

Section 4000 – Business Management

TC-4000-1

4000—BUSINESS MANAGEMENT

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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 (Cf. 4510)
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 - SN Detailed, precise, expert presentation of a plan or proposal for educational facilities including equipment, classrooms, laboratories, curriculum, etc.
- 4890 Supervision of Construction (Cf. 4770)
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Section 4000 – Business Management

4005 Employee Conflict of Interest - Purchases

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 and his/her cabinet and any other administrator 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 16, 2011
LEGAL REF: MCL 15.322-323; 380.1202

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4005-R Employee Conflict of Interest - Purchases

4005-R

CONFLICT OF INTEREST DISCLOSURE FORM

APPROPRIATE EMPLOYEES

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

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

The Superintendent, and any other District employee deemed by the Superintendent to be in a position to influence the purchase of any goods or services, shall sign and file the following information:

For purposes of this document, the following definitions are used:

DISTRICT: Climax-Scotts Community Schools

“SUPPLIER”: any person, partnership, trust, corporation, or other business entity that supplies materials, equipment, real estate, or services to the school District.

“FINANCIAL INTEREST”: means any stock, bond, or other debt, obligation, option or right to purchase stock, share in profits, investment, partnership interest, or other interest of any nature. Ownership in securities in a corporation shall not be considered to constitute a FINANCIAL INTEREST therein for this purpose provided all the following conditions are met:

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4005-R Employee Conflict of Interest - Purchases

4005-R-2

- (1) The securities are traded on a national securities exchange, or regularly reported in over-the-counter quotations in the financial press,
- (2) The securities owned by you and to your knowledge or belief, owned by your near relatives do not exceed 1% of the outstanding securities of such corporation of the same class, and
- (3) The market value of the securities of such corporation so owned does not exceed 50% of your gross annual income.

Section 4000 – Business Management

4010 Buildings and Grounds Management

4010

All buildings and surrounding property shall be maintained and inspected by the Superintendent on a regular basis. The Superintendent shall develop a comprehensive program, which will ensure proper maintenance of all District-owned real property.

Approved: May 16, 2011

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4010-R Building and Grounds Management

4010-R

Within each school, the Principal shall be responsible for the care and upkeep of the building and for the supervision of custodial services. Needs which cannot be handled by the building custodial staff shall be immediately reported to the Maintenance/Custodial Supervisor or Superintendent.

It is the duty and responsibility of all District employees to safeguard and protect all property owned and operated by the District. Teachers shall be responsible for seeing that their classroom doors and windows are properly secured before leaving the building at the close of the school day. Students shall be instructed to use school owned equipment in the proper way and shall be encouraged to show respect for public and private property at all times.

Community groups such as PTA's and other interested parties are encouraged to participate in the beautification of school grounds in accordance with the master plan of the school District.

The Superintendent will make annual recommendations to the Board for approval of a priority list of maintenance projects to be carried out within funds so allocated in the budget. Upon Board approval, the Superintendent shall proceed to implement said projects within any specific dollar limitation imposed by the Board.

Section 4000 – Business Management

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 Superintendent with specific reference to adequacy of coverage, placement of insurance, and services provided by insurance agents, their representatives, associates, or companies. Any recommended changes or improvements shall be brought to the Board for action.

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 that 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 16, 2011

LEGAL REF: MCL 380.1269; 380.1332; 691.1405-1409

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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. Safety rules and practices shall be developed by the District's administrative staff. 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 drills. The Superintendent or Principal shall report to the Board concerning the nature of legally required “lockdown” drills¹. There shall be coordination with local emergency management, fire, and/or police officials in the conduct of “Lockdown” drills.

Fire Prevention

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

Warning Systems

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.

Section 4000 – Business Management

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, bleachers 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.

Approved: May 16, 2011

LEGAL REF: MCL 29.19; 380.1288; R 340.1301-1305; Michigan Bureau of Fire Services, Fire Marshal Bulletin 2 - Fire and Tornado Drills, Revised January 2007.

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4040-R Safety

4040-R

Safety Inspections

If, upon proper investigation, defects are found to exist, the individual conducting the investigation shall immediately inform the building Principal, Superintendent or immediate supervisor in writing. Such steps that are necessary either to repair or to remove the defect shall be taken as soon as possible. Defects, which will require expenditure of money, shall be reported to the Board in compliance with rules regulating such circumstances.

Heating and Lighting

All furnaces, boilers, and lighting fixtures shall be periodically inspected to ensure maximum safety for students, District employees, and patrons. All such devices shall meet minimum standards as regulated by state and federal agencies governing such items.

Weather Hazards

Insofar as possible, walkways should be kept clean of snow and ice and be maintained in a safe condition for pedestrian traffic.

Safety Glasses

Student and employee's eyes shall be protected at all times in shop classes and science classes with the use of safety glasses. Glasses for visitors shall be available at the building office.

Accident Reports

All accidents on District grounds shall be reported to the Superintendent by any District employee.

Records of Emergency Drills

Building Principals shall maintain a record of the time and date of each emergency drill held. These records are subject to review by the Superintendent or State or local officials responsible for reviewing compliance with laws.

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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 Board 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 16, 2011

LEGAL REF: MCL 380.623b; 380.1256(1) (2); 380.1274b (Mercury in the schools); 388.864; 408.1001 (Michigan Occupational Safety and Health Act)

Section 4000 – Business Management

4060 Energy Policy

4060

The Superintendent shall develop and implement both short and long-range plans designed to conserve energy resources of the District in conjunction with the maintenance and operation plans 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 16, 2011

Section 4000 – Business Management

4080 Emergency Closings

4080

The Superintendent is authorized to close the schools in case of inclement weather or other emergency, which 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. When school is cancelled the decision to proceed with all extracurricular activities will be made by the Superintendent in consultation with building administrators.

Approved: May 16, 2011

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4080-R Emergency Closings

4080-R

As soon as the decision to close school is made, radio and TV stations shall be informed. Parent(s)/Guardian(s) shall be informed of the station over which the announcements will be made prior to the start of school and periodically throughout the school year.

In case schools are closed for emergencies, all administrative personnel, secretaries and custodians shall report for duty at their regular assigned time unless special instructions are otherwise given by the Superintendent. If certain groups of employees are not to report, the Superintendent shall include such information in his/her school-closing announcement. Pay for days schools are closed for emergency conditions shall be according to collective bargaining agreements with the association representing the given employee.

If it is necessary to dismiss school early, employees shall remain until their regular dismissal time unless authorized otherwise by the Superintendent.

Except in extreme emergency where there is no doubt about the ability to hold school, announcement of closing shall be made in the morning of the day of closing.

The Superintendent, in consultation with building administrators, may use his/her prerogative in scheduling activities on days schools are closed for emergency and the cancellation of activities already scheduled.

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4090 Traffic and Parking Controls (Cf. 8640)

4090

The building Principal 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 unlicensed vehicles, motorcycles, motor-driven bicycles, snowmobiles, all terrain vehicles, skateboards, 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, community events or are deemed necessary for service and maintenance of the schools.

Approved: May 16, 2011

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 consider 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, which 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 16, 2011

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 staff members, 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. Security devices and measures, such as, but not limited to, video cameras, audio surveillance devices, motion detectors, metal detectors (stationary or portable) and alarms, may be installed in any or all District buildings, or in District owned or leased vehicles to protect District personnel, students and 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 which 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 in enforcing security measures. (See 4120)

Approved: May 16, 2011

LEGAL REF: MCL 380.1291; 1997 National Fire Protection Association 101, Life Safety Code: 5-2.1.5.1

Section 4000 – Business Management

4110-R Security

4110-R

Access to Buildings

Access to school buildings and grounds outside of regular school hours shall be limited to personnel whose work requires it.

Combinations to school vaults and safes shall be changed each time there are changes in personnel who have had the combinations.

All equipment shall be stored in as safe a place as possible and employees must avoid leaving equipment and supplies where they are readily accessible to others.

Classroom windows and doors are to be locked when the teacher leaves the building.

Any employee using the building in the evening or on weekends must be certain doors are locked after entering and that the security system is set upon leaving.

Chaining of Doors

No exit doors shall be chained at any time whether or not the building is occupied. Principals, custodians and other responsible persons must be certain that all accessible exits are operable whenever a building or portion of a building is in use. However, approved security bars or devices may be used to secure outside doors when school is not in session.

Videotapes- Retention as Evidence

In the event a videotape from a video surveillance device contains evidence of wrongdoing, be it a crime or a violation of the student code of conduct or bus conduct code that could result in discipline, suspension or expulsion of a pupil, the actual, original videotape will be pulled from service and not re-used or taped over for a period of not less than 3 years following the incident in question. Should the tape be confiscated by prosecutorial authorities as evidence in a crime, the District shall take all steps possible to arrange for a certified copy of the tape to be retained by the District.

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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 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 16, 2011
LEGAL REF: MCL 600.2913

Section 4000 – Business Management

4120-R Thefts and Vandalism

4120-R

Students found guilty of and/or responsible for, any form of theft or vandalism shall be disciplined in accordance with the Board's discipline policy, including possible suspension or expulsion from school.

In the case of malicious or wanton destruction of property, the student(s) will be suspended in accordance with the School handbook. For other acts of vandalism, the student(s) may be suspended for up to five days.

Recovery of damage and/or losses shall be sought from the person or persons involved; in the case of minors, from their parent(s)/guardian(s) under the laws that hold parent(s)/guardian(s) liable up to \$2,500 for any loss or damage.²

Upon Board approval, the Superintendent shall sign a criminal complaint in the name of the District to bring charges against perpetrators of theft or vandalism.

If arrangements for restitution for damage or losses, as established by the Board and permitted by law, are to be made by the person or persons involved within a reasonable period of time, the Superintendent, with the approval of the Board, may direct the Board attorney to commence a legal action to recover all damages, costs and legal fees associated with the incident.

² 600.2913 Minor maliciously or willfully destroying property or causing bodily harm or injury to person; recovery of damages from parents.

Sec. 2913. A municipal corporation, county, township, village, school district, department of the state, person, partnership, corporation, association, or an incorporated or unincorporated religious organization may recover damages in an amount not to exceed \$2,500.00 in a civil action in a court of competent jurisdiction against the parents or parent of an unemancipated minor, living with his or her parents or parent, who has maliciously or willfully destroyed real, personal, or mixed property which belongs to the municipal corporation, county, township, village, school district, department of the state, person, partnership, corporation, association, or religious organization incorporated or unincorporated or who has maliciously or willfully caused bodily harm or injury to a person.

Section 4000 – Business Management

4170 Records

4170

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

Approved: May 16, 2011
LEGAL REF: MCL 15.231 *et seq.*

Section 4000 – Business Management

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

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 inform staff, through regulations, 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 16, 2011

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

Section 4000 – Business Management

4250-R Printing and Duplicating Services - Copyright

4250-R

In accordance with Board policy 4250, the following regulations will be observed to comply with the copyright laws of the United States.

Under the “fair use” doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. If duplicating or altering a product is to fall within the bounds of fair use, these four standards must be met for any of the purposes:

THE PURPOSE AND CHARACTER OF THE USE: The use must be for such purposes as teaching or scholarship and must be non-profit. Fair use would probably allow teachers acting independently to copy small portions of work for the classroom but would not allow a school system or an institution to do so.

THE NATURE OF THE COPYRIGHTED WORK: Copying portions of a news article may fall under fair use but not copying from a workbook designed for a course of study.

THE AMOUNT AND SUBSTANTIALITY OF THE PORTION USED: Copying the whole of a work cannot be considered fair use; copying a small portion may be. At the same time, however, extracting a short sequence from a 16mm film or videotape may be far different from a short excerpt from a textbook, because two or three minutes out of a 20-minute film might be the very essence of that production and thus outside fair use. Under normal circumstances, extracting small amounts out of an entire work would be fair use, but a quantitative test alone does not suffice.

THE EFFECT OF THE USE UPON THE POTENTIAL MARKET FOR, OR VALUE OF, THE COPYRIGHTED WORK: If resulting economic loss to the copyright holder can be shown, even making a single copy of certain materials is an infringement, and making multiple copies presents the danger of greater penalties.

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4250-R Printing and Duplicating Services - Copyright

4250-R-2

Prohibited Practice

A teacher may not make multiple copies of a work for classroom use if it has already been copied for another class in the same institution; make multiple copies of a short poem, article, story, or essay from the same author more than once in a class term or make multiple copies from the same collective work or periodical issue more than three times a term; make multiple copies of works more than nine times in the same class term; make a copy of works to take the place of an anthology; and may not make a copy of “consumable” materials, such as workbooks.

Permitted Practice

A teacher may make—for use in scholarly research, in teaching or in preparation for teaching a class—a single copy of the following: a chapter from a book; an article from a periodical or newspaper; a short story, short essay or short poem (whether or not from a collected work); a chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper; may make (for classroom use only and not to exceed one per student in a class) multiple copies of the following: a complete poem (if it has fewer than 250 words and is printed on not more than two pages), an excerpt from a longer poem (if the excerpt has fewer than 250 words), an excerpt from a prose work (if the excerpt has fewer than 1,000 words or 10 percent of the work, whichever is less) and one chart, graph, diagram, cartoon or picture per book or periodical.

A library may, for interlibrary-loan purposes, make up to six copies a year of a periodical published within the last five years, make up to six copies a year of small excerpts from longer works, make copies of unpublished works for purposes of preservation and security and make copies of out-of-print works that cannot be obtained at a fair price.

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4250-R Printing and Duplicating Services - Copyright

4250-R-3

Guidelines for Off-Air Recording of Broadcast

Programming for Education Purposes

A broadcast program may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable re-transmission) and retained for a period not to exceed the first 45 consecutive calendar days after date of recording. Upon conclusion of such retention period, all off-air recordings must be erased or destroyed immediately.

Off-air recordings may be used once by individual teachers in the course of relevant teaching activities and repeated once, only when instructional reinforcement is necessary, in classrooms and similar places devoted to instruction within a single building, cluster or campus, as well as in the homes of students receiving formalized home instruction, during the first 10 consecutive school days in the 45 day calendar day retention period. “School days” are school session days—not counting weekends, holidays, vacations, examination periods, or other scheduled interruptions—within the 45-calendar day retention period.

Off-air recordings may be made only at the request of, and use by, individual teachers and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast.

A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers under these guidelines. Each such additional copy shall be subject to all provisions governing the original recordings.

After the first 10 consecutive school days, off-air recordings may be used up to the end of the 45-calendar day retention period only for evaluation purposes by the teacher, i.e., to determine whether to include the broadcast program in the teaching curriculum. They may not be used for student exhibition or any other non-evaluation purpose without authorization.

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4250-R Printing and Duplicating Services - Copyright

4250-R-4

Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations.

All copies of off-air recordings must include the copyright notice on the broadcast programs as recorded.

Software

Software developed by District employees shall conform to the copyright and patent provisions prescribed in Board policy. District employees shall adhere to ethical practices when using commercially developed software for the purpose of developing individualized programs to meet the District's needs.

Software Royalties

Software marketed with private organizations or other educational agencies may produce royalties in the form of financial remuneration, equipment or other material or devices. The allocation and deposit of all royalties shall be determined by the Superintendent.

Employee Produced Material

The Superintendent shall maintain full use, rights, and privileges on all software, manuals, devices, documents and programs and related materials developed by staff during work periods for which they are compensated.

Computer Software Copyright

It shall be a violation of Board policy and the copyright laws of the U. S. to use “pirated” or otherwise illegally obtained computer software for use on District owned equipment, whether for instructional, administrative, or any other purpose. The use of District equipment to make unauthorized copies of District owned, privately owned, or illegally obtained computer software is prohibited.

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In an effort to discourage violations of copyright laws and to prevent illegal uses of the District's computer system:

- (a) The proper use of computers will be taught through planned computer curriculum and computer related instruction for students and staff will address the ethical and practical problems caused by software piracy;
- (b) District employees shall adhere to all provisions of the U.S. copyright laws, which allow for the making of back-up copies of computer programs.

“. . . it is not an infringement of the owner of a copy of a computer program to make or authorize the making of the copy or adaptation of that computer program provided: that such a new copy of adaptation is created as an essential step in the utilization of the computer program in conjunction with the machine and that it is used in no other manner, or that such a new copy or adaptation is for archival purposes only and that all archival copies are destroyed in the event that continued possession of the computer program should cease to be rightful.”

- (c) When software is being used on a disk sharing system, efforts will be made to secure the software from copying;
- (d) Illegal copies of copyrighted programs may not be made or used on District equipment;
- (e) The Superintendent is the only individual who may sign license agreements for software. Each school using the software should have a copy of the signed software duplication agreement;
- (f) No District employee will illegally access any database or electronic bulletin board;
- (g) No District employee will encourage or allow any student to illegally duplicate computer software or access any data base or electronic bulletin board; and
- (h) Each Principal is responsible for establishing practices, which will enforce the Board's policy at the school level. A copyright warning may be placed on computer equipment.

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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 16, 2011

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4260-R Fax Machines

4260-R

All Fax messages received shall be properly logged and stored.

All Fax messages shall be accompanied by a transmittal sheet, which includes the District's name, cautions of “Confidential Notice” that it is intended to be privileged and confidential, and is intended for the use of the individual or entity named on the transmittal sheet.

Section 4000 – Business Management

4300 Student Transportation Management (Cf. 4350)

4300

The Board may provide safe, economical transportation to the students of the District. The use of buses by the District shall conform to state law. School bus routes shall be established by the transportation supervisor and approved by the Superintendent.

Bus transportation will be provided for students to and from school for those students who qualify. Transportation will be provided by the District for designated extra-class activities and athletics. Students are prohibited from driving personal automobiles to District-sponsored activities held during the school day unless student self-transportation is approved as per policy 4350.

Students must observe the rules and regulations developed by the administration 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 administrative rules or regulations.

All such rules shall be published in the student handbook or copies given to students and parent(s)/guardian(s) 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 District rules, a student may be refused school bus transportation but required to attend school.

Approved: May 16, 2011

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

Section 4000 – Business Management

4300-R Student Transportation Management

4300-R

District transportation equipment shall be used only for the transportation of students to and from school and school-sponsored activities. Upon authorization of the Superintendent, adults may be permitted to ride school buses to school sponsored activities.

Student transportation shall be considered a privilege to be enjoyed by a student only as long as he/she accepts responsibility for his/her own conduct, carefully follows all rules and regulations, and positively responds to the directions and requests of the bus driver.

Bus Routes

Careful consideration shall be given to such conditions as safety and hazards, number and ages of students, kind and condition of roads, safe and convenient bus stops, economy of operation, and estimated time necessary to cover the routes. Routes are to be planned to keep individual riding distance and time to a practical minimum.

Distance Eligibility

Students who live greater than 1 mile from the school that they attend shall be eligible to be transported to school. Under normal conditions elementary students shall be expected to walk up to 1/2 mile and secondary students up to 1 mile to a bus stop. The Superintendent is authorized to make exceptions to these distances if safety conditions warrant.

Inclement Weather

Buses may run on paved roads only at the discretion of the Superintendent and/or Transportation supervisor.

Section 4000 – Business Management

4300-R Student Transportation Management

4300-R-2

Handicapped Students

A person identified by an educational planning and placement (EPPC) committee to be a “handicapped person” in accordance with R340.1702, who would otherwise be unable to participate in an appropriate special education program or service operated or contracted by the Intermediate School District, shall be eligible for only that additional transportation determined by the committee to be necessary for the person to participate.

Non-Public School Students

A student enrolled in a non-public school shall be eligible for transportation to the public school that the student would otherwise attend. This transportation shall be along the regular routes according to the same eligibility provisions and schedules in effect for public school students, except that the non-public school student shall then be eligible for transportation from the public school to the closest non-public school located in the District that the student is eligible to attend or to a point within the District from which he/she may have available transportation to the non-public school in accordance with state law.

When the District provides transportation to public school students of a given grade classification (other than for special education) attending public schools outside the District, non-public school students of the same grade classification shall then be eligible for transportation in the same general direction for approximately the same distance to non-public schools located outside the District.

Riding a Different Bus

Students who wish to ride a different bus for a specific purpose on a particular day may do so providing they present written permission from their parent(s)/guardian(s) to the Principal and receive approval. Students shall not be transported to different stops for birthday parties, social events or any program not sponsored by the District. The same policy shall apply to a non-bus student who on a specific occasion has a justifiable reason for riding a school bus to a specific destination.

Section 4000 – Business Management

4300-R Student Transportation Management

4300-R-3

Bus Driver Responsibilities

Bus drivers shall have such duties and responsibilities as prescribed by the Superintendent.

Unavailability of Buses

The transportation supervisor shall notify each building Principal any time it is necessary to reduce the number of buses transporting students home. The Principal shall notify the necessary staff members and shall then insure that the school telephones be monitored for at least one (1) hour and 15 minutes after the last bus departs.

Section 4000 – Business Management

4320 School Vehicles

4320

School buses or other District owned or leased vehicles shall not be loaned, leased, or subcontracted to any person, groups of persons or organizations except as allowed by law and subject to the Superintendent's approval.

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

All school vehicles shall be inspected annually.

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 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.

Records

Every bus or other vehicle driver of school vehicles shall keep accurate records pertaining to each vehicle assigned to him/her. The types of records shall be developed by the Superintendent.

Section 4000 – Business Management

4320 School Vehicles

4320-2

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 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 16, 2011

LEGAL REF: MCL 15.231 *et seq.*; 257.314; 380.1333; Michigan Department of Education, “Pupil Transportation Best Practices Bulletin”, August 10, 2006

Section 4000 – Business Management

4320-R School Vehicles

4320-R

Safety

Any student or other person riding in school buses who violates the rules of the District in regard to such passengers shall be reported to the proper administrative official. Violations of said rules by students or other such persons may result in disciplinary action by school officials.

Safety Inspection

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

Student Pickup/Drop Offs of Young 5's, Kindergarten and Other Elementary Age Children

Parents/Guardians are expected to:

- Have student(s) ready at least five (5) minutes before bus arrives at the driveway.
- Escort the student(s) to the bus and assist with boarding as required.

When student(s) are delivered home after school, parents/guardians are expected to:

- Be present to greet the student(s) at the bus stop.
- When the bus arrives, escort the student(s) off the bus.

If parents/guardians are not present at the bus stop when attempting to drop your student(s) off:

1. The bus driver will notify the Supervisor that no one was at the bus stop to greet the student(s). Supervisor will attempt to reach the parents/guardians to notify them they are bringing the student(s) to the Superintendent's Office.
2. The bus driver will take the student(s) to the Superintendent's Office.
3. The parents/guardians is/are responsible for picking up the student(s) at the Superintendent's Office. (ASAP)

Section 4000 – Business Management

4320-R School Vehicles

4320-R-2

4. Offenses

- First offense: Conference with building Principal
- Second offense: Off the bus for one (1) week
- Third offense: Off the bus for two (2) weeks.

(If problems continue, it will be left up to the parents/guardians to provide transportation for the remainder of year.)

Reminders:

- Call the Transportation Department (746-5130) if the student(s) will be absent. If the student(s) is/are absent three (3) consecutive days, the bus will not stop again until the parents/guardians calls to resume transportation.
- Notify the Transportation Department or Supervisor and the school office promptly of any address or telephone number changes. (IMPORTANT)
- Parents/Guardians – please remember it is your responsibility to get your student(s) loaded safely on the school bus, and to be present when they are dropped off the bus. Your cooperation and support will be greatly appreciated.

Student safety is #1 for everyone!

End of Route Vehicle Inspection

At the end of each route driven, every bus driver shall inspect the bus, van, or any other vehicle used to transport students to be certain that no students or other passengers remain in the vehicle. This requirement extends to mean that an inspection will occur any time a route has been run, be it a partial route interruption where the driver is “waiting” for students to return to the vehicle (such as on a field trip,) or the final run of the day or evening. In addition, an inspection of the vehicle will be done any time that the driver is to be absent from the vehicle for 10 minutes or more before the driver exits the bus whether at the end of the route or during an interruption in the route.

Section 4000 – Business Management

4320-R School Vehicles

4320-R-3

Records

Any record developed by the District for the purpose of monitoring vehicle use may include but will not be limited to the following information: miles driven each trip, gas and oil usage, purpose of the trip, destination, time departing and time of return. Such records shall be signed by each driver at the conclusion of each trip and submitted to the person responsible for collection of said records. An annual report tabulating such data in the record shall be used in the compilation of the District's budget. A copy of said annual report may be given to the Board upon request.

Housing of School Vehicles

All school vehicles shall be housed in areas designated by the Superintendent. Buses may be housed in the District's central storage area or assigned to a designated driver who may then house the bus at his/her private residence.

District cars or vans shall be assigned to a designated employee who shall then be responsible for the proper care, maintenance, and housing of the vehicle either at a District-owned site or at the employee's private residence.

Licensing

The Board shall ensure that all contracts with private transportation companies include standards and procedures related to the hiring and licensing of drivers.

Employees or volunteers driving school owned vehicles to transport students shall be required to authorize the School District to check the status of their license with the Michigan Secretary of State. No personnel with a DUI, DWI, or Reckless Driving conviction, or with more than 6 accumulated points, shall be permitted to transport students.

Section 4000 – Business Management

4350 Student Transportation in Private Vehicles

4350

Field Trips

In scheduling transportation for field trips, 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: An area career center, gifted and talented program, or dual enrollment program with an area junior college, college or university) parent(s)/guardian(s) of the student will be granted 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 16, 2011
LEGAL REF: MCL 257.57c

Section 4000 – Business Management

4350-R Student Transportation in Private Vehicles

4350-R

Field Trips

When private vehicles are used for field trips, the following requirements shall be met:

1. Only an adult (non-high school student) licensed driver shall be allowed to drive the vehicle. The health and driving quality of the driver shall also be taken into consideration;
2. The vehicle shall be equipped with seatbelts and the number of passengers limited to the number of seatbelts available. Seatbelts shall be used at all times by all passengers when the vehicle is in operation;
3. The vehicle shall be generally in good condition, particularly as it pertains to safety equipment such as brakes, horn, tires, lights, etc.;
4. Vehicle and driver shall be insured;
5. No open-type vehicle, such as a pickup or truck, shall be used for transporting students other than in the cab of the vehicle where proper seat belts can be used;
6. Non-ownership insurance as a secondary coverage may be carried by the District either on a permanent or temporary basis as determined by the Superintendent; and
7. A form verifying certain desired information to be signed by the driver of the vehicle shall be kept on file.

Student Self-Transportation

Parent(s)/Guardian(s) who seek permission for their son/daughter to provide their own transportation to other Board approved schools, District sponsored activities, or program sites shall file their request, in writing, with the Superintendent stating, specifically, the nature of their request. A separate form may be developed by the administration to facilitate the request.

Section 4000 – Business Management

4350-R Student Transportation in Private Vehicles

4350-R-2

In all cases, parent(s)/guardian(s) requesting permission for their son/daughter to self-transport shall be required to affirm and verify that:

1. The vehicle to be used is equipped with seatbelts that are operable and in good repair. Seatbelts shall be used at all times when the vehicle is in operation.
2. The vehicle shall be generally in good condition, particularly as it pertains to safety equipment such as brakes, horn, tires, lights, etc.
3. Vehicle and driver shall be insured and proof of insurance, along with a valid Michigan Driver's License, shall be presented prior to permission being given for student self-transport.
4. No other student "passengers" may be carried by the student under this policy and these rules without specific permission of the parent(s)/guardian(s) of all students involved with written notification to the Superintendent. Students found to be transporting other students, without having permission to do so, will have their permission for self-transportation revoked immediately.
5. The student shall maintain a driving record free of violations or infractions of the Michigan Vehicle Code. Violations such as tickets for speeding, reckless or careless driving, driving while intoxicated or the like, may result in immediate suspension of the permission to self-transport.
6. The Board of Education shall be held harmless from any claims, suits, liabilities, causes of action or responsibility of any type for any accidents, injuries or death connected with the permission for student self-transport, it being specifically understood that the parent(s)/guardian(s) and student involved assume total and complete responsibility for all liabilities connected to the permission for student self-transport.
7. A form verifying certain desired information to be signed by the driver of the vehicle shall be kept on file.

Section 4000 – Business Management

4365 Special Use of Transportation Services

4365

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, which 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. “For profit” organizations are prohibited from using school transportation equipment by law (MCL 380.1333.)

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 parent(s)/guardian(s) 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.

Section 4000 – Business Management

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 16, 2011

LEGAL REF: MCL 257.1865; 257.1867; 380.1332-1333

Section 4000 – Business Management

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 16, 2011

Section 4000 – Business Management

4430-R Personal and Business Transportation Services

4430-R

The use of privately owned vehicles for school business must be approved in writing by the Superintendent. The permission may be a standing permit for those who use their own cars regularly for school purposes.

Employees who use their privately owned vehicles for school business shall be required to maintain minimum insurance coverage for liability and property damage which shall be the primary coverage. The school non-ownership insurance shall provide the secondary coverage. School non-ownership coverage shall not apply unless the employee has been given the authorization described above.

Reimbursable mileage shall be according to a rate approved by the Board and the driver shall possess a valid Michigan driver's license before any reimbursement shall be made. In no instance shall mileage reimbursement be claimed for travel for any purpose other than for District business.

Employees are discouraged from transporting students for school purposes without permission from the parent(s)/guardian(s) and authorization by the Superintendent.

A student shall not be sent on school errands with his/her motor vehicle, an employee's motor vehicle, or a District-owned motor vehicle.

No teacher or other employee shall be authorized to drive a van or bus to transport students unless properly licensed and qualified to drive a bus as determined by the Michigan Department of Education.

When District-owned vehicles, which are equipped with seatbelts, are used to transport students, it is required that the number of passengers be limited to the number of seatbelts available and that seatbelts shall be used when the vehicle is operative.

Section 4000 – Business Management

4440 District Vehicle Idling Policy (Cf. 4050)

4440

This policy applies to the operation of all district-owned and/or contracted/leased school buses, delivery, or maintenance vehicles.

Exhaust from idling vehicles, especially those that burn diesel fuel, can accumulate in and around the vehicle and pose a health risk, to both children and drivers. Exposure to diesel exhaust can cause lung damage and respiratory problems. Diesel exhaust also exacerbates asthma and existing allergies, and long-term exposure is thought to increase the risk of lung cancer. Idling buses also waste fuel and financial resources.

It is the intent of the Board to eliminate unnecessary idling by District vehicles so that idling time is minimized in all aspects of school bus and other District vehicle operation. The Superintendent shall develop appropriate administrative rules to enforce this policy.

Approved: May 16, 2011

Section 4000 – Business Management

4440-R District Vehicle Idling Policy (Cf. 4050)

4440-R

Transportation, delivery, and maintenance staffs are to follow these rules when operating any District school bus, delivery, or maintenance vehicles:

- 1) When school bus drivers arrive at loading or unloading areas to drop off or pick up passengers, they should turn off their buses as soon as possible to eliminate idling time and reduce harmful emissions. The school bus should not be restarted until it is ready to depart and there is a clear path to exit the pick-up area. Exceptions include conditions that would compromise passenger safety, such as:
 - A. Extreme weather conditions – meaning an outside temperature of less than 30 degrees Fahrenheit.
 - B. Idling while standing in traffic
- 2) At the bus garage or other vehicle storage areas, idling time during early morning warm-up is to be limited to what is recommended by the manufacturer (generally 3-5 minutes) in all but the coldest weather (meaning 30 degrees Fahrenheit or less.)
- 3) Buses should not idle while waiting for students during field trips, extracurricular activities or other events where students are transported off school grounds.
- 4) In colder weather (less than 30 degrees Fahrenheit,) schools are directed to provide a space inside the school where bus drivers who arrive early can wait.
- 5) In colder weather (30 degrees or less,) if the warmth of the bus is an issue, idling is to be at a very minimum and occur outside the school zone. The “warmed” bus is to enter the school zone as close to pick-up time as possible to maintain warmth and then shut down.
- 6) All District service or delivery vehicles shall turn off the engines after arriving to make deliveries to, or perform maintenance of, school buildings.
- 7) Transportation staff are directed to revise bus schedules so that school bus caravanning can be avoided and the cleanest buses are assigned to the longest routes.

Section 4000 – Business Management

4440-R District Vehicle Idling Policy (Cf. 4050)

4440-R-2

- 8) All transportation, delivery and maintenance staff, and building Principals shall be reminded of these rules at the beginning of every school year.
- 9) A copy of these rules shall be posted in a prominent place in District facilities so that all transportation, delivery, and maintenance staff can view them with ease.

Section 4000 – Business Management

4450 Food Service Management

4450

A school breakfast, lunch, and supplemental milk program shall be made available to all full time students enrolled and in regular attendance in the school District.

A food service supervisor will be hired by the Board to oversee the District's lunch services.

The Board shall participate in the surplus foods program operated under the U.S. Department of Agriculture. The Superintendent shall determine the extent of participation based upon need and economic feasibility.

A system of accounts shall be designed and be operative which sets forth separately all revenues and disbursements of the food service operation as required by law and for management information purposes.

It should be the financial objective of the food service program to maintain fiscal operations on at least a break-even basis. Daily breakfast and lunch fees shall be set by the Board to cover actual costs of providing meals, milk, and accessories, including supervision, less the amount of food and financial assistance received from federal, state, and other sources for meals and milk.

Free and reduced price breakfasts and lunches shall be provided to eligible students according to standards as prescribed by the U.S. Department of Agriculture. The Superintendent shall make provisions to ensure that information contained in the application for eligibility is kept confidential, and that students receiving free or reduced price breakfasts, lunches or milk are not discriminated against.

Students eligible for free or reduced price breakfasts and lunches shall not be required to work in the lunch program to an extent more than other students in the school.

The Superintendent shall provide avenues for parent(s)/guardian(s) and student participation in the planning and evaluating of school breakfasts, lunches and other foods dispensed upon school premises.

Section 4000 – Business Management

4450 Food Service Management

4450-2

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

The Board will ensure that the District complies with USDA regulations as they pertain to competitive food services and the sale of Foods of Minimal Nutritional Value (FMNV).

Approved: May 16, 2011

LEGAL REF: MCL 380.1272-1272d; 42 USC 1779(b); 7 CFR 210.11; 7 CFR 220.12

Section 4000 – Business Management

4450-R Food Service Management (Cf. 3660)

4450-R

Administration

Building Principals shall be responsible for developing rules and regulations in their buildings in order to administer the food service program effectively. Procedures for collection of money, controlling students, and reporting shall be established on a building level in accordance with requirements established by the Superintendent.

Development of Menus

The food service Director is responsible for preparing a nutritionally adequate menu in compliance with state and federal regulations at least one week in advance and having it published in the local newspaper. The menu for each day must be served as published except in extreme emergencies.

Food Purchasing

Since food service purchasing is a daily operation, the person in charge of the food service program shall be permitted to order on a predetermined basis as needed.

Bids will be taken on all items possible in compliance with Board policy and administrative regulations on purchasing. Bids shall be taken annually on milk and bread. (Cf. 3660)

The food service Director shall be responsible for supplying the business office with minimum quantities for all items to be bid and for developing specifications for each item.

An inventory of food and supplies shall be taken by the 30th of each month and sent to the business office within the first two days of the following month.

Once the provision of an item has been awarded to a vendor for a specific period, all purchases of that item shall be made from that vendor unless said vendor cannot supply the item.

Section 4000 – Business Management

4450-R Food Service Management (Cf. 3660)

4450-R-2

The Superintendent will ensure that materials that have been declared by the USDA to be Foods of Minimal Nutritional Value (FMNV); such as but not limited to, soft drinks, hard candies, gum, non-juice Popsicles, are not available for sale or distribution to students in the identified school food service areas during school breakfast and lunch periods. Machines that dispense FMNV and are located in an identified school food services area shall be inoperable during the school breakfast and lunch periods. FMNVs are not to be included as part of the reimbursable breakfast or lunch unit.

Any funds used from the school food service account (SFSA) to purchase FMNV for sale outside a meal period or outside a food service area during meal periods, such purchases must be self-sustaining.

Section 4000 – Business Management

4460 Food Allergies

4460

Dealing with Food Allergic Students

The Climax-Scotts School District takes food allergies seriously. We understand that food allergies can be life threatening. Recognizing that the risk of accidental exposure to foods can be reduced in the school setting, we are committed to working with students, parent(s)/guardian(s), and physicians to minimize risks and provide a safe educational environment for food-allergic students.

Accordingly, the Superintendent shall direct the person in charge of food service programs to act affirmatively and work closely with parent(s)/guardian(s) to assure that the dietary needs of food-allergic students are taken into consideration in menu planning for the District's food service programs.

Approved: May 16, 2011

LEGAL REF: The Food Allergy & Anaphylaxis Network's (FAAN) School Food Allergy Program.

Section 4000 – Business Management

4460-R Food Allergies

4460-R

Administrative Regulations

In order to help assure that the needs of food-allergic students are met in the District's food service programs, the Superintendent and person in charge of the District's food service programs shall:

1. NOTIFY PARENT(S)/GUARDIAN(S) OF THEIR RESPONSIBILITY TO:
 - Notify the school of their child's allergies.
 - Provide written medical documentation, instructions, and medication as directed by a physician. Include a photo of the child on written form.
 - Work with the school team to develop a plan to accommodate the child's needs to include time in the classroom and cafeteria, as well as an emergency action plan.
 - Replace medications after use or upon expiration.
 - Educate the child in the self-management of their food allergy including:
 1. Safe and unsafe foods
 2. Strategies for avoidance of exposure to unsafe foods
 3. Symptoms of allergic reactions
 4. How and when to tell an adult they may be having an allergy-related problem
 5. How to read food labels (if age appropriate)
 - Review policies after a reaction has occurred.
2. ASSURE THAT THE DISTRICT HAS TAKEN ALL NECESSARY STEPS TO:
 - Review the health records submitted by parent(s)/guardian(s) and physicians.
 - Not exclude students from school activities solely based on child's food allergy.

Section 4000 – Business Management

4460-R Food Allergies

4460-R-2

- Identify a core team of, but not limited to, teacher, Principal, cafeteria manager, and counselor* to work with parent(s)/guardian(s) to establish prevention policies. All policy decisions about food allergy management should be made with core team participation. (*If available)
- See to it that everyone who interacts with the student on a regular basis understands food allergies, can recognize common symptoms, knows what to do in an emergency, and works with other District personnel to work toward eliminating the use of food allergens in the allergic student's classroom as educational tools, arts and crafts projects, or incentives.
- Cooperate with the Principal to be sure medications are appropriately stored, see that an emergency kit is available, that contains a physician's standing order and epinephrine, and that medications are kept easily accessible to designated staff.
- Designate school personnel who can administer medications.
- Always be prepared to handle a reaction and ensure that there is a staff member available who can administer medications during the school day regardless of time or location.
- Review policies after a reaction has occurred.
- Work with the administrator in charge of transportation to see that school bus driver training includes symptoms awareness and what to do if a reaction occurs.
- Recommend that all buses have communication devices in case of an emergency.
- Enforce no eating on school buses.
- Discuss field trips with family to decide how to handle them.
- Follow state/District guidelines regarding sharing medical information about the student.

Section 4000 – Business Management

4460-R Food Allergies

4460-R-3

3. SHALL INFORM PARENT(S)/GUARDIAN(S) AND DISTRICT STAFF THAT:
- To get suggestions that are more detailed for implementing these objectives and creating a specific plan for each individual student in order to address his or her particular needs, they should refer to The Food Allergy & Anaphylaxis Network's (FAAN) School Food Allergy Program.
 - The School Food Allergy Program has been endorsed and/or supported by the Anaphylaxis Committee of the American Academy of Allergy Asthma and Immunology, the National Association of School Nurses, and the Executive Committee of the Section on Allergy and Immunology of the American Academy of Pediatrics.
 - Inform parent(s)/guardian(s) and staff that FAAN can be reached at: 800/929-4040.

Section 4000 – Business Management

4470 Bidding the Food Service Program (Cf. 3660)

4470

The Board shall contract with a reputable food service supplier(s) to provide food supplies within the District.

Said service shall be advertised for bid at least every three years. The agreement with the successful bidder shall continue for one year with options for the yearly renewal of the contract not to exceed two additional years.

Awards shall be made by the Board and shall be based upon the fees charged, experience, reputation and financial stability of the bidder as well as compliance with the format, terms and conditions of the Invitation to Bid. The procedure for bids shall be the same as outlined in Policy 3660.

Approved: May 16, 2011
LEGAL REF: MCL 380.1272

Section 4000 – Business Management

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 5 years or less, if financial resources allow. 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 plan shall be considered by the Board as a part of the annual budgeting process.

Section 4000 – Business Management

4500 Technology (Cf. 8940, 2810)

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, which ensure the security, safety, and confidentiality of District or Personally Identifiable Information (PII) data. Access to District or PII data in any form, including use of the database by students, staff, and volunteers, 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, which 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 16, 2011
LEGAL REF: MCL 15.231 *et seq.*

Section 4000 – Business Management

4500-R Technology

4500-R

New Programs

Pilot technology programs may be generated by students, teachers, administrative staff, Board members, or members of the community at large. Prior to consideration of a pilot project, the person(s) desiring to lead the project must submit to the Superintendent or building Principal a detailed project proposal and plan, which must include the following:

- The need for the project, its rationale, and goals.
- A description of the project, including participants and anticipated benefits or outcomes.
- An itemized list of District support required (financial and otherwise), including hardware and software needs, classroom requirements, staffing, parent(s)/guardian(s) support, in-service and training expenses.
- A list of other Districts, schools, or business that have implemented a similar project successfully and who may be used as a resource.
- A plan for evaluation and monitoring of the project.
- A preliminary plan for expanding the pilot project into a regular District program or offering, including “ballpark” cost estimates.

Upon submission of a pilot proposal, the administrator shall review the proposal and its alignment with District goals and objectives, suggest modifications, and make a recommendation to the Superintendent, who may in turn make a recommendation to the Board.

In establishing pilot programs, cooperation with outside agencies, especially local universities, is encouraged. Project leaders should consider the cost-effectiveness of using outside consultants for in-service training and support.

Section 4000 – Business Management

4500-R Technology

4500-R-2

When a project is substantially in place and has been demonstrated successful at another school or District, the Superintendent may choose to recommend the implementation of the program without an in-District pilot, provided substantive and complete materials from the other school or District are available along with consultation and support.

Upgrades

District computer equipment shall be depreciated over no longer than a 5-year schedule. Each year, the District shall replace at least one-fifth of its computer hardware by installing new equipment in critical areas requiring current hardware, and moving older equipment to other applications in the District as appropriate. Additional funds may be allocated to expand computer resources in accord with pilot studies.

District computer software shall be depreciated over no longer than a 3-year schedule. Each year, the District shall order upgrades of software as appropriate and necessary for school operations, and shall allocate funds for the purchase of new software in line with District objectives.

Generally, a third of the funds allocated to technology upgrades and improvement should go to hardware and a third to software; the remainder should be allocated for training and development of curriculum and support materials.

The Superintendent shall develop a process for preparing the annual technology plan to present it to the Board in advance of the preparation of the general budget. The process shall consider the recommendations of District system administrators, administrative and support staff, students, and community members.

Section 4000 – Business Management

4500-R Technology

4500-R-3

The technology plan for the current year must provide flexibility to deal with rapid changes in the field, and should project District needs for 3-5 years into the future.

Data Management (Cf. 2810, 8940)

The acquisition, upgrade, and necessary support of District data management facilities shall be included in the development of the annual technology plan submitted to the Board. Any new database software or hardware must provide for appropriate security, and must offer a simple mechanism for the export of subsets and summaries of the data in a text format, in accord with Board policies on records. Where possible, the person(s) setting up a database should offer preset forms for excising confidential information fields from records during export, to facilitate District responses to requests for records. Student records database(s) maintained by the District shall include record fields that allow for the recording of non-District personnel requesting access to a student's records, in accord with Board policy on student records and Michigan law.

The system or database administrator at each site is designated custodian for electronic records. All District database records shall be secured by a multi-level password system or equivalent, which allows the system administrator to control who has read-only, read-write, and full control over records and/or features in the database. Persons authorized to access a database shall be informed of proper security procedures with regard to passwords, and shall be required to change their password on a regular basis. Requests by a staff member for access to specific data outside of what is required for that staff member's day-to-day job must be directed to the system administrator. At no time shall a person who is not a regular employee of the District be given a password or otherwise allowed to access any District database directly. Persons who knowingly allow non-employees, including volunteers or students, to use their password for database access may be subject to discipline.

Section 4000 – Business Management

4500-R Technology

4500-R-4

Each custodian for electronic records shall secure the records by making and maintaining back-up copies of the data on an ongoing basis. Data, which is updated frequently, should be backed up at the end of each day, and the daily backups made should be retained for two weeks before being re-used to insure against data corruption, which is not detected immediately. In addition to the daily backups, two full backups should be made on a weekly or biweekly basis, with one backup stored off-site to guard against fire or theft loss. Automatic server-based backup systems are encouraged where practical.

Education and Instruction

All District introductory computer classes, media center computer orientations, and classroom computer orientations shall include instruction on the ethics of computer use as an integral part of the curriculum or orientation. Such instruction shall include explanation and familiarization with the District's policy on computer and network use, and may include a computer code of ethics or other statement of ethical expectations of students. Examples or ethical case studies are highly recommended to help students develop good judgment when confronted by choices during their use of District technology.

Games

Commercial arcade-style games where success is substantially related to physical skill, coordination, and reaction time are not permitted on school computer equipment. Students who as a personal or class programming assignment write an arcade-style game, however, may use school equipment for programming, testing, and debugging at the discretion of the system administrator. Games written by students, or commercial games that are substantially dependent on reasoning skills, problem solving, strategy, critical thinking, or knowledge may be allowed on school equipment as long as their use is not disruptive to the learning environment.

Section 4000 – Business Management

4500-R Technology

4500-R-5

At all times, students and staff who have need of school technology for work related to a class assignment or other curricular project shall have priority over all other users. Staff, and students who are pursuing personal academic research, shall have priority over persons using games.

Section 4000 – Business Management

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. 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 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. Electronic mail in personal accounts will not generally be inspected by school officials without the consent of the sender or a recipient, except as required to investigate complaints, which allege a violation of the District's rules and policies.

Section 4000 – Business Management

4510 Computer Network (Cf. 4520)

4510-2

Student electronic mail and electronic storage space, which 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 is required for a core curricular class, no fees may be charged of a student for the duration of that class.]

Privacy

The School District may collect and store Personally Identifiable Information (PII). In the event PII is collected, all information shall be secured in accordance with Board policies 5180 - Unauthorized Release of Information and 8940 - Student Records.

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, parent(s)/guardian(s), staff, and Board members.

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

Section 4000 – Business Management

4510 Computer Network (Cf. 4520)

4510-3

- 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.
- The District computer equipment shall not be used for commercial purposes by any user, or for advertisement or solicitation without prior written approval from the Superintendent.
- 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.
- Users may 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 that 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 other than non-violent civil disobedience.

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.

Section 4000 – Business Management

4510 Computer Network (Cf. 4520)

4510-4

Children’s Internet Protection Act (CIPA)

The Board of Education will provide students, staff, volunteers, and other authorized users access to the District’s technology resources, including its computers and network resources, in a manner that encourages responsible use. It is also the policy of the Board to comply with the Children's Internet Protection Act (“CIPA”). As required by the CIPA, the Board directs the District’s administration to:

- Monitor minors’ online activities and use technology protection measures on the District’s computers with internet access to block minors’ access to visual depictions that are obscene, that constitute child pornography, or that are “harmful to minors.” The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- Use technology protection measures on the District’s computers with internet access to block all access to visual depictions that are obscene or that constitute child pornography. The technology protection measures may be disabled by an authorized staff member, during adult use, to enable access to bona fide research or for other lawful purposes. The Board designates the District Technology Coordinator to determine which staff members are authorized to disable the protection measures.
- Educate minors about appropriate online behavior, including interacting with other people on social networking websites and in chat rooms and cyberbullying awareness and response.
- Prohibit access by minors to inappropriate matter on the Internet.

Section 4000 – Business Management

4510 Computer Network (Cf. 4520)

4510-5

- Prohibit unauthorized access, including so-called “hacking,” and other unlawful activities by minors online;
- Prohibit the unauthorized disclosure, use, and dissemination of personal identification information regarding minors;
- Restrict minors’ access to materials that are “inappropriate for minors.” The Board defines materials that are inappropriate for minors to include: Visual depictions that are obscene, that constitute child pornography, or that are “harmful to minors.” The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- Encourage the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communication.

The Board designates and directs the District Technology Coordinator to take all steps necessary to implement this policy and to otherwise comply with the CIPA.

The Board directs the District Technology Coordinator to develop, review, and revise as necessary an acceptable use agreement that must be signed by all users of the District’s technology resources before the user will be allowed to use the technology resources. Different acceptable use agreements may be developed based on the user’s status. At a minimum, the District Technology Coordinator will develop (1) an acceptable use agreement to be signed by adult users, including employees, volunteers, and board members; (2) an acceptable use agreement to be signed by students in grades Y5’s and above and their parents/guardians; and (3) an acceptable use agreement to be signed by students in grades 12 and below and their parents/guardians.

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4510 Computer Network (Cf. 4520)

4510-6

The acceptable use agreements must be consistent with this Board policy and must include, at a minimum:

- A statement that the use of the technology resources is a privilege that may be revoked at any time.
- A statement that a user has no expectation of privacy when using the technology resources.
- Provisions to protect the integrity of the technology resources, including a requirement that each user only access the technology resources by using his or her assigned user name and password.
- A statement that the technology resources may not be used to bully other people.
- A statement that misuse of the technology resources may result in loss of access to the technology resources and potential disciplinary action.
- A list of what constitutes “misuse” of the technology resources.
- A statement that the District does not guarantee that the technology resources will be error free or uninterrupted.
- A requirement that users report any material that makes them feel threatened, harassed, or bullied.
- A release of all claims and liabilities against the District for use of the technology resources.

Limiting Access

The administration may make use of technology, which attempts to block access by individual users to networked computers, data, or services that provide content, which, 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.

Section 4000 – Business Management

4510 Computer Network (Cf. 4520)

4510-7

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.

Use of Computers in a School District Library

The Board, pursuant to state statute, requires when a school District library offers use of the Internet or a computer, computer program, computer network, or computer system to the public, that access to minors be restricted in the following manner:

Utilize a system or method that is designed to prevent a minor from viewing obscene matter or sexually explicit matter that is harmful to minors. To accomplish this, a library may use passwords and/or filters that restrict Internet access for those less than 18 years of age.

The Superintendent will develop rules concerning library Internet access in compliance with state law.

Approved: May 16, 2011

Revised: June 25, 2012

LEGAL REF: MCL 397.606; PL 106-554

Section 4000 – Business Management

4510-R Computer Network

4510-R

Planning and funding for computer networking in the District shall be handled in accord with the District's policy and rules on technology.

Supervised Use

Teachers are encouraged to use the District network in researching material for classes, collaborating with colleagues, developing innovative approaches, or otherwise enhancing their background, skills and teaching. Teachers are encouraged to make use of the District network in their classes when the use of this resource enhances the education of students, is appropriately supervised, and is consistent with District goals and objectives. School administrators shall monitor technology use in the curriculum to ensure its effectiveness and develop ideas for further in-service instruction of staff.

Any staff member who becomes aware of student network use in violation of the District's acceptable use rules shall refer the incident to the system administrator for action, and may remove the student from the computer.

Personal Accounts

No student, staff, or Board member network account shall be activated until the individual has submitted a District request for network access contract and been notified of the District rules for acceptable use of the network. Upon receipt of the contract, the system administrator will provide account, password, and other log-on information and instruction, including an initial disk space allocation where appropriate. Users may request additional disk space, which may be provided by the system administrator according to availability and priority of the use.

Section 4000 – Business Management

4510-R Computer Network

4510-R-2

Violations of Conditions

Upon receiving notification of a violation of District rules or policies, the system administrator may suspend or terminate a staff member or student's personal account. The system administrator may access all relevant files of the user in attempting to determine the veracity and/or the extent of the violation.

System Integrity and Security

Computer file servers containing student records, employee records, or other sensitive administrative documents shall be maintained on an independent network separated by an electronic “firewall” from unauthorized access by outside entities, including student users. If dial-in access is permitted to this equipment, that number will not be published.

All users, particularly staff, shall be instructed in password security. Passwords in general should not be (solely) English words available in common electronic dictionaries, nor should they be based on information, which is readily associated with the user (addresses, phone number, favorite flower, etc.). The system administrator may require a user to change a password if it fails to meet these criteria, or may issue randomly generated passwords to all users. Staff passwords should be changed every three months.

No user in a District building should leave a computer that is logged on to the network unattended, and all users should promptly report any suspected breach of security or data integrity to the system administrator.

District Web Page(s)

Guidelines for Construction of Climax-Scotts Public Schools WWW pages:

Purpose: District web pages should promote a positive image of the District and its programs. Web pages should facilitate and enhance the communication and educational goals of the District in a timely and professional manner.

Section 4000 – Business Management

4510-R Computer Network

4510-R-3

Responsibility: The Director of Technology is responsible for overseeing the content and design of all District web pages. The building Principals and/or their designees are responsible for developing web pages and content for their buildings and programs. The building Principals and/or their designees are responsible for entering data and uploading web pages. A Web Page Committee with a membership selected by the Superintendent, Director of Technology, and the building Principal(s) is/are responsible for developing guidelines and acting in an advisory capacity regarding all aspects of web page design and content.

Guidelines: These guidelines have been developed to ensure consistent quality and appropriate content of Climax-Scotts Community Schools' web pages.

1. District web pages will be posted only on the District's server providing Internet access to the District as negotiated by the Director of Technology. No "personal" or private web pages representing the District shall be allowed. (Example: A school "club" or individual classroom that might wish to post a web page via twisted pair telephone lines or through a "private/personal" home page would be disallowed.) Any staff member or students violating this rule shall be subject to disciplinary action under the student code of conduct or applicable collective bargaining agreements.
2. The home page of each school and/or school program will present a consistent appearance. Contents, menus, background colors, heading styles, fonts, point sizes, buttons, icons, page sizes, and other graphic and design elements should create unity within the array of the District's building and program pages.
3. Web pages will strive for high standards of professionalism with current and accurate information; correct grammar and spelling; and with no inappropriate reference to race, gender, religion, politics, alcohol, drugs, firearms, or sex.
4. District web pages shall be free of all advertising and/or promotion of causes inappropriate to a public school educational setting.

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4510-R Computer Network

4510-R-4

5. No copyrighted text, graphics, or sound files will be used on District web pages without the express consent of the originator. It must be assumed that everything is copyrighted unless otherwise stated.
6. All updated and new pages must be proofread by someone other than the author/typist prior to uploading. Making sure the information is proofread is the responsibility of the person doing the uploading.
7. All links must be verified by someone other than the author/typist prior to uploading. This verification is the responsibility of the person doing the uploading.
8. Web pages linked from District web pages must have educational or school related value and be free of inappropriate references as stated in 3 and 4 above.
9. Permission of the parent(s)/guardian(s) must be on file prior to using a student's photo, name, and/or original work on the Internet (see attached form). Directory information of students (address, telephone number, and other personal information) will not be indicated on District web pages or used, in any form, on any District web page.
10. District pages that provide links to off-site web sites will include a disclaimer:

"Climax-Scotts Community Schools make every effort to provide a high quality web site with information and links that facilitate the accomplishment of our educational mission. Because of the unpredictable nature of the Internet however, we cannot be responsible for the content of pages not directly linked to this web site."

***Climax-Scotts Community Schools
Technology Code of Ethics
Staff/Employees/Faculty/Students***

Use of technology at Climax-Scotts Community Schools is a privilege extended to students, faculty, and staff to enhance learning and exchange information. Each user of technology will have the right to use all authorized hardware and software for which they have been trained. Each user of technology shall read the following ***Technology Code of Ethics***, and sign the User's responsibility declaration form prior to accessing and using technology.

RESPONSIBILITIES

- Users are responsible for utilizing technology in the school only to facilitate learning and to enhance educational information exchange consistent with the purposes of the school.
- Users are responsible for properly using and caring for that hardware and software which they have been trained to use and refraining from using any technology for which they have not received training.
- Users are responsible for adhering to the rules established by the facilitator for use of the hardware, software, labs, and networks in the school.
- Users are prohibited from using diskette drives, CD-ROM drives, and hard drives for use of any computer, except with permission of the technology facilitator and only when that user has received training on virus checking procedures.
- Users are prohibited from knowingly installing computer viruses on school equipment.
- Users are responsible for keeping hardware and software from being relocated, removed from school premises, or modified without permission from the facilitator.
- Users are responsible for adhering to the printer use guidelines established by the facilitator.

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4510-R Computer Network

4510-R-6

- Users are responsible for maintaining the privacy of passwords and are prohibited from publishing or discussing passwords. Any attempts to use or modify the password of another user will result in disciplinary action.
- Users are responsible for maintaining their files using their unique user ID's or home directories. Any attempts to use, modify, copy or delete files from another user's home directory will result in disciplinary action.
- Users are responsible for all material received via outside sources under his/her user account. Users also accept responsibility for avoiding all inappropriate files, or files dangerous to the integrity of the school's network, equipment, or software from entering the school.
- Users must acquire permission of the facilitator before subscribing to any on-line activities such as list serves, newsgroups, etc.
- Users are responsible for maintaining the integrity of the electronic mail (e-mail) system reporting any violations of privacy, and making only those e-mail contacts which facilitate learning and enhance educational information exchange or otherwise approved by the facilitator.
- Users are responsible for adhering to the copyright guidelines in the use of hardware and software and in the transmission or copying of text or files.
- Users are prohibited from using the technology for product advertisement, personal business or profit, or for making any financial commitments on any on-line services.
- Users are prohibited from the malicious use of technology to disrupt the use of technology by others, to harass or discriminate against others, and to infiltrate unauthorized computer systems.
- Users are prohibited from loading personal software in any form on any computer, unless permission is received from the facilitator.

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4510-R Computer Network

4510-R-7

- Users are prohibited from entering or exiting any software application in any manner other than the manner in which they have been trained by the school.
- Users are responsible for logging in and exiting all computers using the established menus and/or user operating system.
- Users are prohibited from bringing food, drink, or gum near the equipment.
- During school hours, teachers may use computer labs and/or classroom and media center terminals for educational purposes except when computers are scheduled for student use.
- Outside of school hours, any family members and friends accompanying staff members must stay with that staff member at all times and are not allowed to use any equipment except with permission of the facilitator.

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4510-R Computer Network

4510-R-8

Computer Use Guidelines

1. No personal programs are to be stored or placed on the hard drive of a computer or the file server. This includes games.
2. No deleting of files other than your own.
3. All data must be saved on your own removable storage media or your account on the file server. Do not save data on the hard drive of a computer.
4. All disks from home or used at home must be checked for viruses.
5. Do not use another person's file server account unless you have permission.
6. Do not play games during class.
7. Do not bring copyrighted programs into the labs unless you own them. Shareware games must be registered in the specified time frame by the author. You will be asked to bring in proof of ownership and registration.

The following are not permitted:

- Sending or displaying offensive messages or pictures.
- Using obscene language.
- Harassing, insulting or attacking others.

Consequences

1. Any time that is required to replace or repair files that are damaged will result in suspended computer rights or other disciplinary action and the fees required to remedy the problem.
2. Improper use of the computer or file server accounts may result in suspended computer rights, possible termination of the file server account, or other disciplinary action.

If the offense violates criminal law, the crime will be reported to the proper law enforcement agency.

Climax-Scotts Community Schools**Use of Microcomputer Software**

1. The School District licenses the use of computer software from a variety of outside companies. It does not own this software or its related documentation and, unless authorized by the software developer, does not have the right to reproduce it.
2. With regard to use on local area networks or on multiple machines, School District employees shall use the software only in accordance with software license agreements.
3. Software programs purchased for use by the School District may not be copied for use on home computers unless authorized by the building Principal or the Director of Technology and in accordance with license provisions. Under the Copyright Act, the School District has a right to make a backup copy of a software program if such a copy is not provided.
4. School District employees learning of any misuse of software or related documentation within the school shall notify the building Principal or Director of Technology.
5. According to the U.S. Copyright Law, illegal reproduction of software can be subject to civil damages of as much as \$100,000 and criminal penalties, including fines and imprisonment. School District employees who make, acquire, or use unauthorized copies of computer software shall be disciplined as appropriate under the circumstances. Such discipline may include termination. Climax-Scotts Community Schools does not condone the Illegal duplication of software.
6. The Director of Technology will be given written notification by employees who purchase software for use on school computers. This notification must include the location of the computer on which the software is installed, the name of the program, and a copy of the license agreement.

Section 4000 – Business Management

4510-R Computer Network

4510-R-10

- The original diskettes, manuals, and license agreement should remain in the room where the software is installed. The District cannot support personal software purchases.
7. Software donated to the school by students, parents/guardians, companies, or organizations must be accompanied by the original diskettes, all documentation, and the user license agreement. The use of public domain software and shareware is permissible. Any fees required for the use of shareware must be submitted by the user. Donated software, as well as public domain and shareware software, must be scanned for viruses before use.
 8. All software loaded on file server and/or workstation hard drives must be approved and installed by the Director of Technology or his/her designee.
 9. I am fully aware of the software protection policies of the Climax-Scotts Community Schools and agree to uphold them.

Climax-Scotts Community Schools
Agreement for Acceptable Use of Technology Resources
Students Grades: Y5's - 5

<u><i>Climax-Scotts Elementary School</i></u>	
<i>Building/Program Name</i>	<i>Student Name</i>

I understand that I may sometimes be permitted to use the District's computers, electronic devices, and Internet at school and at home. To use computers, electronic devices, or the Internet, I understand that I must follow school rules for computer and Internet use. I promise that:

- I will only use the computers, electronic devices, and Internet for school work.
- I will only use the computers, electronic devices, and Internet when my teacher or other school employee tells me that I am allowed to use the computers, electronic devices, and Internet.
- I will not use the Internet to try to look at websites that I know are for adults only or that I know I shouldn't access.
- If I accidentally access a website that I know I shouldn't look at, I will tell my teacher or other school employee right away.
- If someone sends me something on the Internet that I know is inappropriate, I will tell my teacher or other school employee right away.
- I will not use the computers, electronic devices, or Internet to bully or harm any other person.
- If someone else uses the computers, electronic devices, or Internet to bully or harm me, I will tell my teacher or other school employee right away.
- I will not damage the computers, electronic devices, or cause problems with the computers, electronic devices, or Internet on purpose.
- I will not use the computers, electronic devices, or Internet to cheat on my schoolwork.
- I will not copy anything that I see on the computers or Internet and pretend that it is my own work.
- I will keep my password secret from all other students.
- I understand that the school can see everything that I do on the computers, electronic devices, and Internet.

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4510-R Computer Network

4510-R-12

- I understand that the school has filters on the computers, electronic devices, and Internet, which means I might not be able to see some information. I will not try to interfere with those filters.
- I will follow all of these rules. I will also follow any directions that my teacher or other school employee gives me about my use of the computers, electronic devices, or the Internet.

I understand that if I break any of these rules, I may be disciplined, and I may also lose my computer, electronic device, and Internet privileges.

Student Signature

Date

I have read this Agreement and agree that as a condition of my child’s use of the District’s technology resources, which include (1) internal and external network infrastructure, (2) Internet and network access, (3) computers, (4) servers, (5) storage devices, (6) peripherals, (7) software, and (8) messaging or communication systems, I release the District and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my child’s use or inability to use the technology resources. I also indemnify the District and its board members, agents, and employees, including its Internet Service Provider, for any fees, expenses, or damages incurred as a result of my child’s use, or misuse, of the District’s technology resources.

I have explained the rules listed above to my child.

I authorize the District to consent to the sharing of information about my child to website operators as necessary to enable my child to participate in any program, course, or assignment requiring such consent under the Children's Online Privacy Protection Act.

I understand that data my child sends or receives over the District’s technology resources is not private. I consent to having the District monitor and inspect my child’s use of the technology resources, including any electronic communications that my child sends or receives through the technology resources.

I understand and agree that my child will not be able to use the District’s technology resources until this Agreement has been signed by both my child and me.

I have read this Agreement and agree to its terms.

Parent/Guardian Signature

Date

**Climax-Scotts Community Schools
Agreement for Acceptable Use of Technology Resources
Students Grades: 6 and above**

Climax-Scotts Jr./Sr. High School

Building/Program Name

_____ *Student Name*

This Agreement is entered into on: _____

This Agreement is between _____
("Student" or "User") and the Climax-Scotts Community Schools ("District")

The purpose of this Agreement is to grant access to and define acceptable use of the District's technology resources ("Technology Resources"). Technology Resources are any type of instrument, device, machine, equipment, technology, or software that is capable of transmitting, acquiring, or intercepting, any telephone, electronic, data, internet, audio, video, or radio transmissions, signals, telecommunications, or services, and include without limitation (1) internal and external network infrastructure, (2) Internet and network access, (3) computers, (4) servers, (5) storage devices, (6) peripherals, (7) software, and (8) messaging or communication systems.

In exchange for the use of the District's Technology Resources either at school or away from school, you understand and agree to the following:

- A. Your use of the District's Technology Resources is a privilege that may be revoked by the District at any time and for any reason.
- B. You have no expectation of privacy when using the District's Technology Resources. The District reserves the right to monitor and inspect all use of its Technology Resources, including, without limitation, personal e-mail and voice-mail communications, computer files, data bases, web logs, audit trails, or any other electronic transmissions accessed, distributed, or used through the Technology Resources. The District also reserves the right to remove any material from the Technology Resources that the District, at its sole discretion, chooses to, including, without limitation, any information that the District determines to be unlawful, obscene, pornographic, harassing, intimidating, disruptive, or that otherwise violates this Agreement.
- C. The Technology Resources do not provide you a "public forum." You may not use the Technology Resources for commercial purposes or to support or oppose political positions or candidates unless expressly authorized in advance by a teacher or administrator as part of a class project or activity. You may, however, use the Technology Resources to contact or communicate with public officials.

- D. The District's Technology Resources are intended for use only by registered users. You are responsible for your account/password and any access to the Technology Resources made using your account/password. Any damage or liability arising from the use of your account/password is your responsibility. Use of your account by someone other than you is prohibited and may be grounds for suspension from the Technology Resources and other disciplinary consequences for both you and the person(s) using your account/password.
- E. You may not use the Technology Resources to engage in bullying, which is defined as: Any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more pupils either directly or indirectly by doing any of the following:
- a) Substantially interfering with educational opportunities, benefits, or programs of one or more pupils;
 - b) Adversely affecting the ability of a pupil to participate in or benefit from the educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress;
 - c) Having an actual and substantial detrimental effect on a pupil's physical or mental health; or
 - d) Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Use of other communication/messaging devices (including devices not owned by the District) to engage in bullying may be grounds for discipline under the District's Jr./Sr. High School Student/Parent Handbook.

- F. If you misuse the Technology Resources, your access to the Technology Resources may be suspended and you may be subject to other disciplinary action, up to and including expulsion. Misuse includes, but is not limited to:
1. Accessing or attempting to access material that is "harmful to minors." Material that is "harmful to minors" includes any picture, image, graphic image file, or other visual depiction that (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole lacks serious literary, artistic, political, or scientific value as to minors.

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4510-R Computer Network

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2. Accessing or attempting to access material that is unlawful, obscene, pornographic, profane, or vulgar.
3. Accessing or attempting to access material that is inappropriate for minors. Material that is inappropriate for minors is defined as:
4. Bullying (as defined in paragraph E).
5. Sexting, which includes, without limitation, possessing, sending, or distributing nude, sexually explicit, or sexually suggestive photographs, videos, or other visual depictions of yourself or another person.
6. Vandalism, which includes, without limitation, any malicious or intentional attempt to harm, steal, destroy, or disrupt user data, school material, or school hardware or software.
7. Hacking, which includes, without limitation, gaining or attempting to gain access to, modifying, or obtaining copies of, information belonging to others or information you are not authorized to access.
8. Unauthorized copying or use of licenses or copyrighted software.
9. Plagiarizing, which includes the unauthorized distributing, copying, using, or holding out as your own, material that was written or created by someone else, without permission of, and attribution to, the author/creator.
10. Posting or distributing confidential or inappropriate information meant to harass, intimidate, or embarrass others.
11. Allowing someone else to use your account or password or not preventing unauthorized access to Technology Resources when leaving them unattended.
12. Using or soliciting the use of, or attempting to use or discover the account information or password of, another user.
13. Attempting to or successfully disabling security features, including technology protection measures required under the Children’s Internet Protection Act (“CIPA”).
14. Misusing equipment or altering system software without permission.
15. Commercial for-profit activities, advertising, political lobbying, or sending mass mailings or spam. However, you may contact a public official to express an opinion on a topic of interest.

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16. Using the Technology Resources in any way that violates any federal, state, or local law or rule, or the District's Jr./Sr. High School Student/Parent Handbook.
- G. You must promptly disclose to your teacher or other school employee any content you view or receive over the Technology Resources that is inappropriate or that makes you feel uncomfortable, harassed, threatened, or bullied, or that contains sexually explicit content. You should not delete such content until instructed to do so by a staff member.
- H. It is the policy of the District, as a recipient of certain federal funds, to monitor the online activities of its minor students and provide technology protection measures on its computers with Internet access designed to prevent minors from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors.
- I. It is the policy of the District to prohibit its minor students from (1) accessing inappropriate matter on the Internet; (2) engaging in hacking or other unlawful online activities; and (3) accessing materials that are harmful to minors. It is also the policy of the District to educate students about cyberbullying awareness and response and about appropriate online behavior, including disclosing, disseminating, or using personal information and safely and appropriately interacting with other individuals in social networking websites, chat rooms, by e-mail, and other forms of direct electronic communications.
- J. The District does not guarantee that measures described in paragraphs H and I will provide any level of safety or security or that they will successfully block all inappropriate material from the District's students. You agree that you will not intentionally engage in any behavior that was intended to be prevented by paragraphs H and I.
- K. The District does not warrant or guarantee that its Technology Resources will meet any specific requirement, or that they will be error free or uninterrupted; nor will the District be liable for any damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the Technology Resources.
- L. You are responsible for the proper use of the Technology Resources and will be held accountable for any damage to or replacement of the Technology Resources caused by your inappropriate use.

I agree to follow this Agreement and all rules and regulations that may be added from time to time by the District or its Internet Service Provider.

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I also agree to follow all rules in the District’s Jr./Sr. High School Student/Parent Handbook.

Any additional rules, regulations, and policies are available in the Climax-Scotts Board of Education Policy Manual.

As a condition of using the Technology Resources, I agree to release the District and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my use or inability to use the Technology Resources.

I understand that data I send or receive over the Technology Resources is not private. I consent to having the District monitor and inspect my use of the Technology Resources, including any electronic communications that I send or receive through the Technology Resources.

I have read this Acceptable Use Agreement and agree to its terms.

Student Signature

Date

I have read this Agreement and agree that as a condition of my child’s use of the Technology Resources, I release the District and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my child’s use or inability to use the Technology Resources. I also indemnify the District and its board members, agents, and employees, including its Internet Service Provider, for any fees, expenses, or damages incurred as a result of my child’s use, or misuse, of the District’s Technology Resources.

I authorize the District to consent to the sharing of information about my child to website operators as necessary to enable my child to participate in any program, course, or assignment requiring such consent under the Children's Online Privacy Protection Act.

I understand that data my child sends or receives over the Technology Resources is not private. I consent to having the District monitor and inspect my child’s use of the Technology Resources, including any electronic communications that my child sends or receives through the Technology Resources.

I understand and agree that my child will not be able to use the District’s Technology Resources until this Agreement has been signed by both my child and me.

I have read this Agreement and agree to its terms.

Parent/Guardian Signature

Date

Climax-Scotts Community Schools
Agreement for Acceptable Use of Technology Resources
For Employees, Board Members, Volunteers, and Adults other than Students

_____ *Building/Program Name*

_____ *User's Name*

This Agreement is entered into on: _____

This Agreement is between _____
("User") and the Climax-Scotts Community Schools ("District").

The purpose of this Agreement is to grant access to and define acceptable use of the District's technology resources ("Technology Resources"). Technology Resources are any type of instrument, device, machine, equipment, technology, or software that is capable of transmitting, acquiring, or intercepting, any telephone, electronic, data, internet, audio, video, or radio transmissions, signals, telecommunications, or services, and include without limitation (1) internal and external network infrastructure, (2) Internet and network access, (3) computers, (4) servers, (5) storage devices, (6) peripherals, (7) software, and (8) messaging or communication systems.

In exchange for the use of the District's Technology Resources either at school or away from school, you understand and agree to the following:

- A. Your use of the District's Technology Resources is a privilege that may be revoked by the District at any time and for any reason.
- B. You have no expectation of privacy when using the District's Technology Resources. The District reserves the right to monitor and inspect all use of its Technology Resources, including, without limitation, personal e-mail and voice-mail communications, computer files, data bases, web logs, audit trails, or any other electronic transmissions accessed, distributed, or used through the Technology Resources. The District also reserves the right to remove any material from the Technology Resources that the District, at its sole discretion, chooses to, including, without limitation, any information that the District determines to be unlawful, obscene, pornographic, harassing, intimidating, disruptive, or that otherwise violates this Agreement.
- C. The Technology Resources do not provide you a "public forum." You may not use the Technology Resources for commercial purposes or to support or oppose political positions or candidates unless expressly authorized in advance by an appropriate administrator. You may, however, use the Technology Resources to contact or communicate with public officials.

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4510-R Computer Network

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- D. The District's Technology Resources are intended for use only by registered users. You are responsible for your account/password and any access to the Technology Resources made using your account/password. Any damage or liability arising from the use of your account/password is your responsibility. Use of your account by someone other than you is prohibited and may be grounds for suspension from the Technology Resources and other disciplinary consequences (for employees, up to and including termination), for both you and the person(s) using your account/password.
- E. If you misuse the Technology Resources, your access to the Technology Resources may be suspended and you may be subject to other disciplinary action (for employees, up to and including termination). Misuse includes, but is not limited to:
1. Accessing or attempting to access material that is unlawful, obscene, pornographic, profane, or vulgar.
 2. Sexting, which includes, without limitation, possessing, sending, or distributing nude, sexually explicit, or sexually suggestive photographs, videos, or other visual depictions of yourself or another person.
 3. Vandalism, which includes, without limitation, any malicious or intentional attempt to harm, steal, destroy, or disrupt user data, school materials, or school hardware or software.
 4. Hacking, which includes, without limitation, gaining or attempting to gain access to, modifying, or obtaining copies of, information belonging to other users or information you are not authorized to access.
 5. Unauthorized copying or use of licenses or copyrighted software.
 6. Plagiarizing, which includes the unauthorized distributing, copying, using, or holding out as your own, material that was written or created by someone else, without permission of, and attribution to, the author/creator.
 7. Posting or distributing confidential or inappropriate information meant to harass, intimidate, or embarrass others.
 8. Allowing someone else to use your account or password or not preventing unauthorized access to Technology Resources when leaving them unattended.
 9. Using or soliciting the use of, or attempting to use or discover the account information or password of, another user, unless authorized to do so by the District's administration or Board.
 10. Attempting to or successfully disabling security features, including technology protection measures required under the Children's Internet Protection Act ("CIPA"), unless authorized to do so by the District's administration or Board.
 11. Misusing equipment or altering system software without permission.

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4510-R Computer Network

4510-R-20

12. Commercial for-profit activities, advertising, political lobbying, or sending mass mailings or spam. However, you may contact a public official to express an opinion on a topic of interest.
 13. Using the Technology Resources in any way that violates any federal, state, or local law or rule, or any District policy, rule, or agreement.
- F. It is the policy of the District, as a recipient of certain federal funds, to provide technology protection measures on its computers with Internet access designed to protect against access through such computers to visual depictions that are obscene or child pornography. The technology blocks may be disabled by an authorized person, during adult use, to enable access to bona fide research or for other lawful purposes.
- G. The District does not warrant or guarantee that its Technology Resources will meet any specific requirement or that they will be error free or uninterrupted; nor will the District be liable for any damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the Technology Resources.
- H. As soon as possible, you must disclose to an appropriate school administrator any content you view or receive over the Technology Resources that makes you feel harassed, bullied, or threatened or any communication that contains sexually explicit content. You should not delete such content until instructed to do so by the District Technology Coordinator.
- I. You acknowledge that you may receive or have access to student education records and other data subject to confidentiality requirements of the Family Educational Rights and Privacy Act, Individuals with Disabilities Education Act, the Michigan Mandatory Special Education Act, and The National School Lunch Act and their underlying regulations (collectively, the “Acts”). You acknowledge that, to the extent you receive and have access to such data and records, you are subject to the provisions of those Acts and their regulations and will not redisclose student data or other education records except as permitted by law.
- J. You acknowledge and understand that correspondence or other data that you send or receive over the District’s Technology Resources may be subject to retrieval and disclosure under the Freedom of Information Act (“FOIA”) and other federal or state statutes and regulations. You will cooperate fully and promptly with the District when responding to FOIA requests or other requests for disclosure of information.
- K. You are solely responsible for all charges and fees, including outside telephone, printing, and merchandise purchases, made through the Technology Resources. The District is not a party to such transactions and is not liable for any costs or damages, whether direct or indirect, arising out of your use of the Technology Resources.

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4510-R Computer Network

4510-R-21

- L. You are responsible for the proper use of Technology Resources and will be held accountable for any damage to or replacement of the Technology Resources caused by your inappropriate use.
- M. Any violation of this Agreement may subject you to discipline (for employees, up to and including termination), including possible suspension of your access to the Technology Resources.

As a condition of using the Technology Resources, I release the District, and its board members, agents, and employees, including the Internet Service Provider, from all liability related to my use or inability to use the Technology Resources. I agree to follow this Agreement and all rules and regulations that may be added from time to time by the District or its Internet Service Provider.

Any additional rules, regulations, and policies are available in the Climax-Scotts Board of Education Policy Manual.

I agree to pay for, reimburse, and indemnify the District, its board members, agents, and employees, including the Internet Service Provider, for damages, including any fees or expenses, incurred as a result of my use, or misuse, of the Technology Resources.

I understand that data I send or receive over the Technology Resources is not private. I consent to having the District monitor and inspect my use of the Technology Resources, including any electronic communications that I send or receive through the Technology Resources.

I have read this Agreement and agree to its terms.

Employee Signature

Date

cc: Employee File

Section 4000 – Business Management

4520 Filtering Software (Cf. 4510)

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 to assure that District discounts under the federal e-rate program are not jeopardized.

Student Internet activities will be monitored by the District to ensure that students are not accessing inappropriate sites. Each District computer with Internet access shall have a filtering device or software program that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors.

Approved: May 16, 2011

LEGAL REF: H.R. 4577, December 2000 Omnibus Spending Bill; 47 U.S.C. Section 254(h)

Section 4000 – Business Management

4520-R Filtering Software

4520-R

Any District computer used by students shall have Internet filtering software in place either on the computer itself, or on the server through which the computer accesses the Internet.

District staff shall not allow students to use any computer in the District with Internet capability that does not have Internet filtering software. This includes any computer, laptop, or desktop, in the District's Libraries or media centers, classrooms, laboratories, or offices where students are, for any reason, allowed to use a computer, or any other such device, with Internet access.

Staff members violating these rules are subject to disciplinary action up to and including discharge.

Section 4000 – Business Management

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 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, parent(s)/guardian(s), taxpayers, and appropriate members of the administrative staff.

In determining facility needs and/or elimination of facilities, priority shall be given to plans that 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 16, 2011

Section 4000 – Business Management

4650 Planning - Long Range (Cf. 4601)

4650

The Board and the Superintendent shall, at all times, keep in mind the future building needs of the District on a 3 – 7 year basis, and give due consideration to the acquisition of school sites well in advance of need.

A report will be given to the Board annually on or before April 1 concerning the District's maintenance and operation priorities. A cost analysis report shall be attached to the annual maintenance report.

Approved: May 16, 2011

Section 4000 – Business Management

4650-R Planning - Long Range

4650-R

The Superintendent shall submit an annual report to the Board, which sets forth building and facilities use and needs for the ensuing school year as well as long-term projections of potential use and needs as part of the state of the school message.

The report shall consider needs and use based upon new programs, enrollment changes, and worn out facilities. Not only shall the report include projected needs for new facilities or renovations to provide improved educational services and/or programs, but also the closing of facilities and the possible alternate use or disposal of such facilities. The report shall also include enrollment projections to support recommendations based upon the best information available that may affect enrollment changes in the District.

In completing this responsibility, the Superintendent may, with Board approval, engage the services of educational or architect/engineer/construction manager consultants and confer with citizens of the community and members of the District staff.

Section 4000 – Business Management

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 16, 2011

Section 4000 – Business Management

4700-R Retirement of Facilities

4700-R

Procedures

1. Alternatives to closing a school shall be considered. These may include:
 - a. Changing of boundaries, effect upon enrollments in schools affected by changes;
 - b. Shifting of programs from one building to another; and
 - c. Housing of new program(s) in building under consideration.
2. Factors that shall be examined when considering a school for closing include the following:
 - a. Enrollment and program
 - 1) Enrollment size in relation to that needed to provide quality of educational programs and services;
 - 2) Enrollment projections indicative of continued small student population, taking into account both neighborhood students and others;
 - 3) Effect upon programs for students in all schools affected by the closing;
 - 4) Relationship to integration efforts;
 - 5) Proximity of the school to community resources; and
 - 6) Relationship to sector plan for special education and feeder plan for regular attendance centers.
 - b. Community considerations
 - 1) Attitudes toward reducing the number of attendance units and reducing costs;
 - 2) Hardships and/or benefits to parent(s)/guardian(s) and/or students resulting from closure; distance from where students reside to schools where assignments would be made;
 - 3) Reactions on the part of parent(s)/guardian(s) and other school patrons; and
 - 4) Effect upon the neighborhood in the event of closure.

Section 4000 – Business Management

4700-R Retirement of Facilities

4700-R-2

- c. Building characteristics
 - 1) Age and condition of building including whether or not building is energy efficient;
 - 2) Adequacy of building for programs; existence of a multi-purpose room and/or other special areas; feasibility of replacement or additions, if needed;
 - 3) Suitability of the building for other uses; and
 - 4) Capacity of buildings in adjacent attendance areas; space to house additional students.
 - d. Environmental factors
 - 1) Adequacy of the building in terms of student health and safety;
 - 2) Frequency of vandalism and amount of damage;
 - 3) Location and size of site; and
 - 4) Traffic hazards and/or serious deterrents to learning in the surrounding community.
 - e. Financial considerations
 - 1) Staffing requirements;
 - 2) Food service and student transportation requirements and expenses resulting from closure;
 - 3) Comparative per student operating costs related to status quo;
 - 4) Value of property for other uses; and
 - 5) Saving which might accrue by reducing the number of attendance units.
3. Parent(s)/Guardian(s) and other school patrons shall be involved early in discussions pertaining to possible school closings and program relocation.
 4. Use may be made of outside consultants when considering school closings.

Section 4000 – Business Management

4700-R Retirement of Facilities

4700-R-3

5. An orderly procedure, including the provision of information to all who will be affected, shall be used when closing a school. Parent(s)/Guardian(s) shall be informed in advance regarding recommendations and possible Board action.
6. Boundaries shall be realigned when a school is to be closed, taking into account distances from other schools, traffic patterns, building capacities, enrollments, and programs.
7. Time shall be provided for adequate preparation for closing and reassignment of students and staff members.
8. Alternate use of the building or disposition of the property shall be considered in light of current and projected needs.

Section 4000 – Business Management

4750 Naming of Facilities

4750

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

Approved: May 16, 2011

Section 4000 – Business Management

4750-R Naming of Facilities

4750-R

In order to facilitate the naming of a facility, or a room or portion of a building, the Superintendent shall appoint a committee of two citizens, two students, a teacher, an administrator, and a Board representative. The Superintendent shall serve as the chair of the committee and be considered a member thereof. The committee shall solicit and consider names for the facility and submit a list of not less than three names for the Board's consideration. The Board shall make the final selection from the list submitted by the committee. Every effort should be made to name a new facility prior to beginning construction, and a timetable shall be established in an attempt to accomplish this objective.

The Board will not be influenced in its decisions by personal bias or favoritism, political pressure, temporary popularity or highly emotional situations in choosing names for school facilities or portions thereof.

The Board shall not change the name of any facility without giving the opportunity for those living in the community to have input and shall deliberate over a period of at least three meetings of the Board.

Proposals or petitions for naming or renaming facilities or naming portions of facilities shall be presented to the Board through the Superintendent after which it shall be placed on the agenda as a discussion item with action deferred to a later meeting. In no case, will the Board act immediately on a request or petition to name or rename a facility or portions thereof.

The Board may refer the renaming of a facility or the renaming of a portion of a facility to a committee similar to that prescribed for naming new buildings.

Section 4000 – Business Management

4760 Responsible/Qualified Contractor Policy (Cf. 3660, 4770)

4760

In order to be selected as the successful bidder to construct or renovate buildings in the Climax-Scotts Community School District, construction firms must be exemplary in their construction techniques and business practices. The purpose of this policy is to assure the Board that the District's construction and renovation projects utilize the specified materials and equipment, and employ qualified team members. The Board can refuse to hire any contractor who does not meet the requirements of this policy.

The Board may reject any bid proposals that, in the Board's opinion or findings, contain inaccurate information.

The Board's criteria in selecting a contractor(s) for school construction projects shall be determined from the lowest qualified bid(s) on the construction project(s) that meet the requirements of law, this policy, and the administrative rules for this policy developed by the Superintendent. The School Board reserves the right to accept or reject a bid or combination of bids.³ The criteria and procedures for rejecting a bid or combination of bids shall be included in the construction bid documents, as appropriate to the type of work for which bids are solicited, and, as permitted by law, by the School Board's construction manager, and/or design professionals.

Suspension or Revocation

The Board may, for good cause, suspend a contractor for a specified period or revoke the contract according to rules and criteria developed by the Superintendent. A contractor whose contract with the Board has been suspended or revoked shall be given the benefit of reconsideration and appeal.

³ School Districts have significant discretion in awarding contracts, even when they are required to seek competitive bids, and this discretion allows school District to award a contract to a bidder other than the lowest monetary bidder so long as they have a reasonable and rational basis for such an award.

Michigan Courts have held that only the public, and not the disappointed bidders, has standing to object to the awarding of a contract. *Heaney General Contracting, Inc. v Clinton Community Schools Board of Education*, 2000 Mich App Lexis 405 (unpublished); *G.P. Graham Construction Co. v Chesaning Union Schools*, 2002 Mich App Lexis 695 (unpublished); *Malan Construction Corp. v Board of County Road Commissioners*, 187 F Supp 937 (ED Mich 1960). The reservation of the right to reject any and all bids, as contained in the competitive bid statutes for school Districts, gives the public authority power to award the contract to any bidder and to reject the others, even though the one securing the contract is not the lowest bidder, provided the public authority acted in good faith in the exercise on an honest discretion. *Leavy v City of Jackson*, 247 Mich 447 (1929.)

Section 4000 – Business Management

4760 Responsible/Qualified Contractor Policy (Cf. 3660, 4770)

4760-2

The Superintendent shall promulgate appropriate administrative rules to implement this policy.

Approved: May 16, 2011

LEGAL REF: MCL 129.201 – 212; 380.1263; 380.1267; 388.851 – 855a; OAG 6789, 1994.

Section 4000 – Business Management

4760-R Responsible/Qualified Contractor Policy (Cf. 3660, 4770)

4760-R

In order to implement policy 4760, the administration hereby sets forth the following definitions and administrative rules:

Definitions

Construction Project – the labor and material necessary for the construction, renovation, repair, or improvements to real property that requires solicited bids so that the work, when complete, shall be ready for service for its intended purpose and shall require no other work to be a completed system or component.

Lowest Qualified Bid – is defined as a bid or a proposal submitted by a qualified contractor (bidder) that is a responsive bid or proposal, accepted by the Board, that meets requirements and specifications of the construction project(s) from qualified contractors.

Qualified Contractor – If selected by the Board as the lowest qualified bidder for work to be performed, the prime contractor (bidder) shall, upon request by the Board, establish his or her qualifications from the list of criteria outlined below before a contract is let. All required contractor financial and privileged information shall be kept from public disclosure unless otherwise required by law.

Selection Criteria

The District may qualify contractors and subcontractors selected for construction projects in order to construct or renovate schools in accordance with the following guidelines:

Before a contract is let, contractors and subcontractors selected as the companies to provide services may be required to provide:

1. General information about the contractor's company, its Principals, and its history, including state and date of incorporation.
2. Trade categories and information regarding the state and local licenses and license numbers, where required by law, held by the applicant.

Section 4000 – Business Management

4760-R Responsible/Qualified Contractor Policy (Cf. 3660, 4770)

4760-R-2

The successful Bidder will certify that all contractors, subcontractors, and employees who will be working on the project maintain current applicable licenses with the Michigan Bureau of Construction Codes and Fire Safety for all occupations and professions required to be licensed.

3. A list of projects completed within the past five (5) years, including dates, clients, approximate dollar value, and size.
4. Evidence that the selected bidder has financial resources to start up and follow through on the project(s) and to respond to damages in case of default as shown by written verification of bonding capacity equal to not less than 25% of the total project cost from a company with an A.M. Best Company rating of B+ or better.
5. A warranty statement regarding labor, equipment, and materials.
6. A disclosure of any litigation resulting in a judgment or decision against the company within the past five (5) years, including an explanation of each and how each was resolved.
7. Proof of certificates of insurance, confirming current worker's compensation coverage, public liability and property damage insurance according to the scope of the construction project and/or as required by law.
8. A list of individuals or entities for which the contractor has worked from which references might be sought.
9. Assurance that the selected bidder will do all in its power to assure that all construction work for the project shall proceed in a timely manner and that the project will be completed as outlined in the contract, plans, and specifications.

Section 4000 – Business Management

4760-R Responsible/Qualified Contractor Policy (Cf. 3660, 4770)

4760-R-3

Substantially Low Bid Review

In the event the amount of the lowest bidder's bid appears disproportionately low when compared with estimates undertaken by or on behalf of the local school District and/or compared to other bids submitted, the School Board reserves the right to inquire further of the apparent lowest bidder to determine whether the bid contains mathematical errors, omissions, and/or erroneous assumptions, and whether the apparent lowest bidder has the capability to perform and complete the contract for the bid amount.

Suspension or Revocation

The School Board may, for good cause, suspend a contractor for a specified period or revoke the contract.

Causes for suspension or revocation shall include, but not be limited to, one or more of the following:

1. Inaccurate or misleading statements on the contractor's qualification statements.
2. Declared to be in default by the Board.
3. Adjudged to be bankrupt.
4. Performance, in connection with contract work, becomes unsatisfactory to the Board, based on the Board asserting and recovering liquidated damages in an action against the contractor.
5. Contractor's license becomes suspended or revoked.

Appeal

A contractor whose contract with the Board has been suspended or revoked shall be given the benefit of reconsideration and appeal as follows:

1. The aggrieved contractor may, within ten (10) days after receiving notification of such action, request reconsideration in writing. The contractor may submit additional information at the time of appeal.

Section 4000 – Business Management

4760-R Responsible/Qualified Contractor Policy (Cf. 3660, 4770)

4760-R-4

The Board shall act upon the contractor's request within thirty (30) calendar days after the filing and shall notify the contractor of its action to adhere, to modify, or reverse its original action. The Board may require additional information to justify the reconsideration.

Section 4000 – Business Management

4770 Selection of an Architect/Engineer/Construction Manager

4770

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

Contacts will be made by the Superintendent with qualified architectural, engineering, or construction management firms requesting a submission of information concerning their firms if they wish to be considered.

The Superintendent and appropriate Board committee shall select each firm to recommend to the Board.

Approved: May 16, 2011

LEGAL REF: MCL 388.851-855a; OAG, 1991-1992, No 6734, p 185 (October 12, 1992); OAG 1994 – 1995, No 6789 (March 3, 1994)

Section 4000 – Business Management

4770-R Selection of an Architect/Engineer/Construction Manager

4770-R

A committee of not more than three Board members and the Superintendent shall be appointed by the Board President to screen the applicants.

When the list has been reduced to three or four, each remaining candidate shall be invited to make a formal presentation to the Board after which the Board shall make its selection. A contract will be prepared and signed with the architect/engineer/construction manager. The school District legal counsel shall review the contract and give his/her approval before it is signed by the authorized Board representatives.

Among criteria considered in the selection of an architect/engineer/ construction manager shall be the following:

1. Training and experience, including that of partners and associates;
2. Planning ability and know how in interpreting educational specifications;
3. Promptness and ability to meet deadlines;
4. Specification writing, accuracy, and sufficiency of detail;
5. Imagination in design, appearance, and utility of work;
6. Adequacy of supervision and inspection of previous jobs;
7. Integrity of firm;
8. Relations with contractors and demand for quality performance;
9. Experience with government agencies;
10. Adequacy of staff for the building to be designed;
11. General business procedures of firm;
12. Examples of previous plans, specifications and construction;
13. Willingness to work with a coordinated construction plan if such is the desire of the Board;
14. Assumption of responsibility to follow up on any problems that surface after construction and during periods in which performance and material guarantees are in effect;

Section 4000 – Business Management

4770-R Selection of an Architect/Engineer/Construction Manager

4770-R-2

15. Responsibility for correction of faulty or ineffective design; and
16. Economic factors, such as demonstrated ability to design and provide adequate, well-constructed buildings at a reasonable cost.

Section 4000 – Business Management

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 reviewed by the appropriate Board committee and discussed in conferences with the architect/engineer/construction manager. The committee's recommendation should be acted upon by the Board. 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, which may be needed or recommended relative to the specific project.

Approved: May 16, 2011

Section 4000 – Business Management

4890 Supervision of Construction (Cf. 4770)

4890

Supervision of construction projects shall be primarily the responsibility of the architect/engineer/construction manager 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/engineer/construction manager 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/engineer/construction manager and in sufficient quantities to supply each member of the Board.

Change Orders

After a contract is accepted, all change orders shall be brought to the Board for approval, except that the Superintendent is authorized to approve minor changes of an emergency nature of \$3,000.00 or less in which on the spot decisions must be made.

Change orders shall be accompanied by justification by the architect/engineer/construction manager and/or the Superintendent when being presented to the Board.

Approved: May 16, 2011

Section 4000 – Business Management

4900 Fair Employment Clause

4900

It shall be the intent of the Board to award all contracts in excess of the base amount established by the State of Michigan for which competitive bids must be obtained for remodeling, procurement of supplies, materials, or equipment, 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. Compliance with this policy shall be assured by contractual provisions.

Prior to awarding a bid or purchase order for construction, materials, and services, a firm shall comply 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 16, 2011

LEGAL REF: MCL 37.1101-1606 (Person's with Disabilities Civil Rights Act);
37.2101-2804 (Elliott-Larsen Civil Rights Act)

Section 4000 – Business Management

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 coverage, which total at least \$1,000,000.00.

On occasion, and at the Board's discretion, a contractor may be added to the school District's workers compensation insurance and/or liability insurance plan.

The general contractor 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.

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

Approved: May 16, 2011

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 – Business Management

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/engineer/construction manager and project Director have certified to the Board that the project has been completed, along with a written approval by the architect/engineer/construction manager for occupancy certifying the approval of all state and local authorities where required. The architect/engineer/construction manager 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.

No new or renovated building or addition shall be occupied by students until so authorized by those state and local authorities where approvals for occupancy are required.

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

Approved: May 16, 2011

Section 4000 – Business Management

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 parent(s)/guardian(s) in planning such program or activity, once it has been approved.

Approved: May 16, 2011

Section 4000 – Business Management

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/engineer/construction manager, and the major contractors.

Approved: May 16, 2011