

4010 Buildings and Grounds Management

4010

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.

Approved: December 16, 1991

Revised: September 18, 2000

LEGAL REF:MCL,380.1261

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

Liability Insurance

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

Worker's Compensation

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

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

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

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

Approved: December 16, 1991

Revised: December 20, 1993

Revised: September 18, 2000

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

The board and its administrative staff shall make every effort to provide a safe environment for students to study and play and for all employees to fulfill their employment duties and responsibilities. Safety rules and practices shall be developed by the district's administrative staff. These rules shall be reviewed annually with all employees and students. All staff shall report unsafe objects, conditions or suspicious individuals to the superintendent or building principal.

Fire and Tornado Drills

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

Safety Inspections

The director of maintenance, and building principals 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.

Warning System

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

Tornado or Severe Weather Emergencies

Weather will be monitored through the superintendent's office and in conjunction with emergency preparedness officials.

Extracurricular Activities

If a warning has been activated, all extracurricular activities, including games and all practices, shall be canceled.

If a warning is activated during a game or practice, the coach shall immediately see that players and spectators are directed to designated safe areas or to take necessary precautions if shelter is not immediately available.

If an activity is being held at another school, the coach or activity sponsor shall take his direction from the other school's officials.

Crisis Management Plan

A district Crisis Management Plan will be developed and updated as needed, which outlines the various safety procedures to be followed.

Non-School Users of Buildings

During weather conditions that are favorable to the development of tornadoes, parties using school facilities do so at their own risk

Approved: December 16, 1991

Revised: September 18, 2000

LEGAL REF:380.1288;R340.1301-1305;29.19

Toxic Hazards and Asbestos

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

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

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

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

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

Approved: December 16, 1991

Revised: September 18, 2000

LEGAL REF: MCL380.623(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

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 it is anticipated conditions are safe for transportation.

Emergency Weather Conditions

Weather conditions shall be monitored by the superintendent, only when necessary, in conjunction with civil defense and emergency preparedness officials.

Approved: December 16, 1991

Revised: September 18, 2000

LEGAL REF:MCL,380.1300

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

Go-carts, motor bikes and snowmobiles are not permitted to use district properties for recreational use. Licensed vehicles, e.g., motorcycles, when used for transportation to and from school, are permitted in school parking lots when the operator follows the rules and procedures governing the use of motor vehicles at school.

Approved: December 16, 1991

Revised: September 18, 2000

LEGAL REF:MCL,380.1300

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.

- Security devices and measurers may be installed at all attendance centers in the district to protect district property.
- Outside lighting may be installed and maintained at each attendance center to provide illumination of the immediate grounds.
- An adequate key control system shall be established which will limit access to buildings to authorized personnel and will safeguard against the potential entrance to buildings by unauthorized persons.
- The district shall cooperate with all law enforcement agencies.

Approved: December 16, 1991

Revised: September 18, 2000

LEGAL REF: MCL380.1291

4120 Theft and Vandalism

4120

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

The board authorizes a standing reward of \$100 to \$500 for information leading to the arrest and conviction of the guilty parties and/or the restitution of the thefts and/or vandalism.

Approved: December 16, 1991

Revised: December 21, 1992

Revised: September 18, 2000

LEGAL REF:MCL,380.1261;380.1311

4130 Long-Range Maintenance Program

4130

The superintendent shall develop an annual priority list outlining long-range maintenance of the school property buildings and grounds and shall present a report to the board annually on or before April 1 concerning the district's maintenance priorities. A cost analysis report shall be attached to the annual maintenance report.

Approved: December 16, 1991

Revised: September 18, 2000

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

Approved: December 16, 1991

Revised: September 18, 2000

LEGAL REF: MCL,15.231 *et seq.*

4150 Equipment and Supplies Management

4150

The superintendent shall keep up-to-date inventory records on all equipment and supplies.

Equipment and supplies shall be kept by the district in the central office storage area or in attendance centers.

Receiving

All packing lists shall be checked by the superintendent or person responsible for receiving such supplies for accuracy against all invoices as merchandise is received.

Equipment Maintenance

Necessary repairs to district owned equipment shall be made as quickly as possible.

Approved: December 16, 1991

Revised: September 18, 2000

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 in 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 to copying falls within the bounds of the “fair use,” as set forth in 4250-R.

Employee Produced Material

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

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

Copyright Compliance and Computer Software Copyright

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

Approved: December 16, 1991

Revised: September 18, 2000

4300 Student Transportation Management

4300

The board shall provide safe, economical transportation to the students of the district. The use of buses by the district shall conform to state law. School bus routes shall be established by the superintendent.

Bus transportation will be provided students to and from school for those students who qualify.

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, and shall also be posted in the front of all buses.

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 suspended from all transportation (athletics, field trips, etc.).

Approved: December 16, 1991

Revised: September 18, 2000

LEGAL REF:MCL321-22;380.1331;380.1333;380.1336;388.1010;R340.1702;
R340.271-279;R340.281-282;257.1801 *et seq.*; Michigan Department of Education
Transportation Handbook (Bulletin 431)

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 superintendent's 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

All school vehicles shall be inspected annually prior to the opening of school.

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 Vehicles

The superintendent and building principal shall develop and publish school bus safety rules for bus drivers and students.

Approved: December 16, 1991

Revised: September 18, 2000

LEGAL REF:MCL380.1343;257.305-305a;257.314;257.316-316a;388.1474;15.231 *et seq.*

4350 Student Transportation in Private Vehicles

4350

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.

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.

Approved: December 16, 1991

Revised: September 18, 2000

LEGAL REF:MCL257.57(c)

The board authorizes the use of school buses by organizations or groups composed of senior citizens, provided that such use does not conflict with the needs of the district for regular or special transportation of students. As permitted by law, groups are expected to pay the actual costs involved. Requests for the use of transportation by senior citizen groups shall be made to the superintendent whose decision to approve or disapprove use shall be final.

Approved: December 16, 1991

Revised: September 18, 2000

LEGAL REF:MCL,380.1333

Transportation service equipment and personnel shall be used primarily to transport Bellevue Community School students eligible for such transportation to and from school.

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 only be used for purposes or activities that are directly connected with and are a part of the regular educational programs within the district.

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

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.

Approved: December 16, 1991

Revised: September 18, 2000

LEGAL REF:MCL380.1331-1333;257.682b;340.241-243

4370 Personal and Business Transportation Services

4370

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

Approved: December 16, 1991

Revised: September 18, 2000

LEGAL REF:MCL,380.1300

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

A food service supervisor may be hired by the board to oversee the district's lunch services. The board may also enter into agreements with other entities for the delivery of a food service program.

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 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.

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

discriminated against.

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

The superintendent shall provide avenues for parent and student participation in the planning and evaluating of school lunches and other foods dispensed upon school premises.

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

Approved: December 16, 1991

Revised: September 18, 2000

LEGAL REF:MCL380.1272-1272d

4460 Free and Reduced Lunch Pricing

4460

The superintendent, through the food service supervisor, shall determine which individual children are eligible for free or reduced price meals under the following procedure.

Approved: December 16, 1991

Revised: September 18, 2000

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

New Programs

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

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

Upgrades

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

The superintendent shall develop and submit to the board a plan for upgrading the district’s technology resources based on a replacement cycle of not longer than five years. The plan shall include recommendations for expansion of resources

where appropriate, based on the evaluation of pilot programs, and shall include provisions for staff training and curriculum/materials development. The 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.

Approved: December 16, 1991

Revised: September 18, 2000

LEGAL REF:MCL15.231 *et seq.*

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, and if requested, members of the board of education. All computer network implementation shall be in line with the board policy on technology and the district's educational goals.

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

Personal Accounts

The board authorizes the superintendent to provide personal accounts for student and staff access to the district computer network and the Internet, including electronic mail and file server space for developing and publishing materials 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 designation 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 individuals 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 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 district policy and administrative rules.

Approved: September 18, 2000

4520 Filtering Software

4520

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 such device, with Internet access.

Approved: August 19, 2002

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 children enrolled and the economic implications to the district.

Approved: December 16, 1991

Revised: September 18, 2000

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

Approved: December 16, 1991

Revised: September 18, 2000

Obsolescence Determination

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

Approved: December 16, 1991

Revised: September 18, 2000

LEGAL REF:MCL380.1282

4750 Naming Facilities

4750

Whenever a district facility is approved by the board, immediate steps shall be taken to name the facility.

Approved: December 16, 1991

Revised: September 18, 2000

LEGAL REF:MCL,380.1300

4770 Selection of an Architect

4770

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

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.

Approved: December 16, 1991

Revised: September 18, 2000

LEGAL REF: MCL,388.851-855a

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

Approved: December 16, 1991

Revised: September 18, 2000

The board may, after considering the facility report of the superintendent, submit a bonding proposition to the electors of the district in an amount determined by the board to be necessary to meet the facility needs of the district. In so doing, all requirements of law governing the bonding of the district shall be complied with and legal counsel employed to ensure that all legal requirements relative to necessary resolutions, election, board applications, etc., are met.

Approved: December 16, 1991

Revised: September 18, 2000

LEGAL REF: MCL,134.1-11;380.1351-1372

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

Approved: December 16, 1991

Revised: September 18, 2000

4900 Enrollment Projections

4900

Enrollment projections shall be prepared on a 5-year basis under the direction of the superintendent and shall be reviewed and updated annually.

Approved: December 16, 1991

Revised: September 18, 2000

It shall be the intent of the board to award all contracts in excess of \$15,000 to qualified contractors and subcontractors who do not discriminate against any employee or applicant for employment because of age, sex, race, color, religion, creed, 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.

Approved: December 16, 1991

Revised: September 18, 2000

LEGAL REF:MCL37.2101-2211 (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

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

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

The general contractor shall provide a performance bond equal to at least 25 percent of the contract amount to protect the district from the failure of the contractor or contractors to perform the terms and conditions of the contract.

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

Approved: December 16, 1991

Revised: September 18, 2000

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

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

Approved: December 16, 1991

Revised: September 18, 2000

4970 Public Dedication of New Facilities

4970

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

The superintendent shall assume the responsibility for recommending to the board appropriate dedicatory 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.

Approved: December 16, 1991

Revised: September 18, 2000

4980 Dedication Plaques

4980

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, the major contractors, and others the board deems appropriate.

Approved: December 16, 1991

Revised: September 18, 2000

