

**4000—BUSINESS MANAGEMENT**SN Excludes fiscal management.

- 4010 Buildings and Grounds Management
- 4015 Insurance Program - MCL 380.1269; 380.1332; 691.1405-1406;  
69.1409  
Liability Insurance  
Worker's Compensation
- 4040 Safety - MCL 380.1288; R 340.1301-1305  
Fire Prevention.  
Warning Systems  
Fire and Tornado Drills  
Safety Inspections (Cf. 8590)
- 4050 Environmental Health and Safety - Employee Indemnification  
- MCL 380.623b; 380.1256(1)(2); 380.11 *et seq.*; 380.864  
Toxic Hazards and Asbestos
- 4056 Integrated Pest Management
- 4080 Emergency Closings (Cf. 8620)
- 4090 Traffic and Parking Controls (Cf. 8640) - MCL AG Opinion  
#6657
- 4110 Security - MCL 380.1291
- 4120 Theft and Vandalism - MCL 380.1311
- 4250 Printing and Duplicating Services - P.L. 94-553  
Employee Produced Material  
Copyright Compliance and Computer Software Copyright
- 4300 Student Transportation Management (Cf. 6680) - MCL 380.1321-  
1322; 380.1331; 380.1333; 380.1336; 380.1010; R 340.1702; R  
340.271-279; R 340.281-282; 257.1801 *et seq.*; AG Opinion  
#6047, #5825
- 4320 School Vehicles  
Liability  
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Safety Inspection - MCL 380.1242  
Records  
Licensing of Drivers  
School Bus Safety Program
- 4350 Student Transportation in Vehicles Other than Buses- MCL  
257.57(c)
- 4365 Special Use of Transportation Service - MCL 380.1331-1333;  
257.6826; R 340.241-243
- 4430 Personal and Business Transportation Services
- 4450 Food Service Management - MCL 380.1272-1272d

- 4500 Technology - (Cf. 8940, 2810) MCL 15.231 *et seq.*  
SN For policies of a general nature on the generation and control of statistical and other information as desired by the district and/or required by state and federal regulations. See also “Records” and “Report,” in Index.
  - New Programs
  - Upgrades
  - Data Dissemination - MCL 15.231 *et seq.*
  - Education and Instruction
  - Games
- 4510 Computer Network
  - Personal Accounts
  - System Integrity and Security
  - Network Use
  - Limiting Access
  - Supervised Use
  - Violations of Conditions
- 4520 Filtering Software  
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.
- 4601 Facilities Development Goals
- 4750 Naming New Facilities
- 4770 Selection of an Architect - MCL 388.851-855a;\_
- 4890 Supervision of Construction
- 4900 Fair Employment Clause - MCL 37.2101-2211; 37.1101-1303
- 4910 Affidavits and Guarantees - MCL 129.201-211; Worker’s Compensation Act
- 4950 Board Inspection of New or Remodeled Facilities
- 4970 Public Dedication of New Facilities
- 4975 Dedication Plaques

All buildings and surrounding property shall be maintained and inspected on a regular basis by the **superintendent**. The **superintendent** shall develop a comprehensive program which will ensure proper maintenance of all district-owned real property. The care, custody, and safekeeping of all school property shall be the responsibility of the Assistant Superintendent Administrative Services or designee who shall establish procedures necessary to manage this department and provide information regarding the nature, location and condition of all school property.

**April 15, 2002**

The board shall insure district property unless otherwise directed by the district electors.<sup>1</sup> 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.

The board sets the following standards for participation in the school insurance program: (H-3460)

1. The Agency must be capable of writing all insurance coverages required by the board.
2. Bids will be required for all insurance coverage at the time new protection is required or existing coverage renewed.
3. It shall be the responsibility of the Assistant Superintendent Administrative Services to supply information regarding purchases of new insurable equipment and changes in the buildings. These changes are to be reported on a monthly basis, or as changes occur.
4. Insurance specifications shall be mailed or delivered to Agents who qualify not less than four (4) weeks prior to the bid opening.

Bids shall be opened at a specified time and place and all qualified bidders may attend.

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<sup>1</sup> MCL 380.1269 ("The board of a school district other than a first class school district shall insure school district property unless otherwise directed by the school electors.")

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.<sup>2</sup>

Worker's Compensation

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

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

The **superintendent** shall be responsible to develop specifications for all forms of insurance and make recommendations to the board.

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

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

**Adopted April 15, 2002**

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<sup>2</sup> MCL 691.1405 ("Government agencies shall be liable for bodily injury and property damage resulting from the negligent operation by any officer, agent, or employee of the governmental agency, of a motor vehicle of which the governmental agency is owner. . . .") MCL 691.1406 ("Governmental agencies are liable for bodily injury and property damage resulting from a dangerous or defective condition of a public building if the governmental agency had actual or constructive knowledge of the defect and, for a reasonable time after acquiring knowledge, failed to remedy the condition or to take action reasonably necessary to protect the public against the condition.")

It is the policy of the Board to take every reasonable precaution for the safety of the students, staff, and all others having business with the school district.

The **Superintendent** or designee shall establish a comprehensive program for safety, such as bus, playground, building, etc., which includes the appointment of competent staff and the appropriate resources to maintain such a program.

All reports from insurance or health organizations which prescribe remedial action in the interest of safety shall be acted upon by appropriate staff with any corrective actions noted; any exceptions to recommendations shall be documented as to reasons for rejection or modifications.

#### Emergency Drills

Each building housing students will comply fully with all laws regarding required fire drills, tornado drills, and lockdown drills. The Superintendent shall report to the Board concerning the nature of legally required "lockdown" drills. There shall be coordination with local emergency management, fire, and/or police officials in the conduct of "Lockdown" drills.

#### 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**.

District Crisis Management Plan

The **Superintendent** or designee shall establish a comprehensive District Crisis Management Plan for the handling of emergency situations in all buildings.

LEGAL REF: MCL 380.1288; R 340.1301-1305; 29.19

Adopted April 15, 2002

**Revised August 18, 2008**

### Safety Inspections

Conditions which are considered a potential safety hazard by an authorized employee or agent of the district shall be remedied immediately if possible. If the safety hazard cannot be remedied immediately, it shall immediately be reported to the employee's immediate supervisor or principal who shall in turn notify the superintendent or superintendent's designee. The superintendent or designee shall investigate the reported hazard and develop and implement a recommended remedy to the hazard. All confirmed safety hazards shall be blocked off or taken out of service until such time as the hazard is eliminated.

### 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

Walkways must be kept clean of snow and ice and be maintained in a safe condition for pedestrian traffic at all times.

### Safety Glasses

Student's and employee's eyes shall be protected when exposure to danger exists in shop classes and science classes with the use of safety glasses. Glasses for visitors shall be available in those locations where a danger might exist.<sup>3</sup>

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<sup>3</sup> MCL 380.1288 ("Each pupil and teacher participating in a course included in this section shall wear industrial eye protective devices, which have been sanitized prior to use, if exposure to danger exists while participating in the course.")

Accident Reports

All accidents on district grounds shall be reported to the **superintendent** by any district employee.

Fire Drills, Tornado Drills, Lockdown Drills

Emergency drills shall be conducted as outlined in current law.

District Crisis Management Plan

Handling of emergency situations will be documented in a District Crisis Management Plan. Each Building will have processes in place to manage situations such as Bomb Threats, Severe Weather, Fire Etc.

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.<sup>4</sup>

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<sup>5</sup> and state laws<sup>6</sup> and the appropriate instruction and in-service of staff and students.

The board shall, through either a separate contract, a subclause 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.

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<sup>4</sup> MCL 380.1256

<sup>5</sup> 15 USC 2641-2656

<sup>6</sup> MCL 388.864 ("Circumstances for removal of asbestos") MCL 380.1256 ("Inspecting, monitoring, removing, or treating asbestos or material containing asbestos; contractual agreement to provide legal representation against civil liability.")

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

LEGAL REF: MCL 380.623(b); 380.1256(1)(2); 388.864; Michigan Occupational Safety and Health Act; Michigan Right-To-Know Rules and Regulations; Asbestos Emergency Response Act; Asbestos Abatement Contractors Licensing Act

**Adopted April 15, 2002**

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

The IPM Program shall incorporate all elements required by law.

#### Integrated Pest Management Coordinator

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

#### Education/Training

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

**Adopted August 18, 2008**

LEGAL REF:      MCL 324.8316; R. 285.637.15

WEB REF:

- [http://www.michigan.gov/documents/mda\\_A\\_Model\\_Integrated\\_Pest\\_Management\\_Policy\\_for\\_Michigan\\_Schools4\\_130114\\_7.pdf](http://www.michigan.gov/documents/mda_A_Model_Integrated_Pest_Management_Policy_for_Michigan_Schools4_130114_7.pdf)
- [http://www.michigan.gov/documents/MDA\\_IntegratedPestManagement\\_79995\\_7.pdf](http://www.michigan.gov/documents/MDA_IntegratedPestManagement_79995_7.pdf)
- <http://legislature.mi.gov/doc.aspx?mcl-324-8316>
- [http://www.state.mi.us/orr/emi/admincode.asp?AdminCode=Single&Admin\\_Num=28500637001&Dpt=AC&RngHigh](http://www.state.mi.us/orr/emi/admincode.asp?AdminCode=Single&Admin_Num=28500637001&Dpt=AC&RngHigh)

The following administrative rules will be followed as the District implements the IPM Program:

Inclusion of the following elements is required by law:

- Site evaluation, including site description, inspection, and monitoring and the concept of threshold levels.
- Consideration of the relationship between pest biology and pest management methods.
- Consideration of all available pest management methods, including population reduction techniques, such as mechanical, biological, and chemical techniques and pest prevention techniques, such as habitat modification.
- Pest controls methods selection, including consideration of the impact on human health, especially for children, and the environment.
- Continuous evaluation of the integrated pest management program.

The IPM Coordinator, other school staff and pesticide applicators involved with implementation of the school IPM policy will be trained in appropriate components of IPM as it pertains to the school environment.

Students, parents/guardians will be provided with information on this policy and instructed on how they can contribute to the success of the IPM program.

#### Record Keeping

Records of pesticide use shall be maintained on site to meet the requirements of Administrative Rule 285.637.14 and the Board.

#### Notification/Posting

The Superintendent or IPM Coordinator of Holly Area Schools is responsible for timely notification to students' parents/guardians as well as school staff of pesticide treatments pursuant to the requirements under MCL 324.8316.

The IPM Program Coordinator may promulgate additional rules, procedures, and forms to implement policy 4056 subject to review and approval of the Superintendent.

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.

The call signs and frequencies of all radio/TV stations which carry school closing information shall be published in building and district newsletters and in local newspapers.

**Adopted April 15, 2002**

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.<sup>7</sup> Handicapped parking spaces shall be made available in accordance with applicable State and/or Federal guidelines.

LEGAL REF: AG Opinion #6657

**Adopted April 15, 2002**

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<sup>7</sup> 1990 Mich. Op. Atty. Gen. No. 6657 (A school superintendent, a county road commission, and the Director of State Police may collectively decide to reduce the speed on a county road that is within 1,000 feet of a school in the school district if the current speed limit near the school is deemed to be excessive.)

The board shall attempt, through the entire staff, to ensure that students, patrons and all property owned by the district are protected at all times from possible damage or injury, outside intrusion or disturbances occurring on school grounds or in school buildings.<sup>8</sup>

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. (See 4120)

The District Crisis Management Plan will document necessary security measures during an emergency situation (See 4040).

LEGAL REF: MCL 380.1291

**Adopted April 15, 2002**

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<sup>8</sup> MCL 380.1291 ("The board of a school district may establish a local school security task force for the school district to perform functions at the local level similar to those performed at the state level by the school security task force created under the school security task force act. The local security task force shall include representatives of parents, teachers and other school employees, school administrators, law enforcement officials, pupils, and other members of the community affected by weapons in schools.")

Access to Buildings

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

Keys shall not be loaned to anyone and under no circumstances shall school employees have extra keys made unless specifically authorized to do so by the **superintendent** or building **principal**.

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 upon leaving.

Chaining of Doors

**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.

The board shall institute an on-going program designed to prevent vandalism. The costs of vandalism shall be made known to the student body and the general public on a regular basis.<sup>9</sup>

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.

LEGAL REF: MCL 380.1311

**Adopted April 15, 2002**

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<sup>9</sup> MCL 380. 1311 ("Suspension or expulsion of pupils")

Students found guilty of any form of theft or vandalism shall be disciplined in accordance with the board's discipline policy, including possible suspension or expulsion from school.<sup>10</sup>

Recovery of damage and/or losses shall be sought from the person or persons involved; in the case of minors, from their parent(s) or guardian(s) under the laws which hold parent(s) or guardian(s) liable up to \$1,500 for any loss or damage.

Every effort shall be made to recover damages from adult vandals, or from the parents of juvenile vandals to cover the theft of equipment or the destruction of school property. This policy will apply not only to damage as a result of breaking and entering at nights or during the holidays, but also to damage done to school property by pupils during the course of the school day, over and above normal wear and tear.

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.

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<sup>10</sup> MCL 380. 1311

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, shall become the property of the district. The board may elect to copyright or patent such materials, devices or programs in the name of the district. All earnings or profits from such original materials, devices or programs shall become assets of the district.

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

Copyright Compliance and Computer Software Copyright

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

**Adopted April 15, 2002**

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 on their own 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 unless specifically authorized by the publisher.

**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.

**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.

**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 or not 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.

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.

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 data base 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.

The board shall provide safe, economical transportation to the students of the district.<sup>11</sup> The use<sup>12</sup> of buses by the district shall conform to state law.<sup>13</sup> School bus routes shall be established by the **superintendent**.

Bus transportation will be provided students to and from school for those students who qualify.<sup>14</sup> Transportation will be provided by the district for all extra-class activities. Students are prohibited from driving personal automobiles to district-sponsored activities held during the school day.

#### Eligibility

The following pupils residing in the school district and enrolled in grades kindergarten through twelve shall be eligible for transportation, within the district, by bus:

- A. Any pupil enrolled in the public schools of this district who lives 1 1/2 miles or more from the school he/she attends as measured by state guidelines or in an area approved for transportation by the Holly Area Schools' board.
- B. The measurement of the mileage to determine eligibility for transportation shall be the responsibility of the director of transportation. The director's measurement shall be accepted as conclusive evidence of eligibility for transportation. Any person who feels aggrieved by this measurement may, at his/her own personal expense, employ a qualified engineer to make a more precise measurement and may present this measurement to the board, along with an application for approval of transportation service for children living in his/her home who are legal residents of the school system.

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<sup>11</sup> The Pupil Transportation Act, MCL 257.1801

<sup>12</sup> MCL 380. 1333 ("Transportation of senior citizens, retired or disabled persons, or members of nonprofit organization to activities, events, or outings; cost; transportation of persons other than pupils to school-sponsored events; fee; insurance; priority; purchase of additional school buses; agreement; definition; rules.")

<sup>13</sup> MCL 388.1010 (b)

<sup>14</sup> MCL 380. 1321; MCL 380. 1322

- C. Exceptions to the general eligibility rules shall apply to all pupils enrolled in a program for mentally, emotionally, or physically handicapped children, designated and approved by the student's individual IEP. Those students shall be eligible for only that additional transportation service necessary to permit them to attend the program.

Criteria Used in Determining Bus Stops

Elementary school pupils (K-5) will not be required to walk more than one mile to the bus stop, middle school pupils (6-8) and the high school pupils (9-12) not more than 1 1/2 miles to the bus stop. Adjustments are subject to the availability of acceptable bus stops.

Pre school pupils, such as head start and pre primary impaired, are subject to State and Federal transportation guidelines which may be different from K-12 transportation policy.

The bus stops for kindergarten pupils will be adjusted mid-day only, when these pupils have no one to walk with to a bus stop.

Whenever possible:

- A. The bus stops will be arranged so that the bus will not make more than four stops in any one mile. The number of stops on any one bus route shall be kept to a minimum.
- B. Routes are to be planned to minimize individual student riding distance and time.
- C. School buses will not be routed on private roads or roads where a school district approved cul-de-sac is not provided.

Discipline

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

student who violates any rules or regulations adopted by the board. All such rules shall be published in the student handbook or copies given to students and parents at the beginning of the school year.

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

LEGAL REF: MCL 380.1321-1322; 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)

**Adopted April 15, 2002**

**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 may have available transportation to the non-public school in accordance with state law.

The board of the Holly Area Schools, upon written request authorizes the transportation of school-owned equipment non-public school age children. Children will be transported to approved locations within the Holly Area School District, provided the schedule of bus operation permits such accommodations. It is also understood that nonpublic school children to be transported will walk to the nearest public school they would normally attend, provided that public school is less than one and one-half miles from their home. Exceptions to the one and one-half mile limitation may be made if the walk route or walk way is deemed unsafe by the board. Children will be then-transported from the public school or approved bus stops to an approved location within the district. The care, orderliness, and safety of the children as they leave the bus at the approved location, or board the bus at the same location, will be the responsibility of the organization requesting transportation.

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, according to State Law.

Students shall be provided one pick-up address and one drop-off address. The pick-up and drop-off address may differ if necessary, but must be consistent everyday.

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. In an emergency situation, such as a death or medical emergency, a parent may request permission from the building **principal** to allow their child to obtain optional transportation for a specific limited time period.

#### 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 then notify the necessary staff members and shall then insure that the school telephones be monitored for at least 45 minutes after the last bus departs.

## 4320 School Vehicles

4320

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

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

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

### Liability

All school vehicles shall be adequately insured.

### Safety

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

### Safety Inspection

Busses shall be inspected to meet State requirements. All other school vehicles shall be maintained and inspected at least annually.

### Records

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

### 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 strictly complied with.

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.

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

**Adopted April 15, 2002**

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.

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 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.

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.<sup>15</sup>

LEGAL REF: MCL 257.57(c)

**Adopted April 15, 2002**

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<sup>15</sup> MCL 257.57c (“School transportation vehicle’ means every motor vehicle with a manufacturer’s rated seating capacity of less than 16 passengers, including the driver, owned by a public, private, or governmental agency when operated for the regularly scheduled transportation of passengers directly to or from school and home, or privately owned and operated for compensation for the regularly scheduled transportation of passengers directly to or from school and home. Transportation to extracurricular events shall not be considered regularly scheduled transportation. School transportation vehicle does not include a vehicle used by a parent or a parent’s designee to transport children to and from school related events under contract with the school.”)

Transportation of District students in private vehicles, in lieu of school-provided transportation, may be authorized by the Superintendent.

Any such transportation must receive prior written approval by the Superintendent or his/her designee.

When private vehicles are used to transport students, the following requirements shall be met:

1. Only an adult (non-high school student) licensed driver, aged 21 or over, shall be allowed to drive the vehicle. The driver's ability to drive safely shall always be taken into consideration;
2. The vehicle shall be equipped with seat belts and the number of passengers limited to the number of seat belts available. Seat belts 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 with minimal liability coverage of \$100,000/\$300,000.
5. No vans with seating capacity of 10 or more passengers shall be used for transporting pupils and all passengers shall have a functioning seatbelt and shall use it;
6. A form verifying the above-mentioned information signed by the driver of the vehicle shall be kept on file for one year in the Superintendent's office;
7. Non-ownership insurance as a secondary coverage shall continue to be carried by the district either on a permanent or temporary basis as determined by the superintendent in consultation with the District's Insurance Carrier (there will be an annual review of this coverage as it pertains to this policy);
8. Parents or legal guardians of students to be transported in private vehicles shall submit required permission forms for each trip in a private vehicle (a long-term permission form may only be used when daily transportation is provided to meet the student's educational program needs or for regularly scheduled programs (examples: a list of tennis matches on specific dates, a job coaching opportunity which occurs on a regularly scheduled basis);
9. A list and phone numbers of students riding in a private vehicle shall be kept by the driver of the vehicle and the building principal/program director and teacher/instructor;
10. Any school staff member who regularly drives students to meet their educational program needs shall possess a Chauffeur's License.

No person shall be approved for the transportation of students in a private vehicle who is not an employee of the Board, the parent of a student enrolled in the District, an approved volunteer, and the holder of a currently valid license to operate a motor vehicle in the State of Michigan.

Driver Guidelines

I agree to provide pupil transportation services on a volunteer basis for the following School Sponsored Activity/Program: \_\_\_\_\_  
on the following date(s): \_\_\_\_\_

As a volunteer driver for an activity of the Holly Area Schools, I state:

- that I own/lease the vehicle described below
- that my vehicle is in good working order
- that I will obey all motor vehicle driving laws and ordinances
- that each passenger will have his/her own functioning seatbelt and will wear it during the entire trip
- that I am not taking any medication or any other substance that may adversely affect my driving ability
- that I currently have no more than 4 points on my driving record
- that I will follow the exact route as prescribed by the school sponsor/teacher/principal
- that I have full vehicle insurance, including medical coverage
- that I possess a current and valid Michigan driver=s license and am at least 21 years of age
- that I understand my automobile insurance provides primary coverage
- that I give the school permission to verify all information provided herein.

*The information contained in this form is current, accurate, and truthful to the best of my knowledge, information and belief.*

PLEASE PRINT

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone No: \_\_\_\_\_ Driver's License No: \_\_\_\_\_

Vehicle Insurance Carrier: \_\_\_\_\_

Policy No: \_\_\_\_\_ Current Expiration: \_\_\_\_\_

Liability Limits of Policy\* \_\_\_\_\_

**\*Please note: The minimal, acceptable liability limit for privately owned vehicles is \$100,000/\$300,000**

- A. The primary coverage for a private vehicle is the driver's automobile insurance.**
- B. The driver's car insurance would provide primary coverage for medical and liability.**
- C. The driver of the car is liable for passengers in their vehicle during transportation to and from a field trip.**

I have read the above guidelines and understand and acknowledge the guidelines with my signature of this form.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved By: \_\_\_\_\_ Date \_\_\_\_\_

SUPERINTENDENT OR DESIGNEE: \_\_\_\_\_

FOR OFFICE USE ONLY		
____ Copy of Driver=s License	____ Copy of Vehicle Registration	____ Copy of Auto Liability Insurance

**HOLLY AREA SCHOOLS  
PERMISSION TO ATTEND CURRICULAR/EXTRA-CURRICULAR EVENTS,  
DESIGNATION OF DRIVER AND VEHICLE,  
AND  
EMERGENCY MEDICAL/DENTAL AUTHORIZATION**

School Sponsored Activity/Program: \_\_\_\_\_

Date(s) : \_\_\_\_\_  
(Title or Description of Activity)

\_\_\_\_\_ has my permission to attend the above indicated school  
(Child/Ward) sponsored activity.

In addition, I designate the driver(s) and vehicle(s) listed below to provide the pupil transportation for this activity.

\_\_\_\_\_

Transportation for this activity will be provided by:

Driver(s):	Vehicle(s)*
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

In the event that my above-named child/ward is deemed by the driver and/or school personnel to need emergency medical or dental care, I authorize the driver and/or school personnel to obtain such care for my child/ward and I agree to pay all expenses incurred in obtaining such care.

Signature: \_\_\_\_\_  
(Parent or Guardian)

\*Type of vehicle to be used, i.e., sedan, station wagon, van, etc., and the vehicle's owner should be identified in this column.

## HOLLY AREA SCHOOL DISTRICT

### Emergency Procedure Checklist

In the event of an accident or emergency while on a school-related trip, you are required to follow these procedures:

- \_\_\_\_\_ 1. Remain calm and quickly survey the scene.
- \_\_\_\_\_ 2. Quickly assess present or future dangers to students involved, contact police if appropriate.
- \_\_\_\_\_ 3. If injuries are involved, contact E.M.S. or medical assistance promptly.
- \_\_\_\_\_ 4. DO NOT attempt to move any students that are unconscious, or suffering from suspected fractures, neck or back injuries.
- \_\_\_\_\_ 5. Make sure a police report is completed and where a copy may be obtained.
- \_\_\_\_\_ 6. Record names of all individuals involved.
- \_\_\_\_\_ 7. Contact your supervisor or building principal immediately.
- \_\_\_\_\_ 8. Contact the parents of all students involved.
- \_\_\_\_\_ 9. Submit a follow-up written report of the situation to your immediate supervisor upon returning to school.

### **REMEMBER**

**Treat the situation like it was your child involved!**

**Remain Calm!**

**Safety First!**

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 as approved by the board.

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

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

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

Only students enrolled in the district and chaperones authorized by the school shall be allowed to ride buses on curricular or extracurricular field trips. The **superintendent** may authorize parents 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.

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

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

**Adopted April 15, 2002**

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.

School vehicles may be utilized for transportation to workshops, conventions and visitations by Central Office personnel, **principals**, supervisors, teachers, authorized adult chaperones with student groups and noninstructional employees, if the activity is directly concerned with the instructional, athletic program or operation of the Holly Area Schools. A travel request must be approved by the **superintendent**, prior to the use of a school vehicle.

Personal vehicles may be utilized for transportation to workshops, conventions and visitations by Central Office personnel, **principals**, supervisors, teachers and non-instructional employees, if the activity is directly concerned with the instructional, athletic program, or operation of the Holly Area Schools. A travel request must be approved by the **superintendent**, if mileage reimbursement is to be paid.

Mileage allowances shall be computed from the authorized point of origin to the point of destination and return to the authorized point. The round trip rate shall be the approved Internal Revenue Service rate per mile effective upon the announced rate, but not retroactive if so designed by the Internal Revenue Service.

The **superintendent** may determine mileage to and from Places commonly visited by school personnel, and these mileages shall be standard in expense account reports.

Adopted April 15, 2002

A school lunch program and supplemental milk program shall be made available to all full time students enrolled and in regular attendance in the school district.<sup>16</sup>

A food service supervisor/management company will be hired by the board to oversee the district's food services.<sup>17</sup>

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 a break-even basis. Daily 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. Unit prices for meals which are required to meet Federal standards of nutrition in order to qualify for Federal subsidy shall be approved by the board and will not exceed maximum amounts established by any governmental unit for such meals. Other unit and a la carte prices may be set by the **superintendent**.

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<sup>16</sup> MCL 380. 1272a (1) ("The board of a K to 12 school district shall, and the board of another school district may, establish and operate a program under which lunch is made available to all full-time pupils enrolled and in regular attendance at each public school of the school district.")

<sup>17</sup> MCL 380. 1272 ("The board of a school district may use general funds to provide the necessary personnel, equipment, supplies, and food to furnish meals for regularly enrolled pupils, and may accept produce and financial reimbursement from the state to supplement the resources of the district.")

There shall be no credit extended to anyone for any Food Service items.

Free and reduced price lunches shall be provided to eligible students according to standards as prescribed by the U.S. Department of Agriculture.<sup>18</sup> 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 lunches or milk are not discriminated against. The Assistant Superintendent Administrative Services has been designated to determine which individual children are eligible for free or reduced price meals.

The school will provide to patrons of the school forms on which to make application for consideration of eligibility of their children for free or reduced price lunches. Patrons will be notified individually of the acceptance or denial of their applications and, if the application is accepted, will be informed of the procedure to be followed by the child to receive such meals. If the application is denied, the patron may make an appeal to the **superintendent** for a review of the decision.

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

The **superintendent** shall provide avenues for parent and student participation in the planning and evaluating of school lunches and other foods dispensed upon school premises.<sup>19</sup>

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

LEGAL REF: MCL 380.1272-1272d

**Adopted April 15, 2002**

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<sup>18</sup> Section 9 of the National School Lunch Act, 42 USC 1758

<sup>19</sup> MCL 380.1272b (d)

**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 the needs of curriculum. 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.

**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 data. Access to district 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 and the internet.

LEGAL REF: MCL 15.231 *et seq.*

**Adopted April 15, 2002**

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 District Instructional Technology Committee 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 :  
How does the project support the Student Profile?  
How does the project support the Teaching and Learning Guidelines?  
How does the project support the District Strategic Plan?
- An itemized list of district support required (financial and otherwise), including hardware and software needs, classroom requirements, staffing, parent support, in-service and training expenses.
- A list of other districts, schools, or businesses that have successfully implemented a similar project and may be used as a resource.
- A plan for evaluating and monitoring the project, including student achievement. Assessment of student achievement should follow the District Assessment Guidelines.
- A preliminary deployment plan for expanding the pilot project into a regular district program or offering, including “ballpark” cost estimates.
- A statement of support from the appropriate program administrator

Upon submission of a pilot proposal, the District Technology Steering Committee shall review the proposal and its alignment with district goals and objectives, suggest modifications, and make a recommendation to District Education Council. It then becomes the responsibility of the Education Council to monitor the progress of the Technology Pilot following the procedures of the District Framework for Curriculum, Instruction, and Assessment. Should the Pilot evaluation result in a recommendation for permanent inclusion into the curriculum, the Education Council will make such a recommendation to the superintendent, who may in turn

make a recommendation to the board. All Pilots will be consistent with the current documented Technology Plan.

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.

When a project is substantially in place and has been demonstrated to be 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. Project check points will be monitored throughout the deployment stages.

#### Upgrades

District computer equipment and software shall be depreciated over a period no longer than current governmental accounting standards.

Each year, the district shall order upgrades of hardware and software as appropriate and necessary for school operations, and shall allocate funds for the purchase of new software in line with district objectives.

Any funds allocated to technology upgrades and improvement and software should include plans and funding allocations for training and development of curriculum, materials, and technical support.

The superintendent shall develop a process for preparing the annual technology plan so as 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. 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, so as to facilitate district responses to requests for records. Student records database(s) maintained by the district shall include record fields which 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 directly access any district database.* Persons who knowingly allow non-employees, including volunteers or students, to use their password for database access may be subject to discipline.

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 one week before being re-used to insure against data corruption which is not detected immediately. In addition to the daily backups, monthly backup will be made and maintained for the entire school year, with one backup stored off-site to guard against fire or theft loss.

Automatic server-based backup systems are encouraged where practical. The District will maintain archives in compliance with State Law.

#### 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, including the internet, 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

Games are not permitted on school computer equipment unless authorized by school personnel. 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 which 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.

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.

## A Technology Code of Ethics

1. I shall never copy and use software, videos, music, or anyone else's work which is normally sold for money unless it has justly been paid for. I shall never copy or use anyone else's work (including software, videos, etc.) without his or her permission.
2. I shall never use technology to distort the truth, to lie, or to misrepresent someone else.
3. I shall never use technology intentionally to harm or harass anyone.
4. All of my chats, my e-mail, my newsgroup and forum postings, my electronic drawings, photographs, videos and music, and everything I publish on the web will be things to which I am proud to sign my name and show to my parents and teachers.
5. I shall never use my skills for unjust personal gain, to access the private files of others, or to illegally access or damage any computer system.
6. I shall abide by the rules of those whose systems and equipment I use.
7. When I discover an error, a bug, or a weakness in any system, I will report it to someone so that it may be corrected.
8. I shall be patient and helpful toward those who do not understand a technology as well as I do, and I shall never take advantage of their ignorance.
9. I shall work diligently to guard the rights and freedoms of all technology users, and shall report and attempt to stop anyone who would use technology unjustly.
10. I shall be mindful of the needs of other users, and refrain from monopolizing equipment, bandwidth, storage space, or any other shared resource.

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 and staff. 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 other school related groups, 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. 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.]

#### 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 and staff. The **superintendent** in concert with the system administrators shall employ hardware and software security to ensure the integrity of the system and to prevent unauthorized access to district and school records.

#### Network Use

The **superintendent** shall develop rules and procedures for computer and network use, and shall see to it that rules are published annually for students, parents, and staff.

The district’s computer and network use rules shall be consistent with the following requirements:

- Users may not use district equipment to perform or solicit the performance of any activity which 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 which is inconsistent with the educational goals of the district, including but not limited to material which is defamatory, abusive, obscene, profane, sexually explicit, threatening, racially offensive, illegal, or which aids or advocates illegal activity other than non-violent civil disobedience.

#### 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. The district will comply withh Federal and State laws on internet filtering, such as the Children's Internet Protection Act. The administration is encouraged to pursue such technology for the personal accounts of elementary school children where practical.

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

**Adopted April 15, 2002**

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.

School libraries and media centers will provide networked computers for students and staff to use for research purposes. Library/media center staff shall make every attempt to assist users in the operation of the network and to monitor the content of material being accessed. Academic assignments have priority over personal research.

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 or staff 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.

Violations of Conditions

Upon receiving notification of a violation of district rules or policies, the system administrator may suspend or terminate a user's personal account. The system administrator may access any and 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 should leave a computer which 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.

*Note: Generally, the district's arrangements for system integrity and security will be a local matter, dependent on the district network configuration and the Internet service provider used. The above language is provided as a sample of things which should commonly be considered.*

Limiting Access

School servers may incorporate blocking and filtering software. Additional sites may be blocked by the system administrator in response to a complaint by a student, staff member, or parent in accord with the district's procedures on controversial material.

Reported E-mail sites which deposit unsolicited, bulk, chain, or offensive messages on the district server will be blocked. System administrators may also block e-mail following a complaint from any user, if appropriate. The system administrator shall refer repeated violators, along with any case of solicitation for child abuse or other illegal act, to the **superintendent** for action in concert with law enforcement authorities.

SCHOOL DISTRICT RULES ON ACCEPTABLE USE OF COMPUTERNETWORK RESOURCES

**Philosophical Basis:** The Holly School District provides a wide variety of technological resources for students and staff to utilize in the instructional process. These resources include: computers, software, copy machines, video editing equipments, audio equipment, video/voice data networks, scanners and modems. The goals of the District are to promote educational excellence by facilitating resource sharing, information gathering, innovation, communication through the use of technological resources and to provide these resources in the best possible working order for use by students and staff.

## INTERNET, E-MAIL, COMPUTERS

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Independent access to network services is provided to students who agree to act in a considerate and responsible manner. Parent permission is required for minors. Access is a privilege, not a right. Access entails responsibility. Individual buildings will offer a mandatory training session before account and passwords are given to new users. This training session will include an explanation of terminology such as chat rooms, copyright laws, network games, lists and news groups.

Individual users of the district computer network are responsible for their behavior and communications over the network. Users must comply with district standards and honor the agreements they have signed.

All rules in the Acceptable Use Policy apply to accounts obtained outside of school if the Internet account is accessed with school equipment or on school property.

Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will be private. The network is intended for legitimate educational and school business purposes only. As a monitored network, no stated or implied guarantee is made regarding the privacy of E-Mail or any other communications transmitted or received over the network.

During school, teachers will attempt to guide students towards appropriate educational materials. Outside of school, families bear responsibility for such guidance as they must also exercise with information sources such as television, telephones, movies, radio and other potentially offensive media. The school district does not guarantee that school officials will monitor or control students' access to materials available on the network or via the Internet. The district does not guarantee that students will not have access to indecent, obscene, vulgar, profane, violent, harassing, or defamatory material or any other material that may be inappropriate for children.

## User Agreement and Parent Permission Form

As a user of the Holly Area Schools computer network. I agree to comply with the rules set forth in the Acceptable Use Policy for Holly Area Schools and other rules as may be established by the District from time to time. I further agree to use the network in a reliable fashion while honoring all relevant laws and restrictions.

I agree that accounts and passwords are not to be shared with others, including family members. I further agree and understand that individuals and families may be held liable for violations of District policies and/or applicable laws.

I accept that some materials available on the Internet may be inappropriate for children or otherwise be unrelated to educational purposes and agree not to access such materials while on school property or while using my school-issued account.

**I have received, read, and understand the Acceptable Use Policy for the Holly Area Schools.**

Student Signature \_\_\_\_\_

As the parent or legal guardian of the minor student signing above, I grant permission for my son or daughter to access networked computer services such as electronic mail and the Internet.

I agree and understand that individuals and families may be held liable for violations of District policies and/or applicable laws.

I accept that some materials on the Internet may be inappropriate for children or otherwise be unrelated to educational purposes, but I accept responsibility for guiding my son/daughter in proper Internet use and agree that the District is not responsible for my child's access to such materials.

**I have received, read and understand the Acceptable Use Policy for Holly Area Schools.**

Parent Name (please print) \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

School \_\_\_\_\_

Name of Student \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_

Home Telephone \_\_\_\_\_

The Superintendent shall be responsible for directing appropriate District technology staff, or technology consultant staff, to bring all computers used by children into full compliance with all federal requirements regarding Internet filtering software so as to assure that District discounts under the federal e-rate program 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.

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

**Adopted August 18, 2008**

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.

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, parents, taxpayers, and appropriate members of the administrative staff.

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

**Adopted April 15, 2002**

Whenever a new district facility is approved by the Board, immediate steps shall be taken to name the facility. Final responsibility for the naming of school buildings shall rest with the Board.

**Adopted April 15, 2002**  
**Revised January 9, 2006**

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.

In order to facilitate the naming of such a facility, the board shall appoint a committee of two citizens, two students, a teacher, an administrator, and a board representative. The committee shall solicit and consider names for the new facility and submit a list of not more 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 time table shall be established in an attempt to accomplish this objective.

The board shall refrain from naming facilities or portions of facilities after individuals who are living or who have been deceased less than one year. Further, 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.

The board shall comply with current law for the selection of an architect for the district's building plans related to authorized Bond work.<sup>20</sup> Should an architect subcontract for engineering services, the board reserves the right of prior approval in the selection of the engineering firm in cases not covered by the Board/Architect agreement. In such event, the architect shall be responsible for all phases of construction engineering. All architects, engineers or land surveyors retained by the district shall be duly licensed in the State of Michigan.

Contacts will be made by the **superintendent** with qualified architectural firms requesting a submission of information concerning their firms if they wish to be considered.

LEGAL REF: MCL 388.851-855a

**Adopted April 15, 2002**

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<sup>20</sup> MCL 388. 851 (a) ("All plans and specifications for buildings shall be prepared by, and the construction supervised by, an architect or engineer who is registered in the state of Michigan.") 1957-58 Mich. Op. Atty. Gen. Architect or engineer is to be employed by the board of education; the statute is not satisfied when a contractor or a member of a contracting firm employs the engineer or architect.

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. The school district legal counsel shall review the contract and give his approval before it is signed by the authorized board representatives.

The superintendent shall develop criteria for the selection of an architect that will assist the Board in determining the architect that has the necessary experience and expertise to design and oversee the construction of facilities that will be most appropriate for the district.

All projects for the construction of new facilities or the addition to or alteration or repair of existing facilities shall be submitted for bids in accordance with the laws of the State of Michigan and the policies set forth in the Business section of this policy manual.

No bid shall be deemed to have been accepted until the bid has been accepted by the board at a regular meeting or duly called special meeting. Written notice of the acceptance of the bid shall be given to the successful bidder and project architect or engineer.

The board reserves the right to accept or reject any and all bids, if deemed in the best interest of the school district.

After acceptance of a bid, the project architect or engineer shall draft contract documents based upon the plans and specifications upon which bids were solicited. The board shall review and approve contract documents prior to their utilization.

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

**Adopted April 15, 2002**

It shall be the intent of the board to award all contracts in excess of State mandated public guidelines 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 be in compliance with all state and federal laws, and verify same. The **superintendent** shall review and evaluate all such plans and his 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.

LEGAL REF: MCL 37.2101-2211 (Michigan Civil Rights Act); Fair Employment Practices Act; MCL 37.1101-1303 (Handicappers Civil Rights Act); Act 251 of P.A. 1955, Act 344 of P.A. 1965, and Act 349 of P.A. 1966

**Adopted April 15, 2002**

All contractors shall submit proof of their coverage of liability and workers compensation insurance as required by Michigan law to the business office. All bids on construction projects shall stipulate that the contractor shall provide liability coverages 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.

It shall be the policy of the board that contractors provide the School District with 100% bonding protection, as required by Michigan law. 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/construction supervisor 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.

LEGAL REF: MCL 129.201-211; Worker's Compensation Act

**Adopted April 15, 2002**

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

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, architects and construction managers will be withheld until such a time as the requirements of this policy have been met.

**Adopted April 15, 2002**

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 dedicated programs or activities. The **superintendent** shall work with the appropriate administrator, staff, students and parents in planning such program or activity, once it has been approved.

**Adopted April 15, 2002**

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

**NOTE: Other option might include: Names of board members and superintendent when bond issue was voted.**

**Adopted April 15, 2002**