

Section 4000 – Operations

Section 4000 Operations

(Approved May 21, 2001)

Section 4005 – Revised – June 6, 2005
Section 4040 – Revised – October 2, 2006
Section 4320 – Revised – October 2, 2006
Section 4056 – New – March 3, 2008

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TC-4000-1

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- 4010 Buildings and Grounds Management
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- 4500 Technology - (Cf. 8940, 2810)
 - SN For policies of a general nature on the generation and control of statistical and other information as desired by the District and/or required by state and federal regulations. See also "Records" and "Report," in Index.
 - New Programs
 - Upgrades
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 - Games
- 4510 Computer Network
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 - System Integrity
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 - SN Includes new construction as well as related activities such as acquiring sites, plant remodeling or modernizing and leasing or renting property to meet expansion needs.
- 4520 Filtering Software
- 4601 Facilities Development Goals
- 4650 Planning - Long-Range (Cf. 4601)
 - Site Location Limitations
 - Site Utilization Restrictions
- 4700 Retirement of Facilities
 - Obsolescence Determination
- 4750 Naming New Facility
- 4770 Selection of an Architect
- 4800 Educational Specifications
 - SN Detailed, precise, expert presentation of a plan or proposal for educational facilities including equipment, classrooms, laboratories, curriculum, etc.
- 4890 Supervision of Construction
- 4900 Fair Employment Clause
- 4910 Affidavits and Guarantees
- 4950 Board Inspection of New or Remodeled Facilities
- 4970 Public Dedication of New Facilities
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4001 Business Management Goals and Objectives

4001

The Board shall manage the business affairs of the District in the most economical and efficient manner possible.

In order to accomplish this goal of the Board, personnel shall be employed to administer the various tasks associated with the District's business affairs. The Director of Administrative Services, as a designee of the Superintendent, shall normally be delegated the authority to manage the business affairs of the District, and he/she may delegate said responsibility to other qualified employees.

Approved: May 21, 2001

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4005 Employee Conflict of Interest – Purchases (Cf.1155, 1160, 3615) 4005

Employees in a position to influence decisions on purchases shall not have a personal financial interest either directly or indirectly in purchase for the District, or benefit directly or indirectly from any financial transaction, unless that interest has been fully disclosed and the person involved has removed himself/herself from the decision-making process.

Purchases of, or use of District property, materials and manpower, by employees, shall be accomplished in accordance with good business practices, and within the framework of applicable laws, regulations, and Board policies.

The Superintendent, the Administrative Leadership Team, and any other employee deemed by the Superintendent to be in a position to influence the purchase of any goods or services, shall periodically sign and file a conflict of interest disclosure document.

Approved: May 21, 2001

Revised: June 6, 2005

LEGAL REF.: MCL 15.322-323; 380.634;380.1202

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4010 Buildings and Grounds Management

4010

All buildings and surrounding property shall be maintained and inspected on a regular basis by the Superintendent or designee. A comprehensive program that will ensure proper maintenance of all District-owned real property shall be developed and implemented.

Approved: May 21, 2001
LEGAL REF: MCL, 380.1261

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4015 Insurance Program (Cf. 1190, 1220, 8460)

4015

The Board shall insure District property unless otherwise directed by the District electors. Such insurance may be obtained from companies licensed to do business in the state of Michigan. The status of the insurance program in its entirety shall be reviewed annually by the Board with specific reference to adequacy of coverage, placement of insurance, and services provided by insurance agents, their representatives, associates, or companies.

Liability Insurance

Liability insurance shall be provided to cover Board members and members of the administrative staff in performance of duties relating to District business and operation.

Worker's Compensation

Worker's Compensation insurance shall be carried for all employees as provided by law.

Except in unusual circumstances, all insurance shall be purchased on the basis of bids, taking into consideration cost, service, potential dividends and any other factors which may be of benefit to the District.

The Superintendent shall be responsible to develop specifications for all forms of insurance and make recommendations to the Board.

The Board shall establish a reserve fund for the purpose of meeting the obligations incurred as a result of laws covering unemployment insurance. The amount of such funds shall be reviewed annually in relationship to obligations experienced over past years and anticipated obligations for the ensuing year.

Approved: May 21, 2001
LEGAL REF: MCL, 380.623a

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4040 Safety (Cf. 8590)

4040

The Board and its administrative staff shall make every effort to provide a safe environment for students to study and play and for all employees to fulfill their employment duties and responsibilities. The District's administrative staff shall develop safety rules and practices. These rules shall be reviewed annually with all employees and students.

Emergency Drills

Each building housing students will comply fully with all laws regarding required fire drills, tornado drills, and lockdown drills¹.

Fire Prevention

The District's employees shall be constantly on the alert for potential fire hazards.

Warning System

The Board shall seek to cooperate with local government officials, emergency preparedness authorities and other related state agencies to ensure that adequate warning systems in the event of disasters are available for use in the District.

¹ MCL 29.19 (5) A minimum of 2 drills in which the occupants are restricted to the interior of the building and the building secured is required for each school year at a school that operates any of grades kindergarten to 12. A drill conducted under this subsection shall include security measures that are appropriate to an emergency such as the release of a hazardous material or the presence of an armed individual on or near the premises. The drill shall be conducted in coordination with the local emergency management coordinator appointed under section 9 of the emergency management act, 1976 PA 390, MCL 30.409, the county sheriff for the county or the chief of police or fire chief for the municipality where the school is located, or the designee of the sheriff, chief of police, or fire chief and consistently with applicable federal, state, and local emergency operations plans. The governing body of a school shall seek input from the administration of the school on the nature of the drills to be conducted under this subsection.

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4040 Safety (Cf. 8590)

4040-2

Safety Inspections

The Superintendent, building Principals and maintenance personnel shall inspect each attendance center, playgrounds and playground equipment, boilers, and other such areas to determine whether said facilities or play areas are in adequate repair and free of harmful defects under a schedule developed by the Superintendent.

Severe Weather

The Superintendent shall develop procedures for dealing with severe weather and emergency situations. Such procedures shall be communicated to the staff and parents and made a part of the staff handbook.

Approved: May 21, 2001
Revised: October 2, 2006
LEGAL REF: MCL 380.601a

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4050 Environmental Health and Safety - Employee Indemnification

4050

Toxic Hazards and Asbestos

The Board is concerned for the safety of students, staff, and the general public and shall attempt to comply with all federal and state statutes and regulations to protect them from hazards that may result from industrial accidents beyond the control of District officials, from the presence of asbestos materials used in previous construction, and from hazardous materials present in the District.

The Superintendent shall appoint a District employee to serve as the designated person who shall carry out the requirements of the Asbestos Hazard Emergency Response Act (AHERA), the Michigan Occupational Safety and Health Act, and the Michigan Right-To-Know Rules and Regulations.

The Superintendent may appoint a person(s) to develop and implement the District's approved asbestos management plan and shall develop a specific job description, which shall ensure proper compliance with federal and state laws and the appropriate instruction and in-service of staff and students.

The Board shall, through either a separate contract, a sub clause to an existing contract, or as a part of a negotiated master contract, defend, hold harmless, and indemnify current and former District employees who have been assigned the responsibilities related to the AHERA regulations from any and all demands, claims, suits, actions, and proceedings brought against those individuals as agents and/or employees of the Board, provided that any such incidents arose while those individuals were acting within the scope of their respective employment contracts and were not intentional, negligent, or criminal acts.

The Board shall attempt to maintain a secure liability insurance to help serve as a means of implementing this policy.

Approved: May 21, 2001

LEGAL REF: MCL, 380.623; Michigan Occupational Safety and Health Act; Michigan Right-To-Know Rules and Regulations; Asbestos Emergency Response Act; Asbestos Abatement Contractors Licensing Act

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4056 Integrated Pest Management Policy

4056

The Superintendent shall be responsible for ensuring that an Integrated Pest Management Program (IPM) program is developed in compliance with the law, stating the goals regarding the management of pests and the use of pesticides.

The IPM Program shall incorporate all elements required by law.

Integrated Pest Management Coordinator

The Superintendent shall designate an Integrated Pest Management Program Coordinator. The Coordinator will be responsible for implementing the integrated pest management policy. The Superintendent, in cooperation with the IPM Program Coordinator, will develop and disseminate appropriate administrative rules, procedures and forms to implement the IPM Program.

Education/Training

The school community will be educated about potential pest problems and IPM methods used to achieve the pest management objectives.

Approved: March 3, 2008

LEGAL REF: MCL 324.8316; R. 285.637.15

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4060 Energy Policy

4060

The Superintendent shall develop and implement both short and long-range plans designed to conserve energy resources of the District.

Progress reports on the implementation of energy conservation measures shall be made as needed to the Board.

Members of the District staff and student body are encouraged to make suggestions to the Superintendent and building Principals which might aid in the conservation of energy.

Approved: May 21, 2001

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4080 Emergency Closings

4080

The Superintendent is authorized to close the schools in case of inclement weather or other emergency that makes it unsafe for students to attend school. The Superintendent may delay the opening of school in cases of fog or ice until such hour as it is anticipated conditions are safe for transportation. The Superintendent shall develop a process to make appropriate information available on which to base the decision.

Approved: May 21, 2001

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4090 Traffic and Parking Controls (Cf. 8640)

4090

The administration shall develop plans for accommodating the flow of traffic on school roadways, issue traffic regulations, and have responsibility for the assignment of parking areas to staff, students, and visitors to the schools. Convenient parking spaces shall be designated for handicapped persons.

No motorcycles, motor-driven cycles, or motor carts may be operated on school grounds. The Superintendent may specifically authorize exceptions to this policy if such vehicles are used in connection with the District's educational program or are deemed necessary for service and maintenance of the schools.

Approved: May 21, 2001

LEGAL REF: OAG, 1989-1990, No 6657, p 372 (August 21, 1990)

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4100 Environment

4100

In order to establish sound environmental and ecological oriented attitudes throughout the District, the Board recognizes its obligation to give appropriate consideration to environmental values in any decision-making or action the Board proposes to take.

The Board shall cooperate with governmental and community agencies in order to increase the awareness and knowledge of environmental problems and possible solutions.

To the extent practical, the Superintendent shall develop administrative procedures relative to purchasing and use of materials that shall consider the environmental and ecological impact of such purchases and uses. The development of bid specifications for material used by the District shall consider generally recognized and accepted environmental and ecological concepts and principles.

Approved: May 21, 2001

LEGAL REF: MCL 324.16901-16909; 324.17101-17107

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4110 Security

4110

The Board shall attempt, through the entire staff, to ensure that students, patrons and all property owned by the District are protected at all times from possible damage or injury, outside intrusion or disturbances occurring on school grounds or in school buildings. Appropriate security devices and measures, such as, but not limited to, video cameras, audio surveillance devices, motion detectors and alarms, may be installed in any or all District buildings, or in District vehicles to protect District property. Outside lighting and/or video surveillance devices may be installed and maintained at each attendance center to provide illumination and observation of the immediate grounds. An adequate key control system shall be established that will limit access to buildings to authorized personnel and will safeguard against the potential entrance to buildings by unauthorized persons. The District shall cooperate with all law enforcement agencies. (See 4120)

Approved: May 21, 2001

LEGAL REF: MCL 380.1291 (Michigan Information Network.)

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4120 Thefts and Vandalism (Cf. 8350)

4120

The Board shall institute an on-going program designed to prevent thefts and vandalism. The costs of thefts and vandalism shall be made known to the student body and the general public on a regular basis.

Any known or suspected damage to, or unauthorized removal from, school property, equipment or supplies, shall be promptly reported to the Superintendent, along with any information which may assist in its recovery or replacement.

Approved: May 21, 2001
LEGAL REF: MCL 600.2913

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4170 Records

4170

All records pertaining to District-wide maintenance costs shall be filed in the central office. To the extent possible, the Superintendent shall develop a cost analysis of existing and proposed maintenance program.

Approved: May 21, 2001
LEGAL REF: MCL 15.231 *et seq.*

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4250 Printing and Duplicating Service - Copyright

4250

The Board shall make duplicating equipment available for administrative and instructional use to the extent that is economically feasible and practical according to the needs of the District.

The building Principal, who shall develop guidelines for requesting such services, shall determine the extent of production of instructional materials by clerical staff.

The copyright laws of the United States make it illegal for anyone to duplicate copyrighted materials without permission. Severe penalties are provided for unauthorized copying of all materials covered by the act unless the copying falls within the bounds of the “fair use,” as set forth in 4250-R.

Employee Produced Material

The Board has certain proprietary right to publications, devices and instructional materials produced by District employees during their regular and normal workdays while in the employment of the District. All items prepared by District employees on District time, including data processing programs, shall become the property of the District. The Board may elect to copyright or patent such materials, devices or programs in the name of the District. All earnings or profits from such original materials, devices or programs shall become assets of the District.

The Superintendent shall, through regulations, inform staff of the guidelines for use of copyright materials.

Copyright Compliance and Computer Software Copyright

The Board shall adhere to the provisions of the U.S. copyright laws regarding the duplication of computer software programs. The Superintendent shall develop appropriate procedures for staff to follow in this area.

Approved: May 21, 2001

LEGAL REF: 17 USCA §101, et seq. (Copyright Act of 1976)

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4260 Fax Machines

4260

Fax transmissions may be considered public documents and as such must be treated accordingly. Verification of authenticity, security of handling, time and place of receipt and use of such documents are of utmost concern to the Board and Superintendent.

The Superintendent shall designate the employee(s) responsible for sending and receiving Fax transmissions in order to ensure that the information reaches its intended destination and remains confidential.

Approved: May 21, 2001

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4270 Telephone Services

4270

Telephones shall be provided in District offices for business use only.

Approved: May 21, 2001

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4280 Mail and Delivery Services

4280

A mail service system shall be maintained within the District in order that in-District communications and communications from outside sources may be delivered to the intended recipient in the most practical and expedient way.

Approved: May 21, 2001

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4300 Student Transportation Management

4300

The Board shall provide safe, economical transportation to the students of the District. The use of buses by the District shall conform to state law. The Superintendent shall establish school bus routes.

Bus transportation will be provided students to and from school for those students who qualify. Transportation will be provided by the District for all extra-class activities. Students are prohibited from driving personal automobiles to District-sponsored activities held during the school day.

Students must observe the rules and regulations adopted by the Board governing student transportation. Students will also be subject to the school's behavior code while riding school buses. The Superintendent may suspend or revoke the transportation privilege or entitlement of any student who violates any rules or regulations adopted by the Board.

All such rules shall be published in the student handbook or copies given to students and parents/guardians at the beginning of the school year.

Bus drivers shall report any violation of said rules to the appropriate administrator who shall take the necessary steps to discipline students according to Board policy. As a disciplinary action for violation of Board rules, a student may be refused school bus transportation but still be required to attend school.

Approved: May 21, 2001

LEGAL REF: MCL 257.1801; 380.1321-1322; 380.1333; 388.1010; R 340.1702; R 340.281-282; Michigan Department of Education Transportation Handbook (Bulletin 431)

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4320 School Vehicles

4320

School buses shall not be loaned, leased or subcontracted to any person, groups of persons or organizations except as allowed by law and subject to Board approval.

No school vehicle of any type shall be used by any student, school employee, patron or any organization to transport anyone to or from a religious activity.

No public funds shall be spent by the Board to hire, rent or lease any form of transportation to be used by any student, school employee, patron or any organization to transport anyone to or from a religious activity.

Liability

All school vehicles shall be adequately insured.

Safety

Every bus driver shall have authority and responsibility for the passengers riding in school buses.

Safety Inspection

Authorized individuals shall inspect all school vehicles annually prior to the opening of school and before each trip.

Any defect found in a school vehicle shall be repaired as soon as possible. The Superintendent/ designee shall be responsible for keeping school vehicles in good operating condition.

End of Route Vehicle Inspection

At the end of every route driven, every bus driver shall do a thorough inspection of the bus, van, or any vehicle used for transporting students for any reason, to be certain that no students or any other passengers remain in the vehicle. It shall be the responsibility of the administration to develop appropriate rules, forms, or records to ensure that this policy is implemented. Any driver failing to adhere to this policy or to the rules established by the administration shall be subject to disciplinary action as determined by the Superintendent. (See attached form.)

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4320 School Vehicles

4320-3

Records

Every driver of District vehicles shall keep accurate records pertaining to each vehicle assigned to him/her. The Superintendent shall develop the types of records.

Licensing of Drivers

Michigan laws and regulations of the Michigan Department of Education set standards for the physical fitness, competence, experience, training and proper licensing of school bus drivers. The Board directs the Superintendent to ensure that these legal requirements and regulations are complied with strictly.

Revocation of license, inability to secure a proper license, or accumulation of six (6) traffic violation points shall serve as sufficient cause for immediate dismissal from employment.

School Bus Safety Program

The Superintendent and building Principal shall develop and publish school bus safety rules for bus drivers and students.

Approved: May 21, 2001

Revised: October 2, 2006

LEGAL REF: MCL 15.231 *et seq.*; 257.314; 380.1333

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4350 Student Transportation in Private Vehicles

4350

Field Trips

In scheduling transportation for school-related activities, the Superintendent may approve the use of private vehicles in situations in which budget or schedule restrictions make it prohibitive or impractical to use school buses.

Student Self-Transportation

In cases where a student is enrolled in a Board approved, shared time program, or District sponsored activity, at another school or program site (Example: The Bay-Arenac ISD Career Center, gifted and talented program or dual enrollment program with an area community college, college or university) parents/guardians of the student may request permission for their child to self-transport him/herself to and from that site, subject to rules and regulations established by the administration.

Approved: May 21, 2001
LEGAL REF: MCL 257.57(c)

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Transportation service equipment and personnel shall be used primarily to transport to and from school during the day those public and non-public school students eligible for such transportation.

Transportation service equipment and personnel may be used secondarily to provide transportation for field trips for curricular and extracurricular activities that are part of the educational program.

Transportation equipment and personnel shall not be used for any purpose or activity that is not directly connected with and a part of the regular educational programs within the District. Exceptions may be granted to governmental agencies sponsoring approved programs for youth in the community as approved by the Board. Other community groups are prohibited from using school transportation equipment by regulation of the State Board of Education.

The Superintendent shall be authorized to approve the use of buses for field trips for curricular and extracurricular activities upon submission of requests from building administrators, classroom teachers or faculty sponsors of extracurricular activities.

No fees shall be charged for transportation for field trips which are mandatory or which are a part of the regular classroom or curricular program of the schools.

Fees to cover expenses of non-mandatory and non-credit extracurricular field trips may be charged according to rules promulgated by the State Board of Education or as set by the Board.

Only students enrolled in the District and chaperones authorized by the school shall be allowed to ride buses on curricular or extracurricular field trips. The Superintendent may authorize parents/guardians and/or other residents of the community to ride buses to school sponsored activities if sufficient space is available. In all cases, students shall come first.

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4365 Special Use of Transportation Services

4365-2

Use of transportation by governmental agencies sponsoring approved programs for youth in the community may be granted upon the approval of the Board.

Approved: May 21, 2001

LEGAL REF: MCL 257.682; 380.1332-1333

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4430 Personal and Business Transportation Services

4430

The Board recognizes the needs of the District to own or lease vehicles to carry out the instructional program and the business of operating the schools. The Superintendent is authorized to determine the extent to which District owned vehicles may be used for official school business. Such vehicles shall not be used for personal travel unless expressly approved by the Board. Drivers of school owned vehicles shall be properly licensed.

Approved: May 21, 2001

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4450 Food Service Management

4450

If applicable, a school lunch and supplemental milk program shall be made available to all students enrolled and in regular attendance in the school District.

The control of students using the cafeteria shall be the responsibility of the building Principal.

Approved: May 21, 2001
LEGAL REF: MCL 380.1272-1272d

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4500 Technology (Cf. 8940, 2810)

4500

The Board encourages the application of technology to any District function where efficiency, reliability or student learning will be improved.

New Programs

New technologies or new applications of technology within the District shall be implemented only after careful and thorough planning on the part of administrative staff. Whenever possible, the administrative staff should establish pilot project(s) and evaluate their effectiveness prior to implementing a new technological program on a school-wide or District-wide level. District support shall be given only to those new technologies that substantively improve efficiency, reliability, or learning beyond current or “traditional” practice.

Whenever the Board or a District administrator allocates funds for the purchase of new technological hardware or software, an appropriate portion of the funds allocated shall be designated for the training of staff and the development of necessary supplementary materials and documentation.

Upgrades

The Board recognizes the need for ongoing upgrading of technological resources within the District, and shall implement a plan and a budgeting process that ensures the regular replacement of aging equipment and software.

The Superintendent shall develop and submit to the Board annually a plan for upgrading the District’s technology resources based on a replacement cycle of not longer than 5 years. The plan shall include recommendations for expansion of resources where appropriate, based on the evaluation of pilot programs, and shall include provisions for staff training and curriculum/materials development. The Board, as a part of the annual budgeting process, shall consider the plan.

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4500 Technology

4500-2

Data Management

The Superintendent shall provide for the orderly acquisition of data base software, information processing equipment, networks, and support materials to best use computer technology in support of District administrative functions. A student database shall be maintained which contains student administrative and instructional information.

The Superintendent shall establish procedures that ensure the security, safety and confidentiality of District data. Access to District data in any form, including use of the database shall be limited in accord with the Board policies on District and student records. District databases shall be implemented in such a way as to facilitate access to subsets or aggregates of the data that are not confidential.

Education and Instruction

The Superintendent shall ensure that all staff and students are informed and instructed on the ethical uses of data and computer technology.

Approved: May 21, 2001
LEGAL REF: MCL 15.231 *et seq.*

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4510 Computer Network (Cf. 4520)

4510

The Board authorizes the Superintendent to develop services linking computers within and between buildings in the District, and to provide access to the international computer network (Internet) for students, staff and, if requested, members of the Board of Education. Recommendations for new services should be brought before the Board of Education for approval. All computer network implementation shall be in line with the Board policy on technology and the District's educational goals.

Use of the computer network(s) as a part of any class or school assignment shall be consistent with the curriculum adopted by the District. The District's general rules for behavior and communications (Acceptable Use Policy/Procedures) shall apply when using any computer equipment.

Personal Accounts

The Board authorizes the Superintendent to provide personal accounts for students, staff, and, if requested, members of the Board, to access to the District computer network and the Internet, including electronic mail and file server space for developing and publishing material on the world wide web or other networked computer media. Such access shall be provided in furtherance of the District's educational mission, to enhance student knowledge of and familiarity with technology, and to facilitate communication, innovation, and sharing of resources. To ensure the integrity of the educational process and to guard the reputation of the District, student and staff expression in public electronic media provided by the school may be subject to review, comment, editing, and/or removal by school officials.

Personal accounts and all use of District computer resources are considered a privilege, not a right, and are subject to the District's rules and policies. Electronic communications and stored material may be monitored or read by school officials. School officials, without the consent of the sender or a recipient, will not generally inspect electronic mail in personal accounts, except as required to investigate complaints that allege a violation of the District's rules and policies. Student electronic mail and

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4510 Computer Network

4510-2

electronic storage space that does not contain material made public by the student shall be subject to the District's policy and rules on student records.

A fee may be charged by the District to defray the cost of personal accounts.

[Note: if use of personal accounts are required in order to earn credit for a class, no fee may be charged of a student for that class – related use.]

System Integrity

The Superintendent shall designate person(s) trained in computer technology (“system administrators”) at the building and/or District level to implement the District's rules and regulations and to provide computer support for students, staff and Board members. The Superintendent in concert with the system administrators shall employ hardware and software security to ensure the integrity of the system and to prevent unauthorized access to District and school records.

Network Use

The Superintendent shall develop rules and procedures for computer and network use, and shall see to it that rules are published annually for students, parents, guardians, staff, and Board members.

The District's computer and network use rules shall be consistent with the following requirements:

- Users may not use District equipment to perform or solicit the performance of any activity that is prohibited by law.
- Users may not use the system to transmit or publish information that violates or infringes upon the rights of any other person, or information that is abusive, obscene, or sexually offensive.
- Except with prior authorization from a system administrator or the owner of the record in question, users may not access or attempt to access the records or files of other users or of the District, nor delete, alter, or otherwise interfere with the integrity of computer-based information or resources.

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4510 Computer Network

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- Users shall not use the electronic mail facility to send unsolicited, bulk, chain, harassing, anonymous, or other messages which are an annoyance to the recipient or which may cause a degradation of system performance.
- Users may not use the network facility to access or bring into the school environment material which is inconsistent with the educational goals of the District, including but not limited to material which is defamatory, abusive, obscene, profane, sexually explicit, threatening, racially offensive, illegal, or which aids or advocates illegal activity.

District Web Page(s)

Any and all Web pages representing the District shall be carried and posted only on the District's server and shall be designed and published in accordance with rules promulgated by the Superintendent.

Limiting Access

The administration may make use of technology that attempts to block access by individual users to networked computers, data, or services that provide content that, in the opinion of the administration, is not in keeping with the educational aims of the District pursuant to state statute. The administration is encouraged to pursue such technology for the personal accounts of elementary school children where practical.

Complaints about content of networked information or access to blocked sites shall be handled in accord with the District's policy and procedures for complaints about library and instructional materials.

Approved: May 21, 2001

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4520 Filtering Software

4520

The Superintendent shall be responsible for directing appropriate District technology staff, or technology consultant staff, to bring all computers used by children into full compliance with all federal requirements regarding Internet filtering software so as to assure that District discounts under the federal e-rate program or other federal funding sources are not jeopardized.

Approved: May 21, 2001

LEGAL REF: H.R. 4577, Omnibus Spending Bill, December 2000.

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4601 Facilities Development Goals

4601

The Board shall provide the best facilities possible within financial resources available to meet the educational needs of the students and programs in the District. Such efforts shall not only encompass new construction and expansion when deemed necessary, but also renovation and remodeling of existing facilities to serve specific educational needs of specific groups of students. It is also necessary, in declining enrollment periods, to determine how facilities may be used and/or the interim use of facilities not needed at a given time.

Decisions pertaining to the planning, construction, renovation and elimination of educational facilities shall be made only after sufficient attempts have been made to consider the viewpoints and needs of students, teachers, parents, guardians, taxpayers, and appropriate members of the administrative staff.

In determining facility needs and/or elimination of facilities, priority shall be given to plans which benefit the largest number of students in the District but consider important matters such as safety, equal opportunity for students enrolled and the economic implications to the District.

Approved: May 21, 2001

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4650 Planning - Long Range (Cf. 2560)

4650

The Board and the Superintendent shall, at all times, keep in mind the future building needs of the District and give due consideration to the acquisition of school sites well in advance of need.

Approved: May 21, 2001

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4700 Retirement of Facilities

4700

Obsolescence Determination

The administration is responsible for assessing the use of school facilities and other resources to identify schools that might be discontinued as attendance centers for educational programs. Once a school that can be closed is identified, an appropriate recommendation will be made to the Board for action.

Approved: May 21, 2001

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4750 Naming New Facilities

4750

Whenever the Board approves a new District facility, immediate steps shall be taken to name the facility.

Approved: May 21, 2001

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4770 Selection of an Architect

4770

The Board shall comply with current law for the selection of an architect for the District's building plans.

The Superintendent will make contacts with qualified architectural firms requesting a submission of information concerning their firms if they wish to be considered.

Approved: May 21, 2001
LEGAL REF: MCL 388.851-855a

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4800 Educational Specifications

4800

The Superintendent shall assume the responsibility of working with staff to determine educational specifications for all new or renovated construction. These specifications shall be approved by the Board and then discussed in conferences with the architect. Such specifications shall include:

1. Information concerning the plan of the school organization and estimated enrollment in the proposed building;
2. A description of the proposed curriculum and the teaching methods and techniques to be employed;
3. A schedule of space requirements, including the indications of relative locations of various spaces;
4. A desired layout of special areas and the equipment needed for such areas;
5. An outline of mechanical features and special finishes desired;
6. A description of standard codes and regulations (school District, city, county, and state) affecting the particular planning; and
7. Any other details that may be needed or recommended relative to the specific project.

Approved: May 21, 2001

Section 4000 – Operations

4890 Supervision of Construction (Cf. 4770)

4890

Supervision of construction projects shall be primarily the responsibility of the architect and the Superintendent, or a staff administrator assigned by the Superintendent as project director, who shall be responsible to follow closely the progress of the construction project. The architect shall hold periodic, but not less than monthly, progress meetings during which the administrative representative and all contractors concerned should be present. Progress reports shall be issued periodically by the architect and in sufficient quantities to supply each member of the Board.

Approved: May 21, 2001

Section 4000 – Operations

4900 Fair Employment Clause

4900

It shall be the intent of the Board to award all contracts to qualified contractors and subcontractors who do not discriminate against any employee or applicant for employment because of age, sex, race, color, religion, creed, age, physical handicap, ancestry, national origin, height, weight, or marital status. Contractual provisions shall assure compliance with this policy.

Prior to awarding a bid or purchase order for construction, materials and services, a firm shall be in compliance with all state and federal laws, and verify it. The Superintendent shall review and evaluate all such plans and his/her approval or disapproval shall be subject to review by the Board. A bidder has five working days to appeal the decision of the Superintendent.

The above policy shall not apply to those contractors employing less than five persons.

Approved: May 21, 2001.

LEGAL REF: MCL 37.1101-1606 (Michigan Handicappers' Civil Rights Act); 37.2101-2804 (Elliott-Larsen Civil Rights Act)

Section 4000 – Operations

4910 Affidavits and Guarantees (Cf. 4770)

4910

All contractors shall submit proof of their coverage of liability and workers compensation insurance as required by Michigan law to the business office. All bids on construction projects shall stipulate that the contractor shall provide liability coverages that total at least \$1,000,000.00.

Contractors shall provide a performance bond equal to at least 25 percent of the contract amount to protect the District from the failure of the contractor or contractors to perform the terms and conditions of the contract. They also shall provide a payment bond in an amount equal to at least 25 percent of the contract amount solely for the protection of claimants supplying labor or materials to the Principal contractor or his/her subcontractors.

The architect shall assume the responsibility that all product guarantees, warranties and workmanship guarantee for materials and performance of services are duly executed and that signed documents are delivered to the District.

Approved: May 21, 2001

LEGAL REF: MCL 129.201-212 (Contractor's Bond For Public Buildings Or Works);
418.101, *et seq.* (Worker's Disability Compensation Act)

Section 4000 – Operations

4950 Board Inspection of New or Remodeled Facilities

4950

A building project shall be accepted by the Board only after all details are complete and the architect and project director have certified to the Board that the project has been completed, along with a written approval by the architect for occupancy certifying the approval of all state and local authorities where required. The architect and representatives of the administrative staff shall complete a preliminary inspection, after which the Board shall inspect the building and give its formal approval and acceptance.

Students, until so authorized by those state and local authorities where approvals for occupancy are required, shall occupy no new or renovated building or addition.

Final payments to contractors will be withheld until such a time as the requirements of this policy have been met.

Approved: May 21, 2001

Section 4000 – Operations

4970 Public Dedication of New Facilities

4970

The Board may sponsor open houses or dedication programs for new facilities appropriate to the nature and type of the facility.

The Superintendent shall assume the responsibility for recommending to the Board appropriate dedication programs or activities. The Superintendent shall work with the appropriate administrator, staff, students and parents/guardians in planning such program or activity, once it has been approved.

Approved: May 21, 2001

4975 Dedication Plaques

4975

A dedication plaque shall be placed in each building. Upon each plaque shall be placed the names of Board members who were holding office at the time the construction contracts were awarded, the name of the Superintendent, the architect, and the major contractors.

Approved: May 21, 2001