILD NUTRITION RECORDS	EEC	7/27/2009
	Rescinds:	Previously Approved: 6/2006

The Gulfport School District will comply with all Federal and State regulations regarding the keeping of accounts and records and the making of reports prescribed by United States Department of Agriculture and Mississippi Department of Education. Such accounts and records will be available at all times for inspection and audit by authorized officials and will be preserved for a period of not more than three (3) years.

The Child Nutrition staff shall make an annual management report to the Superintendent. This report, at a minimum, shall include the annual detailed per plate cost by categories, beginning and ending fund balances, revenues and expenditures, staff data such as number of employees, in service activities, safety record, meals served by school, mission statement of department, goals, objectives and how measured, statute of achievement (year ended), goals and objectives for upcoming year (how measured). All records are kept for seven (7) years.

Legal Reference: 7 CFR Part 210; 7 CFR Part 215; CFR Part 220

Descriptor Term:  DATA MANAGEMENT	Descriptor Code: EF	Issued Date: 8/8/2005
	Rescinds: EF	Issued: 1/4/88

The superintendent requires the establishment and maintenance of a data collection, analysis, retrieval and dissemination system which shall generate accurate statistical data and other information as may be desired or needed by local, state, or federal authorities. Also, the student, personnel, finance, and data systems will be in accordance with timelines, format, and procedures as required by the Mississippi Department of Education and described in the Gulfport School District *Data Collection and Reporting Manual*.

Descriptor Term: INSURANCE MANAGEMENT	Descriptor Code: EG	Board Approved: 1/4/1988
	Rescinds:	Previously Approved:

The business manager will be responsible for the management of all school insurance programs and the safekeeping of policies.

Purchase of insurance will be according to policies of the Board of Trustees and state law and all regulations pertaining to other school purchasing.

Legal Reference: Mississippi Code 1972, §37-7-303; §37-7-304; §37-7-477; §37-11-9; Chap. 355, H.B. 474 (1974)

Descriptor Term:	Descriptor Code: EGAA / GAKD	Board Approved: 6/26/2006
WORKERS' COMPENSATION INSURANCE/BENEFITS	Rescinds: EGAA	Previously Approved: 2/27/2006

It is the intent of the Board of Trustees of the Gulfport School District that safety of all students, employees, and visitors on District property or at school-sponsored events be given highest priority; therefore, all employees are required to conduct their daily assignment and activities to perpetuate a safe learning environment. Special emphasis will be given to all assignments and activities directly related to the performance of those duties in the presence of students. Safety awareness in the daily performance of assigned tasks and safety hazard surveillance are the responsibility of all employees in the effort to prevent injury to students and employees.

1. Injuries and illnesses to an employee of the Gulfport School District as a result of on-the-job-activities are covered under the Mississippi Workers' Compensation Law and will be subject to, but not limited to, the terms and provisions of such law. The Board of Trustees, in conjunction with the Mississippi Workers' Compensation Commission, provides medical and salary benefits for the employees of the Gulfport School District in accordance with the laws of the State of Mississippi.
2. When an employee is injured on the job in the performance of duty, the employee should receive attention from the school nurse or, when appropriate, from non-district *licensed* medical personnel. All accidents involving injuries are to be immediately reported to the supervisor and within one hour of the incident to the District insurance office staff. *In addition, drug testing should be conducted in accordance with the District's Drug-Free Workplace Program Policy.* Further, it is the responsibility of the immediate supervisor or designee to investigate the incident and complete a Workers' Compensation First Report of Injury form to be sent to the District insurance office staff. It is the responsibility of the District insurance office staff to notify the District's workers' compensation insurance carrier and coordinate the processing of paperwork for the benefit of the employee. The Gulfport School District will *not* investigate the circumstances of the injury/accident for the purpose of determining if a claim should be approved; that is the function of the insurance carrier.
3. Medical benefits for approved work-related claims are available to the employee through the workers' compensation carrier, not the District's school employees' health plan.
4. Salary payment for employee receiving workers' disability benefit payment is to be a combination of carrier benefit payment and additional gratuitous payment from the District to equal the regular daily salary of the employee. This benefit is for a period of ten days (as

## 2 - EGAA / GAKD - Workers' Compensation

outlined in the Leave Policy) The employee must, within three working days of the injury, provide the supervisor/District insurance office staff written verification from the attending physician that the employee is unable to return to light duty or regular work within this ten day period. If the employee is a member of a religious sect which does not engage the medical services of a physician, the employee may provide a letter from the recognized authority in the respective religious organization that he/she is unable to return to light or regular duty work within the ten work day period. Failure to provide written verification/notification will result in withdrawal of the District contribution to the salary of the employee. Further, it is the responsibility of the employee who is unable to return to work at the end of the ten day period to provide weekly a status report of health recovery and an estimated date for reporting for regular or light duty service. Failure to do so will result in withdrawal of the District contribution to the salary of the employee.

5. When an employee has exhausted the ten days of illness in the line of duty (as outlined in the Leave Policy) and continues to be unable to return to regular or light duty work, the employee may elect to use his/her accumulated sick leave benefit for only that portion of the daily salary rate which is not covered by workers' compensation salary payment plan. The employee pay period salary will be reduced by the amount of workers' compensation disability payment. Additionally, the certified employee must reimburse the District through payroll deduction the cost of the substitute, and the classified employee forfeits one-third of the regular daily rate through payroll deduction. An employee who chooses this option must likewise continue to provide weekly verification of inability to return to light duty or regular work. Failure to do so will result in withdrawal of this District salary benefit. An employee who chooses not to use his/her accumulated sick leave benefits for salary purposes as identified under this section will receive those salary benefits as provided by the Workers' Compensation disability benefit salary program. An employee who chooses this option must likewise continue to provide weekly verification of inability to return to light duty or regular work.
6. An employee who is injured on the job in the performance of duty as a result of student or non-staff disruptive behavior and who has used all personal injury leave (as outlined in the Leave Policy) may be granted additional injury days/workers' compensation leave. The employee must again provide the supervisor and District insurance staff weekly written verification of the attending physician/recognized authority that the employee is unable to return to light duty or regular work. Failure to do so will result in withdrawal of the District salary benefit. Further, it is the responsibility of the employee to provide a weekly status report of health recovery and an estimated date for reporting for regular or light duty service. Failure to do so will result in withdrawal of the District contribution to the salary of the employee.

### 3 - EGAA / GAKD - Workers' Compensation

#### Additional Injury Days as Follows

0 through 5 years of employment -	10 additional days
6 through 10 years of employment -	15 additional days
11 through 15 years of employment -	20 additional days
16 through 20 years of employment -	25 additional days
21 plus years of employment -	30 additional days

When an employee has exhausted the ten days of illness in-the-line-of-duty (as outlined in the Leave Policy) and the days granted as a result of the disruptive behavior incident, the employee may elect to use his/her accumulated sick leave benefit for only that portion of the daily salary rate which is not covered by workers' compensation salary payment plan. The employee pay period salary will be reduced by the amount of the workers' compensation disability payment. Additionally, the certified employee must reimburse the District the cost of the substitute through payroll deduction, and the classified employee forfeits one-third of the regular daily rate. An employee who chooses this option must, likewise, provide verification of inability to return to light duty or regular work. Failure to do so will result in withdrawal of the District salary benefit. Further, it is the responsibility of the employee to provide a weekly status report of health recovery and an estimated date for reporting for regular or light duty service. Failure to do so will result in withdrawal of the District contribution to the salary of the employee.

7. An employee, after exhausting the applicable benefits as described in Section 1 through Section 5, will be receiving only limited salary benefits directly from the Mississippi Worker's Compensation Commission as provided by law.
8. Any person who willfully makes any false or misleading statement or representation for the purpose of obtaining benefits under this policy is subject to immediate dismissal.

Descriptor Term:  PROPERTY INSURANCE	Descriptor Code: EGC	Board Approved: 1/04/1988
	Rescinds:	Previously Approved:

The Board of Trustees may insure the school buildings, furniture, equipment, library and other school property of the District against loss by fire, cyclone, tornado, hailstorm, burglary, boiler explosion and any and all other hazards that the Board may deem necessary to provide insurance against.

Legal Reference: Mississippi Code 1972, §37-7-303

Descriptor Term:  LIABILITY INSURANCE	Descriptor Code: EGD	Board Approved: 1/04/1988
	Rescinds:	Previously Approved:

The Board of Trustees may purchase liability insurance in amount it judges adequate to cover their official action. The policy will be paid for with Board funds. Chap. 355, H.B. 472 (1974)

The Board may obtain liability insurance on any vehicle operated by the District. S37-7-304

Legal Reference: Mississippi Code 1972, as cited above