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**7000-AR**

**FACILITIES AND OPERATIONS**

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**7002-AR**

**Safety and Security**

**7002.1-AR Safety and Security**

A comprehensive facilities inspection and maintenance program will assure that School District facilities and grounds are kept safe, clean and attractive. The Assistant Superintendent for Business Affairs/designee will coordinate an inspection program that includes, at a minimum: mechanical systems (heating, ventilation and air conditioning); electrical (interior and exterior); roofs; windows and doors (interior and exterior); gates and fences; interior surfaces (floors, ceilings, walls); fire equipment; restrooms (accessibility, functionality and cleanliness); sewers; playgrounds and other school grounds; and, overall cleanliness.

As necessary, the Assistant Superintendent for Business Affairs/designee will prepare and submit to the Superintendent a report of desirable or necessary repairs and improvements.

**7004-AR**

**School Crisis and Response**

**7004.1-AR School Crisis and Response**

The Superintendent will appoint a Critical Incident Team. The Team will meet annually to review and consider revisions to the School District's School Crisis Response Plan. The Superintendent authorizes and directs the principal of each building to appoint a Critical Incident Team to respond to and coordinate the response to crises that may arise at the building. The principal of each building will notify the Superintendent of the members of the building's crisis team no later than September 15 of each school year.

**7005-AR**

**Hazardous Chemicals and Substances**

**7005.1-AR Hazardous Chemicals and Substances**

Hazardous chemicals and other substances are present in school buildings and other School District facilities. In order to maintain a safe environment for students, staff and other members of the school community, the following measures will be taken:

**Hazard Communication Program.** The Assistant Superintendent for Business Affairs will have primary responsibility for conducting an annual review and making recommendations to the Superintendent for revisions to the School District's Hazard Communication Program. The Program will include, at a minimum: container labeling; safety data sheets; employee information and training; and, the identification of hazardous substances known to be present within the School District.

**Procedures for Storage and Disposal of Chemicals.** The Assistant Superintendent for Business Affairs will develop procedures for the storage and disposal of chemicals used within the School District.

## **7008-AR Integrated Pest Management**

### **7008.1-AR Integrated Pest Management**

The School District will provide students, staff and members of the school community with a school environment that is free of pests while reducing the use of harmful pesticides. The Assistant Superintendent for Business Affairs is designated the Integrated Pest Management manager for the School District. He/she will: review and recommend to the Superintendent revisions to the School District's Integrated Pest Management Plan; application strategies, and select in each particular instance, the least toxic control method to manage problems; and, educate and train staff on pest identification and, safe application strategies.

## **7009-AR Transportation**

### **7009.1-AR School Bus Transportation Program**

As determined by the School District, school buses will be acquired, operated, secured and maintained by the School District or its contracted provider for the transportation of eligible children between their home and school of attendance, and for school-related trips.

**School District Discretion** The School District will select bus stops at its discretion. Disabled students will be transported in the manner required by law. The District will determine, on a case-by-case basis and in the Superintendent's discretion, the extent to which students and others (such as chaperones) are eligible for transportation to and/or from field trips and extra-curricular activities. Non-public student transportation will be provided in accordance with applicable laws.

**Use of School Buses for Non-School Functions** School buses will not be loaned or rented to commercial, private or non-profit organizations, or any other organization, without the express written approval of the Superintendent.

**Transportation Fees** A fee may be collected for transporting students enrolled in the District's K-12 program provided students are being transported to or from a non-mandatory and non-credit event(s) sponsored by the School District and/or other activities permissible under State law. Fees charged shall cover trip expenses.

#### **Transportation Appeal**

A request for busing may be submitted to the District using the following process:

#### Step I

- A. Parent/Guardian files a request with the Transportation Department
  1. Alternate Address Busing Form 076-4, to arrange for transportation to a child care provider, or;
  2. Inquiry Form 076-6 to request transportation, or a change in transportation service.
- B. The request is reviewed by the Transportation Department, based on the following criteria:
  1. Rochester Community Schools Board Policy

## Administrative Regulations

7000

Effective 08-21-18

2. Safety
3. Medical/physical disabilities
4. Rochester Community Schools Transportation Handbook
5. Bus Stop Location Criteria checklist
6. School Bus Transportation General Information as provided by the Michigan Department of Education

### Step II

- A. If the request is denied at Step 1, the parent/guardian may then request a hearing with the Transportation Appeal Committee by filing Appeal Form 76-7 with the Transportation Department.
  1. Upon Receipt of the appeal form by the Transportation Department, the following occurs:
    - a. The form is date stamped, recorded in the Appeals Log Book, and scheduled for a hearing on a pre-scheduled meeting date.
    - b. The Transportation Appeal Committee will review up to three (3) appeals per meeting. Additional requests, exceeding the limit, will be scheduled for the next Transportation Appeal Committee meeting.
    - c. Meetings will be scheduled weekly, or less frequently, depending on need.
- B. The Transportation Appeal Committee process for review of Step II requests:
  1. The Transportation Appeal Committee will review written documentation;
  2. Persons wishing to provide new information to their appeal are requested to follow the procedures outlined below:
    - a. Only two (2) representatives will be allowed to address the committee;
    - b. Each appeal hearing will be scheduled for 30 minutes;
    - c. Clarification questions may be asked by the Committee but no decision will be rendered at the time of the appeal hearing.
  3. The Transportation Appeal Committee's decision will be based on Board policy and practices.
  4. The Transportation Appeal Committee's decision will be communicated to the parent/guardian. The decision of the Transportation Appeal Committee will be considered final.

[Link to Transportation Forms](#)

## **7011-AR Naming School District Buildings and Facilities**

### **7011.1-AR Naming School District Buildings and Facilities**

To assure that District buildings are named appropriately, the Rochester Community School District and the Board of Education specify the following guidelines:

1. The Superintendent or his/her designee will initiate the procedure for naming a building when the need becomes apparent.
2. A five to nine member screening committee composed of District employees, parents, citizens and students will be formed by the Superintendent or his/her designee.
3. The Screening Committee will reference Policy 7011 to establish the criteria for selecting a name. Additional criteria may be determined by the committee.
4. Submitted suggestions will be reviewed by the committee who will then make recommendations to the Superintendent.
5. The Superintendent will present recommendations to the Board of Education for discussion and action.

## **7013-AR Surveillance of and in School District Buildings and Facilities**

### **7013.1-AR Surveillance of and in School District Buildings and Facilities**

The district may promote school safety by employing surveillance of and in School District Buildings and Facilities. Recorded electronic surveillance will not take place inside bathrooms, locker rooms or other places where recorded electronic surveillance would compromise reasonable standards of modesty.

Recorded electronic surveillance may be or become subject to a FOIA request, a subpoena, or may be or become an education record within the meaning of FERPA. In such cases, the person receiving the FOIA request or subpoena or the building principal (in the case of an education record) will notify the Superintendent that it is or may be necessary to save the recorded electronic surveillance consistent with law and Board policy and administrative regulations.