

# policy

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LAKE SHORE PUBLIC SCHOOLS

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## GIFTS, GRANTS, AND BEQUESTS

The Board of Education is duly appreciative of public interest in and good will toward the schools manifested through gifts, grants, and bequests. The Board reserves the right, however, to specify the manner in which gifts are made; to define the type of gift, grant, or bequest which it considers appropriate; and to reject those which it deems inappropriate or unsuitable. If accepted, the Board will attempt to carry out the wishes of the donor.

All accepted gifts, grants, or bequests shall be acknowledged by the Board.

Gifts, grants, and bequests shall become the property of the Board and will be subject to use by the District as determined by the policies and administrative guidelines applying to all properties, equipment, materials, and funds owned by the Board. Such gifts shall be used for the benefit of the school to which donated for as long as that gift is needed.

Any equipment purchased by a parent organization or booster club for use in the school or at a District-related event shall be submitted to the administration, prior to purchase, so it can determine if the District would incur any liability by its use.

The Board reserves the right to not accept such liability and thus deny the use of the equipment by students or District employees.

M.C.LA 380.1210

## NAMING OF FACILITIES

The Board of Education will make final decision on the naming of any school district facility. A facility is defined as any building or structure, or any portion thereof, which is owned by the District.

When the construction of an entirely new school facility is approved by the Board, immediate steps will be taken to name the facility. In order to facilitate the naming of such a facility, the Superintendent will appoint a committee. The committee will solicit and consider names for the new facility and submit a list of not less than three names for the Board's consideration. The Board will make the final selection from the list submitted by the committee. The Board will attempt to name a new facility prior to beginning construction.

The Board may consider changing the name of the facility only if the proposed name has special significance to the District and the current name has become obsolete or inappropriate.

Proposals or petitions for renaming facilities defined above shall be presented to the Superintendent. The Superintendent will discuss with the Board President whether the petition should be placed on a Board meeting agenda, or be referred to a committee.

In an effort to avoid an emotional response to the death of an individual, the Board will refrain from naming the facilities after individuals who have been deceased less than two years.

### Commemoration of District Facilities

From time-to-time, the Board of Education may wish to commemorate a school or District facility (gymnasium, swimming pool, media center, etc.) by means of a plaque, naming the facility after a person, or some other honor. Such commemoration should be reserved only for those individuals who have made a significant contribution to the enhancement of Education generally, or the District in particular, or to the well-being of the District, community, State, or nation. In an effort to avoid an emotional response to a request, the Board will refrain from naming the facility after individuals have been away from the district for a period of one year.

## DISPOSITION OF SURPLUS/OBSOLETE PROPERTY AND EQUIPMENT

The Board of Education requires the Superintendent to review the property of the District periodically and to dispose of that material and equipment which is no longer usable in accordance with the terms of this policy.

A. Instructional Material

The District shall review instructional materials (i.e. textbooks, library books, manuals, support materials, etc.) periodically to determine the relevance of such materials to the present world and current instructional programs.

B. Equipment

The District shall inspect the equipment used in the instructional program periodically to determine the condition and usability of such equipment in the current educational program.

C. Disposition

The Superintendent is authorized to dispose of obsolete instructional and other property by selling it to the highest bidder, by donation to appropriate parties, or by proper waste removal. Disposal of surplus property purchased with Federal funds shall be disposed of in accordance with Federal guidelines.

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## USE OF TOBACCO ON SCHOOL PREMISES

The use of tobacco products is expressly prohibited, at all times, in all District owned schools, buildings, vehicles, and outdoor facilities. This includes, but is not limited to, all busses/vehicles, transportation garage, warehouse, administrative center, maintenance buildings, adult education buildings, all K-12 schools or school grounds.

The use of tobacco products on outdoor property owned by the District is also restricted as follows:

- A. Persons may not use tobacco on school grounds before 6:00 pm on regularly scheduled school days.
- B. Tobacco use will be permitted on school property (outside the buildings) on Saturdays, Sundays and days for which there are no regularly scheduled school hours.
- C. The use of tobacco products within an individual's personal vehicle when on school property is prohibited except as allowed in "A" and "B" above.
- D. No use of tobacco products are allowed in the bleachers of the football stadium at any time. Persons may use tobacco products in the designated smoking area(s) within the football stadium as permitted in "A" and "B" above.

For the purpose of this policy, the "use of tobacco product" shall mean any of the following:

- A. the carrying by a person of a lighted cigar, cigarette, pipe or other lighted smoking device;
- B. the inhaling or chewing of a tobacco product;
- C. the placing of a tobacco product within a person's mouth.

Violators of this policy, which complies with Public Act 140 will be subject to a misdemeanor penalty, punishable by a fine of not more than \$50. Local police are the appropriate enforcement agencies for the enforcement of Public Act 140. However, employees who violate this policy may also be subject to formal disciplinary action. Students who violate this policy will be subject to appropriate action as outlined in the "Student Code of Conduct".

Lake Shore Public Schools will work cooperatively with students, parents, employees, and community resource personnel to support assistance in the non-use of tobacco products.

A copy of this policy will be distributed to all employees and to all groups using District facilities. Signs will be posted at all appropriate public entrances to school buildings.

M.C.L.A. 380.1170, 380.1275

## SECURITY OF BUILDING AND GROUNDS

The security of our buildings and grounds is of prime importance for the purpose of protecting the District's resources. This policy is designed to put into place the Board's policy on the security of its facilities.

A master key system for each building shall be provided through the Maintenance and Operations Department. The building administrator shall be responsible for the overall security of individual school buildings. This responsibility includes such matters as determining which access doors will be locked, securing unused portions of the building, and the distribution of keys in accordance with the Superintendent's administrative guidelines.

The building administration shall be responsible for the security access port to the building at all times. All outside access doors will remain locked during the school day and at other times as there are activities in the building.

The building administrator will determine distribution of keys to staff members according to the following guidelines:

- A. Teachers and other staff members shall receive only those keys needed to access their immediate work station and/or other areas of the building necessary to perform their job responsibilities.
- B. Master keys shall be distributed with care and only to those employees with an immediate and unavoidable need.
- C. The administrator shall maintain an accurate and up-to-date log of all key distribution.
- D. Staff members who work less than fifty-two (52) weeks shall turn in their keys at the end of their work year.
- E. Employees who terminate their employment will be required to submit all building keys prior to receiving their last paycheck.

Employees who will need to access a closed building must receive authorization from the building administrator and/or the Manager of Facilities and Operations. Proper clearance and coding will be obtained from the District's security vendor. The sharing of security codes with others is strictly prohibited.

New keys shall be obtained only through the Maintenance and Operations Department. The unauthorized duplication of keys by any other means is strictly prohibited.

The distribution of grand master keys (full District access) will be limited to the Superintendent of Schools, Manger of Facilities and Operations, and authorized maintenance personnel.

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The building administrator shall have discretionary responsibility in areas relating to building security and keys in all areas not covered under this policy.

## VIDEO SURVEILLANCE

To protect the safety, welfare, and health of students, staff, visitors and District property, electronic video surveillance system may be used to monitor activity on school grounds and in school buildings.

### Notice of Camera

District property may be equipped with electronic video surveillance system. Video surveillance may occur in any District building or on any District property where the Superintendent or his/her designee deems appropriate. The District shall notify staff, students, and parents through the staff and student handbooks that video surveillance may occur on District property.

Each building or area in which video surveillance is occurring shall have clearly written signs posted at conspicuous locations informing individuals that the school buildings and grounds may be under video surveillance. Signs shall be conspicuous in size so that a reasonable person would be able to view the contents of the sign and have adequate notice that surveillance is, or may be, in operation.

### Placement of Camera

Video surveillance cameras or other recording devices may be used or placed in any public location, including but not limited to the following:

1. Outdoors: parking lots, eating areas, athletic fields and stadiums, lawns, and entrances and exits; and
2. Indoors: foyers, lobbies, hallways, cafeterias or any other common areas

Video surveillance cameras or other recording devices shall not be used in restrooms or locker rooms.

This policy is based on the presumption and belief that students, staff and visitors do not have a reasonable expectation of privacy in those public areas in school buildings or on school grounds.

### Use and Viewing of Video Recordings

Information obtained through the video surveillance system shall be used for the purpose of enhancing the safety and security for students, staff, and visitors. Video recording may be used by the Board or Superintendent or his/her designee as evidence in any administrative, disciplinary or legal proceedings, and for inquiries and proceedings related to law enforcement.

Unless expressly permitted by law, the Superintendent or his/her designee may view video files provided that he or she has legitimate educational interests.



## Retention and Release of Video Recording

The District will comply with all applicable state and federal laws related to the retention and release of public records. A video will be retained by the District for a period of twenty-five (25) calendar days. If an investigation or other action by the Board or Superintendent or his/her designee is being taken, then the video shall be kept for a minimum of one (1) year from the date of the action taken. A video that becomes a part of a student's educational record will be released only in conformance with the Michigan Freedom of Information Act and the Family Educational Rights and Privacy Act (20 USC § 1232g).

No changes or editing of the files will be permitted. Copies shall only be made as permitted under Federal and/or State law.

## USE OF SCHOOL FACILITIES

The buildings and properties of the District shall be available for community use under conditions prescribed by law and in accordance with the adopted policies of the Board. Although District facilities are designed primarily for school/educational use, all citizens within the community have a share in these facilities.

No fees will be charged for the use of District buildings or facilities by resident student groups, parent groups, booster clubs, and community service organizations provided such usage does not result in additional direct costs to the School District.

The following direct costs shall result in a usage fee being charged:

- A. Significant changes in heating and/or ventilation schedules
- B. special set-up or take-down requirements
- C. requirement of custodial/maintenance or other staff overtime
- D. unusual or excessive clean up
- E. any usage of the auditorium, swimming pool, or high school kitchen
- F. other unforeseen costs as determined by the District

Non-resident groups, commercial (for profit) organizations, and other groups of individuals not within the categories previously described, shall be charged a fee as determined by the Manager of Facilities and Transportation. Such fees shall be in accordance with an approved fee schedule as established by the Superintendent.

The District reserves the right to relocate activities and restrict usage within a building should cleaning or maintenance rescheduling be required.

The District also reserves the right to require proof of liability insurance naming Lake Shore Public Schools as an additional insured party as well as an executed hold-harmless agreement for certain facilities or by groups where the activity creates a risk exposure.

Facility use charges, when assessed, must be paid in full to the District within one (1) week of the date of usage. Failure to pay may result in sanctions and/or legal action.

Any organization or group (fee or no fee) granted the use of school buildings and facilities shall be responsible for any damage or loss resulting from such use, may be required to compensate the District for same, and may be prohibited from future use of District facilities.

## LENDING OF DISTRICT-OWNED EQUIPMENT

The Board of Education believes that District-owned equipment is a valuable resource which may be loaned for use by cities, schools, and non-profit organization under certain conditions only, provided that such use does not infringe on the original and necessary purpose of the equipment or interfere with the educational program of the District.

The Board may lend specific items of equipment on the request of the user and approval granted by the Superintendent.

The user of District-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use and shall be responsible for its safe return.

District equipment may not be removed from District property by students or staff members without the consent of the principal or building supervisor.

## SYSTEM OF ACCOUNTING

The Board of Education shall authorize the Superintendent to implement and maintain fixed asset management procedures and practices. The fixed asset management system will provide the sufficient data necessary for the preparation of year-end statements in accordance with the generally accepted accounting principles and appropriate insurance coverage.

Fixed assets are defined as those tangible assets of Lake Shore Public Schools with a useful life in excess of one year and an initial cost equal to or greater than Five Thousand Dollars (\$5,000). All furniture, technology and other equipment purchases with an individual asset value equal to or greater than Five Hundred Dollars (\$500) will be considered "capital" assets and will be monitored separately from the fixed asset management system.

The fixed assets to be monitored shall be classified as follows:

- A. Land
- B. Site Improvements
- C. Buildings
- D. Building Improvements
- E. Equipment
- F. Vehicles
- G. Furniture

The following information shall be maintained for all fixed assets:

- A. Description
- B. Asset Classification (i.e. buildings, equipment, furniture, etc.)
- C. Location
- D. Date of Purchase
- E. Purchase Price
- F. Estimated Life of Asset
- G. Fund Number
- H. Disposal of Trade-in of Asset

## GAMBLING ON SCHOOL PROPERTY

Gambling may be permitted on District property for the purpose of fund-raising if prior written approval is given by the Superintendent who will also be responsible for notifying the Board. All gambling activities, if permitted, must conform to the laws of the State of Michigan. The Superintendent may request and shall receive all information necessary for making an appropriate decision.