

4000—BUSINESS MANAGEMENT

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4005 Facility Maintenance

The Superintendent shall develop a preventative maintenance program and/or schedule for all District Facilities and shall provide for the security and safety of students and staff using such facilities. All facilities shall be maintained and operated in a manner as to provide the best possible atmosphere for the students and staff. Accordingly, preventative maintenance programs shall be developed pertaining to the cleaning, heating, and lighting of facilities, maintenance of the highest sanitary conditions, and repair of facilities on both a routine and emergency basis. Adequate records shall be kept by the building and grounds department to facilitate the foregoing objectives.

Approved: March 14, 2016

4015 Insurance Coverage

The Board shall, through the Superintendent, develop and maintain such insurance coverage as necessary to protect and preserve the property of the District. Such insurance must be obtained from companies licensed to do business in the State of Michigan.

The insurance coverage shall be reviewed annually by the District with specific reference to adequacy of coverage, placement of insurance, and services provided by insurance agents, their representatives, associates, or companies.

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

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

Liability Insurance

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

Worker's Compensation

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

Approved: March 14, 2016

LEGAL REF: MCL 380.1269; 380.1332; 691.1405-1406; 691.1409

Reference: Board Policy 1190

4040 Safety

The District shall make every effort to provide a safe environment for students, staff, and guests while on school premises. Safety rules and practices shall be developed by the District's administrative staff.

Fire and Tornado Drills

Fire and Tornado drills shall be conducted as outlined in current law.

Bomb Threats

All bomb threats will be taken seriously and handled appropriately after all facts have been considered. All school personnel shall be familiar with the bomb threat policy and procedural guidelines. All bomb threats will be evaluated on their merits and responded to using the District guidelines.

School Safety Plans

All schools shall develop school safety plans designed to increase their school's ability for maintaining an orderly and safe school-wide learning environment.

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.

Procedures

Whenever there are circumstances that place the well being of the students and staff at risk, established administrative procedures shall be followed for safety reasons and the District shall attempt to establish and maintain a link of communication with its citizens regarding the threatening situation.

In accordance with Department of Education, the District shall perform a minimum of two lock-down exercises as part of the mandated ten annual safety drills. _

Approved: March 14, 2016
LEGAL REF: MCL 380.1288; R 340.1301-1305; 29.19
Reference: Michigan Department of Education

4050 Emergency Closings

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

Approved: March 14, 2016

4110 Security

The Board shall, through the entire staff, ensure that students, staff, community, 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 that may be installed include, but not limited to, Alarms, Cameras, Key procedures, Lighting, Identification Badges, Visitor Registration and Identification Procedures

The District shall cooperate with all law enforcement agencies to ensure the proper safety and security of the district. (See Board Policy 4120)

Approved: March 14, 2016

LEGAL REF: MCL380.1291

4120 Theft and Vandalism

The Board, through the Superintendent, shall institute an on-going program designed to protect the District from any acts of vandalism, theft, or trespass. The Board and district staff will cooperate with law enforcement agencies and with other municipal agents in an effort to deter and prevent vandalism, theft, and trespass on school property. The Board will seek restitution and/or prosecute for all such criminal acts and damage to District property.

Students found guilty of any form of theft or vandalism shall be disciplined in accordance with the District's discipline policy, including possible suspension or expulsion from school. Employees found guilty of theft or vandalism in the schools shall be disciplined up to, and including, discharge.

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.

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LEGAL REF: MCL380.1311

4250 Use of Copyrighted Materials

Employee Produced Material

The Board has certain proprietary right to publications, devices, and instructional materials produced by District employees or students. All items prepared by District employees or students on District time, or for District use, including computer programs, shall become the property of the District, and shall not be distributed unless authorized by the Board, Superintendent or designated administrator.

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.

Approved: March 14, 2016

4260 Technology Use

Website

The Board authorizes the creation of a District website and associated web pages by employees, contractors, and students of the District to be published on the Internet. The creation of websites by students must be done under the supervision of a professional staff member. These websites must reflect the professional image of the District, its employees, and students. The content of all pages must be consistent with the District's Mission Statement, and is for the purpose of education, information, and communication. All items created for the website shall become the sole property of the District.

Copyright Compliance and Computer Software Copyright

The Board and all employees, contractors, and students of the district shall adhere to the provisions of the U.S. copyright laws regarding the duplication of computer software programs. The District shall maintain all licenses for software installed on District equipment. The Superintendent or designated Administrator shall develop appropriate procedures for staff to follow in this area.

Technology Use Guidelines

The District provides technology resources to its students, staff, and contractors for educational and administrative purposes. The goal in providing these resources is to promote educational excellence in the District by facilitating resource sharing, innovation, and communication with the support and supervision of parents, teachers, and support staff. The use of these technology resources is a privilege, not a right. The Board, through the Superintendent or designated Administrator, shall develop controls for responsible use.

Electronic Communications

All District electronic communication systems, including e-mail, instant message, telephone voicemails and cell phone voice messages and text messages, are owned by the District and are intended for the purpose of conducting official District business only. Employees should have no expectation of privacy when using the electronic communication systems. Users of District electronic communication systems are responsible for their appropriate use. Illegal and improper uses of the electronic communication system are prohibited. The District retains the right to review, store and disclose all

information sent over the District electronic communication systems for any legally permissible reason. Employees, contractors, students, and other staff members shall not use the District Wi-Fi/internet to communicate by any means in an inappropriate manner, despite the ownership of the device, as they may be subject to review by the District.

Approved: March 14, 2016

4300 Student Transportation Management

The Board shall provide safe, economical transportation to the students of the District who qualify. The use of buses by the District shall conform to state law. School bus routes shall be established by the Superintendent or designated Administrator.

Students are prohibited from driving or riding in a personal automobile to District-sponsored activities unless authorized by parents and approved by the building Principal.

Students must observe the rules and regulations adopted by the Board governing student transportation, as well as school code of conduct. The Board authorizes the Superintendent to suspend or revoke the transportation privilege or entitlement of any student who violates any rules or regulations adopted by the Board.

Bus drivers shall report any violation of school's code of conduct to the appropriate administrator who shall take the necessary steps to discipline students according to Board policy. Fees to cover expenses of extra-curricular field trips may be charged according to Board Policy, Administrative Procedures or by prevailing state law.

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 or designated Administrator may authorize parents and/or other residents of the community to ride buses to school sponsored activities if sufficient space is available. In all cases, students shall have first priority.

Approved: March 14, 2016

LEGAL REF: MCL 380.1321-1322; 380.1331; 380.1333; 380.1336; 388.1010; R 340.1702; R 340.271-279; R 340.281-282; 257.1801 *et seq.*; Michigan Department of Education Transportation Handbook (Bulletin 431)

4320 School Vehicles

School vehicles shall not be loaned, leased or subcontracted to any person, groups of persons or organizations except as allowed by law, school policy as approved by the Board or specific Board approval. District vehicles shall be used only for District business. The Superintendent shall develop procedures for specific use of District vehicles.

Licensing of Drivers

Staff using District vehicles shall maintain adequate and proper licensing as required by state law to operate the various vehicles of the District. Employees convicted of careless driving, reckless driving or driving impaired or under the influence of alcohol or drugs, at-fault traffic accidents, or incidents causing damage to any property with a district vehicle may be immediately removed from a capacity of utilizing District vehicles or terminated depending upon the seriousness of such incident.

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 Superintendent is directed to ensure that these legal requirements and regulations are strictly complied with.

Aside from the above mentioned acts, the revocation of license, inability to secure and maintain a proper license or accumulation of more than five traffic violation points in any two-year period, may serve as sufficient cause for immediate dismissal from employment.

Insurance

The Board shall, through the appropriate members of the administration, develop and maintain such insurance coverage as necessary to protect and preserve the vehicles of the District, as well as property casualty and liability protection. The administration shall, on a periodic basis, based upon the insurance agreement, evaluate and review the vehicles of the District for the purpose of insuring such vehicles in the proper amounts in the event of fire, theft, vandalism, accident, and such other natural disasters for which insurance may be obtained with reasonable coverage.

Approved: March 14, 2016

LEGAL REF: MCL 257.305-305a; 257.314; 257.316-316a; 388.1474; 15.231 *et seq.*

MCL 257.1853 (b) (c) (d)

4365 Special Use of Transportation Services

Transportation equipment shall not be used for any purpose or activity that is not directly connected with the District except as provided in Policy 4320, or by governmental agencies sponsoring approved programs for youth in the community as approved by the Board. Other community groups are prohibited from using school transportation equipment by regulation of the State Board of Education.

Approved: March 14, 2016

Reference: Administrative Procedure 5410

LEGAL REF: MCL 380.1331-1333; 257.682b; 340.241-243

4450 Food Service Management

The District shall operate a school lunch and supplemental milk program, and if feasible, a breakfast program, to all students enrolled and in regular attendance in the District.

A food service Director or management company will be hired by the Board to oversee the District's food 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 maintained which separately accounts for all revenues and disbursements of the food service operation as required by law and for management information purposes.

Meal fees shall be set by the Board to cover costs of providing meals, milk, and accessories, including supervision, as well as a fund to upgrade and replace equipment as necessary, less the amount of food and financial assistance received from federal, state, and other sources for meals and milk.

Free and reduced meal prices 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 meal or milk are not discriminated against.

Approved: March 14, 2016

LEGAL REF: MCL 380.1272-1272d and National School Lunch Act & Child Nutrition Act

4495 Student Food Service Account Management

In accordance with the Michigan Department of Education, and the Federal Child Nutrition Program, the District will not charge bad debt expenses to the Food Service Account, rather the expense will be charged to the District's General Fund. The Food Service shall be operated in a manner to minimize the bad debt, which includes suspending middle/high school students from charging of ala carte items when their account is in a delinquent status, but in no circumstance no student shall be denied a nutritious meal.

The Superintendent shall establish an administrative procedure to monitor student food service account balances, develop a notification process to inform the student and his/her parents of the negative account balance, and establish a means to ensure that all students that qualify for Free and Reduced Lunches complete and return the application.

Approved: March 14, 2016

Reference: MDE 2CFE Part 225, Appendix B
GASB 33, 34, and 38

Building Closures

The Board may close and/or consolidate schools in a manner that provides students opportunities for high academic achievement and optimally utilizes District facilities to the maximum extent feasible within existing financial constraints.

A. School Closings for Non-Academic Reasons

The Board may close a school for any or all of the following non-academic reasons following an opportunity for full review:

1. **Physical Condition of Building.** The physical condition of the school building(s), including the cost to repair safety hazards and make structural changes necessary to ensure compliance with applicable laws and building codes, makes continued operation of the site cost-prohibitive or continued occupancy of the site unsafe or impractical, or;
2. **Space Utilization Level.** The space available at a school or schools in close proximity is not being used in the most efficient, cost-effective manner, or;
3. **Alternative Use of School Facilities (Repurposing).** The Board may close a school to use its facilities for other educational purposes, for support services, to open a new school, or to expand an existing school.

B. School Closing for Academic Reasons

The Board may decide to close schools that have failed to make adequate progress pursuant to any state or federal law, as a means of correcting performance deficiencies following an opportunity for a full review. The decision to close a school for academic reasons shall be based on a consideration of the availability of “higher performing schools” in close proximity, as determined by the Superintendent.

C. School Closings Due to a Need for Change in Educational Focus

The Board may determine that a school closure is necessary to address the educational needs of students for any of the following reasons:

1. Implementation of a new curriculum and/or instructional programs;
2. Extensive reassignment of school faculty and staff; or
3. Transformation of educational focus, which may result in significant change in the student population.

The Board will determine the duration of a school's closure based upon the time needed to implement the changes in educational focus. A school may re-open as an entirely new school by a vote of the Board.

Process for Closing Schools

The Superintendent may recommend school closings to the Board for any reason as stated within the policy. Before the final proposal to the Board, the Superintendent will review pupil enrollment data for the current school year and prepare three-year enrollment projections for all schools affected by the proposed action. In addition, before any school closing is proposed, the Superintendent's staff shall prepare an impact analysis setting forth:

1. The projected impact (positive/negative) and stability of all schools affected by such action (with three-year enrollment projections attached) and on the district's financial condition;
2. Any projected negative impact on student enrollment; and
3. Possible alternatives to the proposed actions, including maintenance of the status quo, along with the projected impact that each alternative would have on the District's financial condition and stability of each school affected.
4. The cost and amount of capital improvements made to any school building or facilities under consideration, and increased cost for transporting students, for closure or consolidation;

The enrollment projections and impact analysis, along with the transcript of a public hearing (if applicable) will be provided to the Board prior to its consideration of a proposed school closing.

If, after a full review, the Superintendent determines to recommend the school closing(s) to the Board, he shall prepare a final report to the Board regarding the school closing based on all pertinent information. The Board report shall be submitted in a special meeting for informational purposes, two weeks prior to the final Board action. The Board shall take final action on any recommended school closing at least 45 days prior to the next school year.

After approval of any school closing(s) by the Board, the Superintendent shall be responsible for the orderly closing of the school(s).

A. Reassignment of Students Upon School Closing

1. When a school is closed for academic reasons, the students will be reassigned to another school in the District that can meet their educational needs (including special education and bilingual education).

2. When a school is closed for non-academic reasons or due to a change in educational focus, the students will be reassigned to a school with available space that can meet their educational needs (including special education and bilingual education).
3. Students with disabilities at a neighborhood school closed pursuant to policy, will be placed at the closest school to their home that can implement their IEP. Students with disabilities at a non-neighborhood school closed pursuant to this policy will be placed at the neighborhood school the closes school to their home that can implement their IEP.
4. Students may apply for enrollment at a school or schools other than the school to which they are reassigned as provided in paragraphs A-C above, subject to space availability and the admissions criteria of such school(s).
5. If a school closing requires that the attendance boundaries of any school receiving students to be redrawn, they shall be redrawn pursuant to applicable administrative regulations, and in a manner that provides the best logistical plan.

B. Reassignment of Employees at Closed Schools

Employees at schools that are closed for any reason shall be reassigned in accordance with state and federal law, and in accordance with any applicable provisions of a valid Collective Bargaining Agreement.

C. Parent Groups at Closed Schools

Parent groups at schools that are closed for any reason shall be dissolved when the school closes.

Consolidation of Schools

The Board may decide to consolidate two or more schools by closing one or more schools and reassigning the students to another school within close proximity.

A. Considerations for Consolidation

The Board will consider the following factors in any decision to consolidate schools.

1. Space Utilization Level: The Board will consider whether the space available at a school or schools in close proximity to one another is being used in an efficient, cost-effective manner.
2. Physical Location of the Facility: The Board will review the condition of the facility, including:
 - a. The actual physical condition of the school facility, including the cost to repair any safety hazards and make structural changes necessary to ensure compliance with all

applicable laws; the extent to which the physical condition of the facility makes continued operation cost-prohibitive; and

- b. Whether the continued occupancy of the facility is unsafe or impractical.
3. Potential Alternative Use of School Facility or Site: The Board will consider whether it would be beneficial to use sites designated for consolidation for other educational purposes, to open a new school, to expand an existing school or to use the site for other purposes that are consistent with the goals of the Board.
4. Availability of Space for Consolidation: The Board will consider whether another school is located within close proximity that has available space, as measured by design capacity. The identification of a school within close proximity includes a review of any natural barriers, safety hazards and the neighborhood conditions.

B. Process for Consolidation

1. The Superintendent may recommend the consolidation of schools to the Board based upon the considerations within the policy. If the Superintendent proposes to recommend the consolidation of schools, he shall provide a report to the Board no less than 15 days prior to the final action of the Board. The Superintendent shall be responsible to oversee the orderly consolidation of any schools as approved by the Board.
2. To the extent that any consolidation recommended by the Superintendent requires the closure of a school, the Superintendent shall follow the procedures set forth in the above sections and any guidelines established by the Superintendent to implement the policy.

C. Reassignment of Teachers and Administrators

The Superintendent, in his discretion and as permitted by applicable laws and Collective Bargaining Agreements, may reassign regularly certified and appointed teachers from a closed school to an open school. If the Board decides to consolidate a school through the closure of one or more schools, the Superintendent shall retain the discretion to retain, reassign, or terminate the principal and administrative staff pursuant to Board policy, the Michigan School Code, current law, and applicable administrative contracts.

LEGAL REF: MCL § 380.11a (General Power School District), No Child Left Behind Act, 20 U.S.C. Sec. 6361

Approved: June 13, 2016

4650 Property Review

The Board and the Superintendent shall, consider at all times, the future facility needs of the District including the acquisition or disposal of facility and/or sites.

The Superintendent is responsible for assessing the use of school facilities and other resources to ensure their efficient utilization.

Naming Facilities

The naming of a new facility or the re-naming of an existing facility must be approved by the Board.

Approved: March 14, 2016

LEGAL REF: MCL380.1282