

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

Series 3000 contains policies, regulations and exhibits on school finances and the management of funds. It includes policies on budget, income, expenditures and authority, claims and actions against the District, travel expenses, management of assets; non-instructional operations, campus security, emergencies and disaster preparedness, information systems and technology services, transportation, food services, and consultants.

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**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

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**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

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**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

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## ABC UNIFIED SCHOOL DISTRICT Board Policy

### BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

#### CONCEPTS AND ROLES

The Governing Board recognizes that prudent financial decisions are crucial to the District's ability to provide a high-quality education for students. It is therefore essential that the Board establish reliable budget development processes and adopt a responsible budget with spending priorities which reflect the District's vision and goals. When needed, the Board shall advocate and seek community, state or federal support for additional financing.

*(cf. 0100 - Philosophy)*

*(cf. 0200 - Goals for the School District)*

The Board expects sound fiscal management from the administration. The Superintendent or designee shall prepare the detailed annual budget and present it to the Board for review and adoption. He/she shall administer the adopted budget in accordance with Board policies and accepted business procedures.

*(cf. 3100 - Budget)*

*(cf. 3400 - Management of District Assets/Accounts)*

The Board shall monitor financial operations so as to ensure the District's fiscal integrity. The Superintendent or designee shall make all required financial reports, recommend auditor(s) to the Board, recommend financial plans for meeting program needs, and keep the Board fully informed about the District's fiscal and non-instructional operations.

*(cf. 3460 - Financial Reports and Accountability)*

The Board shall make every effort to ensure that the District provides healthy school environments and maintains high standards of safety in the operation of facilities, equipment and services.

The Superintendent or designee shall establish a risk management program that promotes safety and protects district resources.

*(cf. 3514 - Environmental Safety)*

*(cf. 3515 - Campus Security)*

*(cf. 3530 - Risk Management/Insurance)*

*(cf. 9000 - Role of the Board)*

#### *Legal Reference:*

##### EDUCATION CODE

35035 Powers and duties of superintendent

35160 Authority of governing boards

35160.1 Broad authority of school district

35161 Powers and duties of governing boards

**ABC UNIFIED SCHOOL DISTRICT  
Board Policy**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**ANNUAL AUDIT**

In accordance with the Education Code the school district shall provide for an annual audit of the books and accounts of the District. Each audit shall include all funds of the district including student body and cafeteria accounts and any other funds under the control or jurisdiction of the District.

The audit shall be made in accordance with generally accepted auditing standards and shall include to the extent applicable the audit procedures recommended by the Department of Finance of the State of California.

The form and content of the audit report shall be in conformity to the extent practicable with such form and content as may be prescribed by the Department of Finance under provisions of the Education Code.

The Board of Education will award contracts for a period of one to three years for auditing services on a competitive basis. The assistant superintendent-business is directed to obtain a list of not less than three qualified auditing firms prior to March 1 of each year. Interviews will be conducted by the superintendent and recommendations of the award made to the board not later than March 30. Recommendations are to be based on reputation, experience in school audits as well as justifiable estimates of audit costs.

In selecting the audit firms from which to solicit proposals, the Assistant Superintendent-Business shall be guided by the following criteria:

1. The audit shall be made by a certified public accountant, licensed by the State Board of Accounting.
2. Each auditing firm must meet the following requirements:
  - a. Firm to be currently auditing a California school district and shall have done so in each of the past five (5) years.
  - b. Firm to have at least three (3) years experience in the past five (5) years auditing a California unified school district of 25,000 plus ADA or a combination of an elementary and a high school district totaling 25,000 plus ADA.
  - c. Firm to have audited school district with comparable special programs such as ESEA, ECE, ESAA, physically handicapped, state school building and food services.
  - d. Firm must maintain a full-time office with an office staff of at least ten full-time equivalent employees.
  - e. Firm must have the ability to commence the audit on or before May 1 and to complete and deliver at least fourteen copies of audit report no later than November 15.
  - f. Firm to maintain a minimum of \$500,000 professional liability insurance policy.

**ANNUAL AUDIT** (continued)

3. A review of a current audit report from each firm shall be made to help determine bidder acceptability.

*Legal Reference:*

EDUCATION CODE

41020      *Requirement for annual audit*

**ABC UNIFIED SCHOOL DISTRICT  
Board Policy**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**BUDGET**

The Governing Board accepts responsibility for adopting a sound budget that is compatible with the District's vision and goals. The District budget shall guide administrative decisions and actions throughout the year and shall serve as a tool for monitoring the fiscal health of the District. The Board shall establish and maintain a reserve that meets or exceeds the requirements of law.

*(cf. 3300 - Expenditures/Expending Authority)*

The District budget shall show a complete plan and itemized statement of all proposed expenditures and all estimated revenues for the following fiscal year, together with a comparison of revenues and expenditures for the current fiscal year. The budget shall also include the appropriations limit and the total annual appropriations subject to limitation as determined pursuant to Government Code 7900-7914. (Education Code 42122)

A budget advisory committee under the direction of the Superintendent or designee shall review budget proposals at regular intervals and report its findings and recommendations to the Board. This committee shall be composed of members of the community and staff appointed by the Superintendent.

*(cf. 1220 - Citizen Advisory Committees)*

*(cf. 3020 - Fiscal Policy Team)*

**SINGLE BUDGET ADOPTION PROCESS**

The Superintendent or designee shall establish an annual budget development process and calendar in accordance with the single budget adoption process described in Education Code 42127(i). He/she shall annually notify the County Superintendent of Schools of the District's decision to use the single budget adoption process in the subsequent year.

The Superintendent or designee shall determine the manner in which the budget is developed and shall schedule the budget adoption process in accordance with the single budget adoption process.

In order to provide guidance in the development of the budget, the Board shall annually establish budget priorities based on identified district needs and goals and on realistic projections of available funds.

The Superintendent or designee shall oversee the preparation of a proposed district budget for approval by the Board and shall involve appropriate staff at all levels in the development of budget projections.

The Board encourages public input in the budget development process and shall hold public hearings and meetings in accordance with Education Code 42103 and 42127.



**BUDGET (continued)**

The Superintendent or designee shall ensure that the proposed district budget is clearly presented and effectively communicated to the Board, staff, and public. He/she may adapt or supplement the format prescribed by the Superintendent of Public Instruction (SPI) as necessary for these purposes. However, the budget that is formally adopted by the Board shall be in the state-required format.

**BUDGETARY CONTROL**

It is the policy of the Board of Education that all items requiring a Board action and having a budgetary impact that are not included in the revised final budget of the District must be accompanied by a Fiscal Impact Report from the Business Services with source of revenue, savings, adjustment and/or abatement, needed to fund the requested item of expenditures identified and properly appropriated.

**BUDGET CRITERIA AND STANDARDS**

In developing the District budget, the Superintendent or designee shall analyze criteria and standards adopted by the State Board of Education which address estimation of funded average daily attendance (ADA), projected enrollment, ratio of ADA to enrollment, projected revenue limit, salaries and benefits, other revenues and expenditures, facilities maintenance, deficit spending, fund balance, and reserves. The budget review shall also identify supplemental information regarding contingent liabilities, use of one-time revenues for ongoing expenditures, use of ongoing revenues for one-time expenditures, contingent revenues, contributions, long-term commitments, unfunded liabilities, and the status of labor agreements. (Education Code 33127, 33128, 33129; 5 CCR 15440-15451).

The Board shall establish and maintain a general fund reserve for economic uncertainty that meets or exceeds the requirements of 5 CCR 15450.

The Board may establish other budget assumptions or parameters which may take into consideration the stability of funding sources, legal requirements and constraints on the use of funds, anticipated increases and/or decreases in the cost of services and supplies, categorical program requirements, and any other factors necessary to ensure that the budget is a realistic plan for district revenues and expenditures.

**LONG-TERM FINANCIAL OBLIGATIONS**

The District's current-year budget and multi-year projections shall include adequate provisions for addressing the District's long-term financial obligations, including, but not limited to, long-term obligations resulting from collective bargaining agreements, financing of facilities projects, unfunded or future liability for retiree benefits, and accrued workers' compensation claims.

*(cf. 4141/4241 - Collective Bargaining Agreement)*

*cf. 4143/4243 - Negotiations/Consultation)*

*(cf. 4154/4254/4354 - Health and Welfare Benefits)*

*(cf. 7210 - Facilities Financing)*

**BUDGET** (continued)

*(cf. 9250 - Remuneration, Reimbursement and Other Benefits)*

Regardless of the funding strategy used by the District, Governmental Accounting Standards Board (GASB) Statement 45 requires the District to report the annual expense of "other post employment benefits" (OPEBs) and, to the extent that the OPEBs are not prefunded, to report them as a liability on the District's financial statements; see AR 3460 - Financial Reports and Accountability.

The Board shall approve a plan for meeting the District's long-term obligations to fund nonpension, other postemployment benefits (OPEBs). This plan shall include a specific funding strategy and the method that will be used to finance the District's annual fiscal obligations for such benefits in a manner that continually reduces the deficit to the District to the extent possible. The Board reserves the authority to review and amend the funding strategy as necessary to ensure that it continues to serve the best interests of the District and maintains flexibility to adjust for changing budgetary considerations.

When the Superintendent or designee presents a report to the Board on the estimated accrued but unfunded cost of OPEBs, the Board shall disclose, as a separate agenda item at the same meeting, whether or not it will reserve a sufficient amount of money in its budget to fund the present value of the benefits of existing retirees and/or the future cost of employees who are eligible for benefits in the current fiscal year. (Education Code 42140).

**BUDGET AMENDMENTS**

Whenever revenues and expenditures change significantly throughout the year, the Superintendent or designee shall recommend budget amendments to ensure accurate projections of the District's net ending balance. When final figures for the prior-year budget are available, this information shall be used as soon as possible to update the current-year budget's beginning balance and projected revenues and expenditures.

In addition, budget amendments shall be submitted for Board approval when the state budget is adopted, collective bargaining agreements are accepted, district income declines, increased revenues or unanticipated savings are made available to the District, program proposals are significantly different from those approved during budget adoption, interfund transfers are needed to meet actual program expenditures, and/or other significant changes occur that impact budget projections.

*Legal Reference:***EDUCATION CODE**

*1620-1630 County office of education budget approval*

*33127 Development of standards and criteria for local budgets and expenditures*

*33128 Standards and criteria*

*33129 Standards and criteria; use by local agencies*

*35035 Powers and duties of superintendent*

*35161 Powers and duties, generally, of governing boards*

*442103 Public hearing on proposed budget; requirements for content of proposed budget; publication of notice of hearing*

*42103.3 Public budget information; CDE sampling and suggested improvements*

*42122-42129 Budget requirements*

*2132 Resolutions identifying estimated appropriations limit*

*42602 Use of unbudgeted funds*

*42610 Appropriation of excess funds and limitation thereon*

*45253 Annual budget of personnel commission*

**BUDGET** (continued)

*45254 First year budget of personnel commission*

GOVERNMENT CODE

7900-7914 Expenditure limitations

CODE OF REGULATIONS, TITLE 5

*15440-15452 Criteria and standards for school district budgets*

*15467-15479 Criteria and standards for county office of education budgets*

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

*California School Accounting Manual*

Board policy  
adopted: 4.4.77  
revised: 1.12.99  
revised: 4.23.09

**ABC UNIFIED SCHOOL DISTRICT**  
**Administrative Regulation**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**BUDGET**

The District budget shall be prepared annually from the best possible estimates that individual schools and district administrative staff can provide. Appropriate consolidation shall occur as the budget progresses through the various levels of review.

The District budget shall be developed in accordance with standards and criteria for fiscal accountability adopted by the State Board of Education. (Education Code 33129)

*(cf. 3460 - Financial Reports and Accountability)*

**Single budget adoption process**  
**Initial Budget Adoption**

On or before July 1 of each year, the Board shall adopt a budget which adheres to the state's standardized account code structure (SACS) as prescribed by the Superintendent of Public Instruction (SPI). (Education Code 42126, 42127)

Before adopting the budget, the Governing Board shall hold a public hearing. The proposed budget shall be available for public inspection at least three working days before this hearing. (Education Code 42103, 42127)

An agenda for this hearing shall be posted at least 72 hours before the hearing and shall indicate the location where the budget may be inspected. (Education Code 42127)

Any district resident may appear at the public hearing and speak to the proposed budget or any item on the budget. The hearing may conclude when all residents, who so desire, have had the opportunity to be heard. (Education Code 42103) Sufficient time shall be allowed so that the budget can still be adopted by July 1.

*(cf. 9320 - Meetings and Notices)*

*(cf. 9323 - Meeting Conduct)*

The Superintendent or designee shall file the adopted budget with the County Superintendent no later than five days after adoption or by July 1, whichever occurs first. The budget and supporting data shall be maintained and made available for public review. (Education Code 42127)

**Revised Budget**

No later than 45 days after the Governor signs the annual Budget Act, the Superintendent or designee shall make available for public review any revisions in budgeted revenues and expenditures which are consequently necessary. (Education Code 42127)

**BUDGET** (continued)

If the County Superintendent disapproves the District's budget, the Board shall review and respond to his/her recommendations at a public meeting on or before September 8. The response shall include any revisions to the adopted budget and any other proposed actions to be taken as a result of those recommendations. (Education Code 42127)

On or before September, 8, the Board shall revise the budget to include:

1. Changes after July 1 related to income and expenditures, and
2. Any response to the County Superintendent's recommendations. (Education Code 42127)

The budget and supporting data shall be maintained and made available for public review. (Education Code 42127)

Before revising the budget, the Board shall hold a second public hearing. The budget shall be available for public inspection at least three working days before this hearing. In addition, if the initial budget was disapproved by the County Superintendent, the public hearing shall include a review by the Board and the County Superintendent of the disapproval and the County Superintendent's recommendations. (Education Code 42103, 42127)

An agenda for this hearing shall be posted at least 72 hours before the hearing and shall indicate the location where the budget may be inspected. (Education Code 42127)

Any district resident may appear at the public hearing and speak to the budget or any item on the budget. The hearing may conclude when all residents, who so desire, have had the opportunity to be heard. (Education Code 42103) Sufficient time shall be allowed so that the revised budget can be adopted by September 8.

*(cf. 9320 - Meetings and Notices)*

*(cf. 9323 - Meeting Conduct)*

**ABC UNIFIED SCHOOL DISTRICT  
Administrative Regulation****BUSINESS AND NON-INSTRUCTIONAL OPERATIONS****TRANSFER OF FUNDS**

Transfers may be made from the designated fund balance or the unappropriated fund balance to any expenditure classification or between expenditure classifications by the Governing Board on adoption of a resolution by a majority vote, unless such transfers are the result of payment to other district locations for authorized services rendered.

**Districts with Boards of Education:** The resolution must be filed with the County Superintendent of Schools and the county auditor. (Education Code 42600)

**End-of-the-Year Procedures**

At the close of the school year, the County Superintendent of Schools may, with the consent of the Board, identify and make transfers between the designated fund balance or the unappropriated fund balance and any expenditure classification(s) or balance any budget expenditure classifications as necessary to permit the payment of obligations incurred by the District during that school year. (Education Code 42601)

**Temporary Transfers Between Classifications**

The Board may direct that monies held in any fund or account may be temporarily transferred from one or more of these accounts to another fund or account to be used for the payment of obligations of the District, with limitations as set by Education Code 42603. The transfer shall be accounted for as temporary borrowing and shall not be available for appropriation or be considered income to the borrowing fund or account. (Education Code 42603)

**Special Reserve Funds**

Upon resolution of the Board, a special reserve fund may be established for such purpose(s) as specified in the resolution. A copy of the resolution shall be filed with the County Superintendent of Schools, as well as the county auditor and treasurer. As necessary, the Board may amend the resolution to specify additional purposes or to withdraw any previously designated purpose. (Education Code 42841)

The Board may expend the money in the special reserve fund for capital outlay for the purpose specified in the resolution. In addition, unless encumbered for ongoing expenses, the Board may expend money in the fund for the general operating purposes of the District. Any money in a special reserve fund that is maintained for purposes other than capital outlay must be transferred into the District's general fund before it is expended. (Education Code 42842)

**Adult Education Funds**

Adult education funds expended for the operational costs of the adult education program shall be transferred to the general fund in accordance with Education Code 52616.4.

**Deferred Maintenance Funds**

Funds deposited in the District's deferred maintenance fund may be received from any source and shall only be expended for maintenance purposes as provided for in Education Code 17582(a). (Education Code 17582)

**TRANSFER OF FUNDS** (continued)

Upon resolution of the Board, excess local funds deposited in the deferred maintenance fund may be transferred to other expenditure classifications when state funds provided pursuant to Education Code 17584 and 17585 are insufficient to fully match the local funds. The resolution shall be approved by a two-thirds vote of the Board and filed with the County Superintendent of Schools and the county auditor. (Education Code 17583)

**State School Building Funds**

The Board shall transfer to the District state school building fund all funds which are required to be expended for the project for which the apportionment was made. (Education Code 16095)

*Legal Reference:***EDUCATION CODE**

*78 Definition governing board*

*5200 Districts governed by boards of education*

*16095 Transfer of district funds to district state school building fund*

*17582 Deferred maintenance fund; establishment; purpose*

*17583 Deferred maintenance fund; transfer*

*17584 Budgeting certification deferred maintenance fund; apportionment*

*17585 Applications for deferred maintenance funding*

*41301 Section A state school fund allocation schedule*

*42125 Designated and unappropriated fund balances*

*42600 District budget limitation on expenditure*

*42601 Transfers between funds to permit payment of obligations at close of year*

*42603 Transfer of monies held in any fund or account to another fund; repayment*

*42840-42843 Special reserve fund*

*52616.4 Expenditures from adult education fund*

## ABC UNIFIED SCHOOL DISTRICT Board Policy

### BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

#### FEES AND CHARGES

The Governing Board recognizes its responsibility to ensure that books, materials, equipment, supplies, and other resources necessary for students' participation in the educational program are made available to them. No student shall be required to pay any fees, deposits, or other charges for his/her participation in an educational activity which constitutes an integral fundamental part of the District's educational program, including curricular and extracurricular activities.

*(cf. 1321 - Solicitation of Funds from and by Students)*  
*(cf. 3100 - Budget)*  
*(cf. 3290 - Gifts, Grants and Bequests)*  
*(cf. 6145 - Extracurricular and Cocurricular Activities)*

As necessary, the Board may approve fees, deposits, and other charges which are specifically authorized by law. For such authorized fees, deposits, and charges, the District shall consider students' and parents/guardians' ability to pay when establishing fee schedules and granting waivers or exceptions.

*(cf. 3250 - Transportation Fees)*  
*(cf. 3515.4 - Recovery for Property Loss or Damage)*  
*(cf. 3553 - Free and Reduced Price Meals)*  
*(cf. 5143 - Insurance)*  
*(cf. 9323.2 - Actions by the Board)*

Whenever a student or parent/guardian believes that an impermissible fee, deposit, or other charge is being required of the student for his/her participation in an integral fundamental educational activity, the student or his/her parent/guardian may file a complaint with the principal or designee using the District's procedures in BP/AR 1312.3 - Uniform Complaint Procedures. (Education Code 49013)

*(cf. 1312.3 - Uniform Complaint Procedures)*

The Superintendent or designee shall include information in the annual notification required by 5 CCR 4622 to be provided to all district students, parents/guardians, employees, and other interested parties about the requirements relating to the prohibition against districts requiring students to pay fees, deposits or other charges in order to participate in an educational activity, unless authorized by law, and the filing of complaints for alleged violations using the uniform complaint procedures. (Education Code 49013)

*(cf. 4112.9/4212.9/4312.9 - Employee Notifications)*  
*(cf. 5145.6 - Parental Notifications)*

The Superintendent or designee shall provide professional development opportunities to administrators, teachers, and other personnel to learn about permissible fees.

*(cf. 4131 - Staff Development)*  
*(cf. 4231 - Staff Development)*  
*(cf. 4331 - Staff Development)*



**FEES AND CHARGES** (continued)*Legal Reference:***EDUCATION CODE**

8239 *Preschool and wraparound child care services*  
 8263 *Child care eligibility*  
 8760-8773 *Outdoor science and conservation programs*  
 17551 *Property fabricated by students*  
 19910-19911 *Offenses against libraries*  
 32033 *Eye protective devices*  
 32221 *Insurance for athletic team member*  
 32390 *Fingerprinting program*  
 35330-35332 *Excursions and field trips*  
 35335 *School camp programs*  
 38080-38085 *Cafeteria establishment and use*  
 38120 *Use of school band equipment on excursions to foreign countries*  
 39807.5 *Payment of transportation costs*  
 39837 *Transportation of students to places of summer employment*  
 48050 *Residents of adjoining states*  
 48052 *Tuition for foreign residents*  
 48904 *Liability of parent or guardian*  
 49010-49013 *Student fees*  
 49065 *Charge for copies*  
 49066 *Grades, effect of physical education class apparel*  
 49091.14 *Prospectus of school curriculum*  
 51810-51815 *Community service classes*  
 52612 *Tuition for adult classes*  
 52613 *Nonimmigrant aliens*  
 60410 *Students in classes for adults*

**GOVERNMENT CODE**

6253 *Request for copy; fee*

**CALIFORNIA CONSTITUTION**

Article 9, Section 5 *Common school system*

**CODE OF REGULATIONS, TITLE 5**

350 *Fees not permitted*

4622 *Notice*

**UNITED STATES CODE, TITLE 8**

1184 *Foreign Students*

**COURT DECISIONS**

*Driving School Assn of CA v. San Mateo Union HSDt* (1993) 11 Cal. App. 4th 1513  
*Arcadia Unified School District v. State Department of Education* (1992) 2 Cal 4th 251  
*Steffes v. California Interscholastic Federation* (1986) 176 Cal. App. 3d 739  
*Hartzell v. Connell* (1984) 35 Cal. 3d 899  
*CTA v. Glendale School District Board of Education* (1980) 109 Cal. App. 3d 738

**Management Resources:****CDE MANAGEMENT ADVISORIES**

1030.97 *Fiscal Management Advisory 97-02: Fees Deposits and Other Charges*

**WEB SITES**

CDE: <http://www.cde.ca.gov>

CSBA: <http://www.csba.org>

Board policy

adopted: 1.12.99

revised: 05.19.09

revised: 04.09.13

**ABC UNIFIED SCHOOL DISTRICT**  
**Administrative Regulation**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**FEES AND CHARGES**

The District shall not require any district student to pay any fees, deposits, or charges except as specifically authorized by law. (Education Code 49011; 5 CCR 350)

When approved by the Governing Board, the Superintendent or designee may impose a fee for the following:

1. Insurance for athletic team members, with an exemption for financial hardship (Education Code 32221)

*(cf. 5143 - Insurance)*

2. Insurance for medical or hospital service for students participating in field trips and excursions (Education Code 35331)
3. Expenses of students' participation in a field trip or excursion to another state, the District of Columbia or a foreign country, as long as no student is prohibited from making the field trip due to lack of funds (Education Code 35330)

*(cf. 6153 - School-Sponsored Trips)*

4. Student fingerprinting program (Education Code 32390)

*(cf. 5142.1 - Identification and Reporting of Missing Children)*

5. School camp programs operated pursuant to Education Code 8760-8773 provided that the fee is not mandatory (Education Code 35335)

*(cf. 6142.5 - Environmental Education)*

6. Personal property of the District fabricated by students, as long as the cost of the property does not exceed the cost of the materials provided by the District (Education Code 17551)
7. Home-to-school transportation and transportation between school and regional occupational centers, programs or classes, as long as the fee does not exceed the statewide average nonsubsidized cost per student and so long as exemptions are made for indigent and disabled students (Education Code 39807.5)

*(cf. 3250 - Transportation Fees)*

8. Transportation to and from summer employment programs for youth (Education Code 39837)
9. Physical education uniforms

*(cf. 6142.7 - Physical Education)*

**FEES AND CHARGES** (Continuing)

10. Rental or lease of personal property needed for district purposes, such as caps and gowns used by seniors in graduation ceremonies (Education Code 38119)

*(cf. 5127 - Graduation Ceremonies and Activities)*

11. Deposit for band instruments, music, uniforms and other regalia which school band members take on excursions to foreign countries (Education Code 38120)

12. Fees for community service classes (Education Code 51815)

13. Eye safety devices, at a price not to exceed the District's actual costs (Education Code 32033)

*(cf. 5142 - Safety)*

14. Actual cost of furnishing copies of any student's records except, if he/she is a former student, up to two transcripts or two verifications of his/her various records (Education Code 49065)

15. Actual costs of duplication for copies of public records (Government Code 6253)

*(cf. 1340 - Access to District Records)*

16. Actual costs of duplication for reproduction of the prospectus of school curriculum (Education Code 49091.14)

*(cf. 5020 - Parent Rights and Responsibilities)*

17. Food sold at school subject to free and reduced price meal program eligibility and other restrictions specified in law (Education Code 38084)

*(cf. 3551 - Food Service Operations/Cafeteria Funds)*

*(cf. 3553 - Free and Reduced Price Meals)*

*(cf. 3554 - Other Food Sales)*

18. Fines or reimbursements for lost or damaged district property or damage to library property (Education Code 19910-19911, 48904)

*(cf. 3515.4 - Recovery for Property Loss or Damage)*

19. Tuition for out-of-state and out-of-country residents (Education Code 48050, 48052, 52613; 8 USC 1184)

*(cf. 5111.1 - District Residency)*

*(cf. 5111.2 - Nonresident Foreign Students)*

20. Adult education books, materials, and classes as specified in law (Education Code 52612, 60410)

*(cf. 6200 - Adult Education)*

**FEES AND CHARGES** (Continuing)

21. Preschool and child care and development services (Education Code 8263)

*(cf. 5148 - Child Care and Development)*

22. Parking on school grounds (Vehicle Code 21113)

## ABC UNIFIED SCHOOL DISTRICT Board Policy

### BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

#### SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES

When district-owned books, equipment and supplies become unusable, obsolete, or no longer needed, the Superintendent or designee shall identify these items to the Governing Board, together with their estimated value and a recommendation that they be sold or disposed of by one of the methods prescribed in law and administrative regulations. With Board approval, the Superintendent or designee shall arrange for the sale or disposal of these items.

Instructional materials may be considered obsolete or unusable when they:

1. Contain information rendered inaccurate or incomplete by new discoveries or technologies
2. Have been replaced by more recent versions or editions of the same material and are of no foreseeable value in other instructional areas
3. Contain demeaning, stereotyping or patronizing references to either sex, members of racial, ethnic, religious, vocational or cultural groups, or persons with physical or mental disabilities
4. Have been inspected and discovered to be damaged beyond use or repair

The Superintendent or designee shall establish procedures to be used when selling equipment for which the federal government has a right to receive all or part of the proceeds. These procedures shall ensure competition so as to result in the highest possible revenue.

(cf. 3440 - Inventories)

#### *Legal Reference:*

##### EDUCATION CODE

*17540-17542 Sale or lease of personal property by one district to another*

*17545-17555 Sale of personal property*

*42291.5 Temporary school bus designation*

*42303 School bus sale to another district*

*60500 Determination of obsolescence*

*60510-60511 Donation or sale*

*60520-60521 Disposition of sale proceeds*

*60530 Methods of destruction*

*62000.4 Instructional materials program, sunset date*

##### GOVERNMENT CODE

*25505 District property; disposition; proceeds*

##### UNITED STATES CODE, TITLE 40

*484 Surplus property*

##### CODE OF FEDERAL REGULATIONS, TITLE 34

*80.32 Equipment acquired under a grant or subgrant*

**ABC UNIFIED SCHOOL DISTRICT  
Administrative Regulation**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES**

The Governing Board may dispose of personal property belonging to the District by any of the following methods:

1. If the Board members attending a meeting unanimously agree that the property is worth no more than \$2,500, the Board may designate any district employee to sell the property without advertising. (Education Code 17546)
2. The Board may advertise for bids and either sell the property to the highest responsible bidder or reject all bids. (Education Code 17545)

Notice for bids shall be posted in at least three public places in the District for at least two weeks or published at least once a week for at least two weeks in a newspaper having a general circulation in the District and, if possible, published within the District. (Education Code 17545)

Property for which no qualified bid has been received may be sold, without further advertising, by the Superintendent or designee. (Education Code 17546)

3. The Board may authorize the sale of the property by means of a public auction conducted by district employees, employees of other public agencies, or by contract with a private auction firm. Notice related to the auction shall be posted or published as described in item #2 above. (Education Code 17545)
4. Without advertising for bids, the Board may sell the property to agencies of federal, state or local government, to any other school district, or to any agency eligible under the federal surplus property law (40 USC, Section 484(j)(3)). In such cases, the sale price shall equal the cost of the property plus estimated cost of purchasing, storing, and handling. (Education Code 17540)
5. Without advertising for bids, the Board may sell or lease the property to agencies of federal, state or local government or to any other school district. In such cases, the price and terms of the sale or lease shall be fixed by the Board and approved by the County Superintendent of Schools. (Education Code 17542)
6. If the Board members attending a meeting unanimously find that the value of the property is insufficient to defray the costs of arranging a sale, the property may be donated to a charitable organization deemed appropriate by the Board or may be disposed of by dumping. (Education Code 17546)

Money received from the sale of surplus property shall be either deposited in the District reserve or general fund or credited to the fund from which the original purchase was made. (Education Code 17547)

**Instructional Materials**

Surplus or undistributed obsolete instructional materials that are usable for educational purposes may be donated to any governing board, county free library or other state institution; any United States public agency or institution; any nonprofit charitable organization; or children or adults in California or foreign countries for the purpose of increasing literacy. They also may be sold to any organization that agrees to use the materials for educational purposes. (Education Code 60510)

**SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES** (continued)

Any organization, agency or institution receiving obsolete instructional materials from the District shall certify to the Board that it agrees to use the materials for educational purposes and make no charge to any persons to whom the materials are given or lent. (Education Code 60511)

At least 60 days before disposing of these instructional materials, the Board shall notify the public of its intention to do so through a public service announcement on a local television station, in a local newspaper, or by another means the Board believes will most effectively reach the entities described above. The Board shall also permit representatives of these entities and members of the public to address the Board regarding the distribution of these materials.

*(cf. 9323 - Meeting Conduct)*

Surplus or undistributed obsolete instructional materials which are unusable or which cannot be distributed as specified above may be disposed of by either of the following: (Education Code 60530)

1. By being mutilated so as not to be salable and sold for scrap at the highest obtainable price
2. By being destroyed by any economical means at least 30 days after the Board has given notice to all persons who have requested such notice

*(cf. 9323.2 - Actions by the Board)*

**School Buses**

Upon receiving a state apportionment for the replacement of a school bus, the Board may sell the bus that is being replaced to another California school district if the following conditions are met: (Education Code 42303)

1. The other district is replacing a bus that is in service and has not been designated a temporary school bus pursuant to Education Code 42291.5.
2. The bus being replaced by the other district is older than the bus that is being sold by this district.
3. The bus being replaced by the other district is not sold to a third school district.
4. The other district, by Board resolution, holds the state and this district harmless for any liability that may result from the bus that this district is selling.
5. The proceeds from the sale of the bus shall be used by this district for home-to-school transportation purposes.
6. Before the sale is finalized, the bus being sold is in compliance with all relevant provisions of the Vehicle Code and the California Code of Regulations, Title 13.

## ABC UNIFIED SCHOOL DISTRICT Board Policy

### BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

#### SALE, LEASE, RENTAL OF DISTRICT-OWNED REAL PROPERTY

The Governing Board shall dispose of district property whenever it is apparent the district will have no further use for it. If property currently unused will be needed at some future time, the Board may lease it to a governmental or private agency or individual. (Education Code 17453, 17455-17484)

When required by law, the Board shall appoint a district advisory committee to advise the Board in the development of policies and procedures governing the use or disposition of schools or school building space which is not needed for school purposes. (Education Code 17388)

Before offering to sell or lease surplus real property to any other parties, the District may offer it to designated child care providers for child care and development purposes.

The sale, lease or rental of district property for child care purposes shall be especially encouraged for programs that are properly licensed, provide adequate insurance coverage, are financially self-supporting, and maintain a safe environment through good management and supervision.

*(cf. 5148 - Child Care)*

When surplus property is not sold or leased to child care providers, the Board shall offer to sell or lease it, with an option to buy, in accordance with the priorities set forth in Education Code 17464 and 17230 and in Government Code 54222.

Any lease or sale made by the Board will conform in all particulars to the provisions of law.

#### *Legal Reference:*

##### EDUCATION CODE

8469.5	<i>Use of school facilities or grounds for school age child care</i>
17022	<i>Approval of new facilities</i>
17219	<i>Acquisition of property not utilized as school site; nonuse payments; exemptions</i>
17230	<i>Surplus property</i>
17385	<i>Conveyances to and from school districts</i>
17387-17391	<i>Advisory committees for use of excess school facilities</i>
17406	<i>Right of district to lease property under lease providing for construction of building</i>
17453	<i>Lease of surplus district property</i>
17455-17484	<i>Sale or lease of real property</i>
17515-17526	<i>Joint occupancy</i>
17527-17535	<i>Joint use of district facilities</i>
38134	<i>Groups which may use school facilities without charge; charges for use by other groups</i>

##### GOVERNMENT CODE

54222	<i>Offer to sell or lease property</i>
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**ABC UNIFIED SCHOOL DISTRICT  
Administrative Regulation****BUSINESS AND NON-INSTRUCTIONAL OPERATIONS****SALE, LEASE, RENTAL OF DISTRICT-OWNED REAL PROPERTY**

The District Advisory Committee on use or disposition of surplus school buildings or space shall consist of seven to eleven members representative of the following: (Education Code 17389)

1. The District's ethnic, age group and socioeconomic composition.
2. The business community, such as store owners, managers or supervisors.
3. Landowners or renters, with preference to representatives of neighborhood associations.
4. Teachers.
5. Administrators.
6. Parents of students.
7. Persons with expertise in environmental impact, legal contracts, building codes, land use planning, local zoning, and other local land use restrictions.

This committee shall: (Education Code 17390)

1. Review projected school enrollment and other data to determine the amount of surplus space and real property.
2. Establish and circulate throughout the attendance area a priority list for use of surplus space and real property that will be acceptable to the community.
3. Hold hearings, with community input, on acceptable uses of space and real property, including the sale or lease of surplus real property for child care development purposes.
4. Make a final determination of limits of tolerance of use of space and real property.
5. Send the Governing Board its recommendations regarding uses of surplus space and real property.

**Sale, Lease or Rental For Child Care Purposes**

Any surplus real property sold or leased to designated child care providers for child care and development purposes shall comply with legally specified outdoor activity space requirements for child care facilities. The provisions of Education Code 17458 shall apply to any such sale or lease. The use of district facilities or grounds for extended day care services shall be granted only in accordance with the provisions of Education Code 38134. (Education Code 8469.5)

*(cf. 1330 - Use of School Facilities)*

## ABC UNIFIED SCHOOL DISTRICT Board Policy

### BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

#### GIFTS, GRANTS AND BEQUESTS

The Governing Board may accept any bequest or gift of money or property on behalf of the District. While greatly appreciating suitable donations, the Board discourages any gifts which may directly or indirectly impair its commitment to providing equal educational opportunities for all district students.

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*

Before accepting a gift, the Board shall consider whether the gift:

1. Has a purpose consistent with the District's vision and philosophy
2. Begins a program which the Board would be unable to continue when the donated funds are exhausted
3. Entails undesirable or excessive costs
4. Implies endorsement of any business or product
5. Technology equipment will need to be evaluated for effectiveness and maintenance needs.

*(cf. 1325 - Advertising and Promotion)*

The Board shall carefully evaluate any conditions or restrictions imposed by the donor in light of district philosophy and operations. If the Board feels the District will be unable to fully satisfy the donor's conditions, the gift shall not be accepted.

Gift books and instructional materials shall be accepted only if they meet regular district criteria.

*(cf. 6161.1 - Selection and Evaluation of Instructional Materials)*

All gifts, grants and bequests shall become district property. Donors are encouraged to donate all gifts to the District rather than to a particular school. At the Superintendent or designee's discretion, a gift may be used at a particular school.

#### *Legal Reference:*

##### EDUCATION CODE

1834 Acquisition of materials and apparatus

35162 Power to sue, be sued, hold and convey property

41030 School district may invest surplus monies from bequest or gifts

41031 Special fund or account in county treasury

41032 Authority of school board to accept gift or bequest; investments; gift of land requirements

41035 Advisory committee

41036 Function of advisory committee

41037 Rules and regulations

**ABC UNIFIED SCHOOL DISTRICT  
Board Policy**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**EXPENDITURES/EXPENDING AUTHORITY**

The Superintendent or designee may purchase supplies, materials, equipment, and services up to the amounts specified in Public Contract Code 20111, beyond which a competitive bidding process is required.

*(cf. 3310 - Purchasing Procedures)*  
*(cf. 3311 - Bids)*  
*(cf. 3312 - Contracts)*

The Superintendent or designee may authorize an expenditure which exceeds the budget classification allowance against which the expenditure is the proper charge only if an amount sufficient to cover the purchase is available in the budget for transfer by the Governing Board.

*(cf. 3100 - Budget)*  
*(cf. 3110 - Transfer of Funds)*

All transactions entered into by the Superintendent or designee on behalf of the Board shall be reviewed by the Board every 60 days. (Education Code 17605)

No district funds shall be expended for the purchase of alcoholic beverages. (Education Code 32435)

The Board shall not recognize obligations incurred contrary to Board policy and administrative regulations.

**Expenditures**

It is the policy of the Board of Education that the administration strictly observe the letter and the spirit of all laws and regulations relating to purchase by the school system and to the control of its finances and property.

Within the framework of applicable laws and regulations, purchases and use of materials and manpower shall be accomplished in accordance with good business practices with the primary purpose of serving the program of instruction.

The board holds the Superintendent directly responsible for carrying out this policy, and toward that end, the Superintendent shall detail the procedures for executing this policy in written administrative directives.

**EXPENDITURES/EXPENDING AUTHORITY** (continued)

*Legal Reference:*

EDUCATION CODE

17604 *Delegation of powers to agents; liability of agents*

17605 *Delegation of authority to purchase supplies and equipment*

32435 *Prohibited use of public funds*

35010 *Control of district; prescription and enforcement of rules*

35035 *Powers and duties of superintendent*

35272 *Educational and athletic materials*

38083 *Purchase of perishable foodstuffs and seasonal commodities*

41010 *Accounting system*

41014 *Requirement of budgetary accounting*

PUBLIC CONTRACT CODE

20111 *Contracts over \$53,900; contracts for construction; award to lowest responsible bidder*

**ABC UNIFIED SCHOOL DISTRICT**  
**Administrative Regulation**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**EXPENDITURES**

1. The primary objective of the purchasing department is to provide service to the District. The following shall be fulfilled:
  - a. Buy the proper product for the purpose required
  - b. Have the product available when needed
  - c. Buy the proper amount of the product
  - d. Pay the proper price
  - e. Buy without favor or prejudice
2. The Board shall designate district officials who shall be authorized to sign purchase orders and other purchases or contractual obligations of the District.
3. The purchasing department shall submit purchase order for approval of the board.
4. The actions of the board on all purchase orders shall be recorded in the minutes of the board.

**ABC UNIFIED SCHOOL DISTRICT  
Board Policy**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**PURCHASING PROCEDURES**

The Superintendent or designee shall maintain effective purchasing procedures in order to ensure that maximum value is received for money spent by the District and that records are kept in accordance with law.

Insofar as possible, goods and services purchased shall meet the needs of the person or department ordering them at the lowest price consistent with standard purchasing practices. Maintenance costs, replacement costs and trade-in values shall be considered when determining the most economical purchase price.

*(cf. 3314.2 - Revolving Funds)*  
*(cf. 3440 - Inventories)*

All purchases shall be made by formal contract or purchase orders, or shall be accompanied by a receipt.

*(cf. 3300 - Expenditures/Expending Authority)*  
*(cf. 3312 - Contracts)*

*Legal Reference:*

EDUCATION CODE

*17604 Delegation of powers to agents; approval or ratification of contracts by governing board*

*17605 Delegation of authority to purchase supplies and equipment*

*35250 Duty to keep certain records and reports*

GOVERNMENT CODE

*4331 Preference to supplies manufactured or produced in state*

PUBLIC CONTRACT CODE

*3410 U.S. produce and processed foods*

*12168 Preference for recycled paper products*

*12210 Purchase of recycled products*

**ABC UNIFIED SCHOOL DISTRICT  
Regulation**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**PURCHASING PROCEDURES**

**Duties of Purchasing Department**

It shall be the duty of the purchasing department to:

1. Establish practical and efficient office procedures, reports, records and systems for the proper conduct of the department
2. Conduct or supervise all purchase transactions for the District
3. Conduct all transactions in accordance with federal and state laws, rules and regulations of the Board of Education, and as approved by legal counsel
4. Prepare and keep an up-to-date warehouse stock catalog built around the principles of simplification and standardization
5. Review priority and check accuracy of account calendar for all requests of materials and services.
6. Act as a center of information on sources of supply for the many items used by the District
7. Maintain a file of current trade catalogs which shall be available to all departments
8. Maintain a file of standardized classroom supplies and equipment.
9. Coordinate with the accounting department relative to the maintenance of a system of warehouse inventory control to account for available equipment and supplies to ensure that sufficient materials are on hand for the proper functioning of the District
10. Establish a purchasing calendar to consolidate orders, buy seasonal items at the right time of the year and seek price benefits through proper timing and quantity buying
11. Handle the disposal of all surplus, obsolete or scrap materials as authorized by the Board of Education
12. Make all requests for prices on all purchases including repair services
13. Strive constantly to increase its knowledge of new materials and services and keep other departments informed.
14. Administer and manage contractual issues on public work projects.
15. Resolve complaints and litigious issues with regard to purchasing, archive contracts and records to consultants, public works agreements with municipalities and all other purchase transactions.

**ABC UNIFIED SCHOOL DISTRICT  
Administrative Regulation**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**PURCHASING PROCEDURES**

**Requesting Facilities, Goods and Services, Including Outlay and Replacement of Equipment**

1. Requests for new facilities, replacement of equipment or purchase of new equipment, or installation of building service systems, electrical, plumbing, air conditioning, lights, etc. must be approved by site manager's immediate supervisor.
2. In addition, requests for the following items must have safety and health clearance from the director of maintenance, director of purchasing, or authorized designee before such requests are processed by the purchasing division:
  - a. Equipment requiring greater than 120 volt power supply.
  - b. Equipment for which there is no adequate number of permanent electric, gas, or water outlets.
  - c. Playground equipment.
  - d. Non-district standard equipment.
  - e. Construction of new buildings and appurtenances.
  - f. Rehabilitation of old buildings.
  - g. Additions to or rehabilitation of old building service systems (electrical, plumbing, air conditioning, etc.).
3. Requests for facilities to house pupils or employees, and appurtenances thereto, must be approved by the site manager's immediate supervisor and reviewed by the educational facilities division as well as the director of maintenance operation, transportation and facilities.



**ABC UNIFIED SCHOOL DISTRICT**  
**Board Policy**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**BIDS**

In order to ensure transparency and the prudent expenditure of public funds, the Governing Board shall award contracts in an objective manner and in accordance with law. District equipment, supplies, and services shall be purchased using competitive bidding when required by law or if the Board determines that it is in the best interest of the District to do so.

When the Board has determined that it is in the best interest of the District, the District may piggyback onto the contract of another public agency or corporation to lease or purchase equipment or supplies to the extent authorized by law. (Public Contract Code 20118)

To ensure that good value is received for funds expended, specifications shall be carefully designed and shall describe in detail the quality, delivery and service required.

To assist the District in determining whether bidders are responsible, the Governing Board may require pre-qualification procedures as allowed by law and specified in administrative regulation. A copy of any applicable administrative regulations shall be provided to bidders with all bid specifications.

*(cf. 9270 - Conflict of Interest)*

*Legal Reference:*

EDUCATION CODE

17595 Purchases through Department of General Services  
 38023 Transportation bids and contracts for services  
 38083 Purchase of perishable foodstuffs and seasonable commodities  
 38110 Purchase of supplies through county superintendent  
 38111 Purchases by district governing board  
 38112 Purchases of necessary supplies  
 39802 Transportation Services

GOVERNMENT CODE

4330-4334 Preference of California-made materials  
 6252 Definitions for California Public Records Act  
 53060 Special services and advice  
 54201-54205 Purchase of supplies and equipment by local agencies

PUBLIC CONTRACT CODE

1102 Emergencies  
 2000-2001 Responsive bidders  
 3400 Bids, specifications by brand or trade name not permitted  
 3410 United States produce and processed foods  
 6610 Bid visits  
 12161 Definitions, recycled paper products  
 12168 Preference for purchase of recycled paper products  
 12169 Bidders to specify percentage of recycled paper product  
 12200 Definitions, recycled goods, materials and supplies  
 12210 Purchase of recycled products preferred  
 12213 Specification by bidder of recycled content  
 20103.8 Award of contracts  
 20107 Bidder's security  
 20111-20118.4 School districts especially:  
 20111 Contracts over \$50,000; contracts for construction; award to lowest responsible bidder

**BIDS** (continued)

*20189 Bidder's security, earthquake relief*

*22002 Definition of public project*

*22030-22045 Alternative procedures for public projects (UPCCAA), especially:*

*22032 Dollar amount limits for public projects*

*22050 Alternative emergency procedures*

*City of Inglewood-Los Angeles County Civic Center Authority v. Superior Court, (1972) 7  
Cal.3d 861*

*Konica Business Machines v. Regents of the University of California, (1988) 206  
Cal.App.3d 449*

*22152 Recycled product procurement*

**ABC UNIFIED SCHOOL DISTRICT  
Administrative Regulation**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**BIDS**

**Advertised Bids**

The District shall seek competitive bids through advertisement for contracts involving an expenditure of \$15,000 or more for a public project. (Public Contract Code 20111)

"Public project" includes construction, reconstruction, erection, alteration, renovation, improvement, painting, repainting, demolition, and repair work involving a district owned, leased or operated facility. (Public Contract Code 22002)

The amount by which contracts shall be competitively bid shall escalate automatically based upon the annual adjustment by the Superintendent of Public Instruction.

The District shall also seek competitive bids through advertisement for contracts exceeding the amount specified in law, and as annually adjusted by the Superintendent of Public Instruction, for any of the following: (Public Contract Code 20111; Government Code 53060)

1. The purchase, rent, or lease of equipment, material, or supplies
2. Services not excluded by Government Code 53060
3. Repairs, including maintenance, that is not a public project

"Maintenance work" means routine, recurring, and usual work for preserving, protecting, and keeping a district facility operating in a safe, efficient, and continually usable condition for the intended purpose for which it was designed, improved, constructed, altered, or repaired. "Maintenance" includes, but is not limited to, carpentry, electrical, plumbing, glazing, and other craft work designed to preserve the facility as well as repairs, cleaning, and other operations on machinery and other permanently attached equipment. This definition does not include, among other types of work, janitorial or custodial services and protection provided by security forces, nor does it include painting, repainting, or decorating other than touchup. (Public Contract Code 20115)

Unless otherwise authorized by law, contracts shall be let to the lowest responsible bidder who shall give such security as the Governing Board requires, or else all bids shall be rejected. (Public Contract Code 20111)

When letting a contract for the procurement and/or maintenance of electronic data processing systems and supporting software, the Board may contract with any one of the three lowest responsible bidders. (Public Contract Code 20118.1)

The Board shall secure bids for any transportation service expenditure of more than \$10,000 when contemplating that such a contract may be made with a person or corporation other than a common carrier, municipally owned transit system, or a parent/guardian of students who are to be transported. The Board may let this contract to other than the lowest bidder. (Education Code 38023)

No work, project, service, or purchase shall be split or separated into smaller work orders or projects for the purpose of evading the legal requirements of Public Contract Code 20111-20116 for contracting after competitive bidding. (Public Contract Code 20116)

**BIDS (continued)****Instructions and Procedures for Advertised Bids**

The Superintendent or designee shall call for bids by placing a notice at least once a week for two weeks in a local newspaper of general circulation published in the District, or if no such newspaper exists, then in some newspaper of general circulation, circulated in the county, and may post the notice on the District's web site or through an electronic portal. The notice shall state the work to be done or materials or supplies to be furnished and the time and place and web site where bids will be opened. The District may accept a bid that has been submitted electronically or on paper. (Public Contract Code 20112)

The notice shall contain the time, date, and location of any mandatory prebid conference, site visit, or meeting. The notice shall also detail when and where project documents, including final plan and specifications, are available. Any such mandatory visit or meeting may occur after five calendar days of the publication of the initial notice. (Public Contract Code 6610)

Bid instructions and specifications shall include the following requirements and information:

1. All bidders shall certify the minimum, if not exact, percentage of post-consumer materials in products, materials, goods, or supplies offered or sold. (Public Contract Code 22152)
2. All bids for construction work shall be presented under sealed cover and shall be accompanied by one of the following forms of bidder's security: (Public Contract Code 20107, 20111)
  - a. Cash, personal checks not accepted
  - b. A cashier's check made payable to the District
  - c. A certified check made payable to the District
  - d. A bidder's bond executed by a California admitted surety insurer and made payable to the District

The security of unsuccessful bidders shall be returned in a reasonable period of time, in no event any later than 60 days after the bid is awarded. (Public Contract Code 20111)

3. Under no condition shall bids be accepted after the advertised bid opening time, regardless of whether the bids are actually opened at that time. (Public Contract Code 20112)
4. When two or more identical bids are received, the Board may determine by lot which bid shall be accepted. (Public Contract Code 20117)
5. If the District requires that the bid include prices for items that may be added to or deducted from the scope of work in the contract, the bid solicitation shall specify which one of the following methods will be used to determine the lowest bid. In the absence of such a specification, only the method provided in item #a below shall be used. (Public Contract Code 20103.8)
  - a. The lowest bid shall be the lowest total of the bid prices on the base contract without consideration of the prices on the additive or deductive items.

**BIDS** (continued)

- b. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that were specifically identified in the bid solicitation as being used for the purpose of determining the lowest bid price.
- c. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that, when taken in order from a specifically identified list of those items in the solicitation, and added to or subtracted from the base contract, are less than or equal to a funding amount publicly disclosed by the District before the first bid is opened.

The lowest bid shall be determined in a manner that prevents any information that would identify any of the bidders or proposed subcontractors or suppliers from being revealed to the District before the ranking of all bidders from lowest to highest has been determined.

- 6. Any subsequent change or alteration of a contract shall be governed by the provisions of Public Contract Code 20118.4.
- 7. After being opened, all submitted bids become public records pursuant to government code 6252 and shall be made available for review pursuant to law, Board policy, and administrative regulation. (Government Code 6252)
- 8. Copies of Public Records such as bids, contracts, or lists may be requested for a fee. (Government Codes 6256 and 6157)

(*cf. 1340 - Access to District Records*)

**Bids Not Required**

Without advertising for bids and upon a determination that it is in the best interest of the District, the Board may authorize, by contract, lease, requisition, or purchase order, another public corporation or agency to lease data-processing equipment or to purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the District in the manner that the other public corporation or agency is authorized to make the leases or purchases from a vendor ("piggyback"). (Public Contract Code 20118)

(*cf. [3300](#) - Expenditures and Purchases*)

Alternatively, if there is an existing contract between a public corporation or agency and a vendor for the lease or purchase of personal property, the District may authorize the lease or purchase of personal property directly from the vendor by contract, lease, requisition, or purchase order and make payment to the vendor under the same terms that are available to the public corporation or agency under the contract. (Public Contract Code 20118)

Supplementary textbooks, library books, periodicals, educational films, audiovisual materials, test materials, workbooks, and instructional computer software packages may be purchased without taking estimates or advertising for bids. (Public Contract Code 20118.3)

Perishable commodities such as foodstuffs may be purchased through bid or on the open market, depending on district preference. (Education Code 38083)

**BIDS (continued)**

In an emergency when repairs, alterations, work or improvement to any school facility is necessary for the continuance of existing school classes or to avoid danger to life or property, the Board, by unanimous vote and with the approval of the County Superintendent of Schools, may contract for labor and materials or supplies without advertising for or inviting bids. (Public Contract Code 20113)

Bids shall also not be required for day labor under circumstances specified in law. Day labor shall include the use of maintenance personnel employed on a permanent or temporary basis. (Public Contract Code 20114)

**Sole Sourcing**

Specifications for contracts for construction, alteration or repair of school facilities may not limit bidding to any one product or supplier. Specifications designating a particular brand name shall list at least two brands of comparable quality and follow the description with the words "or equal." (Public Contract Code 3400)

However, specifications for contracts may designate a product by brand or trade name (sole sourcing) if the Board has made a finding, described in the invitation for bids or Request for Proposal (RFP,) that a particular material, product, thing, or service is designated for any of the following purposes: (Public Contract Code 3400)

1. To conduct a field test or experiment to determine its suitability for future use.
2. To match others in use on a particular public improvement that has been completed or is in the course of completion.
3. To obtain a necessary item that is only available from one source.
4. To respond to the Board's declaration of an emergency, as long as the declaration has been approved by four-fifths of the Board when issuing the invitation for bid or RFP.

**ABC UNIFIED SCHOOL DISTRICT  
Board Policy**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**CONTRACTS**

The Superintendent or designee may enter into contracts on behalf of the District. All contracts must be approved or ratified by the Board.

*(cf. 3300 - Expenditures/Expending Authority)*  
*(cf. 3314 - Payment for Goods and Services)*  
*(cf. 3400 - Management of District Assets/Accounts)*

All contracts between the District and outside agencies shall conform to standards required by law and shall be prepared under the direction of the Superintendent or designee.

*(cf. 2121 - Superintendent's Contract)*  
*(cf. 4312.1 - Contracts)*  
*(cf. 9124 - Attorney)*

The District upholds state nondiscrimination laws. All contracts made by the District shall contain a nondiscrimination clause in accordance with law.

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*

*Legal Reference:*

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

14505 Provisions required in contracts for audits

17595-17606 Contracts

45103.5 Contracts for management consulting service related to food service

CIVIL PROCEDURES CODE

685.010 Rate of interest

GOVERNMENT CODE

12990 Nondiscrimination and compliance employment programs

53260 Contract provision re maximum cash settlement

53262 Ratification of contracts with administrative officers

LABOR CODE

1775 Penalties for violations

1810-1813 Working hours

6705 Trench excavation

PUBLIC CONTRACT CODE

4100-4114 Subletting and subcontracting fair practices

7104 Contracts for excavations; discovery of hazardous waste

7106 Noncollusion affidavit

20104.50 Construction Progress Payments

22300 Performance retentions

TITLE VII, CIVIL RIGHTS ACT, as amended by Title IX, Equal Employment Opportunity  
Act

**ABC UNIFIED SCHOOL DISTRICT**  
**Administrative Regulation**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**CONTRACTS**

All contracts between the District and outside agencies shall conform to prescribed standards as required by law.

All contracts between the District and outside agencies shall be prepared under the supervision of the assistant superintendent-business, and where appropriate, subject to the approval of the legal adviser of the District.

Continuing Contracts

Supplies and materials may be purchased on a continuing contract of not more than three (3) years while services may be contracted for not more than five (5) years.

The superintendent or designee shall initiate procedures that will subject all contracts that continue essentially the same services by any individual or organization to a review process every third year (excluding service contracts). Such review shall include, but not be limited to, a thorough evaluation of the quality and quantity of services received, an investigation of other persons or firms available to perform similar services, along with information regarding the quality of such services as evaluated by other users, and some indication as to comparative costs of the services provided by others.

Recommendations for board approval of contracts for services provided on a continuing basis.

Special Services Contract

School districts may contract with and employ any persons for the furnishing to the District of special services and advice in financial, economic, accounting, engineering, legal or administrative matters, if such persons are specially trained and experience and competent to perform the special services required, and where such service will assist the governing board in discharging its legal obligation to provide an adequate educational program and will supplement assistance by the state and county authorities and not replace such assistance.

Contracts for Maintenance of Equipment, Subscriptions and Postage

Prepayment of postage, subscriptions and maintenance of equipment agreements not exceeding one (1) year may be allowed when such action will result in a decrease in cost or when such agreements cannot be secured without advance payment.

*Legal Reference:*

EDUCATION CODE

39640-39659 *Contracts*

40013 *Advance payments for publications, postage, maintenance of equipment, etc.*

GOVERNMENT CODE

53060 *Special services and advice*



**ABC UNIFIED SCHOOL DISTRICT  
Administrative Regulation**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**STATE ALLOCATION BOARD CONTRACTS**

**Disabled Veteran Business Enterprise Participation**

When a lease-purchase contract or emergency portable building project contract of over \$10,000 is funded in whole or in part by state bonds, the District shall comply with disabled veteran business enterprise participation requirements established by the State Allocation Board.

Upon request, the District shall provide bidders with information to help them identify such businesses.

Bidders for contracts of over \$10,000 under California lease-purchase or emergency portable building laws shall provide certification of one of the following:

1. That at least three percent of the dollar amount of the contract will be performed by a certified disabled veteran business enterprise. Approval letter(s) from the Office of Small and Minority Business shall be included with the certification.
2. That they have made a good faith effort to comply with disabled veteran business enterprise participation requirements for such contracts. To demonstrate a good faith effort, the bidder shall submit documentation of all of the following:
  - a. Contact with the District to identify disabled veteran business enterprises
  - b. Contact with the Office of Small and Minority Business and local disabled veteran business organizations to identify disabled veteran business enterprises
  - c. Advertising published in trade papers and papers focusing on disabled veteran business enterprises
  - d. Submission of bid invitations to potential disabled veteran business enterprises
  - e. Consideration given to available disabled veteran business enterprises

Bidders are encouraged to advertise at least 14 calendar days prior to bid/proposal opening, or for as many days as possible. The only exception arises when time constraints imposed by the District prohibit the bidder from advertising; all bidders shall be notified of this exception.

**STATE ALLOCATION BOARD CONTRACTS** (continued)

The Superintendent or designee shall use the above documentation to evaluate bidders' efforts to seek out and consider disabled veteran business enterprises as potential subcontractors or suppliers of material or equipment. This evaluation shall be submitted for review by the Office of Public School Construction (OPSC). Bidders shall be eligible for the award of a District contract if they meet the participation goal or are found to have made a good faith effort to meet the goal.

*(cf. 3311 - Bids)*

*Legal References:*

*Richmond v. J. A. Croson Co. (1989) 488 U.S. 469, 109 S.Ct. 706*

*Management Resources:*

OFFICE OF PUBLIC SCHOOL CONSTRUCTION PUBLICATIONS  
*Disabled Veteran Business Enterprise Forms and Information Package*

**ABC UNIFIED SCHOOL DISTRICT  
Board Policy**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**EDUCATIONAL TRAVEL PROGRAM CONTRACTS**

The Governing Board believes that field trips and other travel opportunities for students are a valuable tool in supporting classroom instruction and promoting students' awareness of places and events. In contracting with organizations to provide educational travel services, the Board desires to ensure a quality educational experience and the health, safety and welfare of each student traveler.

The Superintendent or designee shall contract only with educational travel organizations which adhere to state law and exhibit safe and reputable business practices.

*(cf. 3312 - Contracts)*

*(cf. 3541.1 - Transportation for School-Related Trips)*

*(cf. 6153 - School-Sponsored Trips)*

The Superintendent or designee shall establish procedures for selecting the highest quality vendor, taking into account student safety, quality of the program and fiscal integrity.

*Legal Reference:*

**EDUCATION CODE**

*35160 Authority of boards*

*35160.1 Broad authority of school districts*

**BUSINESS AND PROFESSIONS CODE**

*17540 Travel promoters*

*17550-17550.9 Sellers of travel*

*17552-17556.5 Educational travel organizations*

**ABC UNIFIED SCHOOL DISTRICT  
Administrative Regulation**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**EDUCATIONAL TRAVEL PROGRAM CONTRACTS**

**Definitions**

Educational travel organization or organization means a person, partnership, corporation, or other entity which offers educational travel programs for students residing in California. (Business and Professions Code 17552)

Student traveler or student means a person who is enrolled in elementary or secondary school, grades kindergarten through grade 12, at the time an educational travel program is arranged with an educational travel organization. (Business and Professions Code 17552)

Educational travel program means travel services that are arranged through or offered to an elementary or secondary school in the state, and where the services are represented to include an educational program as a component. (Business and Professions Code 17552)

Owner means a person or organization which owns or controls 10 percent or more of the equity of, or otherwise has claim to 10 percent or more of the net income of, the educational travel organization. (Business and Professions Code 17554)

Principal means an owner, an officer of a corporation, a general partner of a partnership, or a sole proprietor of a sole proprietorship. (Business and Professions Code 17554)

**Contract Requirements**

The Superintendent or designee shall ensure that each written contract with an educational travel organization includes all of the following: (Business and Professions Code 17554)

1. The travel organization's name, trade or business name, business address, business telephone number and a 24-hour emergency contact number
2. An itemized statement which shall include but not be limited to:
  - a. Services to be provided as part of the program
  - b. Agreed cost for the services
  - c. A statement as to whether or not the educational travel organization maintains insurance that supplies coverage in the event of injury to any student traveler, including the type and amount of coverage, the policy number and issuer, and the name and telephone number of the person or organization which is able to verify coverage
  - d. Any additional costs to students
  - e. The qualifications, if any, for experience and training that are required to be met by the educational travel organization's staff who shall accompany students on the educational travel program

**EDUCATIONAL TRAVEL PROGRAM CONTRACTS** (continued)

3. A written description of the educational program being contracted for, including a copy of all materials to be provided to students
4. The number of times the educational travel program or a substantially similar educational travel program proposed by the contract has been conducted by the organization and the number of students who completed the program
5. The length of time the organization has either been arranging or conducting educational travel programs and, at the option of the organization, other travel services with substantially similar components
6. The name of each owner and principal of the organization
7. A statement as to whether any owner or principal of the organization has had entered against him or her any judgment, including a stipulated judgment, order, made a plea of *nolo contendere* or been convicted of any criminal violation in connection with the sale of any travel services for a period of 10 years predating the contract

District staff shall inform all vendors representing educational travel organizations that they may not arrange a travel program before the District has first entered into a written contract with the organization.

**ABC UNIFIED SCHOOL DISTRICT**  
**Board Policy**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**PAYMENT FOR GOODS AND SERVICES**

The Governing Board desires to have invoices paid on time in order that the District may take advantage of available discounts and avoid finance charges. The District shall not be responsible for unauthorized purchases.

*(cf. 3300 - Expenditures/Expending Authority)*  
*(cf. 3312 - Contracts)*  
*(cf. 3314.2 - Revolving Funds)*  
*(cf. 3400 - Management of District Assets/Accounts)*

The Superintendent or designee may pay invoices in excess of previously approved purchase order amounts without further Board approval when the excess amount represents sales tax, transportation charges or charges made for the detention of a shipment during loading or unloading.

*Legal Reference:*

EDUCATION CODE

42630-42651 *General provisions - orders, requisitions and warrants*

42800-42806 *Revolving cash fund*

42810 *Alternative revolving fund*

42820 *Prepayment funds*

GOVERNMENT CODE

5500 *Definitions (facsimile signatures)*

5501 *Filing and certification of manual signature*

5503 *Unlawful use of facsimile signatures or seals*

CODE OF CIVIL PROCEDURE

685.010 *Rate of interest*

PUBLIC CONTRACT CODE

7107 *Retention proceeds; withholding; disbursement*

20104.50 *Construction progress payments*

**ABC UNIFIED SCHOOL DISTRICT  
Administrative Regulation**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**PAYMENT FOR GOODS AND SERVICES**

**Payments Related to Construction**

The Superintendent or designee shall ensure that requests for progress payments related to construction contracts are processed and paid within 30 days. Any improper request shall be returned to the contractor within seven days, together with a written statement of why the request is not proper. (Public Contract Code 20104.50)

Retention proceeds withheld by the District from payments to contractors for construction shall be released within 60 days after the construction or improvement is completed. In the event of a dispute between the District and the contractor, the District may withhold from the final payment an amount not to exceed 150% of the disputed amount. (Public Contract Code 7107)

**Authorized Signatures**

The Superintendent or designee may file his/her manual signature with the Secretary of State and may subsequently have a facsimile signature used when executing any instrument of payment. The facsimile signature also may be used to execute any public security, provided that at least one signature required or permitted to be placed on it shall be manually subscribed. (Government Code 5501)

**ABC UNIFIED SCHOOL DISTRICT**  
**Board Policy**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**REVOLVING FUNDS**

**District Revolving Fund**

The Governing Board has established by resolution a revolving cash fund for use by the Superintendent or designee in paying for goods, services and other charges determined by the Board, including supplemental payments required to correct any payroll errors. (Education Code 42800-42806, 45167)

At the request of the Board, County Auditor or County Superintendent of Schools, the Superintendent or designee shall give an account of the fund. (Education Code 42804)

The funds shall be deposited in a bank doing business locally, whose deposits are insured by FDIC. The Superintendent or designee shall be responsible for all payments into the account as well as expenditures from the account subject to the restrictions established by the Board.

The Board shall review and revise fund usage as appropriate.

*(cf. 3400 - Management of District Assets/Accounts)*

**Additional Revolving Funds**

The Board also may, by resolution, establish revolving cash funds for use by school principals and other administrative officials to pay for goods and services. The total amount of the funds shall not exceed three percent of the current year's instructional supply budget. (Education Code 42810)

No funds maintained in a revolving fund shall be used in an attempt to influence government decisions, for entertainment purposes, or for any other purpose not related to classroom instruction. (Education Code 42810)

The Board shall name the administrators who will have use and control of the funds. Officials so named shall be responsible for all payments into the accounts as well as expenditures from the accounts, subject to restrictions established by the Board.

The revolving cash fund for supplies shall be subject to the bonding provisions of Education Code 42801.

*(cf. 3530 - Risk Management/Insurance)*

The Board shall provide an audit of revolving funds on a regular basis. (Education Code 42810)

**Legal Reference:**

**EDUCATION CODE**

35160 Authority of governing boards

41020 Audits of all district funds

42238 Local taxation by school districts

42800-42806 Revolving cash fund

42810 Revolving cash funds; use; administrators

45167 Error in salary



**ABC UNIFIED SCHOOL DISTRICT**  
**Exhibit**

**IMPREST FUND**

Effective 10/1/2023

**ADMINISTRATIVE PROCEDURES**

1. The Imprest Fund is to be used for emergency orders and/or small purchases of \$100 or less (including sales tax and shipping).
  - a. For **unforeseen emergency** orders that exceed \$100, prior approval is required from the Purchasing and Fiscal Directors.
  - b. Meals, refreshments, snacks, (no raw eggs, meat/seafood) and paper goods provided for **In-service Instructional Meetings and Trainings** may not exceed \$500. Supporting documents such as agenda, minutes, event flyer, etc. is required to be submitted with request for reimbursement. No catering with Imprest funds.
  - c. Refunds to parents or students for field trip/camp fees/ classes/ registration are allowable. Must include copy of initial payment.
  - d. Maximum of 2 receipts per vendor is reimbursable per staff in a monthly reimbursement packet.

The administrator in charge of the Imprest account shall disallow all receipts that do not comply with the Imprest guidelines.

2. Imprest Funds can be used to purchase those goods and services that are a legal expenditure of school district funds including, but not limited to, the following items:
  - a. Bank Service Charge (must attach a copy of Bank Statement)
  - b. Instructional supplies (including printer ink or cartridges)
  - c. Administrative supplies
  - d. Home Economics Food purchases only
  - e. Books (must be 9 or less of the same title)
  - f. Instructional Material Subscriptions.
3. The District will not allow reimbursement on these items:
  - a. Items stocked at the District warehouse
  - b. Services
  - c. Trophies, certificates, ribbons, and pins costing more than \$30 each
  - d. Equipment (this includes small electric powered appliances, power hand tools, printers, lithium chargers, portable hard drives, etc. and/or do not meet District's safety standards and equipment standardization)
  - e. Furniture
  - f. Direct Payments to non-employees and vendors for goods and services
  - g. Conference/workshop expenses such as registration, meals, lodging, and advances
  - h. Books (10 or more of the same title)
  - i. Membership
  - j. Any chemical supplies, this includes cleaners, disinfectants, wipes
  - k. Gift cards (purchase or payment)
  - l. Catering
  - m. Postage (USPS, UPS, FEDEX, STAMPBOOKS etc.) except the cost for one overnight document.

**ABC UNIFIED SCHOOL DISTRICT**  
**Exhibit (continued)**

- n. Insurance
  - o. Small Technology needs of more than 10 each (example: ear buds, calculators, etc.)
  - p. Purchases from sellers of used product or products containing hazardous material such as lead
  - q. Purchases from outside of the United States Company or Agency.
  - r. Personal items **cannot** be combined on the receipt for reimbursement.
  - s. Banned substances (Alcoholic Beverages, Tobacco, Vape)
  - t. Printers, computers, electronic tablets and other electronic devices.
  - u. Student meals, snacks, refreshments, etc.
4. The maximum amount available at any one time is \$3,000 to Elementary/Middle Schools, \$5,000 to High Schools, \$5,000 to Adult School, and \$5,000 to the District offices. Only one Imprest account is allowed per site/office.
  5. Total annual expenditures are not to exceed:
    - a .....High Schools - \$50,000
    - b .....Middle Schools - \$30,000
    - c ..... Elementary Schools - \$30,000
  6. The Imprest Fund is to be maintained in a separate bank checking account. These funds are not to be mixed with any other monies. All reimbursement checks must be deposited in the bank checking account.
  7. Imprest Funds are to be managed by management personnel only. The responsibility for Imprest Funds rests with the Principal or Department Administrator.
  8. All Imprest Funds are subject to be audited periodically by Fiscal Services and/or independent auditors.
  9. Checkbook register must be maintained accurately and used in the monthly reconciliation process. A monthly reconciliation must be completed upon receipt of the bank statement and forwarded to Fiscal Services.
- Documents must be submitted in the following order:
- a. Original reconciliation with approval of authorized signer
  - b. List of outstanding checks/deposits
  - c. Copy of bank statement for the period of reconciliation
  - d. Copy of checkbook register indicating balance amount for the period
10. An Imprest check is not to be pre-signed under any circumstances.
  11. All purchases must be documented by an itemized receipt. Items will not be reimbursed without an original receipt. Handwritten receipts are not acceptable.
  12. Imprest check signers must not reconcile the account or process reimbursement.
  13. Authorized signers may not sign any checks payable to themselves. If school administrator is submitting receipts for reimbursement, the request for reimbursement and the check must be approved and signed by the appropriate District administrator. All checks must have two authorized signers.

**ABC UNIFIED SCHOOL DISTRICT**  
**Exhibit (continued)**

14. In the event where the authorized signer on the account (principal/assistant principal) resigns from his/her position, the Imprest Administrator must notify the Fiscal Department immediately to remove the previous signer and add the new signer to the account. The new authorized signer must not sign any checks until the process is completed.
15. All expenditures spent in the current fiscal year must be turned in to be reimbursed for that year. It is necessary to turn in all reimbursement claims on or before June 30<sup>th</sup> of that fiscal year. Late Submission will be denied reimbursement.

Below are the procedures to process Imprest reimbursement:

- A. All receipts must be turned in to the Imprest Administrator at the school site. The Imprest reconciliation process must be completed at least once a month even if there are no reimbursements. Receipts included in reimbursement packets over three months from the date of the purchase/order to the date Accounts Payable receives the packet will be disallowed and deducted from the total reimbursement request.
- B. All receipts must be reviewed by the administrator to make sure purchases are within the guidelines. Personal items should not be purchased on the same receipt. Any disallowed receipts should be replenished by the administrator. Imprest accounts are replenished by making a deposit directly into the Imprest account.
- C. All checks should be issued to the name of the payee.
- D. The check number should be noted on the Request for Payment form.
- E. Check numbers should be issued in sequential order. If there is a voided check, cut off the signature corner of the check and make copy of the check. Include it with reimbursement form to the district. The voided check should be kept together with other cancelled checks in sequential order - do not throw them away.
- F. Once receipts and Request for Payment forms are verified and checks are issued, attach checks to the Request for Payment forms and forward to the authorized signer (principal or assistant principal) for signature.
- G. Once checks are approved by the authorized signer, they are distributed to the appropriate individual (teacher/staff). All Request for Payment forms should be kept in a separate file until the account is ready to be replenished.
- H. When the account is ready to be replenished, all Request for Payment forms should be pulled and put in order according to check number, sites must retain a copy of the reimbursement request. The reimbursement request forms should be submitted in the following order:
  - a. Imprest Fund Reimbursement
  - b. Imprest Fund - Account Summary
  - c. Imprest Fund - Claims Form
  - d. Request for Payment Form(s)

**ABC UNIFIED SCHOOL DISTRICT**

**Exhibit (continued)**

- A. Imprest Fund Reimbursement form must be signed by an authorized signer. The checkbook balance plus reimbursement amount should total the maximum limit. If the total is more than the limit allowed, the District will return the reimbursement request for correction.
- 16. Failure to follow the above procedures will result the cancellation of the site's Imprest Account.

Exhibit

approved: 1.12.99

Revised: 7.18.06

Revised: 9.01.07

Revised: 4.01.17

Revised: 5.18.17

Revised: 10.02.19

Revised: 05.27.21

Revised: 09.28.21

Revised: 10.19.22

Revised: 08.30.23

**ABC UNIFIED SCHOOL DISTRICT  
Administrative Regulation**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**QUALITY OF GOODS AND SERVICES**

1. Selection of materials needed is a prerogative of each using department; however, the purchasing department shall have the authority to select the vendor, and question the quality and kind of materials requested and to make recommendations relative to safety, health, economy, and substitute materials.
2. Requests for rush orders and emergency orders should be held to a minimum due to the lack of time for negotiating with vendors. All such orders must go through the purchasing department where special consideration will be given.
3. The purchasing department shall work with committees appointed by the superintendent to study and recommend adoptions and revisions of specifications for materials and equipment best suited for the purpose intended.
4. District student bodies may request the services of the purchasing department to assist them in their purchasing activity.

**ABC UNIFIED SCHOOL DISTRICT  
Board Policy**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**REQUESTING SUPPLIES, EQUIPMENT, AND SERVICES**

All requests for supplies and equipment shall originate with the principal or department head and shall be forwarded to the business office.

Requests shall be made on the forms provided:

- a. Warehouse requisition - for items listed in stock catalog.
- b. Buy-Out requisition - for all items not in stock catalog.

It shall be the responsibility of the business services division to determine whether or not a requisition is in accordance with Board of Education policy and budget allocation. If disputes arise that cannot be arbitrated, the superintendent shall make the final decision.

Any purchase of supplies, equipment, etc. made by staff members without a purchase order approved by the business office will not be paid for by the District.

All contracts for service must be approved by the Superintendent, Assistant Superintendent of Business and/or the Director of Purchasing in order to be considered legally binding.

*Legal Reference:*

EDUCATION CODE

39657 *Delegation of authority to purchase supplies and equipment; limitations on expenditures; review; personal liability*

**ABC UNIFIED SCHOOL DISTRICT**  
**Administrative Regulation**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**CENTRAL WAREHOUSE**

1. A central warehouse will be maintained under the direction of the business division, purchasing and storage department.
2. All supplies and equipment, unless otherwise specified, shall be delivered to the central warehouse for inspection and storage or delivery to the schools and departments. After supplies and equipment have been inspected and receipt acknowledged, payment authorization for such items shall be given by the Board of Education.

**ABC UNIFIED SCHOOL DISTRICT**  
**Board Policy**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**RELATIONS WITH VENDORS**

No district employee or Governing Board member shall accept personal gifts, commissions or expense-paid trips from individuals or companies selling equipment, materials or services required in the operation of district programs. Gifts include any gift purchased specifically for an employee which is not generally offered to other buyers.

This policy does not prohibit employees from accepting promotional or advertising items such as calendars, desk pads, notebooks and other office gadgets which are offered by business concerns free to all as part of their public relations programs.

District employees who work for or serve as consultants for potential vendors shall not participate in evaluating any equipment, materials or services of that vendor or its competitors.

*(cf. 6161.1 - Selection and Evaluation of Instructional Materials)*

*(cf. 9270 - Conflict of Interest)*

This policy does not prohibit the acceptance of materials and/or services which are of use and benefit to the District.

*(cf. 3290 - Gifts, Grants and Bequests)*

*Legal Reference:*

**EDUCATION CODE**

*60071 Prohibited offers to influence adoption or purchase of instructional materials*

*60072 Acceptance of consideration or inducements by school official*

*60073 Penalties for violation of article*

*60074 Supplying sample copies*

*60075 Receiving sample copies*

*60076 Inapplicability of article; royalties or other compensation of school official for writing or preparing instructional materials; claim of district to royalty*



**ABC UNIFIED SCHOOL DISTRICT  
Administrative Regulation**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**PURCHASING GUIDES - RELATIONS WITH VENDORS - ANTI-DISCRIMINATION**

In connection with all work performed under construction and purchasing contracts there shall be no discrimination against any present or prospective employee engaged in the work because of race, color, ancestry, national origin, sex, religious creed, age, physical handicap, medical condition and marital status and therefore, each contractor shall be required to agree to comply with applicable federal and California laws including, but not limited to, the California Fair Employment Practice Act beginning with Labor Code Section 1410 and Labor Code Section 1735. In addition, contractors shall be required to agree to require like compliance by all subcontractors employed on district work.

No business shall be conducted with any business entity that discriminates against any employee because of the above noted reasons.

**Relations with Vendors**

1. Supplier visits shall be promptly acknowledged and interviews granted or not, depending upon the circumstances. Purchasing department personnel are not required to put their time absolutely and indiscriminately at the disposal of all salesmen, however frequent, or on whatever mission, they may be calling. The responsible purchasing personnel must be the judge, but they are not relieved from the obligation of courtesy.
2. The purchasing department shall purchase from sources within the District whenever quality, price and services are equal to sources outside the District.
3. The purchasing department shall not extend favoritism to any vendor. Each order shall be placed on the basis of quality, price and delivery, with past services being a factor if all other considerations are equal.
4. All letters, wires and other types of communications shall be answered or acknowledged promptly.
5. The purchasing department shall conduct all price adjustment negotiations when necessary.
6. The purchasing department shall not solicit funds or materials from vendors, however worthy the purpose.
7. No employee shall endorse any product of any type or kind in such manner as will identify him/her in any way as an employee of the District.
8. Visiting the suppliers at their places of business shall be a regular part of purchasing practice.
9. Salesmen shall not be permitted in schools or departments for the purpose of making specific sales. However, this does not imply nor intend that salesmen may not contact school principals or departments for the purpose of demonstrating instructional materials and making the school personnel acquainted with such materials, as long as permission and approval of the Purchasing Department has been granted.

**PURCHASING GUIDES** (continued)

10. Contacts involving salesmen shall be limited to that of seeking information concerning new products and/or different utilization of old products and developing purchasing specifications. All requests for actual purchase of equipment or materials must follow district policies and procedures as conducted through the District purchasing department.
11. All communications with suppliers shall be through the purchasing department, except in special cases where the technical details make it advisable to delegate authority to others. A copy of all correspondence shall be forwarded to the purchasing department.
12. In interviews with salesmen, no one who is not a member of the purchasing department shall commit by implications or otherwise a preference for any product, the District's source of supply for any product, or give any information regarding performance or price which might in any way embarrass the District or the purchasing department.
13. All unauthorized purchases shall subject the payment obligation to the person(s) who placed the order.
14. No purchase transactions shall be conducted with businesses owned by or affiliated with District employees or relatives of District employees.
15. In the event of dispute, any attempt by a vendor to contact a board member will be deemed inappropriate and improper.

*Legal Reference:**LABOR CODE**1735 Discrimination in employment because of race, color, etc.**1777.6 Discrimination against apprentices, because of race, etc.**GOVERNMENT CODE**53702 Compliance with federal laws and regulations*

**ABC UNIFIED SCHOOL DISTRICT**  
**Regulation**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**PURCHASING GUIDES FOR FEDERALLY FUNDED PROJECTS**

The district shall actively search out names of minority owned business enterprises for the purpose of soliciting proposals and bids for work to be done, services to be rendered and/or materials to be supplied.

For purposes of this policy "minority" is defined as members of racial, religious, or nationality minority groups, and women.

**ABC UNIFIED SCHOOL DISTRICT  
Board Policy**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**CLAIMS AND ACTIONS AGAINST THE DISTRICT**

Any and all claims for money or damages against the District shall be presented to and acted upon in accordance with Governing Board policy and administrative regulation. Compliance with this policy, accompanying administrative regulation, and district procedures is a prerequisite to any court action, unless the claim is governed by statutes or regulations which expressly free the claimant from the obligation to comply with this policy and district procedures and the claims procedures set forth in the Government Code.

The Board delegates to the Superintendent or designee the authority to allow compromise or settle claims of under \$5,000. (Government Code 935.4)

This policy is intended to apply retroactively to any existing causes of action and/or claims for money and/or damages.

Roster of Public Agencies

The Superintendent or designee shall file the information required for the Roster of Public Agencies with the Secretary of State and the County Clerk. Any changes to such information shall be filed within 10 days after the change in facts. (Government Code 53051)

This information shall include the name of the school district, the mailing address of the Board, and the names and addresses of the Board presiding officer, the Board clerk or secretary and other members of the Board. (Government Code 53051)

*Legal Reference:*

**EDUCATION CODE**

*35200 Liability for debts and contracts*

*35202 Claims against districts; applicability of Government Code*

**CODE OF CIVIL PROCEDURE**

*340.1 Damages suffered as a result of childhood sexual abuse*

**GOVERNMENT CODE**

*800 Cost in civil actions*

*810-996.6 Claims and actions against public entities*

*53051 Information filed with secretary of state and county clerk*

**PENAL CODE**

*72 Fraudulent claims*

**COURT DECISIONS**

*CSEA v. Azusa Unified School District, (1984) 152 Cal.App.3d 580*

**ABC UNIFIED SCHOOL DISTRICT  
Administrative Regulation**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**CLAIMS AND ACTIONS AGAINST THE DISTRICT**

**TIME LIMITATIONS**

1. Claims for money or damages relating to a cause of action for death or for injury to person, personal property or growing crops shall be presented to the Governing Board no later than six months after the accrual of the cause of action. (Government Code 905, 911.2)
2. Claims for money or damages as authorized in Government Code 905 and not included in paragraph #1 above, including claims for damages to real property, shall be filed not later than one year after the accrual of the cause of action. (Government Code 905, 911.2)
3. Claims for money or damages specifically excepted from Government Code 905 shall be filed not later than six months after the accrual of the cause of action. (Government Code 905, 911.2, 935)

**LATE CLAIMS**

Claims under paragraphs #1 and #3 above which are filed later than six months after the accrual of the cause of action must be accompanied by an application to file a late claim. Such claim and application to file a late claim must be filed not later than one year after the accrual of the cause of action.

If a claim under paragraphs #1 or #3 is filed late and is not accompanied by the application, the Board or Superintendent shall, within 45 days, give written notice that the claim was not filed timely and that it is being returned without further action.

The application to file a late claim shall state the reason for the delay. The Board or Superintendent shall grant or deny the application within 45 days after it is presented. By mutual agreement of the claimant and the Board or Superintendent, this 45-day period may be extended by written agreement made before the expiration of such period. If the Board does not take action on the application within 45 days, it shall be deemed to have been denied on the 45th day unless such time period has been extended.

If the application to present a late claim is denied, the claimant shall be given notice. (Government Code 911.3, 911.4, 911.6, 911.8, 912.2, 935)

**DELIVERY AND FORM OF CLAIM**

A claim, any amendment thereto, or an application to present a late claim shall be deemed presented when delivered to the office of the Superintendent or deposited in a post office, subpost office, substation, or mail chute or other like facility maintained by the U.S. Government in a sealed envelope properly addressed to the District office with postage paid. (Government Code 915, 915.2)

Claims shall be submitted on the District claim form or as prescribed in Section 910 and 910.2 of the Government Code. (Government Code 910, 910.2, 910.4) The Board or Superintendent may return a claim not using the District's claim form and the claim may be resubmitted using the District's form. (Government Code 910.4)

**CLAIMS AND ACTIONS AGAINST THE DISTRICT (continued)****NOTICE OF CLAIM INSUFFICIENCY**

The Superintendent or designee shall review all claims for sufficiency of information. If the claim is found insufficient or found not to satisfy the form requirements under Government Code 910.4, the Superintendent or designee may, within 20 days of receipt of claim, either personally deliver or mail to claimant a notice stating deficiencies in the claim presented. If such notice is delivered or sent to claimant, the Board shall not act upon the claim until at least 15 days after such notice is sent. (Government Code 910.8, 915.4)

**AMENDMENTS TO CLAIM**

Claims may be amended within the above time limits or prior to final action by the Board, whichever is later, if the claim, as amended, relates to the same transaction or occurrence which gave rise to the original claim.

**ACTION ON CLAIM**

Within 45 days after the presentation or amendment of a claim, the Board, Superintendent or designee, shall take action on the claim. (Government Code 912.4) This time limit may be extended by written agreement before the expiration of the 45-day period. If the 45-day period has expired, the time limit may be extended if legal action ~~is~~ has not been commenced or barred by legal limitations. (Government Code 912.4) The Superintendent or designee shall transmit to the claimant a notice of action taken. (Government Code 913)

If no action is taken within the prescribed time limits, the claim shall be deemed to have been rejected and the claimant notified in accordance with Government Code 912.4.

The Board may act on the claim in one of the following ways: (Government Code 912.6)

1. If the Board finds that the claim is not a proper charge against the District, the claim shall be rejected.
2. If the Board finds that the claim is a proper charge against the District and is for an amount justly due, the claim shall be allowed.
3. If the Board finds that the claim is a proper charge against the District but is for an amount greater than is justly due, the Board shall either reject the claim or allow it in the amount justly due and reject it as to the balance.
4. If legal liability of the District or the amount justly due is disputed, the Board may reject or compromise the claim.

If the Board allows the claim in whole or in part or compromises the claim and the claimant accepts the amount allowed or offered to settle the claim, the Board may require the claimant to accept it in settlement of the entire claim. (Government Code 912.6)

The Superintendent or designee shall transmit to the claimant written notice of action taken or inaction which is deemed rejection. The notice shall be in the form set forth in Government Code 913 and shall either be personally delivered or mailed to the address stated in the claim or application. (Government Code 913, 915.4)

**ABC UNIFIED SCHOOL DISTRICT  
Board Policy**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**TRAVEL EXPENSES**

The Governing Board recognizes that District employees may incur expenses in the course of performing their assigned duties and responsibilities. To ensure the prudent use of public funds, the Superintendent or designee shall establish rules to keep such expenses to a minimum while affording employees a reasonable level of safety and convenience.

*(cf. 9250 - Remuneration, Reimbursement and Other Benefits)*

The Governing Board shall authorize payment for actual and necessary expenses, incurred by any employee performing authorized services for the District, whether within or outside District boundaries. (Education Code 44032)

The Superintendent or designee shall establish procedures for the approval of travel requests and the submission and verification of expense claims. He/she also shall establish reimbursement rates in accordance with law and Board policy.

An employee shall obtain approval from the Superintendent or designee prior to traveling. The Superintendent or designee may approve travel requests in accordance with the adopted budget and upon determining that the travel is authorized or assigned by the employee's supervisor, is necessary to attend a conference or other staff development opportunity that will enhance employee performance, and/or is otherwise necessary to the performance of the employee's duties. Travel expenses not previously budgeted may be approved on a case-by-case basis by the Superintendent or designee if he/she determines that the travel is essential and that resources may be obtained or redirected for this purpose.

*(cf. 3100 - Budget)*

*(cf. 3110 - Transfer of Funds)*

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

All out-of-state travel for which reimbursement will be claimed shall be approved or ratified by the Board.

Reimbursable travel expenses may include, but are not limited to, costs of transportation, parking fees, bridge or road tolls, lodging when District business reasonably requires an overnight stay, registration fees for seminars and conferences, telephone and other communication expenses incurred on District business, and other necessary incidental expenses.

The District shall not reimburse personal travel expenses including, but not limited to, alcohol, entertainment, laundry, expenses of any family member who is accompanying the employee on

District-related business, personal use of an automobile, and personal losses or traffic violation fees incurred while on district business.

**TRAVEL EXPENSES** (continued)

Except as otherwise provided, reimbursement of travel expenses shall be based on actual expenses as documented by receipts.

Expenses shall be reimbursed within limits approved by the Board. The Superintendent or designee shall establish procedures for the submission and verification of expense claims. The Superintendent or designee may authorize an advance of funds to cover necessary expenses.

Authorized employees shall be reimbursed for the use of their own private vehicles in the performance of assigned duties, on either a mileage or monthly basis as determined by the Superintendent or designee. (Education Code 44033)

The mileage allowance provided by the District for employees' use of their private vehicles shall be equal to the rate established by the Internal Revenue Service.

Vehicles should be shared whenever possible to minimize travel costs. No employee shall be entitled to reimbursement for automobile travel when he/she is transported free of charge or by another employee who is entitled to the expense reimbursement.

Travel expenses not previously budgeted also shall be approved on an individual basis by the Board.

*(cf. 9240 - Board Development)*

*(cf. 9250 - Remuneration, Reimbursement, and Other Benefits)*

The Superintendent or designee shall establish a per diem allowance for meal costs incurred while traveling on District business. The per diem allowance shall not exceed the standard meal allowance for business-related travel prescribed for federal income tax purposes.

Any expense that exceeds the maximum rate of reimbursement established by the District shall be reimbursed only with the approval of the Superintendent or designee.

All expense reimbursement claims shall be submitted on a District form, within 10 working days following return from travel when possible. The form shall be accompanied by receipts and any explanation necessary to document that the expenses meet District criteria for reimbursement.

The Superintendent or designee shall approve expense claims only upon verifying that all necessary documentation is provided and that all expenses are appropriate and related to District business. If an expense claim is disallowed due to lack of documentation or inappropriate expenses, the employee may be personally responsible for any improper costs incurred.

Receipts documenting the expenses incurred shall be submitted promptly following return from travel. Under no circumstances shall personal expenses be charged on a District credit card or Purchase Order, even if the employee intends to subsequently reimburse the District for the personal charges.

When necessary, the Superintendent or designee may approve a cash advance, not to exceed the estimated out-of-pocket reimbursable expenses, to an employee authorized to travel on District business. Within 10 working days following return from travel, the employee shall submit a final accounting with all necessary supporting documentation. He/she shall refund to the District any amount of cash advance exceeding the actual approved reimbursable expenses.



**TRAVEL EXPENSES** (continued)

*Legal Reference:*

EDUCATION CODE

42634 *Itemization of expenses*  
44016 *Travel expense to employment interview*  
44032 *Travel expenses*  
44033 *Automobile allowance*  
44802 *Student teacher's travel expense*

*Management Resources:*

**INTERNAL REVENUE SERVICE PUBLICATIONS**

*Per Diem Rates (For Travel Within the Continental United States), Publication 1542*

**WEB SITES**

*Internal Revenue Service: <http://www.irs.gov>*

*U.S. General Services Administration, Per Diem Rates: <http://www.gsa.gov/perdiem>*

**ABC UNIFIED SCHOOL DISTRICT**  
**Administrative Regulation**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**TRAVEL AND CONFERENCE**

Authorization:

All workshops and conferences must be authorized and approved by the immediate supervisor and District Administrator Supervisor. Final approval is authorized by the Superintendent. All out of state travel is subject to approval of the Board of Education. Community Members representing the District are also subject to approval of the Board of Education.

Participants are encouraged to book early in order to take advantage of cost saving registration along with transportation and hotel reservations.

Allowable Expenditures for Reimbursement:

A. Transportation Allowance

- 1) No more than the actual fare of any transportation service, in accordance with the latest tariffs at the time and trip was made, shall be allowed. Special rates and round trip rates shall be used whenever possible.
- 2) Established charges for handling or transportation of necessary personal or official baggage assessed by common carriers or terminal stations shall be allowed.
- 3) The criteria for payment of costs incurred on various modes of transportation are as follows:
  - a) Airplane:  
  
Claims shall conform to latest regular published tariffs. "No Show" charges may not be claimed.
  - b) District-Owned Automobiles:  
  
No mileage expense or other expenses incidental to the use of a District-owned automobile is allowable.
  - c) Privately-owned Automobiles:  
  
Mileage is allowed only when a District-owned vehicle is not available. When two to four employees are transported in a privately-owned automobile to the same conference, the District will pay mileage for one vehicle only. Mileage will be counted from the work site to the point of destination and back. In addition to the mileage allowance, claims are allowed for ferry fares, bridge tolls, road tolls and parking. In no event shall mileage allowance be approved that exceeds the cost of coach fare.
  - d) Other Transportation Costs:  
  
Actual and necessary use of shared ride services, taxis and buses from the site of lodging to and from meetings will be allowed and reimbursed upon submittal of receipts.

**TRAVEL AND CONFERENCE** (continued)**B. Conference or Meeting Expenses:**

## 1) The following conference-related expenses will be allowed:

- a) Registration Fees
- b) Meal Allowance

The flat rate meal allowance is \$10.00 for breakfast, \$15.00 for lunch and \$25.00 for dinner. All costs of meals include tax and gratuity. Receipts will not be required for claims using the flat rate schedule. If claims are made for more than the flat rate schedule, receipts must be submitted for reimbursement. Meal claims are evaluated on a daily basis, claims can either use the flat rate schedule for the entire day or receipts must be submitted for **all meals** of that day even if only one of the meals exceeds the flat rate schedule. The flat rate may be exceeded only when meals are considered an official part of a conference/workshop (hosted by workshop) or in unique circumstances specifically approved by the appropriate Assistant Superintendent.

## c) Conference Housing

Housing expenses will be allowed at a reasonable rate for the area in which the conference is held. When an authorized person is accompanied by someone else, lodging will be reimbursed on the basis of the single room rate or the amount paid, whichever is less. In no case can the amount be in excess of the amount charged by the hotel in connection with a scheduled conference or event. Incidentals may not be charged to the District, but will be reimbursed if deemed to be an authorized business expense as determined by Board policy.

## d) Tips and Gratuities

In accordance with Education Code, an amount not to exceed 15% of the total cost of the meal may be considered a part of the actual expense.

Claims of Expense

Within ten days of your return, receipt for all expenses, prepaid or to be reimbursed, must be attached to the Expense Claim for verification and reimbursement. (Form #9001130)

Out-of-District Meetings and Travel Other Than for Conference Attendance

Reimbursement shall be allowed for meetings and travel authorized for District Business when such meetings are not considered conference within the terms of this policy, as follows:

- 1) Transportation reimbursement at IRS publish rate per mile shall be provided.
- 2) Reimbursement for meals will be allowed in accordance with the following schedule:
  - a) A breakfast allowance of \$10.00 will be approved if the employee is required to leave his/her home prior to 7:00 a.m. to reach the meeting site;

**TRAVEL AND CONFERENCE (continued)**

- b) A lunch allowance of \$15.00 will be approved if the ending time of the meeting and the distance to be traveled will not permit the employee to return to the District prior to 1:00 p.m.
- c) A dinner allowance of \$25.00 will be approved if the ending time of the meeting and the distance to be traveled will not permit the employee to return to the District prior to 7:00 p.m.

Non-allowable Expenses

Expenses incurred by anyone as a result of non-business activities will be the responsibility of the individual who caused such expenses to occur. The following charges, for example, will not be reimbursed:

- 1) Meals for companion or unauthorized personnel.
- 2) Personal long distance calls.
- 3) Room Service charges.
- 4) Auto rental for personal use.
- 5) Alcohol
- 6) Minibar food and beverage
- 7) Pay TV
- 8) Laundry Services
- 9) Other Personal Services

Advance Payments

- 1) Advance payments must be requested at least three (3) weeks prior to the conference. Advance requests shall be granted only for business related expenses paid by the employee exceeding \$150. Advance amount is not to exceed \$100 per day.
- 2) Pre-registration, registration and other conference related expenses cannot be charged to imprest or revolving cash account. (Books and supplies purchased at a conference, however, may be charged to an imprest account).

Mileage Reimbursement for use of Employee's own Vehicle

- 1) Authorized Personnel  
Mileage reimbursement will be paid to authorized personnel, who in the performance of duties and responsibilities use their own vehicle.
- 2) Mileage Allowance
  - a) Maximum mileage reimbursement from the District Office for common intradistrict round trips are indicated in the District Mileage Chart.
  - b) For trips not indicated above, trips will be measured by odometer readings.
  - c) Mileage within the area should be submitted on a monthly basis by identifying on the claim form, the location, purpose and date.
  - d) When coach fare is more economical, reimbursement will be made only for the most economical method of travel.

**TRAVEL AND CONFERENCE (continued)**

Allowable Expenditures for Reimbursement

- 3) Claim for Reimbursement
  - a) Employees are to submit within 10 (ten) days following the end of each calendar month claim for mileage reimbursement. June claims shall be submitted no later than July 1.
  - b) When the rate is different from one quarter to another quarter, a separate expense claim shall be submitted.
  - c) When travel commences in one quarter and ends in another quarter, the rate prevailing at time of departure shall prevail.

## ABC UNIFIED SCHOOL DISTRICT

**AUTHORIZATION AND REQUEST  
FOR ADVANCE PAYMENT OF TRAVEL EXPENSE****AUTHORIZATION**

As Superintendent of ABC Unified School District, I hereby authorize the advance for the named employee in accordance with Section 13002 of the Education Code, or on behalf of the named member of the Board of Education in accordance with adopted policy:

1. \_\_\_\_\_  
Name of employee or Board member
2. \_\_\_\_\_  
Date and location of the conference
3. \_\_\_\_\_  
Name and purpose of the conference or meeting

NOTE: According to Administrative Regulation 3350.1, advance payment must be requested at least three weeks prior to the conference. Advance request shall be granted for expenses exceeding a total cost of \$150.00. Advance amount is not to exceed \$100.00 per day.

I hereby request payment of \_\_\_\_\_ as per above  
authorization. (Amount)

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Payee's Signature

\_\_\_\_\_  
Superintendent's Signature

Revised: 10/19/98

Revised: 02/21/17

**ABC UNIFIED SCHOOL DISTRICT  
Board Policy**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**MANAGEMENT OF DISTRICT ASSETS/ACCOUNTS**

In order to oversee the District's financial integrity, the Governing Board desires to have a clear picture of the District's current financial condition readily available at all times. Audits and quality control reviews shall be conducted in accordance with law.

The District's accounting system shall provide ongoing internal controls and a means of ascertaining that the District's income and expenditures are in keeping with the adopted budget.

*(cf. 3100 - Budget)*

*(cf. 3300 - Expenditures/Expending Authority)*

*(cf. 3460 - Financial Reports and Accountability)*

Capital Assets

The Superintendent or designee shall develop a system to accurately identify and value district assets in order to help ensure financial accountability and to minimize the risk of loss or misuse. District assets with a useful life of more than one year and an initial acquisition cost of \$5,000 or more shall be considered capital assets. The Superintendent or designee shall determine the estimated useful life of each capital asset and shall calculate and report the estimated loss of value or depreciation during each accounting period for all capital assets.

*(cf. 3440 - Inventories)*

Internal Controls/Fraud Prevention

The Board expects Board members, employees, consultants, vendors, contractors, and other parties maintaining a business relationship with the District to act with integrity and due diligence in dealings involving the District's assets and fiscal resources.

The Superintendent or designee shall develop internal controls which aid in the prevention and detection of fraud, financial impropriety, or irregularity within the District. These internal controls may include, but are not limited to, segregating employee duties relating to authorization, custody of assets, and recording or reporting of transactions; providing detailed, written job descriptions explaining the segregation of functions; adopting an integrated financial system; conducting background checks on business office employees; and requiring continuous in-service training for business office staff on the importance of fraud prevention.

All employees shall be alert for any indication of fraud, financial impropriety, or irregularity within their area of responsibility. Any employee who suspects fraud, impropriety, or irregularity shall immediately report those suspicions to his/her immediate supervisor and/or the Superintendent or designee. In addition, the Superintendent or designee shall establish a method for employees and outside persons to anonymously report any suspected instances of fraud, impropriety, or irregularity.

*(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)*

**MANAGEMENT OF DISTRICT ASSETS/ACCOUNTS** (continued)

The Superintendent or designee shall have primary responsibility for any necessary investigations of suspected fraud, impropriety, or irregularity, in coordination with legal counsel, the District's auditors, law enforcement agencies, or other governmental entities, as appropriate. The Superintendent or designee shall provide regular reports to the Board on the status of the District's internal control procedures and recommend any necessary revisions to related Board policies or administrative regulations.

Funds Management – Depository

Monies collected by the District shall be handled with good and prudent business procedures. All monies collected shall be receipted and accounted for and directed without delay to the proper location for safekeeping of valuables. In all cases, district and state laws and regulations regarding the handling of money shall be strictly enforced. In situations where cash collections are not to be deposited immediately in the County Treasurer's Office, a bank located within the District boundaries, insured by FIC, and with reserves available in the amounts legally required, shall be selected and funds deposited within five (5) days of receipt.

Legal Reference:EDUCATION CODE

*14500-14508 Financial and compliance audits, especially:*

*14503 Standards; use of audit guide; independent auditors; quality control reviews*

*14504.2 Quality control reviews*

*14505 Withholding percentage of audit fee until certification of conformance to audit guide; appeal*

*35035 Powers and duties of superintendent*

*35250 Duty to keep certain records and reports (accurate account of expenditures and receipts)*

*41010 Accounting system; requirements for Accounting Manual*

*41011 Accounting system requirements*

*41012 Uniform cost accounting procedure to determine allowances for handicapped minors*

*41013 Transfers from district general funds; accounting rules and regulations*

*41014 Requirement of budget accounting*

*41020 Requirement for annual audit*

*41020.3 Review of annual audit*

*41020.5 Audit not in conformance*

*42600 District budget limitation on expenditures*

*42601 Transfers between funds to permit payment of obligations at close of year*

*42603 Transfer of special or restricted funds moneys*

*42647 Drawing of warrants by district on county treasurer; form; reports, statements and other data*

GOVERNMENT CODE

*53995-53997 Obligation of contract*



**ABC UNIFIED SCHOOL DISTRICT  
Administrative Regulation**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**MANAGEMENT OF DISTRICT ASSETS/ACCOUNTS**

**Accounts**

The District's accounting system shall fully comply with the definitions, instructions, and procedures set forth in the California Department of Education School Accounting Manual. (Education Code 41010)

The Superintendent or designee shall ensure that funds are encumbered in the District accounting records immediately after an expenditure is committed for subsequent payment.

*(cf. 3110 - Transfer of Funds)*

**Fraud Prevention and Investigation**

Fraud, financial improprieties or irregularities include but are not limited to:

1. Forgery or unauthorized alteration of any document or account belonging to the District
2. Forgery or unauthorized alteration of a check, bank draft, or any other financial document
3. Misappropriation of funds, securities, supplies, or other assets
4. Impropriety in the handling of money or reporting of financial transactions
5. Profiteering as a result of insider knowledge of district information or activities
6. Disclosing confidential and/or proprietary information to outside parties

*(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)*

7. Disclosing investment activities engaged in or contemplated by the District

*(cf. 3430 - Investing)*

8. Accepting or seeking anything of material value from contractors, vendors, or persons providing services or materials to the District
9. Destroying, removing, or inappropriately using of records, furniture, fixtures, or equipment
10. Failing to provide financial records to authorized state or local entities
11. Any other dishonest or fraudulent act

The Superintendent or designee shall investigate reports of fraudulent activity in a manner that protects the confidentiality of the parties and the facts. All employees involved in the investigation shall be advised to keep information about the investigation confidential.

**MANAGEMENT OF DISTRICT ASSETS/ACCOUNTS** (continued)

If an investigation substantiates the occurrence of a fraudulent activity, the Superintendent or designee shall issue a report to appropriate personnel and to the Governing Board. The final disposition of the matter and any decision to file a criminal complaint or refer the matter to the appropriate law enforcement and/or regulatory agency for independent investigation shall be made in consultation with legal counsel. The result of the investigation shall not be disclosed to or discussed with anyone other than those individuals with a legitimate need to know.

*(cf. 4112.6/4212.6/4312.6 - Personnel Files)*

*(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)*

**Audit**

By April 1 of each year, the Governing Board shall provide for an audit of all district accounts, any other funds which are administered pursuant to a joint powers agreement, and attendance procedures. To conduct this audit, the Board shall select a certified public accountant or public accountant licensed by the State Board of Accountancy. The Superintendent or designee shall establish a timetable for the completion and review of the audit within the deadlines established by law.

The audit shall be conducted in accordance with General Accounting Office standards for financial and compliance audits. (Education Code 14503)

*(cf. 3451 - Petty Cash Funds)*

*(cf. 3452 - Student Activity Funds)*

*(cf. 3551 - Food Service Operations/Cafeteria Fund)*

The audit shall identify all expenditures by source of funds and shall contain: (Education Code 41020)

1. A statement that the audit was conducted pursuant to standards and procedures established in the audit guides developed by the State Controller.
2. A summary of audit exceptions and management improvement recommendations.
3. A description of the specific actions that are planned or that have been taken to correct any problem identified by the auditor.

The Superintendent or designee shall file the report of the audit with the County Superintendent of Schools, the Department of Education, and the State Controller no later than December 15. (Education Code 41020)

By January 31 of each year, the Board shall review, at an open meeting, the annual district audit for the prior year, any audit exceptions identified in that audit, the recommendations or findings of any management letter issued by the auditor, and any description of correction or plans to correct any exceptions or any issue raised in a management letter. (Education Code 41020.3)

*(cf. 9322 - Agenda/Meeting Materials)*

**MANAGEMENT OF DISTRICT ASSETS/ACCOUNTS** (continued)

**Quality Control Reviews**

The independent auditor shall complete a quality control review every three years in accordance with General Accounting Office standards. (Education Code 14503)

**ABC UNIFIED SCHOOL DISTRICT  
Board Policy**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**INVESTING**

The Superintendent or designee may invest as permitted by law all or part of the special reserve fund of the District or any surplus monies not required for immediate necessity of the District operations. Such investments must be made with care, skill, prudence and diligence.

Such investments shall be limited to county investment pools, U.S. Treasuries, sweep accounts, trustee banks and Guaranteed Investment Contracts (GIC). They shall in no case extend outside those specified in Government Code 16450, 53601, and 53635.

The Governing Board recognizes that the Superintendent or designee has fiduciary responsibility and is subject to prudent investor standards for all investment decisions. As such, District investment must be made with skill, prudence and diligence, with the primary objective of meeting the District's liquidity needs.

The Superintendent or designee is authorized to invest District funds in county investment funds or U.S. Treasures or other similar investments.

The Board recognizes the importance of overseeing investments made with District funds, including investments by the county treasurer. The District shall participate with all school districts and community colleges in the county to select a representative to the county treasurer oversight committee. The Superintendent or designee shall maintain ongoing communication with this representative and shall keep the Board well informed about the policies that guide the investment of these funds.

The Superintendent or designee shall annually provide to the Board a statement of the District's investment policy. In accordance with law and administrative regulations, the Superintendent or designee shall also supply the Board quarterly reports with specified components, including a statement of how the District portfolio compares with the District's investment policy.

*(cf. 3020 – Fiscal Policy Team)*

*(cf. 3460 – Financial Reports and Accountability)*

*(cf. – Conflict of Interest)*

**INVESTING** (continued)

*Legal Reference:*

EDUCATION CODE

41001 *Deposit of money in county treasury*  
41002 *General fund deposits and exceptions*  
41002.5 *Deposit of certain funds in insured institutions*  
41003 *Funds received from rental of real property*  
41015 *Authorization of and limitation investment of district funds*  
41017 *Deposit of miscellaneous receipts*  
41018 *Disposition of money received*  
42840-42843 *Special reserve fund*

GOVERNMENT CODE

16430 *Eligible securities for investment of surplus moneys*  
27130-27137 *County treasury oversight committees*  
53600-53609 *Investment of surplus*  
53630-53686 *Deposit of funds, especially:*  
53635 *Local agency funds; deposit or investment*  
53646 *Treasurer reports and statements of investment policy*  
53852.5 *Investment term for funds designated for repayment of notes*  
53859.02 *Borrowing by local agency*

CIVIL CODES

2261-62 *Obligation of Trustees*

**ABC UNIFIED SCHOOL DISTRICT**  
**Board Policy**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**INVENTORIES**

In order to provide for the proper control and conservation of district property, the Superintendent or designee shall maintain an inventory in a manner authorized by the State Board of Education for the following:

1. All items currently valued in excess of \$500.
2. All items purchased with federal funds or matching nonfederal funds and acquired at a unit cost of \$5000 or more.

*(cf. 3270 - Sale and Disposal of Books, Equipment and Supplies)*  
*(cf. 3290 - Gifts, Grants and Bequests)*

*Legal Reference:*

EDUCATION CODE

35168 *Inventory of equipment*

CODE OF REGULATIONS, TITLE 5

3946 *Control, safeguards, disposal of equipment purchased with state and federal consolidated application funds*

16023 *Class 1 - Permanent records*

16035 *Historical inventory of equipment*

UNITED STATES CODE, TITLE 20

2301 - 2471 *Carl D. Perkins Vocational Education Act*

CODE OF FEDERAL REGULATIONS, TITLE 34

80.1 - 80.52 *Uniform administration requirements for grants to state and local governments*

*Management Resources:*

OFFICE OF MANAGEMENT AND BUDGET

*Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments, May 17, 1995*

**ABC UNIFIED SCHOOL DISTRICT  
Administrative Regulation**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**INVENTORIES**

In order to provide for the proper control and conservation of district property, the Superintendent or designee shall maintain an inventory of equipment in accordance with law for the following:

1. All items currently valued in excess of \$500 (Education Code 35168)
2. All items purchased with federal funds that have a useful life of more than one year with an acquisition cost per unit of \$5,000 or more (34 CFR 80.3)

*(cf. 3270 - Sale and Disposal of Books, Equipment and Supplies)*

*(cf. 3290 - Gifts, Grants and Bequests)*

*(cf. 3512 - Equipment)*

The Superintendent or designee shall maintain an inventory of all property. The following information must be recorded: (Education Code 35168)

1. Name and description of the property
  2. Name of titleholder
  3. Serial number or other identification number
  4. Cost of the property (a reasonable estimate may be used if original cost is unknown)
  5. Acquisition date
  6. Location of use
  7. Any ultimate disposition data including the date and method of disposal and sale price for a period of three years.
1. Source of the property (funding source)
  2. Use and condition of property
  3. Percentage of federal participation in the cost of the property

At least once every two years, a physical inventory shall be conducted and the results reconciled with the property records. (34 CFR 80.32)

Each school shall maintain a copy of its inventory and provide a copy of this inventory to the District office. Copies of all district inventories shall be kept at the District office.

**Central Warehouse**

A central warehouse will be maintained under the direction of the business division.

1. All supplies and equipment, unless otherwise specified by purchasing, shall be delivered to the central warehouse for inspection, coding, and storage or delivery to the schools and departments. After supplies and equipment have been inspected, and receipt acknowledged, payment authorization for such items shall be given to the Board of Education.

**INVENTORIES** (continued)

*Legal Reference:*

EDUCATION CODE

35168 *Inventory of equipment*

CODE OF REGULATIONS, TITLE 5

3946 *Control, safeguards, disposal of equipment purchased with state and federal consolidated application funds*

16023 *Class 1 - Permanent records*

16035 *Historical inventory of equipment*

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OFFICE OF MANAGEMENT AND BUDGET

*Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments, May 17, 1995*



**ABC UNIFIED SCHOOL DISTRICT**  
**Exhibit**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**REQUESTING SUPPLIES AND EQUIPMENT**

All requests for supplies and equipment shall originate with the principal, designee, or department head and shall be forwarded to the business office.

Requests shall be made on the forms provided:

- a. Warehouse requisition – for items listed in stock catalog.
- b. Departmental requisition – for all items not in stock catalog.

It shall be the responsibility of the business services division to determine whether or not a requisition is in accordance with Board of Education policy and budget allocation. If disputes arise that cannot be arbitrated, the Superintendent shall make the final decision.

Any purchase of supplies, equipment, etc., made by staff members without a purchase order approved by the business office will not be paid for by the District.

**ABC UNIFIED SCHOOL DISTRICT**  
**Administrative Regulation**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**PETTY CASH FUNDS**

The purpose of a petty cash fund is to have cash available in the office of the principal or other administrative officer for express charges, postage due and other unforeseen small expenses which cannot conveniently be charged and handled in the usual manner.

1. The amount of cash funds at any school site shall not exceed \$50.
2. The principal or administrative official in whose name the fund is created will be responsible for all expenditures made from it.
3. Each disbursement will be supported by a cash register tape, a sales slip or other evidence of the expenditure. Such evidence will be summarized monthly, or earlier if the fund needs replenishment.
4. The documents and the summary will be forwarded to the business office where a check will be issued to replenish the fund.
5. The amount on deposit plus receipts of disbursement must always equal the original amount of the fund.
6. Funds will be regularly audited by the business office.
7. Funds are subject to audit by the District 's auditor.
8. Money left overnight in schools shall be kept in a safe or secured place.

*(cf. 3314.2 - Revolving Funds)*

*(cf. 3400 - Management of District Assets/Accounts)*

*Legal Reference:*

**EDUCATION CODE**

*35160 Authority of governing boards*

*35250 Duty to keep certain records*

*41020 Requirement for annual audit*

*42800-42810 Revolving funds*

**ABC UNIFIED SCHOOL DISTRICT  
Board Policy**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**STUDENT ACTIVITY FUNDS**

Student organizations may raise and spend money in order to promote the general welfare, morale, and educational experiences of the students. Student funds shall finance worthwhile activities which go beyond those provided by the District. Minutes shall be kept of student organization meetings and shall properly reflect all financial activities.

*(cf. 1321 - Solicitation of Funds from and by Students)*  
*(cf. 3554 - Other Food Sales)*

**Funding-Raising Events**

Education Code 49431 and 49431.5 limit the number of fund-raising events related to food sales that may be sold on school grounds, see BP/AR 3550 - Other Food Sales. For a list of activities that may be prohibited on school grounds because of safety concerns, see AR [5142](#) - Safety.

The Superintendent or designee shall review the proposed events and determine whether the events contribute to the educational experience and are not in conflict with or detract from the school's educational program. When reviewing proposed events, the Superintendent or designee shall consider the effects of the activities on student health and safety, evaluate the risk of liability to the District, and ensure that the proposed activities are in compliance with law, Board policy, and administrative regulation.

*(cf. 1321 - Solicitation of Funds from and by Students)*  
*(cf. 3530 - Risk Management/Insurance)*  
*(cf. 3554 - Other Food Sales)*  
*(cf. 5030 - Student Wellness)*  
*(cf. 5142 - Safety)*  
*(cf. 5143 - Insurance)*

**Management of Funds**

Student funds shall be managed in accordance with sound business procedures designed to encourage the largest possible educational return to students without sacrificing the safety of funds or exposing students to undue responsibility or unnecessary routine.

The Superintendent or designee shall develop internal control procedures to safeguard the organization's assets, promote the success of fund-raising ventures, provide reliable financial information, and reduce the risk of fraud and abuse. These procedures shall detail the oversight of activities and funds including, but not limited to, the appropriate role and provision of training for staff and students, parameters for events on campus, appropriate and prohibited uses of funds, and accounting and record-keeping processes, including procedures for handling questionable expenditures.

*(cf. 3400 - Management of District Assets/Accounts)*

**STUDENT ACTIVITY FUNDS** (continued)

The principal or designee shall be responsible for the proper conduct of all student organization financial activities. The budget adopted by the student body organization should serve as the financial plan for the school year and shall be submitted to the Superintendent or designee at the beginning of each school year. The Superintendent or designee shall periodically review the organization's use of funds to ensure compliance with the District's internal control procedures.

Student funds shall be disbursed according to procedures established by the student organization. All disbursements must be approved by a Board-designated official, the certificated employee who is the student organization advisor, and a student organization representative. (Education Code 48933)

The Board shall provide an annual audit of student accounts by a certified public accountant or licensed public accountant. Auditing cost shall be paid from district funds. (Education Code 41020)

*(cf. 3400 - Management of District Assets/Accounts)*

*Legal Reference:*

EDUCATION CODE

*41020 Requirement for annual audit*

*48930-48938 Student body organization*

**ABC UNIFIED SCHOOL DISTRICT  
Board Policy**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**FINANCIAL REPORTS AND ACCOUNTABILITY**

The Governing Board is committed to ensuring accountability to the public for the fiscal health of the District. The Board shall adopt sound fiscal policies and oversee the District's financial condition. The Superintendent or designee shall regularly keep the Board informed about the District's finances and shall submit timely reports so that the Board can take appropriate action to ensure the District's financial stability. The Superintendent or designee may recommend amendments to the District's budgeted revenues and expenditures as may be necessary to maintain a balanced budget.

*(cf. 3020 - Fiscal Policy Team)*

*(cf. 3100 - Budget)*

*(cf. 3300 – Expenditures/Expending Authority)*

*(cf. 3430 - Investing)*

*(cf. 9000 - Role of the Board)*

Based on financial reports provided by the Superintendent or designee and in accordance with law and administrative regulation, the Board shall:

1. Approve and file an annual statement of the District's receipts and expenditures for the preceding fiscal year (Education Code 42100)
2. Adopt a resolution identifying the District's estimated appropriations limit for the current fiscal year and the actual appropriations limit for the preceding fiscal year (Education Code 42132; Government Code 7910)
3. Approve interim fiscal reports and certify whether the District will be able to meet its fiscal obligations for the remainder of the fiscal year and two subsequent fiscal years (Education Code 42130, 42131)
4. Provide for an annual audit, select an independent auditor, and review the audit report (Education Code 41020, 41020.3)

The independent auditor shall present the audit report to the Board at a public meeting and the Board shall have an opportunity to ask questions of the auditor and request further information about the audit findings.

The Board shall regularly communicate the District's financial position to the public and shall use financial reports to determine what actions and budget amendments, if any, are needed to ensure the District's financial stability.

If district conditions predict fiscal distress or indicate that the District might not be able to meet its fiscal obligations, the Board and Superintendent or designee shall act quickly to identify and resolve these conditions. The Board shall work cooperatively with the County Superintendent of Schools to improve the District's fiscal health and may contract with an external individual or organization to advise the District on fiscal matters.

**FINANCIAL REPORTS AND ACCOUNTABILITY** (continued)**Audit Committee**

The Board may appoint an audit committee composed of staff knowledgeable about fiscal matters, other staff, and representatives of the community.

(cf. 1220 - Citizen Advisory Committees)

(cf. 9130 - Board Committees)

(cf. 9140 - Board Representatives)

*Legal Reference:***EDUCATION CODE**

17850 Public disclosure of non-voter-approved debt

33127 Standards and criteria for local budgets and expenditures

33128 Standards and criteria; inclusions

33129 Standards and criteria; use by local agencies

35035 Powers and duties of superintendent

41010 Accounting system

41020 Requirement for annual audit by county superintendent of schools

41450 Assistance and guidance to local offices of education

41455 Examination of financial problems of local districts

42100 Requirement to prepare and file annual statement

42127.6 School district operations monitoring; financial obligation nonpayment

42130-42134 Financial reports and certifications

42140-42142 Public disclosure of fiscal obligations

42647 Drawing of warrants by district on county treasurer; form of warrant; application and approval

**GOVERNMENT CODE**

3540.2 School district; qualified or negative certification; proposed agreement review and comment

16429.1 Local agency investment fund

53646 Reports of investment policy and compliance

**CODE OF REGULATIONS, TITLE 5**

15453-15466 Criteria and Standards for School District Interim Reports

15480-15493 Criteria and Standards for County Office of Education Reports

**ABC UNIFIED SCHOOL DISTRICT  
Administrative Regulation****BUSINESS AND NON-INSTRUCTIONAL OPERATIONS****FINANCIAL REPORTS AND ACCOUNTABILITY****Unaudited Actual Receipts and Expenditures**

The Superintendent or designee shall prepare a statement of all unaudited actual receipts and expenditures of the District for the preceding fiscal year, using the state's standardized account code structure (SACS) as prescribed by the Superintendent of Public Instruction (SPI). On or before September 15, the Governing Board shall approve this statement and file it with the County Superintendent of Schools. (Education Code 42100)

**Gann Appropriations Limit Resolution**

The Board shall adopt a resolution by September 15 of each year to identify the estimated appropriations limit for the District for the current fiscal year and the actual appropriations limit of the District during the preceding year, as determined pursuant to Government Code 7900-7914. Documentation used to identify these limits shall be made available to the public on the day of the Board meeting. (Education Code 42132; Government Code 7910)

The interim report shall include an assessment of the District budget as revised to reflect current information regarding the adopted state budget, district property tax revenues, if any, and ending balances for the preceding year. The review shall be based on criteria and standards adopted by the State Board of Education which address fund and cash balances, reserves, deficit spending, estimation of average daily attendance (ADA), projected enrollment, ratio of ADA to enrollment, projected revenue limit, salaries and benefits, other revenues and expenditures, and facilities maintenance. The review shall also consider supplemental information regarding contingent liabilities, use of one-time revenues for ongoing expenditures, contingent revenues, contributions, long-term commitments, unfunded liabilities, temporary interfund borrowings, the status of labor agreements, and the status of other funds. (Education Code 42130, 42131; 5 CCR 15453-15464)

**Interim Reports**

The Superintendent or designee shall submit two interim fiscal reports to the Governing Board, the first report covering the District's financial and budgetary status for the period ending October 31 and the second report covering the period ending January 31. The reports and supporting data shall also be made available by the District for public review. (Education Code 35035, 42130)

*(cf. 1340 - Access to District Records)*

Within 45 days after the close of the period reported, the Board shall assess these reports of the District's financial condition on the basis of criteria adopted by the State Board of Education and on current information regarding the adopted state budget, district property tax revenues if any, and ending balances for the preceding year. The Board shall approve the fiscal reports and send the County Superintendent of Schools these reports and its certification of the District's financial status based on current projections, in accordance with the following: (Education Code 42131)

**FINANCIAL REPORTS AND ACCOUNTABILITY** (continued)

1. A positive certification will indicate that the District will meet its financial obligations for the current fiscal year and subsequent two fiscal years.
2. A qualified certification will indicate that the District may not meet its financial obligations for the current fiscal year or subsequent two fiscal years.
3. A negative certification will indicate that the District will be unable to meet its financial obligations for the remainder of the fiscal year or the subsequent fiscal year.

If the District submits a positive certification that is subsequently changed by the County Superintendent to a qualified or negative certification, the District may appeal the decision to the Superintendent of Public Instruction (SPI) within five days of receiving the notice of change. (Education Code 42131)

Whenever the District receives a qualified or negative certification as determined by the Board or the County Superintendent, it shall cooperate in the implementation of any remedial actions taken by the County Superintendent under the authority granted to him/her pursuant to Education Code 42131.

Whenever the County Superintendent conducts a comprehensive review of the District's financial and budgetary conditions after determining that the District's budget does not comply with state standards and criteria for fiscal stability, the Board shall review the County Superintendent's recommendations at a public Board meeting. Within 15 days of receiving the report, the District shall notify the County Superintendent and the SPI of its proposed actions on the recommendations. (Education Code 42637)

If the second interim report of the fiscal year is accompanied by a qualified or negative certification as determined by the Board or the County Superintendent, the Superintendent or designee shall, no later than June 1, provide to the County Superintendent, the State Controller, and the SPI a financial statement that reports data for the period ending April 30 and projects the District's fund and cash balances as of June 30. (Education Code 42131)

**Audit Report**

By April 1 of each year, the Board shall provide for an audit of the District's books and accounts or the County Superintendent shall make arrangements to provide for that audit. (Education Code 41020) The Superintendent or designee shall establish a timetable for the completion and review of the audit within the deadlines established by law.

To conduct the audit, the Board shall select a certified public accountant or public accountant licensed by the State Board of Accountancy from among those deemed qualified by the State Controller. (Education Code 41020, 41020.5)

The Board shall not select any public accounting firm to provide audit services if the lead audit partner or coordinating audit partner having primary responsibility for the audit, or the audit partner responsible for reviewing the audit, has performed audit services for the District in each of the six previous fiscal years. (Education Code 41020)

While a firm is performing the audit of the District, it shall not provide any nonauditing, management, or other consulting services for the District except as provided in Government



**FINANCIAL REPORTS AND ACCOUNTABILITY** (continued)

Accounting Standards, Amendment #3, published by the U.S. Government Accounting Office. (Education Code 41020)

The audit shall include an audit of income and expenditures by source of funds for all funds of the District, including the student body and cafeteria funds and accounts and any other funds under the control or jurisdiction of the District, as well as an audit of student attendance procedures. (Education Code 41020)

*(cf. 3430 - Investing)*

*(cf. 3451 - Petty Cash Funds)*

*(cf. 3452 - Student Activity Funds)*

*(cf. 3551 - Food Service Operations/Cafeteria Fund)*

The District's audited financial report shall include:

1. Management's discussion and analysis, which shall introduce the basic financial statements and provide an analytical overview of the District's financial activities, including:
  - a. An objective and easily readable analysis of the District's financial activities based on currently known facts, decisions, and conditions
  - b. Comparisons of the current year to the prior year
  - c. An analysis of the District's overall financial position, enabling a determination as to whether that position has improved or deteriorated as a result of the year's activities
  - d. An analysis of significant changes that occur in funds and significant budget variances
  - e. A description of capital asset and long-term debt activity during the year
  - f. A description of currently known facts, decisions, and conditions that are expected to have a significant effect on the District's financial position
2. Basic financial statements, including:
  - a. Districtwide financial statements, consisting of a statement of net assets and a statement of activities which report all of the assets, liabilities, revenues, expenses, and gains and losses of the District
  - b. Fund financial statements, consisting of a series of statements that focus on information about the District's major governmental and enterprise funds, including its blended component units
  - c. Notes to the financial statements that are essential to a user's understanding of the basic financial statements
3. Supplementary information required by the Governmental Standards Accounting Board (GASB), including, but not limited to, budgetary comparison schedules

**FINANCIAL REPORTS AND ACCOUNTABILITY** (continued)

By January 31 of each year, the Board shall review, at an open meeting, the annual district audit for the prior year, any audit exceptions identified in that audit, the recommendations or findings of any management letter issued by the auditor, and any description of correction or plans to correct any exceptions or any issue raised in a management letter. (Education Code 41020.3)

If an audit finding results in the District being required to repay an apportionment or pay a penalty, the District may appeal the finding to the Education Audit Appeals Panel by making an informal, summary appeal within 30 days of receiving the final audit report or initiating a formal appeal within 60 days of receiving the report. (Education Code 41344, 41344.1)

**Negative Balance Report**

Whenever the District reports a negative unrestricted fund balance or a negative cash balance in its annual budget or annual audit report, it shall include in the budget a statement that identifies the reasons for the negative unrestricted fund balance or negative cash balance and the steps that have been taken to ensure that the negative balance will not occur at the end of the current fiscal year. (Education Code 42127.5)

**Appropriations Limit Report**

The Board shall adopt a resolution by September 30 of each year to identify the estimated appropriations limit for the District for the current fiscal year and the actual appropriations limit of the District during the preceding year. Documentation used to identify these limits shall be made available to the public on the day of the meeting. (Education Code 42132)

*(cf. 1340 - Access to District Records)*

**Non-Voter-Approved Debt Report**

Whenever the Board approves the issuance of certificates of participation or revenue bonds, the Superintendent or designee shall notify the County Superintendent of Schools and the county auditor. The Superintendent or designee shall provide the Board, the county auditor, the County Superintendent of Schools and the public with related repayment schedules and evidence of the District's ability to repay the obligation. Within 15 days, the County Superintendent and county auditor may comment publicly to the Board regarding the District's capability to repay the debt. (Education Code 17150)

In the case of certificates of participation and other debt instruments that are secured by real property and do not require the approval of the voters of the District, notice shall be provided to the County Superintendent and county auditor no later than 30 days before the Board's approval to proceed with issuance. The Superintendent or designee shall provide the Board, the county auditor, the County Superintendent, and the public with information necessary to assess the anticipated effect of the debt issuance, including related repayment schedules, evidence of the District's ability to repay the obligation, and the issuance costs. (Education Code 17150.1)

**FINANCIAL REPORTS AND ACCOUNTABILITY** (continued)**Accrued Benefits and Claims Report**

The Superintendent or designee shall annually provide the Board, at a public meeting, information and related actuarial reports showing the estimated accrued but unfunded cost of workers' compensation claims. Costs shall be reported whether the District is responsible individually or as a member of a joint powers agency. The Board shall disclose, as a separate agenda item, whether or not it will reserve in the budget sufficient amounts to fund the present value of these claims or if it is otherwise decreasing the amount in its workers' compensation reserve fund. The Board shall annually certify to the County Superintendent of Schools the amount, if any, that it has decided to reserve in the budget for these costs. The Board shall submit to the County Superintendent any budget revisions that may be necessary to account for this budget reserve. (Education Code 42141)

**Investment Reports**

Within 30 days of the end of each quarter, the Superintendent or designee shall provide the Board with quarterly reports of district investments that include the following: (Government Code 53646)

1. The extent to which the portfolio complies and/or does not comply with the District 's investment policy

*(cf. 3430 - Investing)*

2. A statement denoting the District's ability to meet its pool's expenditure requirements for the next six months, or an explanation of why sufficient money shall or may not be available
3. The most recent statement(s) received from the state's local agency investment fund, the National Credit Union Share Insurance Fund-insured accounts in a credit union or from FDIC-insured accounts in a bank or savings and loan association, in a county investment pool or in any combination of these
4. The type of investment, issuer, date of maturity, par and dollar amount invested on all securities, investments and monies held by the District other than those specified in item #3 above
5. A description of any district funds, investments or programs that are under the management of contracted parties, including lending programs
6. The current market value and the source of this information, for all securities held by the District and under management of any outside party that is not another local agency or the state's local agency investment fund

In the above report, a subsidiary ledger of investments may be used in accordance with accepted accounting practices. (Government Code 53646)

**FINANCIAL REPORTS AND ACCOUNTABILITY** (continued)**Other Postemployment Benefits Report (GASB 45)**

In accordance with GASB Statement 45, the District's financial statements shall report the annual expense of nonpension other postemployment benefits (OPEBs) on an accrual basis over the retiree's active working lifetime, as determined by a qualified actuary procured by the Superintendent or designee. To the extent that these OPEBs are not prefunded, the District shall report a liability on its financial statements.

*(cf. 4154/4254/4354 - Health and Welfare Benefits)*

*(cf. 9250 - Remuneration, Reimbursement and Other Benefits)*

The Superintendent or designee shall annually present the estimated accrued but unfunded cost of OPEBs and the actuarial report upon which those costs are based at a public meeting of the Board. (Education Code 42140)

The amount of the District's financial obligation for OPEBs shall be reevaluated every two or three years in accordance with GASB 45 depending on the number of members in the OPEB plan.

## **ABC UNIFIED SCHOOL DISTRICT Board Policy**

### **BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

#### **OPERATION AND MAINTENANCE OF PLANT: SAFETY**

Employee safety is a primary concern of the Board of Education and administration of this school district, and is of the highest priority. Our obligation is to provide and maintain safe working conditions and equipment at all times, to comply with standards prescribed by applicable state and local laws and regulations affecting employee safety, and to conduct continuous education and training to develop safe attitudes and practices. Safety must always be a part of and equal to any function or work performed.

Complying with provisions of our safety policy, the following safety organization is authorized, and is to be implemented at once. Our goal is to the participation by all employees in accident prevention and their acceptance of a personal responsibility for safety.

#### **Safety Organization**

Prevention of accidents to employees is an assigned responsibility for all levels of administration on a line basis, applying to department heads, principals, and first-line supervisors, for which they are accountable. Their leadership and participation is expected in all safety activities.

The Risk Manager is authorized in staff capacity, reporting directly to the assistant superintendent-business. The risk manager will coordinate safety programs, develop safety training for supervisors (to be conducted in conjunction with regular supervisory training), stimulate interest in safety, record accident data, and prepare periodic summaries to show critical loss areas, accident trends, and safety performance. The risk manager will serve as a regular member of the District Safety Committee.

Formation of a District Safety Committee is authorized, consisting of representatives from the following areas:

- |                   |  |
|-------------------|--|
| 1. Transportation | 6. Elementary Schools                          |
| 2. Maintenance    | 7. Middle Schools                              |
| 3. Custodial      | 8. Senior High Schools                         |
| 4. Food Services  | 9. Central Administration                      |
| 5. Warehouse      | 10. A representative from each bargaining unit |

and the risk manager, to be representative of all district functions. The committee will meet at least once a month, and will report directly to the assistant superintendent-business.

It is their responsibility to formulate safety policies and procedures for recommendation to the assistant superintendent-business. They will review accidents, ascertain their causes, and consider remedies; and will explore means of creating and maintaining interest in accident prevention.

A safety committee at the school level, reporting to the principal, is also authorized. Its functions shall be comparable at the school level to those of the District Safety Committee.

#### **Principals and First-Line Supervisors shall:**

Set and achieve measurable accident prevention objectives (frequency, severity, guarding) by specified dates.

**OPERATION AND MAINTENANCE OF PLANT: SAFETY (continued)**

Provide employee safety training and education at the job-site and in regular monthly meetings. New employees are to be indoctrinated in safe practices as a part of their orientation and training. The risk manager will assist in preparing safety training programs and in supplying training aids.

Ensure that immediate first aid and medical treatment will be provided injured employees and that a supervisor or employee in each work unit, if possible, be trained in first aid.

Report accidents at once to the school nurse or personnel officer, who will make the necessary report to the insurance carrier without delay, with copy to the risk manager.

Investigate all employee accidents at the earliest practicable time, and prepare written reports for administration. The risk manager may assist in the investigation.

Maintain safe work areas and equipment. Make formal monthly inspection of work areas, work practices and equipment, with written report to their supervisor, listing unsafe conditions and steps taken to correct them.

Secure and make available personal protective equipment to employees where necessary or required.

*Legal Reference:*EDUCATION CODE32000-23004 *Uniform Fire Signals*32020 *Gates of school grounds*32030-32034 *School eye safety*32040-32044 *First aid equipment*32001 *Fire Alarms and Fire Drills*LABOR CODE6305 *Occupational Safety & Health Standards*CALIFORNIA ADMINISTRATIVE CODE, TITLE V560 *Civil Defense & Disaster Preparedness*

**ABC UNIFIED SCHOOL DISTRICT  
Administrative Regulation**

**OPERATION AND MAINTENANCE OF PLANT: SAFETY**

**COMPREHENSIVE SAFETY PROGRAM**

1. Organization of District Safety System

The Board of Education – The Board of Education holds the responsibility for the safety of employees and students, and delegates the implementation of a safety program to the Superintendent. It has established appropriate policy in order to enhance safe working conditions for employees and the safest possible learning environment for pupils.

District Safety Committee – It is the function of the District Safety Committee to develop and recommend safety policies, develop employee inservice training, develop methods to encourage employee safety and supportive behavior for safety programs and to make suggestions to respective principals or supervisors on the removal of any safety hazards or unsafe practices.

Site Safety Committee – It is the function of the Site Safety Committee to support employee inservice training programs developed by the District Safety Committee, to identify and report safety hazards and unsafe practices, and to review accident reports and recommend corrective measures.

The Risk Manager – The Risk Manager serves in a staff capacity on the safety committee, and implements the suggestions of the committee. The Risk Manager coordinates the total district-wide safety activities although the Risk Manager does not act in a line of authority. The Risk Manager maintains all accident records in order to meet OSHA standards and coordinates safety inservice training for both classified and certificated employees. The Risk Manager disseminates information which is designed to maintain an awareness of adequate safety standards for investigation reports and may make recommendations to the Assistant Superintendent-Business pursuant to his/her analysis. The Risk Manager participates in periodic school and department safety inspections with the school principal or department head.

The Safety Maintenance Supervisor – The Safety Maintenance Supervisor in the District is the Director of Maintenance and Operations and Facilities and is directly responsible to the Assistant Superintendent-Business for all safety matters. He ensures that all approved safety work orders are completed in a timely fashion. He devises any safety equipment, machinery safety guards and special appliances that are needed in order to ensure the safety of both employees and pupils. He maintains safety equipment particularly in the shop areas, in secondary schools and in the maintenance division of the District. He supervises the District custodial coordinator who will assist in site inspections. The Safety Maintenance Supervisor makes safety inspections of the maintenance and operations department, the food services department, the transportation department and the grounds department with the Risk Manager at least twice per year and will require monthly safety inspections of all other sites by the District custodial coordinator. He supplies the risk manager with all of the federal, state and county safety standard minimums. He also is responsible for proper posting of all notices required by CAL/OSHA.

The Employee – The employee is the key to a satisfactory program. He practices safety in his daily work, he reports unsafe conditions and practices, and he may serve on the safety committee. Above all, he supports in every way possible the District policies and regulations pertaining to safety. In the instructional program, the teacher brings safety to the pupil whenever the opportunity arises within his classroom structure.

**OPERATION AND MAINTENANCE OF PLANT: SAFETY** (continued)

The School – Each school and each department within a school has written safety regulations for its particular need. The elementary school should be particularly alert to the needs of adequate yard supervision and safe grounds during recess and lunch periods. The secondary school should be particularly alert to the needs of its shops and vocational education programs. The driver training program should stress above all else.

The Classified Department – Each department (maintenance and operations, transportation, cafeteria) has posted the safety rules that are peculiar to it. Such posters are placed so employees may view the safety rules as they enter at the first of the day.

**OSHA Inspector** – On the arrival of the OSHA inspector the Director- Maintenance Operations or designee will accompany the inspector to whatever site location the inspector shall desire to see. He shall have available for inspection, all of the written records of accidents reports required by OSHA and any reports to the Superintendent or other authority. The OSHA inspector, at the conclusion of his survey of the District, normally makes suggestions. The District normally receives in the mail a summary of the inspector's finding and the District response to each of those findings in writing to the local OSHA office.

2. Record Keeping and Inspections

Record Keeping – The risk manager keeps all district-wide safety records. Records provide the risk manager with an objective evaluation of the safety program. They identify high accident rate schools or departments and they provide information that is needed to remove accident causes which contribute to those high accident rates. Accident records are also used to create interest in safety among principals and supervisors by furnishing them with safety information about their particular school or department. They allow the risk manager to find the major accident causes so that correctional efforts may be concentrated where the largest incidence of accidents occur.

a. Incident Reports

It is essential that principals and department heads inform the risk manager of all accidents in their facility. This is accomplished by completing the District Industrial Safety Injury/Accident Report Form, a copy of which is sent to the risk manager.

This report should be accompanied by a copy of the work order for correction of the cause of the accident when appropriate. The risk manager transcribes the input from the sources described above on a quarterly summary of accidents. This is done on a modified form of IS-5A, which issued by the National Safety Council.

b. Annual Report to Superintendent

The risk manager prepares an annual report to the Superintendent detailing the progress of the District safety program. In this report he lists the details of accidents and a summary of district safety standard modifications for the respective year. The report to the Superintendent contains not less than the following:

- Summary of injuries
- Summary of non-injury accidents
- Analysis of accidents by type of injury and probable cause
- School and department employee safety program results



**OPERATION AND MAINTENANCE OF PLANT: SAFETY** (continued)

- c. Annual OSHA Report: The risk manager prepares and submits to:

Department of Industrial Relations, Division of Labor Statistics and Research, CAL/OSHA Form 103A—Annual Survey, which will be received each February.

- d. Non-recurrent Reports

The risk manager issues bulletins to employees when an examination of safety records indicates that attention is particularly needed in one practice or condition.

The risk manager reports within 48 hours to the nearest office of Department of Industrial Safety all serious accidents involving one or more employee deaths or serious injury (hospitalization of more than 24 hours other than observation) or disfigurement or dismemberment except for accidents occurring on streets and public highways.

The risk manager immediately reports to the appropriate administrators and employees when an analysis of records indicates an accumulation of dust, noxious chemicals or other subtle health or safety hazards.

- e. Logs, Summary Sheets and Standards Lists

A log of occupational injuries will be prepared in the risk management's office on the District equivalent Form OSHA 100A. This log is compiled from the reports of injuries from the various departments to the Personnel AR Division. A current (within 45 days of any recorded accident) copy of OSHA 100A will be sent to each work location for filing.

A record of all injuries is kept on the District Accident Summary Log.

**Inspections**

- a. The employee conducts a self-inspection of his spaces and equipment and not less than once a month.

Teachers ensure that their classrooms are free from hazardous obstacles. When a teacher is in doubt about reporting a questionable practice or condition to his school principals, he should do so without hesitation. Common classroom practices and conditions of questionable safety include the following: extension cords over a well-traveled space, unguarded paper cutters accessible to students, scissors improperly carried by students, sharp edges on instructional material at learning centers, such as aquariums, terrariums, Exacto knives, glass bottles, open tin cans and use of ungrounded electrical equipment, when used in the classroom.

The risk manager established safety regulations pertaining to self-inspections, use of guards, equipment operation and accident reporting.

The maintenance supervisor conducts inspections of the following facilities:

Maintenance shops  
Transportation facility  
Grounds facilities  
School custodial and food distribution facilities

**OPERATION AND MAINTENANCE OF PLANT: SAFETY** (continued)

Inspection reports are maintained by the director of maintenance and operations, risk manager, and school principal or department head.

Inspections are carried out with the intent and spirit of providing employees with a safe working environment. The function of the safety inspection report is not to find fault, condemn or accuse.

It is to bring OSHA and state minimum safety standards to bear upon employees and pupil working environments. The responsibility for any action pursuant to the safety inspection report rests with the school principal, or department head.

Inspections should be conducted while the facility or space is in use in order for the inspector to comment on practices as well as conditions. When practical, the respective school or department safety committee member should accompany the inspector. The department head or school principal must approve the inspection before it is conducted and must be aware of the presence of the inspector on his campus or facility.

**Special Inspections**

Any facility, school, classroom, or office space may be inspected by the respective department head or school principal in the company of the appropriate safety inspector when a department head, secondary school department chairperson, teacher, or classified employee brings to the attention of the principal, department head or risk manager a suspected safety infraction.

- a. When a request for inspection is made, the inspection should include the facility area, or classroom in which the suspected safety infraction has occurred.
- b. Reports on special safety inspections are submitted as if it were a periodic inspection.

**Accident Investigation****Purpose of Investigation**

- a. The purpose of accident analysis is:
  - (1) To substantiate reports to OSHA and Workers' Compensation Fund.
  - (2) To determine facts bearing upon an accident in order to prevent recurrence.
  - (3) To inform other staff members of the cause of the accident in order to prevent recurrence.
  - (4) To improve the quality of emergency handling techniques.
  - (5) To review first-aid procedure in terms of "real" situations.

- b. **Conduct of the Investigation**

The risk manager shall conduct an investigation of every accident reported on Worker's Compensation Insurance forms. The investigator may request assistance from the respective safety committee member.

- c. **Board of Inquiry**

In accidents where an employee or pupil death has occurred on district premises and during district hours, or while a pupil is traveling directly to or from a school, a board of inquiry shall be established by the Superintendent in order to confirm or expand the findings of the investigation.

**OPERATION AND MAINTENANCE OF PLANT: SAFETY (continued)****Accident Costs**

- a. The investigator may include in the report an analysis of the costs to the District including:
  - (1) Costs to repair damage
  - (2) Costs to restore bodily injury
  - (3) Costs to cover income protection
  - (4) Costs of adjusted premium rates
  - (5) Costs of replacement personnel

**Posting of Information**

Each school and department must provide a space for posters and bulletins. Each school and department must post the following:

- a. Poster – “Safety and Health Protection on the Job” (in both English and Spanish) provided by the risk manager.
  - b. Annual accident summary for each respective school or department as provided by the safety coordinator on OSHA Form 102, not later than February 1 of each year, to remain in place until March 1.
  - c. Citations issued by OSHA compliance officer against school or department.
3. **Inservice Training and Orientation**

Unsafe practices and procedures are caused from one or a combination of the following:  
A lack of knowledge on behalf of the employee or pupil, poor safety attitudes on behalf of employee or pupils or a transgression of the employee's or pupil's physical limitations.

**Orientation**

In coordination with human resources and the risk management department, each employee upon being admitted to the school district receives a short orientation on the District safety program.

**ABC UNIFIED SCHOOL DISTRICT**  
**Exhibit**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**OPERATION AND MAINTENANCE OF PLANT: SAFETY**

Line Safety Organization

Staff Roles

District Safety  
Committee

Members from all major divisions of  
the District plus risk manager:

- Formulates safety policies for recommendation to management assembly.
- Reviews accidents, ascertains causes and remedies.
- Explores means of creating and maintaining interest in Safety.

Asst. Supt.-  
Business in  
Coordination with  
Admin. Cabinet

Reports directly to assistant  
superintendent-business:

- Coordinated safety activities.
- Helps develop and conduct safety training for principals, supervisors and department heads.
- Stimulates interest in safety.
- Prepares reports on progress toward and achievement of objectives.
- Member of district safety committee.

Line Positions

Risk Manager

Department  
Heads  
Principals  
Supervisors

Employees

Accepts full responsibility for  
safety:

- Assigns responsibility for achieving objectives to all levels of administration on a line basis.
- Manages and publicizes safety policy.
- Authorizes safety programs.
- Reviews reports on accident performances.
- Identified with, and participates in, safety programs.

Responsible for prevention of  
accidents within own sphere of  
authority:

- Determine objectives and completion dates.
- Conduct employee safety training at job-site and in regular meetings.
- Indoctrinate new employees in safe practices.
- Provide first aid and medical treatment for injuries.
- Report accidents, make accident investigations and file written reports.
- Make regular safety inspections of work areas and practices and equipment, and make written reports.
- Secure and provide personal protection equipment to employees.
- Maintain safe work areas and equipment.
- Keep record of all accidents.
- Develop safety attitudes and practices, including personal responsibility for own safety and safety of others.

**OPERATION AND MAINTENANCE OF PLANT: SAFETY** (continued)

All applicable OSHA standards will be provided for not less than each of the following areas:

Maintenance

Painting

Welding

Woodworking

Air Conditioning and heating

Chemical Storage

Fire extinguisher maintenance

Hand and portable power tools

Vehicles

Grounds

Power mowing equipment

Vehicles

Power equipment ramps

Edgers

Hand tools

Mower guards

Warehouse

Lift fork practice

Vehicles

Stacking and lifting

Chemical storage

Inflammable storage

Cafeteria

Ventilation

Oven and stove operation

Hot liquid handling

Cutlery

Sanitation

Transportation

Vehicles

Hoists

Hand and power portable tools

Chemical storage

Inflammable storage

Ventilation

Inspections

Inspections are conducted on three levels: the employee level, the principal or department head level and the Director MOT or designee.

Operations(Covered under School)Office

File drawer stacking

Door egress

Typing posture

Roller chairs, flexible back chairs

Floor Anomalies and traction

Electrical Equipment grounding

Electrical cord maintenance

School spaces and classrooms

Sharp-tool storage

Door egress

Floor anomalies and traction

Pupil behavior control

Electrical equipment grounding

Chemical storage

Electrical cord maintenance

Special school space—industrial arts, vocational education, photography, crafts

Chemical handling and storage

Ventilation

Electrical equipment grounding

Fixed and portable machinery guards

Hand tool use and storage

**OPERATION AND MAINTENANCE OF PLANT: SAFETY** (continued)

## Health &amp; Safety Standards

In order to ensure that all critical areas relating to health and safety are reviewed in an orderly fashion, the following health and safety standards have been developed. It shall be the responsibility of the Director of Maintenance Operations, Transportation and Facilities and his designee to constantly review the District buildings, grounds and equipment and in terms of the health and safety standards and to report any deficiencies to the assistant superintendent of business for remediation.

Fire Prevention Systems

1. Heat detectors
2. Fire alarms
3. Fire extinguishers
4. "Danger" signs in recommended areas
5. Drapes – non-flammable
6. Decorative materials fire-proofed
7. Fire sprinkler systems
  - a. Custodial closets
  - b. Book rooms
  - c. Supply closets
  - d. Mechanical rooms

Standards Reference\*

Title 19-1811 & Title 24, Part 3  
 E740 Decorative materials –  
 Fire prevention bulletin  
 Title 19, 65.01 – Fire sprinkler systems

Vandalism Detectors and Prevention Systems

1. Schools
2. Offices
3. Warehouse
4. Central kitchen

Standards Reference

District requirement

Motorized Equipment  
(Including Pupil Transportation)

1. Safe equipment CAL OSHA approved
2. Systematic maintenance and repairs
3. Training operators in safe practices
4. Training repairman in safe practices
5. Training passengers in safe practices

Standard Reference

Supervisor's Safety Manual, page 257  
 Division of Industrial Safety,  
 Article 25, Section 3649 to 3669  
 Regulations & Laws, California  
 Department of Education  
 Transportation Department Drivers  
 Manual, ABC Unified School District

Slip-and-Obstacle-Free Walking Surfaces

1. Playgrounds
2. Shower and locker rooms
3. Passageways
4. Classrooms
5. Storage rooms
6. Food Preparation areas
7. Other work areas

Standards Reference

CAL OSHA Safety Compliance  
 Program, Pages 114 to 120

\* Copies located at safety coordinator's office, maintenance and operations department

**OPERATION AND MAINTENANCE OF PLANT: SAFETY (continued)**

## Health &amp; Safety Standards (continued)

Task Level Lighted and Work Areas

1. Emergency lighting
2. Classrooms
3. Passageways
4. Work areas, shops, work rooms, storage and book rooms

Standards Reference

CAL OSHA Safety Compliance Program, pages 116 & 159  
 Division of Industrial Safety, Articles 2 to 12  
 See Index, Title 8, pages 358.36.3 to 358.38

Ventilated Work areas, Heated/air Conditioned

1. Classrooms
2. Shop areas, work rooms, warehouses, restrooms
3. Offices

Standards Reference

Fundamentals of Industrial Hygiene, Industrial ventilation, Chapter 14, pages 507 to 584

First Aid Stations

1. All work areas
2. Medical Supplies
3. First aid supplies

Standards Reference

First Aid in Industry, State of California, Department of Health, Occupational Health Section

Toilet Facilities

1. Restrooms - per number of employees
2. Lavatories - one for each three stools
3. Hot and cold running water - employees' restrooms
4. Showers where needed

Standards References

Division of Industrial Safety, Title 8, page 432.66 to 432.66.12

Food Storage

1. Refrigeration
2. Storage of dry foods
3. Rodent control
4. Insect control
5. Sanitary inspection
6. Maintenance and repairs
7. Training operators in safe practices
8. Training repairman in safe practices

Standards Reference

CAL OSHA Safety Compliance Program, pages 197 to 200

Water Supply

1. Free from contamination
2. Emergency water

Standards Reference

Fundamentals of Industrial Hygiene, pages 432 to 435 Division of Industrial Safety, pages 432.94.5, Section 3363

Bulk Storage of Inflammable

1. Safety cabinets
2. Safety disposal units
3. Safety gasoline cans

Standards Reference

Flammable Liquids N.F.P.A. #30, pages 5 and 6, Fire Prevention Bureau Inspection Guide #5, CAL OSHA Safety Compliance Program, page 159

**OPERATION AND MAINTENANCE OF PLANT: SAFETY (continued)**

## Health &amp; Safety Standards (continued)

Injury-Proof Play Surfaces

1. Padding
2. Maintenance
3. Surfacing
4. Safety lines
5. Bracing, footing and foundations

Standards References

School Loss Prevention Guide

Injury-Proof Play Equipment

1. Worn materials replaced
2. Bearings enclosed
3. Backstops, swings
4. Goal posts, jungle bars

Standards References

School Loss Prevention Guide

Fencing

1. Play areas
2. Building
3. Swimming pools

Standards References

School Loss Prevention Guide

Pools

1. Life guards
2. Lighting
3. Slip-proof surfaces
4. Pool maintenance
5. Storage of materials
6. Water temperature
7. Filters
8. Heaters
9. Maintenance
10. Safety signs

Standards ReferencesCalifornia Swimming Pool Regulations,  
adopted by the State Board of HealthBleachers

1. Side rails
2. Maintenance
3. Floors

Standards ReferencesState Compensation Insurance Fund -  
CASBO Book, page 2 Division of  
Industrial Safety, Pages 432.27 to  
432.30Draperies, Curtains, and Other Equipment

1. Flame retardant

Standards References

Title 19 and 24, Part 3 #740



**OPERATION AND MAINTENANCE OF PLANT: SAFETY (continued)**

Health & Safety Standards (continued)

Electrical Control Panels

1. Application
2. Electrical supply
3. Foreign circuits
4. Door interlock
5. Wiring method

Standards Reference

Title 8, Division of Industrial Safety, page 358.38.1, Articles 50 to 86

Insect and Weed Control

1. Insecticides/herbicides
2. Spray equipment
3. Safe storage

Standards Reference

CAL OSHA Safety Compliance Program, page 54, Reference 1910.93C to 1910.93Q  
Division of Industrial Safety, page 432.102, Sections 3450 to 3453

Trash and Garbage Disposal

Standards Reference

OSHA Safety and Health Regulations  
29CFR1910, pages 263 and 264, Safe and Healthful Working Conditions, Chapter 3, Handbook of Occupational Safety and Health

**ABC UNIFIED SCHOOL DISTRICT  
Board Policy**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**ENERGY AND WATER CONSERVATION**

The Governing Board shall establish goals for reducing energy and water use in the District in order to help conserve our society's natural resources and save money to support other district needs.

The Superintendent or designee shall establish a plan to meet energy and water use reduction goals, monitor energy consumption and encourage employees and students to conserve resources. The Superintendent or designee shall regularly inspect district facilities and operations and make recommendations for maintenance and capital expenditures which may help the District reach its energy and water consumption goals.

The Superintendent or designee will seek available grants to initiate or sustain conservation efforts.

The Superintendent or designee shall periodically report to the Board on the District 's progress in meeting energy and water use reduction goals.

*Legal Reference:*

PUBLIC RESOURCES CODE

25410.5 Need for energy conservation assistance

25410.6 Energy conservation assistance grants and loans

25411 Definitions

25416 State energy conservation assistance account

25421 Duration of chapter

*Management Resources:*

CDE MANAGEMENT ADVISORIES

0706.09 Water Conservation Advisory, 90-09

**ABC UNIFIED SCHOOL DISTRICT  
Administrative Regulation**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**ENERGY AND WATER CONSERVATION**

District and site plans to conserve resources shall address energy and water use in all operations, including:

1. Educational programs for employees and students.
2. Classroom and building management and maintenance.
3. Food services and equipment maintenance.
4. Landscaping selection and irrigation.
5. Transportation services and maintenance.
6. New construction.
7. Administrative operations.
8. Use of facilities by outside groups.
9. Reduced energy use or shutting down of facilities during vacation periods.

The plan shall establish specific energy and water use reduction goals for each school and for other district facilities.

To enlist the support which is essential to the success of the resources management plan, principals and supervisors shall:

1. Solicit comments related to district energy and water use.
2. Expect students and staff to cooperate in all conservation efforts.
3. Give recognition to those who reduce energy and water use.

**ABC UNIFIED SCHOOL DISTRICT  
Administrative Regulation**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**EQUIPMENT**

Employees and/or students shall use district equipment only for school-related tasks. The Superintendent or designee shall ensure that all employees understand that personal use of district equipment is prohibited and that a violation may be cause for disciplinary action.

*(cf. 3515.4 - Recovery for Property Loss or Damage)*

*(cf. 4040 - Employee Use of Technology)*

*(cf. 4118 - Suspension/Disciplinary Action)*

*(cf. 4218 - Dismissal/Suspension/Disciplinary Action)*

*(cf. 5144 - Discipline)*

*(cf. 6163.4 - Student Use of Technology)*

The District shall provide comparable basic equipment and supplies for all classes. When equipment cannot be supplied to every class, the Superintendent or designee shall ensure that it will be shared within and among the schools.

*(cf. 6000 - Concepts and Roles)*

*(cf. 6171 - Title I Programs)*

The principal shall approve the removal of district-owned equipment from the school site. When any equipment is taken off-site, the borrower is responsible for its safe return and shall be fully liable for any loss or damage.

**Transfer of Equipment to a New Site**

Employees transferred to another school shall take with them only those personal items that have been purchased with their own funds. Items paid for by the District, school-connected organizations or grants shall remain at the initial location unless the principals of both schools make special arrangements that serve the best interests of the District-wide instructional program.

Equipment and materials unique to a special program being moved to the another site may be moved to the new location upon the approval of both principals.

**Equipment Acquired by Federal Funds**

Equipment purchased for use in a federal program shall be used in that program as long as needed, whether or not the program continues to be supported by federal funds. When no longer needed for the original program, the equipment may be used in other activities currently or previously supported by a federal agency. (34 CFR 80.32)

All equipment purchased with Consolidated Application funds shall be labeled with the name of the project, identification number and name of the District. (Code of Regulations, Title 5, Section 3946)

**EQUIPMENT** (continued)

Each principal or designee shall ensure that the following management provisions are established and maintained for equipment acquired in whole or in part with federal funds until such property is disposed: (34 CFR 80.32)

1. A control system shall be developed to ensure adequate safeguards to prevent loss, damage or theft of the property. Any loss, damage or theft shall be investigated.
2. Adequate maintenance procedures shall be developed to keep the property in good condition.

(cf. 3530 - *Risk Management/Insurance*)

(cf. 4156.3/4256.3/4356.3 - *Employee Property Reimbursement*)

If equipment is used for a purpose other than that for which it was originally purchased, the inventory shall include a dated statement justifying its current use.

(cf. 3440 - *Inventories*)

*Legal Reference:*EDUCATION CODE

35160 *Authority of governing boards*

35168 *Inventory of equipment*

CODE OF REGULATIONS, TITLE 5

3946 *Control, safeguards, disposal of equipment purchased with state and federal consolidated application funds*

4424 *Comparability of services*

16023 *Class 1- Permanent records*

UNITED STATES CODE, TITLE 20

6322 *Fiscal requirements*

CODE OF FEDERAL REGULATIONS, TITLE 34

80.1 - 80.52 *Uniform administration requirements for grants to state and local governments*

ABC UNIFIED SCHOOL DISTRICT  
Exhibit

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

EQUIPMENT

EQUIPMENT LOAN FORM

I assume the responsibility for the following district equipment:

Description:	ID Number:
_____	_____
_____	_____
_____	_____
_____	_____

Purpose (not for personal use):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I have contacted my homeowner's insurance carrier and have been assured that this equipment will be covered for loss or damage while it is under my control. If it is damaged, I will pay the cost of repairs.

I will return the above equipment to \_\_\_\_\_  
no later than \_\_\_\_\_ Administrator/designee

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

**ABC UNIFIED SCHOOL DISTRICT  
Board Policy**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**TOBACCO-FREE SCHOOLS**

The Governing Board recognizes the health hazards associated with tobacco products, including the breathing of second-hand smoke, and desires to provide a healthy environment for students and staff. Employees are encouraged to serve as models for good health practices that are consistent with the District's instructional programs.

In accordance with state and federal law, smoking is prohibited in all district facilities and vehicles. (20 USC 6083, Labor Code 6404.5)

*(cf. 5131.62 - Tobacco)*

*(cf. 6142.8 - Comprehensive Health Education)*

*(cf. 6143 - Courses of Study)*

**Districts Receiving TUPE Funds**

The Board further prohibits the use of tobacco products at any times in district-owned or leased buildings, on district property, and in district vehicles. (Health and Safety Code 104420; Labor Code 6404.5; 20 USC 6083). This prohibition applies to all employees, students, and visitors at any school-sponsored instructional program, activity, or athletic event held on or off district property. Any written joint use agreement governing community use of district facilities or grounds shall include notice of the District's tobacco-free schools policy and consequences for violations of the policy.

Prohibited products include any product containing tobacco or nicotine, including, but not limited to, cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, and nicotine delivery devices such as electronic cigarettes. Exceptions may be made for the use or possession of prescription nicotine products.

The Superintendent or designee shall inform students, parents/guardians, employees and the public about this policy and related procedures.

*(cf. 4118 - Suspension/Disciplinary Action)*

*(cf. 4218 - Dismissal/Suspension/Disciplinary Action)*

*(cf. 5144.1 - Suspension and Expulsion/Due Process)*

Signs prohibiting the use of tobacco shall be prominently displayed at all entrances to school property.

The Superintendent or designee shall maintain a list of clinics and other resources which may assist individuals who wish to stop using tobacco products.

*(cf. 4159 - Employee Assistance Programs)*

**Legal Reference:**

**EDUCATION CODE**

48901 Smoking or use of tobacco; steps to discourage

**HEALTH AND SAFETY CODE**

39002 Control of air pollution from nonvehicular sources

104420 Implementation of tobacco use prevention program

**LABOR CODE**

6404.5 Occupational safety and health: use of tobacco products

**UNITED STATES CODE, TITLE 20**

6083 Nonsmoking policy for children's services

TOBACCO-FREE SCHOOLS (Continued)

PERB RULINGS

*CSEA #506 and Associated Teachers of Metropolitan Riverside v. Riverside Unified School District (1989) PERB Order #750 (13 PERC 20147)*

*Eureka Teachers Assn v. Eureka City School District (1992) PERB Order #955 (16 PERC 23168)*



**ABC UNIFIED SCHOOL DISTRICT  
Administrative Regulation**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**TOBACCO-FREE SCHOOLS**

**Employee Notifications**

Information about the District's tobacco-free schools policy and enforcement procedures shall be communicated clearly to employees, parents/guardians, students, and the community. (Health and Safety Code 104420)

*(cf. 4112.9/4212.9/4312.9 - Employee Notifications)*

The Superintendent or designee shall notify employees of the District's tobacco-free schools policy through annual written notifications, district and school web sites, student and parent handbooks, and/or other appropriate methods of communication. The notification shall also inform them of:

*(cf. 1113 - District and School Web Sites)*

1. Their need to abide by district policy as a condition of employment
2. The dangers of tobacco use in the workplace, including its threat to the health and safety of employees, students and the public
3. Available resources which may help employees stop using tobacco
4. Possible disciplinary actions in accordance with Board policy, state law and applicable collective bargaining agreements

**Enforcement Procedures for Visitors**

Signs stating "Tobacco use is prohibited" shall be prominently displayed at all entrances to school property. (Health and Safety Code 104420)

A visitor who smokes on district property shall be informed of the District's tobacco-free schools policy and asked to refrain from smoking. If the person fails to comply with this request, the following actions may ensue:

1. The matter may be referred to the Superintendent or designee responsible for the area or the event.
2. The Superintendent or designee may direct the person to leave school property.
3. If necessary, the Superintendent or designee may request local law enforcement assistance in removing the person from school premises.
4. If the person repeatedly violates the tobacco-free schools policy, the Superintendent or designee may prohibit him/her from entering district property for a specified period of time.

*(cf. 3515.2 - Disruptions)*

**TOBACCO-FREE SCHOOLS (Continued)**

The Superintendent or designee shall not be required to physically eject a non-employee who is smoking or to request that the non-employee refrain from smoking under circumstances involving a risk of physical harm to the District or any employee. (Labor Code 6404.5)

**ABC UNIFIED SCHOOL DISTRICT  
Board Policy**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**ENVIRONMENTAL SAFETY**

The Governing Board believes that students and employees have the right to learn and work in a safe, clean and healthy environment. The District has an obligation to locate and reduce or eliminate potential risks to health and the environment, to use environmental resources in a responsible way, and to educate students and staff about environmental issues.

*(cf. 6142.5 - Environmental Education)*

The Superintendent or designee shall establish regulations to guard against environmental hazards. Students and staff are encouraged to report any unsafe conditions they may observe.

*(cf. 3513.3 - Tobacco-Free Schools)*  
*(cf. 3516 - Emergencies and Disaster Preparedness Plan)*  
*(cf. 3514.1 - Hazardous Substances)*  
*(cf. 4119.42 - Exposure Control Plan for Bloodborne Pathogens)*  
*(cf. 4119.43 - Universal Precautions)*  
*(cf. 4157 - Employee Safety)*  
*(cf. 5142 - Student Safety)*  
*(cf. 6161.3 - Toxic Art Supplies)*  
*(cf. 7111 - Evaluating Existing Buildings)*  
*(cf. 7150 - Site Selection and Development)*

**Air Quality**

The Board recognizes that clean air contributes to a favorable learning environment for students, productivity for staff, and the health of all school occupants. Adequate ventilation, appropriate housekeeping and maintenance procedures, and the removal of pollution sources are all necessary to achieve good indoor air quality. The Superintendent or designee shall ensure that staff implements measures that will maintain good air quality in classrooms and offices.

Air quality shall be considered in the siting and architectural design of new or remodeled facilities and in the selection of building materials and furnishings.

**Pest Management**

Sanitary measures shall be enforced and buildings regularly cleaned and repaired in order to prevent infestations, minimize the use of pesticides, and eliminate routine spraying.

**ENVIRONMENTAL SAFETY** (continued)

The Superintendent or designee shall ensure that the District follows integrated pest management procedures so as to use the most appropriate and least toxic method of control.

*Legal Reference:*EDUCATION CODE

17366 *Legislative intent (fitness of buildings for occupancy)*

17582 *Deferred maintenance fund; use for determining presence and encapsulation or removal of asbestos-containing materials*

17590 *Asbestos abatement fund*

32020 *Access gates*

32240-32245 *Lead-Safe Schools Protection Act*

49410-49410.7 *Asbestos materials containment or removal*

FOOD AND AGRICULTURE CODE

11401-15206.6 *Pest Control Operations and Agricultural Chemicals*

GOVERNMENT CODE

3543.2 *Scope of representation; right to negotiate safety conditions*

CALIFORNIA STATE CONSTITUTION

"Right to Safe Schools" Article 1, Section 28(c)

CODE OF REGULATIONS, TITLE 8

340-340.3 *Employer's obligation to provide safety information*

1532.1 *Construction safety orders, lead standard*

5142 *Heating, ventilating and air conditioning systems; minimum ventilation*

5143 *Mechanical ventilating systems; inspection and maintenance*

CODE OF REGULATIONS, TITLE 17

35001-35099 *Accreditation in Lead Abatement Services*

UNITED STATES CODE, TITLE 7

136 et seq. *Insecticide, Fungicide and Rodenticide Act*

UNITED STATES CODE, TITLE 15

2641-2656 *Asbestos Hazard Emergency Response Act*

CODE OF FEDERAL REGULATIONS, TITLE 40

763.93 *Management Plans*

763.94 *Record keeping*

*Management Resources:*CDE MANAGEMENT ADVISORIES

0100.88 *Final Regulations for Asbestos Hazard Emergency Response Act*

0310.88 *Potential Health Hazard in Drinking Water Fountains, Follow Up*

0626.89 *Federal Lead Contamination Control Act of 1988*

1218.87 *Potential Health Hazard in Drinking Water Fountains*

CDE PUBLICATIONS

*Indoor Air Quality, A Guide for Educators, 1995*

DEPARTMENT OF HEALTH SERVICES ADVISORIES

*Childhood Lead Poisoning Prevention and Public Elementary Schools, Preschools and Child Care Centers, May 1994*

U.S. ENVIRONMENTAL PROTECTION AGENCY

*Pest Control in the School Environment: Adopting Integrated Pest Management, 1993*

**ABC UNIFIED SCHOOL DISTRICT  
Administrative Regulation**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**ENVIRONMENTAL SAFETY**

**Air Quality**

The Superintendent or designee shall ensure that the following measures are taken in order to reduce indoor air contaminants:

1. Low-emission cleaning products shall be used whenever possible, and custodial duties that require polluting products shall be performed after classes are dismissed for weekends or vacations.
2. Paints, adhesives and solvents shall be used and stored in well-ventilated areas; these items shall be purchased in small quantities to avoid storage exposure.

**Pest Management**

In determining when to control pests and whether to use mechanical, physical, chemical, cultural or biological means, the District shall follow the principles of integrated pest management. Procedures shall include the following:

1. The pest and the site of infestation shall be carefully identified. Strategies for managing the pest will be influenced by the pest species and whether that species poses a threat to people, property or the environment.
2. When it is determined that a pesticide must be used, the least hazardous material will be chosen and applied in accordance with law.
3. Pesticide purchases shall be limited to amounts authorized by the Superintendent or designee for use during the year. Pesticides shall be stored in a secure site not accessible to students or unauthorized staff; they shall be stored and disposed of in accordance with EPA-registered label directions and state regulations.
4. Persons applying pesticides shall follow label precautions and shall be trained in the principles and practices of integrated pest management. (cf. 4231 - Staff Development)

The District's complete, updated management plan for material containing asbestos in school buildings shall be available for inspection in district and school offices during normal business hours. Parent, teacher and employee organizations shall annually be informed of the availability of this plan. (40 CFR 763.93)

*(cf. 5145.6 - Parental Notifications)*

**ENVIRONMENTAL** (continued)

**Other Environmental Safety Precautions**

Principals or their designees shall enforce school rules designed to:

1. Prevent the accumulation of flammable, noxious or otherwise dangerous materials unless adequate safeguards are provided.
2. Keep all school facilities free of debris.
3. Keep walkways at all times open to pedestrian traffic and clear of obstructions.

**ABC UNIFIED SCHOOL DISTRICT  
Board Policy**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**HAZARDOUS SUBSTANCES**

The Governing Board recognizes that potentially hazardous substances are used in the daily operations of our schools. The Superintendent or designee shall ensure these substances are inventoried, used, stored and regularly disposed of in a safe and legal manner.

Insofar as possible, the Superintendent or designee shall minimize the quantities of hazardous substances stored on school property and shall substitute less dangerous materials for hazardous substances.

**Hazard Communication Program**

The Superintendent or designee shall develop, implement and monitor a written hazard communication program in accordance with state law. As part of this program, he/she shall ensure that employees are fully informed about the properties and potential hazards of substances to which they may be exposed and that material safety data sheets are readily accessible to them.

Teachers shall instruct students about the importance of proper handling, storage, disposal and protection when using any potentially hazardous substance.

*(cf. 3514 - Environmental Safety)*  
*(cf. 4157/4257/4357 - Employee Safety)*  
*(cf. 5141.23 - Infectious Disease Prevention)*  
*(cf. 6161.3 - Toxic Art Supplies)*

*Legal Reference:*

EDUCATION CODE

49341 Legislative findings

49401.5 Legislative intent; consultation services

49411 Chemical listing; compounds used in school programs; determination of shelf life; disposal

FOOD AND AGRICULTURE CODE

12981 Regulations re pesticides and worker safety

HEALTH AND SAFETY CODE

25163 Transportation of hazardous wastes; registration; exemptions; inspection

25500-25520 Hazardous materials release response plans; inventory

LABOR CODE

6360-6363 Hazardous Substances Information and Training Act

CODE OF REGULATIONS, TITLE 8

5194 Hazard Communication

**ABC UNIFIED SCHOOL DISTRICT  
Administrative Regulation**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**HAZARDOUS SUBSTANCES**

The disposal of chemicals may be accomplished in accordance with removal and disposal systems established by the County Office of Education or by permission of the County Superintendent of Schools. (Education Code 49411)

**Hazard Communication Program**

The written hazard communication program shall be available upon request to all employees and their designated representatives. (Code of Regulations, Title 8, Section 5194)

The following materials are exempted from the hazard communication program and this district regulation: hazardous wastes; tobacco products; wood and wood products; manufactured articles; food, drugs and cosmetics intended for personal consumption by employees while in the workplace; and substances used in compliance with regulations issued by the Department of Pesticide Regulation pursuant to Food and Agriculture Code 12981.

**1. Container Labeling**

Except for consumer products, pesticides, alcoholic beverages, and food, drug and additive products which are already labeled in compliance with federal law, no container of hazardous substance shall be accepted by schools or the District unless labeled by the supplier with the following information:

- a. Identity of the hazardous substance(s)
- b. Hazard warning statements
- c. Name and address of the chemical manufacturer or importer

Whenever hazardous substances are transferred from their original containers to other containers, the secondary containers shall likewise be labeled with the identity and hazard warning statement.

**2. Material Safety Data Sheets**

Upon receiving a hazardous substance or mixture, the Superintendent or designee shall ensure that the manufacturer has also furnished a Material Safety Data Sheet (MSDS) as required by law. If the MSDS is missing or obviously incomplete, the Superintendent or designee shall request a new MSDS from the manufacturer and shall notify the California Occupational Safety and Health Division (Cal/OSHA) if a complete MSDS is not received.

The Superintendent or designee shall maintain copies of the MSDS for all hazardous substances and ensure that they are kept up to date and available to all affected employees during working hours. He/she shall review each incoming MSDS for new and significant health or safety information and shall disseminate this information to affected employees.



**HAZARDOUS SUBSTANCES** (continued)

## 3. Employee Information and Training

Employees shall receive inservice training on hazardous substances in their work area at the time of their initial assignment and whenever a new hazard is introduced into their work area. This training shall include but is not limited to: (Code of Regulations, Title 8, Section 5194)

- a. An overview of the requirements of California's Hazard Communication Regulation (Code of Regulations, Title 8, Section 5194), including employee rights described therein
- b. The location, availability and content of the District's written hazard communication program
- c. Information as to any operations in the employees' work area where hazardous substances are present
- d. The physical and health effects of the hazardous substances in the work area
- e. Techniques and methods of observation that may determine the presence or release of hazardous substances in the work area
- f. Methods by which employees can lessen or prevent exposure to these hazardous substances, such as appropriate work practices, use of personal protective equipment and engineering controls
- g. Steps the District has taken to lessen or prevent exposure to these substances
- h. Instruction on how to read labels and review the MSDS for appropriate information
- i. Emergency and first aid procedures to follow if exposed to the hazardous substance(s)

## 4. List of Hazardous Substances

For specific information about the hazardous substances known to be present in the District and schools, employees may consult the MSDS.

## 5. Hazardous Nonroutine Tasks

When employees are required to perform hazardous nonroutine tasks, they shall first receive information about the specific hazards to which they may be exposed during this activity and the protective/safety measures which must be used. They shall also receive information about emergency procedures and the measures the District has taken to lessen the hazards, including ventilation, respirators, and the presence of another employee.

## 6. Hazardous Substances in Unlabeled Pipes

Before starting to work on unlabeled pipes, employees shall contact their supervisors for information as to the hazardous substance(s) contained in the pipes, the potential hazards, and safety precautions which must be taken.

*(cf. 3514 - Environmental Safety)*

**HAZARDOUS SUBSTANCES** (continued)

**7. Informing Contractors**

To ensure that outside contractors and their employees work safely in district buildings and schools, the Superintendent or designee shall inform these contractors of hazardous substances which are present on the site and precautions that employees may take to lessen the possibility of exposure. It shall be the contractor's responsibility to disseminate this information to his/her employees and subcontractors.

**ABC UNIFIED SCHOOL DISTRICT  
Board Policy**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**CAMPUS SECURITY**

The Governing Board is committed to providing a school environment that promotes the safety of students, employees, and visitors to school grounds. The Board also recognizes the importance of protecting district property, facilities, and equipment from vandalism and theft.

The Superintendent or designee shall develop campus security procedures which are consistent with the goals and objectives of the District's comprehensive safety plan and site-level safety plans. Such procedures shall be regularly reviewed to reflect changed circumstances and to assess their effectiveness in achieving safe school objectives.

Additionally, the Superintendent or designee shall regularly review current guidance regarding cybersecurity and digital media awareness and incorporate recommended practices into the district's processes and procedures related to the protection of the district's network infrastructure, and the monitoring and response to suspicious and/or threatening digital media content.

*(cf. 0450 - Comprehensive Safety Plan)*

**Reporting Threats**

Any certificated or classified employee, or other school official, whose duties bring the employee or other school official in contact on a regular basis with students in any of grades 6-12, as part of a middle or high school, who are alerted to or observe any threat or perceived threat of a homicidal act, as defined, or a threat of great bodily harm shall immediately report the threat or perceived threat to law enforcement in accordance with Education Code 49393. (Education Code 49390, 49393)

Threat or perceived threat means any writing or action of a student that creates a reasonable suspicion that the student is preparing to commit a homicidal act related to school or a school activity. This may include possession, use, or depictions of firearms, ammunition, shootings, or targets in association with infliction of physical harm, destruction, or death in a social media post, journal, class note, or other media associated with the student. It may also include a warning by a parent, student, or other individual.

Additionally, anyone who receives or learns of a health or safety threat related to school or a school activity is encouraged to report the threat to a school or district administrator.

**Surveillance Systems**

The Board believes that reasonable use of surveillance cameras will help the District achieve its goals for campus security. In consultation with the comprehensive safe school plan and relevant staff the Superintendent or designee shall identify appropriate locations surveillance cameras.

**CAMPUS SECURITY** (continued)

Cameras shall not be placed in areas where students, staff, or community members have a reasonable expectation of privacy. Any audio capability on the District's surveillance equipment shall be disabled so that sounds are not recorded.

(*cf. 5131.1 - Bus Conduct*)

(*cf. 5145.12 - Search and Seizure*)

Prior to the operation of the surveillance system, the Superintendent or designee shall ensure that signs are posted at conspicuous locations at affected school buildings and grounds. These signs shall inform students, staff, and visitors that surveillance may occur. The Superintendent or designee shall also provide written notice to students and parents/guardians about the District's surveillance system, including the locations where surveillance may occur, explaining that the recordings may be used in disciplinary proceedings, and that matters captured by the camera may be referred to local law enforcement, as appropriate.

(*cf. 5144 - Discipline*)

(*cf. 5144.1 - Suspension and Expulsion/Due Process*)

To the extent that any images from the District's surveillance system create a student or personnel record, the Superintendent or designee shall ensure that the images are accessed, retained, and disclosed in accordance with law, Board policy, administrative regulation, and any applicable collective bargaining agreements.

(*cf. 4112.6/4212.6/4312.6 - Personnel Files*)

(*cf. 5125 - Student Records*)

(*cf. 5125.1 - Release of Directory Information*)

## Legal Reference:

*EDUCATION CODE*

32020 Access gates

32211 Threatened disruption or interference with classes

32280-32288 School safety plans

35160 Authority of governing boards

35160.1 Broad authority of school districts

38000-38005 Security patrols

49050-49051 Searches by school employees

49060-49079 Student records

*PENAL CODE*

469 Unauthorized making, duplicating or possession of key to public building

626-626.10 Disruption of schools

*CALIFORNIA CONSTITUTION*

Article 1, Section 28(c) Right to Safe Schools

*UNITED STATES CODE, TITLE 20*

1232g Family Educational Rights and Privacy Act

*COURT DECISIONS*

New Jersey v. T.L.O. (1985) 469 U.S. 325

*ATTORNEY GENERAL OPINIONS*

83 Ops.Cal.Atty.Gen. 257 (2000)

**CAMPUS SECURITY** (continued)

*75 Ops. Cal. Atty. Gen. 155 (1992)*

Management Resources:

*CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS*

*Safe Schools: A Planning Guide for Action, 2002*

*NATIONAL INSTITUTE OF JUSTICE PUBLICATIONS*

*The Appropriate and Effective Use of Security Technologies in U.S. Schools: A Guide for Schools and Law Enforcement Agencies, 1999*

**WEB SITES**

*CSBA: <http://www.csba.org>*

*California Department of Education, Safe Schools Office: <http://www.cde.ca.gov/lr/ss>*

*National Institute of Justice: <http://www.ojp.usdoj.gov/nij>*

Board policy

adopted: 04.23.09

revised: 11.05.19

revised: 03.21.23

**ABC UNIFIED SCHOOL DISTRICT**  
**Administrative Regulation**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**CAMPUS SECURITY**

The Superintendent or designee shall ensure that the District's campus security plan includes strategies to:

1. Secure the campus perimeter and school facilities in order to prevent criminal activity.

These strategies shall include risk management analysis of each campus' security system, lighting system, and fencing. Procedures to ensure unobstructed views and eliminate blind spots caused by doorways and landscaping shall also be considered. In addition, parking lot design may be studied, including methods to discourage through traffic.

2. Secure buildings from outsiders and discourage trespassing.

These strategies may include requiring visitor registration, staff and student identification tags, and patrolling of places used for congregating and loitering.

*(cf. 1250 - Visitors/Outsiders)*

*(cf. 3515.2 - Disturbances)*

*(cf. 5112.5 - Open/Closed Campus)*

3. Secure the district's network infrastructure and web applications from cyberattacks. These strategies may include performing an independent security assessment of the district's network infrastructure and selected web applications.

4. Discourage vandalism and graffiti.

These methods may include plans to immediately cover graffiti as well as campus beautification projects and shall also include students and the community in these projects.

*(cf. 3515.4 - Recovery for Property Loss or Damage)*

*(cf. 5131.5 - Vandalism, Theft and Graffiti)*

*(cf. 5137 - Positive School Climate)*

5. Control access to keys and other school Inventory.

*(cf. 3440 - Inventories)*

6. Detect and intervene with school crime.

**CAMPUS SECURITY** (Continued)

These procedures may include the creation of a school watch program, an anonymous crime reporting system, analysis of school crime incidents, and collaboration with local law enforcement agencies, including providing for law enforcement presence.

*(cf. 3515.3 - District Police/Security Department)*

*(cf. 5116.1 - Intradistrict Open Enrollment)*

*(cf. 5138 - Conflict Resolution/Peer Mediation)*

*(cf. 5145.9 - Hate-Motivated Behavior)*

7. Additionally, all staff shall be made aware of their responsibilities regarding the immediate reporting of potential homicidal acts to law enforcement, and receive training in the assessment and reporting of such threats.

All staff shall receive training in building and grounds security procedures.

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

**Keys**

All keys used in a school shall be the responsibility of the principal or designee. Keys shall be issued only to those employees who regularly need a key in order to carry out normal activities of their position.

The principal or designee shall create a key control system with a record of each key assigned and room(s) or building(s) which the key opens.

Keys shall be used only by authorized employees and shall never be loaned to students. The master key shall not be loaned.

The person issued a key shall be responsible for its safekeeping. The duplication of school keys is prohibited. If a key is lost, the person responsible shall immediately report the loss to the principal or designee and shall pay for a replacement key.

Regulation

approved: 11.17.98

revised: 04.23.09

revised: 11.05.19

revised: 03.21.23

**ABC UNIFIED SCHOOL DISTRICT  
Administrative Regulation**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**CRIME DATA REPORTING**

The principal or designee at each school shall immediately record each incident of school crime on the California Safe Schools Assessment (CSSA) incident form and shall monthly send these forms to the Superintendent or designee. (Penal Code 628-628.2)

The Superintendent or designee shall report school crime information to the California Department of Education or its designee by February 1 of each year for the period of July 1 through December 31 and by August 1 of each year for the period of January 1 through June 30. (Penal Code 628.2)

*(cf. 1112 - Media Relations)*

Copies of CSSA incident forms and any districtwide aggregated data shall be made available to the public upon request. (Penal Code 628.2)

The District shall make available, for at least three years from the date the report was submitted, supporting data which verifies information contained on the CSSA forms. Such data shall include, but not be limited to: (5 CCR 702)

1. Reports to local law enforcement officers for the crime classifications specified in Education Code 48915(a)-(d)
2. Suspension and expulsion reports which have been reported to the Governing Board for the crime classifications specified in Education Code 48915(a)-(d)

*(cf. 5144.1 - Suspension and Expulsion/Due Process)*

3. Insurance claims, maintenance records and other documents to verify economic loss, if applicable

*(cf. 0510 - School Accountability Report Card)*

*(cf. 1340 - Access to District Records)*

*(cf. 3515 - Campus Security)*

The Superintendent or designee shall ensure that staff is made available to participate in interviews during site visits from the California Department of Education. (5 CCR 702)



**CRIME DATA REPORTING** (continued)

The Superintendent or designee shall certify to the best of his/her knowledge and belief that the information in each CSSA form is true, accurate and complete prior to submission to the California Department of Education. (5 CCR 704)

*Legal Reference:*

EDUCATION CODE

14044 Crimes committed on school grounds

48915 Expulsion

PENAL CODE

628-628.6 Reporting of school crime

CODE OF REGULATIONS, TITLE 5

700-705 Safe schools assessment programs

*Management Resources:*

CDE PUBLICATIONS

*Understanding and Reporting School Crime, California Safe Schools Assessment,  
California Department of Education and Butte County Office of Education, 1995*

WEB SITES

*CDE Safe Schools and Violence Prevention Office: <http://www.cde.ca.gov/spbranch/safety/safetyhome.html>*

*Butte County Office of Education (CDE's designee): <http://www.cssa.butte.k12.ca.us>*

## ABC UNIFIED SCHOOL DISTRICT Board Policy

### BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

#### DISRUPTIONS

The Governing Board is committed to providing a safe and orderly environment for students, staff, and others on District property or while engaged in school activities.

The Superintendent or designee shall remove any individual who, by his/her presence or action, disrupts or threatens to disrupt normal operations at a school campus or any other District facility, threatens the health or safety of anyone on District property, or causes or threatens to cause damage to District property or to any property on school grounds.

*(cf. 1250 - Visitors/Outsiders)*

*(cf. 3515 - Campus Security)*

*(cf. 4118 - Dismissal/Suspension/Disciplinary Action)*

*(cf. 4158/4258/4358 - Employee Security)*

*(cf. 4218 - Dismissal/Suspension/Disciplinary Action)*

The Superintendent or designee shall establish a plan describing staff responsibilities and actions to be taken when an individual is causing or threatening to cause a disruption. The plan shall address, as appropriate, visitor registration procedures; campus security measures; evacuation procedures; lock-down procedures; possible responses to an active shooter situation; communications within the school and with parents/guardians, law enforcement, and the media in the event of an emergency; and crisis counseling or other assistance for students and staff after a disruption. In developing such a plan, the Superintendent or designee shall consult with law enforcement to create guidelines for law enforcement support and intervention when necessary.

*(cf. 0450 - Comprehensive Safety Plan)*

*(cf. 3515.3 - District Police/Security Department)*

*(cf. 3515.7 - Firearms on School Grounds)*

*(cf. 3516 - Emergencies and Disaster Preparedness Plan)*

The Superintendent or designee shall provide training to school staff on how to identify and respond to actions or situations that may constitute a disruption.

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

Any employee who believes that a disruption may occur shall immediately contact the principal or designee. The principal or designee shall notify law enforcement in accordance with Education Code 48902 and 20 USC 7151 and in other situations, as appropriate.

#### *Legal Reference:*

##### **EDUCATION CODE**

*32210 Willful disturbance of public school or meeting: misdemeanor*

*32211 Threatened disruption or interference with classes; misdemeanor*

*35160 Authority of governing boards*

*44810 Willful interference with classroom conduct*

**DISRUPTIONS** (continuing)

*44811 Disruption of classwork or extracurricular activities*

*48902 Notification of law enforcement authorities*

*51512 Prohibited use of electronic listening or recording device*

**PENAL CODE**

*243.5 Assault or battery on school property*

*415.5 Disturbance of peace of school*

*626-626.11 Schools, crimes, especially:*

*626.4 Notice of withdrawal or consent; report; action on report; reinstatement of consent; hearing; unlawful entry upon campus or facility; punishment*

*626.7 Failure to leave campus or facility; wrongful return; penalties; notice; exceptions*

*626.8 Disruptive presence at schools*

*626.81 Misdemeanor for registered sex offender to come onto school grounds*

*626.85 Misdemeanor for specified drug offender presence on school grounds*

*626.9 Gun Free School Zone Act*

*627-627.10 Access to school premises*

*653g Loitering about schools or public places*

*12556 Imitation firearms*

*30310 Prohibition against ammunition on school grounds*

**UNITED STATES CODE, TITLE 20**

*7151 Gun-Free Schools Act*

**COURT DECISIONS**

*Reeves v. Rocklin Unified School District, (2003) 109 Cal.App.4th 652*

*In Re Joseph F., (2000) 85 Cal.App.4th 975*

*In Re Jimi A., (1989) 209 Cal.App.3d 482*

*In Re Oscar R., (1984) 161 Cal.App.3d 770*

**ATTORNEY GENERAL OPINIONS**

*79 Ops.Cal.Atty.Gen. 58 (1996)*

**Management Resources:**

**CSBA PUBLICATIONS**

*911! A Manual for Schools and the Media During a Campus Crisis, 2001*

**U.S. DEPARTMENT OF EDUCATION PUBLICATIONS**

*Guide for Developing High-Quality School Emergency Operations Plans, 2013*

**WEB SITES**

CSBA: <http://www.csba.org>

California Department of Education, Safe Schools Office: <http://www.cde.ca.gov/lss/ss>

U.S. Department of Education: <http://www.ed.gov>

**ABC UNIFIED SCHOOL DISTRICT  
Administrative Regulation**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**DISRUPTIONS**

The principal or designee may direct any person, except a student, school employee, or other person required by his/her employment to be on school grounds, to leave school grounds or school activity if:

1. The principal or designee has reasonable basis for concluding that the person is committing or has entered the campus with the purpose of committing an act which is likely to interfere with the peaceful conduct, discipline, good order, or administration of the school or a school activity, or with the intent of inflicting damage to any person or property. (Education Code 44810, 44811; Penal Code 626.7)
2. The person fights or challenges another person to a fight, willfully disturbs another person by loud and unreasonable noise, or uses offensive language which could provoke a violent reaction. (Penal Code 415.5)
3. The person, without lawful business for being present, loiters around a school or reenters a school within 72 hours after he/she was asked to leave. (Penal Code 653b)
4. The person is required to register as a sex offender pursuant to Penal Code 290 and does not have a lawful purpose and written permission from the principal or designee to be on school grounds. (Penal Code 626.81)

*(cf. 1250 - Visitors/Outsiders)*

*(cf. 3515.5 - Sex Offender Notification)*

5. The person is a specified drug offender, as defined in Penal Code 626.85, and does not have written permission from the principal or designee to be on school grounds. However, such specified drug offender may be on school grounds during any school activity if he/she is a student or the parent/guardian of a student attending the school. (Penal Code 626.85)
6. The person willfully or knowingly creates a disruption with the intent to threaten the immediate physical safety of students, staff, or others while attending, arriving at, or leaving school. (Penal Code 626.8)
7. The person has otherwise established a continued pattern of unauthorized entry on school grounds. (Penal Code 626.8)

*(cf. 1240 - Volunteer Assistance)*

*(cf. 3515.3 - District Police/Security Department)*

*(cf. 4158/4258/4358 - Employee Security)*

*(cf. 6145.2 - Athletic Competition)*

The principal or designee shall allow a parent/guardian who was previously directed to leave school grounds to reenter for the purpose of retrieving his/her child for disciplinary reasons, medical attention, or family emergencies, or with the principal or designee's prior written permission. (Penal Code 626.7, 626.85)

**DISRUPTIONS** (continuing)

When directing any person to leave school premises, the principal or designee shall inform the person that he/she may be guilty of a crime if he/she: (Education Code 32211; Penal Code 626.7, 626.8, 636.85)

1. Fails to leave or remains after being directed to leave
2. Returns to the campus without following the school's posted registration requirements
3. Returns within seven days after being directed to leave

*(cf. 0450 - Comprehensive Safety Plan)*

Whenever an individual is causing or threatening to cause a disruption at any district facility other than a school campus, the Superintendent or designee may direct that individual to leave the facility consistent with this regulation and the accompanying Board policy.

**Appeal Procedure**

Any person who is asked to leave a public school building or grounds may appeal to the Superintendent or designee. This appeal shall be made no later than the second school day after the person has departed from the school building or grounds. The Superintendent or designee shall render his/her decision within 24 hours after the appeal is made, and this decision shall be binding. (Education Code 32211)

The decision of the Superintendent or designee may be appealed to the Governing Board. Such an appeal shall be made no later than the second school day after the Superintendent or designee has rendered his/her decision. The Board shall consider and decide the appeal at its next scheduled regular or adjourned regular public meeting. The Board's decision shall be final. (Education Code 32211)

In any circumstance where a person has been directed to leave a school building or ground where the Superintendent's or Board's office is situated, he/she may nevertheless enter the school building or ground solely for the purpose of making the appeal. (Education Code 32211)

**ABC UNIFIED SCHOOL DISTRICT  
Board Policy****Business and Noninstructional Operations****Unmanned Aircraft Systems (Drones) – School Use Only**

The Governing Board recognizes that unmanned aircraft or aerial systems (drones) may be a useful tool to enhance the instructional program and assist with district operations. In order to avoid disruption and maintain the safety, security, and privacy of students, staff, and visitors, any district employee desiring to use a drone on or over district property shall submit a written request for permission to the Superintendent or designee.

*(cf. 1330 - Use of School Facilities)*  
*(cf. 1330.1 - Joint Use Agreements)*  
*(cf. 5142 - Safety)*

A small unmanned aircraft system or drone is an aircraft that is operated remotely without the possibility of direct human intervention from within or on the aircraft and the associated elements, including communication links and controls, required for the pilot to operate the aircraft safely and efficiently. It does not include model aircraft or rockets such as those which are radio controlled and used only for hobby or recreational purposes. (49 USC 40101 Note; 14 CFR 107.3)

The Superintendent or designee may grant permission to district employees and students for the use of drones only if the planned activity supports instructional, co-curricular, extracurricular, athletic, or operational purposes. Such uses may include, but are not limited to, instruction in science, technology, engineering, and math (STEM), the arts, or other subjects; maintenance of grounds and facilities; and campus security. When used for instructional purposes, there shall be a clear and articulable connection between drone technology and the course curriculum. Students shall only operate a drone on or over district property under the direct supervision of a district employee as part of an authorized activity.

The Superintendent or designee may grant permission to other school districts who are requesting to operate a drone on or over district property in collaboration with the District for specifically approved events provided the requesting district agrees to hold ABC Unified School District harmless from any claims of harm to individuals or property resulting from the operation of the drone and provide proof of adequate liability insurance covering such use.

*(cf. 3530 - Risk Management/Insurance)*

In determining whether to grant permission for the requested use of a drone, the Superintendent or designee shall consider the intended purpose of the activity and its potential impact on safety, security, and privacy. The decision of the Superintendent or designee shall be final. No permission will be given to non-employees.

Any district employee requesting to operate a drone on or over district property shall provide a description of the type of operation requested, flight location, date and time of the planned flight, anticipated duration, and whether photos and/or video will be taken and where the photos or

**Unmanned Aircraft Systems (Drones) (continuing)**

video will be posted, included Social Media. As applicable, the district employee shall also present a copy of his/her Certificate of Waiver or Authorization or exemption issued by the Federal Aviation Administration. Prior to operating a drone, district employees must secure a signed approval from his/her school principal/department head for each use.

Any district employee authorized to use a drone on district property shall sign an acknowledgment that he/she understands and will comply with the terms and conditions of the District's policy, federal law and regulations, state law, and any local ordinances related to the use of drones.

When any use of drones is authorized, the Superintendent or designee shall notify the drone operator of the following conditions:

1. The operator is responsible for complying with applicable federal, state, and/or local laws and regulations, including federal safety regulations pursuant to 14 CFR 107.15-107.51 which include, but are not limited to, requirements that the drone not be flown at night, above 400 feet in altitude, or over any people unless they are in a covered structure or stationary vehicle. The operator shall maintain the visual line of sight with the drone at all times.
2. The drone shall be kept away from any area reasonably considered private, including, but not limited to, restrooms, locker rooms, and individual homes.
3. The District reserves the right to rescind the authorization for use of drones at any time.

The Superintendent or designee may remove any person engaged in unauthorized drone use on district property and/or may confiscate the drone. He/she may also shut down the operation of any authorized drone use whenever the operator fails to comply with the terms of the authorization or the use interferes with District activity, creates electronic interference, or poses unacceptable risks to individuals or property.

*(cf. 3515.2 - Disruptions)*

Any student or staff member violating this policy shall be subject to disciplinary action in accordance with district policies and procedures.

*(cf. 4118 - Dismissal/Suspension/Disciplinary Action)*

*(cf. 4218 - Dismissal/Suspension/Disciplinary Action)*

*(cf. 5144 - Discipline)*

*(cf. 5144.1 - Suspension and Expulsion/Due Process)*

Legal Reference:

UNITED STATES CODE, TITLE 49

40101 Note *Unmanned aircraft systems*

CODE OF FEDERAL REGULATIONS, TITLE 14

107.1-107.205 *Small unmanned aircraft systems, especially:*

**Unmanned Aircraft Systems (Drones) (continuing)**

*107.12 Requirement for a remote pilot certificate with a small UAS rating*

*107.15-107.51 Operating rules; safety*

*107.53-107.79 Remote pilot certification*

**Management Resources:**

**FEDERAL AVIATION ADMINISTRATION PUBLICATIONS**

*Educational Use of Unmanned Aircraft Systems (UAS), Memorandum, May 4, 2016*

**WEB SITES**

*Federal Aviation Administration: <http://www.faa.gov/uas>*



**ABC UNIFIED SCHOOL DISTRICT  
Board Policy**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**CONTROL OF KEYS**

In order to promote the security of district property, the superintendent is authorized and directed to issue and enforce appropriate administrative regulations. Such regulations shall provide district guidance, particularly on the custody and responsibility for keys, and may include the sharing, by those responsible for the loss of keys, of the costs entailed by such loss. The term "loss" as used in this policy shall not be applicable in situations where keys are missing due to theft or burglary known to involve illegal entry, when said theft or burglary is immediately reported to the building principal.

*Legal Reference:*

PENAL CODE

469 *Unauthorized making, duplication, use or possession of keys*

**ABC UNIFIED SCHOOL DISTRICT**  
**Administrative Regulation**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**CONTROL OF KEYS**

Procedure Regarding Keys

In order to minimize hazards to the welfare and safety of students, staff and citizens, minimize financial loss to the District from theft, vandalism and the cost of replacing locks and keys, and increase efficiency in the management of this area of operations, the following regulations and procedures are established:

Distribution

1. Grand master keys to all locks at a site are to be issued only to the principal, assistant principal, head custodian, and other specific individuals designated by the site administrator.
2. Room keys are to be issued only to authorized personnel using the room.
3. No student is to be allowed to have any access to classroom or other keys. Disciplinary action will result if a student is caught with key or keys (including teacher involved).
4. The director of maintenance & operations shall designate personnel authorized to have access to a central file of master keys maintained at the maintenance and operations lockshop, where a check-out and check-in system shall be established.
5. All keys requested by sites are to be hand delivered by the locksmith department only.
6. All keys requested by sites are to be evaluated and signed by the site administrator.
7. The site administrator or designated person shall sign for all keys delivered to a site.
8. All district keys must be stamped "DO NOT DUPLICATE."

Responsibility

1. Each site administrator shall be personally responsible for the issuance, security, and return of all keys pertaining to his/her site.
2. Section 469 of the California Penal Code should be read and signed by all personnel. This section states:  

"Any person who knowingly makes, duplicates, causes to be duplicated, or use, or has in his possession any key to a building or other area owned, operated, or controlled by the State of California, any state agency, board, or commission, a county, city or any public school or community college district without authorization from the person in charge of such building or area or his designated representative and with knowledge of the lack of such authorization is guilty of a misdemeanor – Added by Stats. 1970, Chap. 1090."
3. Each site administrator is responsible for coordinating keys returned to the office, for complete inventory at the end of each school year. Keys are to be turned in to the principal on the last working day specified by the contract/agreement.
4. All district employees shall be required to sign a form stating, "I hereby understand that I am required to turn in all the keys issued to me before I receive my final paycheck."

**CONTROL OF KEYS** (continued)

5. All district keys to be stored overnight shall be placed in a locked cabinet, safe, or vault, not in a desk or drawer.
6. All worn or broken keys are to be returned to the lockshop. If a key breaks off in a lock, the handle portion with a stamped number must be returned with the location of the lock that has the other portion of the key.

Implementation

1. A master record of all keys issued to sites throughout the District shall be maintained in the lockshop. A copy of that part of the record pertaining to the individual site shall be issued to the state.
2. Keys issued for short-term use at sites, to substitute teachers, substitute custodians, etc., are to be returned immediately following the use for which the keys are issued.
3. Each site shall maintain a complete record of keys. Staff shall sign for each key issued. A copy of each record of keys maintained at every site shall be sent to the maintenance and operations lockshop for computer records.
4. Details on lost key or keys shall be reported immediately to the director of maintenance and operations with a lost key report.
5. A charge shall be billed by the assistant superintendent-business services against those personnel who lose keys to at least partially reimburse the District for the cost of re-keying. Individual billing shall be as follows:

Great grand master key	\$100.00
Grand master key	100.00
Master key	100.00
Sub-Master key	75.00
Room key	50.00
Cabinet/Padlock key	5.00

6. All major re-keying of sites due to loss of key or keys shall be billed to the site.
7. Except by written permission of the assistant superintendent-business services and approval of the building principal, keys to school district properties shall be issued only to persons who are employees of the District. The director of maintenance & operations shall be kept informed regarding any exceptions, shall record such exceptions, and shall coordinate with the staff of the assistant superintendent-business services, if necessary, to recover such keys when the period of authorized use expires.
8. Except by written permission of the assistant superintendent-business & operations, site administrators shall not install locks by staff or outside contractor at their sites.

Regulation

adopted: 05.16.88

revised: 01.12.99

**ABC UNIFIED SCHOOL DISTRICT  
Board Policy**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**RECOVERY FOR PROPERTY LOSS OR DAMAGE**

It is the intent of the Governing Board to apprehend in a timely manner anyone responsible for damaging, destroying, or stealing school property and to seek reimbursement of damages from any individual or from the parents/guardians of any minor who commits any act of theft or vandalism.

The Governing Board shall seek reimbursement of damages and rewards from any individual or from the custodial parent/guardian of any minor who commits any act of theft or vandalism.

*(cf. 4156.3/4256.3/4356.3 - Reimbursement, Uniforms and Allowances)*  
*(cf. 4158/4258/4358 - Employee Security)*  
*(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)*  
*(cf. 5131.5 - Vandalism, Theft and Graffiti)*  
*(cf. 5136 - Gangs)*  
*(cf. 5144.1 - Suspension and Expulsion/Due Process)*

**Rewards**

If law enforcement officials are unable to fix responsibility for the theft or vandalism, the Superintendent or designee is authorized to offer a reward in any amount he/she deems appropriate, not exceeding \$2,500, for information leading to the identification and apprehension of the guilty party. A reward in excess of \$2,500 must be authorized in advance by the Board.

A reward shall be paid only when the guilt of the person responsible for the crime has been established by a criminal conviction or other appropriate judicial procedures.

*Legal Reference:*

**EDUCATION CODE**

*19910 Libraries, malicious cutting, tearing, defacing, breaking or injuring*

*19911 Libraries, willful detention of property*

*44810 Willful interference with classroom conduct*

*48904 Liability of parent or guardian for willful misconduct; withholding of grades, diplomas and transcripts*

**CIVIL CODE**

*1714.1 Liability of parent or guardian for act of willful misconduct by a minor*

**GOVERNMENT CODE**

*53069.5 Reward for information concerning person causing death, injury, or property damage; liability for reward*

*53069.6 Actions to recover damages*

*54951 Local agency, definition*

*61601.1 Graffiti abatement district*

**PENAL CODE**

*484 Theft defined*

*594 Vandalism*

*640.5 Graffiti; facilities or vehicles of governmental entity*

*640.6 Graffiti*

**ABC UNIFIED SCHOOL DISTRICT**  
**Administrative Regulation**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**RECOVERY FOR PROPERTY LOSS OR DAMAGE**

Reports -- Every District employee shall report all damage or loss of school property to his/her site administrator or supervisor. The site administrator shall notify Risk Management immediately of all cases in which insurance reimbursement may potentially be involved.

*(cf. 3530 - Risk Management/Insurance)*  
*(cf. 5131.5 - Vandalism, Theft and Graffiti)*

Investigation -- The site administrator shall arrange for a full and complete investigation as to the causes and responsibility for damage to or loss of District property. The investigation shall be carried out in conjunction with law enforcement officials, Maintenance and Operations or Risk Management when appropriate. Risk Management shall be notified of all losses which may involve insurance; and this department shall initiate and monitor appropriate insurance investigations and insurance subrogation activities.

Recovery of Damages -- When the person causing the damage or loss has been identified and the costs of repair, replacement or cleanup determined, the Superintendent or designee shall take all practical and reasonable steps to recover these costs, including consulting legal counsel if necessary. Reasonable steps may include the filing of a civil complaint in a court of competent jurisdiction to recover damages from the responsible person. If the responsible person is a minor, recovery shall be sought from the minor's parent/guardian. Said damages will include the cost of repair, replacement or restoration of the property to its former state, and the payment of any reward, interest, court costs, and all other damages as provided by law. Education Code 48904

Payment of Reward -- The reward shall be paid to the individual(s) who provides information sufficient to identify and apprehend the person or persons subsequently found responsible for the damage or loss. If more than one informant provides information, the reward shall be apportioned among the informants by the Superintendent or designee. Payment shall be authorized only after the accused party has been convicted or otherwise deemed guilty as a result of appropriate judicial procedures. The identity of the informant shall be considered confidential and shall not be made public by the District.

**ABC UNIFIED SCHOOL DISTRICT  
Board Policy**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**PERSONAL PROPERTY CLAIMS ADMINISTRATION**

**Personal Property Loss or Damage—Necessary Personal Prostheses & Clothing**

When an employee suffers loss of or damage to personal property or prostheses necessarily worn or carried by the employee such as eyeglasses, hearing aids, dentures, watches, or articles of clothing, the employee may be reimbursed for the repair or replacement of the property provided that:

- a. The property was stolen or damaged while the employee was acting within the course and scope of his/her employment during the employee's regularly assigned work hours or assigned extracurricular duties;
- b. The damage is known to be the result of the direct action, intentional or non-intentional, of another person without fault of the employee;
- c. The amount of reimbursement or replacement is not less than \$25 nor more than \$500 and does not exceed the actual value of the property or the actual cost of repairing the property at the time of loss;
- d. The loss is not the result of a mysterious disappearance; i.e., the loss is attributable to a definite act or occurrence.
- e. The claim is reported to Risk Management within five (5) working days of the employee's knowledge of the incident on a claim form signed by the employee's immediate supervisor.

**Personal Property Loss or Damage--Equipment Loaned to District**

When an employee suffers loss or damage to personal property which has been loaned to the school, the employee may be reimbursed provided that the employee carries insurance on the property and provided that:

- a. The equipment or property was loaned for purposes directly related to the instructional program or support of the program.
- b. Prior approval for the use of the personal property in the schools was given before the property was brought to school and authorization was received on the "Authorization for Use of Non-District-Owned Property" form. This approval shall be granted for a period not to exceed one year.
- c. The value was agreed upon in writing by the person or persons bringing the property and the school administrator or designee. Items valued in excess of \$1,000 cannot be accepted for loan without proof of insurance coverage being given to the site administrator. Items in excess of \$2,500 will only be accepted for loan if there is proof of insurance coverage and appraisal and if there is a compelling instructional need which is approved by the Director-Elementary & Middle Schools or the Deputy Superintendent prior to the article being brought to the District.

**PERSONAL PROPERTY CLAIMS ADMINISTRATION** (continued)

- d. No reimbursement shall be made for under \$50 and the employee acknowledges that reimbursement of the loss will be limited to the amount of the insurance deductible or \$250, whichever is less, and that no further claims against the District will be filed in case of loss or damage to the loaned equipment.

**Damage to or Loss of a Vehicle Owned by an Employee**

Compensation for an employee's automobile due to vandalism or theft shall be paid for an employee's vehicle which is covered under a comprehensive automobile insurance policy provided that:

- a. Damage or loss occurred while employee was on active duty during his/her assigned work hours.
- b. Damage or loss was promptly reported to the employee's supervisor, and the supervisor has reasonable cause to believe that the damage occurred while the employee was on duty on District premises or on duty at a school-sponsored, employment-required function.
- c. Loss must be reported to the Sheriff's Department.
- d. No reimbursement shall be made for under \$50, and the employee acknowledges that reimbursement for the loss will be limited to the amount of the insurance deductible or \$250, whichever is less, and that no further claims against the District will be made in case of loss or damage to said vehicle.
- e. Claims must be reported in writing to Risk Management within five (5) working days of knowledge of the incident on a form provided by the District. A Sheriff's report shall accompany the employee's request for reimbursement form.
- f. Reimbursement shall not be made in the case of collision, theft of optional equipment attached to or housed in the vehicle such as a radio, tape deck, tapes or cassettes; or theft or damage to any contents of the vehicle including personal prosthetic devices or clothing in the vehicle.
- g. An employee is limited to one claim for automobile insurance reimbursement per school year commencing on July 1 and ending on June 30.

The District shall, to the extent of any reimbursement paid under this policy, be subrogated to any right of the employee to recover compensation for such damaged or stolen property.

*Legal Reference:*

EDUCATION CODE

*35213 Reimbursement for loss, destruction, or damage of personal property*

**ABC UNIFIED SCHOOL DISTRICT  
Administrative Regulation**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**PERSONAL PROPERTY CLAIMS ADMINISTRATION**

**Use of Non-District-Owned Equipment**

The Board of Education recognizes the practice of utilizing non-District-owned materials by employees to provide enrichment or supplement classroom instruction. In addition, an employee whose primary responsibility is other than the classroom may utilize his/her own equipment in the performance of his/her duties and responsibilities.

The District will authorize the use and housing of the materials or equipment based upon the request and approval of the immediate supervisor provided that all of the following conditions are met:

1. The personal property is used on a regular or unit-of-work basis.
2. The materials or equipment are used in direct relation to the District instructional objectives for a particular grade level or program
3. The materials or equipment provide a more efficient means for accomplishing the goals and objectives of the employee and the task.
4. The equipment or materials are unobtainable through the school or program budget.

Personal equipment or materials are not to be stored on a yearly basis in a classroom or storage area unless directly related to daily activities and prior approval from the immediate supervisor has been obtained. An "Authorization for Use of Non-District-Owned Equipment" form must be completed for all items that have a value in excess of fifty dollars (\$50.00), and the form must be on file in the site administrator's office prior to the use of the personal property in order to qualify for reimbursement under District Policy 3333. Claims of less than \$50 will not be accepted, and approval must be renewed yearly. The final decision to authorize the employee's use of non-district-owned equipment will be made by the individual division head or, in the case of school personnel, the site administrator. Acceptance of the loan of any equipment valued in excess of \$2,500 must be authorized by the Director-Curriculum/Instruction & Schools, Assistant-Superintendent-Educational Services, and a copy of the "Authorization" shall be sent to Risk Management prior to the equipment being brought on District property.



**AUTHORIZATION FOR USE OF NON-DISTRICT-OWNED EQUIPMENT**

The ABC Unified School District appreciates your contributing to the educational program by loaning the personal property described below. In order to be eligible for reimbursement of your insurance deductible should a loss occur, this form must be on file with your site administrator or other administrator pursuant to the procedures designated in Administrative Regulation E3515.41

ARTICLE(S)	VALUE	CONDITION

Place where articles will located: \_\_\_\_\_

Time Period of Loan: \_\_\_\_\_ through \_\_\_\_\_

Loaned articles must be covered by homeowner's or personal property insurance in order for the owner to be eligible for deductible reimbursement should the property be damaged or stolen. Owners should check their policies in regard to covered items and exclusions. ITEMS VALUED IN EXCESS OF \$1,000 CANNOT BE ACCEPTED FOR LOAN WITHOUT PROOF OF INSURANCE COVERAGE, AND ITEMS VALUED IN EXCESS OF \$2,500 CANNOT BE ACCEPTED FOR LOAN TO THE DISTRICT WITHOUT PROOF OF APPRAISAL AND PRIOR APPROVAL OF THE DIRECTOR-CURRICULUM/INSTRUCTION & SCHOOLS OR THE ASSISTANT SUPERINTENDENT-EDUCATIONAL SERVICES. In the event of the loss of an item(s), the District shall reimburse the owner for the owner's insurance deductible up to \$500 upon receipt of proof of payment from the property owner's insurance company.

**OWNER'S AGREEMENT AND RELEASE:** I certify that I am the legal owner of the above personal property, that the property is adequately insured, and that I will submit no claim against the District should this property be stolen or damaged other than a claim for insurance deductible reimbursement.

Owner of \_\_\_\_\_  
Equipment: \_\_\_\_\_ Name (Please Print) \_\_\_\_\_ Signature \_\_\_\_\_

\_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Date \_\_\_\_\_ Phone Number \_\_\_\_\_

ACCEPTANCE AND APPROVAL: \_\_\_\_\_  
Principal/Site Administrator \_\_\_\_\_ Date \_\_\_\_\_  
School: \_\_\_\_\_

Approved by Director-Curriculum/Instruction & Schools or Assistant Superintendent-Educational Services, if property value exceeds \$2,500.

\_\_\_\_\_  
Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Distribution: \_\_\_\_\_ Site; Employee; if value exceeds \$1,000 send copy to Risk Management with proof of insurance.

**ABC UNIFIED SCHOOL DISTRICT  
Board Policy**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**SEX OFFENDER INFORMATION**

In order to protect students while they are traveling to and from school, attending school or at a school-related activity, the Governing Board believes it is important that the District respond appropriately when a law enforcement agency notifies the District about registered sex offenders who may reside or work within district boundaries.

The Superintendent or designee shall establish an ongoing relationship with law enforcement officials to coordinate the receipt and dissemination of such information. To the extent authorized by law, the Superintendent or designee also shall establish procedures for notifying appropriate staff as necessary.

To protect the District and its employees from liability, employees shall disseminate sex offender information in good faith, and only in the manner and to the extent authorized by the law enforcement agency.

*(cf. 0450 - Comprehensive Safety Plan)*

*(cf. 1240 - Volunteer Assistance)*

*(cf. 1250 - Visitors/Outsiders)*

*(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)*

*(cf. 3515 - Campus Security)*

*(cf. 5142 - Safety)*

*Legal Reference:*

EDUCATION CODE

32211 Threatened disruption or interference with classes; offense

35160 Authority of boards

35160.1 Board authority of school districts

48981 Parent/guardian notifications; methods

PENAL CODE

290 Registration of sex offenders

290.4 Sex offender registration; compilation of information; ~~900-number~~

290.45 Release of sex offender information

290.46 Making information about certain sex offenders available via the Internet

290.9 Addresses of persons who violate duty to register

290.95 Disclosure by person required to register as sex offender

626.8 Disruptive entry or entry of sex offender upon school grounds

626.81 Sex offender; permission to volunteer at school

830.32 School district and community college police

3003 Parole, geographic placement

UNITED STATES CODE, TITLE 42

14071 Jacob Wetterling Crimes Against Children and Sexually Violent Offender  
Registration Program Act

**SEX OFFENDER INFORMATION** (continuing)

*ATTORNEY GENERAL OPINIONS*  
*82 Ops.Cal.Atty.Gen. 20 (1999)*

Board policy

adopted: 01.12.1999

Revised: 09.07.1999

Revised: 01.21.2020

**SEX OFFENDER INFORMATION** (continued)

- b. Teachers and classified personnel at that school including staff responsible for visitor registration

*(cf. 1250 - Visitors)*

- c. Principals and staff at adjacent schools, as appropriate
  - d. Security staff
  - e. Bus drivers
  - f. Yard supervisors
- 6. Any staff member who receives information directly from law enforcement regarding registered sex offenders shall immediately contact the Superintendent or liaison in order to help ensure that the District is able to respond appropriately.
  - 7. If an identified sex offender is seen on or near school grounds or around any student, staff shall immediately contact the District liaison. A staff member may also inform local law enforcement.

**Notification to Parent/Guardians**

When law enforcement has determined that parents/guardians should be notified regarding the presence of a sex offender in the community, the Superintendent or district liaison shall collaborate with local law enforcement in order to determine an appropriate response.

Regulation  
approved: 11.17.1998  
Revised: 01.21.2020

**ABC UNIFIED SCHOOL DISTRICT  
Administrative Regulation**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**CRIMINAL BACKGROUND CHECKS FOR CONTRACTORS**

Whenever the District contracts for school and classroom janitorial, school site administrative, school site grounds and landscape maintenance, student transportation, and school site food-related services, the Superintendent or designee shall ensure that the contracting entity certifies in writing that any employees who may come into contact with students have not been convicted of a felony as defined in Education Code 45122.1, unless the employee has received a certificate of rehabilitation and a pardon. (Education Code 45125.1)

*(cf. 3540 - Transportation)*  
*(cf. 3551 - Food Service Operations/Cafeteria Fund)*  
*(cf. 3600 - Consultants)*  
*(cf. 7140 - Architectural and Engineering Services)*

On a case-by-case basis, the Superintendent or designee may also require a contracting entity providing school site services, other than those listed above, to comply with these requirements. (Education Code 45125.1)

These requirements shall not apply if the Superintendent or designee determines that the contracting entity is providing services in an emergency or exceptional situation, such as when student health or safety is endangered or when repairs are needed to make school facilities safe and habitable. (Education Code 45125.1)

In addition, these requirements shall not apply if the Superintendent or designee determines that the employees of the contracting entity will have limited contact with students. In determining whether a contract employee has limited contact with students, the Superintendent or designee shall consider the totality of the circumstances, including the following factors: (Education Code 45125.1)

1. The length of time the contractors will be on school grounds
2. Whether students will be in proximity with the site where the contractors will be working
3. Whether the contractors will be working by themselves or with others

Upon a determination that an employee shall have limited contact with students, the Superintendent or designee shall take appropriate steps to protect the safety of any student who may come in contact with this employee. (Education Code 45125.1)

These steps may include, but not be limited to, ensuring that the employee is working during nonschool hours, providing for regular patrols or supervision of the site from district security or personnel, ensuring that the employee is not working alone when students are present, limiting the employee's access to school grounds and/or providing the employee with a visible means of identification.

*(cf. 3515.3 - District Police Department)*

**Other Facility Contractors**

When the District contracts for construction, reconstruction, rehabilitation or repair of a school facility where the employees of the entity will have contact, other than limited contact with students, the Superintendent or designee shall ensure the safety of students by utilizing one or more of the following methods: (Education Code 45125.2)

**CRIMINAL BACKGROUND CHECKS FOR CONTRACTORS** (continued)

1. The installation of a physical barrier at the worksite to limit contact with students.
2. Continual supervision and monitoring of all employees of the entity by an employee of the entity whom the Department of Justice has ascertained has not been convicted of a violent or serious felony.

The supervising employee may submit his/her fingerprints to the Department of Justice pursuant to Education Code 45125.1.

3. Surveillance of employees of the entity by school personnel.

These requirements shall not apply if the Superintendent or designee determines that the contracting entity is providing construction, reconstruction, rehabilitation or repair services in an emergency or exceptional situation, such as when student health or safety is endangered or when repairs are needed to make school facilities safe and habitable. (Education Code 45125.2)

*Legal Reference:*

EDUCATION CODE

*41302.5 School districts, definition*

*45122.1 Classified employees, conviction of a violent or serious felony*

*45125.1 Criminal background checks for contractors*

*45125.2 Criminal background checks for construction*

PENAL CODE

*667.5 Prior prison terms, enhancement of prison terms*

*1192.7 Plea bargaining limitation*

**ABC UNIFIED SCHOOL DISTRICT**  
**Administrative Regulation**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**Schedule of Fees for Use of School Facilities**

Custodial Costs

The costs included in the exhibit are for specific buildings, rooms, or facilities exclusive of custodial help unless otherwise stated. Custodial charges (at time and one-half for a minimum of three hours) will be added for each hour of facility use on weekends and holidays. One hour custodial rate will be added when a custodian is on duty. Facilities will not be available on nights when no custodian is on duty. Additional charges will be made if the activity of the applicant is of a scope that would reasonably require additional personnel to supervise, protect or clean the school property.

All payments shall be made in advance of use. Repairs to facilities or equipment will be charged to the user.

Rates are subject to revision each fiscal year by the change in the Consumer Price Index (December to December), rounded to the nearest \$0.25. Custodial and other direct personnel charges will be revised each fiscal year based on actual salaries. These revisions shall be made public by March for the following fiscal year.

Staff shall review rates every four years to ensure that the CPI adjustment has accurately reflected changes in actual expense. If adjustments are necessary, they shall be made for the next fiscal year.

Regulation  
approved: 08.07.78  
revised: 05.04.93  
revised: 08.02.94  
revised: 05.2.06  
revised: 07.15.08  
revised: 06.23.09

**ABC Unified School District**  
**USE OF FACILITIES RATES**  
**2021-22**  
**(Effective 7/1/21 – 6/30/22)**

**E 3515.7(a)**

<b>***ALL USE CHARGES ARE IN ADDITION TO CUSTODIAL OR GENERAL MAINTENANCE WORKER HOURLY CHARGES (TBD)***</b> <b>*** SEE PAGE 2***</b>	<b>Cost Use (Verified Non-Profit)</b>	<b>Commercial Use</b>
1. <b><u>Classrooms</u></b> at all schools: <b>Use time plus custodial charge***</b>	\$4.00/hr. per room	\$32.75/hr. per room
2. <b><u>Multipurpose Rooms</u></b> at elementary and middle schools ( <b>school not in session: summer, weekends or holidays</b> ) <b>Use time plus custodial charge***</b> First four (4) hours use – <b>FLAT FEE:</b>  Cost for each additional hour or fraction thereof over the first four (4) hours use:  <b><u>Multipurpose Rooms</u></b> at elementary and middle schools ( <b>school in session: weekdays</b> ) <b>Use time plus one (1) hour custodial charge</b> First four (4) hours use - <b>FLAT FEE:</b>  Cost for each additional hour or fraction thereof over the first four (4) hours use:	\$118.50  \$30.00/hr.  \$59.50  \$30.00/hr.	\$236.75  \$59.50/hr.  \$118.50  \$59.50/hr.
3. <b><u>Brewer Theatre @ Cerritos High School, Fine Arts Center @ Artesia High School or Multipurpose Room @ Gahr High School</u></b> <b>Use time + custodial charge***</b> First four (4) hours use – <b>FLAT FEE:</b>  Cost for each additional hour or fraction thereof over the first four (4) hours use:	\$178.00  \$59.50/hr.	\$355.00  \$118.50/hr.
4. <b><u>Gyms</u></b> - high schools only ( <b>school not in session: summer, weekends or holidays</b> ) First three (3) hours – <b>FLAT FEE:</b> <b><u>All gyms are use time plus gen. maintenance worker charge***</u></b>  <b><u>Gyms</u></b> - with bleachers/seating up to 500 people First three (3) hours - <b>FLAT FEE:</b>  <b><u>Gyms</u></b> – with bleachers/seating 501 to 1,000 people First three (3) hours - <b>FLAT FEE:</b>  Cost for each additional hour or fraction thereof over the first three (3) hours use:  <b><u>Gyms</u></b> - high schools only ( <b>school in session: weekdays</b> ) First three (3) hours – <b>FLAT FEE:</b>  Cost for each additional hour or fraction thereof over the first three (3) hours use:	\$118.50  \$207.50  \$355.00  \$59.50/hr.  \$59.50  \$30.00/hr.	\$236.75  \$414.00  \$710.00  \$118.50/hr.  \$118.50  \$59.50/hr.
5. <b><u>Parking lot rental only</u></b> – First three (3) hours – <b>FLAT FEE:</b>  Cost for each additional hour or fraction thereof over the first three (3) hours use:	\$118.50  \$30.00/hr.	\$236.75  \$59.50/hr.



**ABC Unified School District**  
**USE OF FACILITIES RATES**  
**2021-22**  
**(Effective 7/1/21 – 6/30/22)**

**E 3515.7(b)**

<b><u>*** ALL USE CHARGES ARE IN ADDITION TO CUSTODIAL OR GENERAL MAINTENANCE WORKER HOURLY CHARGES (TBD) ***</u></b> <b><u>***SEE BELOW***</u></b>	<b>Cost Use (Verified Non-Profit)</b>	<b>Commercial Use</b>
<p>6. <b><u>Sports fields</u></b> - Minimum three (3) hours rental time required  <b>Use time plus general maintenance worker charge***</b></p> <p>Cost for each additional hour or fraction thereof over the first three (3) hours use:</p>	<p>\$30.00/hr.</p> <p>\$30.00/hr.</p>	<p>\$59.50/hr.</p> <p>\$59.50/hr.</p>
<p>7. <b><u>Stadiums - Artesia High School &amp; Gahr High School</u></b>  <b>Use time plus general maintenance worker charge***</b>  First four (4) hours use - <b>FLAT FEE:</b></p> <p>Cost for each additional hour or fraction thereof over the first four (4) hours - <b>Daytime use:</b></p> <p>Cost for each additional hour fraction thereof over the first four (4) hours - <b>Evening use:</b></p> <p><b>Additional charge for lights:</b></p> <p><b>Additional charge for scoreboard:</b></p>	<p>\$591.75</p> <p>\$59.50/hr.</p> <p>\$89.00/hr.</p> <p>\$67.75/hr.</p> <p>\$30.00/hr.</p>	<p>\$1,183.00</p> <p>\$118.50/hr.</p> <p>\$178.00/hr.</p> <p>\$142.00/hr.</p> <p>\$59.50/hr.</p>
<p>8. <b><u>Swimming Pool - Artesia High School</u></b>  Minimum two (2) hours rental time required (Includes showers)  Lessee must provide qualified lifeguard  <b>Use time plus general maintenance worker charge***</b>  First two (2) hours use - <b>FLAT FEE:</b></p> <p>Cost for each additional hour or fraction thereof over the first two (2) hours:</p>	<p>\$118.50</p> <p>\$59.50/hr.</p>	<p>\$236.75</p> <p>\$118.50/hr.</p>
<p><b><u>***CUSTODIAL &amp; GENERAL MAINTENANCE WORKER RATES***</u></b></p> <p><b><u>***Custodial Charge (Room Use) - \$50.50 per hour, per day, per custodian</u></b>  <b><u>***Add one extra hour custodial charge, per day, for non-school days, weekend or holiday use</u></b></p> <p><b><u>***General Maintenance Worker Charge (Field/Gym Use) - \$60.50 per hour, per day, per gen. maintenance worker</u></b>  <b><u>***Add one extra hour gen. maintenance worker charge, per day, for non-school days, weekend or holiday use</u></b></p> <p><b>99 or less participants – 1 (one) Custodian/GM Worker</b>  <b>100 to 200 participants – 2 (two) Custodians/GM Workers</b>  <b>200 or more participants – TBD</b></p>		

Revised: 5.4.11  
revised: 2.13.14  
revised: 7.1.14  
revised: 7.1.21

**ABC UNIFIED SCHOOL DISTRICT  
Administrative Regulation**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**PARKING AT DISTRICT-WIDE FACILITIES**

1. No person shall park or leave standing any vehicle upon the driveways, paths or grounds of any public school building or District unit except with the permission of, and upon and subject to the regulations of the ABC Unified School District.
2. No vehicle shall be permitted to park at District facilities except for site activities. Utility vehicles on duty for the District, city, county or state are exempt from this regulation. Vehicles parked in violation of this regulation may be towed away pursuant to Section 22652(d) of the Vehicle Code, at the owner's expense.
3. The District shall designate parking spaces reserved exclusively for vehicles used by disabled persons, which vehicles shall display a distinguishing license plate or placard.
4. Any disabled person or disabled veteran displaying special identification license plates issued under section 5007 or a distinguishing placard issued under section 22511.55 or 22511.59 shall be allowed to park. Vehicles which display neither the appropriate license plate nor placard shall be presumed to be parked in violation of the disabled restriction, unless the person is under a temporary disability, who would otherwise qualify under Vehicle Code 22511.5(f).
5. All parking facilities shall be posted with the applicable regulations.

**Legal Reference: VEHICLE CODE**

*13202.6 Suspension of driving privilege  
13202.7 Suspension of driving privilege  
21113 Public grounds  
22507 Local regulation  
22511.7 Designation of parking for disabled persons and veterans  
22511.8 Removal of unauthorized vehicles from disabled persons'  
designated parking area  
22512 Regulation of off-street parking  
22652 Local regulation of removal  
22659 Removal from State property*

**ABC UNIFIED SCHOOL DISTRICT  
Board Policy**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**EMERGENCIES AND DISASTER PREPAREDNESS PLAN**

The Governing Board recognizes that all district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and threats of disaster.

The Superintendent or designee shall develop and maintain a disaster preparedness plan which details provisions for handling emergencies and disasters and which shall be included in the District's comprehensive school safety plan. (Education Code 32282)

*(cf. 0450 - Comprehensive Safety Plan)*

*(cf. 3516.3 - Earthquake Emergency Procedure System)*

The Superintendent or designee shall also develop and maintain emergency plans for each school site.

The principal or designee shall augment the District plan with working plans and procedures specific to each school. He/she shall present a copy of these site plans and procedures to the office of Child Welfare and Attendance.

District and site plans shall address at least the following situations:

1. Fire on or off school grounds which endangers students
2. Natural or man-made disasters

*(cf. 3516.3 - Earthquake Emergency Procedure System)*

3. Bomb threat or actual detonation

*(cf. 3516.2 - Bomb Threats)*

4. Attack or disturbance by individuals or groups

*(cf. 0450 - Comprehensive Safety Plan)*

*(cf. 1400 - Relations between Other Governmental Agencies and the Schools)*

*(cf. 3514 - Environmental Safety)*

*(cf. 3515 - Campus Security)*

*(cf. 3515.2 - Disruptions)*

*(cf. 3530 - Risk Management/Insurance)*

*(cf. 5131.4 - Campus Disturbances)*

The Superintendent or designee should ensure that the plan includes:

1. Procedures for personal safety and security
2. Ways to ensure smooth administrative control of operations during a crisis
3. Procedures to establish a clear, effective communications system
4. Guidelines for law enforcement involvement, including specific steps for law enforcement intervention depending upon the intensity of the crisis

**EMERGENCIES AND DISASTER PREPAREDNESS PLAN** (continued)

In developing the District and school emergency plans, the Superintendent or designee shall collaborate with city and county emergency responders, including local public health administrators.

The Superintendent or designee shall use state-approved Standardized Emergency Management System guidelines and the National Incident Command System when updating district and site-level emergency and disaster preparedness plans.

Disaster preparedness exercises shall be held regularly at each school site and shall demonstrate how safety procedures may be applied to various types of emergencies. All students and employees shall receive instruction regarding emergency plans.

The Board encourages all employees to become proficient in first aid and cardiopulmonary resuscitation (CPR). The Superintendent or designee shall ascertain that at least one staff member at each school holds a valid certificate in these areas. The Superintendent or designee shall provide for CPR inservice training to be offered at least once a year for district staff.

The Board shall grant the use of school buildings, grounds, and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The Board shall cooperate with such agencies in furnishing and maintaining whatever services they deem necessary to meet the community's needs. (Education Code 32282)

(cf. 1330 - Use of School Facilities)

*Legal Reference:*EDUCATION CODE

32000-32004 *Uniform fire signals (with requirement that every school building with capacity of 50 or more students be provided with a fire warning system)*

32040 *Duty to equip school with first aid kit*

35295-35297 *Earthquake emergency procedures*

38051 *Operating overloaded bus*

38132 *Mass care and welfare shelters*

46390-46392 *Emergency average daily attendance in case of disaster*

49505 *Natural disaster; meals for homeless students; reimbursement*

GOVERNMENT CODE

3100 *Public employees as disaster service workers*

8607 *Standard emergency management system*

CODE OF REGULATIONS, TITLE 5

550 *Fire drills*

560 *Civil defense and disaster preparedness plans*

CODE OF REGULATIONS, TITLE 19

2400 *et seq. Standardized Emergency Management System Regulations*

*Management Resources:*CDE PROGRAM ADVISORIES

0224.94 *Contingency Planning for School Campus Emergencies, CIL: 93/94-04*

GOVERNOR'S OFFICE OF EMERGENCY SERVICES

*Standardized Emergency Management System (SEMS) Guidelines, March 1995*

*SEMS Approved Course of Instruction, March 1995*

Board policy

adopted: 8.4.86

revised: 1.12.99

revised: 2.17.09

**ABC UNIFIED SCHOOL DISTRICT**  
**Administrative Regulation**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**EMERGENCIES AND DISASTER PREPAREDNESS PLAN**

The District disaster preparedness plan shall be available to staff, students and the public in the office of the Superintendent and in the office of each principal. Individual school site disaster plans shall be provided to each teacher and shall be available for public inspection at the principal's office. The principal shall make certain that students and staff are familiar with their site plan.

The Governing Board shall grant the use of school buildings, grounds and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The Board shall cooperate with such agencies in furnishing and maintaining whatever services it deems necessary to meet the community's needs. (Education Code 38132)

**Release of Students**

The following procedures shall be followed in releasing students in the event of an emergency or disaster:

1. The principal or designee shall receive authorization from the Superintendent or designee before releasing students.
2. Individual students shall not leave a school site without receiving permission from the principal or designee.
3. If possible, staff shall release students only to persons authorized on the student emergency card.
4. In absence of an emergency card or in an emergency in which reference to the emergency card is impossible, individual students shall be released, upon presentation of identification, to parents/guardians, persons authorized by the parents/guardians, or to authorized persons representing public agencies that may take responsibility, when necessary, for the safety of the student.
5. The principal or designee shall record the release of all students.

The Superintendent or designee shall ensure that district and school site plans address, at a minimum, the following types of emergencies and disasters:

1. Fire on or off school grounds which endangers students and staff

*(cf. 3516.1 - Fire Drills and Fires)*

2. Earthquake or other natural disasters

*(cf. 3516.3 - Earthquake Emergency Procedure System)*

3. Environmental hazards

*(cf. 3514 - Environmental Safety)*

*(cf. 3514.2 - Integrated Pest Management)*

4. Attack or disturbance, or threat of attack or disturbance, by an individual or group

**EMERGENCIES AND DISASTER PREPAREDNESS PLAN** (continued)

*(cf. 3515 - Campus Security)*

*(cf. 3515.2 - Disruptions)*

*(cf. 5131.4 - Student Disturbances)*

5. Bomb threat or actual detonation

*(cf. 3516.2 - Bomb Threats)*

6. Biological, radiological, chemical, and other activities, or heightened warning of such activities

7. Medical emergencies and quarantines, such as a pandemic influenza outbreak

*(cf. 5141.22 - Infectious Diseases)*

The Superintendent or designee shall ensure that the District's procedures include strategies and actions for prevention/mitigation, preparedness, response, and recovery, including, but not limited to, the following:

1. Regular inspection of school facilities and equipment and identification of risks

*(cf. 3530 - Risk Management/Insurance)*

2. Instruction and practice for students and employees regarding emergency plans, including:

- a. Training of staff in first aid and cardiopulmonary resuscitation
- b. Regular practice of emergency procedures by students and staff

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

3. Specific determination of roles and responsibilities of staff during a disaster or other emergency, including determination of:

- a. The appropriate chain of command at the District and, if communication between the District and site is not possible, at each site
- b. Individuals responsible for specific duties
- c. Designation of the principal for the overall control and supervision of activities at each school during the emergency, including authorization to use his/her discretion in situations which do not permit execution of prearranged plans
- d. Identification of at least one person at each site who holds a valid certificate in first aid and cardiopulmonary resuscitation
- e. Assignment of responsibility for identification of injured persons and administration of first aid

**EMERGENCIES AND DISASTER PREPAREDNESS PLAN** (continued)

4. Personal safety and security, including:

- a. Identification of areas of responsibility for supervision of students
- b. Procedures for evacuation of students and staff, including posting of evacuation routes
- c. Procedures for release of students, including a procedure to release students when reference to the emergency card is not feasible

*(cf. 5141 - Health Care and Emergencies)*

*(cf. 5142 - Safety)*

- d. Identification of transportation needs, including a plan which allows bus seating capacity limits to be exceeded when a disaster or hazard requires students to be moved immediately to ensure their safety

*(cf. 3543 - Transportation Safety and Emergencies)*

- e. Arrangements for students and staff with special needs

*(cf. 4032 - Reasonable Accommodation)*

*(cf. 6159 - Individualized Education Program)*

- f. Upon notification that a pandemic situation exists, adjustment of attendance policies for students and sick leave policies for staff with known or suspected pandemic influenza or other infectious disease

*(cf. 4161.1/4361.1 - Personal Illness/ Injury Leave)*

*(cf. 4261.1 - Personal Illness/Injury Leave)*

*(cf. 5113 - Absences and Excuses)*

*(cf. 6183 - Home and Hospital Instruction)*

5. Closure of schools, including an analysis of:

- a. The impact on student learning and methods to ensure continuity of instruction
- b. How to provide for continuity of operations for essential central office functions, such as payroll and ongoing communication with students and parents/guardians

*(cf. 3516.5 - Emergency Schedules)*

6. Communication among staff, parents/guardians, the Governing Board, other governmental agencies, and the media during an emergency, including:

- a. Identification of spokesperson(s)

*(cf. 1112 - Media Relations)*

- b. Development and testing of communication platforms, such as hotlines, telephone trees, and web sites

*(cf. 1113 - District and School Web Sites)*

**EMERGENCIES AND DISASTER PREPAREDNESS PLAN** (continued)

- c. Development of methods to ensure that communications are, to the extent practicable, in a language and format that is easy for parents/guardians to understand
  - d. Distribution of information about district and school site emergency procedures to staff, students, and parents/guardians
7. Cooperation with other state and local agencies, including:
- a. Development of guidelines for law enforcement involvement and intervention
  - b. Collaboration with the local health department, including development of a tracking system to alert the local health department to a substantial increase of student or staff absenteeism as indicative of a potential outbreak of an infectious disease

*(cf. 1400 - Relations between Other Governmental Agencies and the Schools)*

8. Steps to be taken after the disaster or emergency, including:
- a. Inspection of school facilities
  - b. Provision of mental health services for students and staff, as needed

*(cf. 6164.2 - Guidance/Counseling Services)*

**Role of Staff**

School staff is considered disaster service workers and are subject to disaster service activities assigned to them. (Government Code 3100)

*(cf. 4112.3/4212.3/4312.3 - Oath or Affirmation)*

During an emergency, at minimum, staff shall fulfill the following roles (each site may modify or amend their plan to fit the schools needs):

*(cf. 4119.3 - Duties of Personnel)*

1. The principal or designee shall assume overall control and supervision of activities at the school site during an emergency. He/she shall have authority to use discretionary judgment in emergency situations which do not permit execution of prearranged plans. The principal or designee shall:
  - a. Direct evacuation of buildings
  - b. Arrange for transfer of students when their safety is threatened
  - c. Inform the Superintendent or designee of all emergency actions taken as soon as possible
  - d. Schedule periodical fire drills and other disaster preparedness exercises and keep appropriate records
  - e. Post directions for fire drills and civil defense drills in classrooms, multipurpose rooms, etc.



## EMERGENCIES AND DISASTER PREPAREDNESS PLAN (continued)

2. Teachers shall be responsible for supervision of students in their charge. Teachers shall:
  - a. Direct evacuation of students in their charge in accordance with the principal's instruction
  - b. Give the DROP, COVER, AND HOLD command as necessary
  - c. Take attendance, stay with the students, and provide supervision
  - d. Report missing students to the principal or designee
  - d. Send students in need of first aid to the school nurse or a person trained in first aid
3. Custodians are responsible for the use of emergency equipment, the handling of supplies and the use of available utilities. Custodians shall:
  - a. Survey and report damage to the principal
  - b. Direct rescue operations as required
  - c. Direct fire-fighting efforts until regular fire-fighting personnel take over
  - d. Control main shutoff valves for gas, water and electricity and ascertain that no hazard results from broken gas, water mains or fallen electrical lines
  - e. Disburse supplies and equipment as needed
4. The school secretary and other staff shall:
  - a. Report a fire or disaster to the appropriate authorities
  - b. Answer telephones and monitor radio emergency broadcasts
  - c. Provide for the safety of essential school records and documents
  - d. Assist the principal as needed
5. The school nurse shall:
  - a. Administer first aid
  - b. Supervise the administration of first aid
  - c. Organize first aid and medical supplies
6. The cafeteria manager shall direct the use and preparation of the cafeteria stock and water supply whenever the feeding of students becomes necessary during a disaster.
7. The bus driver(s) shall:
  - a. Supervise students if a disaster occurs while they are on the bus
  - b. Issue instructions as necessary while students are on the bus
  - c. Transfer students to a new location when directed by the principal

**EMERGENCIES AND DISASTER PREPAREDNESS PLAN** (continued)

- d. Assist the custodian in damage control

District-Level Emergency Plan

1. The staff member designated by the superintendent as the disaster preparedness coordinator shall review annually and update as needed the District emergency preparedness policies and administrative guidelines.
2. A disaster preparedness committee shall be formed and meet on an as needed basis to assist in the review and updating of the policies and administrative guidelines.
  - a. The committee may include but not limited to:
    - Superintendent
    - Deputy Superintendent
    - Chief Financial Officer
    - Assistant Superintendents
    - Supervisor-Child Welfare and Attendance
    - Director-Information and Technology
    - Director of Schools – Elementary/Secondary
    - Manager – Nutrition Services
    - two elementary site administrators (optional)
    - two secondary site administrators (optional)
3. In the event of an emergency, district supplies and services shall be made available to local sites when authorized by the Superintendent or his/her designee.
  - a. Maintenance and operations' personnel shall be assigned to each site and report to the assigned site to provide assistance in the event of an emergency.
  - b. Buses shall be assigned to each school and report to the assigned school in the event of an emergency to provide a communication system between sites and the District emergency command center.
  - c. Water, additional medical supplies, and food shall be supplied as needed to sites when authorized by the Superintendent or his/her designee in event of an emergency.
  - d. Equipment from the maintenance and operations facility shall be dispatched to local sites when authorized by the Superintendent or his/her designee in event of an emergency.
4. If telephone service has not been interrupted, it is expected that the telephone system would be used to contact emergency agencies as necessary. If telephone communications have been interrupted, two-way radios shall be used for "first contact" communications between school sites and district personnel.

Buses will be dispatched to assigned sites for continued radio communications if possible.

The sites are not to call the base station. The base station at the District office will call each site in order, first the elementary, then middle schools and then high schools.

**ON FIRST CONTACT:** When the school name is called, give the following statistics only:

critically injured

dead

critical hazard condition such as gas leaks, fires, blocked exits, etc.

**EMERGENCIES AND DISASTER PREPAREDNESS PLAN** (continued)

NO NAMES, NO PROPERTY DAMAGE, NO MINOR INJURIES, (this information will be required in the follow-up or second contact)

The District base station will notify the appropriate law enforcement agency. They will contact emergency personnel and give notification of the nearest emergency medical facility.

ON SECOND CONTACT: The district base station will call in the same order as stated above. At this time, however, report major damage. The district will dispatch personnel and/or contact the appropriate emergency agency to give assistance.

All site emergency plans shall be on file in the Child Welfare and Attendance and Risk Management Office.

Site Emergency Plans

1. Site administrators shall develop local site emergency preparedness plans following the general guidelines below.
  - a. Local site plans shall include:
    - 1) The roles and responsibilities of staff member in an emergency including assignments to fill positions outlined in the emergency organization plan (Exhibit 3516)
    - 2) Evacuation routes from all classrooms and offices and alternate routes in the event the main route is blocked.
    - 3) Designation of
      - (a) Emergency assembly area. (This area should be in an easily accessible, fenced location on the campus, away from poles, trees, high voltage wiring and the fence.)
      - (b) Emergency operations area. (This should be located near the emergency assembly area and will be the site of emergency operations. It should be accessible to telephone or other communication devices.)
      - (c) Parent communication/check-out center. (This should be located near to—but separated from—the emergency assembly area. Ideally, it should be adjacent to a gate.)
      - (d) Triage/first aid area.
    - 4) Provisions for portable means of identifying to whom pupils may be released and authorization for emergency medical treatment. It is suggested that duplicate Emergency Authorization Cards be used for this information. These cards may be stored in a file box for easy transport.
    - 5) Emergency utilities shut off plan
    - 6) A written inventory of supplies and equipment and their location.
      - (a) Emergency supplies and equipment for the short-term, immediate needs of students and staff shall be stored at each site in an easily accessible location.

**EMERGENCIES AND DISASTER PREPAREDNESS PLAN** (continued)

- 7) A school map plan which identifies locations of:
- All emergency supplies and equipment
  - All existing doors and gates
  - Designated areas for emergency assembly
  - Emergency operations, parent communications/check out and triage/first aid
  - Fire alarms and extinguishers
  - Water, gas and electrical shut-offs.

This plan shall be maintained in the school office, and key procedures shall be posted in offices and classrooms.

Standard Emergency Procedures1. Earthquake

- a. Indoors – When the earth begins to shake, Drop, cover and hold. Keep eyes shut. Listen for instructions.
- b. Outdoors – Move to open area away from buildings, trees and over-head wires. Drop, cover, and hold. Stay in the clear. Listen for instructions.
- c. After the shaking stops – Walk to emergency assembly areas. Remain quiet.
- d. Do not return children to class until authorized to do so by the appropriate district, city or county authority. Implement Emergency Organization Plan.

2. Fire

- a. Determine possibility and location of fire. Notify Superintendent's office.
- b. Notify fire department.
- c. Sound fire alarm.  
  
If fire is inoperable, announce fire alarm through continuous "beep" in bullhorn siren and/or through prearranged verbal or visual signal.
- d. Evacuate buildings according to site emergency plans if the regular alarm is sounded or an alternative alarm is sounded.
- e. Check all rooms to be certain they are evacuated.
- f. Remove portable communications equipment from building.
- g. If possible, protect school's vital records; remove from building, if necessary.
- h. Consult with fire department personnel before directing students and staff to return to building.
- i. Give all clear signal if there is no fire or all is clear.
- j. Reset alarm system within reasonable length of time.

**EMERGENCIES AND DISASTER PREPAREDNESS PLAN (continued)****3. Smog Alerts**

- a. Schools will be notified by a staff member from the District office in the event of a predicted or actual smog alert (administrative regulation 3519.2).
- b. Predicted Alert
  - 1) Request students and staff to carpool on day of predicted smog alert.
  - 2) Prepare to cancel athletic contests and games if smog alert is declared.
- c. First Stage Alert
  - 1) Discontinue all strenuous outside activities for students. Strenuous activity is any activity that results in breathing by mouth rather than by nose, including calisthenics, running, and other outdoor sports.  
  
Strenuous inside activities in a large gymnasium may be allowed for high school students, if gymnasium doors and windows are closed; and if there is, in the judgment of the administrator in charge, enough oxygen to sustain both the heightened respiratory level of the competitors and the spectators inside the gymnasium.
  - 2) Ask employees and students to carpool, if possible.
- d. Second Stage Alert
  - 1) Discontinue all strenuous outdoor and indoor activities for students.
  - 2) Keep students inside building.
  - 3) Cancel or postpone athletic contests if alert is called at least one hour before start of the activity, if an event is in progress, the principal or designee should temporarily halt the event until the episode has ended.
- e. School site administrators may call the Air Quality Management District directly for smog alert updates at (800) 242-4666 or check online at [www.aqmd.gov](http://www.aqmd.gov).
- f. Sites are in the following air monitoring zones:
  - 1) Area 4 – Aloha, Bragg, Burbank, Carver, Cerritos Elementary, Elliott, Furgeson, Hawaiian, Juarez, Kennedy, Leal, Melbourne, Nixon, Palms, and Willow Elementary Schools; Faye Ross, Haskell, Fedde, and Tetzlaff Middle Schools; Artesia, Cerritos, and Gahr High Schools; and Maintenance and Operations.
  - 2) Area 5 – Gonsalves, Niemes, Stowers, and Wittmann Elementary Schools; Carmenita Middle School; Tracy and Whitney High Schools, Adult School, District Office, Warehouse, and Nutrition Services.

**4. Explosion/Gunfire**

- a. Indoors – DUCK AND HOLD
- b. Outdoors – Seek protection (curb, bench, ditch or gutter). DUCK AND COVER facing away from disaster.
- c. Evacuate children to emergency assembly area(s) or building(s), if appropriate.

**EMERGENCIES AND DISASTER PREPAREDNESS PLAN** (continued)

- d. Notify Fire Department or Sheriff's Department.
- e. Notify site's front office. Site's front office notifies the Superintendent's office.
- f. If fire results, follow procedures for "FIRE" outlined in these Rules and Regulations.
- g. Implement site level Emergency Organization Plan, as necessary.

5. Bomb Threat

- a. Ask the question of the informant, "WHERE AND AT WHAT TIME?" Obtain as much information as possible from the informant. (Buildings must be cleared when specific information is received.)
- b. Notify the administrator in charge.
- c. Administrator notifies the Sheriff's Office (866-9061 – complaint desk).
- d. Notify the site's front office of action taken. Site's front office notifies the Superintendent's office.
- e. Principal or administrator in charge makes decision for action in conference with the uniformed officer.
- f. Notify custodial help to stand by in the event of a search.
- g. Evacuate buildings, if indicated, following established evacuation procedures. Implement dispersal procedure, if necessary.
- h. Follow site level emergency organization plan, if necessary.

6. Disturbances, Disorders or Demonstrations

- a. Establish specific responsibilities.
- b. Notify site's front office of anticipated disturbances. Site's front office notifies the Superintendent's office.
- c. Contact appropriate community resources from whom assistance may be desired:
  - 1) PTA, other community groups
  - 2) Local Fire Department
  - 3) Sheriff's Department
  - 4) Others
- d. Consult with district representatives to determine additional school district resources which may be of help.

7. Student Disorder

- a. Notify site's front office. Site's front office notifies the Superintendent's office.

**EMERGENCIES AND DISASTER PREPAREDNESS PLAN** (continued)

- b. Notify pupils via bullhorn, public address system or other appropriate means, in the presence of adult witnesses, to end the disorder by returning to assigned classes.
    - 1) Students should be warned that by remaining on campus, but not going to classes, they risk suspension and/or arrest.
    - 2) Staff members should be assigned the responsibility of verifying the audibility of all announcements. (Tape record if possible).
    - 3) Students may not leave school unless authorized by an administrator.
  - c. If a pupil persists in the disruptive activity following a second warning and after a reasonable time, the pupil is to be notified of suspension and directed to leave campus.
  - d. If the pupil continues the disruptive activity after notification of suspension, the principal may proceed with arrest of the pupil under the provisions of Section 626.8, California Penal Code, and Section 16701, California Education Code.
8. Employee Disturbance
- a. Notify site's front office. Site's front office notifies the Superintendent's office.
  - b. If the disturbance occurs during assigned work hours after the employee has reported for work, adopt the following procedure in the presence of an adult witness:
    - 1) Request that the employee desist from participation and return to work assignment.
    - 2) If, after a reasonable time, the employee refuses to comply with the request, the employee is to be directed to the school principal or level director.
    - 3) If, after a reasonable time, the employee has not complied with the request, notify the employee that he/she is guilty of insubordination and subject to arrest in accordance with Section 26.8, California Penal Code and Section 16701, California Education Code. If the employee's presence continues to disrupt the activity of the school, proceed to cause the arrest to be made by a sheriff's deputy.
9. General Public Disturbance
- a. Notify site's front office. Site's front office notifies the Superintendent's office.
  - b. If conduct of an adult who is not an employee of the District but whose conduct on the school premises or adjacent territory interferes with the orderly processes of the school, warn the adult, in the presence of an adult witness, that he/she is subject to arrest.
  - c. If, after a reasonable time, the adult has not complied with the request to desist, proceed to cause a citizen's arrest or cause the arrest to be made by a Sheriff's deputy.

**EMERGENCIES AND DISASTER PREPAREDNESS PLAN** (continued)10. Use of Law Enforcement Agency

- a. If the disorder is beyond the capacity of the administrator to control, call the appropriate law enforcement agency or 911.
- b. Provide school resources to the law enforcement agency, if requested.
- c. Staff should recognize that the law enforcement agency will be in charge when it responds to the call for assistance.

11. Closing of School (Should be considered only when all other alternatives have failed).

- a. Secure permission from Superintendent's office, if closing is approved, and:
  - 1) Notify on-site security personnel, if any.
  - 2) Notify appropriate law enforcement agency.
  - 3) Make sure only necessary exits are open.
  - 4) Instruct staff to supervise pupils who are not released.
  - 5) During school hours, release students only to parents or authorized adults.
  - 6) Remain on premises until safety of all pupils is assured.

12. Dispersal

- a. Secure approval to leave site from Superintendent's office.
- b. Notify site's front office.
- c. Switch bells to manual control.
- d. Notify the appropriate law enforcement agency of your plans.
- e. Implement dispersal plan which may be one or a combination of the following:
  - 1) Movement of pupils to another part of the facility
  - 2) Transporting of pupils to another school or facility.
  - 3) Dispersing pupils to their homes.
- f. Instruct staff to supervise pupils who are not released and to release these pupils only to parents or other authorized adults using procedures outlined in "Site Level Emergency Organization Plan".
- g. Post signs at site to inform parents of dispersal location.
- h. Dispersal of students should be considered only when occupation of the school site becomes untenable for pupils and staff.
- i. Since pupils are safer on the school premises under the supervision of school staff in almost all emergency occurrences, every alternative to partial or total dispersal should be considered.



**EMERGENCIES AND DISASTER PREPAREDNESS PLAN** (continued)

- j. If, after consultation with the Superintendent and/or Assistant Superintendent dispersal is deemed absolutely necessary, it should be carried out according to the carefully developed plans as outlined above.
13. Emergency Use of Schools
- a. Identify purpose for which school is to be used.
  - b. Obtain authorization for an agency to use the site from the Superintendent or his designee.
  - c. Secure proper identification from agency representative(s) before permitting the use of any part of the school facility.
  - d. The principal, Superintendent, or assigned designee shall be in charge of emergency use of a school until such time that authorized military or law enforcement personnel take charge.
  - e. The principal shall notify the following in the event a school is to be used for emergencies: one cabinet-level administrator and one designated Maintenance and Operations administrator, and the Switchboard.
  - f. Assign school staff as necessary to prevent any abuse or damage to school property or equipment.
  - g. Designate areas of the facility to be used.
  - h. If school supplies are used by the agency, obtain a receipt from the agency administrator in charge of confirming the kind and quantity of supplies used.
14. Power Blackout
- a. Determine probable cause of the blackout, particularly to identify if the problem is restricted to the site or is of an area-wide nature.
  - b. Turn off all electrical utilities and switches, but do not turn off the main switch.
  - c. Notify and provide situation and status reports to M.O.T.F. who notifies the Superintendent's office. This may be accomplished by telephone or through in-person notification by a designated school representative.
  - d. If classrooms are too dark after opening doors and curtains, move students into pre-established areas and continue classroom activities if possible. Keep students calm.
  - e. Instruct all staff to remain with their assignment.
  - f. In the event of a general power blackout, it is likely that traffic signals will not be working. Therefore, children are not to be released without the prior approval of the Superintendent or designee. In the event that the site is untenable, steps should be taken to disperse the students to another school or appropriate facility following standard dispersal procedures.

**EMERGENCIES AND DISASTER PREPAREDNESS PLAN (continued)****15. Severe Weather**

- a. When a prolonged rain, severe heat, flooding, or other weather-related emergency creates conditions at an individual school which appear to be serious enough to close the school, follow dispersal procedures as outlined above in section "12."
- b. In the event the temperature rises above a comfortable level in the site, and it is determined by the site administrator that adequate circulation is unavailable, move children into outside shaded areas and curtail all strenuous activities.
- c. If a tornado or severe thunderstorm watch is received, or if conditions appear to be favorable for a tornado, monitor battery-operated radio for information on either a tornado warning or the sighting of a tornado within 15 miles.
  - 1) Tornadoes may accompany severe thunderstorm. Look for heavy black, boiling clouds, heavy thunder and lightning, heavy rains and/or hail, and strong winds.
- d. If a tornado warning is received or if a tornado touches down DROP, COVER AND HOLD under heavy furniture, blankets, towels, or other protective covering in the center part of the building, preferably near inside walls.
  - 1) Stay away from outside walls, windows and large rooms such as the gym, cafeteria, and auditorium.
  - 2) Open doors and windows away from the path of the tornado slightly, to reduce damage.
  - 3) Close curtains and all windows.
  - 4) All personnel in portable buildings shall evacuate to the site's main building(s).
- e. If a roaring wind sound is heard, move to the center of the room or building, away from windows, and DROP, COVER AND HOLD as indicated above.

**16. Environmental/Biological Hazards**

- a. Notify the superintendent's office
- b. Direct students and staff to appropriate emergency evacuation area
- c. Collect reunion gate materials and two-way radio(s)
- d. Post evacuation site location on main campus entrance, if time permits
- e. Secure campus gates following bus dispersal

**17. Pandemic Influenza**

- a. Staff member notifies Principal
- b. Principal notifies district nurse and superintendents office
- c. District nurse notifies health department.

**EMERGENCIES AND DISASTER PREPAREDNESS PLAN** (continued)

- d. Health department will investigate and guide district in accordance with the Pandemic Influenza
- f. Preparedness Handbook (Copies available in district nurse's office and Child Welfare and Attendance)

**ABC UNIFIED SCHOOL DISTRICT**  
**Exhibit**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**EMERGENCIES AND DISASTER PREPAREDNESS PLAN**

**Equipment/Supplies - First Aid Supplies: See list below**

- Job description clipboards
- Marking Pens
- Stretchers
- Blankets
- Vest, if available
- Quick reference medical guides
- Tables and chairs
- Ground cover/tarps
- Staff and student medication from health office

**Recommended First Aid Supplies:**

- 4x4 compress: 1,000 per 500 students
- 8x10 compress: 150 per 500 students
- Plastic basket or wire basket stretchers or backboards: 1.5/100 students
- Kerlix bandaging: 1 per student
- Scissors, paramedic: 4 per campus
- Ace wrap: 2 inch - 2 per campus; 4 inch - 12 per campus
- Tweezers: 3 assorted per campus
- Triage tags: 50 per 500 students
- Triangular bandage: 24 per campus
- Vinyl gloves: 100 per 500 students
- Cardboard splints: 24 each, sm, med, lg
- Oval eye patch: 50 per campus
- Steri-strips or butterfly bandages: 50/campus
- Tapes: 1" cloth; 50 rolls/campus
- Surgical tape
- Aqua-Blox (water) cases: .016 x students + staff cases (for flushing wounds, etc.)
- Dust masks: 25/100 students
- Disposable blanket: 10 per 100 students
- First Aid books: 2 standard and 2 advanced per campus
- Hydrogen peroxide: 10 pints/campus
- Space blankets: 1/student and staff
- Bleach, 1 small bottle
- Heavy duty rubber gloves, 4 pair
- Kleenex/facial tissue 1/class
- First Aide Cream 1/class
- Waterless soap: 2 gallon
- Two metal basins
- Sanitary napkins: 50/1,000 students
- Sterile adhesive bandages (1"X3") 1 box/classroom
- Pocket mask/face shield for CPR - 5
- Coverage waste receptacle with disposable covers
- Bandage 2 1/4 X 3 1/2 (50/box) 1 box/2 classes
- Eye irrigation solution: 2 bottle/school
- Paper cups: 1 box/3 classes
- Sharps container: 1/school

**ABC UNIFIED SCHOOL DISTRICT**  
**Administrative Regulation**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**FIRE DRILLS AND FIRES**

Principals shall hold fire drills at least once a month in all elementary and middle schools and at least twice each school year in all high schools. (Code of Regulations, Title 5, Section 550)

1. Whenever the fire signal is given, all students, teachers, and other employees shall quickly leave the building in an orderly manner. Teachers shall ascertain that no student remains in the building.
2. Teachers shall be prepared to select alternate exits and shall direct their classes to these exits whenever the designated escape route is blocked.
3. The principal or designee shall keep a record of each fire drill conducted and file a copy of this record with the office of the Superintendent or designee.

When a fire is discovered in any part of the school, the following actions shall be taken:

1. The principal or designee shall sound fire signals.
2. The principal or designee shall call 911.
3. Students and adults shall leave the building and go directly to outside assembly areas.
4. Staff shall give students clear direction and supervision and help retain calm.
5. In outside assembly areas, teachers shall take roll, report missing students, and provide assistance to any injured students.
5. If the fire is extensive, students shall be taken to an alternate location for protective custody until parents/guardians can pick them up or until they can be safely transported to their homes.

*(cf. 3516 - Emergency and Disaster Preparedness Plan)*

*Legal Reference:*

EDUCATION CODE

32000-32004 *Uniform fire signals*

32040 *Duty to equip school with first aid kit*

CODE OF REGULATIONS, TITLE 5

550 *Fire drills*

**ABC UNIFIED SCHOOL DISTRICT**

**EMERGENCY DRILL REPORT**

MONTH \_\_\_\_\_

SCHOOL \_\_\_\_\_

NOTE: Fire evacuation drills are to be conducted once each month by elementary and junior high schools and two times a year by high schools.

Earthquake drills are to be held two times each year by elementary and junior high schools and once a year by high schools.

Our emergency drill for this month was held on \_\_\_\_\_.

Please check one:

☐ Fire Evacuation Drill

☐ Earthquake Drill

\_\_\_\_\_  
Principal's Signature

**ABC UNIFIED SCHOOL DISTRICT  
Administrative Regulation**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**BOMB THREATS**

To maintain a safe and secure environment for district students and staff, the Superintendent or designee shall ensure that the district's emergency and disaster preparedness plan and/or each school's comprehensive safety plan includes procedures for managing bomb threats. Additionally, the Superintendent or designee shall regularly review current guidance regarding cybersecurity and digital media awareness and incorporate recommended practices into the district's processes and procedures related to the protection of the district's infrastructure, and the monitoring and response to suspicious and/or threatening digital media content.

**Receiving Threats**

Any staff member receiving a telephoned bomb threat shall try to keep the caller on the line so as to gather information about the location and timing of the bomb and the person(s) responsible. He/she should also try to determine the caller's gender and age and should take note of any distinctive features of voice or speech and any background noises such as music, traffic, machinery or other voices.

Staff members who customarily receive telephone calls or handle packages shall receive training related to bomb threats.

**Procedures**

The following procedures shall be followed when a bomb threat is received:

1. Any employee who receives a bomb threat shall immediately call 911 and also report the threat to the principal or designee. The employee shall also report the threat to the Superintendent or designee.

If the threat is in writing, the employee shall rewrite the threat exactly as is on another sheet of paper, including the date, time and location the document was found, any conditions surrounding the discovery or delivery of the document, and the full names of any other employees who saw the threat. The employee shall secure the document and not alter it in any way. If the document is small and/or removable, the employee shall place it in a bag or envelope.

If the threat is electronic, the employee shall leave the message open, and print, photograph, or copy the message and subject line, and note the date and time of the message.

2. Any student or employee who sees a suspicious package should not touch, tamper with, or move the item, and shall immediately notify law enforcement and the Superintendent or designee.

**BOMB THREATS (Continued)**

3. The Superintendent or designee shall immediately contact law enforcement if not yet done, assess the situation, ensure the area is secured, and initiate standard evacuation procedures as specified in the emergency plan.

*(cf. 3516 - Emergency and Disaster Preparedness Plan)*

*(cf. 3516.1 - Fire Drills and Fires)*

4. The Superintendent or designee shall turn off any two-way radio equipment which is located in a threatened building.

Law enforcement and/or fire department staff shall conduct the bomb search. School police officers may assist in this search. No other school staff shall search for or handle any explosive or incendiary device.

Except for school police officers, no staff or students shall reenter the threatened building(s) until the law enforcement and/or fire department staff advises the principal or designee that reentry is safe.

To the extent possible, the Superintendent or designee shall maintain communications with staff, parents/guardians, the Governing Board, other governmental agencies, and the media during the period of the incident.

Following the incident, the Superintendent or designee shall provide crisis counseling for students and/or staff as needed.

Any student who makes a bomb threat shall be subject to disciplinary procedures.

*(cf. 5144.1 - Suspension and Expulsion/Due Process)*

**Staff Training**

The Superintendent or designee shall provide training regarding the assessment and reporting of potential threats and procedures for managing bomb threats to district and site administrators, safety personnel, teachers, and other staff members, as appropriate.

*Legal Reference:*

**EDUCATION CODE**

44810 *Willful interference with classroom conduct*

48900 *Grounds for suspension or expulsion*

51202 *Instruction in personal and public health and safety*

**PENAL CODE**

17 *Felony, misdemeanor, classification of offenses*

148.1 *False report of explosive or facsimile bomb*



**BOMB THREATS** (Continued)

- 245     *Assault with deadly weapon or force likely to produce great bodily injury;  
         punishment*
- 594     *Vandalism; penalty*

Regulation  
approved:    03.15.88  
revised:      11.17.98  
revised:      03.21.23

**ABC UNIFIED SCHOOL DISTRICT  
Administrative Regulation**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**EARTHQUAKE EMERGENCY PROCEDURE SYSTEM**

The Superintendent or designee shall establish an emergency procedure system to be followed in case of earthquakes. This system shall include, but not be limited to, the following: (Education Code 35297)

1. A school building disaster plan, ready for implementation at any time, for maintaining the safety and care of students and staff
2. A DROP AND HOLD procedure in which students and staff members:
  - a. Take cover under a table or desk
  - b. Drop to their knees
  - c. Protect their head with their arms
  - d. Face away from the windows
3. Protective measures to be taken before, during and after an earthquake
4. A training program to ensure that all students and all certificated and classified staff are aware of, and properly skilled in, the earthquake emergency procedure system

School disaster plans shall outline roles, responsibilities and procedures for students and staff.

*(cf. 3516 - Emergency and Disaster Preparedness Plan)*

DROP procedures may be expanded to ensure that students get under stationary desks or tables where available, or otherwise get next to an inside wall or under an inside doorway. Students should stay in the drop position until the emergency is over or until further instructions are given.

**Earthquake Education**

DROP procedures shall be practiced at least once each school quarter in elementary schools and at least once each semester in secondary schools. (Education Code 35297)

Students also shall be taught to take the following safety precautions during an earthquake if adults are not present to give specific directions:

1. If you are in the open, stay there.
2. Move away from buildings, trees, and exposed wires.
3. After the earthquake, if you are on your way to school, continue to school.
4. After the earthquake, if you are on your way home, continue home.

## **EARTHQUAKE EMERGENCY PROCEDURE SYSTEM (continued)**

### **Earthquake While Indoors at School**

When an earthquake occurs, the following actions shall be taken inside buildings and classrooms:

1. Teachers shall have students perform the DROP procedure.
2. As soon as possible, teachers shall move the students away from windows and out from under heavy suspended light fixtures.
3. Teachers shall have students leave the building in an orderly manner when the earthquake is over.

### **Earthquake While on School Grounds**

When an earthquake occurs, the following actions shall be taken by teachers or other persons in authority and students who are on school grounds:

1. The teacher shall direct students to walk away from buildings, trees, poles, or exposed wires.
2. The teacher shall have students perform the DROP procedure, covering as much skin surface as possible, closing eyes, and covering ears.
3. Teachers and students shall stay in the open until the earthquake is over, or until further directions are given.

### **Earthquake While on the Bus**

When students are on the school bus and an earthquake occurs, the following actions shall be taken:

1. The bus driver shall pull to the side of the road away from any buildings, poles, wires, overhead structures or bridges, if possible, and have students perform the DROP procedure.
2. The driver shall set the brakes, turn off the ignition, and wait until the earthquake is over before proceeding on the route.
3. As soon as possible, the driver shall contact the director of transportation for instructions.

#### *Legal Reference:*

#### EDUCATION CODE

*35295-35297 Emergency earthquake procedures*

**ABC UNIFIED SCHOOL DISTRICT  
Board Policy**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**AIR POLLUTION**

The District acknowledges the potentially adverse effects of air pollution and accepts the responsibility for:

1. Instructing students about the effects of air pollution upon land and animal life.
2. Notifying all students and staff members when air pollution episodes are predicted or declared
3. Modifying school programs and work assignments for the protection of students and employees when air pollution episodes are declared.
4. Cooperating with other governmental agencies and with the community in efforts to reduce air pollution.

Procedures shall be established for modifying school programs, work assignments, and staff and student travel during the period of an air pollution episode.

*Legal Reference: South Coast Air Quality Management  
District Regulation  
VII Emergencies*

**ABC UNIFIED SCHOOL DISTRICT  
Administrative Regulation**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**AIR POLLUTION**

*Air Pollution Episodes-Modification of School Programs, Work Assignments*

Notification from the South Coast Air Quality Management District office or the Los Angeles County Superintendent of Schools that an air pollution episode has been predicted or declared will be received by the Risk Management Department. The Risk Management Department shall initiate notification.

Once a health advisory has been declared and the notification has been transmitted, the procedures required by these regulations shall remain in effect until notification has been received that the episode has ended or until sunset, whichever occurs first. Upon receipt of notification, all district schools and offices shall take action as prescribed in the following sections.

1. Predicted Stage I Episode
  - a. All principals and work location supervisors shall advise all staff members of the predicted episode.
  - b. The cooperation of staff and high school students for reduced use of personal vehicles on the following day shall be sought.
  - c. School staffs shall be prepared to modify programs requiring prolonged or strenuous physical activity on the day of the predicted advisory.
2. Declared Stage I Episode – During an air pollution episode, strenuous physical activities for all students shall be discontinued. All elementary students and, when practical, secondary students shall be allowed to remain indoor, if the school is air-conditioned. Students having respiratory difficulties aggravated by smog, students who have notes from doctors, and students who are complaining about the effects of the smog must be allowed to remain indoors.
  - a. Extra Curricular Events
    - 1) The principal or designee shall postpone, cancel, or relocate a “home” athletic event if the air pollution episode has been declared for the game site area one hour before the event is scheduled to begin.
    - 2) Required outdoor activities, such as practice sessions, shall be limited to those that do not require prolonged or strenuous physical activities.
  - b. District Activities – District vehicular activities shall be reduced with pooling. District vehicle use should be limited to emergency repair response, school- to-home busing or return to the District of students and staff who are away from the District. Where possible, the District will use diesel engine buses.
  - c. Definitions – In determining whether a proposed activity can be conducted during a declared advisory, supervising personnel shall examine each proposed activity to determine its potential for increasing the respiration rate for a period not to exceed 10 minutes. The intensity of an activity may be the deciding factor as to whether it shall be included or excluded from the program of the day.

**AIR POLLUTION** (continued)

3. Predicted Stage II Episode – Upon notification that a stage II air pollution episode is predicted for the following day, all principals and site administrators shall request employees to implement their emergency ridesharing plans or effect, in some other way, a reduction in their personal vehicular usage.

High school site administrators shall also encourage students to carpool on the day of the predicted stage II smog episode.

All sites should be prepared to cancel or relocate a “home” athletic event on the day of the predictable advisory.

4. Declared Stage II Episode – During a stage II episode, all physical activities by all students shall be discontinued. All elementary and secondary students shall be required to remain inside. All field trips shall be cancelled.
  - a. Extra-Curricular Activities – During a stage II advisory, all athletic contests and other strenuous extra-curricular activities shall be curtailed or postponed.
  - b. District Activities
    - 1) Supervisors shall require all employees working outside their regular work site or office to return to their own facility. Employees shall remain inside during a stage II episode, except those employees who must provide emergency services or transportation of students home.
    - 2) All non-essential driving shall be curtailed. District vehicular activity shall be limited to necessary busing of students home and extreme or emergency responses.
    - 3) All supervisors shall request all employees to curtail all non-essential personal driving. Carpooling or use of public transportation shall be encouraged.

5. Declared Stage III Episode

In the event of a stage III episode and upon the declaration of the governor that an air pollution disaster and/or impending state of emergency exists, the District will operate as though the day were a national holiday.

**ABC UNIFIED SCHOOL DISTRICT  
Board Policy**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**EMERGENCY COMMUNICATIONS/AUTHORITY**

The Governing Board supports the preparation of procedures and administrative guidelines that will lead to clear, timely, and factual communications in time of an emergency. The Superintendent shall have paramount authority and shall serve as the District's spokesperson in all major emergency situations. The Superintendent may designate other appropriate spokesperson(s) and may designate lines of authority to act in his/her absence.

**ABC UNIFIED SCHOOL DISTRICT  
Administrative Regulation**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**EMERGENCY COMMUNICATIONS/AUTHORITY**

1. Line of authority -- The Superintendent is the chief spokesperson in event of an emergency and has paramount authority to direct emergency activities. The Superintendent shall be in charge of the Emergency Command Center in the event of a major disaster. In the event of the Superintendent's absence, the following line of authority is established to direct emergency procedures:
  - a. Assistant Superintendent-Business or Assistant Superintendent Human Resources
  - b. Assistant Superintendent-Educational Services
2. Site Administrator – The site administrator shall, as effectively as possible, keep appropriate law enforcement and district officials aware of the status of the emergency at the site. Such notification may require the use of alternate communications systems, such as in-person contacts by an assigned staff member. In the event continuous communications between the school and district office are necessary, the administrator, with the approval of the level director, may request that portable communications equipment be delivered to the site.
  - a. When emergency notification is received, the site administrator shall notify the appropriate administrator of the nature of the emergency and the action to be taken.
  - b. The site administrator shall then notify the Sheriff's Department. If the Assistant Superintendent-Business is unavailable, the site administrator shall still proceed with Sheriff's Department notification. In all instances where an emergency situation involves an unlawful act, threats to property and/or student safety, the Sheriff's Department will be notified.
  - c. It is imperative that a log exists showing appropriate notification was made by school district personnel.
  - d. In the event of an earthquake which affects the entire district, site administrators are to notify the Emergency Command Center by cellular phone, radio (buses with radio equipment will be dispatched to each site in event of a major disaster), or runner. In a major earthquake Sheriff and city officials are not to be contacted directly.
3. Switchboard
  - a. When notification is received by a switchboard operator of an emergency situation, i.e. bomb threats, police action, power failure, etc., the operator shall secure as much specific information from the caller as possible.
  - b. In the case of a bomb threat or police action, the general guidelines of the bomb threat checklist in the District's adopted emergency preparedness plan shall be followed.
    - 1) The operator shall first notify the administrator of the school or district site directly involved with all specific information received. The administrator will notify the Sheriff's Department.



**EMERGENCY COMMUNICATIONS/AUTHORITY (continued)**

- 2) The operator shall then notify the appropriate administrator's office and the Superintendent's office.
  - c. In the case of a power failure or other such facility problems at a school or district site, the operator shall notify the M.O.T.F. division, the appropriate administrator and the Superintendent's office.
  - d. In event of smog alert or chemical leak, the switchboard shall notify the office of the Superintendent, and the Risk Manager.
4. Director/Administrator

The administrator shall keep the Superintendent's office informed on emergency situations requiring police action or response from other emergency agencies, or in all instances where an emergency is of a magnitude to draw public attention or require specific action by the school district.
5. Superintendent's Office

Should the Superintendent be unavailable, the Superintendent's office shall notify the administrator in authority at the time. The Superintendent's office will keep the switchboard operators informed on information pertinent to public inquiry regarding the situation.

**ABC UNIFIED SCHOOL DISTRICT  
Board Policy**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**INCENTIVE AWARDS SYSTEM**

The Board of Education authorizes a program for receiving suggesting from classified employees to obtain ideas that could assist in reducing expenses, improving safety and obtaining the best possible value for each dollar spent and in saving money for the District.

The Incentive Awards System shall include expenditures of district money for monetary award payments to classified district employees based on measurable savings and for intangible suggestions in the area of safety, public relations, communications, morale and others.

**ABC UNIFED SCHOOL DISTRICT  
Administrative Regulation**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**INCENTIVE AWARDS SYSTEM**

Purpose – The purpose of the incentive awards system is to recognize employees for their approved suggestions.

Incentive Awards System Committee – Membership of the committee shall be composed of one nonvoting member, the Assistant Superintendent-Business, and five voting members, the administrative analyst, three representatives of the management association, and a representative of the confidential employees.

The functional of the incentive awards system committee shall include the following:

1. To insure that each suggestion is thoroughly and fairly investigated and reported.
2. To determine and recommend, in accordance with established procedures, the value of all awards granted under the suggestion award program.
3. To formulate and present recommendations for revision to administrative procedure where necessary for the improved operation of the plan.
4. To submit periodic reports and recommendations to the Superintendent on the functioning of the incentive awards system.

Suggestions Award Program – The purposes of the suggestion award program are:

1. To encourage employees to participate in management through the submission of ideas for increased economy of operations and improvement of service.
2. To reduce cost to the school district and to increase efficiency by the installation of beneficial employee suggestions.
3. To improve morale through recognition of employee contributions toward more efficient operation of the school system.
4. To stimulate constructive thinking by employees about their jobs and about the school system generally.

The definition of suggestion is: A written proposal, from one or more employees, containing specific, constructive ideas for improvement of the business services division.

Eligible and ineligible types of suggestions:

1. Eligible Suggestions – The following types of suggestions will be eligible, if adopted, to receive awards:
  - a. Improving administrative and operational techniques and practices.
  - b. Improving relations and service to the public.
  - c. Improving employee relations and service to the schools.
  - d. Improving methods and procedures, resulting in an increase in output.
  - e. Saving time, money, labor, space, materials or supplies.

**INCENTIVE AWARDS SYSTEM (continued)**

- f. Improving safety or health conditions.
  - g. Improving tools and equipment.
  - h. Eliminating unnecessary procedures, records and forms.
  - i. Eliminating bottlenecks, dents, delays, duplication, waste, spoilage or fire hazards.
  - j. Improving working conditions and employee convenience.
2. Ineligible suggestions – The following types of suggestions will not be eligible for awards:
- a. Suggestions which are within the normal job expectancy of the suggester.
  - b. Suggestions which call attention to a specific problem, but do not propose a specific solution.
  - c. Suggestions that deal with salary adjustments and job classifications.
  - d. Suggestions that are submitted on behalf of employees who are not eligible to receive awards.
  - e. Suggestions which are considered duplicates of those submitted within the preceding thirty-six (36) month period.
  - f. Suggestions which concern subjects which are under active administrative consideration prior to the time suggestion is received by the incentive awards system committee.
  - g. Suggestions calling attention to obvious errors or routine repair and maintenance items.

Eligibility for participation in the plan:

All employees shall be eligible to submit suggestions except management employees.

Processing suggestions:

- 1. Suggestions will be submitted on the form prescribed by the committee which must be signed.
- 2. If there are two (2) or more individuals sharing a suggestion, a form must be completed and signed by all suggesters so that each may share in the award, if granted.
- 3. If two (2) or more individuals submit separate suggestion forms that cover the same area, the suggestion form received first will be the suggestion considered.
- 4. The administrative analyst will promptly acknowledge receipt of the suggestion.
- 5. The administrative analyst shall refer the suggestion to the appropriate responsible administrator in the school or division for his/her evaluation of the suggestion and his/her estimate of the savings the suggestion will make possible. This person will thoroughly investigate and evaluate the savings potential and will submit his/her evaluation to the administrative analyst within five (5) working days.

**INCENTIVE AWARDS SYSTEM (continued)**

6. Following review of the suggestion and evaluation, the committee will:
  - a. Make a recommendation for an award.
  - b. Require further evaluation prior to consideration.
  - c. Advise the suggester why the suggestion cannot be awarded.
7. Normally, no more than one (1) calendar month should pass between receipt of a suggestion and the committee's recommendation.

**Awards (types and amounts):**

1. Upon recommendation of the incentive awards system committee, monetary award payments shall be authorized for the employee(s).
  - a. Award based on measurable savings – For an adopted suggestion resulting in a measurable monetary savings, the minimum cash award shall be ten dollars (\$10.00) and the maximum one thousand dollars (\$1,000.00). The amount of the award shall be ten percent (10%) of the estimated net annual savings during the first year following adoption of the suggestion. Should the savings during this first year adequately measure the merit of the suggestion, a different period of time, as determined by the incentive awards system committee, may be used. If savings cannot be determined or if a trial period is necessary, a partial payment may be made to the suggester and the final payment made when full savings have been determined. The costs of installing suggestions may be amortized on a reasonable basis in order to distribute costs over a longer period than one (1) year.
  - b. Shared awards – The award for an adopted suggestion developed by more than one (1) employee shall be for the same amount as if submitted by one (1) individual, but shall be shared by all suggesters. The shares may be equal in amount or vary in proportion to each employee's part in developing the suggestion, as determined by the suggesters.
  - c. Intangible awards – For an adopted suggestion which does not necessarily result in monetary savings or for which money savings cannot be determined, a cash award from ten dollars (\$10) to one hundred (\$100.00) may be made for each of the following types of suggestions:
    - 1) Safety
    - 2) Public relations
    - 3) Communications
    - 4) Morale
    - 5) Others

## ABC UNIFIED SCHOOL DISTRICT Board Policy

### BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

#### INFORMATION SYSTEMS AND TECHNOLOGY SERVICES

ABC Unified School District is committed to preparing students to succeed in an increasingly complex information society. Therefore, ABC's technology must support the mission of the schools, which is to provide quality education for all students.

In order to meet the requirement for educational programs that are relevant and progressive, as well as cost effective, it will be the policy of the District to:

1. Establish and support an Information Systems and Technology Services Department structured to bring greater efficiency to the administration through management of information systems and technology. ABC recognizes that the role of technology is a tool to improve learning, teaching, and the organizational effectiveness of ABC Unified School District.

The highest priority for the application of resources shall be toward programs that enhance administration and development of instructional programs and implement the philosophy of instructional technology to include student administrative systems, financial management systems, instructional technology, infrastructure, computer/network operations and telecommunication services.

2. Develop and provide learning experiences which are active, personalized and involve team work; involve higher level thinking skills; focus on solving real-life problems; increase interaction with people from other parts of the world; and approach learning in a way which combines school subjects.
3. Interacting and sharing computer time with agencies outside our District shall be encouraged to the degree that such activities enhance ABC's internal programs.

#### *Legal Reference:*

##### EDUCATION CODE

39645	<i>Lease of electronic data processing systems</i>
39646	<i>Contracts for work</i>
39642	<i>Purchase through public corporations without advertising for bids</i>
39643	<i>Purchase of equipment or supplies through Department of General Services</i>
10600-10610	<i>California educational information systems</i>

**ABC UNIFIED SCHOOL DISTRICT  
Board Policy**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**GRAPHIC SERVICES AND REPRODUCTION**

District schools and offices shall have full access to the utilization of graphic services and reproduction through the Graphic Communication Center (GCC).

The GCC is responsible for performing all activities necessary to meet the printing needs of the school district. These activities include publication graphic design and consultation, typesetting, paste-up, reproduction, collation, binding, and packaging.

Because of a wide and extensive range of services is provided by the District, the use of outside vendors for printing or preparation of material for reproduction is discouraged unless an unusual timing or technical condition exists. In such cases, the site administrator may be required to provide written confirmation from the GCC supervisor that the center was unable to meet the specifications of the order before the purchase order is honored.

In order to provide for the economical and efficient use of these services, the Superintendent shall develop appropriate procedures and regulations to implement this policy.

**ABC UNIFIED SCHOOL DISTRICT**  
**Administrative Regulation**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**GRAPHIC SERVICES AND REPRODUCTION**

1. Ordering and Timelines

- a. Office and school site personnel desiring to utilize graphic communications center services for district or school-related printing shall attach to each item to be prepared for reproduction or each document to be reproduced the white and yellow copies of a Printing Requisition Form (8888-GC). The pink copy shall be retained for the customer's records.

All orders submitted to the center must be approved by the site administrator and signed by the site administrator or his/her designee.

- b. Current workload may affect turnaround time. Emergency walk through service may be available with approval.

The Graphics personnel will notify the customer as soon as possible if an order cannot be produced by the desired time.

- c. As a rule, orders will be scheduled and produced on a "first come, first serve" basis. However, should the need arise, some orders may be rescheduled and/or prioritized. If such a condition arises, the on-site supervisor will notify the customer of the rescheduling and the reason for the rescheduling.

Customer orders will be prioritized, when necessary, in the following manner:

- 1) Board of Education
- 2) Office of the Superintendent
- 3) Negotiation-related materials
- 4) Total staff runs
- 5) Total student enrollment runs
- 6) Instructional and business materials
- 7) Individual office and site publications forms, or documents which have district-wide distribution and/or usage
- 8) Individual office and site publications, certificates, forms, or documents which have local site or office usage or distribution only
- 9) Individual office and site memo pads and other non-standard personalized printed items (These will be provided as time permits.)

- d. Rush Orders - "Rush orders" are those which fall outside the time- lines provided above. "Rush orders" will be accepted only under the following conditions:

- 1) They must be "camera ready," i.e.: prepared for reproduction.
- 2) They will be subject to the priority system as described above.
- 3) The "date needed" will be discussed and agreed upon between the administrator initiating the order and the graphics center supervisor.
- 4) All overtime charges incurred or necessitated by meeting the "rush order" deadline will be charged to the "rush order."



## GRAPHIC SERVICES AND REPRODUCTION (continued)

### 2. Charges

- a. The customer will be charged for all direct costs, excluding labor, involved in the preparation of the order, with the following exceptions:
  - 1) Labor will be charged for the preparation and reproduction of personalized note pads, and related items.
  - 2) Overtime charges incurred as a result of meeting a "rush order" deadline will be charged to the "rush order."
  - 3) Labor will be charged for typesetting and graphic design.
- b. Direct costs for all orders will include paper, paper masters, negatives, metal plates, brownlines, half-tones, color keys, typesetting, PMT's, paste-up, proof copies, finish work (folding, drilling, and bindery), ink, and all chemicals.
- c. Direct costs for orders rerun as a result of an error on the part of the customer shall be charged to the customer. There will be no charge for orders re-run or orders not accepted due to an error on the part of the center.
  - d. The center will follow its annually-issued price list to compute printing and copy preparation charges. Copies of the price list shall be provided to site or department administrators, upon request.
  - e. Cost estimates will be provided upon request.
  - f. A statement of the actual charges will be forwarded to the initiating department on the yellow copy of the printing requisition.

### 3. Preparation of Materials

- a. The graphics center will accept suitably prepared "camera ready" materials for reproduction and will assist with the preparation of "rough" materials for camera ready status.
  - b. "Camera ready" materials are those which can be duplicated with no change. Generally, the turn-around on "camera ready" materials will be much shorter than that required for "rough" materials.
  - c. "Camera ready" materials should comply with Graphics Services guidelines.

**ABC UNIFIED SCHOOL DISTRICT  
Board Policy**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**RISK MANAGEMENT/INSURANCE**

The Governing Board strongly supports a risk management program that protects district resources and promotes the safety of students, staff and the public.

The Superintendent or designee shall establish a risk management program that uses effective safety and loss control practices. The District shall strive to keep its liability at a minimum and its insurance premiums as low as possible while maintaining adequate protection. To determine the most economical means of insuring the District consistent with required services, the Superintendent or designee shall annually review the District's options for obtaining coverage, including qualified insurance agents, a joint powers agency, self-insurance, or a combination of these means.

The Board reserves the right to remove an insurance agent-of-record or a participating agent whenever, in the judgment of the Board, such action becomes desirable for the best interests of the District.

To attempt to minimize the District's exposure to liability, the Board shall adopt clear policies related to discrimination, harassment, safety procedures, and the timely handling of claims. The Superintendent or designee shall ensure that these policies and related procedures are enforced fairly and consistently.

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*  
*(cf. 3320 - Claims and Actions Against the District)*  
*(cf. 4030 - Nondiscrimination in Employment)*  
*(cf. 4119.11/4219.11/4319.11- Sexual Harassment)*  
*(cf. 4132/4232/4332- Publication or Creation of Materials)*  
*(cf. 4157.1/4257.1/4357.1 - Work-Related Injuries)*  
*(cf. 4158/4258/4358- Employee Security)*  
*(cf. 5141.4 - Child Abuse Reporting Procedures)*  
*(cf. 5145.3 - Nondiscrimination/Harassment)*  
*(cf. 5145.7 - Sexual Harassment)*  
*(cf. 6162.6 - Use of Copyrighted Materials)*  
*(cf. 9260 - Legal Protection)*

General Insurance

The Governing Board shall maintain an adequate insurance program to protect the District against losses which may occur due to the many normal and usual hazards which a public school system faces, and to carry additional insurance, when needed, to protect the District against specific and unusual hazards which may be incurred, from time to time, in the various operations of the District.

The District insurance program shall include at least the following types of coverage:

1. Liability Insurance
2. Property and vehicular fire insurance
3. Workers' Compensation insurance
4. Fidelity bond insurance

When it is advantageous for the District to obtain additional types of insurance against perils such as theft and damage, such insurance shall be procured.

**RISK MANAGEMENT/INSURANCE** (continued)

If insurance is purchases, it may be placed through:

1. Full-time insurance agents who are qualified for the specific insurance program
2. Full-time agents who qualify for other requirements which may be established by the District to meet specific situations or needs.
3. A joint powers agency.

If advantageous, partial or fully self-insured programs may be developed or structured by the District through participation in a joint powers agreement. The Governing Board reserves the right to remove an agent-of-record or a participating agent or to withdraw from a joint powers agreement whenever, in the judgment of the Board, such action is in the best interest of the District.

**Bonding**

The Board recognizes the prudent trusteeship of the resources of the District dictate that employees responsible for the safekeeping of district monies and property be bonded. The District shall be indemnified against loss of money and property by bonding and employees holding such positions which have extensive access to property and money. Such bonds shall be subsumed under a blanket bond. The Board shall bear the cost of bonding each employee required to be bonded by this policy. (Education Code 41021)

**Claims Administration**

Any and all claims for money or damages against the District shall be presented to the Superintendent or his/her designee, and these claims shall be managed pursuant to Government Code 900, et seq. Any requests for deviation from procedures specified in Board Policy or Administrative Regulation such as those set forth in Board Policy 3333 or from provisions specified in agreement with bargaining units shall, upon recommendation of the Superintendent, be presented to the Board for approval.

**Claims Settlement**

In order to provide for an effective and timely settlement process in activities relating to civil and workers' compensation cases, the Board delegates to the Superintendent authority to administer the settlement process.

**Scope of Coverage**

Insurance procured for the District shall provide coverage to employees of the District, to Board-authorized volunteers, and to members of the Governing Board while such persons are acting in the scope of and course of their employment or service to the District and shall cover those activities permitted by law which arise out or in the course of these individuals duties.

**RISK MANAGEMENT/INSURANCE** (continued)General Settlement Authority for Civil & Workers' Compensation Cases

In order to initiate and respond to case settlement opportunities in a timely manner, allowing counsel and staff flexibility in negotiations, the following settlement authority is delegated to the Superintendent and Business Services Division:

<u>Settlement Level</u>		<u>Designee</u>
Up to	\$25,000	Risk Manager
\$25,001	50,000	Assistant Superintendent-CFO/ Business & Operations
\$50,001	100,000	Superintendent
Excess of	100,000	Board

Notwithstanding the settlement authority limits delegated to staff, the Risk Manager and the Assistant Superintendent-Business & Operations/Chief Financial Officer will inform the Superintendent of all case developments and settlement negotiations which present unusual circumstances or problems which should be brought to the Board for consideration. The Superintendent shall bring to the Board's attention all case developments or settlement issues which may have a bearing on other areas of litigation in which the District is involved or which require policy decisions by the Governing Board. The Superintendent shall inform the Board of all settlements in the amount of \$10,000 or more.

**Insurance - Workers' Compensation**

The Board of Education shall provide workers' compensation insurance to provide for related costs such as medical care, disability payments, and death benefits arising out of or in the course of employment with the District.

It is the intent of the Board of Education to establish categories of employees to be covered by district-paid workers' compensation insurance.

1. Categories include:
  - a. All employees of the District paid out of the general or categorical funds.
  - b. All employees of the District who are paid by funds from other public or private agencies and who are not covered by workers' compensation insurance from the agency which is the source of their funding.
  - c. Those volunteer unsalaried persons who have been authorized by the governing board to perform volunteer services as provided in the California Labor Code.
  - d. All paid student workers.
2. Categories exclude:
  - a. Employees of the Southeast Los Angeles Regional Occupational Program.
  - b. All consultants, contractors, and subcontractors to the District.
  - c. All volunteers not specifically included in No. 1c above.
  - d. Any other persons not explicitly included under one or more of the categories under 1a through 1d above.

**RISK MANAGEMENT/INSURANCE** (continued)

3. Insurance shall be procured by one of the methods delineated in Board Policy 3530.

*Legal Reference:*

EDUCATION CODE

*17029.5 Contract funding; board liability*  
*17565-17592 Board duties re property maintenance and control*  
*32350 Liability on equipment loaned to district*  
*35162 Power to sue, be sued, hold and convey property*  
*35200-35214 Liabilities, especially:*  
*35208 Liability insurance*  
*35211 Driver training civil liability insurance*  
*35213 Reimbursement for loss, destruction or damage of personal property*  
*35214 Liability self-insurance*  
*35331 Medical or hospital service for students on field trip*  
*38054 Transportation of pupils to places of summer employment*  
*41021 Requirement for employees' indemnity bonds*  
*44873 Qualifications for physician (liability coverage)*  
*49470-49474 District medical services and insurance*

GOVERNMENT CODE

*820.9 Board members not vicariously liable for injuries caused by district*  
*989-991.2 Local public entity insurance*

LABOR CODE

*3200-4855 Workers' compensation*

**ABC UNIFIED SCHOOL DISTRICT**  
**Administrative Regulation**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**RISK MANAGEMENT/INSURANCE**

**Risk Management**

The Superintendent or designee shall take action to:

1. Identify the risks inherent in the operation of district programs
2. Assess the above risks and keep records of accidents, losses and damage
3. Mitigate risks through loss control and safety-related activities
4. Determine the extent to which risks should be assumed by the District or covered by the purchase of insurance or pooling with other districts

Employees are expected to take reasonable precautions for the care and safety of the school equipment with which they have been entrusted. Employees may be held responsible for recurring damage or losses that occur due to their negligence or lack of supervision. Responsibilities related to safety and loss control shall be included in employee job descriptions.

*(cf. 1240 - Volunteer Assistance)*  
*(cf. 1330 - Use of School Facilities)*  
*(cf. 3400 - Management of District Assets/Accounts)*  
*(cf. 3430 - Investing)*  
*(cf. 3440 - Inventories)*  
*(cf. 3512 - Equipment)*  
*(cf. 3514 - Environmental Safety)*  
*(cf. 3514.1 - Hazardous Substances)*  
*(cf. 3515 - School Safety and Security)*  
*(cf. 3515.1 - Crime Data Reporting)*  
*(cf. 3515.4 - Recovery for Property Loss or Damage)*  
*(cf. 3516 - Emergencies and Disaster Preparedness Plan)*  
*(cf. 3541.1 - School-Related Trips)*  
*(cf. 3543 - Transportation Safety and Emergencies)*  
*(cf. 4112.42 - Drug and Alcohol Testing for School Bus Drivers)*  
*(cf. 4119.3 - Duties of Personnel)*  
*(cf. 4119.42 - Exposure Control Plan for Bloodborne Pathogens)*  
*(cf. 4157/4257/4357- Employee Safety)*  
*(cf. 4212.5 - Criminal Record Check)*  
*(cf. 5131.1 - Bus Conduct)*  
*(cf. 5131.61 - Drug Testing)*  
*(cf. 5141 - Health Care and Emergencies)*  
*(cf. 5141.1 - Accidents)*  
  
*(cf. 5141.23 - Infectious Disease Prevention)*  
*(cf. 5142 - Safety)*  
*(cf. 6145.2 - Interscholastic Competition)*  
*(cf. 6153 - School-Sponsored Trips)*  
*(cf. 9260 - Legal Protection)*

**RISK MANAGEMENT/INSURANCE** (continued)

**Insurance**

Insurance coverage shall include, but may not be limited to:

1. Liability insurance (Education Code 35200-35214)
2. Fire insurance for buildings, equipment and vehicles (Education Code 17565)
3. Workers' compensation insurance (Labor Code 3700)
4. Fidelity bond insurance (Education Code 41021)

A suitable bond indemnifying the District against loss shall be purchased for employees responsible for handling district funds and may be purchased for employees responsible for handling district property. The district shall bear the cost of this bonding. (Education Code 41021)

*(cf. 1330 - Use of School Facilities)*  
*(cf. 4154 - Health and Welfare Benefits)*  
*(cf. 4156.3 - Reimbursement, Uniforms and Allowances)*  
*(cf. 4157.1 - Work-Related Injuries)*  
*(cf. 5143 - Insurance)*  
*(cf. 9260 - Legal Protection)*

**ABC UNIFIED SCHOOL DISTRICT  
Board Policy**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**TRANSPORTATION**

The Governing Board desires to provide for the safe and efficient transportation of students to and from school as necessary to ensure student access to the educational program, promote regular attendance and reduce tardiness. The extent to which the District provides for transportation services shall depend upon student and community needs and a continuing assessment of financial resources.

*(cf. 3100 - Budget)*  
*(cf. 3250 - Transportation Fees)*  
*(cf. 3541 - Transportation Routes and Services)*  
*(cf. 3541.1 - Transportation for School-Related Trips)*  
*(cf. 3541.2 - Transportation for Students with Disabilities)*  
*(cf. 5116.1- Intradistrict Open Enrollment)*  
*(cf. 5117.1 - Interdistrict Attendance Agreements)*  
*(cf. 5117.2 - Alternative Interdistrict Attendance Program)*

The Superintendent or designee shall recommend to the Board the most economical and appropriate means of providing transportation services.

The Superintendent or designee shall develop procedures to promote safety for students traveling on school buses.

*(cf. 3543 - Transportation Safety and Emergencies)*  
*(cf. 5131.1 - Bus Conduct)*

The Superintendent or designee shall ensure the qualifications of bus drivers and related staff employed by the District, provide for the maintenance and operation of district-owned school buses and other equipment, and ensure adequate facilities for equipment storage and maintenance.

*(cf. 3542 - School Bus Drivers)*

Transportation in District-owned or contract school buses may be provided for home-to-school or other service. All service shall be administered in accordance with the California Education Code – Title 2, California Vehicle Code, California Administrative Code – Title 5, California Highway Patrol regulations – Title 13, and any other state or federal statutory or administrative codes or regulations that apply to school bus operations.



**TRANSPORTATION** (continued)

*Legal Reference:*

EDUCATION CODE

35330 *Excursions and field trips*

35350 *Authority to transport pupils*

38020-38065 *Transportation, especially:*

38021 *Contract with County Superintendent of Schools to provide transportation*

38023-38024 *Bids and contracts for transportation services*

38026 *Payments to parents in lieu of transportation*

38027 *Food and lodging payments in lieu of transportation*

38028 *Transportation fees*

38029 *District transportation of private school students*

41850-41854 *Allowances for transportation*

41860-41862 *Supplemental allowances for transportation*

45125.1 *Criminal background checks for contractors*

38020 *Powers of governing board to provide transportation for pupils to and from school; definition of "municipally owned transit system"*

GOVERNMENT CODE

3540-3549.3 *Educational Employment Relations Act*

CODE OF REGULATIONS, TITLE 5

14100-14103 *Use of school buses and school pupil activity buses*

15240-15343 *Allowances for student transportation, especially:*

15253-15272 *District records related to transportation*

VEHICLE CODE

2807 *School bus inspection*

*Arcadia Unified School District et. al. v. State Department of Education, 2 Cal. 4th 251 (1992)*

**ABC UNIFIED SCHOOL DISTRICT**  
**Administrative Regulation**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**TRANSPORTATION**

No student shall be required to be transported for any reason without the written permission of the student's parent/guardian, except in emergency situations involving illness or injury to the student. (Education Code 35350)

Means of Transportation

To provide transportation services, the Governing Board may purchase, rent or lease vehicles; contract with a common carrier or municipally owned transit system; contract with responsible private parties including the parent/guardian of the student being transported; and/or contract with the County Superintendent of Schools. (Education Code 35330, 38020, 38021)

In contracting for transportation services, the District shall comply with all applicable laws related to bids and contracts. (Education Code 38023-38024)

*(cf. 3311 - Bids)*

*(cf. 3312 - Contracts)*

Criteria for Selecting a School Bus Pick-up and Drop Site

1. The primary factor in selecting a site for school bus pick-up and drop is the safety and protection of all individuals as well as any private property involved.
2. No site will be selected where major traffic hazards are involved.
3. Sites will be located in areas requiring the least number of major street crossings for students en route to the bus stop.
4. Sites shall provide ample area for waiting on a sidewalk or other such surface.
5. Sites immediately adjacent to unfenced residential property should be avoided if possible.
6. Stops should be placed at outer margins of large tract areas; they should not be placed inside the area of a tract if at all possible because of restricted waiting areas and limited turning radius for buses.
7. Stops shall be designated off the main traveled portion of the highway (VC 22504) whenever possible. Stops off the main traveled portion of the highway shall be designated only where there is a clear view of such stop from a distance of two hundred (200) feet in each direction; except that if, in the judgment of supervisor of transportation it becomes necessary for the safety of the pupils being transported to establish such a stop (less than visual clearance of 200 feet) it must be approved by the California Highway Patrol.
8. Stops on the main traveled portion of the highway must be visible to oncoming traffic for at least 200 feet from each direction. Exception to this rule must first be approved by the California Highway Patrol.

**TRANSPORTATION** (continued)

9. All pupils at each bus stop will be bused to the school for which the stop was established unless it is apparent that non-legal riders exceed available seats and thus prevent legal riders from riding. In such cases, identified non-approved rider shall be refused transportation. Drivers will have a list of authorized riders. This list will be prepared from those students who have obtained a bus pass.

**ABC UNIFIED SCHOOL DISTRICT**  
**Administrative Regulation**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**TRANSPORTATION ROUTES AND SERVICES**

**Routes and Bus Stops**

The Superintendent or designee shall design transportation routes and stops to promote the safety of students and maximum efficiency in the use of buses.

Transportation Between Home and School

1. Establishment of Bus Routes – Under the direction of the Superintendent, bus routes for pupil transportation shall be established to provide necessary service to those pupils entitled to transportation.
2. Distance of Bus Routes – Whenever possible, bus routes shall be via the shortest distance considering safe operation, safety at bus stop locations and pupil time on the bus.
3. Riding Time – Pupil time on the bus shall be sixty (60) minutes or less before the time established by the District for the commencement of classes for those particular pupils. The return trips shall not begin later than fifteen (15) minutes from the time established by the District for the closing of classes of such particular pupils; pupil time on the bus shall be sixty (60) minutes or less.
4. Walking Distance – Scheduled bus stops shall be established in accordance with minimum distances as follows:
 

Grades K-3 pupils	- Pupils must live at least one (1) mile from the school. No pupil shall be required to walk more than one (1) mile to a bus stop.
Grades 4-8 pupils	- Pupils must live at least one and one-half (1½) miles from the school. No pupil shall be required to walk more than one and one-half (1½) miles to a bus stop.
Grades 9-12 pupils	- Pupils must live at least three (3) miles from the school. No pupil shall be required to walk more than three (3) miles to a bus stop.

Distances shall be measured by an odometer. Adjustments equal to 1/100 of a mile will be added for each corner turned in order to correct for actual walking distance. If this procedure is challenged the distance shall be measured by a calibrated measuring wheel.

The Board of Education may modify the minimum distances whenever prudent operational or other compelling reasons dictate.

5. Bus Stop Locations – Bus stops shall be established where safe, practical and feasible, a one-quarter (¼) mile distance outward from the point of minimum distance for each respective minimum distance classification. See Criteria for Selecting a School Bus Pickup and Drop Site for further guidelines. All school bus stops shall be approved by the Board of Education.

**TRANSPORTATION ROUTES AND SERVICES** (continued)

Pupils living within the mileage limitation shall not be transported. An exception to this limitation may be made, on approval of the Superintendent or his/her authorized representative, at a location which may have an unsafe walking and/or other condition of a compelling nature. See Criteria for Determining Exceptions to the Established Transportation Limits. An exception to this limitation may also be made pursuant to Guidelines for Bus Passes.

Written request for exception must be presented by the parents or guardian involved to the principal of the school the pupil attends. Said request will be forwarded to the Superintendent or his/her authorized representative for final approval. If a request is denied by the Superintendent, a copy of the request shall be sent to the parents or guardian involved and shall have written thereon the reason for denial. Appeals to the board regarding denied requests will be processed through the Board-approved committee for safe commuting of students.

6. Private Autos – In conformity with the spirit and intent to provide safe transportation for pupils in properly qualified and constructed buses, when transportation is being provided for an authorized school activity or any other non-instructional activity, the use of automobiles, private or otherwise, is discouraged.
7. Evacuations Drills – At least once during each school year, each pupil who is transported in a school bus shall receive classroom instruction in safe riding practices and shall also receive instruction in emergency bus evacuation drills. Such instruction shall be planned and executed by cooperative efforts of school principals and transportation department personnel.
8. Record Keeping – Records of bus operations shall be kept to provide necessary data for district analyses, for annual reports (J141), and to satisfy legal requirements. They shall be complete enough to provide the District with effective cost controls and required management information for optimum fleet performance.

The Superintendent or designee may authorize transportation within the walking distance when safety problems or hazards exist.

Students who attend a school outside their attendance area may be eligible for transportation services in accordance with Governing Board policy.

*(cf. 5116.1 - Intradistrict Open Enrollment)*  
*(cf. 5117.1 - Interdistrict Attendance Agreements)*  
*(cf. 5117.2 - Alternative Interdistrict Attendance Program)*

The Superintendent or designee shall communicate in writing to parents/guardians regarding bus routes, schedules and stops and/or shall arrange for local media to publish such information.

*(cf. 1112 - Media Relations)*  
*(cf. 5145.6 - Parental Notifications)*

Transportation Services

With the Board's authorization, transportation services may be provided or arranged by the District for:

1. Students traveling to and from school during the regular school day (Education Code 38020)

**TRANSPORTATION ROUTES AND SERVICES** (continued)

2. Field trips and excursions (Education Code 35330)

*(cf. 3541.1 - Transportation for School-Related Trips)*

3. School activities, expositions or fairs, or other activities determined to be for the benefit of students (Education Code 38065)
4. District employees or parents/guardians traveling to and from educational activities authorized by the District (Education Code 38055)
5. Preschool or nursery school students (Education Code 38020)

The District shall provide home-to-school transportation and additional transportation services as needed for students with disabilities as specified in their individualized education programs. (Education Code 41850, 20 USC 1400 - 1491, 34 CFR 104.4)

(cf. 3541.2 - Transportation for Students with Disabilities)

The District shall provide homeless students with transportation services comparable to those offered to other students at the school of attendance. (42 USC 11432)

If a homeless student moves to a shelter that is in another attendance area within the District, the Superintendent or designee may arrange transportation that enables the student to continue attending the same school.

(cf. 5111.13 - Residency for Homeless Children)

If a homeless student attending school in this district moves to a shelter that is in another district, the Superintendent or designee may arrange transportation that enables the student to continue attending the same school in this district. This transportation may be achieved through the transportation services of this district, the new district or an outside agency.

**TRANSPORTATION ROUTES AND SERVICES** (continued)

*Legal Reference:*

EDUCATION CODE

10900.5 *Use of school buses for community recreation*

35330 *Excursions and field trips*

35350 *Authority to transport pupils*

38020-38065 *Transportation, especially:*

38020 *Powers of governing board to provide transportation to and from school*

38022 *Transportation for adults*

38029 *Transportation for private school students*

38052 *Use of school buses for community recreation*

38054 *Transportation to summer employment program*

38055 *Transportation of employees and parents/guardians to school activities*

38058 *Transportation of government employees*

38059 *Use of school buses for public transportation*

38065 *Transportation to school activities*

41850 *Transportation to ROP/C occupational classes*

41851-41863 *Allowances and supplemental allowances for transportation*

CODE OF REGULATIONS, TITLE 5

15240-15244 *Allowances for student transportation*

UNITED STATES CODE, TITLE 20

1400 - 1491o *Individuals with Disabilities Education Act*

UNITED STATES CODE, TITLE 42

11432 *McKinney Homeless Assistance Act*

CODE OF FEDERAL REGULATIONS, TITLE 34

104.4 *Equal opportunity under the Rehabilitation Act of 1973, Section 504*

**ABC UNIFIED SCHOOL DISTRICT  
Administrative Regulation**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**TRANSPORTATION FOR SCHOOL-RELATED TRIPS**

The District may provide transportation for students, instructors and other individuals for field trips and excursions approved according to Governing Board policy and administrative regulations.

*(cf. 3541 - Transportation Routes and Services)*  
*(cf. 6153 - School-Sponsored Trips)*

The Superintendent or designee shall determine the most appropriate and cost-effective mode of transportation for each approved trip.

*(cf. 3312.2 - Educational Travel Program Contracts)*  
*(cf. 3540 - Transportation)*

When district transportation is provided, students may be released from using district transportation only with the advance written permission of their parent/guardian.

School-related organizations requesting transportation shall be fully responsible for the costs of their trips unless funding has been approved by the Board.

*(cf. 1230 - School-Connected Organizations)*

The Superintendent or designee shall ensure that the District has sufficient liability insurance when field trips or excursions involve either transportation by district vehicles or travel to and from a foreign country. When a trip to a foreign country is authorized, liability insurance shall be secured from a carrier licensed to transact insurance business in that country. (Education Code 35330)

*(cf. 3530 - Risk Management/Insurance)*

**Transportation by Private Vehicle**

The Superintendent or designee may authorize the transportation of students by private vehicle when the vehicle is driven by an adult age 18 or older who has a good driving record and who has registered with the District for such purposes. Drivers shall be required to possess a valid California driver's license and at least the minimum insurance required by law.

*(cf. 1240 - Volunteer Assistance)*

Drivers shall receive safety and emergency instructions which shall be kept in their vehicle.

All student passengers shall provide permission slips signed by their parents/guardians. Teachers shall ensure that all drivers have a copy of each student's permission slip.

Owners, drivers and passengers shall be informed that the registered owner and his/her insurance company are responsible for any accidents or violations which may occur.

The number of passengers, including the driver, shall not exceed the capacity for which the vehicle was designed. Motor trucks may not transport more persons than can safely sit in the passenger compartment.

All drivers and passengers shall wear seat belts in accordance with law. (Vehicle Code 27315)



**TRANSPORTATION FOR SCHOOL-RELATED TRIPS (continued)**School Guidelines

1. Cost of the field trip shall be within financial limitations of the District.
2. Trips are to be taken via school bus or contract bus rather than private passenger cars, whenever possible.
3. Field trip schedules shall not interfere with home-to-school schedules.
4. Where field trip schedules for more than one class are similar, classes are encouraged to consolidate, providing transportation facilities permit.
5. All field trips must be approved by the principal before arrangements are made.
6. All field trips shall be supervised by certificated employees of the District. The principal will determine the number required for such supervision. Only personnel authorized by the principal shall be permitted to ride the bus.
7. Pupil behavior on the buses, or other school-owned vehicles, must conform to existing conduct code provisions. The driver shall be in command of the bus and is to be assisted by the assigned employee in maintaining approved pupil conduct.
8. For every field trip, the involved school will be charged for transportation, including operating costs and driver time.
9. School district funds from other sources may be used for field trips.
10. In the event the field trip is cancelled, two (2) days written notice shall be given to the transportation supervisor.
11. Walking field trips may be taken providing prior approval is secured from the principal and an appropriate field trip permission form is submitted for each participant.
12. Parents or guardian shall be advised of a planned field trip via written notice from the teacher and the principal giving time, place to be visited and special instructions for dress and lunch. Permission, signed by the guardian, shall be submitted to the teacher and/or principal annually at the beginning of the school year.
13. Saturday field trips may be permitted and scheduled if the trip cannot be completed satisfactorily on a regular school day.
14. Each school shall be responsible for its field trips. Responsibility shall include consideration of:
  - a. Education benefits
  - b. Time required for trip
  - c. Cost of trip
15. Pupils shall not be required to pay for required field trips except during intersession periods.
16. All field trips shall also conform with administrative regulation 6153.

**TRANSPORTATION FOR SCHOOL-RELATED TRIPS** (continued)

*Legal Reference:*

EDUCATION CODE

35330 *Excursions and field trips*

35332 *Transportation by air*

38045 *School bus*

38046 *School pupil activity bus*

38065 *Transportation to special activities by district*

44808 *Liability when students not on school property*

VEHICLE CODE

27315 *Mandatory use of seat belts in private passenger vehicles*

*Castro v. Los Angeles (1976) 54 Cal.App.3d 232*

**ABC UNIFIED SCHOOL DISTRICT**  
**Exhibit**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**TRANSPORTATION FOR SCHOOL-RELATED TRIPS**

SCHOOL DRIVER REGISTRATION FORM

Driver (circle one):    Employee    Parent/Guardian    Volunteer

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ Driver's License No.: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Telephone No.: (\_\_\_\_) \_\_\_\_\_

VEHICLE INFORMATION

Name of Owner: \_\_\_\_\_ Year: \_\_\_\_\_

Address: \_\_\_\_\_ Make: \_\_\_\_\_

License Plate No.: \_\_\_\_\_

Registration Expires: \_\_\_\_\_ Seating Capacity: \_\_\_\_\_

INSURANCE INFORMATION

Insurance Company: \_\_\_\_\_ Policy No.: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Liability Limits of Policy: \_\_\_\_\_

DRIVER STATEMENT

I certify that I have not been convicted of reckless driving or driving under the influence of drugs or alcohol within the past five years and that the information given above is true and correct. I understand that if an accident occurs, my insurance coverage shall bear primary responsibility for any losses or claims for damages.

Name

Date

-----

**TRANSPORTATION FOR SCHOOL-RELATED TRIPS (continued)**

**DRIVER INSTRUCTIONS**

When using your vehicle to transport students on field trips or other school activity trips, please:

1. Be sure that you have registered with the District for such purposes and have a valid driver's license and current liability insurance at or above the minimum amount required by law for each occurrence.
2. Check the safety of your vehicle: tires, brakes, lights, horn, suspension, etc.
3. Carry only the number of passengers for which your vehicle was designed. If you have a truck or pickup, carry only as many as can safely sit in the passenger compartment.
4. Require each passenger to use a safety belt.

In case of emergency, keep all the children together and call Transportation, the school and 911 if there is personal injury and or vehicle damage.

**ABC UNIFIED SCHOOL DISTRICT  
Administrative Regulation**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**TRANSPORTATION FOR INTER-SCHOLASTIC EVENTS  
OR FOR STUDENT ORGANIZATIONS**

The following regulations shall govern all trips:

1. Trips are to be taken via school bus or contract bus rather than private passenger cars, whenever possible.
2. For any trip out of the District or for any trip which shall extend beyond the regular school day, a permit must be on file for each student who is to make the trip.
3. Special permits for an extended period of time may be granted to members of athletic teams, bands and similar groups which make numerous trips.
4. On each trip there shall be at least one faculty sponsor on the bus for the entire trip unless other arrangements are made beforehand with the supervisor of transportation. The sponsor shall be responsible to the driver for maintaining order and handling any disciplinary problems that might arise.
5. Any student who represents the school in events away from school, other than as a spectator, must go in the bus or in other transportation approved by the school, and must return home the same way unless one of his/her parents makes other arrangements with the school or the sponsor.

**ABC UNIFIED SCHOOL DISTRICT  
Board Policy**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**TRANSPORTATION FOR STUDENTS WITH DISABILITIES**

The Governing Board shall ensure that appropriate transportation services are provided for students with disabilities as specified in their individualized education program (IEP) or accommodation plan. The District shall make home-to-school transportation available for ABC Unified School District students at no cost to parents/guardians as specified in the student's IEP.

*(cf. 0430 - Comprehensive Local Plan for Special Education)*  
*(cf. 3250 - Transportation Fees)*  
*(cf. 6159 - Individualized Education Program (IEP))*  
*(cf. 6159.2 - Nonpublic Nonsectarian School and Agency Services for Special Education)*  
*(cf. 6164.4 - Identification of Individuals for Special Education)*  
*(cf. 6164.6 - Identification and Education under Section 504)*

The Superintendent or designee shall establish criteria and procedures for determining the most appropriate mode of transportation for an individual student based on identified needs as determined in the IEP or accommodation plan.

*(cf. 3540 - Transportation)*

The Superintendent or designee shall arrange transportation schedules so that students with disabilities do not spend an excessive amount of time on buses compared to other students. Arrivals and departures shall not reduce the length of the school day for these students except as may be prescribed on an individual basis.

*(cf. 3541 - Transportation Routes and Services)*

The Superintendent or designee shall establish procedures to ensure compatibility between mobile seating devices and bus securement systems.

*(cf. 3542 - School Bus Drivers)*

**Legal Reference:**

**EDUCATION CODE**

38028 *Payment of transportation cost*  
 38057 *Guide dogs, signal dogs and service dogs on bus*  
 41850-41854 *Allowances for transportation*  
 48209-48209.16 *Alternative interdistrict attendance program*  
 48915.5 *Expulsion of students with exceptional needs*  
 56221 *Adoption of policies*  
 56327 *Assessment for special education and related services*  
 56345 *Individualized education program*  
 56366 *Nonpublic nonsectarian schools or agencies*  
 56366.1 *Waiver of requirements under section 56365 and 56366*

**CODE OF REGULATIONS, TITLE 5**

15050 *Transfer of funds to child development fund and development center for handicapped pupils fund*  
 15243 *Physically handicapped minors*  
 15271 *Exclusion from report*

**UNITED STATES CODE, TITLE 20**

1400 - 1491o *Individuals with Disabilities Education Act*

**UNITED STATES CODE, TITLE 29**

794 *Section 504 of the Rehabilitation Act of 1973*

**TRANSPORTATION FOR STUDENTS WITH DISABILITIES** (continued)

CODE OF FEDERAL REGULATIONS, TITLE 34

*104.4 Equal opportunity under the Rehabilitation Act of 1973, Section 504*

CODE OF FEDERAL REGULATIONS, TITLE 49

*571.222 Federal requirements for bus securement systems*

*Management Resources:*

CDE MANAGEMENT ADVISORIES

*0500.92 Implementation of Special Education Transportation Apportionment (#92-02)*

CDE PROGRAM ADVISORIES

*0609.95 School transportation fee exemption for handicapped children and pupils whose parents or guardians are indigent (LO: 2-95)*

**ABC UNIFIED SCHOOL DISTRICT**  
**Administrative Regulation**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**TRANSPORTATION FOR STUDENTS WITH DISABILITIES**

Transportation for students with disabilities shall be provided in accordance with a student's Individualized Education Program (IEP) or Section 504 accommodation plan. When authorizing special transportation for students with disabilities, the individualized education program (IEP) team or Section 504 committee shall consider, at a minimum, all of the following:

1. The student's safety and health needs
2. The extent to which transportation arrangements may help the student develop independent mobility skills
3. The student's significant difficulty in using regular transportation services
4. The coordination of regular and special transportation

*(cf. 6159 - Individualized Education Program (IEP))*

Disabled students who do not meet any of the above criteria may use regular home-to-school transportation.

*(cf. 3540 - Transportation)*

When a disabled student receiving transportation is excluded from school bus transportation and he/she continues to qualify for transportation, the District shall provide alternative transportation at no cost to the student or parent/guardian. (Education Code 48915.5)

*(cf. 5144.2 - Suspension and Expulsion/Due Process (Individuals with Disabilities))*

When contracting with a nonpublic, nonsectarian school or agency to provide special education services, the Superintendent or designee shall ensure that the contract includes general administrative and financial agreements related to the provision of transportation services specified in the student's IEP. (Education Code 56366)

*(cf. 6159.2 - Nonpublic Nonsectarian School and Agency Services for Special Education)*

Guide dogs, signal dogs and service dogs trained to provide assistance to disabled persons may be transported in a school bus when accompanied by disabled students, disabled teachers or persons training the dogs. (Education Code 38057)

Home to school transportation shall be provided to students who live within the boundaries of the District. The transportation shall be for educational purposes to non-public schools, county school programs or SELPA programs.



**ABC UNIFIED SCHOOL DISTRICT  
Administrative Regulation**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**PRIVATE CONTRACT SCHOOL BUS TRANSPORTATION FOR ACTIVITIES**

When district bus transportation is unavailable, private contract school bus transportation may be used. The transportation supervisor will arrange such transportation with a qualified school bus contractor, and will develop trip contract charges, terms and conditions which shall comply with all applicable legal and district requirements.

Fourteen (14) days written notice shall be given to the transportation supervisor prior to the date of a trip. Such written notice shall provide all pertinent information regarding date, time, destination, etc.

**ABC UNIFIED SCHOOL DISTRICT  
Administrative Regulation**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**SCHOOL BUS DRIVERS**

**Authority**

Students transported in a school bus or in a school pupil activity bus (SPAB) shall be under the authority of, and responsible directly to, the driver of the bus. The driver shall be held responsible for the orderly conduct of the students while they are on the bus or being escorted across a street, highway or road. (Code of Regulations, Title 5, Section 14103)

*(cf. 3540 - Transportation)*  
*(cf. 5131.1 - Bus Conduct)*

Bus drivers shall have the authority to discontinue the operation of school buses whenever the bus driver determines that it is unsafe to continue.

Administrative regulations related to bus driver authority shall be made available to parents, students, teachers and other interested parties. (Title 5, Section 14103)

**Qualifications and Monitoring**

All drivers employed to operate a school bus or a school pupil activity bus shall possess, at a minimum, both of the following documents issued by the state Department of Motor Vehicles: (Vehicle Code 12517)

1. A valid driver's license issued by the California Department of Motor Vehicles (DMV) for the appropriate class of vehicle to be driven and endorsed for school bus and/or passenger transportation
2. A certificate issued by the California Highway Patrol (CHP) which permits the driver to operate either school buses or school pupil activity buses.

*(cf. 3540 - Transportation)*  
*(cf. 3541.1 - Transportation for School-Related Trips)*  
*(cf. 4200 - Classified Personnel)*  
*(cf. 4211 - Recruitment and Selection)*

A driver who possesses a valid certificate to drive a school pupil activity bus shall not be entitled to drive a school bus unless he/she obtains the license and certificate required for that position. (Education Code 38046)

The Superintendent or designee may use an electronic fingerprinting system, managed by the California Department of Justice, to fingerprint an applicant for an initial certificate to drive a school bus or school pupil activity bus. (Vehicle Code 12517.3)

*(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)*

When initially applying for or renewing a license or certificate to drive a school bus or school pupil activity bus, and annually upon reaching age 65 years, the driver shall submit to the DMV and to the Superintendent or designee a report of a medical examination conducted in accordance with the timelines and procedures specified in Vehicle Code 12517.2. (Vehicle Code 12517.2; 13 CCR 1234)

## **SCHOOL BUS DRIVERS** (continued)

The Superintendent or designee shall notify each driver of the expiration date of his/her driver's license, certificate, and medical certificate and shall ensure each document is renewed prior to expiration. (13 CCR 1234)

*(4112.9/4212.9/4312.9 - Employee Notifications)*

School bus drivers shall be subject to drug and alcohol testing in accordance with Governing Board policy and the requirements of federal law.

*(cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)*

The Superintendent or designee shall notify the Department of Motor Vehicles within five days whenever any school bus driver refuses, fails to comply, or receives a positive test result on a drug or alcohol test; is dismissed for a cause related to student transportation safety; or is reinstated after being dismissed for a cause related to student transportation safety. (Vehicle Code 1808.8, 13376)

*(cf. 4215 - Evaluation/Supervision)*

*(cf. 4218 - Dismissal/Suspension/Disciplinary Action)*

### **Training**

In addition to any other training required to obtain or renew the certificate authorizing operation of a school bus or school pupil activity bus, drivers shall receive training which includes, but is not limited to:

1. First aid practices deemed necessary for school bus drivers, through a course of instruction that prepares drivers to pass the related DMV examination (Vehicle Code 12522)
2. The proper actions to be taken in the event that a school bus is hijacked (Education Code 38047)
3. The proper installation of mobile seating devices in the bus securement systems Education Code 56195.8)

*(cf. 3541.2 - Transportation for Students with Disabilities)*

*(cf. 4231 - Staff Development)*

### **Responsibilities**

The school bus driver's major responsibility is to safely transport students to and from school and school activities. He/she shall follow procedures contained in the District's transportation safety plan and regulations pertaining to transportation safety established by the Department of Education, Department of Motor Vehicles, California Highway Patrol, and the District board.

Each school bus shall be inspected daily by the driver, before use, to ascertain that the windshield is clean and the lights, horn, and other equipment are in good order. The driver shall also make a brake test and open and close all emergency exits before using the bus for transporting students. No students shall be transported until any defects discovered in these tests have been corrected. (Title 13, Section 1215, Vehicle Conditions)

*(cf. 3543 - Transportation Safety and Emergencies)*

**SCHOOL BUS DRIVERS** (continued)

Standees shall not be permitted on any school bus. A school bus shall not be put in motion until all passengers are seated. In unloading students, the driver shall not allow students to leave their seats until the bus comes to a complete stop. (Title 13 CCR, Section 1217(e))

Drivers shall not require any student to leave the bus en route between home and school or other destinations. (Title 5, Section 14103)

Drivers shall stop to load or unload students only at a school bus stop designated by the Superintendent or designee, or authorized by the Superintendent or designee for school activity trips. (Vehicle Code 22112)

*(cf. 3541 - Transportation Routes and Services)*

Bus drivers shall not drive any school bus or school pupil activity bus for more than ten (10) consecutive hours, or for more than ten (10) hours in a total of sixteen (16) consecutive hours. Thereafter, such driver shall not drive any school bus or school pupil activity bus until eight (8) consecutive hours have elapsed.

The driver shall not drive a school bus or school pupil activity bus while using a wireless telephone or using a wireless communications device for text-based communication, except when otherwise authorized by law and AR 3543 - Transportation Safety and Emergencies.

Drivers shall activate the flashing amber light warning system, if the bus is so equipped, beginning 200 feet before any bus stop where students are loading or unloading. They shall operate the flashing red signal lights and stop signal arm at all times when the bus is stopped to load or unload students. The flashing amber warning lights, flashing red signal lights and stop signal arm shall not be operated at any other time, or at any place where traffic is controlled by a traffic officer. (Vehicle Code 22112)

The flashing red signal lights and stop signal arm requirements shall not apply to locations identified by the Superintendent or designee, in consultation with the California Highway Patrol, as presenting a unique traffic hazard due to roadway design or proximity to an intersection. In addition, these requirements shall not apply when special education students are loading or unloading, or when students may require assistance to load or unload. (Vehicle Code 22112)

When the bus is stopped on a highway or private road to load or unload students, and traffic is not controlled by a traffic officer or official traffic control signal, the driver shall: (Vehicle Code 22112)

1. Check for approaching traffic in all directions and activate the flashing red light signal system and, if the bus is so equipped, the stop signal arm.
2. Before opening the door, ensure that the flashing red signal lights and stop signal arm are activated and that it is safe to exit the bus.
3. Escort all students in grades pre-kindergarten through 12 who need to cross the highway or private road, using an approved hand-held "STOP" sign while so doing.
4. Require all students to walk in front of the bus as they cross the road or highway.
5. Ensure that all students who need to cross the road or highway have crossed safely and that all other unloaded students and pedestrians are a safe distance from the bus before setting the bus in motion.

**SCHOOL BUS DRIVERS** (continued)

No driver of a school bus shall carry on unnecessary conversation while the vehicle is in motion.

If the bus driver leaves the bus for any reason, he/she shall (1) set the parking brake, (2) stop the engine, (3) remove the ignition keys and place the transmission in reverse gear or park position. The bus driver shall retain possession of the ignition keys. Title 13, Section 1226; Leaving Driver's Compartment

In case of an accident or emergency, a driver shall not leave his bus to seek aid unless there is no student aboard who may safely be sent for help.

Drivers shall immediately report all school bus accidents to the California Highway Patrol, the Superintendent or designee, and the driver's employer. (Code of Regulations, Title 13, Section 1219)

School bus drivers also shall report the following to the Superintendent or designee:

1. Recurring and serious student misbehavior
2. Parental and student complaints
3. Traffic violations
4. Consistently late school dismissals which cause transportation delays
5. Overload runs
6. The condition of the bus at the completion of each work day, including any mechanical or other problems with buses and equipment. (13 CCR 1215)
7. His/her duty status for each 24-hour period, including, but not limited to, the number of hours on and off duty (13 CCR 1213)

**Vehicle Idling**

The driver of a school bus or school pupil activity bus shall: (13 CCR 2480)

1. Turn off the bus engine upon stopping at a school or within 100 feet of a school and not restart the engine more than 30 seconds before beginning to depart
3. Not cause or allow the bus to idle at any location greater than 100 feet from a school for more than five consecutive minutes or for an aggregated period of more than five minutes in any one hour

*(cf. 3514 - Environmental Safety)*

However, vehicle idling may be allowed under limited conditions, including, but not limited to, occasions when idling is necessary to: (13 CCR 2480)

1. Stop for an official traffic control signal or device, for traffic conditions under which the driver has no control, or at the direction of law enforcement
2. Ascertain that the bus is in safe operating condition and properly equipped
3. Operate equipment designed to safely load, unload, or transport students with disabilities

**SCHOOL BUS DRIVERS** (continued)

4. Operate a heater, air conditioner, defroster, or other equipment as necessary to ensure the safety or health of passengers
5. Cool down a turbo-charged diesel engine before turning off the engine
6. Recharge a battery or other energy storage unit of a hybrid electric bus or vehicle

The Superintendent or designee shall notify all drivers, upon employment and at least once per year thereafter, of the requirements specified above and the potential legal and employment consequences of failure to comply. All complaints of noncompliance shall be reviewed and remedial action taken as necessary. The Superintendent or designee shall retain records of the training and of any complaints and enforcement actions for at least three years. (13 CCR 2480)

**Reports**

The Superintendent or designee shall retain records of: (13 CCR 1234)

1. Each driver's duty status and supporting documents provided pursuant to 13 CCR 1201 and 1213. Such records shall be retained for six months and made available to the CHP upon request.
2. The different types of vehicles and vehicle combinations each driver has demonstrated capability to operate.
3. Records of each driver's license, certificate, medical certificate, first aid certificate, and training as specified in 13 CCR 1234.
4. Daily vehicle inspection reports prepared by drivers pursuant to 13 CCR 1215.

(cf. 3580 - District Records)

***Legal Reference:*****EDUCATION CODE**

38046 Drivers of school pupil activity buses

38047 Training in proper actions in event of hijacking

38050 Operating bus in violation of order or regulation or without operator's qualification

38155-38168 Training required to obtain or renew bus driver certificate

39831.3 Transportation safety plan

56221 Adoption of policies

**VEHICLE CODE**

1808.8 Dismissal for safety-related cause

2570-2575 Transportation of students

12517 School bus and pupil activity bus driver qualifications; certificates; fees

12517.2 Medical report; physical examination

12522 First aid training for school bus drivers

13376 Driver certificates; revocation or suspension; sex offense prosecution

22112 School bus signals; roadway crossings

25257 School bus; flashing light signal system

25257.2 School bus used for transportation of developmentally disabled person

34501.6 School buses; reduced visibility

34508.5 Investigation of accidents

45125.1 Criminal background checks for contractors

**CODE OF REGULATIONS, TITLE 5**

**SCHOOL BUS DRIVERS** (continued)

*14103 Authority of the driver*

*14104 School bus driver instructor*

*CODE OF REGULATIONS, TITLE 13*

*1202 General provisions*

*1215 Vehicle Condition*

*1219 School bus regulations*

*1227 School bus stops*

*CODE OF FEDERAL REGULATIONS, TITLE 49*

*571.222 Federal motor vehicle safety standard # 222*

**ABC UNIFIED SCHOOL DISTRICT  
Administrative Regulation**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**TRANSPORTATION SAFETY AND EMERGENCIES**

Transportation Safety Plan

The Superintendent or designee shall develop a transportation safety plan to address student safety which includes all of the following: (Education Code 39831.3)

1. Procedures for determining if students in grades pre-kindergarten through 8 require escort to cross a private road or highway at a bus stop pursuant to Vehicle Code 22112

*(cf. 3542 - School Bus Drivers)*

2. Procedures for all students in grades pre-kindergarten through 12 to follow as they board and exit the bus at their bus stops
3. Procedures for boarding and exiting a school bus at a school or other trip destination

A copy of the plan shall be kept at each school site and made available upon request to the California Highway Patrol. (Education Code 39831.3)

Safe Bus Operations

School bus operations shall be limited when atmospheric conditions reduce visibility on the roadway to 200 feet or less during regular home-to-school transportation service. Bus drivers for school activity trips shall have the authority to discontinue bus operation whenever they determine that it is unsafe to continue operation because of reduced visibility. (Vehicle Code 34501.6)

*(cf. 3540 - Transportation)*

*(cf. 3541.1 - Transportation for School-Related Trips)*

*(cf. 6118 - Weather-Related Schedules)*

School buses and school student activity buses also shall not be operated whenever the number of passengers exceeds bus seating capacity, except when necessary in emergency situations which require that students be moved immediately to ensure their safety.

*(cf. 3516 - Emergencies and Disaster Preparedness Plan)*

The Superintendent or designee may place a notice at bus entrances that warns against unauthorized entry. The driver or another school official may order any person to disembark if that person enters a bus without prior authorization and has intent to commit a crime. (Code of Regulations, Title 13, Section 1256.5)

Each school bus shall be equipped with at least one fire extinguisher (wheelchair buses shall have two fire extinguishers) located in the driver's compartment which meets the standards specified in law. (Education Code 38056)

The Superintendent or designee shall review all investigations of bus incidents and accidents to develop preventative measures.



**TRANSPORTATION SAFETY AND EMERGENCIES** (continued)Student Instruction

All students who are transported in a school bus or student activity bus shall receive instruction in school bus emergency procedures and passenger safety. (Education Code 38048)

1. Each school year, the Superintendent or designee shall provide appropriate instruction in safe riding practices and emergency evacuation drills. Each student who receives home-to-school transportation in a school bus shall be required to receive this instruction. (Code of Regulations, Title 5, Section 14102)
2. At least once each school year, all students in grades pre-kindergarten through 8 who receive home-to-school transportation shall receive safety instruction which includes, but is not limited to: (Education Code 38048)
  - a. Proper loading and unloading procedures, including escorting by the driver
  - b. Proper passenger conduct

(cf. 5131.1 - Bus Conduct)

- c. Bus evacuation
- d. Location of emergency equipment

As part of this instruction, students shall evacuate the school bus through emergency exit doors. Instruction also may include responsibilities of passengers seated next to an emergency exit.

Each time the above instruction is given, the following information shall be documented:

- a. District name
- b. School name and location
- c. Date of instruction
- d. Names of supervising adults
- e. Number of students participating
- f. Grade levels of students
- g. Subjects covered in instruction
- h. Amount of time taken for instruction
- i. Bus driver's name
- j. Bus number
- k. Additional remarks

**TRANSPORTATION SAFETY AND EMERGENCIES** (continued)

This documentation shall be kept on file at the District office or the school for one year and shall be available for inspection by the California Highway Patrol.

3. Before departing on a school activity trip, all students riding on a school bus or student activity bus shall receive safety instruction which includes, but is not limited to: (Education Code 38048)
  - a. Location of emergency exits
  - b. Location and use of emergency equipment

This instruction also may include responsibilities of passengers seated next to an emergency exit.

Notifications

The Superintendent or designee shall provide written safety information to the parents/guardians of all students in grades pre-kindergarten through 6 who have not previously been transported in a school bus or school activity bus. This information shall be provided upon registration and shall include: (Education Code 38048)

1. A list of school bus stops near each student's home
2. General rules of conduct at school bus loading zones
3. Red light crossing instructions
4. School bus danger zone
5. Safety while walking to and from school bus stops

(cf. 5145.6 - Parental Notifications)

Legal Reference:EDUCATION CODE

38045-38059 *Transportation, school buses, especially:*

38048 *Student instruction in bus safety; notifications*

38051 *Excess of seating capacity*

38056 *Fire extinguisher on school buses*

39831.3 *Transportation safety plan*

51202 *Instruction in personal and public health and safety*

VEHICLE CODE

34500 *California Highway Patrol responsibility to regulate safe operation of school buses*

34501.6 *School buses; reduced visibility*

34508.5 *Investigation of accidents*

CODE OF REGULATIONS, TITLE 5

14102 *Instruction in bus safety and evacuation*

14103 *Authority of the driver*

CODE OF REGULATIONS, TITLE 13

1256.5 *Notice warning against unauthorized entry on school buses*

**ABC UNIFIED SCHOOL DISTRICT  
Board Policy**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**PLANNING THE REPLACEMENT OF EQUIPMENT**

In order to ensure that the instructional program, as well as services supporting the program continue without undue interruption caused by lack of adequate equipment to perform at minimum acceptable levels, a replacement of equipment program shall be developed. This program shall include a board-approved life expectancy schedule for all major classes of equipment contemplated to be used by the District.

Each year, during the budget planning period, consideration will be given to providing adequate fund to replacement of equipment that has reached or exceeded the maximum life expectancy tables or has been lost through vandalism, theft or burglary, or fire. Consideration also shall be given to provision of adequate funds to replace equipment that has reached a fatigue or replacement point where it is no longer economically feasible to keep the equipment in good repair, even though it has not yet reaches its maximum life expectancy point. Lastly, consideration should be given to replacement of equipment that has become obsolete.

Generally, equipment should not be replaced before it has reached its life expectancy, but it may be replaced any time prior to this date based upon such factors as obsolescence and cost of maintenance. However, provisions should be included that allot retention of equipment beyond its life expectancy period if it is satisfactorily meeting the purpose for which it is intended.

*Legal Reference:*

Education Code

39523     *Sale for replacement to lowest new bid*

]

**ABC UNIFIED SCHOOL DISTRICT  
Administrative Regulation**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**PLANNING THE REPLACEMENT OF EQUIPMENT**

**Replacement of Equipment Guidelines**

A life expectancy table shall be developed utilizing recommendations of the Internal Revenue Service, factors of trade-in value, amount and type of use, plus policies and recommendations from vendors, other school districts, and private industry.

Once the estimated life span has been determined, the factors shall be submitted to the District's equipment appraisal contractor for utilization in their development of equipment replacement schedules. These schedules are to be submitted to each site manager during the budget preparation period for evaluation. The revised list, corrected for omissions and deletions, along with recommendations for replacement, shall be returned to the resource allocation ad hoc committee for inclusion in the recommendation for the following year's budget. The budget allocations should equal the total of the items submitted or a maximum of .5% of the general fund budget, whichever is the lower.

Whenever it is felt necessary to reduce the replacement of equipment budget, such reduction shall be done in inverse ratio to the priorities as set forth in the Criteria for Priority Allocation of Funds-Capital Outlay.

**ABC UNIFIED SCHOOL DISTRICT  
Administrative Regulation**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**MAINTENANCE OF SCHOOL BUSES AND OTHER DISTRICT  
AUTOMOTIVE VEHICLES USED FOR SUPPORT SERVICES**

The District will provide adequate facilities and equipment for the maintenance of its school buses and other automotive equipment. A systematic preventive maintenance program, with complete historic records kept on file for all buses, shall be maintained.

School buses shall be maintained in a good and safe operating condition at all times. Maintenance shall be in accordance with requirements provided in regulations of the California Highway Patrol, Motor Vehicle Department, State Board of Education and federal government. In addition, manufacturer's recommended practices shall be adhered to in every respect.

Other automotive vehicles utilized for other district support services shall be maintained in accordance with manufacturer's recommended practices and procedures.

**Use of District Vehicles**

With the approval of the Assistant Superintendent-Business, vehicles may be taken home after hours by designated employees whenever the nature of their assignment requires immediate response for emergencies affecting the District. Assignments shall be on a priority basis, with those employees living closest to the District having the highest priority.

**ABC UNIFIED SCHOOL DISTRICT**  
**Administrative Regulation**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**STUDENT USE OF VEHICLES**

In those instances where student drivers and/or student vehicles are necessary, the following precautions should be taken by each teacher or activity supervisor:

1. Require the signing of an Off Campus Activity Permission Form, furnished by the District, by all presently foreseeable student drivers of a student vehicle and by student passengers in a student vehicle. The form [E 3544.21(a)] must be completed and signed by a parent or guardian.
2. Require the completion of the Use of Personal Vehicle Form before authorizing a student driver to use a private vehicle. Uninsured students shall not be authorized to drive or transport other students. [E 3544.21(b)]
3. Upon request, the District transportation division, through the State Department of Motor Vehicles (DMV), will check on all student drivers who use a private vehicle to transport themselves or other students on school business.

As much as possible, all off-campus class activities (bowling, golf, work experience, research, etc.) should be scheduled prior to the first on-campus class or after the last on-campus class.

Any student who drives a motor vehicle to school shall park the vehicle in an area designated by the principal of the school. Except in the area designated by the principal for parking vehicles, no vehicle driven by a student to school shall be parked at a point closer than one-fourth (1/4) mile from the nearest point of the campus.

In order to provide for the maximum safety of pupils and at the same time provide reasonable flexibility to the instructional program, regulations regarding the use of privately-owned vehicles by employees, parents or students shall be developed, such regulations to include but not be limited to the following:

1. Minimum age levels
2. Equipment safety checking procedure
3. Restrictions on distances
4. Type of activities

**Guidelines for Use of Personal Cars in Transporting Students**

1. Driver\* must possess:
  - a. Valid driver's license
  - b. Minimum liability insurance as required by the State of California

\*Includes all district employees, volunteers, etc.
2. Number of passengers (including driver) may not exceed the number of permanently attached seats. In no case can the number of passengers, including driver, exceed the number of available seat belts. At no time shall the driver's vision be obstructed.

**STUDENT USE OF VEHICLES** (continued)

3. Trip routes to points outside of the District in excess of ten (10) miles must be approved in advance by the site administrator/program director or designee.
4. The limit on the distance of transporting students in private vehicles shall be a radius of 125 miles.
5. Drivers must be adults (21 years or older) for trips beyond a 20-mile radius. Use of Personal Vehicle Form must be completed and on file before a trip is taken. [See form E 3544.21(b)]
6. Consent slips from parents must be on file prior to a trip.\*
7. Use of personal cars where hazardous road conditions exist is prohibited (to include hazardous conditions declared by California Highway Patrol, or other city, county, state or federal agencies authorized to monitor road conditions).
8. Use of Personal Vehicle Form, which will be provided by the District, must be completed before a trip is authorized.\*

\*In cases where the same driver is authorized to transport students throughout the year for illness or disciplinary purposes, the consent slip will not be required and a Use of Personal Vehicle Form need be submitted only once a year. The section referring to destination and date of trip should indicate "as needed for illness or disciplinary purposes."

## ABC UNIFIED SCHOOL DISTRICT

OFF CAMPUS ACTIVITY  
PERMISSION FORM

_____ Name of Student		_____ Grade	
_____ School/Location		_____ Year	
_____ Date(s) of Activity	_____ Destination	_____ Departure Time	_____ Return Time

METHOD OF TRANSPORTATION:

Y District Busses	Y Other _____
Y Private Vehicle Driven by Parent	Y Private Vehicle Driven by Student
Y Private Vehicle Driven by Teacher	Y Commercial Charter

After the event, the student will return to the school site. It is the responsibility of the parent to have transportation home after returning to school/location.

MEDICAL RELEASE:

Drug allergies? YES Y NO Y      Current taking medication? YES Y NO Y  
Any existing medical programs? YES NO

IF ANY ANSWERS ABOVE WERE YES, PLEASE EXPLAIN \_\_\_\_\_

I AUTHORIZE THE DESIGNATED CHAPERONS AS AGENT(S) FOR MY SON/DAUGHTER TO CONSENT TO ANY EMERGENCY MEDICAL DIAGNOSIS OR TREATMENT WHICH IS DEEMED ADVISABLE BY A LICENSED PHYSICIAN.

FURTHER, I HAVE REVIEWED AND UNDERSTAND THE CONDITIONS OF THE OFF-CAMPUS TRIP DESCRIBED ABOVE AND GIVE CONSENT FOR MY SON/DAUGHTER TO PARTICIPATE. I AM WILLING TO TAKE FULL RESPONSIBILITY FOR THE CONDUCT OF MY SON/DAUGHTER WHILE ON THIS TRIP AND AGREE TO WAIVE ALL CLAIMS AGAINST THE DISTRICT FOR ANY INJURY, ACCIDENT, OR DEATH WHICH MAY OCCUR DURING THIS ACTIVITY.

_____ Date	_____ Signature of Parent of Guardian	_____ Address	_____ Zip
(_____) _____ Home Phone	(_____) _____ Business Phone		

If I am unable to be reached, call \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Name of Contact Person Phone No.



## ABC UNIFIED SCHOOL DISTRICT

USE OF PERSONAL VEHICLE

Age of Driver \_\_\_\_\_

Name of Driver \_\_\_\_\_ Driver's License No. \_\_\_\_\_

Address \_\_\_\_\_

Name of Insurance Company \_\_\_\_\_

Vehicle Make \_\_\_\_\_ Model \_\_\_\_\_ License No. \_\_\_\_\_

Number of Seat Belts Available \_\_\_\_\_ Number of Students Assigned \_\_\_\_\_

Destination \_\_\_\_\_ Date of Trip \_\_\_\_\_

I certify that the above-listed vehicle is mechanically safe\*. Permission is granted to request a Department of Motor Vehicles check of my driving record.

\*Vehicle has been inspected and all of the following are in good working condition:

Safe Tires	Steering Equipment
Safe Brakes (including emergency)	Directional Signals
Lights-Front & Back	All Vehicle Glass Intact
Windshield Wipers	Speedometer
Horn	

The information on this form is accurate to the best of my knowledge and I am willing to take full responsibility for the use of my personal vehicle for this trip and agree to waive all claims against the District for any injury, accident, or death which may occur.

\_\_\_\_\_  
Owner of Vehicle/Driver

\_\_\_\_\_  
Date

.....  
I HAVE READ THE ABOVE AND APPROVE THE USE OF THIS VEHICLE FOR THE PURPOSE STATED.

\_\_\_\_\_  
Site Administrator

\_\_\_\_\_  
School/Department

**ABC UNIFIED SCHOOL DISTRICT**  
**Administrative Regulation**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**DRIVING ON SCHOOL CAMPUSES**

The following regulations are in effect on all school campuses and are to be obeyed by all operators of moving equipment, including vehicular traffic:

1. Truck and Car Speed: Five (5) miles per hour.
2. Sidewalks: Driving on sidewalks near classroom doors during hours when schools are in session is permitted only when absolutely necessary, after notification of site supervisor and only when an adult on foot leads the vehicle.
3. Backing: Permitted only when supervised by an adult on foot.
4. Mowing/Edging; Regular Food Delivery; Construction Activities: Schedules will be filed with each site administrator relative to time and date hazardous-type equipment will be operated on school campuses where no restraining barrier such as a fence has been erected. Anticipated variations of more than ten (10) minutes from schedule shall be made known to the site administrator prior to the equipment being brought and/or operated on the grounds.

Any failure to obey these rules shall be brought to the attention of the individual's supervisor.

**ABC UNIFIED SCHOOL DISTRICT**  
**Board Policy**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**FOOD SERVICE/CHILD NUTRITION PROGRAM**

The Governing Board recognizes that students need adequate, nourishing food in order to grow, learn and maintain good health. To reinforce the District's nutrition education program, foods available on school premises shall be:

1. Carefully selected so as to contribute to students' nutritional well-being and the prevention of disease
2. Prepared in ways which will appeal to students, retain nutritive quality and foster healthful eating habits
3. Served in age-appropriate quantities and at reasonable prices

*(cf. 3553 - Free and Reduced Price Meals)*

*(cf. 3554 - Other Food Sales)*

*(cf. 6142.8 - Comprehensive Health Education)*

The Superintendent or designee shall ensure that the meals offered by the District's food service program meet the nutritional standards and dietary guidelines required for participation in the National School Lunch and School Breakfast Programs.

The Superintendent or designee shall establish procedures whereby students and parents/guardians may participate in the selection of foods of good nutritional quality for school menus. Parents/guardians are encouraged to also consider nutritional quality and support the District's nutrition education efforts when selecting any snacks which they may donate for occasional class parties.

To the extent permitted under the National School Lunch and School Breakfast Programs, students in all grades shall be allowed to decline parts of their meal which they do not intend to consume.

*Legal Reference:*

**EDUCATION CODE**

*38080-38103 Cafeterias - establishment and use*

*45103.5 Contracts for management consulting services; restrictions*

*49430-49431 Sale of Food Items*

*49490-49493 School breakfast and lunch programs*

*49500-49505 School meals*

*49510-49520 Nutrition*

*49530-49536 Child Nutrition Act of 1974*

*49540 - 49546 Child care food program*

*49547-48548.3 Comprehensive nutrition services*

*49550-49560 Meals for needy students*

**FOOD SERVICE/CHILD NUTRITION PROGRAM** (continued)

CODE OF REGULATIONS, TITLE 5

15500-15501 *Food sales by student organizations*

15510 *Mandatory meals for needy students*

15530-15535 *Nutrition education*

15550-15565 *School lunch and breakfast programs*

CODE OF FEDERAL REGULATIONS, TITLE 7

210 *National School Lunch Program and School Breakfast Program*

220 *National School Lunch Program and School Breakfast Program*

*Management Resources:*

1990 Dietary Guidelines for Americans, U.S. Department of Agriculture and Department of Health and Human Services, 1990

CDE PROGRAM ADVISORIES

1200.89 *Nutrition and Its Partnership with Education*, FSB:89/90-6

SBE POLICIES

*Nutritional Quality of Foods and Beverages Available in California Public Schools*, 1/92

*Nutrition Education and Training*, 1/92

*Establishment of Local Policies on Nutritional Quality of Food and Beverage Sales on Public School Campuses*, 1/92

**ABC UNIFIED SCHOOL DISTRICT  
Board Policy**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**FOOD SERVICE OPERATIONS/CAFETERIA FUND**

The Governing Board intends that, insofar as possible, school food services shall be a self-supporting, nonprofit program. Upon recommendation of the Superintendent or designee, the Board shall review and approve meal prices. Program financial reports shall be presented regularly to the Board.

Adult meals may be offered to employees as a matter of convenience. Insofar as these meals may include federally donated food commodities, their price shall be set higher than that of student meals so as to reimburse the food service program for the total cost of providing adult meals.

The Superintendent or designee shall establish a cafeteria fund independent of the District's general fund.

*(cf. 3550 - Food Service/Child Nutrition Program)*  
*(cf. 3553 - Free and Reduced Priced Meals)*

*(cf. 3020 - Fiscal Policy Team)*

To increase cost effectiveness, the Superintendent or designee shall centralize and direct the purchasing of food and supplies, the planning of menus, and the auditing of all food service accounts for the District.

With Board approval, the District may enter into a contract for management consulting services related to food service on a year-to-year basis.

With Board approval, the District may enter into a contract with a private company that enables a school to operate a franchise offering fast food items for sale to students. The franchise agreement and food purchases shall be subject to the competitive bidding requirements of the National School Lunch and School Breakfast Programs.

The food services program shall pay, out of its revenue and reserves, all of the expenses listed below. Whenever the fund balance of the cafeteria account falls below \$50,000,

the Board of Education, upon request, may subsidize the operation in the amount necessary to operate without further reduction in the fund balance.

**Expenses Included in Operations Statement:**

1. Food cost
2. Salaries. All adult food services employees and student workers.
3. Earned lunches. Lunches for all adult workers and students at elementary, middle, and high schools.
4. Custodial salaries. Determined by annual analysis of requirement.
5. Employee benefits. Twenty-two percent (22%) of adult salary.
6. Supplies.

**FOOD SERVICE OPERATIONS/CAFETERIA FUND** (continued)

7. Repairs and replacement. One percent (1%) of income for replacement reserve.
8. Utilities. Determined by annual analysis of requirement.
9. Other direct expenses. Includes sales tax, rent, audit expense, publication expense, and pest control.

*Legal Reference:*EDUCATION CODE*38090-38095 Cafeterias, funds and accounts**38100-38103 Cafeterias, allocation of charges**39891 Expenditures from cafeteria fund restricted**39900 Cost chargeable against school district funds**39901 Cafeteria equipment replacement reserve**39902 Employment of persons, cost of wages; reimbursement to general funds**42646 Alternate payroll procedure**45103.5 Contracts for management consulting services**49490-49493 School breakfast and lunch programs**49500-49505 School meals**85260 Alternate payroll procedure**Management Resources:*CDE MANAGEMENT ADVISORIES*0600.94 Implementation of Education Code 45103.5, 94-111*CDE MANAGEMENT ADVISORIES*0700.95 Final Rule for the National School Lunch Program and School Breakfast Program, 95-115*CDE PUBLICATIONS*Standards of Excellence for School Nutrition Programs: A Self-Assessment Guide for School District Fiscal Policy Teams, 1989*

**ABC UNIFIED SCHOOL DISTRICT  
Administrative Regulation**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**FOOD SERVICE OPERATIONS/CAFETERIA FUND**

All proceeds from food sales and other services offered by the cafeteria shall be deposited in the cafeteria fund as provided by law. The income and expenditures of any cafeteria revolving account established by the Governing Board shall be recorded as income and expenditures of the cafeteria fund. (Education Code 38090, 38091, 38092)

The cafeteria fund shall be used only for Board-authorized expenditures necessary for the operation of school cafeterias as defined in the California School Accounting Manual or appropriately reported to the California Department of Education. (Education Code 38091, 38101)

These expenditures may include, but are not limited to, expenditures for the following: (Education Code 38091)

1. Construction, alteration, or improvement of a central food processing plant
2. Lease, purchase or installation of additional cafeteria equipment of the central food processing plant
3. Vending machines and their installation and housing
4. Computer equipment and related software
5. Lease or purchase of vehicles used primarily in connection with the central food processing plant

Any charges to, or transfers from, a food service program shall be dated and accompanied by a written explanation of the expenditure's purpose and basis. (Education Code 38101)

Any funds derived from the sale of cafeteria food and deposited in a Board-established cafeteria equipment reserve shall be used only for the purchase, lease, maintenance or replacement of cafeteria equipment. (Education Code 38102)

Health criteria established by the District for classified staff shall be applicable to all persons providing food service management consulting services. (Education Code 45103.5)

*(cf. 4112.4/4212.4/4312.4 - Health Examinations)*

**ABC UNIFIED SCHOOL DISTRICT  
Board Policy**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**FREE AND REDUCED PRICE MEALS**

The Governing Board recognizes that adequate nutrition is essential to the development, health and learning of all students. The Superintendent or designee shall facilitate and encourage the participation of students from low-income families in the District's food service program.

The District shall provide at least one nutritionally adequate meal each school day, free of charge or at a reduced price, for students whose families meet federal eligibility criteria. (Education Code 49550, 49552)

The Superintendent or designee shall ensure that meals provided through the free and reduced-price meal program meet applicable state and/or federal nutritional standards in accordance with law, Board policy, and administrative regulation.

*(cf. 3550 - Food Service/Child Nutrition Program)*  
*(cf. 5030 - Student Wellness)*

The Superintendent or designee shall recommend for Board approval a plan, which ensures that eligible students are not treated differently from other students or easily identified by their peers. (Education Code 49557)

**Confidentiality/Release of Records**

All applications and records related to eligibility for the free and reduced-price meal program shall be confidential except as provided by law. (Education Code 49558)

The Board authorizes designated employees to use individual records pertaining to student eligibility for any free and reduced price meal program solely for the purpose of:

- 1) Disaggregation of academic achievement data
- 2) In any school identified for program improvement under Title I of the No Child Left Behind Act, identification of students eligible for school choice and supplemental educational services.

*(cf. 0520.2 - Title I Program Improvement Schools)*  
*(cf. 5125 - Student Records)*  
*(cf. 6162.51 - Standardized Testing and Reporting Program)*  
*(cf. 6171 - Title I Programs)*

The Board further authorizes the release of information on the school lunch program application to the local agency that determines Medi-Cal program eligibility, provided that the student is approved for free meals and the parent/guardian consents to the sharing of information as provided by Education Code 49557.2.

*(cf. 5141.6 - School Health Services)*  
*(cf. 5125 - Student Records)*



**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS** (Continuing)

(cf. 6162.5 - Student Assessment)

(cf. 6171 - Title I Programs)

(cf. 6190 - Evaluation of the Instructional Program)

*Legal Reference:*

EDUCATION CODE

48980 Notice at beginning of term

49490-49493 School breakfast and lunch programs

49500-49505 School meals

49510-49520 Nutrition

49530-49536 Child Nutrition Act of 1974

49547-49548.3 Comprehensive nutrition service

49550-49560 Meals for needy students

CODE OF REGULATIONS, TITLE 5

15510 Mandatory meals for needy students

15530-15535 Nutrition education

15550-15565 School lunch and breakfast programs

UNITED STATES CODE, TITLE 20

1232g Federal Educational Rights and Privacy Act

6301 - 6514 Title I programs

UNITED STATES CODE, TITLE 42

1751 - 1769 National lunch programs

1771 - 1791 Child nutrition

*Management Resources:*

CDE LEGAL ADVISORIES

0325.98 Education Code Section 49558 LO: 1-98

WEB SITES

CDE: <http://www.cde.ca.gov>

Board policy

adopted: 1.12.99

revised: 8.17.99

revised: 4.23.09

**ABC UNIFIED SCHOOL DISTRICT  
Administrative Regulation**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**FREE AND REDUCED PRICE MEALS**

**Nondiscrimination Plan**

The District's plan for students receiving free or reduced price meals shall set forth the following conditions: (Education Code 49557)

1. The names of the students shall not be published, posted, or announced in any manner, or used for any purpose other than the National School Lunch and School Breakfast Programs, unless otherwise provided by law.
2. There shall be no overt identification of any of the students by the use of special tokens or tickets or by any other means.
3. The students shall not be required to work for their meals or milk.
4. The students shall not be required to use a separate dining area, go through a separate serving line, or consume their meals or milk at a different time.
5. When more than one lunch, breakfast or type of milk is offered, the students shall have the same choice of meals or milk as is available to those students who pay the full price.

This plan shall be submitted to the California Department of Education for approval. (Education Code 49557; 7 CFR 2465.8)

**Applications and Records**

An application form for free or reduced price meals shall be distributed to all parents/guardians at the beginning of each school year, together with information about eligibility standards, application procedures, and appeal procedures. This form and information shall also be provided whenever a new student is enrolled. (Education Code 49520, 48980, 7 CFR 245.8)

*(cf. 5145.6 - Parental Notifications)*

Applications for free or reduced price meal programs shall be available to students at all times during the regular school day and shall contain the following statements: (Education Code 49557)

1. Applications for free or reduced price meals may be submitted at any time during a school day.
2. Children participating in the National School Lunch and School Breakfast Programs will not be overtly identified by the use of special tokens, special tickets, special serving lines, separate serving lines, separate dining areas, or by any other means.

**FREE AND REDUCED PRICE MEALS** (Continuing)

All applications and records related to eligibility for the free or reduced price meal program shall be confidential. They shall be open to examination only for purposes of this program or for any investigation, prosecution, or criminal or civil proceeding conducted in connection with the administration of any free and reduced price meal program. (Education Code 49558)

The Superintendent or designee shall determine students' eligibility for the free and reduced price meal program based on the criteria specified in 42 USC 1758 and 1773 and 7 CFR 245.1-245.13 and made available by the California Department of Education.

When authorized by law, participants in other federal or state programs may be directly certified for enrollment in the free and reduced price meal program. (Education Code 49561)

The Superintendent designates the following district employee(s) to use individual records pertaining to student participation in the free or reduced price meal program solely for the purpose of disaggregation of academic achievement data or for the identification of students in any program improvement school eligible for school choice and supplemental educational services pursuant to 20 USC 6316:

**Assistant Superintendent of Academic Services  
Director- Child Development/Special Programs**

In using these records for that purpose, the following conditions shall be satisfied: (Education Code 49558)

1. No individual indicators of participation in the free or reduced price meal program shall be maintained in the permanent records of any students if not otherwise allowed by law.

*(cf. 5125 - Student Records)*

2. Information regarding individual student participation in the free or reduced price meal program shall not be publicly released.

*(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)*

3. All other confidentiality provisions required by law shall be met.
4. Information collected regarding individual students certified to participate in the free and reduced-price meal program shall be destroyed when no longer needed for its intended purpose.

**ABC UNIFIED SCHOOL DISTRICT  
Board Policy**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**OTHER FOOD SALES**

With the approval of the Superintendent or designee, food sales may be held by school-related groups, including but not limited to students, teachers, parents/guardians and booster groups, provided that these sales are in compliance with state and federal regulations. Such food sales shall not impair student participation in the District's food service program.

*(cf. 1230 - School-Connected Organizations)*  
*(cf. 3550 - Food Service/Child Nutrition Program)*

Sanitation and safety procedures shall comply with the requirements of the California Uniform Retail Food Facilities Law as set forth in Health and Safety Code 113700-114455.

The Board of Education shall establish the cafeteria account of the District.

A Nutrition Services program shall be provided to all regularly enrolled students in grades kindergarten through twelve on a voluntary basis. Provisions will be made in accordance with district policy and procedures, state law, and the national school lunch and breakfast program regulations to furnish free or reduced price meals to needy pupils.

1. Purposes -- The Nutrition Services Department of the District shall be operated to:
  - a. provide students with tasteful and nutritious foods.
  - b. assist students in the development of good meal time manners, sanitary food habits and an understanding of good nutrition.
  - c. ensure operational costs commensurate with the achievement of these nutritional and educational values.
2. Control -- The purchasing, operation, and accounting of the Nutrition Services program shall be under the jurisdiction of the Division of Business Services
3. Participation -- Use of Nutrition Services facilities shall be limited to students, Board of Education, employees, and personnel under the following categories:
  - a. Individuals visiting the school on official business;
  - b. An organization where meeting is sponsored by the administrator in charge of the school building and whose objective and efforts clearly indicate a close association, interest, and participation in the educational program and the welfare of the school concerned.
4. Financial -- It shall be the general policy of the board to operate the cafeteria account on a self-sustaining basis. However, the Board of Education recognizes the educational and nutritional values of school cafeterias, and it will consider subsidies for the operation of the cafeteria account whenever such subsidies are considered absolutely essential.

Perishable foodstuffs and seasonal commodities needed in the operation of the cafeterias may be purchased by bidding or on a day-to-day basis without bidding.

All purchases for supplies other than perishables shall be purchased in accordance with district purchase policies.

**OTHER FOOD SALES (Continued)**

The District shall cooperate with the federal school lunch and breakfast program when this serves the best interest and welfare of the students of the District.

A financial report of the operation of the Nutrition Services program, including estimate of year-end balance, shall be presented monthly to the Board of Education. An annual audit of the operation of the Nutrition Services program shall be performed as a part of the District audit program.

5. **Organizational**

The child nutrition program shall be organized on a central-kitchen basis for preparation, with a feeding kitchen at each school.

Offer versus serve lunches will be served at elementary schools; Offer versus serve and a la carte at middle high schools and senior high schools. Breakfast will be served at the schools based on need.

With the approval of the Superintendent or designee, food sales may be held by school-related groups, including but not limited to students, teachers, parents/guardians and booster groups, provided that these sales are in compliance with state and federal regulations. Such food sales shall not impair student participation in the District's food service program.

*(cf. 1230 - School-Connected Organizations)*  
*(cf. 3550 - Food Service/Child Nutrition Program)*

Sanitation and safety procedures shall comply with the requirements of the California Uniform Retail Food Facilities Law as set forth in Health and Safety Code 113700-114455.

No foods of minimal nutritional value shall be sold in food service areas during breakfast and lunch periods. (7 CFR 210.11, 220.12)

**Food Sales by Student Organizations**

1. **Food Sales in Elementary Schools**

The only food that shall be sold during the school day is food sold through the Federal Meal Program. (Education Code 48931) Food sales must comply with Board Policy 5030 (a-c) – Student Wellness

2. **Sales in Middle and Senior High Schools**

a. Except as provided in Subsection "b." below, any organization consisting solely of students of any middle or senior high school may sell food items during the regular school day if the following conditions are met.

b. A student organization or organizations are authorized to sell food at any time during the school day, including the regularly scheduled meal service period(s), as provided below:

(1) One organization each school day shall be permitted to sell up to three food or beverage (excluding soda item) items provided fifty percent of all food items are from the list of nutritious foods available from Nutrition Services. This applies until June 30, 2006.

Commencing July 1, 2007, all food and beverage sold to a pupil in middle or high school, except food served as part of a USDA meal program, shall meet all of the nutritional guidelines listed in Board Policy 5030(b) – Student Wellness (Education Code 49431-49433)

**OTHER FOOD SALES (Continued)**

- (2) Any one or more student organizations may conduct not more than four food sales of any food items during a school year in each school, but such sales shall be held on the same four days for any or all organizations at a school site.
- (3) The sales during the regular school day are not of food prepared on the school premises.
- (4) The food items sold during the regular school day are not those sold in the Nutrition Services program at that school during that school day.
- (5) Safe food handling and sanitation procedures are maintained.
- (6) The selling price is the same or greater than price of the same item when sold the by Nutrition Services program.

**Fundraisers**

When desiring to raise money for district schools or student groups by selling food items that are not homemade, organizations are encouraged to select items of good nutritional quality. All profits from such fund-raisers shall benefit the school or student groups sponsoring the sale.

**Adult Organizations**

Adult organizations may sell food after the regular school day, provided they are not homemade.

*(cf. 1321 - Solicitations of Funds from and by Students)*

**Legal Reference:****EDUCATION CODE**

38085 Sale of specified food items

39876 Availability of nutritious foods

39872 Persons entitled to purchase food, non-school use of cafeterias

49500-49504 School meals for pupils

49510-49530.5 Pupil Nutrition

49490-49493 School breakfast and lunch programs

48931 Authorization and sale of food

51520 School premises; prohibited solicitations

**CODE OF REGULATIONS, TITLE 5**

15500 Food sales in elementary schools

15501 Sales in high schools and junior high schools

**HEALTH AND SAFETY CODE**

113700-114455 California Uniform Retail Food Facilities Law, especially:

113785 Food facility

113825 Occasional event

**UNITED STATES CODE, TITLE 42**

1751-1769h National School Lunch Act

1771-1791 National School Breakfast Act

**CODE OF FEDERAL REGULATIONS, TITLE 7**

210 National School Lunch Program and School Breakfast Program

220 National School Lunch Program and School Breakfast Program

**ABC UNIFIED SCHOOL DISTRICT  
Administrative Regulation**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**OTHER FOOD SALES**

Student organizations may sell nutritious food items approved by the Board only if such sales are conducted in compliance with the Code of Regulations, Title 5, Section 15500-15501. Items sold during the regular school day must not be food items prepared on school premises or sold in the food service program at school during that day. (Code of Regulations, Title 5, Section 15500-15501)

Food sales must be conducted in accordance with the guidelines set forth in Board Policy 5030 (a-c) – Student Wellness.

The above regulations regarding the frequency and content of food sales shall apply to eligible adult groups as well as student organizations.

The sale of foods during meal periods in food service areas shall be allowed only if all income from the sale, including the sale of approved foods or drinks from vending machines, accrues to the benefit of the school, the school food service program, or the student organization(s) sponsoring the sale. (7 CFR 210.11, 220.12)

**ABC UNIFIED SCHOOL DISTRICT  
Board Policy**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**PLANNING CAPITAL OUTLAY**

In order to ensure suitable allocation of funds to the highest priority requests, a survey of each location of the entire district will be made each year, usually in January, by a team which will consist of the site manager, the director of maintenance and the field supervisor for health and safety.

Requirements arising out of the annual field inspection will be listed according to priorities as determined by application by the survey team of the "Criteria for Priority Allocation of Funds – Capital Outlay". This list, along with estimated costs, will be presented to the facilities ad hoc committee not later than March 1 of each year. With the exception of "A"-priorities, items on the list will be considered for recommendation to the Cabinet for placement in the budget for the succeeding year. A reserve of one-tenth of one percent (.1%) of the total general fund will be set aside for emergency items and one-tenth of one percent (.1%) for unfunded non-emergency health and safety capital expenditures. Any request except "A" priority items received other than during the survey period will be considered by the facilities ad hoc committee, with recommendation to the Cabinet for funding out of the special contingency fund.

Daily inspections of the District will be performed on a rotating basis continuously during the year to detect violation of code requirements and items that require immediate emergency attention.

During the daily, as well as annual field inspection, evaluations must adhere to the minimum standards contained in the adopted Health and Safety Standards.

*Legal Reference:*

*Education Code*

*42840 Authority to provide for accumulation of funds for certain purposes*

*42843 Transfer of special reserve fund monies to general fund of district*

*39000-40070 School facilities and equipment*



**ABC UNIFIED SCHOOL DISTRICT**  
**Administrative Regulation**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**PLANNING CAPITAL OUTLAY**

Procedures shall be established to ensure equitable allocation of funds to the highest priority requests and needs as determined by administrative regulations established by the superintendents. Such procedures include a survey of district needs and establishment of a criteria which takes into account the requirements established by law and federal and state regulating bodies, with the highest priority to conditions affecting health and safety of pupils and employees of the District.

**ABC UNIFIED SCHOOL DISTRICT  
Administrative Regulation**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**CRITERIA FOR PRIORITY ALLOCATION OF FUNDS – CAPITAL OUTLAY**

Each request will be categorized according to the urgency of the need, as follows:

1. Required by constituted legal authority as contained in such codes as:  
  
Title 8, Division of Industrial Safety Rules and Regulations  
Title 24, Administrative Code, State of California Education Code
  2. Involves facilities/equipment prior to passage of mandatory law provisions regarding health and safety requirements.
  3. Recommended as minimum health and safety standards, as well as pupil and employee housing requirements, by federal, state, local construction regulating agencies or school board policies (light, heat, ventilating, air conditioning, safety surfaces under playground climbing apparatus, vandalism detectors, etc.). Approval of any items in the category will be contingent upon approval of the cabinet in terms of the following guidelines.
    - a. Essential\* to the initiation or continuation of approved instructional programs.
    - b. Essential\* to the initiation or continuation of approved instructional support programs.
  4. Other health and safety requirements for which standards have not been approved and which are not essential\* to the initiation or continuation of approved programs.
  5. Requests not involving health and safety considerations. (See 3-a and 3-b above).
- “Essential” means that the item is required to conduct the program at a minimum acceptable level.

## ABC UNIFIED SCHOOL DISTRICT Board Policy

### BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

#### DISTRICT RECORDS

The Governing Board recognizes the importance of securing and retaining district documents. The Superintendent or designee shall ensure that district records are developed, maintained, and disposed of in accordance with law, Board policy, and administrative regulation.

*(cf. 1340 - Access to District Records)*  
*(cf. 3440 - Inventories)*  
*(cf. 4040 - Employee Use of Technology)*  
*(cf. 4112.6/4212.6/4312.6 - Personnel Records Files)*  
*(cf. 5125 - Student Records)*  
*(cf. 5125.1 - Release of Directory Information)*

The Superintendent or designee shall consult with district legal counsel, site administrators, district information technology staff, personnel department staff, and others as necessary to develop a secure document management system that provides for the storage, retrieval, archiving, and destruction of district documents, including electronically stored information such as email. This document management system shall be designed to comply with state and federal laws regarding security of records, record retention and destruction, response to "litigation hold" discovery requests, and the recovery of records in the event of a disaster or emergency.

*(cf. 0440 - District Technology Plan)*  
*(cf. 3516 - Emergencies and Disaster Preparedness Plan)*  
*(cf. 4040 - Employee Use of Technology)*  
*(cf. 9011 - Board Member Electronic Communications)*

The Superintendent or designee shall ensure the confidentiality of records as required by law and shall establish regulations to safeguard data against damage, loss, or theft.

*(cf. 5125.1 - Release of Directory Information)*

The Superintendent or designee shall ensure that employees receive information about the District's document management system, including retention and confidentiality requirements and an employee's obligations in the event of a litigation hold established on the advice of legal counsel.

*(cf. 4131 - Staff Development)*  
*(cf. 4231 - Staff Development)*  
*(cf. 4331 - Staff Development)*

If the District discovers or is notified that a breach of security of district records containing unencrypted personal information has occurred, the Superintendent or designee shall notify

every individual whose personal information was, or is reasonably believed to have been, acquired by an unauthorized person. Personal information includes, but is not limited to, a social security number, driver's license or identification card number, medical information, health insurance information, or an account number in combination with an access code or password that would permit access to a financial account. (Civil Code 1798.29)

**DISTRICT RECORDS** (continued)

The Superintendent or designee shall provide the notice in a timely manner either in writing or electronically, unless otherwise provided in law. The notice shall include the material specified in Civil Code 1798.29, be formatted as required, and be distributed in a timely manner, consistent with the legitimate needs of law enforcement to conduct an uncompromised investigation or any measures necessary to determine the scope of the breach and restore reasonable integrity of the data system. (Civil Code 1798.29)

*(cf. 1112 - Media Relations)*

*(cf. 1113 - District and School Web Sites)*

*(cf. 4112.9/4212.9/4312.9 - Employee Notifications)*

*(cf. 5145.6 - Parental Notifications)*

**Safe at Home Program**

District public records shall not include the actual addresses of students, parents/guardians, or employees when a substitute address is designated by the Secretary of State pursuant to the Safe at Home program. (Government Code 6206, 6207)

When a substitute address card is provided pursuant to this program, the confidential, actual address may be used only to establish district residency requirements for enrollment and for school emergency purposes.

*(cf. 5111.1 - District Residency)*

*(cf. 5141 - Health Care and Emergencies)*

**Legal Reference:****EDUCATION CODE**

35145 *Public meetings*

35163 *Official actions, minutes and journal*

35250-35255 *Records and reports*

44031 *Personnel file contents and inspection*

49065 *Reasonable charge for transcripts*

49069 *Absolute right to access*

**CIVIL CODE**

1798.29 *Breach of security involving personal information*

**CODE OF CIVIL PROCEDURE**

1985.8 *Electronic Discovery Act*

2031.010-2031.060 *Civil Discovery Act, scope of discovery demand*

2031.210-2031.320 *Civil Discovery Act, response to inspection demand*

**GOVERNMENT CODE**

6205-6210 *Confidentiality of addresses for victims of domestic violence, sexual assault or stalking*

6252-6265 *Inspection of public records*

12946 *Retention of employment applications and records for two years*

**PENAL CODE**

11170 *Retention of child abuse reports*

**CODE OF REGULATIONS, TITLE 5**

430 *Individual student records; definition*

432 *Varieties of pupil records*

16020-16022 *Records-general provisions*

16023-16027 *Retention of records*

**DISTRICT RECORDS** (continued)

UNITED STATES CODE, TITLE 20

1232g *Family Educational Rights and Privacy Act*

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.8 *Family Educational Rights and Privacy Act*

*Management Resources:*

WEB SITES

*California Secretary of State: <http://www.sos.ca.gov/safeathome>*

**ABC UNIFIED SCHOOL DISTRICT**  
**Administrative Regulation**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**DISTRICT RECORDS**

**Classification of Records**

Records means all records, maps, books, papers, and documents of a school district required by law to be prepared or retained as necessary or convenient to the discharge of official duty. (5 CCR 16020)

*(cf. 1340 - Access to District Records)*

Before January 1, the Superintendent or designee shall review the prior year's records and shall classify them as either a Class 1 (Permanent), Class 2 (Optional), or Class 3 (Disposable) record. (5 CCR 16022)

Records of continuing nature (active and useful for administrative, legal, fiscal, or other purposes over a period of years) shall not be classified until such usefulness has ceased. (5 CCR 16022)

An inventory of equipment shall be a continuing record and shall not be classified until the inventory is superseded or until the equipment is removed from district ownership. (5 CCR 16022)

*(cf. 3440 - Inventories)*

A student's cumulative record is a continuing record until the student ceases to be enrolled in the District. (5 CCR 16022)

*(cf. 5125 - Student Records)*

When an electronic or photographed copy of a Class 1 (Permanent) record has been made, the copy may be classified as Class 1 (Permanent) and the original classified as either Class 2 (Optional) or Class 3 (Disposable). However, no original record that is basic to any required audit may be destroyed prior to the second July 1st succeeding the completion of the audit. (Education Code 35254)

**Class 1 - Permanent Record** (Title 5, Section 16023)

The original of each of the following records, or one exact copy of it when the original is required by law to be filed with another agency, is a Class 1 (Permanent) Record and shall be retained indefinitely unless microfilmed in accordance with CCR 16022: (5 CCR 16023)

1. Annual Reports
  - a. Official budget
  - b. Financial reports of all funds, including cafeteria and student body funds
  - c. Audit of all funds
  - d. Average daily attendance, including Period 1 and Period 2 reports
  - e. Other major annual reports, including:

**DISTRICT RECORDS** (continued)

(1) Those containing information relating to property, activities, financial condition or transactions

(2) Those declared by Governing Board minutes to be permanent

*(cf. 3100 - Budget)*

*(cf. 3452 - Student Activity Funds)*

*(cf. 3460 - Financial Reports and Accountability)*

*(cf. 3551 - Food Service Operations/Cafeteria Fund)*

2. Official Actions

a. Minutes of the Board or Board committees, including the text of rules, regulations, policies or resolutions included by reference only

b. The call for and the result of any elections called, conducted or canvassed by the Board

c. Records transmitted by another agency pertaining to its action with respect to district reorganization

*(cf. 7214 - General Obligation Bonds)*

*(cf. 9324 - Minutes and Recordings)*

3. Personnel Records

Class 1 (Permanent) records include all detailed records relating to employment; assignment; amounts and dates of service rendered; termination or dismissal of an employee in any position; sick leave record; rate of compensation, salaries, or wages paid; and deductions or withholdings made and the person or agency to whom such amounts were paid. In lieu of the detailed records, a complete proven summary payroll record for each employee containing the same data may be classified as a Class 1 (Permanent) record and the detailed records may then be classified as Class 3 (Disposable) records.

Information of a derogatory nature as defined in Education Code 44031 shall be retained as a Class 1 (Permanent) record only when the time for filing a grievance has passed or the document has been sustained by the grievance process.

*(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)*

*(cf. 4112.6/4212.6/4312.6 - Personnel Files)*

4. Student Records

The records of enrollment and scholarship for each student required by 5 CCR 432 and all records pertaining to any accident or injury involving a minor for which a claim for damages had been filed as required by law shall be classified as Class 1 (Permanent) records. These include any related policy of liability insurance, except that these records cease to be Class 1 (Permanent) records one year after the claim has been settled or the statute of limitations has expired.

*(cf. 5111.1 - District Residency)*

*(cf. 5141 - Health Care and Emergencies)*

*(cf. 5143 - Insurance)*

**DISTRICT RECORDS** (continued)

## 5. Property Records

Class 1 (Permanent) records include all detailed records relating to land, buildings, and equipment. In lieu of detailed records, a complete property ledger may be classified as Class 1 (Permanent) record. The detailed records may then be classified as Class 3 (Disposable) records if the property ledger includes all fixed assets, an equipment inventory and, for each piece of property, the date of acquisition, name of previous owner, a legal description, amount paid, and comparable data if the unit is disposed of.

*(cf. 3280 - Sale or Lease of District-Owned Real Property)*

**Class 2 - Optional Records**

Any records considered temporarily worth keeping, but which are not a Class 1 records, may be classified as Class 2 (Optional) records and shall be retained until reclassified as Class 3 (Disposable) records. If, by agreement of the Board and Superintendent or designee, classification of the prior year records has not been made before January 1, as specified in 5 CCR 16022, all records of the prior year may be classified as Class 2 (Optional) records pending further review and classification within one year. (5 CCR 16024)

**Class 3 - Disposable Records**

All records not classified as Class 1 (Permanent) or as Class 2 (Optional) records shall be classified as Class 3 (Disposable) records. These include but are not limited to: detailed records basic to audit, including those relating to attendance, average daily attendance, or business or financial transactions; detailed records used in preparing another report; teachers' registers if all information required 5 CCR 432 is retained in other records or if the General Records pages are removed from the register and classified as Class 1 (Permanent) records; and periodic reports, including daily, weekly and monthly reports, bulletins and instructions. (5 CCR 16025)

All Class 3 (Disposable) records shall be destroyed during the third school year after the school year in which the records originated. In addition, Class 3 (Disposable) records shall not be destroyed until after the third school year following the completion of any legally required audit or the retention period required by any agency other than the State of California, whichever is later. A continuing record shall not be destroyed until the fourth year after it has been classified as a Class 3 (Disposable) record. (5 CCR 16026, 16027)

*(cf. 5113.2 - Work Permits)*

**Electronically Stored Information**

All electronically stored information related to the conduct of district business, including information created, saved, sent, or received on a district employee's or Board member's personal account or device, shall be saved as an electronic file to a district-provided account or device and retained in accordance with the section "Classification of Records" above. Such information includes, but is not limited to, email, text messages, instant messages, computer files, and other electronic communications related to district business. In addition, when appropriate, the information may be printed and physically filed in a way that allows it to be easily retrieved when needed.

*(cf. 9012 - Board Member Electronic Communications)*



**DISTRICT RECORDS** (continued)

Employees shall be required to regularly purge their email accounts and district-issued computers, cell phones, and other communication devices of personal electronically stored information and other information unrelated to district business. The Superintendent or designee may check for appropriate use of any district-owned equipment at any time.

*(cf. 4040 - Employee Use of Technology)*

Any person to whom a district-owned computer, cell phone, or other electronic communication device is provided shall be notified about the District's electronic information management system and, as necessary, provided training on the effective use of the device.

**ABC UNIFIED SCHOOL DISTRICT  
Board Policy**

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**CONSULTANTS**

The Governing Board authorizes the use of consultants to provide expert professional advice or specialized technical or training services which are not needed on a continuing basis and which cannot be provided by district staff because of limitations of time, experience or knowledge. Individuals, firms or organizations employed as consultants may assist management with decisions and/or project development related to financial, economic, accounting, engineering, legal, administrative, instructional or other matters.

As part of the contract process, the Superintendent or designee shall determine, in accordance with Internal Revenue Service guidelines, that the consultant is properly classified as an independent contractor. District employees who perform extra-duty consultant services shall not be retained as independent contractors. They shall be considered employees for all purposes, even if the additional services are not related to their regular duties.

*(cf. 4117.12/4317.12 - Retirement Consultancy Contracts)*

All consultant contracts shall be brought to the Board for approval.

*(cf. 3312 - Contracts)*

The District shall not contract for consulting services that can be performed without charge by a public agency or official unless these services are unavailable from the public source for reasons beyond the District's control.

All qualified firms or resource persons shall be accorded equal opportunity for consultant contracts regardless of race, creed, color, gender, national or ethnic origin, age or disability.

*(cf. 3311 - Bids)*

*(cf. 3551 - Food Service Operations/Cafeteria Fund)*

*(cf. 4030 - Nondiscrimination in Employment)*

Independent contractors applying for a consultant contract shall submit a written conflict of interest statement disclosing financial interests as determined necessary by the Superintendent or designee, depending on the range of duties to be performed by the consultant. The Superintendent or designee shall consider this statement when deciding whether to recommend the consultant's employment.

*(cf. 9270 - Conflict of Interest)*

**CONSULTANTS** (continued)

When employees of a public university, county office of education or other public agency serve as consultant or resource persons for the District, they shall certify as part of the consultant agreement that they will not receive salary or remuneration other than vacation pay from any other public agency for the specific days when they work for this district.

*Legal Reference:***EDUCATION CODE***10400-10407 Cooperative improvement programs**35010 Control of districts; prescription and enforcement of rules**35172(a) Promotional activities**35204 Contract with attorney**17596 Limit on continuing contracts**44925 Part-time readers employed as independent contractors**45103 Classified service in districts not incorporating the merit system**45103.5 Contracts for food service consulting services**45134-45135 Employment of retired classified employee**45256 Merit system districts; classified service; positions established for professional experts on a temporary basis***GOVERNMENT CODE***53060 Contract for special services and advice**Management Resources:***INTERNAL REVENUE SERVICE PUBLICATIONS***15-A Employer's Supplemental Tax Guide*