# Contents

PHILOSOPHY OF SWARTZ CREEK COMMUNITY SCHOOLS ......................................................................................................................... 1

PROFESSIONAL RESPONSIBILITY .......................................................................................................................................................... 2

EMPLOYEE DRESS .................................................................................................................................................................................. 2

OUTSIDE ACTIVITIES OF SUPPORT STAFF POLICY ......................................................................................................................... 3

EMERGENCY PROCEDURES YOU MUST KNOW ......................................................................................................................................... 4

LIST OF IMPORTANT NUMBERS ......................................................................................................................................................... 4

ACCIDENT REPORTS ............................................................................................................................................................................... 4

STUDENT ACCIDENT/ILLNESS .............................................................................................................................................................. 4

NONDISCRIMINATION ................................................................................................................................................................................. 5

SEXUAL HARASSMENT .............................................................................................................................................................................. 6-8

FAMILY RIGHTS AND PRIVACY ACT .................................................................................................................................................. 9

SUSpected CHILD ABUSE INFORMATION ................................................................................................................................................ 10

M I O S H A ........................................................................................................................................................................................................... 11

NOTICE OF THE LAW AFFECTING GROUP HEALTH PLANS (COBRA) ............................................................................................... 12-14

SERIOUS COMMUNICABLE DISEASES .................................................................................................................................................. 15

WORKERS COMPENSATION .................................................................................................................................................................. 16

NO SMOKING ON SCHOOL PROPERTY ................................................................................................................................................ 17

HANDLING BODY FLUIDS ....................................................................................................................................................................... 18-22

ALTERNATIVE TO USE OF CORPORAL PUNISHMENT ...................................................................................................................... 253-25

PUBLIC NOTICE: ASBESTOS PLAN AVAILABLE FOR REVIEW........................................................................................................... 26

WORK PLACE VISITORS ......................................................................................................................................................................... 27

FAMILY MEDICAL LEAVE ACT ............................................................................................................................................................ 27

DISTRICT PHOTOCOPY GUIDELINES .................................................................................................................................................. 28-31

OFF-AIR RECORDING OF COMMERCIAL/PUBLIC TV FOR EDUCATIONAL PURPOSES ........................................................................ 32

RECORDS, DISCS, AUDIO TAPE RECORDINGS ..................................................................................................................................... 33

SLIDES, 16MM, FILMSTRIPS, PHOTOGRAPHY, TRANSPARENCIES ................................................................................................. 34

PRINTED MATERIALS ........................................................................................................................................................................... 35

DRIVING ON BEHALF OF THE SCHOOL IN PERSONAL VEHICLES .................................................................................................. 36

APPLIANCES IN CLASSROOMS AND OFFICES ................................................................................................................................... 37

ACCEPTABLE USE PROCEDURES .............................................................................................................................................................. 38-45

COMMUNITY RELATIONS ..................................................................................................................................................................... 46

APPLICATION OF PESTICIDE AGENTS .................................................................................................................................................. 47

CLASSROOM DOOR LOCK ...................................................................................................................................................................... 48

DISTRICT MAP ....................................................................................................................................................................................... 49
PHILOSOPHY OF SWARTZ CREEK COMMUNITY SCHOOLS

Being motivated by an interest in the concern for our students, the Swartz Creek Board of Education accepts an educational philosophy that respects the rights, interests, and capabilities of individual students. Students shall be defined as individuals from pre-school to senior citizens. The school’s responsibilities are:

1) To develop a sound insight and appreciation of the democratic concept and process.

2) To help students recognize their responsibility within a democratic society.

3) To instill those characteristics such as loyalty, integrity, pride, industry, leadership, and responsibility that are necessary for effective and purposeful citizenship.

4) To accept students at their present level. To provide for individual differences through an environment in which every individual has an equal right to the educational opportunities of the school that will enable them to become contributing members of society.

5) To recognize the individual worth and dignity of the student and the growth and development of their total personality.

6) To provide an opportunity for students to develop a variety of continuing interests, curricular and co-curricular, which will enrich their lives and enhance their appreciation of academic, aesthetic, social and athletic values.

7) To develop in students an acceptable proficiency in basic skills.

8) To encourage close cooperation between the home, the school, and the community as each has a common interest, responsibilities and obligations in the education of our students.

9) To keep abreast of changes in education and incorporate innovations, experimentation and research that will allow us to move effectively to meet the needs of students.
PROFESSIONAL RESPONSIBILITY

All staff members have a responsibility to make themselves familiar with, and abide by, state laws as these affect their work and Board policies and the administrative regulations designed to implement them.

In the area of personal conduct, the Board wants all staff members to conduct themselves in a manner that not only reflects credit to the school system, but that sets forth a model worthy of emulation by students.

All staff members will be expected to carry out their assigned responsibilities with conscientious concern.

Essential to the success of school operations and the instructional program are the following specific responsibilities, which will be required of all personnel;

1) Faithfulness and promptness in attendance of work.

2) Support and enforcement of Board policies and administrative regulations in regard to students.

3) Diligence in submitting required reports promptly at the time specified.

4) Care and protection of school property.

5) Concern and attention toward their own and the school system’s legal responsibility for the safety and welfare of students, including the need to assure that students are under supervision at all times.

In order to protect the health, welfare, and safety of students, no school employee will dispense, or in any way, transfer possession of alcohol or any drug while on school premises, including school vehicles, or at any school-planned activity. Further, no school employee will be under the influence of alcohol, possess or be under the influence of any illegal drug while on school premises, including school vehicles, or at any school-planned activity. Violations of this policy provision will result in suspension or dismissal of the employee.

EMPLOYEE DRESS

“The Swartz Creek Board of Education would encourage all employees in the school system to maintain their professional appearance at all times and dress appropriately to reflect their position within the school district.”

Good taste should be shown in your dress as an example to the students and the community.
OUTSIDE ACTIVITIES OF SUPPORT STAFF POLICY

The Board of Education directs the Superintendent to promulgate the following guidelines so that employees may avoid situations in which their personal interests, activities and associations may conflict with the interests of the District. If such situations threaten an employee’s effectiveness within the school system, the Board reserves the right to evaluate the impact of such interest, activity or association upon an employee’s responsibilities.

A. Employees should not give work time to an outside interest, activity or association without valid reason to be excused from assigned duties.

B. Employees shall not use school property or school time to solicit or accept customers for private enterprises without written administrative permission.

C. Employees shall not engage in business transactions on behalf of private enterprises in which s/he may profit by virtue of his/her official position or authority or benefit financially from confidential information, which the employee has obtained or may obtain by reason of his/her position or authority.

D. Employees shall not campaign on school property on behalf of any political issue or candidate for Local, State or National office.

E. Employees should avoid conduct and associations outside the school, which if known, could have an adverse or harmful effect upon the school community.

F. Employees should refrain from expressions that would disrupt harmony among their co-workers or interfere with the maintenance of discipline by school officials.
EMERGENCY PROCEDURES YOU MUST KNOW

Fire Drills

1. What role you are to play in a Fire Drill ~ ASK YOUR BUILDING PRINCIPAL.

2. Where all fire alarm stations are located and how to operate them.

3. Where all fire extinguishers are and which to use on certain types of fires and how to operate the extinguisher.

4. The very first thing you do when you discover a fire is **SOUND THE ALARM**, before attempting to extinguish it or calling the Fire Department.

5. Where and how to turn off gas, water and electricity in case of an emergency.

**LIST OF IMPORTANT NUMBERS**

| FIRE DEPARTMENT | .................................................................911 |
| POLICE DEPARTMENT | .............................................................911 |
| ADMINISTRATION BUILDING | ............................................591-2300 |

**ACCIDENT REPORTS**

Should you experience an on the job accident, please contact your building supervisor immediately or the Business Office. An accident report must be completed. These report forms are available at [www.swartzcreek.org](http://www.swartzcreek.org).

**STUDENT ACCIDENT/ILLNESS**

In the event of a student accident or illness, staff members shall:

- **If properly trained,** administer first aid
- Report the accident to the appropriate administrator

School personnel shall not diagnose illness or administer medication of any kind except in accordance with Board Policy.

Records are to be kept on all injuries requiring medical attention which occur while students are on school property, in school buildings, on the way to or from school, or at school-sponsored activities.

A copy of the Student Accident Report Form is to be filed with the carrier of the District’s liability insurance when requested.

Each principal shall prepare in-building procedures for dealing with illness at school, which ensure prompt attention to the child and proper communication with the parents.
In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disability Act of 1990, it is the policy of the Swartz Creek Community Schools that no person shall be subjected to discrimination during any program or activity or in employment, on the basis of race, color, religion, national origin or ancestry, sex, age, height, weight, marital status, or disability which does not impair an individual ability to perform adequately in that individual’s particular program or activity, or employment.

Any person who believes that she/he has been discriminated against in violation of state and federal law, and this policy may report such violation immediately to the Civil Rights Coordinator at the following locations:

The Office of the Director of Payroll & Human Resources or Deputy Superintendent
Civil Rights Coordinator
Swartz Creek Community Schools
8354 Cappy Lane
Swartz Creek, Michigan 48473-1299
(810) 591-2393 or (810) 591-2384

A procedural form to facilitate filing a claim of discrimination and to document steps in the Nondiscrimination and Sexual Harassment Grievance Procedures is available at the above office.
SEXUAL HARASSMENT

It is the policy of the Swartz Creek Community Schools to maintain a learning and working environment that is free from sexual harassment. No board member, staff member or student of this district shall be subjected to any form of sexual harassment or intimidation.

It shall be a violation of this policy for any board member, employee, volunteer, or student to harass any member of the board, staff or student body through conduct or communications of a sexual nature as defined in this policy.

Each administrator shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws, and board policy and procedures governing sexual harassment within his/her building or office.

Any board member, employee, volunteer, or student who believes that his/her rights have been violated under the state and federal laws, and this policy may report such violation immediately to the Civil Rights Coordinator at the following locations:

The Office of the Director of Payroll & Human Resources or Deputy Superintendent
Civil Rights Coordinator
Swartz Creek Community Schools
8354 Cappy Lane
Swartz Creek, Michigan 48473-1299
(810) 591-2393 or (810) 591-2384

DEFINITION OF SEXUAL HARASSMENT

Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

A. Submission to such conduct or communication is made either explicitly or implicitly a term or condition of a person’s employment or advancement or of a student’s participation in school programs or activities; or

B. Submission to or rejection of such conduct by a board member, employee, volunteer, or student is used as the basis for decisions affecting the employee, volunteer, or student; or

C. Such conduct has the purpose or effect of unreasonable interfering with a board member’s, employee’s, volunteer’s, or student’s, performance or creating an intimidating, hostile or offensive work or learning environment.
SEXUAL HARASSMENT EXAMPLES

Sexual harassment may include, but is not limited to, the following:

* Verbal harassment or abuse;
* Pressure for sexual activity;
* Repeated remarks with sexual or demeaning implications;
* Unwelcome touching;
* Sexual jokes, posters, cartoon, etc.;
* Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one’s grades, safety, job, or performance duties.

PRACTICAL APPLICATION

The following examples of prohibited conduct are intended by way of illustrating and not by way of limitation to notify the individual of the types of conduct that will not be tolerated in the school district.

1) Unwelcome or unwanted sexual advances. This means patting, pinching, brushing up against, hugging, cornering, kissing, fondling or any other similar physical contact considered unacceptable by another individual.

2) Requests or demands for sexual favors. This includes subtle or blatant expectations, pressures, or requests for any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequence concerning one’s employment status.

3) Verbal abuse or kidding that is sex-oriented and considered unacceptable by another individual. This includes commenting about an individual’s body or appearance where such comments go beyond mere courtesy; telling “dirty jokes” that are clearly unwanted and considered offensive by others or any other tasteless, sexually oriented comments, innuendoes, or actions that offend others.

4) Engaging in any type of sexually oriented conduct that would unreasonably interfere with another’s work performance. This includes extending unwanted sexual attentions to someone that reduces personal productivity or time available to work at assigned tasks.

5) Creating a work environment that is intimidating, hostile, or offensive because of unwelcome or unwanted sexually-oriented conversations, suggestions, requests, demands, physical contacts, or attentions.

Any questions, concerns, or other inquiries over the conduct that is prohibited by this policy should be directed to the Civil Rights Coordinator.

PENALTIES

All individuals covered by this policy are hereby notified of the School District’s intention to vigorously and strictly enforce the provisions of this policy, and to take appropriate disciplinary measures against any person violating its terms.

VIOLATION OF THIS POLICY MAY RESULT IN DISCIPLINARY ACTION.
NONDISCRIMINATION AND SEXUAL HARASSMENT GRIEVANCE PROCEDURES

Any person believing that the Swartz Creek Community Schools or any part of the school organization has inadequately applied the principles and/or regulations of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disability Act of 1990, may bring forward a complaint, which shall be referred to as a grievance, to the local Civil Rights Coordinator the following address:

The Office of the Director of Payroll & Human Resources or Deputy Superintendent
Civil Rights Coordinator
Swartz Creek Community Schools
8354 Cappy Lane
Swartz Creek, Michigan 48473-1299
(810) 591-2393 or (810) 591-2384

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the local Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant within five (5) business days. The complainant may initiate formal procedures according the following steps

STEP 1:
A written statement of the grievance signed by the complainant shall be submitted to the Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) days.

STEP 2:
A complainant wishing to appeal the decision of the Local Civil Rights Coordinator may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after the Coordinator’s response. The superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

STEP 3:
If unsatisfied, the complainant may appeal through a signed, written statement to the Board of Education within five (5) business days of receiving the superintendent’s response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. A copy of the Board’s disposition of the appeal shall be sent to each concerned party within ten (10) days of this meeting.

STEP 4:
If at this point the grievance has not been satisfactorily settled, further appeal may be made to the Office for Civil Rights, Department of Education, Washington, D.C. 20202.

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office of Civil Rights, Department of Education, Washington D.C. 20202.

The local Coordinator, on request, will provide a copy of the district’s grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based may be found in the Civil Right’s Coordinator’s office.
FAMILY RIGHTS AND PRIVACY ACT
ANNUAL NOTICE

In compliance with Federal Family Educational Rights and Privacy Act of 1974, notice is hereby given that the school district intends to release the following student directory information: Name, address, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, courses of study, awards and recognitions received, and the name of the most recent previous school attended by the student.

Be it further advised that only a parent/guardian has the right to refuse to permit the release of any or all of the types of information designated by the school district. If you desire that all or part of the items listed in the directory information should not be released, contact the building principal at the school your child attends within two weeks of the receipt of this notice.

All questions, requests for information, or complaints relating to the Family Education Rights and Privacy Act in Swartz Creek Community Schools should be directed to:

The Office of Pupil Accounting
Swartz Creek Community Schools
8354 Cappy Lane
Swartz Creek, MI 48473
SUSPECTED CHILD ABUSE INFORMATION

The phone number to call regarding suspected child abuse is: Genesee Department of Social Services at 760-2222.

Please be aware that according to the law, a written report must be sent to the Department of Social Services within 72 hours of a suspected abuse incident. Also, please remember that this report is a confidential document, a copy of which must be forwarded to the Superintendent of Schools.

CONDENSED FROM BOARD POLICY 5183 REVISED

Procedures to be followed in reporting a suspected case of child abuse. (Address and phone numbers have been updated).

Steps 1 - 3

1. Immediately make an oral report to the State of Michigan, Department of Protective Services, phone number 760-2053, nights, weekends and holidays call 760-2222.

2. Complete and send DSS 3200 form to the Department of Protective Service within seventy-two (72) hours.

   State of Michigan
   Social Services Department
   Children’s Protective Services - District 02
   P.O. Box 1615
   630 S. Saginaw Street Flint
   MI 48501

3. Submit copies of the completed DSS 3200 form to the Superintendent and Building Principal.
The Michigan Occupational Safety and Health Act (MIOSHA) has been amended to include requirements for the communication of information regarding the safe handling of hazardous chemicals present in Michigan workplaces. These amendments are known as the Michigan Right To Know Law.

The law requires a communication program designed to safeguard the handling of hazardous chemicals through labeling of chemical containers, development and availability of Material Safety Data Sheets, the training of employees working with these chemicals and a written hazard communication program developed by the employee.

The law also provides for specific employee rights. They include: 1) the right to be notified, by employer posting, of the location of Material Safety Data Sheets (MSDS); 2) the right to be notified, by employer posting, of new or revised MSDS no later than five (5) working days after receipt; 3) and that employees have the right to request MSDS(s) from their employers.
On April 7, 1986, a new Federal law was enacted (PL 99-272, Title X) requiring that most employers sponsoring group health plans offer employees and their families the opportunity for temporary extension of health coverage (called “continuation coverage”) at group rates in certain instances where coverage under the plan would otherwise end. This notice is intended to inform you of your rights and obligations under the continuation coverage provisions of the new law. Both you and your spouse should take the time to read this notice carefully.

If you are an employee of Swartz Creek Community Schools, covered by Swartz Creek Community School Plan, MEBS or Blue Cross health insurance; SET Dental; or SET Vision, you have a right to choose this continuation coverage if you lose your group insurance coverage because of a reduction in your hours of employment or the termination of your employment (for reasons other than gross misconduct on your part).

If you are the spouse of an employee covered by any of these plans, you have the right to choose continuation coverage for yourself at your expense if you lose group health coverage under any of these plans for any of the following four reasons:

1) The death of your spouse;

2) A termination of your spouse’s employment (for reasons other than gross misconduct) or reduction in hours in your spouse’s employment;

3) Divorce or legal separation from your spouse;

4) Your spouse becomes entitled to Medicare.

In the case of a dependent child of an employee covered by any of the plans listed above, he or she has the right to continuation coverage, at his/her own expense, if group insurance coverage under any of these plans is lost for any of the following five reasons:

1) The death of a parent;

2) Termination of a parent’s employment (for reasons other than gross misconduct) or reduction in parent’s hours of employment with Swartz Creek Community Schools;

3) Parents’ divorce or legal separation;

4) A parent becomes entitled to Medicare; or

5) The dependent ceases to be “dependent child” under any of the plans listed above.
Under the new law, the employee or family or member has the responsibility to inform Swartz Creek Community Schools of a divorce, legal separation or a child losing dependant status under any of the plans listed above. Employees who fail to notify the school district will be held liable for premiums paid on behalf of a dependent no longer eligible for coverage.

When Swartz Creek Community Schools is notified when one of these events has happened, it will in turn notify you that you have the right to choose continuation coverage. Under the new law, you have 60 days from the date you would lose coverage because of one of the events described above to inform Swartz Creek Community Schools that you wish continuation coverage.

If you do not choose continuation coverage, your group health insurance coverage will end.

If you choose continuation coverage, Swartz Creek Community Schools is required to give you coverage which, as of the time coverage is being provided, is identical to the coverage under the plan to similarly situated employees or family members. The new law requires that you be afforded the opportunity to maintain continuation coverage for three years unless you lose group health coverage because of a termination of employment or a reduction in hours. In that case, the required continuation period is 18 months. However, the new law also provides your continuation coverage may be cut short for any of the following five reasons:

1) Swartz Creek Community Schools no longer provides group health coverage to any of its employees.

2) The premium for your continuation coverage is not paid by you.

3) You become an employee under another group health plan.

4) You become eligible for Medicare

5) You were divorced from a covered employee and subsequently remarry and are covered under your new spouse’s health plan.

You do not need to show that you are insurable to choose continuation coverage. However, under the new law, you may need to pay all or part of the premium for your continuation coverage. The new law also provides that, at the end of the 18 months or 36 months continuation coverage period, you must be allowed to enroll in an individual conversion health plan provided under MEBS or Blue Cross.

The new law applies to the Swartz Creek Community School Plan health insurance; Delta Dental or Set Dental; or Set Vision. If you have changed marital or dependent status, or if you or your spouse have changed address, please notify the Business Office at the Administration Building.
Further, please be advised that Congress has added three revisions to COBRA:

1) A qualified beneficiary’s COBRA coverage will now terminate if the qualified beneficiary has other group coverage only if that other coverage does not include any exclusion or limitation with respect to any pre-existing condition of the qualified beneficiary.

2) If a termination or reduction in hours of employment is followed by the covered employee becoming entitled to Medicare, then the spouse and any dependent children of the covered employee are entitled to 36 months of COBRA coverage from the date of the Medicare entitlement.

3) COBRA’s 18-month coverage period may be extended to 29 months for employees who are disabled at the time of their qualifying event, provided the individual provides the plan administrator with notice of the disability determination within 60 days. An employer is permitted to charge these disabled qualified beneficiaries up to 150% of the applicable premium for the extended period.
SERIOUS COMMUNICABLE DISEASES (SCD)

The SWARTZ CREEK COMMUNITY SCHOOLS are committed to providing educational opportunities to all students in a safe environment. It is the District’s intent to assure that students and staff members who have contracted a communicable disease, which is serious in nature, will be able to have their individual situation reviewed by a competent panel and have that panel recommend whether they may continue to be involved in the public school setting.

This policy is established to ensure that proper procedures are taken to assure that both the rights of the individual having the serious communicable disease as well as the rights of other students and staff are protected and the concerns of the community are addressed.

Although these guidelines have been specifically established to deal with Acquired Immune Deficiency Syndrome (AIDS) or AIDS-Related Complex (ARC), all serious communicable diseases (SCD) including infectious hepatitis B, tuberculosis B, and other like diseases that may be transmitted and which may present potentially serious health problems for those affected by the disease or for those who come into contact with the disease and/or the disease carrier, will be treated in the same manner.

The SWARTZ CREEK COMMUNITY SCHOOLS Board of Education has the authority to implement this policy and the following guidelines/regulations under the Michigan School Code, Section 1300.
WORKERS COMPENSATION

1) All employees of the Board are subject to the provisions of the State of Michigan’s Workers’ Compensation Act. The Workers’ Compensation Act is “an act to promote the welfare of the people of this state, relating to the liability employers for injuries or death sustained by their employees providing compensation for the disability or death resulting from occupational injuries or diseases or accidental injury to or death of employees and method for the payment and apportionment of the same.”

2) According to this Act, no compensation shall be paid until after the seventh calendar day of injury. Compensation will be paid for the duration of the absence under the terms of the Workers’ Compensation Act. If the injury causes absence of over two weeks, the first seven days will also be paid.

3) An employee who has unused sick days may choose to receive only Workers’ Compensation, in which event, no charge will be made against the employees’ accrued sick days.

4) Payment for accrued sick days used in combination with Workers’ Compensation shall not exceed the regularly scheduled daily wage. Charges against accrued sick days will be made in the same ration as sick day pay is to their regular daily wage.

5) An employee who has unused sick days may choose to use them and receive their regular daily wage. On or after the eighth calendar day of the injury, the portion of the daily wage covered by compensation funds shall not be charged against accrued sick days. If the employee is out of work over two weeks, the first week is also pro-rated. After all sick days have been used the employee shall receive only Workers’ Compensation.

6) Each employee is responsible for completing all Workers’ Compensation accident reports immediately after any occupational injury and signing a certificate outlining details of the injury.

NOTICE TO ALL EMPLOYEES

It is your responsibility to report all injuries to the Central Office promptly. In lost time injuries, get your copy of employer’s report on the eighth day following injury.
Effective September 1, 1993, tobacco use is prohibited in all Swartz Creek school buildings. This prohibition not only applies to the school building itself, but also to other buildings owned by Swartz Creek Community School, including the bus garage, warehouse, maintenance building and administrative offices.

Violators will be subject to criminal misdemeanor penalty, punishable by a fine of not more than $50.00.

The text of this legislation is as follows:

1) Except as otherwise provided in subsection (4), a person shall not use a tobacco product on school property.

2) A person who violates subsection (1) is guilty of a misdemeanor, punishable by a fine of not more than $50.00.

3) As used in this section:

   a) “School district” means a school district, local act school district, or intermediate school district, as those terms are defined in the school code of 1976, act No. 451 of the public Act of 1976, being sections 380.171 to 380.187 of the Michigan Compiled Laws; or a consortium or cooperative arrangement consisting of any combination of these.

   b) “School property” means a building, facility, or structure and other real estate owned, leased, or otherwise controlled by a school district.

   c) “Tobacco product” means a preparation of tobacco to be inhaled, chewed, or placed in a person’s mouth.

   d) “Use of a tobacco product” means any of the following:

      i) The carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device.

      ii) The inhaling or chewing of a tobacco product.

      iii) The placing of a tobacco product within a person’s mouth.

4) Subsection (1) does not apply to that part of school property consisting of outdoor areas including, but not limited to, an open-air stadium, during either of the following time periods:

   a) Saturdays, Sundays and other days on which there are no regularly scheduled school hours.

   b) After 6 p.m. on days during which there are regularly scheduled school hours.
The Board of Education recognizes the need for guidelines regarding the handling of body fluids by staff:

Recent concerns about HIV/AIDS have raised some general issues about infection control in the school setting. Some common circumstances that raise concern are:

~ All school accidents involving bleeding
~ Bloody noses
~ Fights between children
~ Bites
~ Incontinence
~ Vomit spill
~ Spitting

While most organisms cannot pass through the barrier of your skin, it is important to take some precautions to prevent transmission of diseases if you have an open sore, chapped skin, a cut or a broken cuticle your hands for general infection control. The procedures listed below for sanitation and hygiene when handling body fluids are included in 1432a.

1) Physical clean-up of fluid.

2) Disinfecting of area where fluid was spilled.

3) Thorough washing of hands with soap and water.

4) Discarding of contaminated washable materials.
**Routine Procedures for Sanitation and Hygiene when Handling Bodily Fluids**

**Purpose**
To insure that body fluids involving, blood, vomitus, urine, feces, semen, saliva and nasal discharges are handled properly.

**Those Affected**
All school staff should be alerted to dangers of infections (see Table 1 on page 35) from body fluids. School nurses, custodians and teachers should be particularly alert to the proper techniques in handling and disposal of materials.

**Equipment Needed**

<table>
<thead>
<tr>
<th>Soap</th>
<th>Disposal Bags</th>
<th>Dust Pans</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water</td>
<td>Buckets</td>
<td>Mops</td>
</tr>
<tr>
<td>Paper Towels</td>
<td>Disposable Gloves</td>
<td>Disinfectants</td>
</tr>
</tbody>
</table>

- Phenolic germicidal detergent in a 1% aqueous solution (e.g. Lysol*)
- Sodium hypochlorite solution (household bleach), 1 part bleach to 10 parts water. (e.g. 1-1/2 cups bleach to one (1) gallon of water. Needs to be prepared each time used.)
- Quaternary ammonium germicidal detergent in 2% aqueous solution. (e.g. Tri-quart*, Mytar*, or Sage*)

**Procedures**

1) **General**

   a) Wear disposable gloves before making contact with body fluids during care, treatment, and all cleaning procedures.

   b) Discard gloves after each use.

   c) Wash hands after handling fluids and contaminated articles, whether or not gloves are worn.

   d) Discard disposal items including tampons, used bandages and dressings in plastic-lined trash container with lid, in the dispensing disposable bags in the restrooms. Close bags and discard daily.

   e) Do not reuse plastic bags.

   f) Use paper towels to pick up and discard any solid waste materials such as vomitus or feces.

*Brand names are used as examples and are not endorsement of products.*

**MICHIGAN DEPARTMENT OF PUBLIC HEALTH AUTHORITY:**

2. **Hand Washing**

   a) Use soap and warm running water. Soap suspends easily removable soil and micro-organisms allowing them to be washed off.

   b) Rub hands together for approximately 10 seconds to work up a lather.

   c) Scrub between fingers, knuckles, backs of hands, and nails.

   d) Rinse hands under warm running water. Running water is necessary to carry away debris and dirt.

   e) Use paper towels to thoroughly dry hands.

   f) Discard paper towels.

3. **For washable surfaces**

   a) For tables, desks, etc:

      1) Use Lysol, or household bleach solution of 1 part bleach to 10 parts water, mixed fresh.

      2) Rinse with water if so directed on disinfectant.

      3) Allow to air dry.

      4) When bleach solution is used, handle carefully.

         a) Gloves should be worn since the solution is irritating to the skin.

         b) Avoid applying on metal since it will corrode most metals.

   b) For floors:

      1) One of the most readily available and effective disinfectants is the bleach solution (1 ½ cups bleach to one (1) gallon water).

      2) Use the two bucket system - one bucket to wash the soiled surface and one bucket to rinse as follows:

         a) In bucket #1, dip, wring, mop up vomitus, blood.

         b) Dip, wring and mop once more.

         c) Dip, wring out mop in bucket #1.

         d) Put mop in bucket #2 (rinse bucket) that has clean disinfectant (such as Lysol, bleach solution)

         e) Mop or rinse area.

         f) Return mop to bucket #1 to wring out. This keeps the rinse bucket clean for second spill in the area.

         g) After all spills are cleaned up, proceed with #3.
3) Soak mop in the disinfectant after use.
4) Disposable cleaning equipment and water should be placed in a toilet or plastic bag as appropriate.
5) Rinse non-disposable cleaning equipment (dustpans, buckets) in disinfectant.
6) Dispose disinfectant solution down a drain pipe.
7) Remove gloves, if worn, and discard in appropriate receptacle.
8) Wash hands as described in #2.

4. For nonwashable surfaces (rugs, upholstery)
   a) Apply sanitary absorbing agent, let dry, vacuum.
   b) If necessary, use broom and dustpan to remove solid materials.
   c) Apply rug or upholstery shampoo as directed. Re-vacuum according to directions on shampoo.
   d) If a sanitizing carpet cleaner only available by water extraction method is used, follow the directions on the label.
   e) Clean dustpan and broom, if used. Rinse in disinfectant solution.
   f) Air dry.
   g) Wash hands as described in #2.

5. For soiled washable materials (clothing, towels, etc.)
   a) Rinse item under running water using gloved hands if appropriate.
   b) Place item in plastic bag and seal until item is washed. Plastic bags containing soiled, washable material must be clearly identified if outside laundry is service is used.
   c) Wash hands as described in #2.
   d) Wipe sink with paper towels, discard towels.
   e) Wash soiled items separately, washing and drying as usual.
   f) If material is bleachable, add ½ cup bleach to the wash cycle. Otherwise, add ½ cup non-chlorine bleach (Clorox II, Borateem) to the wash cycle.
   g) Discard plastic bag.
   h) Wash hands as described in #2 after handling soiled items.
**TABLE 1**

TRANSMISSION CONCERNS IN THE SCHOOL SETTING

**BODY FLUID SOURCE OF INFECTION AGENTS**

<table>
<thead>
<tr>
<th>BODY FLUID SOURCE</th>
<th><em>ORGANISM OF CONCERN</em></th>
<th>TRANSMISSION CONCERN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blood</td>
<td>Hepatitis B. virus</td>
<td>Bloodstream inoculation through cuts and abrasions on hands.</td>
</tr>
<tr>
<td></td>
<td>AIDS virus</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cytomegalovirus</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Feces</strong></td>
<td><strong>Possible transmission of AIDS is currently thought to be of little concern from these sources.</strong></td>
</tr>
<tr>
<td></td>
<td>- incontinence</td>
<td>Oral inoculation from contaminated hands</td>
</tr>
<tr>
<td></td>
<td>Salmonella bacteria</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Shigella bacteria</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rotavirus</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hepatitis A. virus</td>
<td></td>
</tr>
<tr>
<td><strong>Urine</strong></td>
<td>Cytomegalovirus</td>
<td>Bloodstream, oral and mucus membrane inoculation from hands</td>
</tr>
<tr>
<td></td>
<td><strong>Respiratory Secretions</strong></td>
<td>Oral inoculation from contaminated hands.</td>
</tr>
<tr>
<td></td>
<td>- saliva</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- nasal discharge</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mononucleosis virus</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Common cold virus</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Influenza virus</td>
<td></td>
</tr>
<tr>
<td><strong>Vomitus</strong></td>
<td>Gastrointestinal viruses, e.g., (Norwalk agent Rotavirus)</td>
<td>Oral inoculation from contaminated hands</td>
</tr>
<tr>
<td><strong>Semen</strong></td>
<td>Hepatitis B virus</td>
<td>Sexual contact</td>
</tr>
<tr>
<td></td>
<td>AIDS virus</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Gonorrhea</td>
<td></td>
</tr>
</tbody>
</table>

*This is not an all inclusive list of organisms of concern for transmission in the school setting.*
SWARTZ CREEK COMMUNITY SCHOOLS
ALTERNATIVE TO CORPORAL PUNISHMENT POLICY

PA 521 amended Section 1312 of the School Code of 1976 which prohibits inflicting or threatening to
inflict corporal punishment upon any pupil and from causing corporal punishment to be inflicted upon a
pupil. PA 521 carefully distinguishes between corporal punishment which is prohibited and use of
physical restraint which is permissible when necessary to protect students and others from physical injury,
to take possession of weapons and to protect property.

“Corporal Punishment” is defined as any deliberate infliction physical pain by any means upon the whole
or part of a pupil’s body as a penalty or punishment.

The process for designing alternative methods to prevent and control student misconduct, without the use
of physical punishment, begins with the understanding that there are three criteria all of which must be
established in or for “corporal punishment” to have occurred:

1. Was the act deliberately inflicted?
2. Did physical/mental pain occur?
3. Was the activity a penalty or punishment administered outside normal classroom or building
   procedures?

The State School Code also provides protection from civil actions to school employees who use
reasonable physical force to protect students and staff from injury to obtain a dangerous weapon or object
in the possession of a pupil, or to protect property from damage.

Those employees who are in violation of this mandate may be subject to civil and/or criminal proceedings
from parents, citizens, and/or organized groups. Further, the Swartz Creek Board of Education will be
obliged to discipline employees accordingly.

The Swartz Creek Board of Education believes that reward, praise, and development of positive self-
concept are the most powerful motivators for learning. The staff will establish and inform students of the
classroom and building expected behaviors, rules and consequences. The following Positive Management
Strategies and Alternative To Use Of Corporal Punishment are suggested.
SWARTZ CREEK COMMUNITY SCHOOLS
ALTERNATIVE TO CORPORAL PUNISHMENT
POSITIVE MANAGEMENT STRATEGIES

In involve students in the development of positively stated classroom rules, which relate to clear educational purpose; submit rules to the principal for approval.

In involve students in the development of consequences for misconduct.

Provide clear instruction on rules for student conduct, post a list of rules in a conspicuous area of the classroom and ensure that students are aware of appropriate behavior and teacher’s expectations.

Send a letter containing classroom rules to parents. Request that they sign the letter and return it to school for confirmation.

When students act in accordance with classroom rules, provide positive recognition and implement appropriate consequences when student behavior is disruptive.

Avoid disrupting the class, if possible, when implementing consequences for student misconduct and select private moments to advise a student about his or her punishment.

Enforce rules in a pleasant firm manner and eliminate negative forms of anger.

Use reward frequently and positively reinforce students who behave well without rewarding students excessively so that students expect a reward for every act of good behavior.

Help youngsters see cause and effect relationships between inappropriate behavior and the need to respect rights of others.

Implement rights and responsibilities fairly and consistently.

Confer with parents by telephone when they fail to attend conferences relative to a student’s general pattern of inappropriate behavior.
SWARTZ CREEK COMMUNITY SCHOOLS
ALTERNATIVE TO USE OF CORPORAL PUNISHMENT

Implement modalities on behavior management, such as reality, therapy, behavior modification, assertive discipline and others.

Teach appropriate language for youngsters to express their feelings.

Invite parents to observe the student in his or her classroom.

When students misbehave, deny classroom privileges.

Use a time-out-area or space in the classroom for young children.

Telephone contact and/or conference with parent.

After school detention by teacher.

Counseling by teacher.

Counseling by principal.

Exclusion from extracurricular activities.

Progress reports.

Suspension from school (last resort).
PUBLIC NOTICE: ASBESTOS PLAN AVAILABLE FOR REVIEW

This notice is hereby given pursuant to Section 763.93 (E) (10) and (G) (3) of the Asbestos Hazard Emergency Response Act. (AHERA) (40 CFR Part 763) of 1986.

All citizens, parents, students, and employees are hereby notified that Swartz Creek Community Schools has fully complied with above named statute, and related rules and regulations, with respect to any asbestos-containing materials in any of the school buildings in the school district.

Furthermore, please be advised that the school district management plan pursuant to said statute is completed and has received final approval by the Michigan Department of Health. This plan is available to the parties named in the above paragraph for review at the school office by appointment only. Interested persons who have questions in this regard may schedule an appointment by contacting Mr. Chad Sexton, 8354 Cappy Lane, Swartz Creek, MI (telephone 591-2121). The report may not be removed from the office. The school district may charge a reasonable cost to make copies of the management plan.
WORK PLACE VISITORS

The practice of bringing family members to the work place is prohibited for the following reasons:

1. There are potential legal liabilities and insurance complications.

2. Visitors to the work place may serve as a distraction or disruption to the learning environment or an employee’s duty to meet the requirements of the job.

Exceptions to this practice must be authorized by the Superintendent or his designee. For example, the “Day at Work with Mom or Dad” program.

FAMILY MEDICAL LEAVE ACT OF 1993

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to “eligible” employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours over the previous 12 months. Application for such a leave is the responsibility of the employee and must be done in a timely fashion. Further information regarding FMLA may be found under Board Policies.
Swartz Creek Community Schools
District Photocopy Guidelines

Purpose/Need
These guidelines are intended to improve copy service. Guidelines are effective only to the degree that all participants comply.

Photocopy Requests
Summer months provide limited time for the Copy Center to comply with large-quantity requests. When needs arise which require copies of large quantity packets (e.g. 25-250 masters of work to be done), preplanning is necessary. Special requests for such work during school months will be forwarded to the Instructional Office for approval.

The following procedures and conditions exist:

• Walk-in requests will not be honored. Exceptions will be made through the Instructional Office.
• Copy center personnel will not prepare copy masters.
• All copy masters will be one sided and black/white.

Working Time For Copies
Copy center personnel maintain a goal of returning copy work to teachers as quickly as possible. If machines are operable, two copy center working days are required per copy request. This does not include days needed to transport copy requests to the center and return work to individual buildings. When machines are inoperable for an extended period of time, copy work will be taken to another copy service by copy center staff.

Completion of the "Duplicating" Form
Our three-copy duplicating form tracks copy center work from its origination in each school to its return. For that reason, all portions of the form must be completed or it will be returned. Of special importance:

• "Date Needed": This portion indicates the date when materials are needed for instruction. This date should be at least five days subsequent to the date when the work leaves an individual building. Do not use a notation of "ASAP".
• "Approval by Principal/Date": Principals must approve of materials according to copyright and related standards. Principals are responsible for approving materials that meet time lines and building-level instructional needs.
• "Date Received": Copy center staff note the date when copy work has been received for processing.
• "Date Returned": Copy center staff note the date when copy work is completed and made ready for shipment back to individual buildings.
Transportation of materials to the copy center from each building is dependent on individual mail pick-up times. Times differ greatly across the district. Copy requests approved by a principal may not actually leave a building until the following day. Copy work completed may not be returned to individual buildings until the following day.

Individuals utilizing the copy service must allow for transportation time to and from the copy center. Mail leaves each building at different times. This impacts the overall time needed to return copy work. Because the copy center services the entire district, two copy center working days must be allowed for all copy requests in addition to material transportation time. This does not represent a change in current practice. Principals should only approve requests that meet time line standards.

Copy Center Goals
We strive to meet all copy requests. If machines are operable and copy requests are of appropriate quality and length, we will meet and often exceed expectations. That is the goal. Machine breakage, walk-in requests, copy work of excessive length or of poor quality slow the process and create dissatisfaction. Attempts to meet unrealistic time line requests further complicate the process. Making the system work for everyone requires individual responsibility, an awareness of time lines, communication, attention to detail and cooperation. When copy requests are made according to guidelines and time lines are not met, individuals should contact the Office of Instruction.

COPYRIGHT POLICY
The Swartz Creek Community Schools Board, in recognizing the importance of the Copyright Law of the United States (Title 17, United States Code), hereby notifies all employees that a willful infringement of the law shall result in disciplinary action.

Reproduction of Copyrighted Materials
1. School Board employees may reproduce copyrighted materials under the provisions of the copyright laws currently in force under Title 17 of the United States Code.

2. Any reproduction of copyrighted materials will be done either with the written permission of the copyright holder or within the bounds of “Fair Use” guidelines provided in the Copyright Act; otherwise, the individual responsible for reproduction may be eligible for infringing the copyright under existing laws.

3. The Swartz Creek Community Schools Board, in recognizing the importance of the Copyright Law of the United States (Title 17, United States Code), hereby notifies all employees that a willful infringement of the law may result in disciplinary action. In the case of a court action for damages, a finding of willful infringement would preclude the School Board paying any attorney’s fees or costs which the employee would incur in conjunction with a lawsuit and may render the employee liable to the School Board of any damages which the School Board is liable to pay.
COPYRIGHT LAW

Date of Law:
January 1, 1978

Duration of Copyright:
Life of author, plus 50 years.

A complete copy of the law is available at the Central Office.

FAIR USE

Many cases of perceived copyright violations are determined on the basis of the concept of “fair use”:

6) Criteria:
   a) Purpose and character of use.
   b) Nature of copyrighted work.
   c) Amount of portion used in relation to whole.
   d) Effect on potential market for or value of copyrighted work.

7) Guidelines:
   a) All copies to be used for district educational purposes only:
   b) Copies may not be distributed in a general manner;
   c) Copies may not be sold or performed for a profit.

LIABILITY

Normal penalties for copyright infringement run from $250 to $10,000 in statutory damages for each violation, increasing to $50,000 for each willful violation undertaken for financial gain.

The following set of guidelines is an attempt to provide teachers and administrators with guidance when copying materials for educational use. Information contained herein has been extracted from available resources and is believed to be correct. However, the copyright law is complex and its relation to new media is often unclear. If any doubt exists, always obtain written permission from the copyright holder before taking any action.
COMPUTER SOFTWARE

4. Adaptation/archival copies may be created only if:
   a) The new copy of adaptation is created as an essential step in the utilization of the
computer program in conjunction with a machine.

   Or

   b) The new copy of adaptation is for archival purposes only, and that all archival copies are
destroyed in the event that continued possession of a computer program should cease to be legal.
   (NOTE: The backup must be stored, not used as a second copy.)

2. Programs networked or downloaded to student stations are stored in memory on a temporary basis.
Legally, these then become copies of the original program and therefore illegal.

3. Loading a single program into several computers for simultaneous use is considered making multiple
copies of that program, avoiding the purchase of copies to support each station, therefore illegal.

VIDEO

Off-Air, Pre-recorded, Satellite Delivered Subscription Services

1. Pre-recorded Videotapes
   a) If an educational institution purchases a copy labeled “For Home Use Only”, it is
   permissible to use tape for “face-to-face” instruction if:
   - It is incorporated as part of the systematic teaching activities of the program in which it is used.
   - No copying is allowed.

   b) If an educational institution rents a copy labeled “For Home Use Only”, it should not
   be used unless the user can obtain a written release from the rental agency granting
   permission for use in instruction.

2. Satellite-delivered Subscription Services (HBO, Showtime, etc.) These are viewer-supported and
intended for private/home use only. Therefore, these are not to be copied or used in the classroom.

3. A teacher may not rent a video for home use and bring it into the classroom for use with the students.
OFF-AIR RECORDING OF COMMERCIAL/PUBLIC TV FOR EDUCATIONAL PURPOSES

1) The guidelines were developed to apply only to off-air recording by non-profit educational institutions.

2) A broadcast program may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable re-transmission) and retained by a nonprofit educational institution for a period not to exceed forty-five (45) consecutive calendar days after the date of recording. Upon conclusion of such retention period, all off-air recordings must be erased or destroyed immediately. “Broadcast programs” are television programs transmitted by television stations for reception by the general public without charge.

3) 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 ten (10) consecutive school days in the forty-five (45) calendar day retention period.

4) Off-air recordings may be made only at the request of and used by individual teachers, and may not be regularly recorded in anticipation of request. 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.

5) 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 of the original recording.

6) After the first ten (10) consecutive school days, off-air recording may be used up to the end of the forty-five (45) calendar day retention period only for teacher evaluation purposes, i.e., to determine whether or not to include the broadcast program in the teaching curriculum and may not be used in the recording institution for student exhibition of any other nonevaluation purpose without authorization.

7) 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.

8) All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.

9) Educational institutions are expected to establish appropriate control procedures to maintain the integrity of these guidelines.
AUDI

RECORDS, DISCS, AUDIO TAPE RECORDINGS

1) Single copies of following may be made:

a. A portion of a sound recording for a student, used only in an educational context.
b. Recording of performances by students for evaluation of rehearsal purposes. This copy may be retained by the educational institution or teacher.

2) Multiple copies:
   Making multiple copies of a sound recording is very questionable. Prior to making multiple copies of a sound recording, written permission should be secured from the copyright holder.

LIMITATIONS

1. No duplication of cassette tapes unless reproduction rights are held from time of the original purchase.
2. No reproduction or conversion of musical works from one form to another, i.e., records to cassette tapes.
3. No reproduction of any audio work in its entirety.
4. No narrating entire stories onto audio tape.

EXEMPTIONS

A performance or recording in which sounds are imitated is expected. Imitation does not constitute copyright infringement.
FILMS - SLIDES
SLIDES, 16MM, FILMSTRIPS, PHOTOGRAPHY, TRANSPARENCIES

1. Single copies of the following may be made:
   a. A portion of copyrighted film or filmstrip only if the material is owned by the school and made by the student.
   b. A portion of copyrighted film or filmstrip which is not owned by the school, for educational purposes.
   c. An overhead transparency from a single page of a consumable workbook.

2. Additionally, the following may be created:
   a. A series of slides from multiple sources.
   b. Multiple overhead transparencies from a variety of sources.
   c. Excerpting sections from a filmstrip to create slides.
   d. Selective slides from a slide series.
   e. Excerpting sections of a 16 mm film for use in a locally produced videotape, not shown on cable television.

LIMITATIONS

1. Limited to 10% of any one source.
2. Prohibited if the source being copied specifically prohibits any reproduction.
3. Any copy, reproduction, or portion may not contain the very essence of the material in question.
4. Films may not be shown on Closed Circuit TV outside the building.
5. A portion of a film, filmstrip or videotape may not be copied when it is: - sent to a school for preview or rent - owned by another school or institution.
PRINTED MATERIALS

Books, Workbooks, Dramatic Scripts, Periodicals, Poems, Articles, Microforms, Charts, Graphs, Diagrams, Drawings, Photographs, Paintings, Maps

1. Single copies of the following may be reproduced:
   a.) Complete poem if less than 250 words.
   b.) An excerpt from a longer poem, not exceeding 250 words.
   c.) Complete article less than 2,500 words, or excerpts not more than 1,000 words.
   d.) One chart, graph, diagram, drawing, cartoon, or picture per book or periodical issue.
   e.) Special works combining illustrations, poetry, and prose, but limited to no more than 10% of the total.

LIMITATIONS

a.) Copying may occur on the initiative of a teacher/administrator when copyright clearance permission is unreasonable provided that:
   - only one work from a single author.
   - no more than three authors form collective works.
   - no more than nine instances of copying in one school term.
   (NOTE: limited to a single class)

b.) Copying is prohibited in the following areas:
   - Consumable works, such as standardized tests, workbooks, exercises, test booklets and answer sheets.
   - Copying to create, replace, or substitute for anthologies or collective works.
   - Reproducing the same item from term to term.

EXEMPTIONS

Current news periodicals, newspapers, and current news sections of other periodicals are exempt from the restrictions above.
**Teachers, Coaches, Parents Driving on Behalf Of the School In Their Own Vehicles**

Many districts have replaced their extended vans for 8 passenger vans, station wagons and Suburbans for transporting small numbers of students. If this is part of your transportation program then the drivers should be credentialed like a bus driver. If a teacher or coach drives the students in the van then all they need is an operator’s license. It behooves the districts to at least do a license record check to ensure the coaches or teachers with points against their license for speeding, or illegal substance use do not transport students on behalf of the school district.

A number of districts through Michigan are under pressure in the spring, due to additional trips to allow teachers, coaches, or parents to transport students in their own personal vehicles. School district attorneys are quick to remind districts that in this situation the teacher, coach, or parent’s insurance company is the primary insurance carrier if an accident occurs. The student’s family insurance company is the first to pay and the school district last. The teachers, coaches, and parents need to be made aware of this fact. In addition, if teachers, coaches, or parents are driving students on behalf of the school they should have their license checked for points and their personal vehicle to be sure they are roadworthy.

It is also prudent to check with your insurance carrier as to how much they will support this procedure.
APPLIANCES IN CLASSROOMS AND OFFICES

Some employees are bringing privately-owned refrigerators (mini refrigerators), microwaves, crock pots, coffee makers, toaster ovens, hot plates and room heaters into individual work areas. Due to restrictions from the Fire Marshall, the potential for overloading circuits and additional energy costs, all employees are required to seek permission each school year from the Director of Maintenance, for individual use of appliances for medical purposes only. Principals will be encouraged to provide adequate appliances in designated areas in each building.
Swartz Creek Community Schools
Acceptable Use Procedures (AUP)

Swartz Creek Community Schools provides a wide range of computer and technological resources to its students and staff for the purpose of advancing the educational mission of the District. These resources are provided and maintained at the District’s expense and therefore, the public’s expense and are to be used by members of the school community with respect for the public trust through which they have been provided. The District Internet access is filtered by the GEN Net content filtering system. This filter meets all the standards of the Children’s Internet Protection Act.

The Acceptable Use Procedures that follow provides details regarding the appropriate and inappropriate use of the District’s technology. The procedures do not attempt to articulate all required or proscribed behavior by users. Successful operation of the District’s technology network requires that all users conduct themselves in a responsible manner while using the District’s computers and other technology. All users are expected to review the guidelines and procedures in this document.
TECHNOLOGY ACCESS AND ACCEPTABLE USE PROCEDURES

This is a procedures summary. Students and staff should read and will be accountable for following the entire posted program.

1. Technology covered by this procedure includes the use of District software, audio and video media, computers and hardware peripherals, networks, internet, telecommunications, video and audio equipment.

2. The use of District technology is a privilege, which can be revoked at any time by the District.

3. Each individual user is responsible for the reasonable care of technology, including hardware and software while in their possession or while they are using it.

4. Users of District technology will be responsible for its use and misuse. Appropriate use of District technology is defined as use in furtherance of the instructional goals and mission of the District. Users should consider any use, which does not fall under this definition of appropriate use as being potential misuse for which a loss of technology use and disciplinary consequences may occur.

5. Staff and students acknowledge that software, audio and video media are protected by a variety of licensing agreements and copyright laws. Any misuse of technology may subject the user, as well as the District, to a variety of legal liabilities. Staff and students need the written permission of the Network Administrator to install software or media.

6. Users are responsible for the security of the technology, including the ability to use that technology to access confidential information, while such technology is in their possession or under their control. Staff and students are not to either use or disclose confidential information per FERPA.

7. Passwords are the property of the user and are not to be used by anyone else.

8. Swartz Creek Community Schools does not guarantee that Internet and/or e-mail filtering and other precautions we have taken to block potentially objectionable content will control user access to such materials.

9. E-mail is not considered private communication. It may be re-posted. It may be accessed by others and is subject to subpoena. School officials reserve the right to monitor any or all activity on the district's computer system and to inspect any user's e-mail files. Users should not expect that their communications on the system are private. Confidential information should not be transmitted via email.
Internet and Network Access

Access to the public Internet is a powerful and effective educational tool. It also poses serious potential security risks to Swartz Creek Community Schools computing and communications resources. The security risks generally result from the possibility of inappropriate use of the Internet. To minimize these risks, Swartz Creek Community School District has established standards, procedures and technical controls governing the use of the Internet and the (SCCS) network.

All SCCS network system “users” must adhere to this Acceptable Use Procedures (AUP) when using the network/Internet. For purposes of this AUP, “users” are defined as employees and students of SCCS and other individuals authorized to use the SCCS computing and communications networks. Users are expected to act responsibly and in SCCS’s best interests whenever they use SCCS’s computing resources and communications networks, including but not limited to:

- Accessing only those SCCS computing and communication resources for which they are authorized;
- Using only those SCCS computing and communication resources needed to perform job-related functions;
- Maintaining professionalism, personal responsibility, and a standard of “good taste” in all communications (e.g. among peers and in public forums); and
- Protecting SCCS’s resources, reputation, public trust and public image.

Members are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to:

1. Do not reveal the personally identifiable information of students or colleagues. Personal information includes but is not limited to home address, phone number, school email address, and is protected by the Family Educational Rights and Privacy Act (“FERPA”).
2. Do not assume that only you can read your email; others may be able to read or access your mail. Do not send or keep anything that you would be uncomfortable seeing in the daily newspaper.
3. Be polite. Do not get abusive in your messages to others. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
4. Do not use the network in a way that would disrupt other users on the network. Disruptive network conduct includes but is not limited to: excessive bandwidth use, damaging programs and/or files, establishing illegal services, modifying operating systems, changing background images on the desktop, establishing a link to another computer in the network without permission, etc.
5. Do not use someone else’s network account or password.
6. Do not use someone else’s workstation without their prior knowledge and consent.
7. Do not use your network account for non-school/non-work related activities.
8. All Internet use of any type must be school or work-related.
9. Do not use unauthorized copies of commercial software or download software from the Internet without permission from the Technology Office.
10. K-12 students must not access controversial information without the permission of their parent/guardian, and/or educational sponsor. (This includes ftp, telnet, or other Internet programs that can transmit images, words or data.) Controversial is defined as inappropriate for the culture of the organization. K12 student users must be strictly monitored by a trained adult user and must have a signed student AUP on file.
11. K-12 organizations creating web pages must comply with appropriate legal restrictions on information that relates to students under the age of 18 years. This means that personal identifying information about students, including full names, or individual pictures with full names, may not be published. Web pages must comply with the written mission of Swartz Creek Community Schools.
12. All information (excluding email) accessible via the network/Internet should be assumed to be private property unless otherwise stipulated.
SCCS Management Responsibilities

SCCS management is responsible for determining who can access the Internet/network based on business need, and for providing general supervision of authorized users who are granted network/Internet access. This includes requiring that users understand and accept their individual obligations as set forth in this AUP. Access to the computer/network/Internet will require an electronic signing of the AUP agreement daily. This serves as a daily reminder of the expectations of the district and a daily acknowledgement of the user’s responsibilities.

User Responsibilities and Provisions of Usage

The following usage provisions have been established to protect the SCCS computing resources and communications networks. Their purpose is to assure that users are responsible and productive in their use of the network/Internet, including, without limitation, complying with all applicable laws, regulations and other legal requirements, and the SCCS guidelines for employee conduct.

In exchange for the privilege of using/accessing the SCCS computing resources and communications networks, all SCCS users understand and agree to the following:

1. Network resources are intended for the exclusive use of its registered/authorized users. Users are responsible for account passwords and privileges. Any problems that arise from the use of a staff member’s account are the responsibility of the account holder. Use of an account by someone other than the registered account holder is forbidden.

2. Users will maintain a professional demeanor in all Internet/network communications/access. Participation in any communications or other activities that may constitute harassment, political activity, personal profit or gain, or possible illegal activity is forbidden.

3. The district reserves the right to remove and/or monitor any material stored in files and will remove any material the district, at its sole discretion, believes may be unlawful, offensive or disrespectful of others. User accounts/access will not be used to access, view, download, or otherwise gain access to such materials.

4. Network users will abide by all applicable laws and regulations, including laws and regulations pertaining to copyrights, trademarks, patents, data, and software protection. Installation of or copying of illegally licensed software via the SCCS network or on SCCS networked work stations is prohibited.

5. Authorized email accounts will be cleaned regularly by the account holder to avoid excessive use of the electronic mail disk space.

6. The district reserves the right to log network use and to monitor fileserver space utilization by users.

7. The sharing of personal information (e.g. name, address, email address, phone, etc) about any authorized SCCS user without the permission of the user is forbidden.

8. The district does not guarantee the functions of the system will meet any specific requirement the user may have, or that it will be error free or uninterrupted, nor shall it be liable for any direct or indirect, incidental or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the system.

9. Authorized users are expected to not engage in any activities that could disrupt or compromise the integrity or security, or otherwise result in the misuse of SCCS computing resources and communications networks. Report all security breaches to SCCS management.

10. Use the Internet/network and the communications resources in a manner that minimizes cost to SCCS while maximizing value and productivity for SCCS business purposes.

11. No non-district owned computers or peripherals are to be connected to the network. Foreign equipment may be confiscated.
12. Users are expected to report abuse or misuse of the network/Internet system to their supervisor or the
network administrator.

Access to Potentially Objectionable Content

Users are advised that some systems may contain defamatory, inaccurate, abusive, obscene, profane, sexually
oriented, threatening, racially offensive, or illegal material. Users, Swartz Creek Community Schools and
system administrators do not condone the use of such materials. Users and parents of students accessing the
system should be aware of the existence of such materials and are responsible for monitoring usage of the
system.

Despite the precautions that Swartz Creek Community Schools may take to prevent access to potentially
objectionable content, Swartz Creek Community Schools does not guarantee that it will control user access to
such materials, or that users will not have access to such materials while using Swartz Creek Community
Schools’ technological resources. The school district will make every effort to prevent such access or exposure
through the use of filtering software.

Warranties Not Provided

Swartz Creek Community Schools will not be responsible for any damages suffered by the user. Use of any
information obtained via the Internet/network is at the user's own risk. Swartz Creek Community Schools
specifically denies any responsibility for the accuracy or quality of information obtained though the
network/Internet.

Swartz Creek Community Schools is not liable for any information or data that may be lost, damaged, or
unavailable due to technical or other difficulties, delays, non-deliveries, or service interruptions caused by its
own negligence, subcontractors or the user's errors or omissions.

Swartz Creek Community Schools is not responsible for any damages to a user's own hardware or software
caused by downloading computer viruses or other contaminants.

Members using district technology will be responsible for its use and misuse. Appropriate use of district
technology is defined as a use to further the instructional goals and mission of the district. Members should
consider any use outside these instructional goals and mission constitutes potential misuse, which could result
in loss of technology privileges and/or in disciplinary consequences. Any questions should be referred to the
District Technology Director or Assistant Superintendent for Personnel.

Technical Controls

Access to the network/Internet may be made only via SCCS approved technology equipment. SCCS
approved firewalls are designed, operated, monitored, and regularly tested to support the following key
technical security controls:

- Allow only authorized users to access the network/Internet
- Prevent any unauthorized user/system from compromising SCCS systems or data;
- Provide audit trails of user/system activity
- Access to content on the Internet is protected by a content filter designed, monitored, and regularly
tested to prevent access to inappropriate material.

Monitoring and Disciplinary Action
Users who are granted access to the Internet expressly consent to having their access monitored and recorded in accordance with applicable laws. Such monitoring and recording will be used to verify compliance with this AUP. All messages created, sent or received over the network/Internet are the property of SCCS and should be considered as public information and not private.

SCCS management, in its sole discretion, will determine what constitutes acceptable use of its communication networks and network connections, and reserves the right to block, alter priority, or terminate access to any service or activity. Accordingly, SCCS management, in its sole discretion, may temporarily or permanently disconnect any user at any time. Users are advised that if possible illegal activity is detected, all communications, including text and image, and system records, may be provided to appropriate law enforcement officials or third parties without prior consent of, or notice to, the sender or receiver.

Additionally, failure to comply with this AUP may result in disciplinary action up to and including dismissal.

Prohibited Uses of Network

- Commercial Use - Use of District Computers for personal or private gain, personal business or commercial advantage is prohibited.
- Political Use - Use of the District Computers for political purposes in violation of federal, state, or local laws is prohibited. This prohibition includes using District computers to assist or to advocate directly for or against a ballot proposition and/or the election of any person to any office.
- Illegal or Indecent Use – Using District computers for illegal, harassing, vandalizing, inappropriate, or indecent purposes (including accessing, storing, or viewing pornographic, indecent, or otherwise inappropriate material), or in support of such activities is prohibited. Illegal activities are any violations of federal, state, or local laws (for example, copyright infringement, publishing defamatory information or committing fraud). Harassment includes slurs, comments, jokes, innuendoes, unwelcome compliments, cartoons, pranks, or verbal conduct relating to an individual that (1) have the purpose or effect of creating and intimidating, a hostile or offensive environment; (2) have the purpose or effect of unreasonably interfering with an individual’s work or school performance, or (3) interfere with school operations. Vandalism is any attempt to harm or destroy the operating system, application software or data. Inappropriate use includes any violation of the purpose and goal of the network.

Web Pages and Blogs

Any web pages that may be constructed by students or staff of Swartz Creek Community Schools that are published through or accessed from a server belonging to the District must meet the following guidelines: A web page cannot contain:

- Abusive, obscene, or inappropriate language, messages or pictures;
- Personal information about students including full name, address, e-mail address, phone number, pictures in which individuals are clearly identified – (unless permission is obtained from the parent/guardian in writing);
- Material that is in violation of copyright laws; and
- Links to sites that are social (for example, chat rooms), controversial, or inappropriate for schools.
A web page must serve an educational purpose; for example an instructional resource or community communications vehicle. Each web page must meet high standards of clarity, grammar, spelling, and punctuation. All information included must be completely accurate and up-to-date. Each web page must be approved by the building administrator and the Network Administrator prior to placement on the server. Each web page must be maintained on a regular basis to be sure that information is current and all links are functional. This is the responsibility of the author(s) or the web class. If it is not done, the page will be removed from the server. Students may not publish personal web pages on the District servers and a web page may not be used for commercial purposes. Blogs linked from the district website must be a result of a classroom activity or assignment and do not represent the opinions or views of SCCS.
User Signature Page

I have read the Technology Acceptable Use Procedures for Swartz Creek Community Schools and understand its contents. My signature below designates that I agree to and will follow the guidelines and prohibitions as stated in the document. I am aware that Swartz Creek Community Schools reserves and will exercise the right to review, audit, intercept, access, and disclose all matters on the Swartz Creek Community Schools’ network and email system at any time, with or without notice, and that such access may occur during or after the regular school/work day.

I further understand that although Swartz Creek Community Schools prohibits abuse of technology, it is impossible to restrict all access to inappropriate materials which may be on the Internet or through electronic communications. Accordingly, I will not hold Swartz Creek Community Schools, its employees, or agents responsible for materials which may be acquired through Swartz Creek Community Schools’ network.

I understand that access to available technology is a privilege and a condition of employment at Swartz Creek Community Schools requiring adherence to this agreement.

After I receive my account, I will be given a username and starting password. I understand that I will be required to change my password frequently for security purposes.

Passwords MUST be kept confidential. Should I lose my password or be unable to log into my account, I will need to call the Technology Office to reinstate my account.

This agreement will provide services during my tenure with the district. The Acceptable Use Procedures is posted on the District’s website for review at any time. Daily access to my account will require a daily electronic signing of this agreement each time I log-in to the network. I further understand that any questions or concerns regarding the AUP should be directed to the Network Administrator.

Signature acknowledges user has read and understands the terms and conditions of access and agrees to comply with the conditions as stated.

User Name (Printed)_________________________ User Name (Signature)_________________________

Date: __________________________

Name of School/Building: ______________________________________________________________

Supervisor’s Signature: ________________________________________________________________

Date: __________________________

45
COMMUNITY RELATIONS

SCHOOL NEWS RELEASES

The superintendent or someone designated by him will be the press liaison person for coordinating the release of information concerning the school system and actions of the board. The principal of each school or a person designated by him will be responsible for maintaining liaison with information media for the dissemination of information relating to his school.

The use of all information media for keeping the public continuously informed concerning schools, cost, curriculum, changes, expansion, special events and other items of public interest is encouraged. Good relationships with publishers, editors and reporters are vital not only to the schools best interests but in the best interest of the public who need to be accurately informed.
APPLICATION OF PESTICIDE AGENDS

When the need for the use of pesticide agents is required only trained individuals will be allowed to apply said chemicals. The determination of the use of chemicals will come from the Maintenance Department.

Only trained personnel with proper certification will perform all applications of pesticide agents.

The decision as to when and where to apply a pesticide shall be made by the Maintenance Department in coordination with the district’s certified applicator.

When a need for pesticide application is determined the Maintenance Department will coordinate any and all applications and inform building principals and staff of any guidelines that must be followed.

Notification to all parents regarding any application of pesticides, if done during the school year, will be done through the Maintenance Department.
The Maintenance Department is expected to ensure that all classroom doors will have the capacity of remaining locked throughout each school day. Therefore, building principals and teachers are expected to inspect classroom doors on a regular basis through the following procedure.

All classroom doors to have working locks (keyed from the hallway side)

Each and every teacher has keys to operate respective door locks.

Any repairs needed on doors, doorknobs, broken or lost keys must be reported through the building custodian to the principal and then to the maintenance department. (Note) A form for this has already been in place.