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SUPPORT SERVICES

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E3010 Support Service Goals

Support services are essential to the successful function of a school system. However, education is the District's central function, and all support services shall be provided, guided, and evaluated by this requirement. Therefore, the Board establishes these broad goals:

1. To provide a physical environment for teaching and learning that is safe and pleasant for students, staff, and public.
2. To provide safe transportation for students to and from school.
3. To provide nutritious meals for students.
4. To provide support services, resources, and assistance which are timely and which fulfill the needs of educational programs as they develop.

E3020 Safety Program

Accidents are undesirable, unplanned occurrences which may result in tragic consequences - bodily harm, loss of school time, property damage, legal action, and even fatality. It shall be the policy of the Board to guard against such occurrences by taking prudent precautions to protect the safety of all students, employees, visitors, and others present on District property or at school-sponsored events.

The practice of safety shall also be considered a facet of the instructional plan of the District schools by virtue of educational programs in traffic and pedestrian safety, driver education, fire prevention, emergency procedures, etc., appropriately geared to students at different grade levels.

Each building administrator shall be responsible for the supervision of a safety program for his/her school. General areas of emphasis shall include, but not be limited to: in-service training; accident record keeping; plant inspection; driver and vehicle safety programs; fire prevention; school site selection; and emergency procedures and traffic safety problems relevant to students, employees, and the community.

In addition to the above safety measures, school personnel shall be constantly on the lookout for suspicious strangers loitering in or near school buildings or seated in parked automobiles nearby. The building administrator shall notify the police if the circumstances warrant.

Teachers shall instruct students not to accept gifts or rides from strangers, and the students will also be instructed to tell the teachers, their parents, police, or school patrols of any suspicious strangers.

E3030 Emergency Warning Systems

Administrators of all buildings will be advised by means of a fan-out system when a tornado has been sighted in the area and should put into effect the "take cover" procedure.

Evacuation will not be attempted in tornado **warning** because there is not sufficient time to fully accomplish a successful evacuation. All buildings will develop and instruct pupils and teachers on a take cover procedure.

Students will be released to those parents wishing to pick up their children only after satisfactory identification has been given.

In situations where a tornado **watch** has been advised by the civil defense agency, all buildings will be notified by central administration. "Take cover" procedures are not to be followed when a **watch** is issued.

First Aid Responsibilities E3040

The chain of responsibility for administration of first aid shall be as follows:

<u>High School</u>	<u>Intermediate</u>	<u>Elementary</u>
Principal/Administrator	Principal /Administrator	Principal /Administrator
Building Secretary	Building Secretary	Building Secretary

In the event of a serious injury (if any doubt exists, the injury should be considered as serious) to a student, the family or guardian shall be notified as soon as possible. They shall decide what physician shall treat their child, and whether to pick up the child at the school or meet the child at the hospital in cases needing emergency room care. If the parent cannot be reached and if the accident is serious, the student shall be transported by ambulance to the hospital emergency room.

Emergency Plans E3050

The District will develop a school disaster plan that will provide as much protection as possible for children while at school and on their way to and from school and to provide adequate instruction so that the school emergency plan may be carried out with the greatest possible speed and safety. Therefore, the following responsibilities shall be assigned:

The Superintendent shall (a) make recommendations for needed policy statements to the Board; (b) designate a staff member to act as school emergency coordinator and as chairman of any school emergency plan review board; and (c) coordinate a school disaster plan with local authorities.

Crisis Response E3052

The District is engaged in a Crisis Response Plan. Each building has a crisis response team that will meet and generate an appropriate plan of action to respond to any crisis that may occur. We also have developed a resource manual that details steps to take in case an emergency arises. For further information, consult the *Bay City Public School Crisis Response Plan*. This plan will be reviewed annually and updated as necessary.

Cardiac Emergency Response Plan E3053

**CARDIAC EMERGENCY RESPONSE PLAN
FOR THE BAY CITY PUBLIC SCHOOL DISTRICT**

INTRODUCTION

The Cardiac Emergency Response Plan has been adopted by the Bay City Public School

District, Board of Education, at a meeting held on October 13, 2014. This Plan has been reviewed by School District Administration, and reviewed and approved by District legal counsel prior to this date of adoption.

The Plan shall be available for review at all District buildings and shall be available for review on the District website. Compliance shall be the responsibility of every building Administrator.

This Plan is intended to ensure compliance with H.B. 4713, now M.C.L. 29.19.

That law provides as follows:

“The governing body of a school that operates any of grades Kindergarten to 12 shall adopt and implement a cardiac emergency response plan for the school. The cardiac emergency response plan shall address and provide for at least all of the following:

- (a) Use and regular maintenance of automated external defibrillators, if applicable.
- (b) Activation of a cardiac emergency response team during an identified cardiac emergency.
- (c) A plan for effective and efficient communication throughout the school campus.
- (d) If the school includes grades 9 to 12, a training plan for the use of an automated external defibrillator and in cardiopulmonary resuscitation techniques.
- (e) Incorporation and integration of the local emergency response system and emergency response agencies with the school’s plan.
- (f) An annual review and evaluation of the cardiac emergency response plan.”

The Bay City Public School Emergency Plan hereby provides as follows:

1. The Bay City Public Schools shall provide for use and regular maintenance of Automated External Defibrillators (AEDs) in each school building with students.
 - a. Each such school building in the District shall maintain at least one AED; and the lead Administrator in each building will ensure that each AED is regularly checked and maintained, in accordance with the AEDs operating manual.
 - b. Each AED shall be readily accessible for use in responding to a cardiac emergency, in accordance with this Plan. The location of the AEDs shall be identified and maintained in each office, with a copy provided to the District Student Services Office, and as set forth in Attachment A.

- c. All necessary steps shall be taken to ensure that each AED owned by the school district shall be readily available and accessible for all activities, which shall take place at the school, including those which take place after regularly scheduled hours. AEDs shall not be located in any office, or in any way stored in a location that is not easily and quickly accessible during any activity.
 2. Activation of Cardiac Emergency Response Team during an identified cardiac emergency.
 - a. The members of the initial Cardiac Emergency Response Team are identified in Attachment A. Attachment A shall be updated by each building regularly to ensure that it is current. Copies shall be maintained in each building and the District Office of Student Services.
 - b. A cardiac emergency is a medical condition requiring immediate advanced emergency medical care. Cardiac emergencies are often due to a Sudden Cardiac Arrest (SCA) or a heart attack, but cardiac emergencies can have other causes. SCA occurs when the electrical impulses of the heart malfunction resulting in sudden death. Signs of SCA include:
 - (1) Person is not moving or is unresponsive or unconscious.
 - (2) Person is not breathing or not breathing normally (irregular breaths, gasping or gurgling, not breathing).
 - (3) Seizure or convulsion like activity may also occur.
 - (4) Person may have just received a blunt blow to the chest.
 - c. The protocol for responding to a cardiac emergency is described in Section 7 of this Plan and in Attachment “A”.
 3. A plan for effective and efficient communication throughout the school campus.
 - a. The plan for effective and efficient communication throughout the school campus shall be as follows:
 - (1) The Cardiac Emergency Response Protocol (see, Attachment A) shall be posted in each District building as follows:
 - (a) In each school classroom and school office.
 - (b) Adjacent to each AED.
 - (c) In the gymnasium; near the swimming pool (if applicable); and in other indoor locations where athletic activities take place.
 - (d) At other strategic school campus locations.

- (e) A copy of the Cardiac Emergency Response Protocol shall accompany any portable AEDs.
 - (2) The Cardiac Emergency Response Protocol shall be distributed and verbally communicated to:
 - (a) All staff at the start of each school year with updates distributed as made.
 - (b) All athletic directors, coaches and activity advisors at the start of each school year, and as applicable at the start of the season for each activity with updates distributed as made.
 - (3) Results and any recommendations of all Cardiac Emergency Response Drills performed during the school year shall be communicated to all staff and Administrative personnel.
 - (4) A copy of this Cardiac Emergency Response Plan shall be provided to any organization that uses the school for any purpose. A signed acknowledgement of the receipt of this Cardiac Emergency Response Plan, by the organization using the school, shall be maintained in the school offices, and is part of the mandatory requirement for use of school facilities.
- 4. For those schools which include grades 7 to 12 there shall be a written training plan for the use of an Automated External Defibrillator, and in cardiopulmonary techniques.
 - a. Elements
 - (1) A sufficient number of staff will be trained in cardiopulmonary resuscitation (CPR), and in the use of an AED to enable each such school to carry out this Plan. Training shall be renewed at least every two (2) years. The Human Resources Department shall maintain a record of such training.
 - (2) Training shall be done by an instructor, who may be a staff member, currently certified by a nationally recognized organization, in conformance with current American Heart Association guidelines.
 - (3) Training shall include either traditional classroom instruction or online instruction, and shall include hands-on instruction and training.
 - b. Objectives
 - (1) All members of the Cardiac Emergency Response Team shall receive and maintain certified training, which includes the issuance of a nationally recognized certification card with an expiration date that is typically two (2) years from the date of training.

- (2) As many other staff members, as reasonably practicable, shall receive training.
5. Incorporation and integration of the local emergency response system and emergency response agencies with the school's plan.
 - a. Each building and student services shall provide a copy of this Cardiac Emergency Response Plan to the local emergency response agencies responsible for the 911 response system and for emergency dispatch, including the local police and fire departments, and local Emergency Medical Services (EMS).
 - (1) Each building will work with the local emergency response agencies to take the necessary action to integrate this Cardiac Emergency Response Plan with the local emergency response system.
6. Annual review and evaluation of the Cardiac Emergency Response Plan
 - a. Each building shall conduct an annual written review and evaluation of the school's Cardiac Emergency Response Plan. The annual review shall include the following:
 - (1) A review of all post-event documentation for any identified cardiac emergency that occurred on the school campus or at any off-campus school function. This post-event documentation shall including the following:
 - (a) The date and time of the cardiac emergency; the location of the cardiac emergency; the steps which were taken to respond to the cardiac emergency; and the names of the persons who responded to the cardiac emergency.
 - (b) The outcome of the cardiac emergency, which shall include, but not limited to, a summary of the condition of the person having the cardiac emergency to the extent that the information is accessible.
 - (c) An evaluation of the whether or not the Cardiac Emergency Response Plan was sufficient to enable an appropriate response to the cardiac emergency. If the Plan was not considered optimal, then the review shall include recommendations for improvement in the Plan.
 - (2) The annual review shall include a determination as to whether or not any additions, changes or modifications need to be made to the Cardiac Emergency Response Plan. Potential reasons for a change in the Plan can include changes in school facilities, processes, equipment, administrative

decisions, personnel and other changes in conditions. This determination needs to be made annually regardless of whether there was a cardiac emergency on the school campus during the preceding year.

- (3) A written copy of this annual review shall be maintained in each building, and in the District Office of Student Services.

7. Cardiac Emergency Response Protocol

a. For all responders (staff, faculty, Cardiac Emergency Response Team, etc.) sudden cardiac arrest events can vary greatly. All faculty, staff and CPR/AED Emergency Response Team members must be prepared to perform duties. Early action is crucial to successfully treating a cardiac arrest.

b. In the event a person collapses, do not move the patient unless the scene is unsafe.

c. Perform the following five (5) steps:

- (1) Early recognition of cardiac arrest.

- (a) Person is not moving or is unresponsive or unconscious.

- (b) Person is not breathing or not breathing normally (irregular breaths, gasping or gurgling, not breathing).

- (c) Seizure or convulsion-like activity may also occur.

- (d) Person may have just received a blunt blow to the chest.

- (2) Upon recognition of such an event, there shall be an immediate call to 911, and a prompt alert within school to the office.

- (a) Immediate call shall be to call 911 as soon as a potentially life-threatening event is recognized.

Such call shall provide school address, cross streets, patient condition; remain on the phone with 911.

- (b) Notification to the building will include a call to the school emergency number (“Secure the building –CERT Team report to.....”).

- (c) Each call shall give the exact location (“Mr./Ms. _____ Classroom, Room # , gym, football field, cafeteria, etc”).

- (d) Upon notification, all Emergency Response Team members shall proceed immediately to scene of the cardiac emergency.

Closest team member shall retrieve the AED enroute to the scene.

Upon removing the AED, the member shall leave the AED cabinet door open; the alarm signals the AED was taken for use.

- (3) Early CPR shall ordinarily be administered
 - (a) If CPR/AED trained, BEGIN CPR/AED PROCESS, as per standard training; the defibrillator (AED) shall be brought to the scene.
 - (b) If not CPR/AED trained, begin hands-on CPR until the CPR trained response team or a responder arrives.

Hands-on CPR shall include press hard and fast in center of chest.

The 911 operator may give you directions for CPR and AED use.

- (4) Administration of early defibrillation
 - (a) When the AED arrives, attach pads to patient using the following AED instruction:

The AED will ONLY deliver a shock if it is needed; if NO shock is needed, NO shock is delivered.
 - (b) Continue CPR until patient is responsive or EMS responder arrives.

- (5) Early advanced life support
 - (a) Transition care to EMS, upon their arrival, to provide advanced life support.

- 8. Duties of others such as office staff (main, athletics, security)
 - a. Confirm the exact location and condition of patient.
 - b. May repeat page to activate the Cardiac Emergency Response Team (as above) and give the exact location.
 - c. Confirm that the Cardiac Emergency Response Team has responded.
 - d. Confirm that 911 was called, if not – call 911 STAT.
 - e. Assign a staff member to direct EMS to the scene.
 - f. Perform “crowd control” – directing others away from the scene.

- g. Notify other staff: school nurse, athletic trainer, athletic director, etc.
- h. Consider: Securing the building to facilitate CPR and EMS functions.
- i. Designate people to cover the duties of the CPR responders.
- j. Copy the patient's emergency information for EMS.
- k. Notify the patient's emergency contact (parent, spouse or guardian).
- l. Notify staff and students when to return to normal schedule.
- m. Contact School District Administration, including Office of Student Services.

Fire and Tornado Drills E3055

The administration shall ensure that there is compliance with all applicable provisions of state law, including MCLA 29.19.

Bomb Threats E3060

Appropriate procedures shall be developed and implemented in all buildings to deal with bomb threats. Such procedures are to be developed under the coordination of the Superintendent or his/her designee.

Discipline for any students involved in bomb threats shall be consistent with *Board Policy J7310-P Rights with Responsibilities* and be dealt with in accordance with state and/or local law.

E3070 **Emergency Closings**

The Superintendent or his/her designee is empowered to close the District schools or to dismiss them early in the event of hazardous weather or other emergencies which threaten the health or safety of students and personnel. Such action is never to be taken lightly, for public education is one of the principal functions of the community and should be maintained at a normal level except in extreme circumstances. If conditions affect only a single school, only that school shall be closed.

In making the decision to close schools, the Superintendent or his/her designee shall consider many factors, including the following relating to the concern for the safety and health of children:

1. Weather conditions, both existing and predicted.
2. Driving, traffic, and parking conditions, affecting public and private transportation facilities.
3. Actual occurrence or imminent possibility of any emergency condition which would make the operation of schools difficult or dangerous.
4. Inability of teaching personnel to report for duty, which might result in inadequate supervision of students.

The Superintendent or his/her designee shall weigh these factors and shall take action to close the schools only after consultation with traffic and weather authorities. Students, parents,

and staff shall be informed early in each school year of the procedures which will be used to notify them in case of emergency closing.

E3080 **Buildings and Grounds Management**

The facilities division shall be responsible for: (a) maintenance of school property and the operation of school plants; (b) employment and training of maintenance personnel, and (a) the constant review of school building needs and, when a building program has been approved by the Board, for the supervision of new construction. Within each individual school, the building administrator shall have input into the care and upkeep of the buildings and the supervision of the school custodial services. The building and grounds management provided by the Director of Facilities shall be considered a primary service, and he/she shall have the basic responsibility for overseeing buildings and grounds maintenance and for supervising maintenance employees in the buildings.

It shall be the policy of the Board that the school properties shall be maintained in good physical condition; safe, clean and sanitary, and as comfortable and convenient as the facilities will permit or the use requires.

E3085 **Buildings and Grounds Security**

It is in the District's best interest to protect its investment adequately by having safe and secure buildings and grounds.

E3090 **Vandalism**

Every citizen of the District, students, and members of the police department are urged by the Board to cooperate in reporting any incidents of vandalism to property belonging to the District and the name(s) of the person or persons believed to be responsible. Each employee of the District shall report to the building administrator every incident of vandalism known to him/her, and, if known, the names of those responsible.

The Superintendent is authorized to sign a criminal complaint and to press charges against perpetrators of vandalism against school property, and is further authorized to delegate, as he/she sees fit, authority to sign such complaints and to press charges.

Energy Conservation E3100

The Board urges all employees to become energy conscious and to do everything in their power to reduce our utilization of energy resources. The Board will not tolerate deliberate abuse or deliberate evasion of these policies.

The Board has authorized and directed that building management systems, designed to effect energy conservation be installed in all buildings.

The policy of the District is to reduce energy consumption in all buildings to the minimum practicable level, while maintaining acceptable environmental conditions during occupancy.

For these systems to function properly, it is imperative that only authorized personnel make changes in programs or adjustments to controls, and that standard environmental conditions be maintained.

Central Purchasing, Inventory and Distribution E3135

The District shall provide for the economical and efficient purchasing, receiving, warehousing, inventorying and distribution of supplies, equipment and material necessary to the requirements of the schools. All purchasing shall be consistent with Board policy and state law. The Superintendent or his/her designee of the office of Finance, shall develop an appropriate procedure for maintaining adequate inventory, including budget management consistent with Board policy.

School-Owned Materials - Authorized Use of E3140

Except by special permission of the Superintendent, supported by Board approval, no school equipment may be used for other than school or District purposes. Proper controls shall be established to assure the responsibility for and return of any equipment used.

Privately-Owned Equipment, Material E3145

Frequently employees or students, on their own volition, bring cameras, musical instruments, record players, typewriters or other items to school and then ask the District to repair or replace them when damaged or lost. However, it is the policy of the Board that the School District shall not assume responsibility for the maintenance, repair or replacement of privately owned equipment or material brought to a school or school function.

Transportation Services E3150

The major purpose of school transportation is to get pupils who live beyond 1 1/2 miles from school to school and back in an efficient, safe, and economical manner. Other purposes include the provision of transportation for academic field trips in direct support of the curriculum, transportation for support of the co-curricular program (athletics, music, drama, and the like).

These shall be the criteria for management of school transportation:

1. Adequacy: Does the program provide both necessary and sufficient transportation to and from school and for all other school programs?
2. Safety: Does the scheduling and operating of the program take into consideration hazards, potential dangers to pupils, and all appropriate safeguards?
3. Economy: Is the program operated in the most efficient manner possible after considering the constraints imposed by the criteria of adequacy and safety?

The Director of Transportation, working in conjunction with the building administrators, shall be responsible for scheduling all bus transportation, including the determination of routes, bus stops, rules and regulations, and all other matters relative to the transportation program.

Personnel employed to operate school buses shall pass Department of Education physical standards, shall be qualified consistent with all Department of Education standards and requirements, and all other legal requirements of law, and shall possess all necessary licensing and other certification. Drivers shall be tested and certified as required by law.

The Board directs that all vehicles be stored at the site provided, except in cases where it is clearly an advantage to the Board that they be stored elsewhere. The Board further directs that all precautions possible be taken to safeguard the investment of the School District.

E3160 **School Bus Riders and Walkers**

The Board authorizes transportation of students according to the following guidelines:

1. All students living in the District beyond 1.5 miles from the District school which they attend will be provided transportation.
2. The Board is not responsible for transportation of students who voluntarily transfer from the school which they would normally attend.
3. All students living in the District but attending parochial and other private schools located within the District but beyond 1.5 miles from their home will be transported.
4. Exceptions to the policies on mileage limitations will be made when safety factors warrant. (*Pupil Transportation Act 187 of 1990.*)

E 3170 **School Bus Scheduling and Routing**

The Director of Transportation shall conduct studies of bus routes in order to provide the safest, shortest routes which will get all children to school in the most economical way. Routes shall be arranged in such a way as to equalize as nearly as possible the length of routes and bus loads, and to provide for the full use of buses. Arrangements shall provide each child transportation to school within the prescribed time limits. Bus routes shall begin no earlier than one and one-half hours before school opens, and children shall not be in transit from school more than one and one-half hours after dismissal.

When practical, safe, time-saving, and economical, transfers may be made from one bus to another. Bus routes shall not overlap unless absolutely necessary. When more than one bus travels on an arterial highway, each bus shall be assigned a certain portion of the route and all children within this section shall ride the bus to which they are assigned. Only one bus shall cover one particular road unless overloading occurs.

School bus stops shall be established by the transportation department and located at convenient intervals in places where students may be loaded or unloaded with utmost safety.

Buses shall not go off the main route to pick up children unless the distance is one-half mile or more. Children shall not be put off the bus until reaching their assigned bus stop.

School Bus Safety Program E3180

The safety and welfare of student riders shall be the first consideration in all matters pertaining to transportation. Emergency evacuation drills shall be conducted regularly in order to thoroughly acquaint student riders with procedures in emergency situations.

Conduct on School Buses E3185

While the School District provides transportation, it does not relieve parents of students from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day. Once a child boards the bus - and

only at that time - does he/she become the responsibility of the School District. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the school day.

In the view of the fact that a bus is an extension of the classroom, the Board of Education shall require children to conduct themselves on the bus in a manner consistent with established standards for classroom behavior.

Children who become a serious disciplinary problem on the school bus may have their riding privileges suspended.

(See also J7310-P - Rights with Responsibilities.)

Special Use of School Buses E3190

It shall be the policy of the Board to make available school buses for special use in compliance with the school laws of the State of Michigan.

Such educational functions shall be defined as any organized public school activity established by the Board and conducted under the supervision of the qualified staff to provide pupils with an experience calculated to assist them in reaching individual educational goals or established School District educational objectives.

The Board may furnish transportation to pupil spectators and pupil participants to scheduled athletic events which are a part of the School District activity program.

The Board will not authorize lending, renting or leasing any transportation vehicle to any non-public school organization whether or not they are within geographic limits of the School District.

The Board may furnish transportation for its resident and non-resident students, enrolled in its K-12 programs, to non-mandatory and/or non-credit events sponsored by the School District. A fee for such transportation may be set by the Director of Transportation. In these cases, the student organization making the trip will be required to reimburse the District for the total allowable cost of the transportation.

Requests for use of school buses not listed above shall be referred to the Director of Transportation.

The Board may charge the organization or students for any damages to the school bus due to vandalism by the students.

E3200 **Private Vehicles for Field Trips**

The safety and welfare of students shall be the first consideration in scheduling private transportation for school events. The use of school transportation is preferred when economically sound. Field trips, once they are reviewed by the building administrator and approved by the Superintendent or his/her designee, must include in their planning and execution the following safeguards:

1. A signed permission form from the parent must be obtained for each student in advance of the trip. This shall be in a form approved by the Superintendent or his/her designee.
2. Students will be informed that their conduct in private conveyances shall be consistent with established standards for those who ride school buses. *(See E3187-R - Conduct on School Buses - Rules of Behavior.)*

3. All private vehicles used for the transportation of students shall be insured by a sufficient policy of liability insurance in an amount sufficient to be approved by the superintendent or his/her designee.
4. No students will be permitted to drive on field trips.

E3220 **Paying for Bus Transportation**

The Board, referencing Section 1332 of The School Code of 1976 as revised and amended, permits the Superintendent to establish a fee for students it transports (both public and non-public) to ride the District buses to attend non-mandatory and/or non-credit events by following the guidelines of the State Department of Education.

Chargeable fees shall be determined by following the rules as developed by the State Board of Education and based upon the maximum allowable charge.⁽¹⁾

Further, students are not to be excluded from being transported if unable to pay the charge. Guidelines are to be submitted annually, for information, following as soon as is practicable, action taken by the State Department of Education.⁽²⁾

(1) The School Code of 1976, Administrative Rule 340.242

(2) The School Code of 1976, Administrative Rule 340.243

E3230 **School-Owned Vehicles for Private Use**

The Bay City School District shall not provide any of its employees with a school-owned automobile for private use.

E3240 **Use of Private Vehicles for School Business**

The Board recognizes the need for some school employees to use their own automobiles for school purposes regularly or occasionally. To safeguard the District, employees, and students in matters of liability, particularly as this relates to an employee transporting a student or students, the following policy shall be observed:

1. To use a private vehicle for school purposes, the employee must have the authorization of the Superintendent or his/her designee.
 - a. This permission may be in the form of a standing written permit for employees who use their own cars regularly for school purposes. The permit shall state the particular purpose, and whether it includes transportation of students.
 - b. For all special trips involving students, including field trips, a special written permit must be obtained from the Superintendent or his/her designee in advance for the specific trip.
2. The District shall assume no responsibility for liability in case of accident unless the employee has the authorization described above.
3. The Board specifically forbids any employee to transport students for school purposes without prior authorization by the Superintendent or his/her designee.

4. The employee seeking authorization to use private motor vehicles for school transportation shall supply satisfactory proof of insurance, with sufficient limits of liability in an amount to be approved by the Superintendent or his/her designee.
5. No students shall be sent on school errands with his/her own automobile, an employee's automobile, or a District-owned vehicle. No student shall be authorized to operate a motor vehicle for the purpose of transportation of students for any school purpose.

Food Service Management E3360

The School District shall operate a National School Lunch Program in each school. The Director of Food Service shall supervise the school meal program. A cafeteria manager shall be assigned to each school operating a base production kitchen.

Administration shall be responsible for adjusting food service prices as necessary to maintain the food service program.

In conformance with National School Lunch Program regulations, Type A lunches will be made available to all students. In addition, free and reduced priced lunches will be provided to students meeting United States Department of Agriculture eligibility guidelines for federally subsidized meals.

Students will be permitted to bring lunches from home. Milk will be available for purchase by those carrying a lunch. An a la carte sales program shall be operated in all intermediate and high school buildings. A la carte sales shall be offered in all school buildings.

Food Purchasing E3370

The Director of Food Service shall specify and requisition all cafeteria food and non-food supplies in accordance with existing purchasing policies and procedures, including competitive bids as required.

Vendors may be required to provide, without cost, at least two (2) samples of any or all items upon which a bid or quotation is submitted. Samples will be used for determining product quality and acceptability for use in the food service program. The Director of Food Service will determine the most acceptable items at the most economical cost to the program.

E3375 **Free and Reduced Price Food Services**

In the event that the District determines to participate in any national school lunch program, and/or to receive USDA donated foods, and participates in any such programs, the Superintendent or his/her designee shall ensure that all such programs are operated within applicable guidelines and regulations and that the District will uniformly implement the appropriate procedures to ensure compliance.

**Bay City Public Schools
Bylaws & Policies**

LOCAL WELLNESS POLICY E3377

As required by law, the Board of Education establishes the following wellness policy for the Bay City Public School District.

The Bay City Public School District is committed to creating a healthy school environment that enhances the development of lifelong wellness practices to promote healthy eating and physical activities that support student achievement.

The Board sets the following goals in an effort to enable students to establish good health and nutrition habits:

A. With regard to nutrition education, the District has established:

Strategies for Nutrition Education

1. Nutrition Services Department shall display nutrition education information throughout the student and staff dining areas and also throughout the school buildings. Nutrition education posters, such as the USDA My Plate, may be displayed in the cafeteria.
2. The school's nutrition services staff will assist in distributing nutritional education information beyond the classroom.
3. Nutrition education may extend beyond the school by involving families. Continue to include nutrition information on the monthly printed menus that are; distributed to students/families, posted in the school buildings and posted on the school website.
4. Nutrition educational programs will continue to promote the benefits of a healthy lifestyle that included eating whole grain products, fruits, vegetables, low-fat/fat-free dairy products.

B. With regard to physical education, health education and physical activity, the District has established:

Strategies for Physical Education, Health Education and Physical Activity Opportunities

1. Physical Education

- a. All students in grades K-12, including those with disabilities, will have the opportunity to participate in physical education classes. Instruction related to the knowledge and skills necessary to participate in lifelong physical activity, will stress the importance of remaining physically active for life.

- b. Certified teachers will provide instruction in physical education.
- c. Planned instruction in physical education will promote participation in physical activity outside the regular school day.
- d. Physical education instruction shall support the requirements for the Michigan Physical Health Education Content Standards and Benchmarks.

2. **Physical Activity**

- a. Recess will be encouraged daily and will be discouraged as a form of punishment.
- b. The school will encourage families and community organizations to institute programs that support physical activity of all sorts.
- c. Interscholastic sports programs will be available for students who meet current academic and athletic guidelines.

C. With regard to other school-based activities, the District has established:

Strategies for Other School-Based Activities Designed to Promote Student and Staff Wellness

- 1. A school may provide opportunities for staff, parents, and other community members to model healthy eating habits by dining with students.
- 2. A school may demonstrate support for the health of all students and/or staff by hosting health clinics and screenings.
- 3. The District will utilize electronic identification and payment systems, therefore, eliminating any stigma or identification of students eligible to receive free and/or reduced meals.
- 4. Students are discouraged from sharing their foods or beverages with one another during meal times, given concerns about allergies and other restrictions on some students' diets.
- 5. Encourage marketing techniques to promote healthy choices.

Nutrition Guidelines for all Foods and Beverages Available on Campus during the School Day

- A. In accordance with Policy **E3360** entitled Food Service Management, the food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages as well as to the fiscal management of the program.
- B. As set forth in Policy **E3375** entitled Free and Reduced Price Meals, the guidelines for reimbursable school meals meet or exceed the regulations issued by the U.S. Department of Agriculture (USDA).
 - 1. The food service program will strive to be financially self-supporting.

2. All foods and beverages for purchase by students on campus during the school day will comply with the current USDA Healthy, Hunger Free Kids Act of 2010. This will include all foods and beverages that are available to student's ala carte from vending machines, snack sales and school stores.
3. Any food or beverage items sold on campus as an approved fund raiser shall meet the current regulations as outlined in the Healthy, Hunger Free Kids Act of 2010.
4. The food service program shall be administered by a director who is properly qualified, certified, licensed, or credentialed, according to current professional standards.

The district superintendent or designee shall implement this policy and measure how well it is being managed and enforced. The district superintendent or designee shall develop and implement strategies to improve this policy.

Review of this policy shall occur every three (3) to five (5) years by a committee appointed by the Board consisting of/with input from: Teachers (including specialists in health and physical education), school nurses, parents/guardians, Nutrition Services staff representative, school board members, school administrators, students and the public.

The Superintendent or designee shall report on the District's compliance with this policy and the progress towards achieving the goals set forth herein when requested to do so by the Board. The committee shall provide the School Board with recommended changes to this policy.

UPDATED 2014/2015

E3380 **Vending Machines**

Machine Vending of Nutritious Food or Beverages to Students

Vending machines dispensing nutritious food or beverages to students are permitted in schools at the discretion of the school principal in consultation with the district administrator responsible for the direction of Support Services, provided the vending program is operated by the individual school food service staff. Vending program management, to include financial management and product selection, is the responsibility of the Supervisor of Food Services.

Vending Machines for After School Hours or at Special Events

Beverage and/or snack vending machines for use after school hours, at athletic or special events in schools are authorized at the discretion of the building administrator, provided the machines are not in competition with an established food service division program. Operation and financial management of these machines will be the responsibility of the building administrator. Machine proceeds will accrue to students' activity support.

Vending machines are authorized in teachers' lounges subject to the approval and management of the building administrator.

No food or beverage vending machines other than authorized above are permitted in school buildings or on school property.

Office services will be provided for two-fold purposes of expediting the ongoing business of the School District and of making the most effective use of staff time, including the time of teachers who are engaged by the Board to provide instruction and not perform routine office operations.

The Board instructs the Superintendent to:

1. Maintain a continuing assessment of fluctuating office services needs at all school locations and business offices.
2. Seek the maximum standardization and coordination of office procedures and systems.
3. Employ flexible staffing patterns to accommodate office needs in the most efficient but economical manner.
4. Conduct periodic studies and prepare periodic recommendations concerning such matters as word processing, computerized procedures, office machine utilization, the use of contracted office services, and the like.

Printing and Duplicating Services E3410
Copyright Protection)

All District personnel are assured that the complete facilities of the District are available to assist them in their educational assignments. These facilities include machines for the recording and reproduction of the written and spoken word, as well as images and activity, either in single or multiple copies. Unauthorized reproduction and/or use of copyrighted materials is illegal and unethical and are cautioned that violations of the copyright laws may result in criminal or civil suits and/or suspension or dismissal from employment in the District. The person requesting the reproduction must be certain that the action is within the law. When an individual is not certain, he/she should contact the copyright holder for permission to reproduce materials.

Mail and Delivery Service E3420

A mail service system shall be maintained within the District in order that in-district communications and communications from outside sources may be delivered to the intended recipient in the most practicable way.

The use of District mail facilities and personnel for the distribution of materials and communications shall be restricted mainly to those materials and communications that further the educational purposes of the District. The Superintendent may authorize certain exceptions without defeating the intent of this policy.

Political materials* shall not be distributed through District mailboxes or school mail systems unless received through the United States mail.

* Material contained in the employee associations' bulletins or minutes will not be considered as "political," even though endorsements are often included.

Property Insurance E3470

The District shall maintain adequate insurance coverage for all property, including comprehensive coverage, casualty, and liability insurance to cover all claims and/or losses.

Liability Insurance - Vehicle Risks E3475

Public Liability Coverage including vehicle risks will include Waiver of Immunity endorsement for institutional and charitable organizations. This endorsement should indicate that the insurer will not take advantage of such immunity without first obtaining the consent of the policyholder in writing.

The insurance coverage of the School District transportation equipment should provide the most complete coverage available at the most economical cost to the School District consistent with good insurance principles. The District shall purchase all needed liability insurance to the extent permitted or otherwise not restricted by law.

E3480 **Worker's Compensation**

The District will comply with all applicable state and federal worker's compensation laws and regulations.