



# District Policies

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Transfer of Funds

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and Charges

Viewing Policy: AR 3514.2 – Integrated Pest Management

Business and Noninstructional OperationsAR 3514.2(a)

## INTEGRATED PEST MANAGEMENT

The Superintendent or designee shall designate an employee at the district office and/or school site to develop, implement, and coordinate an integrated pest management (IPM) program that incorporates effective, least toxic pest management practices. The IPM coordinator shall prepare and regularly update a districtwide or school site IPM plan based on the template provided by the California Department of Pesticide Regulation (DPR).

*Integrated pest management* means a strategy that focuses on long-term prevention or suppression of pest problems through a combination of techniques such as monitoring for pest presence and establishing treatment threshold levels, using nonchemical practices to make the habitat less conducive to pest development, improving sanitation, and employing mechanical and physical controls. Pesticides that pose the least possible hazard and are effective in a manner that minimizes risks to people, property, and the environment are used only after careful monitoring indicates they are needed according to pre-established guidelines and treatment thresholds. (Education Code 17609; Food and Agricultural Code 13181)

The IPM plan and this administrative regulation shall not apply to reduced-risk pesticides, including self-contained baits or traps, gels or pastes used for crack and crevice treatments, antimicrobials, and pesticides exempt from registration by law. (Education Code 17610.5; 3 CCR 6147)

The IPM coordinator shall not use any pesticide that is prohibited by DPR or the U.S. Environmental Protection Agency, as listed on the DPR web site. (Education Code 17610.1)

## Program Components

The district’s program shall include, but not necessarily be limited to, the following components:

Identifying and monitoring pest population levels and identifying practices that could affect pest populations. Strategies for managing the pest shall be influenced by the pest species and whether that species poses a threat to people, property, or the environment.

BP 3270 - Sale and Disposal of Books, Equipment and Supplies
AR 3270 - Sale and Disposal of Books, Equipment and Supplies
BP 3280 - Sale or Lease of District-Owned Real Property
AR 3280 - Sale, Lease, Rental of District-Owned Real Property
BP 3290 - Gifts, Grants and Bequests
BP 3300 - Expenditures and Purchases
BP 3311 - Bids
AR 3311 - Bids
AR 3311.2 - Lease-Leaseback Contracts
BP 3312 - Contracts
BP 3312.2 - Educational Travel Program Contracts
AR 3312.2 - Educational Travel Program Contracts
BP 3314 - Payment for Goods and Services
AR 3314 - Payment for Goods and Services
BP 3314.2 -

Setting action threshold levels to determine when pest populations or vegetation at a specific location might cause unacceptable health or economic hazards that would indicate corrective action should be taken.

Modifying or eliminating pest habitats to deter pest populations and minimize pest infestations.

Considering a full range of possible alternative cost-effective treatments. Such alternative treatments may include taking no action or controlling the pest by physical, horticultural, or biological methods. Cost or staffing considerations alone will not be adequate justification for the use of chemical control agents.

AR 3514.2(b)

Selecting nonchemical pest management methods over chemical methods whenever such methods are effective in providing the desired control or, when it is determined that chemical methods must be used, giving preference to those chemicals that pose the least hazardous effects to people and the environment.

Limiting pesticide purchases to amounts needed for the year. Pesticides shall be stored at a secure location that is not accessible to students and unauthorized staff. They shall be stored and disposed of in accordance with state regulations and label directions registered with the EPA as well as any disposal requirements indicated on the product label.

*(cf. 3514 – Environmental Safety)*

*(cf. 3514.1 – Hazardous Substances)*

Informing parents/guardians and employees regarding pesticide use as described in the sections “Notifications” and “Warning Signs” below.

Ensuring that persons applying pesticides follow label precautions and are sufficiently trained in the principles and practices of IPM.

*(cf. 4231 – Staff Development)*

Beginning July 1, 2016, the IPM coordinator and any employee or contractor who intends to apply a pesticide at a school site shall annually complete a DPR-approved training course on IPM and the safe use of pesticides in relation to the unique nature of school sites and children’s health. (Education Code 17614; Food and Agricultural Code 13186.5)

**Notifications**

Staff and parents/guardians of students enrolled at a school site shall be annually notified, in writing, regarding pesticide products expected to be applied at the school site in the upcoming year. The notification shall include at least the following: (Education Code 17612)

The name of each pesticide product expected to be applied in the upcoming year and the active ingredient(s) in it

Revolving Funds
BP 3320 - Claims and Actions Against the District
AR 3320 - Claims and Actions Against the District
BP 3350 - Travel Expenses
BP 3400 - Management of District Assets/Accounts
AR 3400 - Management of District Assets/Accounts
BP 3430 - Investing
AR 3430 - Investing
AR 3440 - Inventories
AR 3451 - Petty Cash Funds
BP 3452 - Student Activity Funds
BP 3460 - Financial Reports and Accountability
AR 3460 - Financial Reports and Accountability
BP 3510 - Green School Operations
BP 3511 - Energy and Water Management
AR 3511 - Energy and Water

The Internet address (<http://www.cdpr.ca.gov/schoolipm>) used to access information on pesticides and pesticide use reduction developed by the DPR pursuant to Food and Agricultural Code 13184

If the school has posted its IPM plan, the Internet address where the plan may be found  
AR 3514.2(c)

The opportunity to view a copy of the IPM plan in the school office

An opportunity for interested persons to register to receive prior notification of each application of a pesticide at the school site

Other information deemed necessary by the IPM coordinator  
*(cf. 1312.4 – Williams Uniform Complaint Procedures)*

*(cf. 3517 – Facilities Inspection)*

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

*(cf. 5145.6 – Parental Notifications)*

Whenever a person registers to receive notice of individual pesticide application pursuant to item #5 above, the IPM coordinator shall notify such registered persons of individual pesticide applications at least 72 hours prior to the application. The notice shall include the product name, the active ingredient(s) in the product, and the intended date of application. (Education Code 17612)

If a pesticide product not included in the annual notification is subsequently intended for use at a school site, the IPM coordinator shall provide written notification of its intended use to staff and parents/guardians of students enrolled at the school, at least 72 hours prior to the application. (Education Code 17612)

If a school chooses to use a pesticide not exempted pursuant to Education Code 17610.5, it shall post the school or district IPM plan on the school or district web site. If neither the school nor district has a web site, then the IPM plan shall be included with the annual notification sent to staff and parents/guardians pursuant to Education Code 17612 as described above. The plan shall include the name of the school designee or IPM coordinator, the pesticides applied at the school site by school or district employees and hired pest control applicators, and a date when the plan shall be reviewed and updated as necessary. When not required, the IPM coordinator may post or distribute the IPM plan at his/her discretion. (Education Code 17611.5)

Whenever the IPM coordinator deems that the immediate use of a pesticide is necessary to protect the health and safety of students, staff, or other persons at the school site, he/she shall make every effort to provide the required notifications prior to the application of the pesticide. (Education Code 17612)

**Warning Signs**

Management
BP 3511.1 - Integrated Waste Management
AR 3511.1 - Integrated Waste Management
AR 3512 - Equipment
E 3512 - Equipment
AR 3513.1 - Cellular Phone Reimbursement
BP 3513.3 - Tobacco-Free Schools
AR 3513.3 - Tobacco-Free Schools
BP 3514 - Environmental Safety
AR 3514 - Environmental Safety
BP 3514.1 - Hazardous Substances
AR 3514.1 - Hazardous Substances
AR 3514.2 - Integrated Pest Management
AR 3515 - Campus Security
BP 3515.2 - Distruptions
AR 3513.1 - Cellular Phone Reimbursement
BP 3513.3 - Tobacco-Free Schools

The IPM coordinator shall post a warning sign at each area of the school site where pesticides will be applied that shall be visible to all persons entering the treated area. The sign shall be posted at least 24 hours prior to the application and shall remain posted until 72 hours after the application. The warning sign shall prominently display the following information: (Education Code 17612)

AR 3514.2(d)

The term “Warning/Pesticide Treated Area”

The product name, manufacturer’s name, and the EPA's product registration number

Intended areas and dates of application

Reason for the pesticide application

When advance posting is not possible due to an emergency condition requiring immediate use of a pesticide, the warning sign shall be posted immediately upon application and shall remain posted until 72 hours after the application. (Education Code 17609, 17612)

**Records**

At the end of each calendar year, the IPM coordinator shall submit to the DPR, on a form provided by the DPR, a copy of the records of all pesticide use at the school site for that year, excluding any pesticides exempted by law and any pesticide use reported by the pest control operator pursuant to Food and Agricultural Code 13186. The IPM coordinator may submit more frequent reports at his/her discretion. (Education Code 17611)

Each school site shall maintain records of all pesticide use at the school for four years, and shall make the information available to the public, upon request, in accordance with the California Public Records Act. Such records may be maintained by retaining a copy of the warning sign posted for each pesticide application with a recording on that copy of the amount of the pesticide used. (Education Code 17611)

(cf. 1340 – Access to District Records)

(cf. 3580 – District Records)

AR 3514.2(e)

*Legal Reference:*

**BUSINESS AND PROFESSIONS CODE**



AR 3513.3 -  
Tobacco-Free  
Schools

BP 3514 -  
Environmental  
Safety

AR 3514 -  
Environmental  
Safety

BP 3514.1 -  
Hazardous  
Substances

AR 3514.1 -  
Hazardous  
Substances

AR 3514.2 -  
Integrated Pest  
Management

BP 3515 -  
Campus Security

BP 3515.2 -  
Disruptions

AR 3515.2 -  
Disruptions

BP 3515.4 -  
Recovery for  
Property Loss or  
Damage

AR 3515.4 -  
Recovery for  
Property Loss or  
Damage

BP 3515.5 - Sex  
Offender  
Notification

AR 3515.5 - Sex  
Offender  
Notification

AR 3515.6 -  
Criminal  
Background  
Checks for  
Contractors

BP 3515.7 -  
Firearms on  
School Grounds

8593.2 Licensed pest control operators; training requirements

EDUCATION CODE

17366 Legislative intent (fitness of buildings for occupancy)

17608-17614 Healthy Schools Act of 2000

48980 Notice at beginning of term

48980.3 Notification of pesticides

FOOD AND AGRICULTURAL CODE

11401-12408 Pest control operations and agricultural chemicals

13180-13188 Healthy Schools Act of 2000

GOVERNMENT CODE

3543.2 Scope of representation; right to negotiate safety conditions

6250-6270 California Public Records Act

CODE OF REGULATIONS, TITLE 3

6147 Pesticides exempted from registration requirements

CODE OF REGULATIONS, TITLE 8

340-340.2 Employer’s obligation to provide safety information

UNITED STATES CODE, TITLE 7

136-136y Insecticide, Fungicide and Rodenticide Act

Management Resources:

CALIFORNIA DEPARTMENT OF PESTICIDE REGULATION PUBLICATIONS

California School IPM Model Program Guidebook

U.S. ENVIRONMENTAL PROTECTION AGENCY

Protecting Children in Schools from Pests and Pesticides, 2002

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

WEB SITES

California Department of Education: <http://www.cde.ca.gov>

California Department of Pesticide Regulation, School IPM: <http://www.cdpr.ca.gov/schoolipm>

U.S. Environmental Protection Agency, Integrated Pest Management at Schools:  
<http://www.epa.gov/pesticides/ipm>

Regulation

**GUERNEVILLE SCHOOL DISTRICT**

approved: November 14, 2016

Guerneville, California

AR 3516 -  
Emergencies and  
Disaster  
Preparedness  
Plan

AR 3516.1 - Fire  
Drills and Fires

AR 3516.2 - Bomb  
Threats

AR 3516.3 -  
Earthquake  
Emergency  
Procedure System

BP 3516.5 -  
Emergency  
Schedules

BP 3517 -  
Facilities  
Inspection

BP 3530 - Risk  
Management/Insu  
rance

AR 3530 - Risk  
Management/Insu  
rance

BP 3540 -  
Transportation

AR 3540 -  
Transportation

AR 3541 -  
Transportation  
Routes and  
Services

AR 3541.1 -  
Transportation for  
School-Related  
Trips

BP 3541.2 -  
Transportation for  
Students with  
Disabilities

AR 3542 - School  
Bus Drivers

BP 3550 - Food  
Service/Child  
Nutrition Program

AR 3550 - Food Service/Child Nutrition Program

BP 3551 - Food Service Operations/Cafeteria Fund

AR 3551 - Food Service Operations/Cafeteria Fund

BP 3552 - Summer Meal Program

AR 3552 - Summer Meal Program

BP 3553 - Free and Reduced Price Meals

AR 3553 - Free and Reduced Price Meals

BP 3554 - Other Food Sales

AR 3554 - Other Food Sales

BP 3555 - Nutrition Program Compliance

BP 3580 - District Records

AR 3580 - District Records

BP 3600 - Consultants

AR 3311.1 - Uniform Public Construction Cost Accounting Procedures

AR 3543 - Transportation Safety and Emergencies

BP 3471 - Parcel Taxes

BP 3311.1 Uniform Public Construction Cost Accounting Procedures

E 3555 Nutrition Program Compliance

E 3555 Nutrition Program Compliance

AR 3517 - Facilities Inspection

E 3517 - Facilities Inspection

BP 3516 - Emergencies and Disaster Preparedness Plan

Series 4000

Series 5000

Series 6000

Series 7000

Series 9000

