

Mt. Diablo Unified School District
Board Policy Manual

Board Policy Manual

3000. Business and Noninstructional Operations

Policy 3000: Concepts And Roles	5
Policy 3100: Budget	8
Regulation 3100: Budget	16
Policy 3110: Transfer Of Funds	23
Policy 3220.1: Lottery Funds	25
Policy 3230: Federal Grant Funds	27
Regulation 3230: Federal Grant Funds	31
Regulation 3231: Impact Aid	36
Policy 3250: Transportation Fees	39
Regulation 3250: Transportation Fees	41
Policy 3260: Fees And Charges	44
Regulation 3260: Fees And Charges	50
Policy 3270: Sale And Disposal Of Books, Equipment And Supplies	57
Regulation 3270: Sale And Disposal Of Books, Equipment And Supplies	60
Regulation 3280: Sale Or Lease Of District-Owned Real Property	64
Policy 3290: Gifts, Grants And Bequests	67
Policy 3300: Expenditures And Purchases	71
Policy 3311: Bids	74
Regulation 3311: Bids	78
Policy 3311.1: Uniform Public Construction Cost Accounting Procedures	86
Regulation 3311.1: Uniform Public Construction Cost Accounting Procedures	88
Regulation 3311.2: Lease-Leaseback Contracts	90
Regulation 3311.3: Design-Build Contracts	93
Regulation 3311.4: Procurement Of Technological Equipment	95
Policy 3312: Contracts	97
Policy 3312.2: Educational Travel Program Contracts	104
Policy 3314: Payment For Goods And Services	106
Regulation 3314: Payment For Goods And Services	108
Policy 3314.2: Revolving Funds	110
Policy 3320: Claims And Actions Against The District	112
Regulation 3320: Claims And Actions Against The District	115
Policy 3350: Travel Expenses	119
Policy 3400: Management Of District Assets/Accounts	122
Regulation 3400: Management Of District Assets/Accounts	125
Policy 3430: Investing	128
Regulation 3430: Investing	130
Regulation 3440: Inventories	132
Regulation 3451: Petty Cash Funds	135
Policy 3452: Student Activity Funds	136

Policy 3460: Financial Reports And Accountability	139
Regulation 3460: Financial Reports And Accountability	146
Policy 3470: Debt Issuance And Management	153
Policy 3471: Parcel Taxes	160
Policy 3511: Energy And Water Management	162
Regulation 3511: Energy And Water Management	166
Policy 3511.1: Integrated Waste Management	170
Regulation 3511.1: Integrated Waste Management	172
Regulation 3512: Equipment	175
Regulation 3513.1: Cellular Phone Reimbursement	179
Policy 3513.3: Tobacco-Free Schools	181
Regulation 3513.3: Tobacco-Free Schools	185
Policy 3513.4: Drug And Alcohol Free Schools	189
Policy 3514: Environmental Safety	193
Regulation 3514: Environmental Safety	199
Policy 3514.1: Hazardous Substances	208
Regulation 3514.1: Hazardous Substances	212
Regulation 3514.2: Integrated Pest Management	218
Policy 3515: Campus Security	223
Regulation 3515: Campus Security	228
Policy 3515.2: Disruptions	233
Regulation 3515.2: Disruptions	237
Policy 3515.21: Unmanned Aircraft Systems (Drones)	242
Policy 3515.3: District Police/Security Department	245
Policy 3515.4: Recovery For Property Loss Or Damage	250
Regulation 3515.4: Recovery For Property Loss Or Damage	253
Policy 3515.5: Sex Offender Notification	256
Regulation 3515.5: Sex Offender Notification	258
Regulation 3515.6: Criminal Background Checks For Contractors	261
Policy 3515.7: Firearms On School Grounds	263
Policy 3516: Emergencies And Disaster Preparedness Plan	266
Regulation 3516: Emergencies And Disaster Preparedness Plan	272
Regulation 3516.1: Fire Drills and Fires	279
Regulation 3516.2: Bomb Threats	281
Regulation 3516.3: Earthquake Emergency Procedure System	284
Policy 3516.5: Emergency Schedules	288
Regulation 3517: Facilities Inspection	291
Policy 3540: Transportation	295
Regulation 3541: Transportation Routes And Services	299
Exhibit 3541.1-E(2): Transportation For School-Related Trips	303
Regulation 3541.1: Transportation For School-Related Trips	307
Policy 3541.2: Transportation For Students With Disabilities	310

Regulation 3542: School Bus Drivers	313
Regulation 3543: Transportation Safety And Emergencies	319
Policy 3550: Food Service/Child Nutrition Program	326
Regulation 3550: Food Service/Child Nutrition Program	331
Policy 3551: Food Service Operations/Cafeteria Fund	336
Regulation 3551: Food Service Operations/Cafeteria Fund	342
Policy 3552: Summer Meal Program	349
Regulation 3552: Summer Meal Program	353
Policy 3553: Free And Reduced Price Meals	358
Regulation 3553: Free And Reduced Price Meals	363
Policy 3554: Other Food Sales	369
Regulation 3554: Other Food Sales	372
Exhibit 3555-E(1): Nutrition Program Compliance	375
Policy 3555: Nutrition Program Compliance	381
Policy 3580: District Records	386
Regulation 3580: District Records	393
Policy 3600: Consultants	401

Policy 3000: Concepts And Roles

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 07/01/2006

The Governing Board recognizes that the business and other noninstructional operations of the district support the educational program by maximizing and prioritizing resources and providing a safe and healthy environment for students and staff. The Superintendent or designee shall ensure that the district's business and noninstructional operations are efficient and responsive to the needs of students, parents/guardians, staff, and the community.

The district shall maintain 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.

In the development of a district budget, the Board and the Superintendent or designee shall establish a calendar that reflects the full budget cycle and a process that satisfies the requirements of law, including opportunities for public input. The Superintendent or designee shall provide fiscal data and prepare a proposed budget document within the budget priorities and parameters set by the Board. The Board shall adopt a budget that is aligned with the district's vision and goals and enables the district to meet its fiscal obligations.

The Board expects sound fiscal management from the administration. The Superintendent or designee shall administer the adopted budget in accordance with Board policies and accepted business practices.

The Board shall monitor financial operations so as to ensure the district's fiscal integrity and accountability to the community. The Superintendent or designee shall complete all required financial reports, facilitate the independent audit process, recommend financial plans for meeting program needs, and keep the Board informed about the district's fiscal and noninstructional operations.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

Description	Description
Ed. Code 35035	Powers and duties of the superintendent; transfer authority
Ed. Code 35160	Authority of governing boards
Ed. Code 35160.1	Broad authority of school districts
Ed. Code 35161	Board delegation of any powers or duties

Management Resources References

Description	Description
Website	California Association of School Business Officials - https://simbli.eboardsolutions.com/SU/vplusVmEFNjoJhGgV6PRTIb0g==
Website	School Services of California, Inc. - https://simbli.eboardsolutions.com/SU/nzOINPGdkIshZR9e7VNuDXg==
Website	California Department of Education - https://simbli.eboardsolutions.com/SU/os2jq5DcA2RawmY2VZ5FZQ==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==
Website	Fiscal Crisis and Management Assistance Team - https://simbli.eboardsolutions.com/SU/1KDBnxplus9GCiDTyFvbLOOxQ==

Cross References

Description	Description
0000	Vision - https://simbli.eboardsolutions.com/SU/IIKOVTtJQLs4plusOHj5RslshBA==
0100	Philosophy - https://simbli.eboardsolutions.com/SU/HAmOKQObEwsZpTECs2kptw==

0200	Goals For The School District - https://simbli.eboardsolutions.com/SU/Bgly4K2tFGh6Vx9bVRWZvw==
0500	Accountability - https://simbli.eboardsolutions.com/SU/3uSRcB7xWnM9ucBe2FlslshPQ==
3100	Budget - https://simbli.eboardsolutions.com/SU/MLg8BCb4nl9AF0ZDQbf1Nw==
3100	Budget - https://simbli.eboardsolutions.com/SU/2qaolYeOI8w4xRplusvFVpSOA==
3110	Transfer Of Funds - https://simbli.eboardsolutions.com/SU/RBPskJb1hifrgiouAavDKA==
3220.1	Lottery Funds - https://simbli.eboardsolutions.com/SU/MybX8UgqnPNXKZLj02W4aA==
3300	Expenditures And Purchases - https://simbli.eboardsolutions.com/SU/XGc6Fy4LQdjvgnB9HGfr9g==
3311	Bids - https://simbli.eboardsolutions.com/SU/Z3Amu76riOmr57tOplussqAaQ==
3311	Bids - https://simbli.eboardsolutions.com/SU/Nplus3XMZFeuVvs4plusNXhe9tAA==
3312	Contracts - https://simbli.eboardsolutions.com/SU/WrfR3GHsZq4NytXowagFLQ==
3400	Management Of District Assets/Accounts - https://simbli.eboardsolutions.com/SU/plus107S8bfHbZ1DD9FyCwBYQ==
3400	Management Of District Assets/Accounts - https://simbli.eboardsolutions.com/SU/UvCwqBlzwtiQVxql2OWcdg==
3430	Investing - https://simbli.eboardsolutions.com/SU/D4kfjySH8p1JalvYywiMUw==
3430	Investing - https://simbli.eboardsolutions.com/SU/jSIzKlZuHvJc1KchaJQYGg==
3440	Inventories - https://simbli.eboardsolutions.com/SU/kM8UW5NNPEkQZE7J607tWg==
3460	Financial Reports And Accountability - https://simbli.eboardsolutions.com/SU/T53K2qslshrEFuNGW64Cp453A==
3460	Financial Reports And Accountability - https://simbli.eboardsolutions.com/SU/FGBx43EdM3tHopAAvZZ3rw==
3470	Debt Issuance And Management - https://simbli.eboardsolutions.com/SU/F4JPA5ILhnUplusP7o3Ci0Fg==
3511	Energy And Water Management - https://simbli.eboardsolutions.com/SU/Rtdok6FaTpShfiEplusZslsh247Q==
3511	Energy And Water Management - https://simbli.eboardsolutions.com/SU/gkXI0ep1VrebJ5GqZLXkTA==
3511.1	Integrated Waste Management - https://simbli.eboardsolutions.com/SU/AOxuh5Uu5iBE2m5rsIshENPmw==
3511.1	Integrated Waste Management - https://simbli.eboardsolutions.com/SU/2ELftXgboa5xOcNq7Nn2Ww==
3512-E(1)	Equipment - https://simbli.eboardsolutions.com/SU/wAY2kbJtsJ5F5Adq8CFR5Q==
3512	Equipment - https://simbli.eboardsolutions.com/SU/T0plusMZnmTgplusCRZdM6VXt5HA==
3514	Environmental Safety - https://simbli.eboardsolutions.com/SU/a955xSb4B87M0XepeQ0TslshQ==

3514	Environmental Safety - https://simbli.eboardsolutions.com/SU/tvzfEzdOLc74oNNyAsRXTw==
3514.2	Integrated Pest Management - https://simbli.eboardsolutions.com/SU/p4Jscal1N80xOCZfHESShw==
3515	Campus Security - https://simbli.eboardsolutions.com/SU/PjF0Zplus3nEncujRRkepdtplusg==
3515	Campus Security - https://simbli.eboardsolutions.com/SU/InslshuYGkyw2oDxQOlqe9KNg==
3515.6	Criminal Background Checks For Contractors - https://simbli.eboardsolutions.com/SU/plusQ4HslshWWgjtQMUHlxKaZZdA==
3516	Emergencies And Disaster Preparedness Plan - https://simbli.eboardsolutions.com/SU/7M2rQr2pkmKlbfpRlFdjPg==
3516	Emergencies And Disaster Preparedness Plan - https://simbli.eboardsolutions.com/SU/aUG1csGqN5iK8Wp1moJXA==
3517	Facilities Inspection - https://simbli.eboardsolutions.com/SU/K7Rh9EAbSsy6DeyXpQnhpA==
3530	Risk Management/Insurance - https://simbli.eboardsolutions.com/SU/RVMmtjJG98R98H6JjUeuig==
3540	Transportation - https://simbli.eboardsolutions.com/SU/LLQ8oxDhriYMMMyPIAfhbeA==
3543	Transportation Safety And Emergencies - https://simbli.eboardsolutions.com/SU/eGwNsoQqidJSWdRAdm3nmw==
3550	Food Service/Child Nutrition Program - https://simbli.eboardsolutions.com/SU/COmKhtYWlyXByiQXDYg04w==
3550	Food Service/Child Nutrition Program - https://simbli.eboardsolutions.com/SU/0S8E36HK7veplusYrVl9QWEBg==
5030	Student Wellness - https://simbli.eboardsolutions.com/SU/zgSaQNnp9OOWiMmf7cjiJw==
9000	Role Of The Board - https://simbli.eboardsolutions.com/SU/WZyw8x3kZcbozuLDZ2bMPw==

Policy 3100: Budget

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 03/01/2019

The Governing Board recognizes its critical responsibility for adopting a sound budget each fiscal year which is aligned with and reflects the district's vision, goals, priorities, local control and accountability plan (LCAP), and other comprehensive plans. The district budget shall guide decisions and actions throughout the year and shall serve as a tool for monitoring the fiscal health of the district.

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)

Budget Development and 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 in the development of budget projections.

The Board shall hold a public hearing on the proposed budget in accordance with Education Code 42103 and 42127. The hearing shall occur at the same meeting as the public hearing on the district's LCAP and the local control funding formula (LCFF) budget overview for parents/guardians. (Education Code 42103, 42127, 52062, 52064.1)

The Board shall adopt the district budget at a public meeting held after the date of the public hearing but on or before July 1 of each year. The Board shall adopt the budget following its adoption of the LCAP, or annual update to the LCAP, and the LCFF budget overview for parents/guardians. The budget shall include the expenditures necessary to implement the LCAP or the annual update to the LCAP. (Education Code 42127, 52062)

The budget that is presented at the public hearing as well as the budget formally adopted by the Board shall adhere to the state's Standardized Account Code Structure as prescribed by the Superintendent of Public Instruction (SPI). (Education Code 42126, 42127)

The Superintendent or designee may supplement this format with additional information as necessary to effectively communicate the budget to the Board, staff, and public.

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

If the County Superintendent disapproves or conditionally approves the district's budget, the Board shall review and respond to the County Superintendent's recommendations at a regular public meeting on or before October 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)

Budget Advisory Committee

The Board may appoint a budget advisory committee composed of staff, Board liaisons, and/or members of the community.

The committee shall submit recommendations to the Superintendent during the budget development process and its duties shall be assigned each year based on district needs. All recommendations of the committee shall be advisory only and shall not be binding on the Board.

Budget Criteria and Standards

The district budget shall be developed in accordance with state criteria and standards specified in 5 CCR 15440-15450 as they relate to projections of average daily attendance (ADA), enrollment, ratio of ADA to enrollment, LCFF revenue, salaries and benefits, other revenues and expenditures, facilities maintenance, deficit spending, fund

balance, and reserves. In addition, the Superintendent or designee shall provide the supplemental information specified in 5 CCR 15451 which addresses the methodology and budget assumptions used, 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, status of collective bargaining agreements, the LCAP, and LCAP expenditures. (Education Code 33128, 33129, 42127.01; 5 CCR 15440-15451)

The district budget shall provide for increased or improved services for unduplicated students at least in proportion to the increase in funds apportioned on the basis of the number and concentration of unduplicated students in accordance with 5 CCR 15496. Unduplicated students are students who are eligible for free or reduced-price meals, English learners, and/or foster youth. (Education Code 42238.07; 5 CCR 15496)

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, program requirements, and any other factors necessary to ensure that the budget is a realistic plan for district revenues and expenditures.

Fund Balance

The district shall classify fund balances in compliance with Governmental Accounting Standards Board (GASB) Statement 54, as follows:

1. Nonspendable fund balance includes amounts that are not expected to be converted to cash, such as resources that are not in a spendable form (e.g., inventories and prepaids) or that are legally or contractually required to be maintained intact.
2. Restricted fund balance includes amounts constrained to specific purposes by their providers or by law.
3. Committed fund balance includes amounts constrained to specific purposes by the Board.

For this purpose, all commitments of funds shall be approved by a majority vote of the Board. The constraints shall be imposed no later than the end of the reporting period (June 30), although the actual amounts may be determined subsequent to that date but prior to the issuance of the financial statements.

4. Assigned fund balance includes amounts which are intended for a specific purpose but do not meet the criteria to be classified as restricted or committed.

The Board delegates authority to assign funds to the assigned fund balance to the Superintendent and authorizes the assignment of such funds to be made any time prior to the issuance of the financial statements. The Superintendent shall have discretion to further delegate the authority to assign funds.

5. Unassigned fund balance includes amounts that are available for any purpose.

When multiple types of funds are available for an expenditure, the district shall first utilize funds from the restricted fund balance as appropriate, then from the committed fund balance, then from the assigned fund balance, and lastly from the unassigned fund balance.

The Board intends to maintain a minimum assigned and unassigned fund balance in an amount the Board deems sufficient to maintain fiscal solvency and stability and to protect the district against unforeseen circumstances.

If the assigned and unassigned fund balance falls below the level set by the Board due to an emergency situation, unexpected expenditures, or revenue shortfalls, the Board shall develop a plan to recover the fund balance which may include dedicating new unrestricted revenues, reducing expenditures, and/or increasing revenues or pursuing other funding sources.

Reserve Balance

The district budget shall include a minimum reserve balance for economic uncertainties that is consistent with the percentage or amount specified in 5 CCR 15450.

In any year following the fiscal year in which the district is notified by the SPI that the amount of monies in the state Public School System Stabilization Account equals or exceeds three percent of the combined total of general fund revenues appropriated for school districts and allocated local proceeds of taxes, the district budget shall not contain

a combined assigned or unassigned ending general fund balance that is in excess of 10 percent of these funds, unless the requirement is waived in accordance with Education Code 42127.01. (Education Code 42127.01)

Long-Term Financial Obligations

The district's current-year budget and multiyear 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.

The Board may approve a plan for meeting the district's long-term obligations to fund contributions to the California Public Employees' Retirement System (CalPERS) which, to the extent possible, minimizes significant increases in annual general fund expenditures towards pension obligations. The plan may include prefunding required pension contributions through the California Employers' Pension Prefunding Trust Program pursuant to Government Code 21710-21716.

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.

The Superintendent or designee shall annually present a report to the Board on the estimated accrued but unfunded cost of OPEBs. As a separate agenda item at the same meeting, the Board shall disclose 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)

The Superintendent or designee shall annually present a report to the Board on the estimated accrued but unfunded cost of workers' compensation claims and the actuarial reports upon which the estimated costs are based. As a separate agenda item at the same meeting, the Board shall disclose whether it will reserve in the budget sufficient amounts to fund the present value of accrued but unfunded workers' compensation claims or if it is otherwise decreasing the amount in its workers' compensation reserve fund. The Board shall annually certify to the County Superintendent 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)

Budget Amendments

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 occur as a result of the funding made available by that Budget Act. (Education Code 42127)

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 as necessary when 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.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

5 CCR 15060

Description

Standardized account code structure

5 CCR 15440-15451	Criteria and standards for school district budgets
5 CCR 15494-15497	Local control and accountability plan and spending requirements
Ed. Code 1240	County superintendent of schools, duties - https://simbli.eboardsolutions.com/SU/zxiNblNKXQ1Z3w2H1beZIA==
Ed. Code 33127-33131	Standards and criteria for local budgets and expenditures
Ed. Code 41202	Determination of minimum level of education funding
Ed. Code 42103	Publication of proposed budget; hearing
Ed. Code 42122-42129	Budget requirements
Ed. Code 42130-42134	Financial reports and certifications
Ed. Code 42140-42142	Public disclosure of fiscal obligations
Ed. Code 42238-42251	Apportionments to districts
Ed. Code 42238.01-42238.07	Local control funding formula
Ed. Code 42602	Use of unbudgeted funds
Ed. Code 42610	Appropriation of excess funds and limitation thereon
Ed. Code 45253	Annual budget of personnel commission
Ed. Code 45254	First year budget of personnel commission
Ed. Code 52060-52077	Local control and accountability plan
Gov. Code 21710-21716	California Employer's Pension Prefunding Trust Program
Gov. Code 7900-7914	Appropriations limit

Management Resources References

Description

California Department of Education Publication	New Requirements for Reporting Fund Balance in Governmental Funds, January 7, 2011
California Department of Education Publication	California School Accounting Manual
Fiscal Crisis & Management Assistance Team Pub.	Fiscal Oversight Guide for AB 1200, AB 2756 and Subsequent Related Legislation, December 2015
Government Finance Officers Association	Best Practice: Fund Balance Guidelines for the General Fund, September 2015
Governmental Accounting Standards Board Statement	Statement 54, Fund Balance Reporting and Governmental Fund Type Definitions, February 2009
Governmental Accounting Standards Board Statement	Statement 75, Accounting and Financial Reporting for Post-employment Benefits Other Than Pensions, June 2015
Website	Governmental Accounting Standards Board - https://simbli.eboardsolutions.com/SU/fOzyLiplusQlvf5bslshbBggjhog==
Website	California Department of Finance - https://simbli.eboardsolutions.com/SU/UgyHOUuSYe8bGytP8BXNJw==
Website	California Department of Education, Finance and Grants - https://simbli.eboardsolutions.com/SU/gCBslshNI2CDjZqs24TpVv3gw==
Website	Government Finance Officers Association - https://simbli.eboardsolutions.com/SU/jyncslshplusDjlswwrUac1N9ryg==
Website	Association of California School Administrators - https://simbli.eboardsolutions.com/SU/DMWjqGR6N1ooUHxYbDPXeA==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==
Website	Fiscal Crisis and Management Assistance Team - https://simbli.eboardsolutions.com/SU/1KDBnxplus9GCiDTyFvbLOOxQ==

Website School Services of California, Inc. - <https://simbli.eboardsolutions.com/SU/nzOINPGdklslshZR9e7VNuDXg==>

Cross References

Description

- 0000 Vision - <https://simbli.eboardsolutions.com/SU/IIKOVTtJlQLs4plusOHj5RslshBA==>
- 0200 Goals For The School District - <https://simbli.eboardsolutions.com/SU/Bgly4K2tFGh6Vx9bVRWZvw==>
- 0400 Comprehensive Plans - <https://simbli.eboardsolutions.com/SU/K3BOsejlfjMsgRpMvc0j3g==>
- 0415 Equity - <https://simbli.eboardsolutions.com/SU/nOcGUkTqla6x9N49gzaxqg==>
- 0440 District Technology Plan - <https://simbli.eboardsolutions.com/SU/bxXF2CqiPP9fmbVd9JlMbg==>
- 0440 District Technology Plan - <https://simbli.eboardsolutions.com/SU/wNqKCvsTokMJviUZp8WhHA==>
- 0460 Local Control And Accountability Plan - <https://simbli.eboardsolutions.com/SU/Aw8id04Xslshtr2fwthpc6kQ==>
- 0460 Local Control And Accountability Plan - <https://simbli.eboardsolutions.com/SU/AqGX4FD1zilFa09072shSA==>
- 1220 Citizen Advisory Committees - <https://simbli.eboardsolutions.com/SU/7Vbu4bQaxCHjM037skaMng==>
- 1220 Citizen Advisory Committees - <https://simbli.eboardsolutions.com/SU/lDxy6fy1Hrchplusl4YcmEWDw==>
- 1330.1 Joint Use Agreements - <https://simbli.eboardsolutions.com/SU/stKqY9WmU4plusOGUIKkyeTJw==>
- 1340 Access To District Records - <https://simbli.eboardsolutions.com/SU/jKjmyvbc5r0Tzq0yicklg==>
- 1340 Access To District Records - <https://simbli.eboardsolutions.com/SU/ouHfMY1Tt6GyjrKpUFN5bQ==>
- 1400 Relations Between Other Governmental Agencies And The Schools - <https://simbli.eboardsolutions.com/SU/rOG8zxo8i7plusjQjmRvgLQ4g==>
- 2210 Administrative Discretion Regarding Board Policy - <https://simbli.eboardsolutions.com/SU/X2P7c7U9Dv50qfS5BJm4lg==>
- 2230 Representative And Deliberative Groups - <https://simbli.eboardsolutions.com/SU/4TOGpg1viLdJFRFwZrNfNA==>
- 3000 Concepts And Roles - <https://simbli.eboardsolutions.com/SU/JdgifB2plus0qJxNgSrLTMbuQ==>
- 3110 Transfer Of Funds - <https://simbli.eboardsolutions.com/SU/RBPskJb1hirfgjouAavDKA==>
- 3220.1 Lottery Funds - <https://simbli.eboardsolutions.com/SU/MybX8UgqnPNXKZLj02W4aA==>
- 3230 Federal Grant Funds - <https://simbli.eboardsolutions.com/SU/g8lwVe5ZIANCEprFYEzuplusg==>
- 3230 Federal Grant Funds - <https://simbli.eboardsolutions.com/SU/xHGUplusplusfwHON8dvKlv3spGQ==>
- 3231 Impact Aid - <https://simbli.eboardsolutions.com/SU/cJbEbktWAZsHp90MYyz0g==>
- 3260 Fees And Charges - <https://simbli.eboardsolutions.com/SU/kzf4pmpplus1XMNh73HcptLQMg==>
- 3260 Fees And Charges - <https://simbli.eboardsolutions.com/SU/WJppw3L8qQdJNRjy7xaDAA==>

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4131.1 Teacher Support And Guidance -
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- 4143 Negotiations/Consultation -
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- 4151 Employee Compensation -
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- 4154 Health And Welfare Benefits -
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- 4154 Health And Welfare Benefits -
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- 4156.2 Awards And Recognition -
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- 4231 Staff Development -
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- 4241 Collective Bargaining Agreement -
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- 4243 Negotiations/Consultation -
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- 4254 Health And Welfare Benefits -
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- 4256.2 Awards And Recognition -
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- 4331 Staff Development -
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- 4351 Employee Compensation -
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- 6141 Curriculum Development And Evaluation -
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- 6141 Curriculum Development And Evaluation -
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- 6141.4 International Baccalaureate Program -
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- 6141.5 Advanced Placement -
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- 6151 Class Size -
<https://simbli.eboardsolutions.com/SU/cVd59ZyLUXF290P0S1bEUA==>

6173.1	Education For Foster Youth - https://simbli.eboardsolutions.com/SU/UGtplusuDmHnIAU6gTH8ITnQA==
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6174	Education For English Learners - https://simbli.eboardsolutions.com/SU/l5alrzqNP7jx2HMJ7aj8nw==
6174	Education For English Learners - https://simbli.eboardsolutions.com/SU/VNhSa5O9U4VAXz4rYCy6UQ==
6181	Alternative Schools/Programs Of Choice - https://simbli.eboardsolutions.com/SU/s1rMpluslBzplus87fvPQpAnslw==
6181	Alternative Schools/Programs Of Choice - https://simbli.eboardsolutions.com/SU/JbC2gsauM34uQ1E6t9e3Og==
7160	Charter School Facilities - https://simbli.eboardsolutions.com/SU/LO8rTgUR664liDG5zEy2Nw==
7160	Charter School Facilities - https://simbli.eboardsolutions.com/SU/3tXm3PqNxZBBrNfbciaJlg==
7210	Facilities Financing - https://simbli.eboardsolutions.com/SU/rGTIPSEa84mTATCAoeMLZg==
9000	Role Of The Board - https://simbli.eboardsolutions.com/SU/WZyw8x3kZcbozuLDZ2bMPw==
9130	Board Committees - https://simbli.eboardsolutions.com/SU/SkSIKdDK8SAs36PYDtL2IA==
9140	Board Representatives - https://simbli.eboardsolutions.com/SU/GpluscsmiljzU5smUmQFgFWCg==
9240	Board Training - https://simbli.eboardsolutions.com/SU/WaYID645RLbS99nqyD5q9w==
9250-E(1)	Remuneration, Reimbursement And Other Benefits - https://simbli.eboardsolutions.com/SU/dUz4B6Ja06ho2plusd7yrpk1A==
9250	Remuneration, Reimbursement And Other Benefits - https://simbli.eboardsolutions.com/SU/oz66G5slshgVQWd3R79jUr0iQ==
9320	Meetings And Notices - https://simbli.eboardsolutions.com/SU/GHmqLPP5ZYP4eDexQFrIZg==
9322	Agenda/Meeting Materials - https://simbli.eboardsolutions.com/SU/7g609RxlUqTm6e5jAahqrQ==
9323	Meeting Conduct - https://simbli.eboardsolutions.com/SU/EISAG9UbgKAlhplusLCMGvBRQ==

Regulation 3100: Budget

Status: DRAFT

Original Adopted Date: Pending

Budget Advisory Committee

Membership of the district's budget advisory committee may include representatives of each of the following groups:

1. Governing Board members, provided that less than a majority of the Board serves on the committee
2. District and school site administrators
3. Representatives of bargaining units
4. Certificated and/or classified staff
5. Parents/guardians
6. Representatives of the business community and/or other community members
7. Students

The committee's duties may include, but are not necessarily limited to:

1. Making recommendations regarding budget priorities which align with the district's vision, goals, priorities, local control and accountability plan (LCAP), and other comprehensive plans
2. Recommending cost reduction strategies, such as identifying services that may be reduced, made more efficient, or discontinued
3. Reviewing the clarity and effectiveness of budget documents and communications
4. Presenting progress reports on the committee's work and a final report of recommendations to the Superintendent or designee

The specific duties of the committee shall be clearly defined and presented to each member in writing, along with any background information necessary for the successful completion of the committee's charges, the timelines for reporting the committee's progress, and timelines for completion of each task.

Public Hearing

The agenda for the public hearing on the district budget shall be posted at least 72 hours before the hearing and shall indicate the location where the budget may be inspected. The proposed budget shall be available for public inspection at least three working days before this hearing. (Education Code 42103, 42127, 52062)

The Superintendent or designee shall notify the County Superintendent of Schools of the location and dates at which the proposed budget may be inspected, as well as the location, date, and time of the public hearing, in sufficient time for the County Superintendent to publish such information in a newspaper of general circulation at least 10 days but not more than 45 days before the hearing, as required by Education Code 42103.

Whenever the proposed district budget includes a combined assigned and unassigned ending fund balance that exceeds the minimum recommended reserve for economic uncertainties adopted by the State Board of Education, the district shall provide, for each fiscal year included in the budget, the following information for public review and discussion at the public hearing: (Education Code 42127; 5 CCR 15450)

1. The minimum recommended reserve for economic uncertainties
2. The combined assigned and unassigned ending fund balances that are in excess of the minimum recommended reserve
3. A statement of reasons substantiating the need for the combined assigned and unassigned ending balances that are in excess of the minimum recommended reserve

During the hearing, any district resident may appear and object to the proposed budget or to any item in the budget. The hearing may conclude when all residents who have requested to be heard have had the opportunity to speak. (Education Code 42103)

Budget Review Committee for Disapproved Budgets

If the district's budget is disapproved by the County Superintendent for any reason other than disapproval of the district's LCAP or annual update to the LCAP, the budget shall be reviewed by a budget review committee, unless the Board and County Superintendent agree to waive the requirement and the California Department of Education accepts the waiver. (Education Code 42127)

This committee shall consist of either: (Education Code 42127.1, 42127.2)

1. Three persons selected by the Board from a list of candidates provided by the Superintendent of Public Instruction (SPI), who shall be selected within five working days after receiving the list of candidates
2. A regional review committee selected and convened by the County Superintendent with the approval of the Board and SPI

If the budget review committee recommends disapproval of the district budget, the Board may submit a response to the SPI no later than five working days after receipt of the committee's report. The response may include any revisions to the adopted final budget and any other proposed actions to be taken as a result of the committee's recommendations. (Education Code 42127.3)

If the SPI disapproves the district budget after reviewing the committee's report and the district's response, the Board shall consult with the County Superintendent to develop and adopt, by December 31, a fiscal plan and budget that will allow the district to meet its current fiscal year and multiyear financial obligations. For the current fiscal year, the district shall operate in accordance with the budget adopted by the County Superintendent. (Education Code 42127.3)

Until the district receives approval of its budget, it shall continue to operate either on the basis of the prior year's budget or on the basis of the current year's unapproved budget as adopted and revised by the Board, whichever budget contains a lower total spending authority. (Education Code 42127.4)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

	Description
5 CCR 15060	Standardized account code structure
5 CCR 15440-15451	Criteria and standards for school district budgets
5 CCR 15494-15497	Local control and accountability plan and spending requirements
Ed. Code 1240	County superintendent of schools, duties - https://simbli.eboardsolutions.com/SU/zxiNbLNKXQ1Z3w2H1beZIA==
Ed. Code 33127-33131	Standards and criteria for local budgets and expenditures
Ed. Code 41202	Determination of minimum level of education funding
Ed. Code 42103	Publication of proposed budget; hearing
Ed. Code 42122-42129	Budget requirements
Ed. Code 42130-42134	Financial reports and certifications
Ed. Code 42140-42142	Public disclosure of fiscal obligations
Ed. Code 42238-42251	Apportionments to districts
Ed. Code 42238.01-42238.07	Local control funding formula
Ed. Code 42602	Use of unbudgeted funds
Ed. Code 42610	Appropriation of excess funds and limitation thereon
Ed. Code 45253	Annual budget of personnel commission

Ed. Code 45254	First year budget of personnel commission
Ed. Code 52060-52077	Local control and accountability plan
Gov. Code 21710-21716	California Employer's Pension Prefunding Trust Program
Gov. Code 7900-7914	Appropriations limit

Management Resources References

Description

California Department of Education Publication	New Requirements for Reporting Fund Balance in Governmental Funds, January 7, 2011
California Department of Education Publication	California School Accounting Manual
Fiscal Crisis & Management Assistance Team Pub.	Fiscal Oversight Guide for AB 1200, AB 2756 and Subsequent Related Legislation, December 2015
Government Finance Officers Association	Best Practice: Fund Balance Guidelines for the General Fund, September 2015
Governmental Accounting Standards Board Statement	Statement 54, Fund Balance Reporting and Governmental Fund Type Definitions, February 2009
Governmental Accounting Standards Board Statement	Statement 75, Accounting and Financial Reporting for Post-employment Benefits Other Than Pensions, June 2015
Website	Governmental Accounting Standards Board - https://simbli.eboardsolutions.com/SU/fOzyLiplusQlvf5bslshbBggjhog==
Website	California Department of Finance - https://simbli.eboardsolutions.com/SU/UgyHOuSYe8bGytP8BXNJw==
Website	California Department of Education, Finance and Grants - https://simbli.eboardsolutions.com/SU/gCBslshNI2CDjZqs24TpVv3gw==
Website	Government Finance Officers Association - https://simbli.eboardsolutions.com/SU/jyncslshplusDjlswwrUac1N9ryg==
Website	Association of California School Administrators - https://simbli.eboardsolutions.com/SU/DMWjqGR6N1ooUHxYbDpXEA==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==
Website	Fiscal Crisis and Management Assistance Team - https://simbli.eboardsolutions.com/SU/1KDBnplus9GCiDTyFvbLOOxQ==
Website	School Services of California, Inc. - https://simbli.eboardsolutions.com/SU/nzOINPGdklslshZR9e7VNuDXg==

Cross References

Description

0000	Vision - https://simbli.eboardsolutions.com/SU/IIKOVTtJIQLs4plusOHj5RslshBA==
0200	Goals For The School District - https://simbli.eboardsolutions.com/SU/Bgly4K2tFGH6Vx9bVRWZvw==
0400	Comprehensive Plans - https://simbli.eboardsolutions.com/SU/K3BOsejlfjMsgRpMvc0j3g==
0415	Equity - https://simbli.eboardsolutions.com/SU/nOcGUkTqla6x9N49gzaxqg==
0440	District Technology Plan - https://simbli.eboardsolutions.com/SU/bxXF2CqiPP9fmbVd9IJMbg==
0440	District Technology Plan - https://simbli.eboardsolutions.com/SU/wNqKCvsTokMJviUZp8WhHA==
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/Aw8id04Xslstwr2fwthpc6kQ==
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/AqGX4FD1zilFa09072shSA==

1220	Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/7Vbu4bQaxCHjM037skaMng==
1220	Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/lDxy6fy1Hrchplusl4YcmEWDw==
1330.1	Joint Use Agreements - https://simbli.eboardsolutions.com/SU/stKqY9WmU4plusOGUIKkyeTJw==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/jKjmyvbc5r0Tzq0yicklg==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/ouHfMY1Tt6GyjrKpUFN5bQ==
1400	Relations Between Other Governmental Agencies And The Schools - https://simbli.eboardsolutions.com/SU/rOG8zxo8i7plusjQjmRvgLQ4g==
2210	Administrative Discretion Regarding Board Policy - https://simbli.eboardsolutions.com/SU/X2P7c7U9Dv50qfS5BJm4lg==
2230	Representative And Deliberative Groups - https://simbli.eboardsolutions.com/SU/4TOGpg1viLdJFRFwZrNfNA==
3000	Concepts And Roles - https://simbli.eboardsolutions.com/SU/JdgifB2plus0qJxNgSrLTMbuQ==
3110	Transfer Of Funds - https://simbli.eboardsolutions.com/SU/RBPskJb1hirfgjouAavDKA==
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4141 Collective Bargaining Agreement -
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4151 Employee Compensation -
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4251 Employee Compensation -
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4254	Health And Welfare Benefits - https://simbli.eboardsolutions.com/SU/8S4viCYzlleLdfHe9vBtQ==
4256.2	Awards And Recognition - https://simbli.eboardsolutions.com/SU/vBNPQfJkueZB4bqfZpu9RQ==
4331	Staff Development - https://simbli.eboardsolutions.com/SU/GtbPplusGPAZplusB1Cb1k2SzelQ==
4351	Employee Compensation - https://simbli.eboardsolutions.com/SU/aLAZ0kuDYD4xo0x9StnxRg==
4354	Health And Welfare Benefits - https://simbli.eboardsolutions.com/SU/OMCeoBIDWPplusV1dzH0wJmXg==
4354	Health And Welfare Benefits - https://simbli.eboardsolutions.com/SU/4hahjBGiweyMLT4QVmfepplusg==
4356.2	Awards And Recognition - https://simbli.eboardsolutions.com/SU/NslshdshVcjbsulXHatWb7wNGg==
6000	Concepts And Roles - https://simbli.eboardsolutions.com/SU/uUDKslshVslshqslshH0Nj5vWSRvRslshA==
6020	Parent Involvement - https://simbli.eboardsolutions.com/SU/mkUtMJCbJnwpIFx25JE6VQ==
6020	Parent Involvement - https://simbli.eboardsolutions.com/SU/DzsrcmhyMOxEo0ClvBxZvg==
6141	Curriculum Development And Evaluation - https://simbli.eboardsolutions.com/SU/5QiMRgIDBplus2dy8q9QN8pSA==
6141	Curriculum Development And Evaluation - https://simbli.eboardsolutions.com/SU/8Wk4UjSLOIFCSliJkQ4Og==
6141.4	International Baccalaureate Program - https://simbli.eboardsolutions.com/SU/7PV7wZ1vm0573X4wX43orQ==
6141.5	Advanced Placement - https://simbli.eboardsolutions.com/SU/l7qmBOq9hmslshGNslshVpqOIE7A==
6151	Class Size - https://simbli.eboardsolutions.com/SU/cVd59ZyLUXF290POS1bEUA==
6173.1	Education For Foster Youth - https://simbli.eboardsolutions.com/SU/UGtplusuDmHnIAU6gTH8ITnQA==
6173.1	Education For Foster Youth - https://simbli.eboardsolutions.com/SU/sl6AaUWzj02aztN0ldt8ig==
6174	Education For English Learners - https://simbli.eboardsolutions.com/SU/l5alrzqNP7jx2HMJ7aj8nw==
6174	Education For English Learners - https://simbli.eboardsolutions.com/SU/VNhSa5O9U4VAXz4rYCy6UQ==
6181	Alternative Schools/Programs Of Choice - https://simbli.eboardsolutions.com/SU/s1rMpluslBzIplus87fvPQPAnslw==
6181	Alternative Schools/Programs Of Choice - https://simbli.eboardsolutions.com/SU/JbC2gsauM34uQ1E6t9e3Og==
7160	Charter School Facilities - https://simbli.eboardsolutions.com/SU/LO8rTgUR664liDG5zEy2Nw==
7160	Charter School Facilities - https://simbli.eboardsolutions.com/SU/3tXm3PqNxZBBRnfbciaJlg==
7210	Facilities Financing - https://simbli.eboardsolutions.com/SU/rGTIPSEa84mTATCAoeMLZg==

9000	Role Of The Board - https://simbli.eboardsolutions.com/SU/WZyw8x3kZcbozuLDZ2bMPw==
9130	Board Committees - https://simbli.eboardsolutions.com/SU/SkSIKdDK8SAs36PYDtL2IA==
9140	Board Representatives - https://simbli.eboardsolutions.com/SU/GpluscsmiljzU5smUmQEgFWCg==
9240	Board Training - https://simbli.eboardsolutions.com/SU/WaYID645RLbS99nqyD5q9w==
9250-E(1)	Remuneration, Reimbursement And Other Benefits - https://simbli.eboardsolutions.com/SU/dUz4B6Ja06ho2plusd7yrpk1A==
9250	Remuneration, Reimbursement And Other Benefits - https://simbli.eboardsolutions.com/SU/oz66G5slshgVQWd3R79jUr0iQ==
9320	Meetings And Notices - https://simbli.eboardsolutions.com/SU/GHmqLPP5ZYP4eDexQFrIZg==
9322	Agenda/Meeting Materials - https://simbli.eboardsolutions.com/SU/7g609RxluqTm6e5jAahqrQ==
9323	Meeting Conduct - https://simbli.eboardsolutions.com/SU/EISAG9UbgKAlhplusLCMGvBRQ==

Policy 3110: Transfer Of Funds

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 10/01/2013

The Governing Board recognizes its responsibility to monitor the district's fiscal practices to ensure accountability regarding the expenditure of public funds and compliance with legal requirements.

The total amount budgeted by the district for each major classification of expenditures, as listed in the California Department of Education's budget forms, shall be the maximum amount which the district may expend for that classification for the school year. (Education Code 42600)

However, when it is in the best interest of the district, the Board may:

1. At any time, adopt a written resolution providing for transfers from the designated fund balance or the unappropriated fund balance to any expenditure classification or between classifications. The resolution shall be filed with the County Superintendent of Schools and the county auditor. (Education Code 42600)
2. Direct the temporary transfer of monies held in any district fund or account to another fund or account as necessary for the payment of obligations. Such borrowing shall occur only when the fund or account receiving the money will earn sufficient income during the current fiscal year to repay the amount transferred. No more than 75 percent of the maximum amount held in any fund or account during the current fiscal year may be transferred. Amounts transferred shall be repaid in the same fiscal year, or in the following fiscal year if the transfer takes place within the final 120 calendar days of a fiscal year. (Education Code 42603)
3. At the close of a school year, request that the County Superintendent make transfers between the designated fund balance or the unappropriated fund balance and any expenditure classification(s), or balance any expenditure classifications of the district budget as necessary for the payment of obligations incurred during that school year. (Education Code 42601)
4. Specify amounts to be transferred by the county auditor and treasurer from the district's general fund to the special reserve fund during the fiscal year. If any special reserve funds are maintained for purposes other than capital outlay or if monies in the special reserve fund are not actually encumbered for ongoing expenses, the Board may transfer those monies into the general fund for the general operating purposes of the district. If any monies remain in the special reserve fund at the conclusion of a project, the Board may, by written request to the County Superintendent, auditor, and treasurer, transfer those monies to the district's general fund. (Education Code 42841-42843)
5. Transfer monies between other funds or accounts when authorized by law.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References	Description
Ed. Code 16095	Transfer of district funds to district state school building fund - https://simbli.eboardsolutions.com/SU/DckNjgplus9tDnTa0uS0C6Kdw==
Ed. Code 41301	Section A state school fund allocation schedule
Ed. Code 42125	Designated and unappropriated fund balances
Ed. Code 42238-42251	Apportionments to districts
Ed. Code 42238.01-42238.07	Local control funding formula
Ed. Code 42600	District budget limitation on expenditure
Ed. Code 42601	Transfers between funds to permit payment of obligations at close of year
Ed. Code 42603	Transfer of monies held in any fund or account to another fund; repayment
Ed. Code 42840-42843	Special reserve fund
Ed. Code 5200	Districts governed by boards of education
Ed. Code 52616.4	Expenditures from adult education fund

Ed. Code 78

Definition, governing board

Management Resources References

Website

California Department of Education -
<https://simbli.eboardsolutions.com/SU/os2jq5DcA2RawmY2VZ5FZQ==>

Website

CSBA -
<https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==>

Website

Fiscal Crisis and Management Assistance Team -
<https://simbli.eboardsolutions.com/SU/1KDBnxplus9GCiDTyFvbLOOxQ==>

Cross References

0460

Local Control And Accountability Plan -
<https://simbli.eboardsolutions.com/SU/Aw8id04Xslshtwr2fwrthpc6kQ==>

0460

Local Control And Accountability Plan -
<https://simbli.eboardsolutions.com/SU/AqGX4FD1zilFa09072shSA==>

3000

Concepts And Roles -
<https://simbli.eboardsolutions.com/SU/JdgifB2plus0qJxNgSrLTMbuQ==>

3100

Budget -
<https://simbli.eboardsolutions.com/SU/MLg8BCb4n19AF0ZDQbf1Nw==>

3100

Budget -
<https://simbli.eboardsolutions.com/SU/2qaolYeOI8w4xRplusvFVpSOA==>

3300

Expenditures And Purchases -
<https://simbli.eboardsolutions.com/SU/XGc6Fy4LQdjvgnB9HGfr9g==>

3350

Travel Expenses -
<https://simbli.eboardsolutions.com/SU/X3k5DytFmxwLbgWpGo4scg==>

3400

Management Of District Assets/Accounts -
<https://simbli.eboardsolutions.com/SU/plus107S8bfHbZ1DD9FyCwBYQ==>

3400

Management Of District Assets/Accounts -
<https://simbli.eboardsolutions.com/SU/UvCwqBlzwtiQVxql2OWcdg==>

3460

Financial Reports And Accountability -
<https://simbli.eboardsolutions.com/SU/T53K2qslshrEFuNGW64Cp453A==>

3460

Financial Reports And Accountability -
<https://simbli.eboardsolutions.com/SU/FGBx43EdM3tHopAAvZZ3rw==>

3470

Debt Issuance And Management -
<https://simbli.eboardsolutions.com/SU/F4JPA5ILhnUIplusP7o3Ci0Fg==>

3551

Food Service Operations/Cafeteria Fund -
<https://simbli.eboardsolutions.com/SU/TEODP6YXlmB5t5EatzEYng==>

3551

Food Service Operations/Cafeteria Fund -
<https://simbli.eboardsolutions.com/SU/pLN22xtDnWsA3lGpSaQotw==>

Policy 3220.1: Lottery Funds

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 07/01/2010

The Governing Board intends to use California State Lottery funds for supplemental and nonrecurring expenditures in support of educational programs and activities. In recognition of the yearly fluctuations of lottery funds received by the district, the Board shall not commit lottery funds for any purpose until they have been received.

The Board shall establish funding priorities and approve all allocations in accordance with law.

Lottery funds allocated by the state for the purchase of instructional materials shall be expended on instructional materials as defined in Education Code 60010. Lottery funds shall not be used for the acquisition of real property, construction of school facilities, financing of research, or any other noninstructional purpose. (Government Code 8880.4, 8880.5)

For the receipt and expenditure of lottery funds, the Superintendent or designee shall establish a separate account that shall be clearly identified as a lottery education account. (Government Code 8880.5)

The Board encourages staff and community members to participate in determining how lottery funds will be used. The Superintendent or designee may solicit input through district advisory groups, school site councils, and/or individual students, staff, parents/guardians, and community members.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

	Description
5 CCR 19834	Audits, Proposition 20 lottery funds
5 CCR 19835	Audits, state lottery funds
Ed. Code 14600	Legislative findings and declarations: state control of lottery funds
Ed. Code 14700-14701	Use of lottery funds
Ed. Code 60010	Instructional materials, definition
Ed. Code 60119	Sufficiency of textbooks and instructional materials; hearing and resolution
Gov. Code 8880-8880.5	California State Lottery: general provisions

Management Resources References

	Description
California Department of Education Correspondence	2001.05.10 Proposition 20 - Allocation of Lottery Funds for Instructional Materials
Website	California Department of Education, Finance and Grants - https://simbli.eboardsolutions.com/SU/gCBslshNI2CDjZqs24TpVv3gw==
Website	Education Audit Appeals Panel - https://simbli.eboardsolutions.com/SU/6VovW08Qz3ek2v0oFNslshtMg==

Cross References

	Description
0420	School Plans/Site Councils - https://simbli.eboardsolutions.com/SU/DIRXGuAMQNawOQh8Wapehg==
0420	School Plans/Site Councils - https://simbli.eboardsolutions.com/SU/qxkmPJRjmqffike1tp7eNw==
1220	Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/7Vbu4bQaxCHjM037skaMng==
1220	Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/ldXy6fy1Hrchplusl4YcmEWDw==
3000	Concepts And Roles - https://simbli.eboardsolutions.com/SU/JdgifB2plus0qJxNgSrLTMbuQ==

3100	Budget - https://simbli.eboardsolutions.com/SU/MLg8BCb4nl9AF0ZDQbf1Nw==
3100	Budget - https://simbli.eboardsolutions.com/SU/2qaolYeOI8w4xRplusvFVpSOA==
3460	Financial Reports And Accountability - https://simbli.eboardsolutions.com/SU/T53K2qslshrEFuNGW64Cp453A==
3460	Financial Reports And Accountability - https://simbli.eboardsolutions.com/SU/FGBx43EdM3tHopAAvZZ3rw==
6161.1-E(2)	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/swHNlBkCv3XIWJ58dVdW3g==
6161.1	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/ERVWUNplusHvvYCGpQXfQ0v3g==
6161.1	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/UWssGXmA9GOyeuYrokAT6Q==

Policy 3230: Federal Grant Funds

Status: DRAFT

Original Adopted Date: Pending

The Governing Board recognizes the district's responsibility to maintain fiscal integrity and transparency in the use of all funds awarded through federal grants. The district shall comply with all requirements detailed in any grant agreement with an awarding agency and with the federal Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards specified in 2 CFR 200.0-200.521 and any stricter state laws and district policy.

Any goods or services purchased with federal funds shall be reasonable in cost and necessary for the proper and efficient performance or administration of the program.

The Superintendent or designee shall ensure that the district's financial management systems and procedures provide for the following: (2 CFR 200.302)

1. Identification in district accounts of each federal award received and expended and the federal program under which it was received
2. Accurate, current, and complete disclosure of the financial and performance results of each federal award or program in accordance with the reporting requirements of 2 CFR 200.327 and 200.328
3. Records and supporting documentation that adequately identify the source and application of funds for federally funded activities, including information pertaining to federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income, and interest
4. Effective controls and accountability for all funds, property, and other assets and assurance that all assets are used solely for authorized purposes
5. Comparison of actual expenditures with budgeted amounts for each federal award
6. Written procedures to implement provisions governing payments as specified in 2 CFR 200.305
7. Written procedures for determining the allowability of costs in accordance with 2 CFR 200.400-200.475 and the terms and conditions of the federal grant award

The Superintendent or designee shall develop and implement appropriate internal control processes to reasonably assure that transactions are properly executed, recorded, and accounted for so that the district can prepare reliable financial statements and federal reports, maintain accountability over assets, and demonstrate compliance with federal laws, regulations, and conditions of the federal award. (2 CFR 200.61, 200.62, 200.303)

Equipment purchased with federal funds shall be properly inventoried and adequately maintained to safeguard against loss, damage, or theft of the property.

All staff involved in the administration or implementation of programs and activities supported by federal funds shall receive information and training on the allowable use of federal funds, purchasing procedures, and reporting processes commensurate with their duties.

The district shall submit performance reports to the awarding agency in accordance with the schedule and indicators required for that federal grant by law and the awarding agency. As required, such reports may include a comparison of actual accomplishments to the objectives of the federal award, the relationship between financial data and performance accomplishments, the reasons that established goals were not met if applicable, cost information to demonstrate cost effective practices, analysis and explanation of any cost overruns or high unit costs, and other relevant information. The final performance report shall be submitted within 90 days after the ending date of the grant. (2 CFR 200.301, 200.328)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

Description

Ed. Code 42122-42129

Budget requirements

Ed. Code 64001

School plan for student achievement, consolidated application programs

Federal References

Description

2 CFR 180.220

Amount of contract subject to suspension and debarment rules

2 CFR 200.0-200.521

Federal uniform grant guidance

2 CFR 200.1-200.99

Definitions

2 CFR 200.100-200.113

General provisions

2 CFR 200.317-200.326

Procurement standards

2 CFR 200.327-200.329

Monitoring and reporting

2 CFR 200.333-200.337

Record retention

2 CFR 200.400-200.475

Cost principles

2 CFR 200.500-200.521

Audit requirements

34 CFR 76.730-76.731

Records related to federal grant programs

48 CFR 2.101

Federal acquisition regulation; definitions

Management Resources References

Description

California Department of Education Publication

California Department of Education Audit Guide

California Department of Education Publication

California School Accounting Manual

Education Audit Appeals Panel Publication

Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting

U.S. Department of Education Publication

Questions and Answers Regarding 2 CFR Part 200, March 17, 2016

Website

U.S. Government Accountability Office - <https://simbli.eboardsolutions.com/SU/HvuRwrdop7OnnXIYFVN3Mw==>

Website

Office of Management and Budget, Uniform Guidance - <https://simbli.eboardsolutions.com/SU/YplusplumPflcVzuBkWXQHXMfcg==>

Website

State Controller's Office - <https://simbli.eboardsolutions.com/SU/GDLauCiDFI4Ms1eIPGARvA==>

Website

System for Award Management (SAM) - <https://simbli.eboardsolutions.com/SU/ozEzhm45zQ6VZAsl5BBOHQ==>

Website

Education Audit Appeals Panel - <https://simbli.eboardsolutions.com/SU/6VovW08Qz3ek2v0oFNslshtMg==>

Website

U.S. Department of Education - <https://simbli.eboardsolutions.com/SU/XcSsJimoslsh3XhJKy4tplus7wplusA==>

Website

California Department of Education - <https://simbli.eboardsolutions.com/SU/os2jq5DcA2RawmY2VZ5FZQ==>

Cross References

Description

0500

Accountability - <https://simbli.eboardsolutions.com/SU/3uSRcB7xWnM9ucBe2FlslshPQ==>

1340

Access To District Records - <https://simbli.eboardsolutions.com/SU/jKjmvbybcb5r0TzqQyicklg==>

1340

Access To District Records - <https://simbli.eboardsolutions.com/SU/ouHfMY1Tt6GyjrKpUFN5bQ==>

3100

Budget - <https://simbli.eboardsolutions.com/SU/MLg8BCb4nl9AF0ZDQbf1Nw==>

3100

Budget - <https://simbli.eboardsolutions.com/SU/2qaolYeOl8w4xRplusvFVpSOA==>

3231 Impact Aid -
<https://simbli.eboardsolutions.com/SU/cJbEbktWAZsHp90MYyZ0g==>

3270 Sale And Disposal Of Books, Equipment And Supplies -
<https://simbli.eboardsolutions.com/SU/uBNHslshPkcZ40G9G8KgB8O1g==>

3270 Sale And Disposal Of Books, Equipment And Supplies -
<https://simbli.eboardsolutions.com/SU/Z9slshTBA3JvroAG64HMN0B0A==>

3300 Expenditures And Purchases -
<https://simbli.eboardsolutions.com/SU/XGc6Fy4LQdjvgnB9HGfr9g==>

3311 Bids -
<https://simbli.eboardsolutions.com/SU/Z3Amu76riOmrs7tOplussqAaQ==>

3311 Bids -
<https://simbli.eboardsolutions.com/SU/Nplus3XMZFeuVvs4plusNXhe9tAA==>

3311.4 Procurement Of Technological Equipment -
<https://simbli.eboardsolutions.com/SU/6F2EuUj1RFPXlp3CEPiPPQ==>

3312 Contracts -
<https://simbli.eboardsolutions.com/SU/WrfR3GHsZq4NytXowagFLQ==>

3314 Payment For Goods And Services -
<https://simbli.eboardsolutions.com/SU/7slshrsish67X9plusz445Rd3njSgRQ==>

3314 Payment For Goods And Services -
<https://simbli.eboardsolutions.com/SU/984RjY7od7JK5HixeVCfOA==>

3350 Travel Expenses -
<https://simbli.eboardsolutions.com/SU/X3k5DytFmxwLBgWpGo4scg==>

3400 Management Of District Assets/Accounts -
<https://simbli.eboardsolutions.com/SU/plus107S8bfHbZ1DD9FyCwBYQ==>

3400 Management Of District Assets/Accounts -
<https://simbli.eboardsolutions.com/SU/UvCwqBlzwtiQVxql2OWcdg==>

3440 Inventories -
<https://simbli.eboardsolutions.com/SU/kM8UW5NNPEkQZE7J607tWg==>

3460 Financial Reports And Accountability -
<https://simbli.eboardsolutions.com/SU/T53K2qslshrEFuNGW64Cp453A==>

3460 Financial Reports And Accountability -
<https://simbli.eboardsolutions.com/SU/FGBx43EdM3tHopAAvZZ3rw==>

3512-E(1) Equipment -
<https://simbli.eboardsolutions.com/SU/wAY2kbJtsJ5F5Adq8CFR5Q==>

3512 Equipment -
<https://simbli.eboardsolutions.com/SU/T0plusMZnmTgplusCRZdM6VXt5HA==>

3551 Food Service Operations/Cafeteria Fund -
<https://simbli.eboardsolutions.com/SU/TEODP6YXlmB5t5EatzyEYng==>

3551 Food Service Operations/Cafeteria Fund -
<https://simbli.eboardsolutions.com/SU/pLN22xtDnWsA3lGpSaQotw==>

3580 District Records -
<https://simbli.eboardsolutions.com/SU/n2YgqoHklkzJn4Vofx68uQ==>

3580 District Records -
<https://simbli.eboardsolutions.com/SU/En8VbWkeCavFgJplusUm0xdFw==>

4131 Staff Development -
<https://simbli.eboardsolutions.com/SU/L7PIWQxBoUSRd2ggr0QAQ==>

4231 Staff Development -
<https://simbli.eboardsolutions.com/SU/Sw1IN4DYSF3T3eWPFYvkHQ==>

4331 Staff Development -
<https://simbli.eboardsolutions.com/SU/GtbPplusGPAZplusB1Cb1k2SzelQ==>

- 6173.4 Title VI Indian Education Program -
<https://simbli.eboardsolutions.com/SU/hMB9ndlwpluseBEihi8FuR4pw==>
- 6178 Career Technical Education -
<https://simbli.eboardsolutions.com/SU/duslshHfbN8msMT9Z4Y8Epyxg==>
- 6178 Career Technical Education -
<https://simbli.eboardsolutions.com/SU/tTiQOb4se1oHtSjWO80Gng==>
- 6190 Evaluation Of The Instructional Program -
<https://simbli.eboardsolutions.com/SU/mUpP3KawJeBEoySztZgyyA==>
- 9270-E(1) Conflict Of Interest -
<https://simbli.eboardsolutions.com/SU/b6ScplusUdH6d8y0RliEIODhw==>
- 9270 Conflict Of Interest -
<https://simbli.eboardsolutions.com/SU/GICMVFIPJHWNdBFgfBYdkg==>

Regulation 3230: Federal Grant Funds

Status: DRAFT

Original Adopted Date: Pending

To ensure the lawful expenditure of any federal formula or discretionary grant funds awarded to the district, the Superintendent or designee shall comply with the requirements of the Office of Management and Budget's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (the "Uniform Guidance"), as contained in 2 CFR 200.0-200.521 and Appendices I-XII.

Allowable Costs

Prior to obligating or spending any federal grant funds, the Superintendent or designee shall determine whether a proposed purchase is an allowable expenditure in accordance with 2 CFR 200.400-200.475 and the terms and conditions of the award. He/she shall also determine whether the expense is a direct or indirect cost as defined in 2 CFR 200.413 and 200.414 and, if the purchase will benefit other programs not included in the grant award, the appropriate share to be allocated to the federal grant.

The Superintendent or designee shall review and approve all transactions involving federal grant funds and shall ensure the proper coding of expenditures consistent with the California School Accounting Manual.

Period of Performance

All obligations of federal funds shall occur on or between the beginning and ending dates of the grant project and shall be paid no later than 90 days after the end of the funding period, unless specifically authorized by the grant award to be carried over beyond the initial term of the grant. (2 CFR 200.77, 200.308, 200.309, 200.343)

Procurement

When procuring goods and services with a federal grant, the Superintendent or designee shall comply with the standards contained in 2 CFR 200.317-200.326 and Appendix II of Part 200, or with any applicable state law or district policy that is more restrictive.

As appropriate to encourage greater economy and efficiency, the Superintendent or designee shall avoid acquisition of unnecessary or duplicative items, give consideration to consolidating or breaking out procurements, analyze lease versus purchase alternatives, consider entering into an interagency agreement for procurement of common or shared goods and services, and/or use federal excess or surplus property. (2 CFR 200.318)

The procurement of goods or services with federal funds shall be conducted in a manner that provides full and open competition in accordance with state laws and district regulations and the following requirements:

1. Any purchase of supplies or services that does not exceed the "micro-purchase" threshold specified in 48 CFR 2.101 may be awarded without soliciting competitive quotes, provided that the district considers the price to be reasonable and maintains written evidence of this reasonableness in the record of all micro-purchases. (2 CFR 200.67, 200.320)
2. For any purchase that exceeds the micro-purchase threshold but is less than the bid limit required by Public Contract Code 20111, the Superintendent or designee shall utilize "small-purchase" procedures that include obtaining price or rate quotes from an adequate number of qualified sources. (2 CFR 200.320)
3. Contracts for goods or services over the bid limits required by Public Contract Code 20111 shall be awarded pursuant to California law and AR 3311 - Bids, unless exempt from bidding under the law.
4. If a purchase is exempt from bidding and the district's solicitation is by a request for proposals, the award may be made by either a fixed-price or cost-reimbursement type contract awarded to the entity whose proposal is most advantageous to the program, with price and other factors considered. (2 CFR 200.320)
5. Procurement by noncompetitive proposals (sole sourcing) may be used only when the item is available exclusively from a single source, the need or emergency will not permit a delay resulting from competitive solicitation, the awarding agency expressly authorizes sole sourcing in response to the district's request, and/or competition is determined inadequate after solicitation of a number of sources. (2 CFR 200.320)

6. Time and materials type contracts may be used only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract for which the cost is the sum of the actual cost of materials and direct labor hours charged at fixed hourly rates that reflect wages, general administrative expenses, and profit. (200.328)

For any purchase of \$25,000 or more, the Superintendent or designee shall verify that any vendor which is used to procure goods or services is not excluded or disqualified by the federal government. (2 CFR 180.220, 200.213)

All solicitations shall incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description shall avoid detailed product specifications to the extent possible, but may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, shall set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. When it is impractical or not economical to make a clear and accurate description of the technical requirements, a brand name or equivalent description may be used to define the performance or other salient requirements of procurement, clearly stating the specific features of the named brand which must be met by offers. In addition, every solicitation shall identify all requirements which the offer must fulfill and any other factors to be used in evaluating bids or proposals. (2 CFR 200.319)

The Superintendent or designee shall maintain sufficient records to document the procurement, including, but not limited to, the rationale for the method of procurement, selection of the contract type, contractor selection or rejection, and the basis for the contract price. (2 CFR 200.318)

The Superintendent or designee shall ensure that all contracts for purchases using federal grant funds contain the applicable contract provisions described in Appendix II to Part 200 - Contract Provisions for Non-Federal Entity Contracts Under Federal Awards. (2 CFR 200.326)

Capital Expenditures

The Superintendent or designee shall obtain prior written approval from the awarding agency before using federal funds to make capital expenditures, including the acquisition of land, facilities, equipment, and intellectual property and expenditures to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life. (2 CFR 200.12, 200.13, 200.20, 200.33, 200.48, 200.58, 200.89, 200.313, 200.439)

Conflict of Interest

No Governing Board member, district employee, or district representative shall participate in the selection, award, or administration of a contract supported by federal funds if he/she has a real or apparent conflict of interest, such as when he/she or a member of his/her immediate family, his/her partner, or an organization which employs or is about to employ any of them has a financial interest in or a tangible personal benefit from a firm considered for a contract. Such persons are prohibited from soliciting or accepting gratuities, favors, or anything of monetary value from contractors or subcontractors unless the gift is an unsolicited item of nominal value. (2 CFR 200.318)

Employees engaged in the selection, award, and administration of contracts shall also comply with BB 9270 - Conflict of Interest.

Cash Management

The Superintendent or designee shall ensure the district's compliance with 2 CFR 200.305 pertaining to payments and cash management, including compliance with applicable methods and procedures that minimize the time elapsing between the transfer of funds to the district and the district's disbursement of funds. (2 CFR 200.305)

When authorized by law, the district may receive advance payments of federal grant funds, limited to the minimum amounts needed and timed in accordance with the actual immediate cash requirements of the district for carrying out the purpose of the program or project. Except under specified conditions, the district shall maintain the advance payments in an interest-bearing account. The district shall remit interest earned on the advanced payment to the awarding agency on an annual basis, but may retain interest amounts specified in 2 CFR 200.305 for administrative expenses. (2 CFR 200.305)

When required by the awarding agency, the district shall instead submit a request for reimbursement of actual expenses incurred. The district may also request reimbursement as an alternative to receiving advance payments. (2

CFR 200.305)

The Superintendent or designee shall maintain source documentation supporting the expenditure of federal funds, such as invoices, time sheets, payroll stubs, or other appropriate documentation.

Personnel

All district employees who are paid in full or in part with federal funds, including employees whose salary is paid with state or local funds but is used to meet a required match or in-kind contribution to a federal program, shall document the amount of time they spend on grant activities. (2 CFR 200.430)

Records

Except as otherwise provided in 2 CFR 200.333, or where state law or district policy requires a longer retention period, financial records, supporting documents, statistical records, and all other district records related to a federal award shall be retained for a period of three years from the date of submission of the final expenditure report or, for a federal award that is renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report. (2 CFR 200.333)

Audits

Whenever the district expends \$750,000 or more in federal grant funds during a fiscal year, it shall arrange for either a single audit or a program-specific audit in accordance with 2 CFR 200.507 or 200.514. (2 CFR 200.501)

The Superintendent or designee shall ensure that the audit meets the requirements specified in 2 CFR 200.500-200.521.

Specified records pertaining to the audit of federal funds expended by the district shall be transmitted to the clearinghouse designated by the federal Office of Management and Budget and shall be made available for public inspection. Such records shall be transmitted within 30 days after receipt of the auditor's report or within nine months after the end of the audit period, whichever is sooner, unless a longer period is agreed to in advance by the federal agency or a different period is specified in a program-specific audit guide. (2 CFR 200.512)

In the event that the audit identifies any deficiency, the Superintendent or designee shall promptly act to either correct the identified deficiency, produce recommended improvements, or demonstrate that the audit finding is invalid or does not warrant action. (2 CFR 200.26, 200.508, 200.511)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

Ed. Code 42122-42129

Description

Budget requirements

Ed. Code 64001

School plan for student achievement, consolidated application programs

Federal References

2 CFR 180.220

Description

Amount of contract subject to suspension and debarment rules

2 CFR 200.0-200.521

Federal uniform grant guidance

2 CFR 200.1-200.99

Definitions

2 CFR 200.100-200.113

General provisions

2 CFR 200.317-200.326

Procurement standards

2 CFR 200.327-200.329

Monitoring and reporting

2 CFR 200.333-200.337

Record retention

2 CFR 200.400-200.475

Cost principles

2 CFR 200.500-200.521

Audit requirements

34 CFR 76.730-76.731
48 CFR 2.101

Records related to federal grant programs
Federal acquisition regulation; definitions

Management Resources References

Description

California Department of Education Publication	California Department of Education Audit Guide
California Department of Education Publication	California School Accounting Manual
Education Audit Appeals Panel Publication	Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting
U.S. Department of Education Publication	Questions and Answers Regarding 2 CFR Part 200, March 17, 2016
Website	U.S. Government Accountability Office - https://simbli.eboardsolutions.com/SU/HvuRwrDop7OnnXIYFVN3Mw==
Website	Office of Management and Budget, Uniform Guidance - https://simbli.eboardsolutions.com/SU/YplusplumPflcVzuBkwxQHXMfCG==
Website	State Controller's Office - https://simbli.eboardsolutions.com/SU/GDLauCiDFI4Ms1eIPGARvA==
Website	System for Award Management (SAM) - https://simbli.eboardsolutions.com/SU/ozEzhm45zQ6VZAsl5BBOHQ==
Website	Education Audit Appeals Panel - https://simbli.eboardsolutions.com/SU/6VovW08Qz3ek2v0oFNslshtMg==
Website	U.S. Department of Education - https://simbli.eboardsolutions.com/SU/XcSsJimoslsh3XhJKy4tplus7wplusA==
Website	California Department of Education - https://simbli.eboardsolutions.com/SU/os2jq5DcA2RawmY2VZ5FZQ==

Cross References

Description

0500	Accountability - https://simbli.eboardsolutions.com/SU/3uSRcB7xWnM9ucBe2FlslshPQ==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/jKjmvbybcb5r0Tzq0yicklg==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/ouHfMY1Tt6GyjrKpUFN5bQ==
3100	Budget - https://simbli.eboardsolutions.com/SU/MLg8BCb4nl9AF0ZDQbf1Nw==
3100	Budget - https://simbli.eboardsolutions.com/SU/2qaolYeOI8w4xRpluvFVpSOA==
3231	Impact Aid - https://simbli.eboardsolutions.com/SU/cJbEbktWAZsHp90MYyz0g==
3270	Sale And Disposal Of Books, Equipment And Supplies - https://simbli.eboardsolutions.com/SU/uBNHslshPkcZ40G9G8KgB8O1g==
3270	Sale And Disposal Of Books, Equipment And Supplies - https://simbli.eboardsolutions.com/SU/Z9slshTBA3JvroaG64HMN0B0A==
3300	Expenditures And Purchases - https://simbli.eboardsolutions.com/SU/XGc6Fy4LQdjvgnB9HGfr9g==
3311	Bids - https://simbli.eboardsolutions.com/SU/Z3Amu76riOmsr7tOplussqAaQ==
3311	Bids - https://simbli.eboardsolutions.com/SU/Nplus3XMZFeuVvs4plusNXhe9tAA==
3311.4	Procurement Of Technological Equipment - https://simbli.eboardsolutions.com/SU/6F2EuUj1RFPXlp3CEPiPPQ==

3312 Contracts -
<https://simbli.eboardsolutions.com/SU/WrfR3GHsZq4NytXowagFLQ==>

3314 Payment For Goods And Services -
<https://simbli.eboardsolutions.com/SU/7slshrslsh67X9pluz445Rd3njSgRQ==>

3314 Payment For Goods And Services -
<https://simbli.eboardsolutions.com/SU/984RjY7od7JK5HixeVCfOA==>

3350 Travel Expenses -
<https://simbli.eboardsolutions.com/SU/X3k5DytFmxwLbgWpGo4scg==>

3400 Management Of District Assets/Accounts -
<https://simbli.eboardsolutions.com/SU/plus107S8bfHbZ1DD9FyCwBYQ==>

3400 Management Of District Assets/Accounts -
<https://simbli.eboardsolutions.com/SU/UvCwqBlzwtiQVxql2OWcdg==>

3440 Inventories -
<https://simbli.eboardsolutions.com/SU/kM8UW5NNPEkQZE7J607tWg==>

3460 Financial Reports And Accountability -
<https://simbli.eboardsolutions.com/SU/T53K2qslshrEFuNGW64Cp453A==>

3460 Financial Reports And Accountability -
<https://simbli.eboardsolutions.com/SU/FGBx43EdM3tHopAAvZZ3rw==>

3512-E(1) Equipment -
<https://simbli.eboardsolutions.com/SU/wAY2kbJtsJ5F5Adq8CFR5Q==>

3512 Equipment -
<https://simbli.eboardsolutions.com/SU/T0plusMZnmTgplusCRzdM6VXt5HA==>

3551 Food Service Operations/Cafeteria Fund -
<https://simbli.eboardsolutions.com/SU/TEODP6YXlmB5t5EatZFYng==>

3551 Food Service Operations/Cafeteria Fund -
<https://simbli.eboardsolutions.com/SU/pLN22xtDnWsA3lGpSaQotw==>

3580 District Records -
<https://simbli.eboardsolutions.com/SU/n2YgqoHklkzJn4Vofx68uQ==>

3580 District Records -
<https://simbli.eboardsolutions.com/SU/En8VbWkeCavFgJplusUm0xdFw==>

4131 Staff Development -
<https://simbli.eboardsolutions.com/SU/L7PIWQxB0USRd2ggr0QAgQ==>

4231 Staff Development -
<https://simbli.eboardsolutions.com/SU/Sw1IN4DYSF3T3eWPFYvkHQ==>

4331 Staff Development -
<https://simbli.eboardsolutions.com/SU/GtbPplusGPAZplusB1Cb1k2SzelQ==>

6173.4 Title VI Indian Education Program -
<https://simbli.eboardsolutions.com/SU/hMB9ndlwpluseBEihi8FuR4pw==>

6178 Career Technical Education -
<https://simbli.eboardsolutions.com/SU/duslshHfbN8msMT9Z4Y8Epyxg==>

6178 Career Technical Education -
<https://simbli.eboardsolutions.com/SU/tTiQOb4se1oHtSjWO80Gng==>

6190 Evaluation Of The Instructional Program -
<https://simbli.eboardsolutions.com/SU/mUpP3KawJeBEoySztZgyyA==>

9270-E(1) Conflict Of Interest -
<https://simbli.eboardsolutions.com/SU/b6ScplusUdH6d8y0RiiEIODhw==>

9270 Conflict Of Interest -
<https://simbli.eboardsolutions.com/SU/GICMVIFPJHWNdBFgfBYdkg==>

Regulation 3231: Impact Aid

Status: DRAFT

Original Adopted Date: Pending

Any federal Title VII Impact Aid funds received by the district based on the concentration of children residing on lands owned by the federal government shall be used to support district programs and activities in accordance with the budget approved by the Governing Board. Such expenditures may include, but are not limited to, the salaries of teachers and paraprofessionals, capital expenditures, instructional materials, computers and other equipment, supplemental instructional programs, after-school programs, Advanced Placement classes, and special enrichment programs.

Any Impact Aid funds received for children with disabilities shall be used to provide a free appropriate public education to those children. (20 USC 7703, 7703a; 34 CFR 222.53)

Whenever Impact Aid funds are received based on students living on Indian lands, the Superintendent or designee shall consult and involve American Indian tribes and parents/guardians of students living on Indian lands in the planning and development of the district's general education program and of the policies and procedures for programs and activities supported by Impact Aid funding. (20 USC 7704; 34 CFR 222.94)

The Superintendent or designee shall: (20 USC 7704; 34 CFR 222.91, 222.94)

1. Disseminate relevant applications, evaluations, program plans, and information related to the district's education program and activities with sufficient advance notice to allow Indian tribes and parents/guardians of American Indian students the opportunity to review and make recommendations
2. Afford an opportunity for tribes and parents/guardians of American Indian students to present their views regarding the district's educational program and activities, including an opportunity to make recommendations on the needs of those students and how the district may help those students realize the benefits of the programs and activities

The Superintendent or designee shall notify tribes and parents/guardians of the opportunity to submit comments and recommendations, considering the tribe's preference for method of communication. If necessary, the Superintendent or designee shall modify the method of and time for soliciting views to ensure the maximum participation of tribes and parents/guardians.

3. At least annually, assess the extent to which American Indian students participate on an equal basis with other students in the district's education program and activities by:
 - a. Sharing relevant information with tribes and parents/guardians related to the participation of American Indian students in the district's education program and activities
 - b. Allowing tribes and parents/guardians the opportunity and time to review and comment on whether American Indian students participate on an equal basis with non-Indian students
4. At least annually, respond in writing to any comments and recommendations made by tribes or parents/guardians and disseminate the responses to the tribe and parents/guardians prior to the submission of the district's policies and procedures to the federal Impact Aid program director
5. Modify the district's policies and procedures as necessary based on any assessments or input from tribes or parents/guardians of Indian students
6. Annually provide a copy of the district's policy and procedures to the affected tribe(s)

The district shall annually review the district's procedures to ensure that they comply with law and are implemented by the district. If the district determines that its procedures do not comply with law, it shall revise the policy and procedures within 90 days of its determination. Within 30 days following any such revision, the district shall send a copy of the policy and procedures to the federal Impact Aid program director and the affected tribe(s). (34 CFR 222.94)

Records

The Superintendent or designee shall maintain records of any Impact Aid funds received by the district, including, but not limited to, data and certifications in support of funds received. Such records shall be maintained for three years after completion of the activity for which the funds are expended and, when requested, shall be provided to the appropriate federal authority. (20 USC 1232f, 7703; 34 CFR 222.9-222.10)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Federal References

	Description
2 CFR 200.0-200.521	Federal uniform grant guidance
20 USC 1232f	Records
20 USC 1400-1482	Individuals with Disabilities Education Act
20 USC 7701-7714	Impact Aid
34 CFR 222.1-222.196	Impact Aid Programs
34 CFR 222.90-222.129	Impact Aid, special provisions for local educational agencies that claim children residing on Indian lands

Management Resources References

	Description
Website	U.S. Department of Education, Office of Impact Aid - https://simbli.eboardsolutions.com/SU/ITWRlxix7lc0TPAGjIplus2Mw==
Website	U.S. Department of Education, Office of Indian Education - https://simbli.eboardsolutions.com/SU/YcdoEFkcc9NqeO4jk7YmVw==
Website	California Department of Education - https://simbli.eboardsolutions.com/SU/os2jq5DcA2RawmY2VZ5FZQ==

Cross References

	Description
0415	Equity - https://simbli.eboardsolutions.com/SU/nOcGUKTqla6x9N49gzaxqg==
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/Aw8id04XsIshTwr2fwthpc6kQ==
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/AqGX4FD1zilFa09072shSA==
1220	Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/7Vbu4bQaxCHjM037skaMng==
1220	Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/ldXy6fy1Hrchplusl4YcmEWDw==
3100	Budget - https://simbli.eboardsolutions.com/SU/MLg8BCb4nl9AF0ZDQbf1Nw==
3100	Budget - https://simbli.eboardsolutions.com/SU/2qaolYeOI8w4xRplusvFVpSOA==
3230	Federal Grant Funds - https://simbli.eboardsolutions.com/SU/g8lwVe5ZIANCEprFYEzuplsg==
3230	Federal Grant Funds - https://simbli.eboardsolutions.com/SU/xHGUplusplusfwHON8dvKlv3spGQ==
5145.6-E(1)	Parental Notifications - https://simbli.eboardsolutions.com/SU/OIIR63yHWACdrhjlN6XNVA==
5145.6	Parental Notifications - https://simbli.eboardsolutions.com/SU/6twEMjNdhvA0qYiZNi9ucQ==
6020	Parent Involvement - https://simbli.eboardsolutions.com/SU/mkUtMJCbJnwplFx25JE6VQ==

6020

Parent Involvement -

<https://simbli.eboardsolutions.com/SU/DzsrcmhyMOxEo0ClvBxZvg==>

6173.4

Title VI Indian Education Program -

<https://simbli.eboardsolutions.com/SU/hMB9ndlwlpluseBEihi8FuR4pw==>

Policy 3250: Transportation Fees

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 05/01/2019

Whenever the cost of providing student transportation exceeds funding provided by the state, the Governing Board may charge fees for home-to-school student transportation and other transportation services as expressly authorized by law.

The Superintendent or designee shall annually submit proposed transportation fee schedules for Board approval, if fees will be charged.

The transportation fee shall be waived for students with demonstrated financial need in accordance with Education Code 39807.5. Eligibility for free transportation based on financial need shall be determined in accordance with the income eligibility scales used for the free and reduced-price lunch program.

In addition, no charge shall be made for any transportation of a student with a disability whose individualized education program includes transportation as a related service necessary to receive a free appropriate public education. (Education Code 39807.5)

The Board shall certify to the County Superintendent of Schools that the district has levied fees in accordance with law and that, in the event that excess fees have been charged, the fees have been reduced and excess fee revenue eliminated. (Education Code 39809.5)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

State References	Description
5 CCR 350	Fees not permitted
Ed. Code 10900-10914.5	Community recreation programs - https://simbli.eboardsolutions.com/SU/2plusoQINP9plus8k2kxekeluvFw==
Ed. Code 10913	Fees for uses of school buses for community recreation purposes - https://simbli.eboardsolutions.com/SU/yqjrwj2jslshxfZEKciUSABlg==
Ed. Code 35330	Field trips and excursions; student fees
Ed. Code 39800-39860	Transportation
Ed. Code 39801.5	Transportation for adults
Ed. Code 39807.5	Payment of transportation costs by parents
Ed. Code 39809.5	Excess fees; adjustments
Ed. Code 39837	Transportation to summer employment program
Ed. Code 41850	Transportation to ROC/P, apportionments
Ed. Code 49014	Public School Fair Debt Collection Act
Ed. Code 49557-49558	Applications for free and reduced-price meals
Ed. Code 56026	Individual with exceptional needs

Management Resources References

Management Resources References	Description
California Department of Education Publication	Pupil Fees, Deposits, and Other Charges, Fiscal Management Advisory 17-01, July 28, 2017
Court Decision	Arcadia Unified School District et. al. v. State Department of Education, 2 Cal. 4th 251 (1992)
Court Decision	Hartzell v. Connell, 35 Cal.3d 899 (1984)
Website	California Department of Education - https://simbli.eboardsolutions.com/SU/os2jq5DcA2RawmY2VZ5FZQ==

Website CSBA - <https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==>

Cross References

Description

3260 Fees And Charges - <https://simbli.eboardsolutions.com/SU/kzf4pmpplus1XMNh73HcptLQMg==>

3260 Fees And Charges - <https://simbli.eboardsolutions.com/SU/WJppw3L8qQdJNRjy7xaDAA==>

3540 Transportation - <https://simbli.eboardsolutions.com/SU/LLQ8oxDhriYMMMyPIAfhbeA==>

3541 Transportation Routes And Services - <https://simbli.eboardsolutions.com/SU/rslshZN7XzQigGs6qFUPanQSA==>

3541.2 Transportation For Students With Disabilities - <https://simbli.eboardsolutions.com/SU/sa60rGiDyC1pVnhuAQF09Q==>

3553 Free And Reduced Price Meals - <https://simbli.eboardsolutions.com/SU/Dw6ccnTFki7o6u4ypGOvYg==>

3553 Free And Reduced Price Meals - <https://simbli.eboardsolutions.com/SU/6gRIgksQru0aNEslshoWHlv3g==>

4119.23 Unauthorized Release Of Confidential/Privileged Information - <https://simbli.eboardsolutions.com/SU/mdnslshUe58c1X7ZKqyIEBsag==>

4219.23 Unauthorized Release Of Confidential/Privileged Information - <https://simbli.eboardsolutions.com/SU/UI3UwU9gy89W9hclleS5Jw==>

4319.23 Unauthorized Release Of Confidential/Privileged Information - <https://simbli.eboardsolutions.com/SU/BdiMNGpkGbLuVxR8U5b7wg==>

5125 Student Records - <https://simbli.eboardsolutions.com/SU/6Z8iCcq12hzQRfjyme7TOw==>

5125 Student Records - <https://simbli.eboardsolutions.com/SU/IY2DRBLkPJKOKFgTVgcS3Q==>

6159 Individualized Education Program - <https://simbli.eboardsolutions.com/SU/etUKIVpvbSKJXjyZhY4fjg==>

6159 Individualized Education Program - <https://simbli.eboardsolutions.com/SU/u5hOoFQdi9lcNNC0IEjsSg==>

6173-E(1) Education For Homeless Children - <https://simbli.eboardsolutions.com/SU/Njdvplus1bBbU6JxY3mfgPqyg==>

6173-E(2) Education For Homeless Children - <https://simbli.eboardsolutions.com/SU/3KVQEkKODsV6J2DTJooMrw==>

6173 Education For Homeless Children - <https://simbli.eboardsolutions.com/SU/h4tytA9vVgoytplusFnmHZzQ==>

6173 Education For Homeless Children - <https://simbli.eboardsolutions.com/SU/zU0j7yuD68iPP9NodqNv8A==>

6178.2 Regional Occupational Center/Program - <https://simbli.eboardsolutions.com/SU/IM4EGlliAwnrKcZFRygMSw==>

6181 Alternative Schools/Programs Of Choice - <https://simbli.eboardsolutions.com/SU/s1rMpluslBzIplus87fvPQPAnslw==>

6181 Alternative Schools/Programs Of Choice - <https://simbli.eboardsolutions.com/SU/JbC2gsauM34uQ1E6t9e3Og==>

Regulation 3250: Transportation Fees

Status: DRAFT

Original Adopted Date: Pending

When approved by the Governing Board, the district may charge transportation fees for students traveling to and from school. (Education Code 39807.5)

With Board approval, the district may also charge transportation fees for:

1. Participants in a community recreation program offered pursuant to Education Code 10900-10914.5 (Education Code 10913, 39835)
2. Students traveling between the regular full-time schools they would attend and the regular full-time occupational classes provided by a regional occupational center or program (ROC/P) (Education Code 39807.5)
3. Matriculated or enrolled adults traveling to and from school, or adults pursuing other educational purposes (Education Code 39801.5)
4. Students traveling to and from their places of employment during the summer in connection with a summer employment program for youth (Education Code 39837)

The total amount received by the district from the state and parent/guardian fees shall not exceed the actual operating cost of home-to-school transportation during the fiscal year. If excess fees are collected due to errors in estimated costs, fees shall be reduced in succeeding years. (Education Code 10913, 39801.5, 39809.5, 39837)

Bus passes and tickets shall be sold at all district schools and at the district office. No money shall be collected on school buses.

Exemption from Fees

Upon enrollment and at the beginning of each school year, parents/guardians shall receive information about income eligibility standards and application procedures for a waiver of the transportation fee. All applications and related records shall be confidential and used only for the purpose of determining a student's eligibility for a fee waiver.

Students receiving free transportation shall not be identified by the use of special bus passes, tickets, lines, seats, or any other means. They shall in no way be treated differently from other students, nor shall their names be published, posted, or announced in any manner or used for any purpose other than the transportation program.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

Description

5 CCR 350	Fees not permitted
Ed. Code 10900-10914.5	Community recreation programs - https://simbli.eboardsolutions.com/SU/2plusoOINP9plus8k2kxekeluvFw==
Ed. Code 10913	Fees for uses of school buses for community recreation purposes - https://simbli.eboardsolutions.com/SU/yqjrjwj2jslshxfZEKciUSABlg==
Ed. Code 35330	Field trips and excursions; student fees
Ed. Code 39800-39860	Transportation
Ed. Code 39801.5	Transportation for adults
Ed. Code 39807.5	Payment of transportation costs by parents
Ed. Code 39809.5	Excess fees; adjustments
Ed. Code 39837	Transportation to summer employment program
Ed. Code 41850	Transportation to ROC/P, apportionments

Ed. Code 49014	Public School Fair Debt Collection Act
Ed. Code 49557-49558	Applications for free and reduced-price meals
Ed. Code 56026	Individual with exceptional needs

Management Resources References

	Description
California Department of Education Publication	Pupil Fees, Deposits, and Other Charges, Fiscal Management Advisory 17-01, July 28, 2017
Court Decision	Arcadia Unified School District et. al. v. State Department of Education, 2 Cal. 4th 251 (1992)
Court Decision	Hartzell v. Connell, 35 Cal.3d 899 (1984)
Website	California Department of Education - https://simbli.eboardsolutions.com/SU/os2jq5DcA2RawmY2VZ5FZQ==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==

Cross References

	Description
3260	Fees And Charges - https://simbli.eboardsolutions.com/SU/kzf4pmpius1XMNh73HcptLQMg==
3260	Fees And Charges - https://simbli.eboardsolutions.com/SU/WJppw3L8qQdJNRjy7xaDAA==
3540	Transportation - https://simbli.eboardsolutions.com/SU/LLQ8oxDhriYMMMyPIAfhbeA==
3541	Transportation Routes And Services - https://simbli.eboardsolutions.com/SU/rslshZN7XzQigGs6qFUPanQSA==
3541.2	Transportation For Students With Disabilities - https://simbli.eboardsolutions.com/SU/sa60rGiDyC1pVnhuAQF09Q==
3553	Free And Reduced Price Meals - https://simbli.eboardsolutions.com/SU/Dw6ccnTFki7o6u4ypGOvYg==
3553	Free And Reduced Price Meals - https://simbli.eboardsolutions.com/SU/6gRIgksQru0aNEslshoWHlv3g==
4119.23	Unauthorized Release Of Confidential/Privileged Information - https://simbli.eboardsolutions.com/SU/mdnslshUe58c1X7ZKqylEBsag==
4219.23	Unauthorized Release Of Confidential/Privileged Information - https://simbli.eboardsolutions.com/SU/UI3UwU9gy89W9hclleS5Jw==
4319.23	Unauthorized Release Of Confidential/Privileged Information - https://simbli.eboardsolutions.com/SU/BdiMNGpkGbLuVxR8U8sb7wg==
5125	Student Records - https://simbli.eboardsolutions.com/SU/6Z8iCcq12hzQRFjvme7TOw==
5125	Student Records - https://simbli.eboardsolutions.com/SU/IY2DRBLkPJkOKFgTVgcS3Q==
6159	Individualized Education Program - https://simbli.eboardsolutions.com/SU/etUKIVpvbSKJXjyZhY4fjg==
6159	Individualized Education Program - https://simbli.eboardsolutions.com/SU/u5hOoFQdi9lcNNC0IEjsSg==
6173-E(1)	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/Njdvplus1bBbU6JxY3moggPqgx==
6173-E(2)	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/3KVQEkkODsV6J2DTJooMrw==
6173	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/h4tytA9vVgoytgplusFnmHZzQ==

- 6173 Education For Homeless Children -
<https://simbli.eboardsolutions.com/SU/zUQj7yuD68iPP9NodqNv8A==>
- 6178.2 Regional Occupational Center/Program -
<https://simbli.eboardsolutions.com/SU/IM4EGlliAwnrKcZFRygMSw==>
- 6181 Alternative Schools/Programs Of Choice -
<https://simbli.eboardsolutions.com/SU/s1rMpluslBzlplus87fvPQpAnslw==>
- 6181 Alternative Schools/Programs Of Choice -
<https://simbli.eboardsolutions.com/SU/JbC2gsauM34uQ1E6t9e3Og==>

Policy 3260: Fees And Charges

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 03/01/2019

The Governing Board recognizes its responsibility to ensure that books, materials, equipment, supplies, and other resources necessary for student participation in the district's educational program are made available to students at no cost.

No student shall be required to pay a fee, deposit, or other charge for participation in an educational activity which constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities. (Education Code 49010, 49011; 5 CCR 350)

As necessary, the Board may approve fees, deposits, and other charges which are specifically authorized by law. When approving such fees, deposits, or charges, establishing fee schedules, or determining whether waivers or exceptions should be granted, the Board shall consider relevant data, including the socioeconomic conditions of students' families and their ability to pay.

The prohibition against student fees shall not prevent the district from soliciting for donations, conducting fundraising activities, or providing prizes or other recognition for participants in such activities and events. The Superintendent or designee shall emphasize that participation of students, parents/guardians, district employees, volunteers, or educational or civic organizations in such activities and events is voluntary. The district shall not offer or award to a student any course credit or privileges related to educational activities in exchange for voluntary donations or participation in fundraising activities by or on behalf of the student. The district also shall not remove or threaten to remove from a student any course credit or privileges related to educational activities, or otherwise discriminate against the student, due to a lack of voluntary donations or participation in fundraising activities by or on behalf of the student.

The Superintendent or designee may provide information or professional development opportunities to administrators, teachers, and other personnel regarding permissible fees.

Complaints

A complaint alleging district noncompliance with the prohibition against requiring student fees, deposits, or other charges shall be filed in accordance with the district's procedures in BP/AR 1312.3 - Uniform Complaint Procedures. (Education Code 49013)

If, upon investigation, the district finds merit in the complaint, the Superintendent or designee shall recommend and the Board shall adopt an appropriate remedy to be provided to all affected students and parents/guardians in accordance with 5 CCR 4600.

Information related to the prohibition against requiring students to pay fees for participation in an educational activity shall be included in the district's annual notification of uniform complaint procedures to be provided to all students, parents/guardians, employees, and other interested parties pursuant to 5 CCR 4622. (Education Code 49013)

Collection of Debt

The Superintendent or designee shall, in accordance with law, recover any debt owed to the district as a result of unpaid permissible student fees approved by the Board. However, the district shall not bill a current or former student for accumulated debt, nor take negative action against a student or former student because of such debt, including, but not limited to, any of the following: (Education Code 49014)

1. Denying full credit for any class assignment
2. Denying full and equal participation in any classroom activity
3. Denying access to the library or other on-campus educational facilities
4. Denying or withholding grades or transcripts
5. Denying or withholding a diploma

6. Limiting or barring participation in an extracurricular activity, club, or sport
7. Limiting or excluding the student from participation in an educational activity, field trip, or school ceremony

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References	Description
5 CCR 350	Fees not permitted
5 CCR 4600-4687	Uniform complaint procedures
CA Constitution Article 9, Section 5	Common school system - https://simbli.eboardsolutions.com/SU/5LDHgacpLGqiftuxZapsIshQg==
Ed. Code 17453.1	District sale or lease of Internet appliances or personal computers to parents of students
Ed. Code 17551	Property fabricated by students
Ed. Code 19910-19911	Offenses against libraries
Ed. Code 32033	Eye protective devices
Ed. Code 32221	Insurance for athletic team member
Ed. Code 32390	Voluntary program for fingerprinting students
Ed. Code 35330-35332	Field trips
Ed. Code 35335	School camp programs
Ed. Code 38080-38086.1	Cafeteria establishment and use
Ed. Code 38120	Use of school band equipment on excursions to foreign countries
Ed. Code 39801.5	Transportation for adults
Ed. Code 39807.5	Payment of transportation costs by parents
Ed. Code 39837	Transportation to summer employment program
Ed. Code 48050	Residents of adjoining states
Ed. Code 48052	Tuition for foreign residents
Ed. Code 48904	Liability of parent or guardian; withholding of grades, diplomas, transcripts
Ed. Code 49010-49013	Student fees
Ed. Code 49014	Public School Fair Debt Collection Act
Ed. Code 49065	Reasonable charge for transcripts
Ed. Code 49066	Grades; effect of physical education class apparel
Ed. Code 49091.14	Parental review of curriculum
Ed. Code 49557.5	Child Hunger Prevention and Fair Treatment Act of 2017
Ed. Code 51810-51815	Community service classes
Ed. Code 52612	Tuition for adult classes
Ed. Code 52613	Nonimmigrant foreign nationals
Ed. Code 56504	School records; students with disabilities
Ed. Code 60410	Books for adult classes
Ed. Code 8239	Preschool and wraparound child care services
Ed. Code 8250	Child care and development services for children with disabilities
Ed. Code 8263	Eligibility and priorities for subsidized child development services

Ed. Code 8422	21st Century High School After School Safety and Enrichment for Teens programs
Ed. Code 8760-8774	Outdoor science, conservation, and forestry programs
Gov. Code 6253	Request for copy; fee

Federal References

8 USC 1184	Foreign students
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Management Resources References

	Description
California Department of Education Publication	Pupil Fees, Deposits, and Other Charges, Fiscal Management Advisory 17-01, July 28, 2017
Court Decision	CTA v. Glendale School District Board of Education (1980) 109 Cal. App. 3d 738
Court Decision	Driving School Assn of CA v. San Mateo Union HSD (1992) 11 Cal. App. 4th 1513
Court Decision	Hartzell v. Connell (1984) 35 Cal. 3d 899
Court Decision	Steffes v. California Interscholastic Federation (1986) 176 Cal. App. 3d 739
Court Decision	Arcadia Unified School District v. California Department of Education, (1992) 2 Cal. 4th 251
Website	California Department of Education - https://simbli.eboardsolutions.com/SU/os2jq5DcA2RawmY2VZ5FZQ==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==

Cross References

	Description
0410	Nondiscrimination In District Programs And Activities - https://simbli.eboardsolutions.com/SU/fwomAXkSXlcjCV5FefkGPw==
0415	Equity - https://simbli.eboardsolutions.com/SU/nOcGUkTqla6x9N49gzaxqg==
0440	District Technology Plan - https://simbli.eboardsolutions.com/SU/bxXF2CqiPP9fmbVd9JJMbg==
0440	District Technology Plan - https://simbli.eboardsolutions.com/SU/wNqKCvsTokMJviUZp8WhHA==
1230	School-Connected Organizations - https://simbli.eboardsolutions.com/SU/rZIDHDRyqq3sQoGOoZHyTg==
1230	School-Connected Organizations - https://simbli.eboardsolutions.com/SU/ZGdAZ0iZ7jVjulHYzdmssg==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/EZNBj9otDYDuEdjs42ZY3g==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/z7dplus15Yx2OsFoTU2SsLh7Q==
1321	Solicitation Of Funds From And By Students - https://simbli.eboardsolutions.com/SU/stwCwL0jI01DEMHOyc1sgQ==
1321	Solicitation Of Funds From And By Students - https://simbli.eboardsolutions.com/SU/iAyBbuYjlpPFFje7xIO8MQ==
3100	Budget - https://simbli.eboardsolutions.com/SU/MLg8BCb4nl9AF0ZDQbf1Nw==
3100	Budget - https://simbli.eboardsolutions.com/SU/2qaolYeOI8w4xRplusvFVpSOA==
3250	Transportation Fees - https://simbli.eboardsolutions.com/SU/cKoOAAQlxq75hpveoz9cyAQ==

3250 Transportation Fees -
<https://simbli.eboardsolutions.com/SU/l6plusjoslshdplus4OcT33FLJW5aNA==>

3290 Gifts, Grants And Bequests -
<https://simbli.eboardsolutions.com/SU/rENBCNu2Ja77STkwahu8hA==>

3452 Student Activity Funds -
<https://simbli.eboardsolutions.com/SU/MaB71S0AoPmnlSumV59usQ==>

3514.1 Hazardous Substances -
<https://simbli.eboardsolutions.com/SU/AsrkCLDnFxxVJG6pzaa8zA==>

3514.1 Hazardous Substances -
<https://simbli.eboardsolutions.com/SU/c7xa26TQnQdlshtQwpsBIBUA==>

3515.4 Recovery For Property Loss Or Damage -
<https://simbli.eboardsolutions.com/SU/ynGWgJslshWIXNRYZanTW6Qg==>

3515.4 Recovery For Property Loss Or Damage -
<https://simbli.eboardsolutions.com/SU/GRLTMvy59kmhp9LbflrvDg==>

3550 Food Service/Child Nutrition Program -
<https://simbli.eboardsolutions.com/SU/COmKhtYVlyXBYiQXDYg04w==>

3550 Food Service/Child Nutrition Program -
<https://simbli.eboardsolutions.com/SU/0S8E36HK7veplusYrVl9QWEBg==>

3551 Food Service Operations/Cafeteria Fund -
<https://simbli.eboardsolutions.com/SU/TEODP6YXlmb5t5EatzEYng==>

3551 Food Service Operations/Cafeteria Fund -
<https://simbli.eboardsolutions.com/SU/pLN22xtDnWsA3lGpSaQotw==>

3552 Summer Meal Program -
<https://simbli.eboardsolutions.com/SU/aJEtQ2BdPslshLJA1mDmboX3A==>

3552 Summer Meal Program -
<https://simbli.eboardsolutions.com/SU/ngOCDfmgYzRcStHyCAFplusQ==>

3553 Free And Reduced Price Meals -
<https://simbli.eboardsolutions.com/SU/Dw6ccnTFki7o6u4ypGOvYg==>

3553 Free And Reduced Price Meals -
<https://simbli.eboardsolutions.com/SU/6gRIgksQru0aNEslshoWHlv3g==>

3554 Other Food Sales -
<https://simbli.eboardsolutions.com/SU/BeQ5iujplusCslshdnJDatAUkaSw==>

3554 Other Food Sales -
<https://simbli.eboardsolutions.com/SU/do0Tu0NPIAUh0ZJSR3T9plusw==>

4112.9-E(1) Employee Notifications -
<https://simbli.eboardsolutions.com/SU/AgIDQfjMF7zbFz9sTGx3Fw==>

4112.9 Employee Notifications -
<https://simbli.eboardsolutions.com/SU/oLVcspS67eymQ9qeiTgOCg==>

4131 Staff Development -
<https://simbli.eboardsolutions.com/SU/L7PIWQxBoUSRd2ggr0QAgQ==>

4212.9-E(1) Employee Notifications -
<https://simbli.eboardsolutions.com/SU/N7zOOsogHD4by7XgTy1G7Q==>

4212.9 Employee Notifications -
<https://simbli.eboardsolutions.com/SU/DfHllG9PnF7kijX8nXJbQ==>

4231 Staff Development -
<https://simbli.eboardsolutions.com/SU/Sw1IN4DYSE3T3eWPFYvkHQ==>

4312.9-E(1) Employee Notifications -
<https://simbli.eboardsolutions.com/SU/HslshnPbkv605Qrp4BLheeJLQ==>

4312.9 Employee Notifications -
<https://simbli.eboardsolutions.com/SU/g6yhGWbl8uwKPcHvKxDcyQ==>

4331	Staff Development - https://simbli.eboardsolutions.com/SU/GtbPplusGPAZplusB1Cb1k2SzelQ==
5020	Parent Rights And Responsibilities - https://simbli.eboardsolutions.com/SU/slshuZhgpqe8YmTASZ3zzLCpg==
5020	Parent Rights And Responsibilities - https://simbli.eboardsolutions.com/SU/kCVmqrA3fKypjTvqZLE2Mw==
5111.1	District Residency - https://simbli.eboardsolutions.com/SU/1qIRxkGoEXacxlcaVEPipg==
5111.1	District Residency - https://simbli.eboardsolutions.com/SU/oEzxeZUjWmwm7n3jlqqwNg==
5111.2	Nonresident Foreign Students - https://simbli.eboardsolutions.com/SU/5HcKR40DDJFloyz6Cazn6g==
5125	Student Records - https://simbli.eboardsolutions.com/SU/6Z8iCcq12hzQRFjvme7TOw==
5125	Student Records - https://simbli.eboardsolutions.com/SU/IY2DRBLkPJKOKFgTVgcS3Q==
5142	Safety - https://simbli.eboardsolutions.com/SU/TSplusv9I4hpxDWdHp81uplushyA==
5142	Safety - https://simbli.eboardsolutions.com/SU/5o6splusZGjslshAfjaqxn0dglpluskA==
5142.1	Identification And Reporting Of Missing Children - https://simbli.eboardsolutions.com/SU/i2LWK1lxDwBB23X2SaD04A==
5143	Insurance - https://simbli.eboardsolutions.com/SU/dvr0Xslsh7GtJgYL144jBukOg==
5143	Insurance - https://simbli.eboardsolutions.com/SU/kOQU3PEqF2slsh0XKWjMjRMZYzA==
5145.6-E(1)	Parental Notifications - https://simbli.eboardsolutions.com/SU/OIIR63yHWACdrhjlN6XNVA==
5145.6	Parental Notifications - https://simbli.eboardsolutions.com/SU/6twEMjNdhvA0qYiZNi9ucQ==
5148	Child Care And Development - https://simbli.eboardsolutions.com/SU/aWeoQX4iJUyXiYV9xnMxAg==
5148	Child Care And Development - https://simbli.eboardsolutions.com/SU/64Cepsish6plusxs2I5940VpBdmg==
5148.2	Before/After School Programs - https://simbli.eboardsolutions.com/SU/ltcQ5OUJoCKiBtaUYf5AWA==
5148.2	Before/After School Programs - https://simbli.eboardsolutions.com/SU/rHToi7m4qaWNJJcm4i4cOA==
5148.3	Preschool/Early Childhood Education - https://simbli.eboardsolutions.com/SU/plusUfLbq0NZ5flslsh5GH02LU1g==
5148.3	Preschool/Early Childhood Education - https://simbli.eboardsolutions.com/SU/J8RtVAslshX4UhHIEw0kPcQGA==
6141.4	International Baccalaureate Program - https://simbli.eboardsolutions.com/SU/7PV7wZ1vm0573X4wX43orQ==
6141.5	Advanced Placement - https://simbli.eboardsolutions.com/SU/l7qmBOq9hmslshGNslshVppQIE7A==
6142.4	Service Learning/Community Service Classes - https://simbli.eboardsolutions.com/SU/rp0K7YDUYV1nKGFz5glPyg==
6142.5	Environmental Education - https://simbli.eboardsolutions.com/SU/pWoeV3kgfnsrYGlElnAw2Q==

6145	Extracurricular And Cocurricular Activities - https://simbli.eboardsolutions.com/SU/Oplus4m9xE4Ve5a7ZliPxUm8w==
6145	Extracurricular And Cocurricular Activities - https://simbli.eboardsolutions.com/SU/g4kmTAtslshQhjokasVpluscC7Aw==
6145.2	Athletic Competition - https://simbli.eboardsolutions.com/SU/bJnTrwi99ACODM47oaynpQ==
6145.2	Athletic Competition - https://simbli.eboardsolutions.com/SU/Vu8h8ahWcY8j02iplusa569Gw==
6153	School-Sponsored Trips - https://simbli.eboardsolutions.com/SU/7AmzJ0yqzWgHSOPYPDJpGA==
6153	School-Sponsored Trips - https://simbli.eboardsolutions.com/SU/ri1sewsArQp83uYX3plusVv1w==
6158	Independent Study - https://simbli.eboardsolutions.com/SU/h3KmplusrirDEILr6ByzC0vWg==
6158	Independent Study - https://simbli.eboardsolutions.com/SU/4mR2jSnf2wFouASMKslshC1uQ==
6161.2	Damaged Or Lost Instructional Materials - https://simbli.eboardsolutions.com/SU/RFYzrAqrXLLsdMBIGVplusbQ==
6163.1	Library Media Centers - https://simbli.eboardsolutions.com/SU/mslshYAbslshD2qai8JPyj5CZklg==
6163.4-E(1)	Student Use Of Technology - https://simbli.eboardsolutions.com/SU/oEyXQ4aXrbm1U27kvODqDQ==
6163.4	Student Use Of Technology - https://simbli.eboardsolutions.com/SU/FM69UxBefuuvVnKBj80JLQ==
6173-E(1)	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/Njdvplus1bBbU6JxY3mngPqgx==
6173-E(2)	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/3KVQEkkODsV6J2DTJooMrw==
6173	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/h4tytA9vVgoytgplusFnmHZzQ==
6173	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/zU0j7yuD68iPP9NodqNv8A==
6173.1	Education For Foster Youth - https://simbli.eboardsolutions.com/SU/UGtplusuDmHnIAU6gTH8ITnQA==
6173.1	Education For Foster Youth - https://simbli.eboardsolutions.com/SU/sl6AaUWzj02aztN0ldt8ig==
6177	Summer Learning Programs - https://simbli.eboardsolutions.com/SU/fcLWbBHLSMvf6GCJz7vR8A==
6178.2	Regional Occupational Center/Program - https://simbli.eboardsolutions.com/SU/IM4EGlliAwnrKcZFRygMSw==
6200	Adult Education - https://simbli.eboardsolutions.com/SU/slshYwsynSip3gQRGQvllmeyw==
6200	Adult Education - https://simbli.eboardsolutions.com/SU/WATQiVnMWSIDplus0plusTV4KkqQ==
9323.2-E(4)	Actions By The Board - https://simbli.eboardsolutions.com/SU/0j9StaaCtwGTptsIshghfHYcQ==
9323.2	Actions By The Board - https://simbli.eboardsolutions.com/SU/N0up4NZ4pkunWxH992isJg==

Regulation 3260: Fees And Charges

Status: DRAFT

Original Adopted Date: Pending

When approved by the Governing Board, the Superintendent or designee may impose a fee for the following: (5 CCR 350)

1. Insurance for athletic team members, with an exemption providing for the district to pay the cost of the insurance for any team member who is financially unable to pay (Education Code 32221)
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 within the state or 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)
4. Student fingerprinting program, as long as the fee does not exceed the actual costs associated with the program (Education Code 32390)
5. School camp programs in outdoor science education, conservation education, or forestry operated pursuant to Education Code 8760-8774, provided that the fee is not mandatory and no student is denied the opportunity to participate for nonpayment of the fee (Education Code 35335)
6. Reimbursement to the district for the direct cost of materials used by students to fabricate property they will take home for their own possession and use, such as wood shop, art, or sewing projects kept by students (Education Code 17551)
7. Home-to-school transportation and transportation between regular, full-time day schools and regional occupational centers, programs, or classes, as long as the fee does not exceed the statewide average nonsubsidized cost per student, the district provides a waiver based on financial need, and an exemption is made for any student with a disability whose individualized education program includes transportation as a related service necessary to receive a free appropriate public education (Education Code 39807.5)
8. Transportation for students to and from their places of employment in connection with any summer employment program for youth (Education Code 39837)
9. Deposit for school band instruments, music, uniforms, and other regalia which school band members take on excursions to foreign countries (Education Code 38120)
10. Sale or lease of personal computers or of Internet appliances that allow a person to connect to or access the district's educational network, provided that the items are sold or leased to parents/guardians at no more than cost and the district provides network access for families who cannot afford it (Education Code 17453.1)
11. An adult education or secondary school community service class in civic, vocational, literacy, health, homemaking, and technical and general education, not to exceed the cost of maintaining the class (Education Code 51810-51815)
12. Eye safety devices worn in courses or activities involving the use of hazardous substances likely to cause injury to the eyes, when being sold to students and/or teachers or instructors to keep and at a price not to exceed the district's actual costs (Education Code 32033)
13. Actual cost of furnishing copies of any student's records, except that no charge shall be made for furnishing up to two transcripts or two verifications of a former student's records or for reproducing records of a student with a disability when the cost would effectively prevent the parent/guardian from exercising the right to receive the copies (Education Code 49065, 56504)
14. Actual cost of duplication for reproduction of the prospectus of school curriculum or for copies of public records (Education Code 49091.14; Government Code 6253)
15. Food sold at school, subject to free and reduced-price meal program eligibility and other restrictions specified

in law (Education Code 38084)

16. In accordance with law, replacement cost or reimbursement for lost or willfully damaged district books, supplies, or property, or for district property loaned to a student that the student fails to return (Education Code 19910-19911, 48904)
17. Tuition for district school attendance by an out-of-state or out-of-country resident (Education Code 48050, 48052, 52613; 8 USC 1184)
18. Adult education books, materials, transportation, and classes, except that no fee may be charged for classes in elementary subjects, classes for which high school credit is granted when taken by a person who does not hold a high school diploma, or classes in English and citizenship (Education Code 39801.5, 52612, 60410)
19. Preschool and child care and development services, in accordance with the fee schedule established by the Superintendent of Public Instruction, unless the family qualifies for subsidized services or the program is exempted from fees by law (Education Code 8239, 8250, 8263)
20. Participation in a before-school or after-school program that is funded as an After School Education and Safety (ASES) program, 21st Century Community Learning Center (21st CCLC), or 21st Century High School After School Safety and Enrichment for Teens program, provided that fees are waived or reduced for families with students who are eligible for free or reduced-price meals and, in regard to ASES and 21st CCLC programs, fees are not charged if the district knows the student is a homeless or foster youth (Education Code 8422, 8482.6)
21. Advanced Placement and International Baccalaureate Diploma examinations for college credits, as long as the examination is not a course requirement and the results have no impact on student grades or credits in the course

Collection of Debt

Before pursuing payment of any debt that has accumulated from unpaid permissible fees, the Superintendent or designee shall provide an itemized invoice for any amount owed by the parent/guardian on behalf of a student or former student. The invoice shall reference district policies related to debt collection and the rights established pursuant to Education Code 49014 and 49557.5. For each payment received, the district shall provide a receipt to the parent/guardian. (Education Code 49014)

The Superintendent or designee shall not sell debt owed by a parent/guardian of a student or former student. (Education Code 49014)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

State References	Description
5 CCR 350	Fees not permitted
5 CCR 4600-4687	Uniform complaint procedures
CA Constitution Article 9, Section 5	Common school system - https://simbli.eboardsolutions.com/SU/5LDHgacpLGqiftuxZapsIshQg==
Ed. Code 17453.1	District sale or lease of Internet appliances or personal computers to parents of students
Ed. Code 17551	Property fabricated by students
Ed. Code 19910-19911	Offenses against libraries
Ed. Code 32033	Eye protective devices
Ed. Code 32221	Insurance for athletic team member
Ed. Code 32390	Voluntary program for fingerprinting students
Ed. Code 35330-35332	Field trips
Ed. Code 35335	School camp programs

Ed. Code 38080-38086.1	Cafeteria establishment and use
Ed. Code 38120	Use of school band equipment on excursions to foreign countries
Ed. Code 39801.5	Transportation for adults
Ed. Code 39807.5	Payment of transportation costs by parents
Ed. Code 39837	Transportation to summer employment program
Ed. Code 48050	Residents of adjoining states
Ed. Code 48052	Tuition for foreign residents
Ed. Code 48904	Liability of parent or guardian; withholding of grades, diplomas, transcripts
Ed. Code 49010-49013	Student fees
Ed. Code 49014	Public School Fair Debt Collection Act
Ed. Code 49065	Reasonable charge for transcripts
Ed. Code 49066	Grades; effect of physical education class apparel
Ed. Code 49091.14	Parental review of curriculum
Ed. Code 49557.5	Child Hunger Prevention and Fair Treatment Act of 2017
Ed. Code 51810-51815	Community service classes
Ed. Code 52612	Tuition for adult classes
Ed. Code 52613	Nonimmigrant foreign nationals
Ed. Code 56504	School records; students with disabilities
Ed. Code 60410	Books for adult classes
Ed. Code 8239	Preschool and wraparound child care services
Ed. Code 8250	Child care and development services for children with disabilities
Ed. Code 8263	Eligibility and priorities for subsidized child development services
Ed. Code 8422	21st Century High School After School Safety and Enrichment for Teens programs
Ed. Code 8760-8774	Outdoor science, conservation, and forestry programs
Gov. Code 6253	Request for copy; fee

Federal References

8 USC 1184

Description

Foreign students

Management Resources References

California Department of Education Publication

Court Decision

Court Decision

Court Decision

Court Decision

Court Decision

Website

Website

Description

Pupil Fees, Deposits, and Other Charges, Fiscal Management Advisory 17-01, July 28, 2017

CTA v. Glendale School District Board of Education (1980) 109 Cal. App. 3d 738

Driving School Assn of CA v. San Mateo Union HSD (1992) 11 Cal. App. 4th 1513

Hartzell v. Connell (1984) 35 Cal. 3d 899

Steffes v. California Interscholastic Federation (1986) 176 Cal. App. 3d 739

Arcadia Unified School District v. California Department of Education, (1992) 2 Cal. 4th 251

California Department of Education - <https://simbli.eboardsolutions.com/SU/os2jq5DcA2RawmY2VZ5FZQ==>

CSBA - <https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==>

Cross References**Description**

0410	Nondiscrimination In District Programs And Activities - https://simbli.eboardsolutions.com/SU/fwomAXkSXlcjCV5FefkGPw==
0415	Equity - https://simbli.eboardsolutions.com/SU/nOcGUkTqla6x9N49gzaxqg==
0440	District Technology Plan - https://simbli.eboardsolutions.com/SU/bxXF2CqiPP9fmbVd9IJMbg==
0440	District Technology Plan - https://simbli.eboardsolutions.com/SU/wNqKCvsTokMJviUZp8WhHA==
1230	School-Connected Organizations - https://simbli.eboardsolutions.com/SU/rZIDHDRyqq3sQoGOoZHyTg==
1230	School-Connected Organizations - https://simbli.eboardsolutions.com/SU/ZGdAZ0iZ7jVjulHYzdmssg==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/EZNBj9otDYDuEdjs42ZY3g==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/z7dplus15Yx2OsFoTU2SsLh7Q==
1321	Solicitation Of Funds From And By Students - https://simbli.eboardsolutions.com/SU/stwCwLolj01DEMhQyc1sgQ==
1321	Solicitation Of Funds From And By Students - https://simbli.eboardsolutions.com/SU/iAyBbuYjlpPFfje7xIO8MQ==
3100	Budget - https://simbli.eboardsolutions.com/SU/MLg8BCb4nI9AF0ZDQbf1Nw==
3100	Budget - https://simbli.eboardsolutions.com/SU/2qaolYeOI8w4xRplusvFVpSOA==
3250	Transportation Fees - https://simbli.eboardsolutions.com/SU/cKoOAlxq75hpveoz9cyAQ==
3250	Transportation Fees - https://simbli.eboardsolutions.com/SU/l6plusjoslshdplus4OcT33FLJW5aNA==
3290	Gifts, Grants And Bequests - https://simbli.eboardsolutions.com/SU/rENBCNu2Ja77STkwahu8hA==
3452	Student Activity Funds - https://simbli.eboardsolutions.com/SU/MaB71S0AoPmnlSumV59usQ==
3514.1	Hazardous Substances - https://simbli.eboardsolutions.com/SU/AsrkCLDnFxxVJG6pzaa8zA==
3514.1	Hazardous Substances - https://simbli.eboardsolutions.com/SU/c7xa26TQnQdlshtQwpsBIBUA==
3515.4	Recovery For Property Loss Or Damage - https://simbli.eboardsolutions.com/SU/ynGWgJslhWIXNRYZanTWr6Qg==
3515.4	Recovery For Property Loss Or Damage - https://simbli.eboardsolutions.com/SU/GRLTMvy59kmhp9LbflrvDg==
3550	Food Service/Child Nutrition Program - https://simbli.eboardsolutions.com/SU/COmKhtYWlyXByiQXDYg04w==
3550	Food Service/Child Nutrition Program - https://simbli.eboardsolutions.com/SU/OS8E36HK7veplusYrVl9QWEBg==
3551	Food Service Operations/Cafeteria Fund - https://simbli.eboardsolutions.com/SU/TEODP6YXlmb5t5EatzEYng==
3551	Food Service Operations/Cafeteria Fund - https://simbli.eboardsolutions.com/SU/pLN22xtDnWsA3lGpSaQotw==
3552	Summer Meal Program - https://simbli.eboardsolutions.com/SU/aJEtQ2BdPslhLJA1mDmboX3A==

3552 Summer Meal Program -
<https://simbli.eboardsolutions.com/SU/ngOCDfmegYzRcStHyCAFplusQ==>

3553 Free And Reduced Price Meals -
<https://simbli.eboardsolutions.com/SU/Dw6ccnTFki7o6u4ypGOvYg==>

3553 Free And Reduced Price Meals -
<https://simbli.eboardsolutions.com/SU/6gRIgksQru0aNEslshoWHlv3g==>

3554 Other Food Sales -
<https://simbli.eboardsolutions.com/SU/BeO5iujplusCsIshdnJDatAUkaSw==>

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<https://simbli.eboardsolutions.com/SU/do0Tu0NPiAUh0ZJSR3T9plusw==>

4112.9-E(1) Employee Notifications -
<https://simbli.eboardsolutions.com/SU/AgIDQfjMF7zbFx9sTGx3Fw==>

4112.9 Employee Notifications -
<https://simbli.eboardsolutions.com/SU/oLVcspS67eymQ9qeiTgOCg==>

4131 Staff Development -
<https://simbli.eboardsolutions.com/SU/L7PIWQxBoUSRd2ggr0QAQ==>

4212.9-E(1) Employee Notifications -
<https://simbli.eboardsolutions.com/SU/N7zOOsogHD4by7XgTy1G7Q==>

4212.9 Employee Notifications -
<https://simbli.eboardsolutions.com/SU/DfHllG9PnF7kijX8nXJbQ==>

4231 Staff Development -
<https://simbli.eboardsolutions.com/SU/Sw1IN4DYSE3T3eWPFYvkHQ==>

4312.9-E(1) Employee Notifications -
<https://simbli.eboardsolutions.com/SU/HslshnPbkv605Qrp4BLheeJLQ==>

4312.9 Employee Notifications -
<https://simbli.eboardsolutions.com/SU/g6yhGWbl8uwKPcHvKxDcyQ==>

4331 Staff Development -
<https://simbli.eboardsolutions.com/SU/GtbPplusGPAZplusB1Cb1k2SzelQ==>

5020 Parent Rights And Responsibilities -
<https://simbli.eboardsolutions.com/SU/slshuZhgpqe8YmTASZ3zzLCpg==>

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<https://simbli.eboardsolutions.com/SU/kCVmqrA3fKypjTvqZLE2Mw==>

5111.1 District Residency -
<https://simbli.eboardsolutions.com/SU/1qlRkxGoEXacxlcAvePipg==>

5111.1 District Residency -
<https://simbli.eboardsolutions.com/SU/oEzxeZUjWmwm7n3jllqwwNg==>

5111.2 Nonresident Foreign Students -
<https://simbli.eboardsolutions.com/SU/5HcKR40DDJFloyz6Cazn6g==>

5125 Student Records -
<https://simbli.eboardsolutions.com/SU/6Z8iCcq12hzQRFjvme7TOw==>

5125 Student Records -
<https://simbli.eboardsolutions.com/SU/Y2DRBLkPjKOKFgTVgcS3Q==>

5142 Safety -
<https://simbli.eboardsolutions.com/SU/TSplusv9I4hpxDWdHp81uplushyA==>

5142 Safety -
<https://simbli.eboardsolutions.com/SU/5o6splusZGjslshAfjaqxn0dgpluskA==>

5142.1 Identification And Reporting Of Missing Children -
<https://simbli.eboardsolutions.com/SU/i2LWK1IxDwBB23X2SaD04A==>

5143 Insurance -
<https://simbli.eboardsolutions.com/SU/dvr0Xslsh7GtJgYL144jBukQg==>

5143	Insurance - https://simbli.eboardsolutions.com/SU/kOQU3PEqF2slsh0XKWjMRMYzA==
5145.6-E(1)	Parental Notifications - https://simbli.eboardsolutions.com/SU/OIIR63yHWACdrhJlN6XNVA==
5145.6	Parental Notifications - https://simbli.eboardsolutions.com/SU/6twEMjNdhvA0qYiZNi9ucQ==
5148	Child Care And Development - https://simbli.eboardsolutions.com/SU/aWeoQX4iJUyXiYV9xnMxAg==
5148	Child Care And Development - https://simbli.eboardsolutions.com/SU/64Cepslsh6plusxs2I5940VpBdmg==
5148.2	Before/After School Programs - https://simbli.eboardsolutions.com/SU/ltcQ5OUoJCKiBtaUYf5AWA==
5148.2	Before/After School Programs - https://simbli.eboardsolutions.com/SU/rHToi7m4qaWNJJcm4i4cOA==
5148.3	Preschool/Early Childhood Education - https://simbli.eboardsolutions.com/SU/plusUfLbq0NZ5flslsh5GH02LU1g==
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6141.4	International Baccalaureate Program - https://simbli.eboardsolutions.com/SU/7PV7wZ1vm0573X4wX43orQ==
6141.5	Advanced Placement - https://simbli.eboardsolutions.com/SU/l7qmBOq9hmslshGNslshVpqOIE7A==
6142.4	Service Learning/Community Service Classes - https://simbli.eboardsolutions.com/SU/rp0K7YDUYV1nKGFz5glPyg==
6142.5	Environmental Education - https://simbli.eboardsolutions.com/SU/pWoeV3kgfnsrYGlelnAw2Q==
6145	Extracurricular And Cocurricular Activities - https://simbli.eboardsolutions.com/SU/0plus4m9xE4Ve5a7ZliPxUm8w==
6145	Extracurricular And Cocurricular Activities - https://simbli.eboardsolutions.com/SU/g4kmTAtslshQhjokasVplusc7Aw==
6145.2	Athletic Competition - https://simbli.eboardsolutions.com/SU/bJnTrwi99ACODM47oaynpQ==
6145.2	Athletic Competition - https://simbli.eboardsolutions.com/SU/Vu8h8ahWcY8j02iplusa569Gw==
6153	School-Sponsored Trips - https://simbli.eboardsolutions.com/SU/7AmzJ0yqzWgHS0PYPDJpGA==
6153	School-Sponsored Trips - https://simbli.eboardsolutions.com/SU/ri1sewsArQp83uYX3plusVv1w==
6158	Independent Study - https://simbli.eboardsolutions.com/SU/h3KmplusrirDEILr6ByzC0vWg==
6158	Independent Study - https://simbli.eboardsolutions.com/SU/4mR2jSnf2wFouASMkslshC1uQ==
6161.2	Damaged Or Lost Instructional Materials - https://simbli.eboardsolutions.com/SU/REYrZrAqrXLLsdMBIGVplusbQ==
6163.1	Library Media Centers - https://simbli.eboardsolutions.com/SU/mSlshYAbslshD2qai8JPyj5CZklg==
6163.4-E(1)	Student Use Of Technology - https://simbli.eboardsolutions.com/SU/oEyXQ4aXrbm1U27kvODqDQ==
6163.4	Student Use Of Technology - https://simbli.eboardsolutions.com/SU/FM69UxBefuuvVnKBj80JLQ==

6173-E(1)	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/Njdvplus1bBbU6JxY3mggPqyg==
6173-E(2)	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/3KVQEkODsV6J2DTJooMrw==
6173	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/h4tytA9vVgoytgplusFnmHZzQ==
6173	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/zU0j7yuD68iPP9NodqNv8A==
6173.1	Education For Foster Youth - https://simbli.eboardsolutions.com/SU/UGtplusuDmHnIAU6gTH8ITnQA==
6173.1	Education For Foster Youth - https://simbli.eboardsolutions.com/SU/sl6AaUWzj02aztN0ldt8ig==
6177	Summer Learning Programs - https://simbli.eboardsolutions.com/SU/fcLWbBHLSMVf6GCJz7vR8A==
6178.2	Regional Occupational Center/Program - https://simbli.eboardsolutions.com/SU/IM4EGlIiAwnrKcZFRygMSw==
6200	Adult Education - https://simbli.eboardsolutions.com/SU/slshYwsynSip3gQRGQvllmeyw==
6200	Adult Education - https://simbli.eboardsolutions.com/SU/WATQiVnMWSIDplus0plusTV4KkqQ==
9323.2-E(4)	Actions By The Board - https://simbli.eboardsolutions.com/SU/0j9StaaCtwtGPtslshghfHYcQ==
9323.2	Actions By The Board - https://simbli.eboardsolutions.com/SU/N0up4NZ4pkunWxH992isJg==

Policy 3270: Sale And Disposal Of Books, Equipment And Supplies

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 09/01/2016

The Governing Board recognizes its fiscal responsibility to maximize the use of district equipment, supplies, instructional materials, and other personal property while providing up-to-date resources that facilitate student learning and effective district operations. When the Board, upon recommendation of the Superintendent or designee, declares any district-owned personal property unusable, obsolete, or no longer needed, the Board shall determine the estimated value of the property and shall decide whether the property will be donated, sold, or otherwise disposed of as prescribed by law and administrative regulation.

The Board shall approve the price and terms of any sale or lease of personal property of the district.

If the Board members who are in attendance at a meeting unanimously agree that the property, whether one or more items, does not exceed \$2,500 in value, the property may be sold without advertising for bids. (Education Code 17546)

If the Board members who are in attendance at 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 in the local public dump. (Education Code 17546)

Instructional materials shall be considered obsolete or unusable by the district if they have been replaced by more recent editions or new materials selected by the Board, are not aligned with the district's academic standards or course of study, and have no foreseeable value in other instructional areas. Such materials may be sold or donated if they continue to serve educational purposes that would benefit others outside the district. Instructional materials are not appropriate for sale or donation if they meet any of the following criteria:

1. Contain information rendered inaccurate or incomplete by new research or technologies
2. Contain demeaning, stereotyping, or patronizing references to any group of persons protected against discrimination by law or Board policy
3. Are damaged beyond use or repair

The Superintendent or designee shall establish procedures to be used whenever the district sells equipment or supplies originally acquired under a federal grant or subgrant. Such procedures shall be designed to ensure the highest possible return. (2 CFR 200.313)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

State References	Description
5 CCR 3944	Consolidated categorical programs, district title to equipment
5 CCR 3946	Control, safeguards, disposal of equipment purchased with consolidated application funds
Ed. Code 17540-17542	Sale or lease of personal property by one district to another
Ed. Code 17545-17555	Sale of personal property
Ed. Code 35168	Inventory of equipment
Ed. Code 60510-60530	Sale, donation, or disposal of instructional materials
Gov. Code 25505	District property; disposition; proceeds

Federal References

Federal References	Description
2 CFR 200.0-200.521	Federal uniform grant guidance
40 USC 549	Surplus property

Management Resources References

Description

California Department of Education Publication	Standards for Evaluating Instructional Materials for Social Content, 2013
California Department of Education Publication	California School Accounting Manual
Website	California Department of Education - https://simbli.eboardsolutions.com/SU/os2jq5DcA2RawmY2VZ5FZQ==
Website	School Services of California, Inc. - https://simbli.eboardsolutions.com/SU/nzOINPGdklslshZR9e7VNUdXg==

Cross References

Description

0410	Nondiscrimination In District Programs And Activities - https://simbli.eboardsolutions.com/SU/fwomAXkSXlCjCV5FefkGPw==
0440	District Technology Plan - https://simbli.eboardsolutions.com/SU/bxXF2CqiPP9fmbVd9IJMbg==
0440	District Technology Plan - https://simbli.eboardsolutions.com/SU/wNqKCvsTokMJviUZp8WhHA==
1312.4-E(1)	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/iF7XVrTLVgka8qS0bhHh4w==
1312.4-E(2)	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/8HPm8KslshisDs5hMZf4hp08w==
1312.4	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/LJ5wHnr3ioQ00m5NGceBfQ==
3100	Budget - https://simbli.eboardsolutions.com/SU/MLg8BCb4nl9AF0ZDQbf1Nw==
3100	Budget - https://simbli.eboardsolutions.com/SU/2qaolYeOI8w4xRplusvFVpSOA==
3230	Federal Grant Funds - https://simbli.eboardsolutions.com/SU/g8lwVe5ZIANCEprFYEzuplusg==
3230	Federal Grant Funds - https://simbli.eboardsolutions.com/SU/xHGUpusplusfwHON8dvKlv3spGQ==
3311	Bids - https://simbli.eboardsolutions.com/SU/Z3Amu76riOmrS7tOplussqAaQ==
3311	Bids - https://simbli.eboardsolutions.com/SU/Nplus3XMZFeuVvs4plusNXhe9tAA==
3440	Inventories - https://simbli.eboardsolutions.com/SU/kM8UW5NNPEkQZE7J607tWg==
3511.1	Integrated Waste Management - https://simbli.eboardsolutions.com/SU/AOxuhSuu5iBE2m5rslshENPmw==
3511.1	Integrated Waste Management - https://simbli.eboardsolutions.com/SU/2ELftXgboa5xOcNq7Nn2Ww==
3512-E(1)	Equipment - https://simbli.eboardsolutions.com/SU/wAY2kbJtsJ5F5Adq8CFR5Q==
3512	Equipment - https://simbli.eboardsolutions.com/SU/T0plusMZnmTgplusCRZdM6VXt5HA==
6011	Academic Standards - https://simbli.eboardsolutions.com/SU/wlGjFNRxztT1OZaKWHqRjw==
6143	Courses Of Study - https://simbli.eboardsolutions.com/SU/QpxKtIslshpfhPlslshvSqwCslshuslshag==
6143	Courses Of Study - https://simbli.eboardsolutions.com/SU/GJnUovlNnUy44d7gPSXzIA==
6161.1-E(2)	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/swHNIbkCv3XIWJ58dVdW3g==

- 6161.1 Selection And Evaluation Of Instructional Materials -
<https://simbli.eboardsolutions.com/SU/ERVWUNplusHvvYCGpQXfQ0v3g==>
- 6161.1 Selection And Evaluation Of Instructional Materials -
<https://simbli.eboardsolutions.com/SU/UWssGXmA9GOyeuYrokAT6Q==>
- 6161.11 Supplementary Instructional Materials -
<https://simbli.eboardsolutions.com/SU/kzQyxdRm6WVgzQdslsh2LJuSA==>
- 6163.1 Library Media Centers -
<https://simbli.eboardsolutions.com/SU/mslshYAbshD2qai8JPj5CZklg==>
- 9323 Meeting Conduct -
<https://simbli.eboardsolutions.com/SU/EISAG9UbgKAIhplusLCMGvBRQ==>
- 9323.2-E(4) Actions By The Board -
<https://simbli.eboardsolutions.com/SU/0j9StaaCwtGPtslshghfHYcQ==>
- 9323.2 Actions By The Board -
<https://simbli.eboardsolutions.com/SU/N0up4NZ4pkunWxH992isJg==>

Regulation 3270: Sale And Disposal Of Books, Equipment And Supplies

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 09/01/2016

Instructional Materials

Surplus or undistributed obsolete instructional materials that are usable for educational purposes may be sold by the district. Alternatively, such materials may be donated to: (Education Code 60510)

1. Another district, county free library, or other state institution
2. A United States public agency or institution
3. A nonprofit charitable organization
4. Children or adults in California or foreign countries for the purpose of increasing the general literacy of the people(cf. 0440 - District Technology Plan)

Any organization, agency, or institution receiving obsolete instructional materials donated by the district shall certify to the Governing Board that it agrees to make no charge to any persons to whom it gives or lends these materials. (Education Code 60511)

At least 60 days before selling or donating surplus or undistributed obsolete instructional materials, the Superintendent or designee shall notify the public of the district's intention to do so through a public service announcement on a local television station, in a local newspaper, or by other means that will most effectively reach the entities described above. Representatives of those entities and members of the public also shall be notified of the opportunity to address the Board regarding the distribution of these materials.

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. Mutilated as not to be salable as instructional materials and sold for scrap or for use in the manufacture of paper pulp or other substances at the highest obtainable price
2. Destroyed by any economical means, provided that the materials are not destroyed until at least 30 days after the district has given notice to all persons who have filed a request for such notice

Equipment/Supplies Acquired with Federal Funds

When the district has a need to replace equipment originally purchased with funds from a federal grant or subgrant, it may, subject to the approval of the agency that awarded the grant, trade in the original equipment or sell the property and use the proceeds to offset the cost of the replacement property. (2 CFR 200.313)

When any original or replacement equipment or supplies acquired under a federal grant or subgrant are no longer needed for the original project or program or for other federally supported activities, the district may retain or sell such items or, if the item has a current fair market value of less than \$5,000, may otherwise dispose of the item in a manner approved by the Board. Whenever the district sells equipment or supplies that have a current fair market value of \$5,000 or more, it shall provide an amount to the federal agency equal to the agency's share of the current market value of the equipment or the proceeds from the sale of the equipment or supplies. (2 CFR 200.313, 200.314)

In the event that the district is provided equipment that is federally owned, the district shall request disposition instructions from the federal agency when it no longer needs the equipment. (2 CFR 200.313)

Other Personal Property

The district may sell other surplus or obsolete district-owned personal property through any of the following methods:

1. The Superintendent or designee may advertise for bids by posting a notice in at least three public places in the district for at least two weeks, or by publishing a notice at least once a week for at least two weeks in a newspaper having a general circulation in the district and, if possible, publishing within the district. The district

shall sell the property to the highest responsible bidder or shall reject all bids. (Education Code 17545, 17548)

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

2. The property may be sold by means of a public auction conducted by district employees, employees of other public agencies, or by contract with a private auction firm. (Education Code 17545)
3. The district may sell the property without advertising for bids under any of the following conditions:
 - a. The Board members in attendance at a meeting have unanimously determined that the property does not exceed \$2,500 in value. (Education Code 17546)
 - b. The district sells the property to agencies of the federal, state, or local government, to any other school district, or to any agency eligible under the federal surplus property law and the sale price equals the cost of the property plus the estimated cost of purchasing, storing, and handling. (Education Code 17540; 40 USC 549)
 - c. The district sells or leases the property to agencies of the federal, state, or local government or to any other school district and the price and terms of the sale or lease are fixed by the Board and approved by the County Superintendent of Schools. (Education Code 17542)

Money received from the sale of surplus personal 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)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

	Description
5 CCR 3944	Consolidated categorical programs, district title to equipment
5 CCR 3946	Control, safeguards, disposal of equipment purchased with consolidated application funds
Ed. Code 17540-17542	Sale or lease of personal property by one district to another
Ed. Code 17545-17555	Sale of personal property
Ed. Code 35168	Inventory of equipment
Ed. Code 60510-60530	Sale, donation, or disposal of instructional materials
Gov. Code 25505	District property; disposition; proceeds

Federal References

	Description
2 CFR 200.0-200.521	Federal uniform grant guidance
40 USC 549	Surplus property

Management Resources References

	Description
California Department of Education Publication	Standards for Evaluating Instructional Materials for Social Content, 2013
California Department of Education Publication	California School Accounting Manual
Website	California Department of Education - https://simbli.eboardsolutions.com/SU/os2jq5DcA2RawmY2VZ5FZQ==
Website	School Services of California, Inc. - https://simbli.eboardsolutions.com/SU/nzOINPGdklslshZR9e7VNuDXg==

Cross References

	Description
0410	Nondiscrimination In District Programs And Activities - https://simbli.eboardsolutions.com/SU/fwomAXkSXlCjCV5FefkGPw==

0440	District Technology Plan - https://simbli.eboardsolutions.com/SU/bxXF2CqiPP9fmbVd9IJMbg==
0440	District Technology Plan - https://simbli.eboardsolutions.com/SU/wNqKCvsTokMJviUZp8WhHA==
1312.4-E(1)	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/iF7XVrTLVgka8qS0bhHh4w==
1312.4-E(2)	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/8HPm8KslshsDs5hMZf4hp08w==
1312.4	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/LJ5wHnr3ioQ00m5NGceBfQ==
3100	Budget - https://simbli.eboardsolutions.com/SU/MLg8BCb4nl9AF0ZDQbf1Nw==
3100	Budget - https://simbli.eboardsolutions.com/SU/2qaolYeOI8w4xRplusvFVpSOA==
3230	Federal Grant Funds - https://simbli.eboardsolutions.com/SU/g8lwVe5ZIANCEprFYEzuplusg==
3230	Federal Grant Funds - https://simbli.eboardsolutions.com/SU/xHGUplusplusfwHON8dvKlv3spGQ==
3311	Bids - https://simbli.eboardsolutions.com/SU/Z3Amu76riOmr57tOplussqAaQ==
3311	Bids - https://simbli.eboardsolutions.com/SU/Nplus3XMZFeuVvs4plusNXhe9tAA==
3440	Inventories - https://simbli.eboardsolutions.com/SU/kM8UW5NNPEkQZE7J607tWg==
3511.1	Integrated Waste Management - https://simbli.eboardsolutions.com/SU/AOxuh5Uu5iBE2m5rslshENPmw==
3511.1	Integrated Waste Management - https://simbli.eboardsolutions.com/SU/2ELftXgboa5xOcNq7Nn2Ww==
3512-E(1)	Equipment - https://simbli.eboardsolutions.com/SU/wAY2kbJtsJ5F5Adq8CFR5Q==
3512	Equipment - https://simbli.eboardsolutions.com/SU/T0plusMZnmTgplusCRZdM6VXt5HA==
6011	Academic Standards - https://simbli.eboardsolutions.com/SU/wlGjFNRxztT1OZaKWHqRjw==
6143	Courses Of Study - https://simbli.eboardsolutions.com/SU/QpxKtshpfpshPlslshvSqwCslshuslshag==
6143	Courses Of Study - https://simbli.eboardsolutions.com/SU/GJnUovlNnUy44d7gPSXzIA==
6161.1-E(2)	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/swHNIbkCv3XIWJ58dVdW3g==
6161.1	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/ERVWUNplusHvvYCGpQXfQ0v3g==
6161.1	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/UWssGXmA9GOyeyYrokAT6Q==
6161.11	Supplementary Instructional Materials - https://simbli.eboardsolutions.com/SU/kzQyxdRm6WVgzQdsh2LJuSA==
6163.1	Library Media Centers - https://simbli.eboardsolutions.com/SU/mshYAbshD2qai8JPj5CZklg==
9323	Meeting Conduct - https://simbli.eboardsolutions.com/SU/EISAG9UbgKAlhplusLcMGvBRQ==

9323.2-E(4)

Actions By The Board -

<https://simbli.eboardsolutions.com/SU/0j9StaaCtwGpTslshgfhIYcQ==>

9323.2

Actions By The Board -

<https://simbli.eboardsolutions.com/SU/N0up4NZ4pkunWxH992isJg==>

Regulation 3280: Sale Or Lease Of District-Owned Real Property

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 11/01/2006

District Advisory Committee

The district advisory committee on use or disposition of surplus school buildings or space shall consist of 7-11 members representative of each 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/guardians of students
7. Persons with expertise in environmental impact, legal contracts, building codes, and land use planning, including, but not limited to, knowledge of the zoning and other land use restrictions of the cities and counties in which the surplus property is located

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 a report recommending uses of surplus space and real property

The district advisory committee shall comply with open meeting requirements of the Brown Act. (Government Code 54952)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

Description

2 CCR 1700	Definitions related to surplus property - https://simbli.eboardsolutions.com/SU/3KKj4JpyhNBa4zcsIshUbNrBw==
Ed. Code 17219-17224	Acquisition of property not utilized as school site; nonuse payments; exemptions - https://simbli.eboardsolutions.com/SU/ur7JgL2vMelWTcC3SCXTPA==
Ed. Code 17230-17234	Surplus property - https://simbli.eboardsolutions.com/SU/MwTo7zVABFAcSc4Cvp5WBw==
Ed. Code 17387-17391	Advisory committees for use of excess school facilities
Ed. Code 17400-17429	Leasing of school buildings
Ed. Code 17430-17447	Leasing facilities
Ed. Code 17453	Lease of surplus district property

Ed. Code 17455-17484	Sale or lease of real property
Ed. Code 17462.3	State Allocation Board program to reclaim funds
Ed. Code 17485-17500	Surplus school playground (Naylor Act)
Ed. Code 17515-17526	Joint occupancy
Ed. Code 17527-17535	Joint use of district facilities
Ed. Code 33050	Nonwaivable provisions
Ed. Code 38130-38139	Civic Center Act
Gov. Code 50001-50002	Definitions
Gov. Code 54220-54232	Surplus land
Gov. Code 54222	Offer to sell or lease property
Gov. Code 54950-54963	The Ralph M. Brown Act
Gov. Code 54952	Legislative body, definition
Pub. Res. Code 21000-21177	California Environmental Quality Act of 1970

Management Resources References

	Description
California Department of Education Publication	Closing a School Best Practices Guide
Court Decision	San Lorenzo Valley Community Advocates for Responsible Education v. San Lorenzo Valley Unified School District, (2006) 139 Cal.App.4th 1356
Office of Public School Construction Publication	Unused Site Program Handbook, December 2015
Website	Office of Public School Construction - https://simbli.eboardsolutions.com/SU/UxUcDGuszWNedr16Dp8wuQ==
Website	Coalition for Adequate School Housing - https://simbli.eboardsolutions.com/SU/zOaL3RZeOCPBOQ9GOYjpAg==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==
Website	California Department of Education, School Facilities - https://simbli.eboardsolutions.com/SU/ATZTQPd7NwSB3FBnCFeslshYA==

Cross References

	Description
1100	Communication With The Public - https://simbli.eboardsolutions.com/SU/slshQxIBCOJ8fkTYiUPG1TjpA==
1220	Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/7Vbu4bQaxCHjM037skaMng==
1220	Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/ldXy6fy1Hrchplusl4YcmEWDw==
1330-E(1)	Use Of School Facilities - https://simbli.eboardsolutions.com/SU/W4G1wA7pX4XITc6mFT19Cg==
1330	Use Of School Facilities - https://simbli.eboardsolutions.com/SU/Tamda2rg98FTdjcFVQ9MVA==
1330	Use Of School Facilities - https://simbli.eboardsolutions.com/SU/Zj4LNjrQUVFLIVjQ1LfNSA==
1431	Waivers - https://simbli.eboardsolutions.com/SU/1WZ31CNMmfNE1zoFAhactQ==
3100	Budget - https://simbli.eboardsolutions.com/SU/MLg8BCb4nI9AF0ZDQbf1Nw==
3100	Budget - https://simbli.eboardsolutions.com/SU/2qaolYeOI8w4xRplusvFVpSOA==

3311.2 Lease-Leaseback Contracts -
<https://simbli.eboardsolutions.com/SU/v9tF3fIQus1UYNiEUrsAg==>

3460 Financial Reports And Accountability -
<https://simbli.eboardsolutions.com/SU/T53K2qslshrEFuNGW64Cp453A==>

3460 Financial Reports And Accountability -
<https://simbli.eboardsolutions.com/SU/FGBx43EdM3tHopAAvZZ3rw==>

3580 District Records -
<https://simbli.eboardsolutions.com/SU/n2YgqoHkIkzJn4Vofx68uQ==>

3580 District Records -
<https://simbli.eboardsolutions.com/SU/En8VbW/keCavFgJplusUm0xdFw==>

5148 Child Care And Development -
<https://simbli.eboardsolutions.com/SU/aWeoQX4iJUyXiYV9xnMxAg==>

5148 Child Care And Development -
<https://simbli.eboardsolutions.com/SU/64CepsIsh6plusxs2I5940VpBdmg==>

5148.2 Before/After School Programs -
<https://simbli.eboardsolutions.com/SU/ltcQ5OUoJCKiBtaUYf5AWA==>

5148.2 Before/After School Programs -
<https://simbli.eboardsolutions.com/SU/rHToi7m4qaWNJJCm4i4cOA==>

5148.3 Preschool/Early Childhood Education -
<https://simbli.eboardsolutions.com/SU/plusUfLbq0NZ5flslsh5GH02LU1g==>

5148.3 Preschool/Early Childhood Education -
<https://simbli.eboardsolutions.com/SU/J8RtVAshX4UuHIEw0kPcQGA==>

6020 Parent Involvement -
<https://simbli.eboardsolutions.com/SU/mkUtMJCbJnwpIFx25JE6VQ==>

6020 Parent Involvement -
<https://simbli.eboardsolutions.com/SU/DzsrcmhyMOxEo0ClvBxZvg==>

7110 Facilities Master Plan -
<https://simbli.eboardsolutions.com/SU/TpI5YVCLGoV6slshaQulMTGEQ==>

7111 Evaluating Existing Buildings -
<https://simbli.eboardsolutions.com/SU/XplusOGSTVXQv9SfNRon3XKslshw==>

7160 Charter School Facilities -
<https://simbli.eboardsolutions.com/SU/LO8rTgUR664liDG5zEy2Nw==>

7160 Charter School Facilities -
<https://simbli.eboardsolutions.com/SU/3tXm3PqNxZBBRnfbciaJlg==>

9130 Board Committees -
<https://simbli.eboardsolutions.com/SU/SkSIKdDK8SAs36PYDtL2IA==>

9320 Meetings And Notices -
<https://simbli.eboardsolutions.com/SU/GHmqLPP5ZYP4eDexQFrlZg==>

9323.2-E(4) Actions By The Board -
<https://simbli.eboardsolutions.com/SU/0j9StaaCtwtGPtshghfHYcQ==>

9323.2 Actions By The Board -
<https://simbli.eboardsolutions.com/SU/N0up4NZ4pkunWxH992isJg==>

Policy 3290: Gifts, Grants And Bequests

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 10/01/2018

The Governing Board may accept any gift, grant, or bequest of money, property, or service to the district from any individual, organization, foundation, or public or private agency that desires to support the district's educational program. While greatly appreciating suitable donations, the Board shall reject any gift which may directly or indirectly impair its authority to make decisions in the best interest of district students or its ability or commitment to provide equitable educational opportunities.

Before accepting any gift, grant, or bequest, the Board shall carefully consider any conditions or restrictions imposed by the donor to ensure their consistency with the district's vision, philosophy, and operations. If the Board believes the district will be unable to fully satisfy the donor's conditions, the gift shall not be accepted.

In addition, the Board shall ensure that acceptance of the gift, grant, or bequest does not:

1. Involve creation of a program which the Board would be unable to sustain when the donation is exhausted
2. Entail undesirable or excessive costs
3. Promote the use of violence, drugs, tobacco, or alcohol
4. Advertise or endorse the use of non-nutritious food or beverages during the school day
5. Encourage or enable the violation of any law or district policy
6. Imply endorsement of any business or product or unduly commercialize or politicize the school environment

Any gift of books or instructional materials may only be accepted if they meet district criteria for selection 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, classroom, or teacher. At the Superintendent or designee's discretion, a gift may be used at a particular school or classroom.

When any gift of money received by the district is not immediately used, it shall be placed in the county treasury in accordance with law. (Education Code 41030-41031)

The Superintendent or designee shall annually provide a report to the Board indicating the gifts, grants, and/or bequests received on behalf of the district in the preceding fiscal year. The report shall include a statement of account and expenditure of all gifts of money and an inventory of all gifts of physical assets.

Corporate Sponsorship

The Board may enter into an agreement or arrangement with an outside entity for the sponsorship of an educational, athletic, or other program or activity. When appropriate, the agreement may allow the outside entity to advertise or promote its business, product, or service in district publications or on district property or web sites.

Every sponsorship agreement shall be in writing and shall be approved by the Board. The Board shall ensure that the district's relationship and arrangement with the sponsor are consistent with the district's mission, values, and goals. Any advertising or promotional message, image, or other depiction to be used by the sponsor shall meet the standards set for commercial advertising on district property and in district-sponsored publications in accordance with BP 1325 - Advertising and Promotion.

Each sponsorship agreement shall contain statements including, but not limited to:

1. The purpose of the relationship with the sponsor, details of the benefits to the district, and how the benefits will be distributed
2. The duration of the agreement and the roles, expectations, rights, and responsibilities of the district and the sponsor, including whether and to what extent the sponsor is allowed to advertise or promote its products and/or services

3. The authority of the Board to retain exclusive right over the use of the district's name, logo, and other proprietary information and the requirement that the sponsor obtain prior approval of the Board before using such information
4. The prohibition against the collection or distribution of students' personal information except as allowed by law
5. The authority of the Board to terminate the agreement without any penalty or sanction to the district if the sponsor's message, business, or product becomes inconsistent with the district's vision, mission, or goals or the sponsor engages in any prohibited activity

Online Fundraising

Any person or entity who wishes to conduct an online fundraising campaign, including a crowdfunding campaign, for the benefit of the district, a school, or a classroom shall submit a written request for prior approval to the Superintendent or designee. Approval of requests shall take into consideration compatibility with the district's vision and goals, core beliefs, instructional priorities, and infrastructure; the manner in which donations are collected and distributed; equity of the use of funds; and any other factors deemed relevant or appropriate by the district.

Any person or entity approved to conduct an online fundraising campaign shall comply with relevant district policies and procedures, including ensuring financial transparency in describing the purpose and use of the funds and protecting student privacy as applicable. Such person or entity shall specify that the district, rather than a staff member, classroom, or school, will own the funded resources.

Funds raised by an online fundraising campaign and donated to the district shall be subject to the same terms, criteria for acceptance, and accountability measures as any other donation as specified in this policy.

Appreciation

The Board may show appreciation for any donation to the district in any manner it deems appropriate. Such appreciation may take the form of letters of recognition or Board resolutions; plaques, commendations, or awards; planting of commemorative trees or gardens; or naming or renaming of buildings, grounds, or facilities. Conferment of any such honor shall be in accordance with applicable Board policy.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

State References	Description
Ed. Code 1834	Acquisition of materials and apparatus
Ed. Code 35160	Authority of governing boards
Ed. Code 35162	Power to sue, be sued, hold and convey property
Ed. Code 41030	School district may invest surplus monies from bequest or gifts
Ed. Code 41031	Special fund or account in county treasury
Ed. Code 41032	Authority of school board to accept gift or bequest; investments; gift of land requirements
Ed. Code 41035	Advisory committee
Ed. Code 41036	Function of advisory committee
Ed. Code 41037	Rules and regulations
Ed. Code 41038	Applicability of other provisions of chapter

Management Resources References

Management Resources References	Description
Website	California Consortium of Education Foundations - https://simbli.eboardsolutions.com/SU/0v2zinBla54BTLZLGVHhA==

Cross References**Description**

0000	Vision - https://simbli.eboardsolutions.com/SU/IlKOVTtJIQLs4plusOHj5RslshBA==
0100	Philosophy - https://simbli.eboardsolutions.com/SU/HAmOKQObEwsZpTECs2kptw==
0200	Goals For The School District - https://simbli.eboardsolutions.com/SU/Bgly4K2tFGh6Vx9bVRWZvw==
0415	Equity - https://simbli.eboardsolutions.com/SU/nOcGUkTqla6x9N49gzaxqg==
1113-E(2)	District And School Web Sites - https://simbli.eboardsolutions.com/SU/OiH2slshRplus9gU0Ckx5Ra8GyGA==
1113	District And School Web Sites - https://simbli.eboardsolutions.com/SU/thuSslshFplusjqlwnlr1t7NTGKA==
1113	District And School Web Sites - https://simbli.eboardsolutions.com/SU/PsLybYZyQDbWreMAotaKGg==
1150	Commendations And Awards - https://simbli.eboardsolutions.com/SU/PP9bNq2Zg8fslshX6O8EbaNrQ==
1260	Educational Foundation - https://simbli.eboardsolutions.com/SU/IUWoZWII8Ocntj4SOvOAhA==
1321	Solicitation Of Funds From And By Students - https://simbli.eboardsolutions.com/SU/stwCwLojI01DEMhQyc1sgQ==
1321	Solicitation Of Funds From And By Students - https://simbli.eboardsolutions.com/SU/iAyBbuYjlpPFFje7xI08MQ==
1325	Advertising And Promotion - https://simbli.eboardsolutions.com/SU/xrDPORsym4pluspvJQIbIFRxQ==
1700	Relations Between Private Industry And The Schools - https://simbli.eboardsolutions.com/SU/1Zf42jutY0enkH6qw7slshogA==
3260	Fees And Charges - https://simbli.eboardsolutions.com/SU/kzf4pmpplus1XMNh73HcptLQMg==
3260	Fees And Charges - https://simbli.eboardsolutions.com/SU/WJppw3L8qQdJNRjy7xaDAA==
3312	Contracts - https://simbli.eboardsolutions.com/SU/WrfR3GHsZq4NytXowagFLQ==
3430	Investing - https://simbli.eboardsolutions.com/SU/D4kfjySH8p1JalvYywiMUw==
3430	Investing - https://simbli.eboardsolutions.com/SU/jSIZkLzuHvJc1KchaJQYGg==
3440	Inventories - https://simbli.eboardsolutions.com/SU/kM8UW5NNPEkQZE7J607tWg==
3460	Financial Reports And Accountability - https://simbli.eboardsolutions.com/SU/T53K2qslshrEFuNGW64Cp453A==
3460	Financial Reports And Accountability - https://simbli.eboardsolutions.com/SU/FGBx43EdM3tHopAAvZZ3rw==
5022	Student And Family Privacy Rights - https://simbli.eboardsolutions.com/SU/plustcUslshBvx7z1Y1hZErFclvg==
5022	Student And Family Privacy Rights - https://simbli.eboardsolutions.com/SU/Zz1FfcqQMjywh0Vslshaslh4UQQ==
5030	Student Wellness - https://simbli.eboardsolutions.com/SU/zgSaQNnp9OOWiMmf7cjjJw==

5125	Student Records - https://simbli.eboardsolutions.com/SU/6Z8iCcq12hzQRFjvme7TOw==
5125	Student Records - https://simbli.eboardsolutions.com/SU/IY2DRBLkPJkOKFgTVgcS3Q==
5131.6	Alcohol And Other Drugs - https://simbli.eboardsolutions.com/SU/aLAZekhgJIWAeNUNxJqgyA==
5131.6	Alcohol And Other Drugs - https://simbli.eboardsolutions.com/SU/S9plusRplusZLmch5tUSApRunemg==
5131.62	Tobacco - https://simbli.eboardsolutions.com/SU/ZMQoRADyplusKFYNUTii996GA==
5131.62	Tobacco - https://simbli.eboardsolutions.com/SU/BH4kKX5YKgsQSzRudJ1Jplusg==
6142.6	Visual And Performing Arts Education - https://simbli.eboardsolutions.com/SU/djRYenlUX6dWyGjClshT51Q==
6161.1-E(2)	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/swHNlBkCv3XlWJ58dVdW3g==
6161.1	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/ERVWUNplusHvvYCGpQXfQ0v3g==
6161.1	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/UWssGXmA9GOyeuYrokAT6Q==
6161.11	Supplementary Instructional Materials - https://simbli.eboardsolutions.com/SU/kzQyxdRm6WVgzQdsh2LJuSA==
6163.1	Library Media Centers - https://simbli.eboardsolutions.com/SU/mshYAbslshD2qai8JPj5CZklg==
7310	Naming Of Facility - https://simbli.eboardsolutions.com/SU/375o2lz5TGFqkD21KP0I2w==

Policy 3300: Expenditures And Purchases

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 07/01/2006

The Governing Board recognizes its fiduciary responsibility to oversee the prudent expenditure of district funds. In order to best serve district interests, the Superintendent or designee shall develop and maintain effective purchasing procedures that are consistent with sound financial controls and that ensure the district receives maximum value for items purchased. He/she shall ensure that records of expenditures and purchases are maintained in accordance with law.

Expending Authority

The Superintendent or designee may purchase supplies, materials, apparatus, equipment, and services up to the amounts specified in Public Contract Code 20111, beyond which a competitive bidding process is required. The Board shall not recognize obligations incurred contrary to Board policy and administrative regulations.

The Board shall review all transactions entered into by the Superintendent or designee on behalf of the Board every 60 days. (Education Code 17605)

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 Board.

District funds shall not be expended for the purchase of alcoholic beverages. (Education Code 32435)

Purchasing Procedures

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. When price, fitness, and quality are equal, recycled products shall be preferred when procuring materials for use in district schools and buildings.

All purchases shall be made by formal contract or purchase order or shall be accompanied by a receipt. In order to eliminate the processing of numerous small purchase orders, the Superintendent or designee may create a "blanket" or "open" purchase order system for the purchase of minor items as needed from a vendor. He/she shall ensure that the "open" purchase order system details a maximum purchase amount, the types of items that can be purchased under this order, the individuals authorized to approve purchases, and the expiration date of the "open" order.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

Description

Ed. Code 17604	Delegation of powers to agents
Ed. Code 17605	Delegation of authority to purchase supplies and equipment
Ed. Code 32370-32376	Recycling paper
Ed. Code 32435	Prohibited use of public funds, alcoholic beverages
Ed. Code 35010	Control of district; prescription and enforcement of rules
Ed. Code 35035	Powers and duties of the superintendent; transfer authority
Ed. Code 35160	Authority of governing boards
Ed. Code 35250	Duty to keep certain records and reports
Ed. Code 38083	Purchase of perishable foodstuffs and seasonal commodities
Ed. Code 41010	Accounting system
Ed. Code 41014	Requirement of budgetary accounting
Gov. Code 4330-4334	California made materials

Pub. Cont. Code 20111	Contracts over \$50,000; contracts for construction; award to lowest responsible bidder
Pub. Cont. Code 3410	U.S. produce and processed foods

Management Resources References

	Description
Website	CSBA, Financial Services - https://simbli.eboardsolutions.com/SU/iplusts0pCbzNgdH9HGZYrTmg==
Website	California Department of Education - https://simbli.eboardsolutions.com/SU/os2jq5DcA2RawmY2VZ5FZQ==
Website	California Association of School Business Officials - https://simbli.eboardsolutions.com/SU/vplusVmEFNjoJhGgV6PRTIb0g==

Cross References

	Description
3000	Concepts And Roles - https://simbli.eboardsolutions.com/SU/JdgifB2plus0qJxNgSrLTMbuQ==
3100	Budget - https://simbli.eboardsolutions.com/SU/MLg8BCb4nl9AF0ZDQbf1Nw==
3100	Budget - https://simbli.eboardsolutions.com/SU/2qaolYeOI8w4xRplusvFVpSOA==
3110	Transfer Of Funds - https://simbli.eboardsolutions.com/SU/RBPskJb1hirfgjouAavDKA==
3230	Federal Grant Funds - https://simbli.eboardsolutions.com/SU/g8lwVe5ZIANCEprFYEzuplusg==
3230	Federal Grant Funds - https://simbli.eboardsolutions.com/SU/xHGUpplusplusfwHON8dvKlv3spGQ==
3311	Bids - https://simbli.eboardsolutions.com/SU/Z3Amu76riOmsr7tOplussqAaQ==
3311	Bids - https://simbli.eboardsolutions.com/SU/Nplus3XMZFeuVvs4plusNXhe9tAA==
3312	Contracts - https://simbli.eboardsolutions.com/SU/WrfR3GHsZq4NytXowagFLQ==
3314	Payment For Goods And Services - https://simbli.eboardsolutions.com/SU/7slshrsIsh67X9plusz445Rd3njSgRQ==
3314	Payment For Goods And Services - https://simbli.eboardsolutions.com/SU/984RjY7od7JK5HixeVCfOA==
3314.2	Revolving Funds - https://simbli.eboardsolutions.com/SU/FvfkGmlw0d0slshIVfMyyqLVQ==
3350	Travel Expenses - https://simbli.eboardsolutions.com/SU/X3k5DytFmxwLbgWpGo4scg==
3400	Management Of District Assets/Accounts - https://simbli.eboardsolutions.com/SU/plus107S8bfHbZ1DD9FyCwBYQ==
3400	Management Of District Assets/Accounts - https://simbli.eboardsolutions.com/SU/UvCwqBlzwtiQVxql2OWcdg==
3440	Inventories - https://simbli.eboardsolutions.com/SU/kM8UW5NNPEkQZE7J607tWg==
3460	Financial Reports And Accountability - https://simbli.eboardsolutions.com/SU/T53K2qslshrEFuNGW64Cp453A==
3460	Financial Reports And Accountability - https://simbli.eboardsolutions.com/SU/FGBx43EdM3tHopAAvZZ3rw==
3511	Energy And Water Management - https://simbli.eboardsolutions.com/SU/Rtdok6FaTpShfiEplusZslsh247Q==

3511	Energy And Water Management - https://simbli.eboardsolutions.com/SU/gkXI0ep1VrebJ5GqZLXkTA==
3512-E(1)	Equipment - https://simbli.eboardsolutions.com/SU/wAY2kbJtsJ5F5Adq8CFR5Q==
3512	Equipment - https://simbli.eboardsolutions.com/SU/T0plusMZnmTgplusCRZdM6VXt5HA==
3551	Food Service Operations/Cafeteria Fund - https://simbli.eboardsolutions.com/SU/TEODP6YXlmB5t5EatZFYng==
3551	Food Service Operations/Cafeteria Fund - https://simbli.eboardsolutions.com/SU/pLN22xtDnWsA3lGpSaQotw==
4136	Nonschool Employment - https://simbli.eboardsolutions.com/SU/6tO3ilv1wAiWriHRHhhR4g==
4156.2	Awards And Recognition - https://simbli.eboardsolutions.com/SU/jqEZpcVUOqo89kBHC97XIA==
4236	Nonschool Employment - https://simbli.eboardsolutions.com/SU/tZiHdEz67iuMrgMwgID9XQ==
4256.2	Awards And Recognition - https://simbli.eboardsolutions.com/SU/vBNPQfJkueZB4bqfZpu9RQ==
4336	Nonschool Employment - https://simbli.eboardsolutions.com/SU/plusZXl5mvhK6JgGihR5LQeRQ==
4356.2	Awards And Recognition - https://simbli.eboardsolutions.com/SU/NslshdshVcjsulXHatWb7wNGg==
6162.6	Use Of Copyrighted Materials - https://simbli.eboardsolutions.com/SU/Wl60DyhsishYdNvvF4MJTlzsw==
6162.6	Use Of Copyrighted Materials - https://simbli.eboardsolutions.com/SU/jmyUHOx4ossKNgVBfLMrZQ==
9270-E(1)	Conflict Of Interest - https://simbli.eboardsolutions.com/SU/b6ScplusUdH6d8y0RliEIODhw==
9270	Conflict Of Interest - https://simbli.eboardsolutions.com/SU/GICMVIFPJHWNdBFgfBYdkg==

Policy 3311: Bids

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 12/01/2016

The Governing Board is committed to promoting public accountability and ensuring prudent use of public funds. When leasing, purchasing, or contracting for equipment, materials, supplies, or services for the district, including when contracting for public projects involving district facilities, the Board shall explore lawful opportunities to obtain the greatest possible value for its expenditure of public funds. When required by law, or if the Board determines that it is in the best interest of the district, such contracts shall be made using competitive bidding.

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

The Superintendent or designee shall establish comprehensive bidding procedures for the district in accordance with law. The procedures shall include a process for advertising bids, instructions and timelines for submitting and opening bids, and other relevant requirements.

For award of contracts which, by law or Board policy, require prequalification, the procedures shall identify a uniform system for rating bidders on the basis of a completed questionnaire and financial statements.

When calling for bids, the Superintendent or designee shall ensure that the bid specifications clearly describe in appropriate detail the quality, delivery, and service required and include all information which the district knows, or has in its possession, that is relevant to the work to be performed or that may impact the cost of performing the work.

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

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 any personal property to the extent authorized by law. (Public Contract Code 20118)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

Description

Bus. Code 7056	General engineering contractor - https://simbli.eboardsolutions.com/SU/UHmlUE01hRVZsodCzgS0Xw==
Bus. Code 7057	General building contractor - https://simbli.eboardsolutions.com/SU/Se6GMF7ljKntdgH8D88Z7Q==
CCP. 446	Verification of pleadings - https://simbli.eboardsolutions.com/SU/aclh447tS4SzYXBxMslshxiag==
Ed. Code 17070.10-17079.30	Leroy F. Greene School Facilities Act - https://simbli.eboardsolutions.com/SU/fu4PsUtUAb4qYYOY9breHg==
Ed. Code 17250.10-17250.55	Design-build contracts - https://simbli.eboardsolutions.com/SU/KyAwX1K9LOug3Oc4uUy4Rw==
Ed. Code 17406	Lease-leaseback contract
Ed. Code 17595	Purchase of supplies through Department of General Services
Ed. Code 17602	Purchase of surplus property from federal agencies
Ed. Code 38083	Purchase of perishable foodstuffs and seasonal commodities
Ed. Code 38110-38120	Apparatus and supplies
Ed. Code 39802	Transportation services
Gov. Code 4217.10-4217.18	Energy conservation contracts
Gov. Code 4330-4334	California made materials

Gov. Code 53060	Special services and advice
Gov. Code 54201-54205	Purchase of supplies and equipment by local agencies
Gov. Code 6252	Definition of public record
Pub. Cont. Code 1102	Definition of emergency
Pub. Cont. Code 1103	Definition, responsible bidder
Pub. Cont. Code 12200	Definitions, recycled goods, materials and supplies
Pub. Cont. Code 2000-2002	Responsive bidders
Pub. Cont. Code 20101-20103.7	Public construction projects, requirements for bidding
Pub. Cont. Code 20103.8	Award of contracts
Pub. Cont. Code 20110-20118.4	Local Agency Public Construction Act; school districts
Pub. Cont. Code 20189	Bidder's security, earthquake relief
Pub. Cont. Code 22000-22045	Alternative procedures for public projects (UPCCAA)
Pub. Cont. Code 22152	Recycled product procurement
Pub. Cont. Code 3000-3010	Roofing projects
Pub. Cont. Code 3400	Bid specifications
Pub. Cont. Code 3410	U.S. produce and processed foods
Pub. Cont. Code 4113	Prime contractor; subcontractor
Pub. Cont. Code 6610	Bid visits

Management Resources References

	Description
Attorney General Opinion	89 Ops.Cal.Atty.Gen. 1 (2006)
Court Decision	City of Inglewood-Los Angeles County Civic Center Authority v. Superior Court, (1972) 7 Cal.3d 861
Court Decision	Great West Contractors Inc. v. Irvine Unified School District, (2010) 187 Cal.App.4th 1425
Court Decision	Konica Business Machines v. Regents of the University of California, (1988) 206 Cal.App.3d 449
Court Decision	Los Angeles Unified School District v. Great American Insurance Co., (2010) 49 Cal.4th 739
Court Decision	Marshall v. Pasadena Unified School District, (2004) 119 Cal.App.4th 1241
Website	California Department of General Services - https://simbli.eboardsolutions.com/SU/B5plusioNPtiLVplusM3zkWI4AMA==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==
Website	California Department of Education - https://simbli.eboardsolutions.com/SU/os2jq5DcA2RawmY2VZ5FZQ==
Website	California Association of School Business Officials - https://simbli.eboardsolutions.com/SU/vplusVmEFNjoJhGgV6PRTIb0g==

Cross References

	Description
0410	Nondiscrimination In District Programs And Activities - https://simbli.eboardsolutions.com/SU/fwomAXkSXlCjCV5FefkGPw==
1113-E(2)	District And School Web Sites - https://simbli.eboardsolutions.com/SU/OiH2slshRplus9gU0Ckx5Ra8GyGA==
1113	District And School Web Sites - https://simbli.eboardsolutions.com/SU/thuSslshFplusjqlwnlr1t7NTGKA==

1113	District And School Web Sites - https://simbli.eboardsolutions.com/SU/PsLybYZyQDbWreMAotaKGg==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/jKjmvbybc5r0Tzq0yicklg==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/ouHfMY1Tt6GyjrKpUJFN5bQ==
3000	Concepts And Roles - https://simbli.eboardsolutions.com/SU/JdgifB2plus0qJxNgSrLTMbuQ==
3230	Federal Grant Funds - https://simbli.eboardsolutions.com/SU/g8lwVe5ZIANCEprFYezuplusg==
3230	Federal Grant Funds - https://simbli.eboardsolutions.com/SU/xHGUpusplusfwHON8dvKlv3spGQ==
3270	Sale And Disposal Of Books, Equipment And Supplies - https://simbli.eboardsolutions.com/SU/uBNHslshPkz40G9G8KgB8O1g==
3270	Sale And Disposal Of Books, Equipment And Supplies - https://simbli.eboardsolutions.com/SU/Z9slshTBA3JvraG64HMN0B0A==
3300	Expenditures And Purchases - https://simbli.eboardsolutions.com/SU/XGc6Fy4LQdjvgnB9HGfr9g==
3311.1	Uniform Public Construction Cost Accounting Procedures - https://simbli.eboardsolutions.com/SU/ZX6zC1fOczCPZhTwGKU5UA==
3311.1	Uniform Public Construction Cost Accounting Procedures - https://simbli.eboardsolutions.com/SU/uGC3d5YqFplusqLDEOqcsknww==
3311.2	Lease-Leaseback Contracts - https://simbli.eboardsolutions.com/SU/v9tF3flQus1UYNiEUUnrsAg==
3311.3	Design-Build Contracts - https://simbli.eboardsolutions.com/SU/7niYyg7kB3gjXzGnalE13A==
3311.4	Procurement Of Technological Equipment - https://simbli.eboardsolutions.com/SU/6F2EuUj1RFPXlp3CEPiPPQ==
3312	Contracts - https://simbli.eboardsolutions.com/SU/WrfR3GHsZq4NytXowagFLQ==
3314	Payment For Goods And Services - https://simbli.eboardsolutions.com/SU/7slshrsish67X9plusz445Rd3njSgRQ==
3314	Payment For Goods And Services - https://simbli.eboardsolutions.com/SU/984RjY7od7JK5HixeVCfOA==
3511	Energy And Water Management - https://simbli.eboardsolutions.com/SU/Rtdok6FaTpShfiEplusZslsh247Q==
3511	Energy And Water Management - https://simbli.eboardsolutions.com/SU/gkXI0ep1VrebJ5GqZLXkTA==
3512-E(1)	Equipment - https://simbli.eboardsolutions.com/SU/wAY2kbJtsJ5F5Adq8CFR5Q==
3512	Equipment - https://simbli.eboardsolutions.com/SU/T0plusMZnmTgplusCRZdM6VXt5HA==
3517	Facilities Inspection - https://simbli.eboardsolutions.com/SU/K7Rh9EAbSsy6DeyXpQnhpA==
3540	Transportation - https://simbli.eboardsolutions.com/SU/LLQ8oxDhriYMMYPIAfhbEA==
3551	Food Service Operations/Cafeteria Fund - https://simbli.eboardsolutions.com/SU/TEODP6YXImB5t5EatzEYng==
3551	Food Service Operations/Cafeteria Fund - https://simbli.eboardsolutions.com/SU/pLN22xtDnWsA3lGpSaQotw==

3580	District Records - https://simbli.eboardsolutions.com/SU/n2YgqoHklkzJn4Vofx68uQ==
3580	District Records - https://simbli.eboardsolutions.com/SU/En8VbWkeCavEgJplusUm0xdFw==
6161.1-E(2)	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/swHNIbkCv3XIWJ58dVdW3g==
6161.1	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/ERVWUNplusHvvYCGpQXfQ0v3g==
6161.1	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/UWssGXmA9GOyeuYrokAT6Q==
6161.11	Supplementary Instructional Materials - https://simbli.eboardsolutions.com/SU/kzQyxdRm6WVgzQdsh2LJuSA==
6163.1	Library Media Centers - https://simbli.eboardsolutions.com/SU/mshYAbslshD2qai8JPj5CZklg==
7000	Concepts And Roles - https://simbli.eboardsolutions.com/SU/vVCRO9Y9xyhmgbdZy1pXg==
7140	Architectural And Engineering Services - https://simbli.eboardsolutions.com/SU/Eh2VAWw6R5YSgplus7MmOEZplusA==
7140	Architectural And Engineering Services - https://simbli.eboardsolutions.com/SU/joqwU7oSplusER5We3ehFXR2Q==
9270-E(1)	Conflict Of Interest - https://simbli.eboardsolutions.com/SU/b6ScplusUdH6d8yORliEIODhw==
9270	Conflict Of Interest - https://simbli.eboardsolutions.com/SU/GICMVIFPJHWNdBFgfBYdkg==
9320	Meetings And Notices - https://simbli.eboardsolutions.com/SU/GHmqLPP5ZYP4eDexQFrlZg==
9323.2-E(4)	Actions By The Board - https://simbli.eboardsolutions.com/SU/0j9StaaCtwtGPtslshghlYcQ==
9323.2	Actions By The Board - https://simbli.eboardsolutions.com/SU/N0up4NZ4pkunWxH992isJg==

Regulation 3311: Bids

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 12/01/2016

Advertised/Competitive Bids

The district shall advertise for any of the following: (Public Contract Code 20111)

1. A public project contract that involves an expenditure of \$15,000 or more, including a contract for construction, reconstruction, erection, alteration, renovation, improvement, painting, repainting, demolition, or repair work involving a district owned, leased, or operated facility
2. A contract that exceeds the amount specified in law, as annually adjusted by the Superintendent of Public Instruction, for any of the following:
 - a. The purchase of equipment, materials, or supplies to be furnished, sold, or leased to the district
 - b. Services, not including construction services or special services and advice in accounting, financial, legal, or administrative matters
 - c. Repairs that are not a public project, including maintenance

Maintenance 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. Maintenance does not include painting, repainting, or decorating other than touchup, or among other types of work, janitorial or custodial services and protection provided by security forces. (Public Contract Code 20115)

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 that is circulated in the county. The Superintendent or designee also 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. (Public Contract Code 20112)

The notice shall contain the time, date, and location of any mandatory prebid conference, site visit, or meeting and details regarding when and where project documents, including the final plan and specifications, are available. Any such mandatory visit or meeting shall occur not less than five calendar days after 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 in writing 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. The district may accept a bid that has been submitted electronically or on paper. (Public Contract Code 20111, 20112)

The bid shall be accompanied by a form of bidder's security, including either cash, a cashier's check payable to the district, a certified check made payable to the district, or a bidder's bond executed by an admitted surety insurer and made payable to the district. The security of unsuccessful bidders shall be returned in a reasonable period of time, but in no event later than 60 days after the bid is awarded. (Public Contract Code 20111, 20112)

3. When a standardized proposal form is provided by the district, bids not presented on the standard form shall be disregarded. (Public Contract Code 20111.5)
4. Bids shall not be accepted after the advertised bid opening time, regardless of whether the bids are actually opened at that time. (Public Contract Code 20112)

5. When two or more identical lowest or highest bids are received, the Governing Board may determine by lot which bid shall be accepted. (Public Contract Code 20117)
6. 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 #6a 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.
 - 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. (Public Contract Code 20103.8)
7. In determining the lowest bid, the district shall consider only responsive bids that conform to bid specifications and are submitted by responsible bidders who have demonstrated trustworthiness, quality, fitness, capacity, and experience to satisfactorily perform the public works contract.
 - a. When a bid is determined to be nonresponsive, the Superintendent or designee shall notify the bidder and give him/her an opportunity to respond to the determination.
 - b. When the lowest bidder is determined to be nonresponsible, the Superintendent or designee shall notify the bidder of his/her right to present evidence of his/her responsibility at a hearing before the Board.
8. After being opened, all submitted bids become public records pursuant to Government Code 6252 and shall be made available for public review pursuant to law, Board policy, and administrative regulation.

Prequalification Procedure

When required by law or the Board, the Superintendent or designee shall establish a uniform system for rating bidders on the basis of completed questionnaires and financial statements in order to determine the size of contracts on which each bidder is qualified to bid. For this purpose, the Superintendent or designee shall furnish prospective bidders a standardized prequalification questionnaire and financial record which, when completed, shall indicate a bidder's statement of financial ability and experience in performing public works. The bidder's information shall be verified under oath in the manner in which civil law pleadings are verified. The questionnaires and financial statements shall not be public records and shall not be open to public inspection. (Code of Civil Procedure 446; Public Contract Code 20111.5, 20111.6)

When any public project involves an expenditure of \$1,000,000 or more and is funded or reimbursed wholly or partly by the School Facilities Program funds or other future state school bond, the district shall prequalify prospective bidders either quarterly or annually. The prequalification shall be valid for one year and the following requirements shall apply: (Public Contract Code 20111.6)

1. Prospective bidders, including, but not limited to, prime, general engineering, and general building contractors and electrical, mechanical, and plumbing subcontractors, as defined in Public Contract Code 4113 or Business and Professions Code 7056 or 7057, as applicable, shall submit a standardized questionnaire and financial statement 10 or more business days, as determined by the district, before the date fixed for the public opening of sealed bids.
2. Prospective bidders shall be prequalified by the district five or more business days, as determined by the district, before the date fixed for the public opening of sealed bids.

If the project includes electrical, mechanical, or plumbing components that will be performed by electrical, mechanical, or plumbing contractors, the Superintendent or designee shall make available to all bidders a list of prequalified general contractors and electrical, mechanical, and plumbing subcontractors five or more business days, as determined by the district, before the date fixed for the public opening of sealed bids.

For all other contracts requiring competitive bidding, the district may establish a procedure for prequalifying bidders on a quarterly basis and may authorize that prequalification be considered valid for up to one calendar year following the date of the initial prequalification. Prospective bidders for such contracts shall submit the questionnaire and financial statement at least five days before the date fixed for public opening of sealed bids and shall be prequalified by the district at least one day before the fixed bid-opening date. (Public Contract Code 20111.5)

Award of Contract

The district shall award each contract to the lowest responsible bidder, except in the following circumstances:

1. When the contract is for the procurement and/or maintenance of electronic data processing systems and supporting software, in which case the Board may contract with any one of the three lowest responsible bidders (Public Contract Code 20118.1)
2. When the contract is for any transportation service which involves an expenditure of more than \$10,000 and which will be made with any person or corporation other than a common carrier, municipally owned transit system, or a parent/guardian of a student who is to be transported, in which case the Board may contract with other than the lowest bidder (Education Code 39802)
3. When the contract is one for which the Board has established goals and requirements relating to participation of disabled veteran or small business enterprises in accordance with Public Contract Code 2000-2002, in which case the Board may contract with the lowest responsible bidder who submits a responsive bid and complies or makes a good faith effort to comply with the goals and requirements (Public Contract Code 2000-2002)
4. When procuring a lease-leaseback contract, in which case the Board shall award the contract based on objective criteria for determining the best combination of price and qualifications in accordance with Education Code 17400 and 1740(c). 3311.2 - Lease-Leaseback Contracts
5. When procuring a design-build contract for a public works project in excess of \$1,000,000 in accordance with Education Code 17250.20, in which case the Board may award the contract to either the low bid or the best value to the district, taking into consideration, at a minimum, price, technical design and construction expertise, and life-cycle costs (Education Code 17250.20, 17250.25)

Protests by Bidders

A bidder may protest a bid award if he/she believes that the award is not in compliance with law, Board policy, or the bid specification. A protest must be filed in writing with the Superintendent or designee within five working days after receipt of notification of the contract award and shall include all documents supporting or justifying the protest. A bidder's failure to file the protest documents in a timely manner shall constitute a waiver of his/her right to protest the award of the contract.

The Superintendent or designee shall review the documents submitted with the bidder's claims and render a decision in writing within 30 working days. The Superintendent or designee may also convene a meeting with the bidder in order to attempt to resolve the problem.

The bidder may appeal the Superintendent or designee's decision to the Board. The Superintendent or designee shall provide notice to the bidder of the date and time for Board consideration of the protest at least three business days before the Board meeting. The Board's decision shall be final.

Limitation on Use of Sole Sourcing

In any contract for the construction, alteration, or repair of school facilities, the Superintendent or designee shall ensure that the bid specification: (Public Contract Code 3002, 3400)

1. Does not directly or indirectly limit bidding to any one specific concern

2. Does not call for a designated material, product, thing, or service by a specific brand or trade name, unless the specification is followed by the words "or equal," so that bidders may furnish any equal material, product, thing, or service

In any such case, the bid specification shall provide a time period, before and/or after the award of the contract, for the contractor to submit data substantiating the request for substituting the designated material, product, thing, or service. If no such time period is specified, the contractor may submit the data within 35 days after the award of the contract.

When the bid is for a roof project, a material, product, thing, or service is considered "equal" to that designated if it is equal in quality, durability, design, and appearance; will perform the intended function equally well; and conforms substantially to the detailed requirements in the bid specification.

However, the Superintendent or designee may designate a specific material, product, thing, or service by brand or trade name (sole sourcing) if the Board has made a finding, described in the invitation for bids or request for proposals (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

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 another public corporation or agency, by contract, lease, requisition, or purchase order, 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"). Alternatively, if the public corporation or agency has an existing contract with 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 and make payments under the same terms that are available to the public corporation or agency under the contract. (Public Contract Code 20118)

Without advertising for bids, the Board may enter into an energy service contract and any related facility ground lease, when it determines that the terms of the contract and lease are in the best interest of the district and meet the cost effectiveness requirements specified in Government Code 4217.12. The Board's determination shall be made at a regularly scheduled public hearing of which notice is given to the public at least two weeks in advance and shall be based on cost and savings comparison findings specified in Government Code 4217.12. (Government Code 4217.12)

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

Perishable foodstuffs and seasonal commodities needed in the operations of cafeterias may be purchased through bid or on the open market. (Education Code 38083)

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

In an emergency when any repairs, alterations, work, or improvement to any school facility is necessary to permit the continuance of existing school classes or to avoid danger to life or property, the Board may, by unanimous vote and with the approval of the County Superintendent of Schools, contract for labor and materials or supplies without advertising for or inviting bids or may authorize the use of day labor or force account for the emergency purpose. (Public Contract Code 1102, 20113)

The district may purchase any surplus property from the federal government or any of its agencies in any quantity needed for the operation of its schools without taking estimates or advertising for bids. (Education Code 17602)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

Bus. Code 7056

Description

General engineering contractor -
<https://simbli.eboardsolutions.com/SU/UHmlUE01hRVZsodCzgS0Xw==>

Bus. Code 7057

General building contractor -
<https://simbli.eboardsolutions.com/SU/Se6GMF7ljKntdgH8D88Z7Q==>

CCP. 446

Verification of pleadings -
<https://simbli.eboardsolutions.com/SU/aclh447tS4SzYXBxMslshxiag==>

Ed. Code 17070.10-17079.30

Leroy F. Greene School Facilities Act -
<https://simbli.eboardsolutions.com/SU/fu4PsUtUAb4qYYOY9breHg==>

Ed. Code 17250.10-17250.55

Design-build contracts -
<https://simbli.eboardsolutions.com/SU/KyAwX1K9LOug3Oc4uUy4Rw==>

Ed. Code 17406

Lease-leaseback contract

Ed. Code 17595

Purchase of supplies through Department of General Services

Ed. Code 17602

Purchase of surplus property from federal agencies

Ed. Code 38083

Purchase of perishable foodstuffs and seasonal commodities

Ed. Code 38110-38120

Apparatus and supplies

Ed. Code 39802

Transportation services

Gov. Code 4217.10-4217.18

Energy conservation contracts

Gov. Code 4330-4334

California made materials

Gov. Code 53060

Special services and advice

Gov. Code 54201-54205

Purchase of supplies and equipment by local agencies

Gov. Code 6252

Definition of public record

Pub. Cont. Code 1102

Definition of emergency

Pub. Cont. Code 1103

Definition, responsible bidder

Pub. Cont. Code 12200

Definitions, recycled goods, materials and supplies

Pub. Cont. Code 2000-2002

Responsive bidders

Pub. Cont. Code 20101-20103.7

Public construction projects, requirements for bidding

Pub. Cont. Code 20103.8

Award of contracts

Pub. Cont. Code 20110-20118.4

Local Agency Public Construction Act; school districts

Pub. Cont. Code 20189

Bidder's security, earthquake relief

Pub. Cont. Code 22000-22045

Alternative procedures for public projects (UPCCAA)

Pub. Cont. Code 22152

Recycled product procurement

Pub. Cont. Code 3000-3010

Roofing projects

Pub. Cont. Code 3400

Bid specifications

Pub. Cont. Code 3410

U.S. produce and processed foods

Pub. Cont. Code 4113

Prime contractor; subcontractor

Pub. Cont. Code 6610

Bid visits

Management Resources References

Description

Attorney General Opinion	89 Ops.Cal.Atty.Gen. 1 (2006)
Court Decision	City of Inglewood-Los Angeles County Civic Center Authority v. Superior Court, (1972) 7 Cal.3d 861
Court Decision	Great West Contractors Inc. v. Irvine Unified School District, (2010) 187 Cal.App.4th 1425
Court Decision	Konica Business Machines v. Regents of the University of California, (1988) 206 Cal.App.3d 449
Court Decision	Los Angeles Unified School District v. Great American Insurance Co., (2010) 49 Cal.4th 739
Court Decision	Marshall v. Pasadena Unified School District, (2004) 119 Cal.App.4th 1241
Website	California Department of General Services - https://simbli.eboardsolutions.com/SU/B5plusioNPtiLVplusM3zkWI4AMA==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==
Website	California Department of Education - https://simbli.eboardsolutions.com/SU/os2jq5DcA2RawmY2VZ5FZQ==
Website	California Association of School Business Officials - https://simbli.eboardsolutions.com/SU/vplusVmEFNjoJhGgV6PRTIb0g==

Cross References

Description

0410	Nondiscrimination In District Programs And Activities - https://simbli.eboardsolutions.com/SU/fwomAXkSXlCjCV5FefkGPw==
1113-E(2)	District And School Web Sites - https://simbli.eboardsolutions.com/SU/OiH2slshRplus9gU0Ckx5Ra8GyGA==
1113	District And School Web Sites - https://simbli.eboardsolutions.com/SU/thuSslshFplusjqlwnlr1t7NTGKA==
1113	District And School Web Sites - https://simbli.eboardsolutions.com/SU/PsLybYZyQDbWreMAotaKGg==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/jKjmvbybcb5r0Tzq0yicklg==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/ouHfMY1Tt6GyjrKpJFN5bQ==
3000	Concepts And Roles - https://simbli.eboardsolutions.com/SU/JdgifB2plus0qJxNgSrLTMbuQ==
3230	Federal Grant Funds - https://simbli.eboardsolutions.com/SU/g8lwVe5ZIANCEprFYEzuplusg==
3230	Federal Grant Funds - https://simbli.eboardsolutions.com/SU/xHGUpusplusfwHON8dvKlv3spGQ==
3270	Sale And Disposal Of Books, Equipment And Supplies - https://simbli.eboardsolutions.com/SU/uBNHslshPkcZ40G9G8KgB8O1g==
3270	Sale And Disposal Of Books, Equipment And Supplies - https://simbli.eboardsolutions.com/SU/Z9slshTBA3Jvroag64HMNOB0A==
3300	Expenditures And Purchases - https://simbli.eboardsolutions.com/SU/XGc6Fy4LQdjvgnB9HGfr9g==
3311.1	Uniform Public Construction Cost Accounting Procedures - https://simbli.eboardsolutions.com/SU/ZX6zC1fOczCPZhTwGKU5UA==
3311.1	Uniform Public Construction Cost Accounting Procedures - https://simbli.eboardsolutions.com/SU/uGC3d5YqfEplusqLDEOqcsknw==
3311.2	Lease-Leaseback Contracts - https://simbli.eboardsolutions.com/SU/v9tE3flQus1UYNiEUrsAg==

3311.3	Design-Build Contracts - https://simbli.eboardsolutions.com/SU/7niYyg7kB3gjXzGnalE13A==
3311.4	Procurement Of Technological Equipment - https://simbli.eboardsolutions.com/SU/6F2EuUj1RFPXlp3CEPiPPQ==
3312	Contracts - https://simbli.eboardsolutions.com/SU/WrfR3GHsZq4NytXowagFLQ==
3314	Payment For Goods And Services - https://simbli.eboardsolutions.com/SU/7slshrslsh67X9plusz445Rd3njSgRQ==
3314	Payment For Goods And Services - https://simbli.eboardsolutions.com/SU/984RjY7od7JK5HixeVCfOA==
3511	Energy And Water Management - https://simbli.eboardsolutions.com/SU/Rtdok6FaTpShfiEplusZslsh247Q==
3511	Energy And Water Management - https://simbli.eboardsolutions.com/SU/gkXI0ep1VrebJ5GqZLXkTA==
3512-E(1)	Equipment - https://simbli.eboardsolutions.com/SU/wAY2kbJtsJ5F5Adq8CFR5Q==
3512	Equipment - https://simbli.eboardsolutions.com/SU/T0plusMZnmTgplusCRZdM6VXt5HA==
3517	Facilities Inspection - https://simbli.eboardsolutions.com/SU/K7Rh9EAbSsy6DeyXpQnhpA==
3540	Transportation - https://simbli.eboardsolutions.com/SU/LLQ8oxDhriYMMYPIAfhbeA==
3551	Food Service Operations/Cafeteria Fund - https://simbli.eboardsolutions.com/SU/TEODP6YXImB5t5EatzEYng==
3551	Food Service Operations/Cafeteria Fund - https://simbli.eboardsolutions.com/SU/pLN22xtDnWsA3lGpSaQotw==
3580	District Records - https://simbli.eboardsolutions.com/SU/n2YgqoHklkzJn4Vofx68uQ==
3580	District Records - https://simbli.eboardsolutions.com/SU/En8VbWkeCavFgJplusUm0xdFw==
6161.1-E(2)	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/swHNIbkCv3XIWIJ58dVdW3g==
6161.1	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/ERVWUNplusHvvYCGpQXfQ0v3g==
6161.1	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/UWssGXmA9GQyeuYrokAT6Q==
6161.11	Supplementary Instructional Materials - https://simbli.eboardsolutions.com/SU/kzQyxdRm6WVgzQdslsh2LJuSA==
6163.1	Library Media Centers - https://simbli.eboardsolutions.com/SU/mSlshYAbslshD2qai8JPj5CZklg==
7000	Concepts And Roles - https://simbli.eboardsolutions.com/SU/vVCRO9Y9xynhmgbDzy1pXg==
7140	Architectural And Engineering Services - https://simbli.eboardsolutions.com/SU/Eh2VAWw6R5YSgplus7MmOEZplusA==
7140	Architectural And Engineering Services - https://simbli.eboardsolutions.com/SU/joqwU7oSplusER5We3ehFXR2Q==
9270-E(1)	Conflict Of Interest - https://simbli.eboardsolutions.com/SU/b6ScplusUdH6d8y0RIiEIODhw==
9270	Conflict Of Interest - https://simbli.eboardsolutions.com/SU/GICMVFIPJHWNdBFgfBYdkg==

9320

Meetings And Notices -

<https://simbli.eboardsolutions.com/SU/GHmqLPP5ZYP4eDexQFrIZg==>

9323.2-E(4)

Actions By The Board -

<https://simbli.eboardsolutions.com/SU/Oj9StaaCtwtGPtshgfhIYcQ==>

9323.2

Actions By The Board -

<https://simbli.eboardsolutions.com/SU/N0up4NZ4pkunWxH992isJg==>

Policy 3311.1: Uniform Public Construction Cost Accounting Procedures

Status: DRAFT

Original Adopted Date: Pending

In awarding contracts for public works projects involving district facilities, the Governing Board desires to obtain the best value to the district and ensure the qualifications of contractors to complete the project in a satisfactory manner. The Board has, by resolution, adopted the procedures set forth in the Uniform Public Construction Cost Accounting Act pursuant to Public Contract Code 22030-22045, including the informal bidding procedures when allowed by law.

The Board delegates to the Superintendent or designee the responsibilities to award any contract eligible for informal bidding procedures and to develop plans, specifications, and working details for all public projects requiring formal bidding procedures.

No work, project, service, or purchase shall be split or separated into smaller work orders or projects for the purpose of evading legal requirements for competitive bidding. (Public Contract Code 22033)

Projects awarded through the UPCCAA shall be subject to the cost accounting procedures established by the California Uniform Construction Cost Accounting Commission. (Public Contract Code 22030)

Emergency Actions

When formal bids are required by law but an emergency necessitates immediate repair or replacements, the Board may, upon a four-fifths vote of the Board, proceed to replace or repair a facility without adopting plans, specifications, strain sheets, or working details or giving notice for bids to let contracts. The work may be done by day labor under the direction of the Board and/or contractor. The emergency action shall subsequently be reviewed by the Board in accordance with Public Contract Code 22050 and shall be terminated at the earliest possible date that conditions warrant, so that the remainder of the emergency action may be completed by giving notice for bids to let contracts. (Public Contract Code 1102, 22035, 22050)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

State References	Description
Pub. Cont. Code 1102	Definition of emergency
Pub. Cont. Code 20110-20118.4	Local Agency Public Construction Act; school districts
Pub. Cont. Code 22000-22020	California Uniform Construction Cost Accounting Commission
Pub. Cont. Code 22030-22045	Alternative procedures for public projects (UPCCAA)
Pub. Cont. Code 22032	Applicability of procedures based on amount of project
Pub. Cont. Code 22034	Uniform Public Construction Cost Accounting Act informal bidding ordinance
Pub. Cont. Code 22035	Repair or replacement of facilities in case of emergency
Pub. Cont. Code 22037-22038	Formal bidding procedures for projects exceeding \$200,000
Pub. Cont. Code 22050	Emergency contracting procedures

Management Resources References

Management Resources References	Description
California Uni. Constr. Cost Acctg. Com. Pub.	Cost Accounting Policies and Procedures Manual
California Uni. Constr. Cost Acctg. Com. Pub.	Frequently Asked Questions
Website	California Uniform Construction Cost Accounting Commission - https://simbli.eboardsolutions.com/SU/yfhIBOf4Vfy9UeiWjwIPKA==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==

Website California Association of School Business Officials -
<https://simbli.eboardsolutions.com/SU/vplusVmEFNjoJhGgV6PRTIb0g==>

Cross References

Description

3311	Bids - https://simbli.eboardsolutions.com/SU/Z3Amu76riOmrs7tOplussqAaQ==
3311	Bids - https://simbli.eboardsolutions.com/SU/Nplus3XMZFeuVvs4plusNXhe9tAA==
3312	Contracts - https://simbli.eboardsolutions.com/SU/WrfR3GHsZq4NytXowagFLQ==
7000	Concepts And Roles - https://simbli.eboardsolutions.com/SU/vVCRO9Y9xynhmgbDzy1pXg==
7110	Facilities Master Plan - https://simbli.eboardsolutions.com/SU/TpI5YVCLGoV6slshaQuIMTGEQ==
9323.2-E(4)	Actions By The Board - https://simbli.eboardsolutions.com/SU/0j9StaaCwtGPTslshgfhIYcQ==
9323.2	Actions By The Board - https://simbli.eboardsolutions.com/SU/N0up4NZ4pkunWxH992isJg==

Regulation 3311.1: Uniform Public Construction Cost Accounting Procedures

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 12/01/2018

Procedures for awarding contracts for public works projects shall be determined on the basis of the amount of the project, as follows:

1. Public projects of \$60,000 or less may be performed by district employees by force account, negotiated contract, or purchase order. (Public Contract Code 22032)
2. Contracts for public projects of \$200,000 or less may be awarded through the following informal procedures: (Public Contract Code 22032, 22034, 22038)
 - a. The Superintendent or designee shall prepare a notice inviting informal bids which describes the project in general terms, explains how to obtain further information about the project, and states the time and place for the submission of bids. This notice shall be disseminated by mail, fax, or email to either or both of the following:
 - i. All contractors on a list of qualified contractors maintained by the district for the category of work being bid, unless the product or service is proprietary, at least 10 calendar days before bids are due
 - ii. All construction trade journals identified pursuant to Public Contract Code 22036
 - b. The district shall review the informal bids that were submitted and award the contract, except that:
 - i. If all bids received through the informal process are in excess of \$200,000, the contract may be awarded to the lowest responsible bidder, provided that the Governing Board adopts a resolution with a four-fifths vote to award the contract at \$212,500 or less and the Board determines the district's cost estimate is reasonable.
 - ii. If no bids are received through the informal bid procedure, the project may be performed by district employees by force account or negotiated contract.
3. Public projects of more than \$200,000 shall, except as otherwise provided by law, be subject to formal bidding procedures, as follows: (Public Contract Code 22032, 22037, 22038)
 - a. Notice inviting formal bids shall state the time and place for receiving and opening sealed bids and distinctly describe the project. The notice shall be disseminated in both of the following ways:
 - i. Through publication in a newspaper of general circulation in the district's jurisdiction or, if there is no such newspaper, then by posting the notice in at least three places designated by the district as places for posting its notices. Such notice shall be published at least 14 calendar days before the date that bids will be opened.
 - ii. By mail and electronically, if available, by either fax or email, to all construction trade journals identified pursuant to Public Contract Code 22036. Such notice shall be sent at least 15 calendar days before the date that bids will be opened.

In addition to the notice required above, the district may give such other notice as it deems proper.
 - b. The district shall award the contract as follows:
 - i. The contract shall be awarded to the lowest responsible bidder. If two or more bids are the same and the lowest, the district may accept the one it chooses.
 - ii. At its discretion, the district may reject all bids presented and declare that the project can be more economically performed by district employees, provided that the district notifies an apparent low bidder, in writing, of the district's intention to reject the bid. Such notice shall be mailed at least two business days prior to the hearing at which the district intends to reject the bid.
 - iii. If no bids are received through the formal bid procedure, the project may be performed by district

employees by force account or negotiated contract.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

	Description
Pub. Cont. Code 1102	Definition of emergency
Pub. Cont. Code 20110-20118.4	Local Agency Public Construction Act; school districts
Pub. Cont. Code 22000-22020	California Uniform Construction Cost Accounting Commission
Pub. Cont. Code 22030-22045	Alternative procedures for public projects (UPCCAA)
Pub. Cont. Code 22032	Applicability of procedures based on amount of project
Pub. Cont. Code 22034	Uniform Public Construction Cost Accounting Act informal bidding ordinance
Pub. Cont. Code 22035	Repair or replacement of facilities in case of emergency
Pub. Cont. Code 22037-22038	Formal bidding procedures for projects exceeding \$200,000
Pub. Cont. Code 22050	Emergency contracting procedures

Management Resources References

	Description
California Uni. Constr. Cost Acctg. Com. Pub.	Cost Accounting Policies and Procedures Manual
California Uni. Constr. Cost Acctg. Com. Pub.	Frequently Asked Questions
Website	California Uniform Construction Cost Accounting Commission - https://simbli.eboardsolutions.com/SU/yfhIBOf4Vfy9UeiWjwIPKA==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==
Website	California Association of School Business Officials - https://simbli.eboardsolutions.com/SU/vplusVmEFNjoJhGgV6PRTIb0g==

Cross References

	Description
3311	Bids - https://simbli.eboardsolutions.com/SU/Z3Amu76riOms7tOplussqAaQ==
3311	Bids - https://simbli.eboardsolutions.com/SU/Nplus3XMZFeuVvs4plusNXhe9tAA==
3312	Contracts - https://simbli.eboardsolutions.com/SU/WrfR3GHsZq4NytXowagFLQ==
7000	Concepts And Roles - https://simbli.eboardsolutions.com/SU/vVCRO9Y9xyhmgbdZy1pXg==
7110	Facilities Master Plan - https://simbli.eboardsolutions.com/SU/TpI5YVCLGoV6slshaQuIMTGEQ==
9323.2-E(4)	Actions By The Board - https://simbli.eboardsolutions.com/SU/Oj9StaaCtwGPTslshgfhYcQ==
9323.2	Actions By The Board - https://simbli.eboardsolutions.com/SU/N0up4NZ4pkunWxH992isJg==

Regulation 3311.2: Lease-Leaseback Contracts

Status: DRAFT

Original Adopted Date: Pending

The district may lease currently owned district property to any person, firm, or corporation for a minimum of \$1 per year, as long as the lease requires the person, firm, or corporation to construct a building or buildings on the property for the district's use during the lease and the property and building(s) will vest in the district at the expiration of the lease ("lease-leaseback"). (Education Code 17406)

Any lease-leaseback contract shall be awarded through a competitive "best value" procurement process whereby a person, firm, or corporation is selected on the basis of objective criteria for evaluating the qualifications of proposers, with the resulting selection representing the best combination of price and qualifications. To make this determination, the district shall use the following procedures: (Education Code 17400, 17406)

1. Request for Sealed Proposals: The Superintendent or designee shall prepare a request for sealed proposals which shall include:
 - a. An estimate of the project's price
 - b. A clear, precise description of any preconstruction services that may be required and the facilities to be constructed
 - c. The key elements of the contract to be awarded
 - d. A description of the format that proposals shall follow and the elements they shall contain
 - e. The standards the district will use in evaluating proposals
 - f. The date on which proposals are due
 - g. The timetable the district will follow in reviewing and evaluating proposals
2. Notice: At least 10 days before the date for receipt of the proposals, the Superintendent or designee shall give notice of the request for sealed proposals using both of the following methods:
 - a. Providing notice at least once a week for two weeks in a local newspaper of general circulation pursuant to Public Contract Code 20112
 - b. Providing notice in a trade paper of general circulation published in the county where the project is located

The Superintendent or designee also may post the notice on the district's web site or through an electronic portal.
3. Prequalification: A proposer shall be prequalified in accordance with Public Contract Code 20111.6(b)-(m) in order to submit a proposal. Any electrical, mechanical, and plumbing subcontractors shall be subject to the same prequalification requirements.
4. Evaluation Criteria: The request for sealed proposals shall identify all criteria that the district will consider in evaluating the proposals and qualifications of the proposers, including relevant experience, safety record, price proposal, and other factors specified by the district. The price proposal shall include, at the district's discretion, either a lump-sum price for the contract to be awarded or the proposer's proposed fee to perform the services requested, including the proposer's proposed fee to perform preconstruction services or any other work related to the facilities to be constructed, as requested by the district.

The request for sealed proposals shall specify whether each criterion will be evaluated on a pass-fail basis or will be scored as part of the "best value" score, and whether proposers must achieve any minimum qualification score for award of the contract. For each scored criterion, the district shall identify the methodology and rating or weighting system that will be used by the district in evaluating the criterion, including the weight assigned to the criterion and any minimum acceptable score.

5. Evaluation of Proposals: All proposals received shall be reviewed to determine whether they meet the format requirements and the standards specified in the request for sealed proposals. The district shall evaluate the qualifications of the proposers based solely upon the criteria and evaluation methodology set forth in the request for sealed proposals, and shall assign a best value score to each proposal. Once the evaluation is complete, all responsive proposals shall be ranked from the highest best value to the lowest best value to the district.
6. Award of Contract: The award of the contract shall be made by the Governing Board to the responsive proposer whose proposal is determined, in writing by the Board, to be the best value to the district.

If the selected proposer refuses or fails to execute the tendered contract, the Board may award the contract to the proposer with the second highest best value score, if deemed in the best interest of the district. If that proposer then refuses or fails to execute the tendered contract, the Board may award the contract to the proposer with the third highest best value score.

Upon issuance of a contract award, the district shall publicly announce its award, identifying the entity to which the award is made, along with a statement regarding the basis of the award. The statement regarding the contract award and the contract file shall provide sufficient information to satisfy an external audit.

7. Rejection of Proposals: At its discretion, the Board may reject all proposals and request new proposals.

Prior to entering into a lease-leaseback agreement, the Superintendent or designee shall have on file the contractor's enforceable commitment that the contractor and its subcontractors at every tier will use a skilled and trained workforce to perform all work on the project or contract that falls within an apprenticeable occupation in the building and construction trades. (Education Code 17407.5)

Any lease-leaseback agreement shall be reviewed by the district's legal counsel to ensure that all required terms, including a lease term that provides for the district's occupancy of the building or improved property during the lease and an appropriate financing component, are included in the agreement.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

	Description
Ed. Code 17400	Definitions
Ed. Code 17406	Lease-leaseback contract
Ed. Code 17407.5	Use of a skilled and trained workforce
Pub. Cont. Code 20111.6	Prequalification procedures
Pub. Cont. Code 20112	Notices

Management Resources References

	Description
Court Decision	Davis v. Fresno Unified School District, (2015) 237 Cal.App.4th 261
Court Decision	McGee v. Balfour Beatty Construction, LLC, et al. (4/12/16, No. B262850)
Website	California Association of School Business Officials - https://simbli.eboardsolutions.com/SU/vplusVmeFNjoJhGgV6PRTIb0g==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==

Cross References

	Description
3280	Sale Or Lease Of District-Owned Real Property - https://simbli.eboardsolutions.com/SU/SIA79g2fGRAEp7QFCQNqew==
3280	Sale Or Lease Of District-Owned Real Property - https://simbli.eboardsolutions.com/SU/seit7mplus2HRuCnUr03aPsDQ==
3311	Bids - https://simbli.eboardsolutions.com/SU/Z3Amu76riOmr57tOplussqAaQ==

3311	Bids - https://simbli.eboardsolutions.com/SU/Nplus3XMZFeuVvs4plusNXhe9tAA==
3312	Contracts - https://simbli.eboardsolutions.com/SU/WrfR3GHsZq4NytXowagFLQ==
3541.1-E(1)	Transportation For School-Related Trips - https://simbli.eboardsolutions.com/SU/tLToXIW9fuaXOVx6dZw2Gw==
3541.1-E(2)	Transportation For School-Related Trips - https://simbli.eboardsolutions.com/SU/nSqMHUdALPybkQLsWmMJslshQ==
3541.1	Transportation For School-Related Trips - https://simbli.eboardsolutions.com/SU/SuCpz1At39dlaislsh5qsoasQ==
6153	School-Sponsored Trips - https://simbli.eboardsolutions.com/SU/7AmzJ0yqzWgHS0PYPDJpGA==
6153	School-Sponsored Trips - https://simbli.eboardsolutions.com/SU/ri1sewsArQp83uYX3plusVv1w==
7000	Concepts And Roles - https://simbli.eboardsolutions.com/SU/vVCRO9Y9xynhmgbDzy1pXg==
9124	Attorney - https://simbli.eboardsolutions.com/SU/slshbZ2gGeYXbT3SplusMNuzNkqw==

Regulation 3311.3: Design-Build Contracts

Status: DRAFT

Original Adopted Date: Pending

The Governing Board may approve a contract with a single entity for both design and construction of any school facility in excess of \$1,000,000, awarding the contract to either the low bid or the best value as determined by evaluation of objective criteria. (Education Code 17250.20)

Design-build documents shall not include provisions for long-term project operations, but may include operations during a training or transition period. (Education Code 17250.25)

The procurement process for design-build projects shall be as follows: (Education Code 17250.25, 17250.35)

1. The district shall prepare a set of documents setting forth the scope and estimated price of the project. The documents may include, but are not limited to:
 - a. The size, type, and desired design character of the project
 - b. Performance specifications that cover the quality of materials, equipment, and workmanship
 - c. Preliminary plans or building layouts
 - d. Any other information deemed necessary to describe adequately the district's needs

The performance specifications and any plans shall be prepared by a design professional who is duly licensed and registered in California.

2. The district shall prepare and issue a request for qualifications in order to prequalify, or develop a short list of, the design-build entities whose proposals shall be evaluated for final selection. The request for qualifications shall include, but is not limited to, all of the following elements
 - a. Identification of the basic scope and needs of the project or contract, the expected cost range, the methodology that will be used by the district to evaluate proposals, the procedure for final selection of the design-build entity, and any other information deemed necessary by the district to inform interested parties of the contracting opportunity
 - b. Significant factors that the district reasonably expects to consider in evaluating qualifications, including technical design and construction expertise, acceptable safety record, and all other non-price-related factors
 - c. A standard template request for statements of qualifications prepared by the district, which shall contain all of the information required pursuant to Education Code 17250.25

The district also may identify specific types of subcontractors that must be included in the statement of qualifications and proposal.

A design-build entity shall not be prequalified or short-listed unless the entity provides an enforceable commitment to the district that the entity and its subcontractors at every tier will use a skilled and trained workforce, as defined in Education Code 17250.25, to perform all work on the project or contract that falls within an apprenticeable occupation in the building and construction trades. The entity may demonstrate such commitment through a project labor agreement, by becoming a party to the district's project labor agreement, or through an agreement with the district to provide evidence of compliance on a monthly basis during the performance of the project or contract.

3. The district shall prepare a request for proposals (RFP) that invites prequalified or short-listed entities to submit competitive sealed proposals in a manner prescribed by the district. The RFP shall include the information identified in items #2a and 2b above and the relative importance or weight assigned to each of the factors. If the district uses a best value selection method for a project, the district may reserve the right to request proposal revisions and hold discussions and negotiations with responsive proposers, in which case the district shall so specify in the request for proposals and shall publish separately or incorporate into the request for proposals applicable procedures to be observed by the district to ensure that any discussions or negotiations are conducted in good faith.

4. For those projects utilizing low bid as the final selection method, the bidding process shall result in lump-sum bids by the prequalified or short-listed design-build entities, and the contract shall be awarded to the lowest responsible bidder.
5. For those projects utilizing best value as a selection method, the following procedures shall be used:
 - a. Competitive proposals shall be evaluated using only the criteria and selection procedures specifically identified in the request for proposals. Criteria shall be weighted as deemed appropriate by the district and shall, at a minimum, include price, unless a stipulated sum is specified; technical design and construction experience; and life-cycle costs over 15 or more years.
 - b. Following any discussions or negotiations with responsive proposers and completion of the evaluation process, the responsive proposers shall be ranked on a determination of value provided, provided that no more than three proposers are required to be ranked.
 - c. The contract shall be awarded to the responsible entity whose proposal is determined by the district to have offered the best value to the public.
 - d. The district shall publicly announce the contract award, identifying the entity to which the award is made and the basis of the award. This statement and the contract file shall provide sufficient information to satisfy an external audit.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

Ed. Code 17250.10-17250.55

Description

Design-build contracts - <https://simbli.eboardsolutions.com/SU/KyAwX1K9LOug3Oc4uUy4Rw==>

Management Resources References

Website

Description

California Association of School Business Officials - <https://simbli.eboardsolutions.com/SU/vplusVmEFNjoJhGgV6PRTIb0g==>

Website

California Department of Education, School Facilities - <https://simbli.eboardsolutions.com/SU/ATZTQPd7NwSB3FBncFeslshYA==>

Website

CSBA - <https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==>

Cross References

3311

Description

Bids - <https://simbli.eboardsolutions.com/SU/Z3Amu76riOmrs7tOplussqAaQ==>

3311

Bids - <https://simbli.eboardsolutions.com/SU/Nplus3XMZFeuVvs4plusNXhe9tAA==>

3312

Contracts - <https://simbli.eboardsolutions.com/SU/WrfR3GHsZq4NytXowagFLQ==>

7000

Concepts And Roles - <https://simbli.eboardsolutions.com/SU/vVCRO9Y9xynhmgbdZy1pXg==>

7110

Facilities Master Plan - <https://simbli.eboardsolutions.com/SU/TpI5YVCLGoV6slshaQuIMTGEQ==>

7140

Architectural And Engineering Services - <https://simbli.eboardsolutions.com/SU/Eh2VAWw6R5YSgplus7MmOEZplusA==>

7140

Architectural And Engineering Services - <https://simbli.eboardsolutions.com/SU/joqwU7oSplusER5We3ehFXR2Q==>

Regulation 3311.4: Procurement Of Technological Equipment

Status: DRAFT

Original Adopted Date: Pending

Rather than seek competitive bids, the district may use competitive negotiation when it makes a finding that a district procurement is for computers, software, telecommunications equipment, microwave equipment, or other related electronic equipment and apparatus. Competitive negotiation shall not be used to contract for any product that is available in substantial quantities to the general public. (Public Contract Code 20118.2)

Whenever the competitive negotiation process is determined to be appropriate for such procurements, the district shall use the following procedures: (Public Contract Code 20118.2)

1. The Superintendent or designee shall prepare a request for proposals (RFP) that shall be submitted to an adequate number of qualified sources, as determined by the district, to permit reasonable competition consistent with the nature and requirement of the procurement.
2. Notice of the RFP shall be published at least twice in a newspaper of general circulation, at least 10 days before the date for receipt of the proposals.
3. The Superintendent or designee shall make every effort to generate the maximum feasible number of proposals from qualified sources, and shall make a finding to that effect before proceeding to negotiate if only a single response to the RFP is received.
4. The RFP shall identify all significant evaluation factors, including price, and their relative importance.
5. The Superintendent or designee shall provide reasonable procedures for the technical evaluation of the RFPs received, the identification of qualified sources, and the selection for the award of the contract.
6. The Governing Board shall award the contract to the qualified bidder whose proposal meets the evaluation standards and will be most advantageous to the district, considering price and all other factors.
7. If the Board does not award the contract to the bidder whose proposal contains the lowest price, then the Board shall make a finding setting forth the basis for the award to another bidder.
8. The Board, at its discretion, may reject all proposals and request new RFPs.

Provisions in any contract concerning utilization of small business enterprises that are in accordance with the RFP shall not be subject to negotiation with the successful proposer. (Public Contract Code 20118.2)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

Pub. Cont. Code 20118.2

Description

Contracting by school districts; technological equipment

Cross References

0440

District Technology Plan -
<https://simbli.eboardsolutions.com/SU/bxXF2CqiPP9fmbVd9IJMbg==>

0440

District Technology Plan -
<https://simbli.eboardsolutions.com/SU/wNqKCvsTokMJviUZp8WhHA==>

3230

Federal Grant Funds -
<https://simbli.eboardsolutions.com/SU/g8lwVe5ZIANCEprFYEzuplsg==>

3230

Federal Grant Funds -
<https://simbli.eboardsolutions.com/SU/xHGUplusplusfwHON8dvKlv3spGQ==>

3311

Bids -
<https://simbli.eboardsolutions.com/SU/Z3Amu76riOmrs7tOplussqAaQ==>

- 3311 Bids - <https://simbli.eboardsolutions.com/SU/Nplus3XMZFeuVvs4plusNXhe9tAA==>
- 3312 Contracts - <https://simbli.eboardsolutions.com/SU/WrfR3GHsZq4NytXowagFLQ==>
- 6157 Distance Learning - <https://simbli.eboardsolutions.com/SU/ruyiBU9ym6obTN6qTpGiRQ==>

Policy 3312: Contracts

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 04/01/2015

The Governing Board recognizes its responsibility to enter into contracts on behalf of the district for the acquisition of equipment, supplies, services, and other resources necessary for the achievement of district goals. In exercising this authority to enter into a contract, the Board shall ensure that the district's interest is protected and that the terms of the contract conform to applicable legal standards, including the bidding requirements in Public Contract Code 20111.

The Board may, by a majority vote, delegate to the Superintendent or designee the authority to enter into contracts on behalf of the district. To be valid or to constitute an enforceable obligation against the district, all such contracts must be approved and/or ratified by the Board.

Every contract entered into on behalf of the district shall be made available for public inspection, except when the law prohibits disclosure. No contract shall prohibit a district employee from disparaging the goods or services of any contracting party.

Contracts for Non-nutritious Foods or Beverages

The district shall not enter into or renew a contract for the sale of foods or beverages that do not meet applicable nutritional standards specified in Education Code 49431-49431.7, 5 CCR 15500-15501 or 15575-15578, or 7 CFR 210.11 or 220.12, unless the contract specifies that such sale will occur off campus or outside the time restriction specified in the applicable law.

Before the district enters into or renews a contract that grants exclusive or nonexclusive advertising or sale of carbonated beverages, non-nutritious beverages, or non-nutritious foods as defined in law, the Board shall ensure that the district has sufficient internal controls in place to protect the integrity of public funds and to ensure that funds raised as a result of the contract benefit public education. (Education Code 35182.5)

The Superintendent or designee shall develop the district's internal control procedures to protect the integrity of public funds. Such internal controls may include, but not be limited to, the following:

1. Procedures that produce accurate and reliable financial statements and, at the same time, safeguard the assets, financial resources, and integrity of every employee responsible for handling money or property. Control systems shall be systematically evaluated and revised to keep pace with the changing responsibilities of management.
2. Procedures to ensure that district personnel do not handle cash or product at the school site. The contract shall specify that the vendor stock the machines and shall provide cash accounting, along with a check, for district proceeds directly to the control office.

To ensure that funds raised by the contract benefit district schools and students:

1. The Superintendent or designee may invite parents/guardians, students, staff, and interested community members to make recommendations regarding the contract, including recommendations as to how the funds will be spent in a manner that benefits public education.
2. Prior to ratifying the contract, the Board shall designate the specific programs and activities that will be funded by the proceeds of the contract and consider how the contract reflects the district's vision and goals.
3. The contract shall specify that the contractor report, on a quarterly basis, to the Superintendent or designee the number of food items or beverages sold within the district and the amount of money raised by the sales. The Superintendent or designee shall report these amounts to the Board on a regular basis.
4. The Superintendent or designee shall ensure that the contract does not limit the ability of student and parent organizations to plan and operate fundraising activities.

Any contract for the sale or advertisement of non-nutritious foods or carbonated or non-nutritious beverages shall be entered into on a competitive bid basis pursuant to Public Contract Code 20111 or through the issuance of a Request for Proposal. (Education Code 35182.5)

The Board shall not enter into or renew any contract that grants exclusive or nonexclusive advertising or sale of carbonated beverages, non-nutritious beverages, or non-nutritious foods until parents/guardians, students, and members of the public have had an opportunity to comment on the contract at a public hearing held during a regularly scheduled Board meeting. The Board shall clearly, and in a manner recognizable to the general public, identify in the agenda the contract to be discussed at the meeting. (Education Code 35182.5.)

The public hearing shall include, but not be limited to, a discussion of the nutritional value of foods and beverages sold within the district; the availability of fresh fruit, vegetables, and grains in school meals and snacks, including locally grown and organic produce; the amount of fat, sugar, and additives in the foods and beverages discussed; and barriers to student participation in school breakfast and lunch programs. (Education Code 35182.5)

The contract shall be accessible to the public and may not include a confidentiality clause that would prevent the district or a district school from making any part of the contract public. (Education Code 35182.5)

Contracts for Electronic Products or Services

The Board shall not enter into a contract for electronic products or services that requires the dissemination of advertising to students, unless the Board: (Education Code 35182.5)

1. Enters into the contract at a noticed, public hearing of the Board.
2. Makes a finding that the electronic product or service is or would be an integral component of the education of students.
3. Makes a finding that the district cannot afford to provide the electronic product or service unless it contracts to permit dissemination of advertising to students.
4. As part of the district's normal, ongoing communication to parents/guardians, provides written notice that the advertising will be used in the classroom or other learning center.
5. Offers parents/guardians the opportunity to request in writing that their child not be exposed to the program that contains the advertising. A request shall be honored for the school year in which it is submitted, or longer if specified, but may be withdrawn by the parents/guardians at any time.

Contracts for Digital Storage and Maintenance of Student Records

The district may enter into or renew a contract with a third party for the purpose of providing services, including cloud-based services, for the digital storage, management, and retrieval of student records and/or to provide digital educational software that authorizes a third-party provider of digital educational software to access, store, and use student records. For these purposes, student records include any information maintained by the district that is directly related to a student and any information acquired directly from the student through the use of instructional software or applications assigned to the student by a teacher or other district employee, and do not include de-identified information. (Education Code 49073.1)

Any such contract shall contain all of the following: (Education Code 49073.1)

1. A statement that student records continue to be the property of and under the control of the district
2. If applicable, a description of the means by which students may retain possession and control of their own student-generated content, as defined in Education Code 49073.1, including options by which a student may transfer student-generated content to a personal account
3. A prohibition against the third party using any information in the student record for any purpose other than those required or specifically permitted by the contract
4. A description of the procedures by which a parent/guardian or a student age 18 years or older may review personally identifiable information in the student's records and correct erroneous information
5. A description of the actions the third party will take, including the designation and training of responsible individuals, to ensure the security and confidentiality of student records
6. A description of the procedures for notifying the affected parent/guardian, or the affected student if age 18

years or older, in the event of an unauthorized disclosure of the student's records

7. A certification that a student's records shall not be retained or available to the third party upon completion of the terms of the contract and a description of how that certification will be enforced, except that these requirements shall not apply to student-generated content if the student chooses to establish or maintain an account with the third party for the purpose of storing that content
8. A description of how the district and the third party will jointly ensure compliance with the federal Family Educational Rights and Privacy Act, 20 USC 1232g
9. A prohibition against the third party using personally identifiable information in student records to engage in targeted advertising

Contracts for Personal Services

In order to achieve cost savings, the district may enter into or renew a contract for any personal service that is currently or customarily performed by classified employees, if the contract does not displace school district employees and meets other conditions specified in Education Code 45103.1. To enter into or renew such a contract, the Board shall ensure that the district meets the numerous conditions specified in Education Code 45103.1.

In addition, the district may enter into or renew any contract for personal service without meeting the conditions described above, if any of the following conditions exists: (Education Code 45103.1)

1. The contract is for new district functions and the Legislature has specifically mandated or authorized the performance of the work by independent contractors.
2. The services contracted are not available within the district, cannot be performed satisfactorily by district employees, or are of such a highly specialized or technical nature that the necessary expert knowledge, experience, and ability are not available through the district.
3. The services are incidental to a contract for the purchase or lease of real or personal property, including, but not be limited to, agreements to service or maintain office equipment or computers that are leased or rented.
4. The district's policy, administrative, or legal goals and purposes cannot be accomplished through the utilization of persons selected pursuant to the regular or ordinary district hiring process.
5. The nature of the work is such that the criteria for emergency appointments, as defined in Education Code 45103.1, apply.
6. The contractor will provide equipment, materials, facilities, or support services that could not feasibly be provided by the district in the location where the services are to be performed.
7. The services are of such an urgent, temporary, or occasional nature that the delay that would result from using the district's regular or ordinary hiring process would frustrate their very purpose.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

	Description
5 CCR 15500	Food sales in elementary schools
5 CCR 15501	Food sales in high schools and junior high schools
5 CCR 15575-15578	Requirements for foods and beverages outside the federal meals program
Ed. Code 200-262.4	Educational equity; prohibition of discrimination on the basis of sex - https://simbli.eboardsolutions.com/SU/ytTLslshoozWGUAAbNL6kKkgxQ==
Ed. Code 14505	Provisions required in contracts for audits
Ed. Code 17250.10-17250.55	Design-build contracts - https://simbli.eboardsolutions.com/SU/KyAwX1K9L0ug3Oc4uUy4Rw==

Ed. Code 17595-17606	Contracts
Ed. Code 35182.5	Contracts for advertising
Ed. Code 45103.1	Personal services contracts
Ed. Code 45103.5	Contracts for management consulting services; restrictions
Ed. Code 49073.1	Contract requirements for digital storage, maintenance and retrieval of student records
Ed. Code 49431-49431.7	Nutritional standards
Gov. Code 12990	Nondiscrimination and compliance employment programs
Gov. Code 53260	Contract provision re maximum cash settlement
Gov. Code 53262	Employment contracts
Lab. Code 1775	Penalties for violations
Lab. Code 1810-1813	Working hours
Pub. Cont. Code 20104.50	Timely progress payments
Pub. Cont. Code 20111	Contracts over \$50,000; contracts for construction; award to lowest responsible bidder
Pub. Cont. Code 22300	Performance retentions
Pub. Cont. Code 4100-4114	Subletting and subcontracting fair practices
Pub. Cont. Code 7104	Contracts for excavations; discovery of hazardous waste
Pub. Cont. Code 7106	Noncollusion affidavit

Federal References

20 USC 1232g
 20 USC 1681-1688
 7 CFR 210.1-210.31
 7 CFR 220.1-220.21

Description

Family Educational Rights and Privacy Act (FERPA) of 1974
 Discrimination based on sex or blindness, Title IX
 National School Lunch Program
 National School Breakfast Program

Management Resources References

CSBA Publication
 CSBA Publication
 Website
 Website

Description

Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. 2005
 Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. April 2006
 California Association of School Business Officials - <https://simbli.eboardsolutions.com/SU/vplusVmEFNjoJhGgV6PRTIb0g==>
 CSBA - <https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==>

Cross References

0100
 0200
 0440
 0440
 1220

Description

Philosophy - <https://simbli.eboardsolutions.com/SU/HAmOKQObEwsZpTECs2kptw==>
 Goals For The School District - <https://simbli.eboardsolutions.com/SU/Bgly4K2tEGh6Vx9bVRWZvw==>
 District Technology Plan - <https://simbli.eboardsolutions.com/SU/bxXF2CqiPP9fmbVd9IJMbg==>
 District Technology Plan - <https://simbli.eboardsolutions.com/SU/wNqKCvsTokMJviUZp8WhHA==>
 Citizen Advisory Committees - <https://simbli.eboardsolutions.com/SU/7Vbu4bQaxCHjM037skaMng==>

1220 Citizen Advisory Committees -
<https://simbli.eboardsolutions.com/SU/ldXy6fy1Hrchplusl4YcmEWDw==>

1230 School-Connected Organizations -
<https://simbli.eboardsolutions.com/SU/rZIDHDRyqq3sQoGOoZHyTg==>

1230 School-Connected Organizations -
<https://simbli.eboardsolutions.com/SU/ZGdAZ0iZ7jVjulHYzdmssg==>

1321 Solicitation Of Funds From And By Students -
<https://simbli.eboardsolutions.com/SU/stwCwLojl01DEMHQyc1sgQ==>

1321 Solicitation Of Funds From And By Students -
<https://simbli.eboardsolutions.com/SU/iAyBbuYjlpPFfje7xlO8MQ==>

1325 Advertising And Promotion -
<https://simbli.eboardsolutions.com/SU/xrDPORsym4pluspvJQlbiFRxQ==>

1340 Access To District Records -
<https://simbli.eboardsolutions.com/SU/jKjmvbybcb5r0Tzq0Yicklg==>

1340 Access To District Records -
<https://simbli.eboardsolutions.com/SU/ouHfMY1Tt6GyjrKpUJFN5bQ==>

1700 Relations Between Private Industry And The Schools -
<https://simbli.eboardsolutions.com/SU/1Zf42jutY0enkH6qw7slshogA==>

2121 Superintendent's Contract -
<https://simbli.eboardsolutions.com/SU/wGuj1WneyCCG8TJhoOuPCw==>

3000 Concepts And Roles -
<https://simbli.eboardsolutions.com/SU/JdgifB2plus0qJxNgsrLTMbuQ==>

3100 Budget -
<https://simbli.eboardsolutions.com/SU/MLg8BCb4nl9AF0ZDQbf1Nw==>

3100 Budget -
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3230 Federal Grant Funds -
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3230 Federal Grant Funds -
<https://simbli.eboardsolutions.com/SU/xHGUpplusplusfwHON8dvKlv3spGQ==>

3290 Gifts, Grants And Bequests -
<https://simbli.eboardsolutions.com/SU/rENBCNu2Ja77STkwahu8hA==>

3300 Expenditures And Purchases -
<https://simbli.eboardsolutions.com/SU/XGc6Fy4LQdjvgnB9HGfr9g==>

3311 Bids - <https://simbli.eboardsolutions.com/SU/Z3Amu76riOmrs7tOplussqAaQ==>

3311 Bids -
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3311.1 Uniform Public Construction Cost Accounting Procedures -
<https://simbli.eboardsolutions.com/SU/ZX6zC1fOczCPZhTwGKU5UA==>

3311.1 Uniform Public Construction Cost Accounting Procedures -
<https://simbli.eboardsolutions.com/SU/uGC3d5YqfPlusqlDEOqcsknww==>

3311.2 Lease-Leaseback Contracts -
<https://simbli.eboardsolutions.com/SU/v9tF3flQus1UYNiEUrsAg==>

3311.3 Design-Build Contracts -
<https://simbli.eboardsolutions.com/SU/7niYyg7kB3gjXzGnalE13A==>

3311.4 Procurement Of Technological Equipment -
<https://simbli.eboardsolutions.com/SU/6F2EuUj1RFPXlp3CEPiPPQ==>

3314 Payment For Goods And Services -
<https://simbli.eboardsolutions.com/SU/7slshrsish67X9plusz445Rd3njSgRQ==>

3314	Payment For Goods And Services - https://simbli.eboardsolutions.com/SU/984RjY7od7JK5HixeVCfOA==
3400	Management Of District Assets/Accounts - https://simbli.eboardsolutions.com/SU/plus107S8bfHbZ1DD9FyCwBYQ==
3400	Management Of District Assets/Accounts - https://simbli.eboardsolutions.com/SU/UvCwqBlzwtiQVxql2OWcdg==
3460	Financial Reports And Accountability - https://simbli.eboardsolutions.com/SU/T53K2qslshrEFuNGW64Cp453A==
3460	Financial Reports And Accountability - https://simbli.eboardsolutions.com/SU/FGBx43EdM3tHopAAvZZ3rw==
3470	Debt Issuance And Management - https://simbli.eboardsolutions.com/SU/F4JPA5ILhnUplusP7o3Ci0Fg==
3511.1	Integrated Waste Management - https://simbli.eboardsolutions.com/SU/AOxuhUu5iBE2m5rslshENPmw==
3511.1	Integrated Waste Management - https://simbli.eboardsolutions.com/SU/2ELftXgboa5xOcnq7Nn2Ww==
3540	Transportation - https://simbli.eboardsolutions.com/SU/LLQ8oxDhriYMMYPIAfhbeA==
3551	Food Service Operations/Cafeteria Fund - https://simbli.eboardsolutions.com/SU/TEODP6YXImB5t5EatzEYng==
3551	Food Service Operations/Cafeteria Fund - https://simbli.eboardsolutions.com/SU/pLN22xtDnWsA3lGpSaQotw==
3554	Other Food Sales - https://simbli.eboardsolutions.com/SU/BeO5iujplusCslshdnJDatAUkaSw==
3554	Other Food Sales - https://simbli.eboardsolutions.com/SU/do0Tu0NPiAUh0ZJSR3T9plusw==
3555-E(1)	Nutrition Program Compliance - https://simbli.eboardsolutions.com/SU/oX8Uz3NAzRW1RSjkKQr5Og==
3555	Nutrition Program Compliance - https://simbli.eboardsolutions.com/SU/Pwi3xIKGw0SMdslsh33slshkl39g==
3600	Consultants - https://simbli.eboardsolutions.com/SU/DdD8slshuOqLVMFdxQD9plusdrdg==
4030	Nondiscrimination In Employment - https://simbli.eboardsolutions.com/SU/h2VMuJcSPvfJhvPPdxHUFg==
4030	Nondiscrimination In Employment - https://simbli.eboardsolutions.com/SU/mC41DWYq81hTWwOr3Fplus4qg==
4112.23	Special Education Staff - https://simbli.eboardsolutions.com/SU/3qasIK1MBhFEANQI1lCtIw==
4112.4	Health Examinations - https://simbli.eboardsolutions.com/SU/vG0tIHc7y2sDfiHkRLHN2w==
4132	Publication Or Creation Of Materials - https://simbli.eboardsolutions.com/SU/Yymmqa2LTslshG3PxBKyY8gA==
4200	Classified Personnel - https://simbli.eboardsolutions.com/SU/0dRK9dFxtplusf0Zw4ACetFzg==
4200	Classified Personnel - https://simbli.eboardsolutions.com/SU/aYo60VxeiuhUlmgRz0qeQ==
4212.4	Health Examinations - https://simbli.eboardsolutions.com/SU/Em8sQaplusmsx1uuK4xFnJHGA==
4232	Publication or Creation of Materials - https://simbli.eboardsolutions.com/SU/yBPA5AU8mYSB11zGX8i8OA==

4312.1	Contracts - https://simbli.eboardsolutions.com/SU/8Gl1QDRimo8DYtDanPmNdg==
4312.4	Health Examinations - https://simbli.eboardsolutions.com/SU/6M2SwpfrplusyOll8ImLFii5w==
4332	Publication or Creation of Materials - https://simbli.eboardsolutions.com/SU/P916O4X6q3CCY8Pqyz26MA==
5030	Student Wellness - https://simbli.eboardsolutions.com/SU/zgSaQnnp9OOWiMmf7cjiJw==
5125	Student Records - https://simbli.eboardsolutions.com/SU/6Z8iCcq12hzQRFjvme7TOw==
5125	Student Records - https://simbli.eboardsolutions.com/SU/IY2DRBLkPJKOKFgTVgcS3Q==
5145.6-E(1)	Parental Notifications - https://simbli.eboardsolutions.com/SU/OIIR63yHWACdrhjlN6XNVA==
5145.6	Parental Notifications - https://simbli.eboardsolutions.com/SU/6twEMjNdhvA0qYiZNi9ucQ==
6162.6	Use Of Copyrighted Materials - https://simbli.eboardsolutions.com/SU/Wl60DyhsIshYdNvvF4MJTlZsw==
6162.6	Use Of Copyrighted Materials - https://simbli.eboardsolutions.com/SU/jmyUHOx4ossKNvBfLMrZQ==
7140	Architectural And Engineering Services - https://simbli.eboardsolutions.com/SU/Eh2VAWw6R5YSgplus7MmOEZplusA==
7140	Architectural And Engineering Services - https://simbli.eboardsolutions.com/SU/joqwU7oSplusER5We3ehFXR2Q==
9000	Role Of The Board - https://simbli.eboardsolutions.com/SU/WZyw8x3kZcbozuLDZ2bMPw==
9124	Attorney - https://simbli.eboardsolutions.com/SU/slshbZ2gGeYXbT3SplusMNuzNkqw==
9320	Meetings And Notices - https://simbli.eboardsolutions.com/SU/GHmqLPP5ZYP4eDexQFrIZg==
9322	Agenda/Meeting Materials - https://simbli.eboardsolutions.com/SU/7g609RxluqTm6e5jAahqrQ==
9323	Meeting Conduct - https://simbli.eboardsolutions.com/SU/EISAG9UbgKAIhplusLCMGvBRQ==

Policy 3312.2: Educational Travel Program Contracts

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 07/01/2018

The Governing Board believes that field trips and other travel opportunities are a valuable tool in supporting classroom instruction and enrich students' learning about places, cultures, and events. The district may contract with a qualified person, partnership, corporation, or other entity for educational travel services. Any such contract shall be submitted to the Board for approval and/or ratification.

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

The Superintendent or designee shall ensure that each contract is in writing and 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 telephone number, pager, voice mail, or other method of 24-hour communication
2. A detailed description of:
 - a. Services to be provided as part of the program
 - b. Agreed cost for the services
 - c. 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, address, and telephone number of the person or organization able to verify coverage
 - d. Any additional costs to students
 - e. Any experience and/or training requirements to be met by the educational travel organization's staff who will accompany students on the educational travel program
3. 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 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, officer, general partner, or sole proprietor of the organization
7. Whether any owner or principal of the organization has had any judgment entered against him/her, 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

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

Description

Bus. Code 17540	Travel promoters
Bus. Code 17550-17550.30	Sellers of travel - https://simbli.eboardsolutions.com/SU/RAA7t4eBW5QwFolC6CYsqA==
Bus. Code 17552-17556.5	Educational travel organizations
Ed. Code 35160	Authority of governing boards
Ed. Code 35160.1	Broad authority of school districts

Cross References

3541.1-E(1)

3541.1-E(2)

3541.1

4135

4235

4335

6153

6153

Description

Transportation For School-Related Trips -

<https://simbli.eboardsolutions.com/SU/tLTToXIW9fuaXOVx6dZw2Gw==>

Transportation For School-Related Trips -

<https://simbli.eboardsolutions.com/SU/nSqMHUdALPybkQLsWmMJslshQ==>

Transportation For School-Related Trips -

<https://simbli.eboardsolutions.com/SU/SuCpz1At39dlaislh5qsoasQ==>

Soliciting And Selling -

<https://simbli.eboardsolutions.com/SU/D2v1JdS3bVKXP971UndP7w==>

Soliciting And Selling -

<https://simbli.eboardsolutions.com/SU/11NrgW3jslhWwiCZaxLmLWBg==>

Soliciting And Selling -

<https://simbli.eboardsolutions.com/SU/TJx0TplusNhtU5xmKMVelv5Gg==>

School-Sponsored Trips -

<https://simbli.eboardsolutions.com/SU/7AmzJ0yqzWgHS0PYPDJpGA==>

School-Sponsored Trips -

<https://simbli.eboardsolutions.com/SU/ri1sewsArQp83uYX3plusVv1w==>

Policy 3314: Payment For Goods And Services

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 07/01/2007

The Governing Board recognizes the importance of developing a system of internal control procedures in order to help fulfill its obligation to monitor and safeguard district resources. To facilitate warrant processing, the Superintendent or designee shall ensure that purchasing, receiving, and payment functions are kept separate. He/she shall also ensure that invoices are paid expeditiously so that the district may, to the extent possible, take advantage of available discounts and avoid finance charges.

The Superintendent or designee shall sign all warrants and shall ensure that warrants have appropriate documentary support verifying that all goods and services to be paid for have been delivered or rendered in accordance with the purchase agreement.

The Board shall approve all warrants at a regularly scheduled Board meeting.

The district shall not be responsible for unauthorized purchases.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

State References	Description
2 CCR 22000-22005	Digital signatures - https://simbli.eboardsolutions.com/SU/jjoxXkoplusnISsKsUaPslshQplusYg==
CCP. 685.010	Rate of interest - https://simbli.eboardsolutions.com/SU/ICui7yTZI55GsYXWV3f4Mg==
Ed. Code 17605	Delegation of authority to purchase supplies and equipment
Ed. Code 42630-42651	Orders, requisitions and warrants
Ed. Code 42800-42806	Revolving cash fund
Ed. Code 42810	Revolving cash funds; use; administrators
Ed. Code 42820	Prepayment funds
Gov. Code 16.5	Digital signatures
Gov. Code 5500-5506	Uniform Facsimile Signatures of Public Officials Act
Gov. Code 8111.2	Definition of public entity
Pub. Cont. Code 20104.50	Timely progress payments
Pub. Cont. Code 7107	Retention proceeds; withholding; disbursement
Pub. Cont. Code 7201	Retention proceeds; limits and exceptions
Pub. Cont. Code 9203	Payment for projects costing over \$5000

Management Resources References

Management Resources References	Description
Website	California Secretary of State, digital signatures - https://simbli.eboardsolutions.com/SU/rLQWpu9nOpaVis5clkoAOg==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==
Website	Fiscal Crisis and Management Assistance Team - https://simbli.eboardsolutions.com/SU/1KDBnxplus9GCiDTyFvbLOOxQ==

Cross References

Cross References	Description
3230	Federal Grant Funds - https://simbli.eboardsolutions.com/SU/g8lwVe5ZIANCEprFYEzuplug==

3230	Federal Grant Funds - https://simbli.eboardsolutions.com/SU/xHGUplusplusfwHON8dvKlv3spGQ==
3300	Expenditures And Purchases - https://simbli.eboardsolutions.com/SU/XGc6Fy4LQdjvgnB9HGfr9g==
3311	Bids - https://simbli.eboardsolutions.com/SU/Z3Amu76riOms7tOplussqAaQ==
3311	Bids - https://simbli.eboardsolutions.com/SU/Nplus3XMZFeuVvs4plusNXhe9tAA==
3312	Contracts - https://simbli.eboardsolutions.com/SU/WrfR3GHsZq4NytXowagFLQ==
3314.2	Revolving Funds - https://simbli.eboardsolutions.com/SU/FvfkGmlw0d0slshIVfMyyqLVQ==
3400	Management Of District Assets/Accounts - https://simbli.eboardsolutions.com/SU/plus107S8bfHbZ1DD9FyCwBYQ==
3400	Management Of District Assets/Accounts - https://simbli.eboardsolutions.com/SU/UvCwqBlzwtiQVxql2OWcdg==
3460	Financial Reports And Accountability - https://simbli.eboardsolutions.com/SU/T53K2qslshrEFuNGW64Cp453A==
3460	Financial Reports And Accountability - https://simbli.eboardsolutions.com/SU/FGBx43EdM3tHopAAvZZ3rw==
3470	Debt Issuance And Management - https://simbli.eboardsolutions.com/SU/F4JPA5ILhnUplusP7o3Ci0Fg==
9320	Meetings And Notices - https://simbli.eboardsolutions.com/SU/GHmqLPP5ZYP4eDexQFrIZg==
9324	Minutes And Recordings - https://simbli.eboardsolutions.com/SU/KSqny8yZmMQEBk8A2y895kg==

Regulation 3314: Payment For Goods And Services

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 05/01/2016

Payment for Construction Contracts

Payment on any contract for the creation, construction, alteration, repair, or improvement of any district property or facility or other public works project shall be made in accordance with the estimates, process, and/or schedule approved by the Governing Board.

As necessary, the Superintendent or designee may make progress payments as actual work is completed or materials are delivered. When a payment request is properly submitted by a contractor, any undisputed portion of the payment request shall be paid within 30 days. If the Superintendent or designee determines any payment request to be improper, he/she shall return the payment request to the contractor with a written statement of reasons why the request is not proper. (Public Contract Code 9203, 20104.50)

The district may withhold up to five percent of the proceeds due to the contractor until completion and acceptance of the project. (Public Contract Code 7201)

The proceeds to be withheld by the district may exceed five percent when the Board has made a finding, prior to the bid and during a properly noticed and regularly scheduled public meeting, that the project is substantially complex and requires a higher retention amount than five percent. In such cases, the Board's finding shall include a description of the specific project and why it is a unique project that is not regularly, customarily, or routinely performed by the district or licensed contractors. The bid documents shall include details explaining the basis for the finding and the actual amount to be withheld. (Public Contract Code 7201)

At any time after 50 percent of the work has been completed, the Board may release the withheld proceeds if it finds that satisfactory progress is being made. (Public Contract Code 9203)

Proceeds withheld by the district from payments to contractors for public works contracts 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 percent of the disputed amount. (Public Contract Code 7107)

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State References

Description

2 CCR 22000-22005	Digital signatures - https://simbli.eboardsolutions.com/SU/jjoxXkoplusnlSsKsUaPslshQplusYg==
CCP. 685.010	Rate of interest - https://simbli.eboardsolutions.com/SU/lCui7yTZI55GsYXWV3f4Mg==
Ed. Code 17605	Delegation of authority to purchase supplies and equipment
Ed. Code 42630-42651	Orders, requisitions and warrants
Ed. Code 42800-42806	Revolving cash fund
Ed. Code 42810	Revolving cash funds; use; administrators
Ed. Code 42820	Prepayment funds
Gov. Code 16.5	Digital signatures
Gov. Code 5500-5506	Uniform Facsimile Signatures of Public Officials Act
Gov. Code 8111.2	Definition of public entity
Pub. Cont. Code 20104.50	Timely progress payments
Pub. Cont. Code 7107	Retention proceeds; withholding; disbursement
Pub. Cont. Code 7201	Retention proceeds; limits and exceptions
Pub. Cont. Code 9203	Payment for projects costing over \$5000

Management Resources References

Website	California Secretary of State, digital signatures - https://simbli.eboardsolutions.com/SU/rLQWpu9nOpaVis5clkoAOg==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==
Website	Fiscal Crisis and Management Assistance Team - https://simbli.eboardsolutions.com/SU/1KDBnxplus9GCiDTyFvbLOOxQ==

Cross References

	Description
3230	Federal Grant Funds - https://simbli.eboardsolutions.com/SU/g8lwVe5ZIANCEprFYEzuplug==
3230	Federal Grant Funds - https://simbli.eboardsolutions.com/SU/xHGUplusplusfwHON8dvKlv3spGQ==
3300	Expenditures And Purchases - https://simbli.eboardsolutions.com/SU/XGc6Fy4LQdjvgnB9HGfr9g==
3311	Bids - https://simbli.eboardsolutions.com/SU/Z3Amu76riOmrs7tOplussqAaQ==
3311	Bids - https://simbli.eboardsolutions.com/SU/Nplus3XMZFeuVvs4plusNXhe9tAA==
3312	Contracts - https://simbli.eboardsolutions.com/SU/WrfR3GHsZq4NytXowagFLQ==
3314.2	Revolving Funds - https://simbli.eboardsolutions.com/SU/FvfkGmlw0d0slshIVfMyyqLVQ==
3400	Management Of District Assets/Accounts - https://simbli.eboardsolutions.com/SU/plus107S8bfHbZ1DD9FyCwBYQ==
3400	Management Of District Assets/Accounts - https://simbli.eboardsolutions.com/SU/UvCwqBlzwtiQVxql2OWcdg==
3460	Financial Reports And Accountability - https://simbli.eboardsolutions.com/SU/T53K2qslshrEFuNGW64Cp453A==
3460	Financial Reports And Accountability - https://simbli.eboardsolutions.com/SU/FGBx43EdM3tHopAAvZZ3rw==
3470	Debt Issuance And Management - https://simbli.eboardsolutions.com/SU/F4JPA5lHnUlplusP7o3CiOFg==
9320	Meetings And Notices - https://simbli.eboardsolutions.com/SU/GHmqLPP5ZYP4eDexQFrIZg==
9324	Minutes And Recordings - https://simbli.eboardsolutions.com/SU/KSqnyZmMQEBk8A2y895kg==

Policy 3314.2: Revolving Funds

Status: DRAFT

Original Adopted Date: Pending | Last Revised Date: 07/01/2010

The Governing Board has a fiduciary responsibility to effectively manage and safeguard the district's assets and resources. All revolving cash funds shall be subject to the internal control procedures established by the district to prevent and detect fraud, financial impropriety, or irregularity and shall be maintained in accordance with law and the California School Accounting Manual.

The Superintendent or designee shall provide regular reports to the Board regarding the use of revolving funds and the results of any audits conducted on the funds.

Standard Revolving Cash Fund

Pursuant to Education Code 42800, the Board has adopted a resolution establishing a revolving cash fund for use by the chief accounting officer. The fund shall be used only for the purposes specified in the Board's resolution which may include, but are not limited to, payment for services or supplies for which there is an urgent deadline or to reduce the need for issuing numerous small warrants.

The chief accounting officer shall be covered by an individual bond or insurance in the amounts specified in law. He/she shall ensure that payments from the fund are for services or materials that are a legal charge against the district and that a receipt is obtained setting forth the date, payee, purpose of the expenditure, and amount expended. (Education Code 41021, 42801, 42801.5, 42804)

The Board may at any time reduce or discontinue the revolving cash fund. (Education Code 42805)

Pre-Payment Revolving Cash Fund

Pursuant to Education Code 42820, the Board has adopted a resolution establishing a pre-payment revolving cash fund for use by the individual so designated in the Board's resolution.

The fund shall be established in a bank or other institution whose deposits are federally insured and shall be within the maximum limit specified in law. (Education Code 42820)

The designated individual shall be authorized to make payments from the fund for purchases in the amount of \$1,000 or less, including freight or tax. He/she shall submit a monthly list of the payments to the Board for approval. (Education Code 42821)

Any person who issues a check drawn on the fund shall be personally liable for the amount of the check if the expenditure is in violation of the district's rules and regulations with respect to the fund. (Education Code 42821)

Alternative Revolving Cash Fund

Pursuant to Education Code 42810, the Board has adopted a resolution establishing a revolving cash fund for use by school principals and other administrative staff. The fund shall be used for services or materials related to classroom instruction or to correct an error in a classified employee's salary pursuant to Education Code 45167, as specified in the Board's resolution.

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

The principal or administrative staff member in whose name the revolving cash fund is created shall be responsible for all fund expenditures, subject to Board regulation. (Education Code 42810)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

Ed. Code 35160

Ed. Code 35250

Description

Authority of governing boards

Duty to keep certain records

Ed. Code 38091	Cafeteria revolving accounts
Ed. Code 41020	Requirement for annual audit
Ed. Code 41021	Requirement for employee's indemnity bond
Ed. Code 41365-41367	Charter school revolving loan fund
Ed. Code 42238	Revenue limits
Ed. Code 42238.01-42238.07	Local control funding formula
Ed. Code 42630-42652	Orders, requisitions, and warrants
Ed. Code 42810	Revolving cash funds; use; administrators
Ed. Code 42820-42821	Prepayment revolving cash fund
Ed. Code 45167	Error in salary

Management Resources References

Website

Description

California Department of Education, Finance and Grants - <https://simbli.eboardsolutions.com/SU/gCBslshNI2CDjZqs24TpVv3gw==>

Website

Fiscal Crisis and Management Assistance Team - <https://simbli.eboardsolutions.com/SU/1KDBnxplus9GCiDTyFvbLOOxQ==>

Cross References

Description

3300	Expenditures And Purchases - https://simbli.eboardsolutions.com/SU/XGc6Fy4LQdjvgnB9HGfr9g==
3314	Payment For Goods And Services - https://simbli.eboardsolutions.com/SU/7slshrsish67X9plusz445Rd3njSgRQ==
3314	Payment For Goods And Services - https://simbli.eboardsolutions.com/SU/984RjY7od7JK5HixeVCfOA==
3400	Management Of District Assets/Accounts - https://simbli.eboardsolutions.com/SU/plus107S8bfHbZ1DD9FyCwBYQ==
3400	Management Of District Assets/Accounts - https://simbli.eboardsolutions.com/SU/UvCwqBlzwtiQVxql2OWcdg==
3451	Petty Cash Funds - https://simbli.eboardsolutions.com/SU/kfQzwBxslshc6sgnjdyVYxKNQ==
3460	Financial Reports And Accountability - https://simbli.eboardsolutions.com/SU/T53K2qslshrEFuNGW64Cp453A==
3460	Financial Reports And Accountability - https://simbli.eboardsolutions.com/SU/FGBx43EdM3tHopAAvZZ3rw==
3530	Risk Management/Insurance - https://simbli.eboardsolutions.com/SU/RVMmtjJG98R98H6JjUeuig==
3551	Food Service Operations/Cafeteria Fund - https://simbli.eboardsolutions.com/SU/TEODP6YXlmB5t5EatzEYng==
3551	Food Service Operations/Cafeteria Fund - https://simbli.eboardsolutions.com/SU/pLN22xtDnWsA3lGpSaQotw==

Policy 3320: Claims And Actions Against The District

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 07/01/2018

The Governing Board desires to conduct district operations in a manner that minimizes risk, protects district resources, and promotes the health and safety of students, staff, and the public. Any and all claims for money or damages against the district shall be presented to and acted upon in accordance with the Government Claims Act or other applicable state or district procedures, as well as the district's joint powers authority (JPA) agreement or other insurance coverage.

Any claim for money or damages not governed by the Government Claims Act (Government Code 810-996.6) or specifically excepted by Government Code 905 shall be presented and acted upon in accordance with district-established procedures consistent with the manner and time limitations specified in the accompanying administrative regulation, unless a procedure for processing such claims is otherwise provided by state or federal law or regulation. (Government Code 935)

Upon notice to the district of a claim, the Superintendent or designee shall take all necessary steps to protect the district's rights under any applicable contractual agreements, including the right to indemnification from its insurance or other coverage provider.

In accordance with Government Code 935.4, the Board delegates to the Superintendent the authority to allow, compromise, or settle claims of \$50,000 or less pursuant to any conditions of coverage in the district's JPA agreement or insurance coverage.

Roster of Public Agencies

Within 10 days of any change in the name of the district, the mailing address of the Board, or the names and addresses of the Board president, the Board clerk or secretary, or other Board members, the Superintendent or designee shall file the updated information with the Secretary of State and the County Clerk. (Government Code 53051)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

State References	Description
CCP. 340.1	Damages suffered as result of childhood sexual abuse - https://simbli.eboardsolutions.com/SU/BGhSMfNslshCvTtUEVoUtzrslshA==
Ed. Code 35200	Liability for debts and contracts
Ed. Code 35202	Claims against districts; applicability of Government Code
Gov. Code 53051	Information filed with secretary of state and county clerk
Gov. Code 6500-6536	Joint powers agreements
Gov. Code 800	Cost in civil actions
Gov. Code 810-996.6	Government Claims Act
Pen. Code 72	Fraudulent claims

Management Resources References

Management Resources References	Description
Court Decision	City of Stockton v. Superior Court, (2007) 42 Cal. 4th 730
Court Decision	Connelly v. County of Fresno, (2006) 146 Cal.App.4th 29
Court Decision	CSEA v. Azusa Unified School District, (1984) 152 Cal.App.3d 580
Court Decision	CSEA v. South Orange Community College District, (2004) 123 Cal.App.4th 574
Website	California Secretary of State's Office - https://simbli.eboardsolutions.com/SU/boqYBvXk4Ayr0Vpwsish5Z9FA==

Cross References**Description**

1330.1	Joint Use Agreements - https://simbli.eboardsolutions.com/SU/stKqY9WmU4plusOGUIKkyeTJw==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/jKjmvvybcb5r0Tzq0yicklg==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/ouHfMY1Tt6GyjrKpUFEN5bQ==
3530	Risk Management/Insurance - https://simbli.eboardsolutions.com/SU/RVMmtjJG98R98H6JjUeuig==
4119.1	Civil And Legal Rights - https://simbli.eboardsolutions.com/SU/U2liUZctSJrnf5kSrloM3A==
4144	Complaints - https://simbli.eboardsolutions.com/SU/VWhqGqUoIMF5jFb63TF4Qw==
4144	Complaints - https://simbli.eboardsolutions.com/SU/VGAUuslsh17oA8plusPNAGXiDnjA==
4158	Employee Security - https://simbli.eboardsolutions.com/SU/TR08VuosVAq4Nb0Exw3C1Q==
4158	Employee Security - https://simbli.eboardsolutions.com/SU/RvLxqEXYqenaFjwfGlsv4g==
4219.1	Civil And Legal Rights - https://simbli.eboardsolutions.com/SU/cRekj7Wslsh8lMIFmKndVpdQQ==
4257.1	Work-Related Injuries - https://simbli.eboardsolutions.com/SU/Mc27Z6S2UIIJ0jgwhslshmlLQ==
4258	Employee Security - https://simbli.eboardsolutions.com/SU/kzvdzwBI8XnclFZFxgAZ9Q==
4258	Employee Security - https://simbli.eboardsolutions.com/SU/aeNbMk2JCQ4oL4nplusvbgllQ==
4319.1	Civil And Legal Rights - https://simbli.eboardsolutions.com/SU/jE0Pjzv8HNMcun1glqslshFWQ==
4344	Complaints - https://simbli.eboardsolutions.com/SU/PkRNJVonMfwwanplus8782VbQ==
4344	Complaints - https://simbli.eboardsolutions.com/SU/utMQzAqJE6tB2aV4f7MPAw==
4357.1	Work-Related Injuries - https://simbli.eboardsolutions.com/SU/rh9dehK0v6aEU35hA2RrrQ==
4358	Employee Security - https://simbli.eboardsolutions.com/SU/rJomN5ZvJCouXeyHcsqE5Q==
4358	Employee Security - https://simbli.eboardsolutions.com/SU/FuBzLKWTNuW67fUQc6rslsh2A==
5143	Insurance - https://simbli.eboardsolutions.com/SU/dvr0Xslsh7GtJgYL144jBukQg==
5143	Insurance - https://simbli.eboardsolutions.com/SU/kOQU3PEqF2slsh0XKWjMRMYzA==
6163.2	Animals At School - https://simbli.eboardsolutions.com/SU/c3iG0PKnQ1JNCtbrb8Kslsh4Q==
6163.2	Animals At School - https://simbli.eboardsolutions.com/SU/tshlVXqCdNzc79sh1KFIWg==
9012	Board Member Electronic Communications - https://simbli.eboardsolutions.com/SU/SGKpPOWu7gWJN1nK5XxIJQ==

9321-E(1)

Closed Session -

<https://simbli.eboardsolutions.com/SU/s2qjNlhKoINL8VoplusCTYTvg==>

9321-E(2)

Closed Session -

<https://simbli.eboardsolutions.com/SU/siHplus3PfAM0u39GoplusnkOJ4w==>

9321

Closed Session -

<https://simbli.eboardsolutions.com/SU/ieuvLFplusfJ8qxYyOf1A1isQ==>

9322

Agenda/Meeting Materials -

<https://simbli.eboardsolutions.com/SU/7g609RxluqTm6e5jAahqrQ==>

Regulation 3320: Claims And Actions Against The District

Status: DRAFT

Original Adopted Date: Pending

Unless otherwise provided by law, prior to filing a lawsuit against the district for money or damages, a written claim shall be filed in accordance with the following administrative regulation.

Time Limitations

The following time limitations apply to claims against the district:

1. Claims for money or damages relating to childhood sexual abuse or any other cause of action specifically excepted from the Government Claims Act by Government Code 905 and for which a statute or regulation provides a claims presentation procedure shall be filed in accordance with the applicable governing statute or regulation. (Government Code 905, 935)
2. In accordance with the Governing Board's authority pursuant to Government Code 935, claims for money or damages which relate to any cause of action specifically excepted from the Government Claims Act by Government Code 905 and which are not governed by any other claims presentation statute or regulation shall be filed not later than six months after the accrual of the cause of action. (Government Code 905, 935)
3. 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 Board not later than six months after the accrual of the cause of action. (Government Code 911.2)
4. Claims for money or damages relating to any other cause of action shall be filed not later than one year after the accrual of the cause of action. (Government Code 911.2)

Receipt of Claims

A claim, any amendment thereto, or an application to present a late claim shall be deemed presented and received when delivered to the district office or deposited in a post office, mailbox, sub-post office, substation, mail chute, or other similar facility maintained by the U.S. government, in a sealed envelope properly addressed to the district office with postage paid, or when otherwise actually received in the district office or by the Board secretary or clerk. (Government Code 915, 915.2)

Upon receipt of a claim against the district pursuant to the Government Claims Act, the Superintendent or designee shall promptly provide written notice to the district's joint powers authority or insurance carrier in accordance with the applicable conditions of coverage.

Review of Contents of the Claim

The Superintendent or designee shall review any claim received to ensure that the claim contains all of the following information as specified in Government Code 910 and 910.2:

1. The name and post office address of the claimant
2. The post office address to which the person presenting the claim desires notices to be sent
3. The date, place, and other circumstances of the occurrence or transaction which gave rise to the claim asserted
4. A general description of the indebtedness, obligation, injury, damage, or loss incurred insofar as it may be known at the time of presentation of the claim
5. The name(s) of the district employee(s) causing the injury, damage, or loss, if known
6. The amount claimed if it totals less than \$10,000, including the estimated amount of any prospective injury, damage, or loss, insofar as it may be known at the time of the claim, together with the basis of computation of the amount claimed. If the amount claimed exceeds \$10,000, the dollar amount shall not be included in the claim and the claimant shall indicate whether the claim is a limited civil case of \$25,000 or less.
7. The signature of the claimant or the person acting on the claimant's behalf

Notice of Claim Insufficiency

If a claim is found insufficient or not to satisfy the form requirements under Government Code 910 and 910.2, the Board or its designee shall, within 20 days of receipt of the claim, personally deliver or mail to the claimant, at the address stated in the claim or application, a notice that states the particular defects or omission in the claim. (Government Code 910.8, 915.4)

The Board shall not act upon the claim until at least 15 days after such notice is given. (Government Code 910.8)

Amendment to Claims

Within the time limits provided in the section "Time Limitations" above or prior to final action by the Board, whichever is later, a claim may be amended if, as amended, it relates to the same transaction or occurrence which gave rise to the original claim. (Government Code 910.6)

Late Claims

For claims under items #2 and #3 in the section "Time Limitations" above, any person who presents a claim later than six months after the accrual of the cause of action shall present, along with the claim, an application to present a late claim. Such claim and the application to present a late claim shall be presented not later than one year after the accrual of the cause of action. (Government Code 905, 911.4)

If the claim is presented late and is not accompanied by an application to present a late claim, the Board or its designee may, within 45 days, give written notice that the claim was not presented timely and that it is being returned without further action. (Government Code 911.3)

The Board shall grant or deny the application to present a late claim within 45 days after it is presented. This 45-day period may be extended by written agreement of the claimant and the Board provided that such agreement is made before the expiration of the 45-day period. (Government Code 911.6)

The Board shall grant the application to present a late claim where one or more of the following conditions are applicable: (Government Code 911.6)

1. The failure to present the claim was through mistake, inadvertence, surprise, or excusable neglect and the district was not prejudiced in its defense regarding the claim by the claimant's failure to present the claim within the time limit.
2. The person who sustained the alleged injury, damage, or loss was a minor during all of the time specified for presentation of the claim.
3. The person who sustained the alleged injury, damage, or loss was physically or mentally incapacitated during all of the time specified for presentation of the claim and the disability was the reason the person failed to present the claim.
4. The person who sustained the alleged injury, damage, or loss died before the expiration of the time specified for the presentation of the claim.

If the application to present a late claim is denied, the claimant shall be given notice in substantially the same form as set forth in Government Code 911.8. (Government Code 911.8)

If the Board does not take action on the application to present a late claim within 45 days, the application shall be deemed to have been denied on the 45th day unless the time period has been extended, in which case it shall be denied on the last day of the period specified in the extension agreement. (Government Code 911.6)

Action on Claims

Within 45 days after the presentation or amendment of a claim, the Board shall take action on the claim. This time limit may be extended by written agreement between the district and the claimant before the expiration of the 45-day period. If the 45-day period has expired, the time limit may be extended if legal action has not commenced or been barred by legal limitations. (Government Code 912.4)

The Board may act on the claim in one of the following ways: (Government Code 912.4, 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.
5. If the Board takes no action on the claim, the claim shall be deemed rejected.

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 Board or its designee shall transmit to the claimant written notice of action taken or of 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)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

	Description
CCP. 340.1	Damages suffered as result of childhood sexual abuse - https://simbli.eboardsolutions.com/SU/BGhSMfNslshCvTtUEVoUtzrslshA==
Ed. Code 35200	Liability for debts and contracts
Ed. Code 35202	Claims against districts; applicability of Government Code
Gov. Code 53051	Information filed with secretary of state and county clerk
Gov. Code 6500-6536	Joint powers agreements
Gov. Code 800	Cost in civil actions
Gov. Code 810-996.6	Government Claims Act
Pen. Code 72	Fraudulent claims

Management Resources References

	Description
Court Decision	City of Stockton v. Superior Court, (2007) 42 Cal. 4th 730
Court Decision	Connelly v. County of Fresno, (2006) 146 Cal.App.4th 29
Court Decision	CSEA v. Azusa Unified School District, (1984) 152 Cal.App.3d 580
Court Decision	CSEA v. South Orange Community College District, (2004) 123 Cal.App.4th 574
Website	California Secretary of State's Office - https://simbli.eboardsolutions.com/SU/boqYBvXk4Ayr0Vpwsish5Z9FA==

Cross References

	Description
1330.1	Joint Use Agreements - https://simbli.eboardsolutions.com/SU/stKqY9WmU4plusOGUIKkyeTJw==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/jKjmvYbcb5r0Tzq0yicklg==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/ouHfMY1Tt6GyjrKpUFN5bQ==

3530 Risk Management/Insurance -
<https://simbli.eboardsolutions.com/SU/RVMmtjJG98R98H6JjUeuig==>

4119.1 Civil And Legal Rights -
<https://simbli.eboardsolutions.com/SU/U2liUZctSJrnf5kSrloM3A==>

4144 Complaints -
<https://simbli.eboardsolutions.com/SU/VWhqGqUoIMF5jFb63TF4Qw==>

4144 Complaints -
<https://simbli.eboardsolutions.com/SU/VGAUuslsh17oA8plusPNAGXiDnjA==>

4158 Employee Security -
<https://simbli.eboardsolutions.com/SU/TR08VuosVAq4Nb0Exw3C1Q==>

4158 Employee Security -
<https://simbli.eboardsolutions.com/SU/RvLxqEXYqenaFjwfGlsv4g==>

4219.1 Civil And Legal Rights -
<https://simbli.eboardsolutions.com/SU/cRekj7Wslsh8lmlFmKndVpdQQ==>

4257.1 Work-Related Injuries -
<https://simbli.eboardsolutions.com/SU/Mc27Z6S2UIIJ0jgwhslshmlLQ==>

4258 Employee Security -
<https://simbli.eboardsolutions.com/SU/kzvdzwBI8XnclFZFxgAZ9Q==>

4258 Employee Security -
<https://simbli.eboardsolutions.com/SU/aeNbMk2JCQ4oL4nplsvbglIQ==>

4319.1 Civil And Legal Rights -
<https://simbli.eboardsolutions.com/SU/jE0Pjzv8HNMcuN1glqslshFWQ==>

4344 Complaints -
<https://simbli.eboardsolutions.com/SU/PkRNJVonMfwwanplus8782VbQ==>

4344 Complaints -
<https://simbli.eboardsolutions.com/SU/utMQzAqJE6tB2aV4f7MPAw==>

4357.1 Work-Related Injuries -
<https://simbli.eboardsolutions.com/SU/rh9dehK0v6aEU35hA2RrrQ==>

4358 Employee Security -
<https://simbli.eboardsolutions.com/SU/rJomN5ZvJCouXeyHcsqE5Q==>

4358 Employee Security -
<https://simbli.eboardsolutions.com/SU/FuBzLKWTNuW67fUQc6rslsh2A==>

5143 Insurance -
<https://simbli.eboardsolutions.com/SU/dvr0Xslsh7GtJgYL144jBukQg==>

5143 Insurance -
<https://simbli.eboardsolutions.com/SU/kOQU3PEqF2slsh0XKWjMRMYzA==>

6163.2 Animals At School -
<https://simbli.eboardsolutions.com/SU/c3iG0PKnQ1JNCtbrb8Kslsh4Q==>

6163.2 Animals At School -
<https://simbli.eboardsolutions.com/SU/tshlVXqCdNzc9sh1KFIWg==>

9012 Board Member Electronic Communications -
<https://simbli.eboardsolutions.com/SU/SGKpPOWu7gWJN1nK5XxIJQ==>

9321-E(1) Closed Session -
<https://simbli.eboardsolutions.com/SU/s2qjNlhKoINL8VoplusCTYTvg==>

9321-E(2) Closed Session -
<https://simbli.eboardsolutions.com/SU/siHplus3PfAM0u39GoplusnkOJ4w==>

9321 Closed Session -
<https://simbli.eboardsolutions.com/SU/ieuvLFplusfJ8qxYyOf1A1isQ==>

9322 Agenda/Meeting Materials -
<https://simbli.eboardsolutions.com/SU/7g609RxlutTm6e5jAahqrQ==>

Policy 3350: Travel Expenses

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 08/01/2013

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.

The Board shall authorize payment for actual and necessary travel 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.

All out-of-state travel for which reimbursement will be claimed shall be approved in advance 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, tips or gratuities, 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.

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

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.

The Superintendent or designee shall establish a per diem allowance for meal costs incurred while traveling on district business based on the location and hours of travel. 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.

When approved by the Superintendent or designee, an employee may be issued a district credit card for use while on authorized district business. Receipts documenting the expenses incurred on a district credit card shall be submitted promptly following return from travel. Under no circumstances shall personal expenses be charged on a district credit card, 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.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

	Description
Ed. Code 42634	Itemization of expenses
Ed. Code 44016	Travel expense to employment interview
Ed. Code 44032	Travel expense payment
Ed. Code 44033	Automobile allowance
Ed. Code 44802	Student teacher's travel expense

Management Resources References

	Description
Internal Revenue Service Publication	Per Diem Rates (For Travel Within the Continental United States), Publication 1542
Website	U.S. General Services Administration, Per Diem Rates - https://simbli.eboardsolutions.com/SU/fOFETn5Hslshdngflkat4Me5w==
Website	Internal Revenue Service - https://simbli.eboardsolutions.com/SU/Q4VQpg5n4iGWL4GteBcOQw==

Cross References

	Description
1220	Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/7Vbu4bQaxCHjM037skaMng==
1220	Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/ldXy6fy1Hrchplus4YcmEWDw==
2121	Superintendent's Contract - https://simbli.eboardsolutions.com/SU/wGuj1WneyCCG8TJhoOuPCw==
2230	Representative And Deliberative Groups - https://simbli.eboardsolutions.com/SU/4TOGpg1viLdJFRFwZrNfNA==
3100	Budget - https://simbli.eboardsolutions.com/SU/MLg8BCb4n9AF0ZDQbf1Nw==
3100	Budget - https://simbli.eboardsolutions.com/SU/2qaolYeOI8w4xRplusvFVpSOA==
3110	Transfer Of Funds - https://simbli.eboardsolutions.com/SU/RBPskJb1hirfgjouAavDKA==
3230	Federal Grant Funds - https://simbli.eboardsolutions.com/SU/g8lwVe5ZIANCEprFYEzuplusg==
3230	Federal Grant Funds - https://simbli.eboardsolutions.com/SU/xHGUplusplusfwHON8dvKlv3spGQ==

3300	Expenditures And Purchases - https://simbli.eboardsolutions.com/SU/XGc6Fy4LQdjvgnB9HGfr9g==
4131	Staff Development - https://simbli.eboardsolutions.com/SU/L7PIWQxBoUSRd2ggr0QAQ==
4231	Staff Development - https://simbli.eboardsolutions.com/SU/Sw1IN4DYSE3T3eWPEYvkHQ==
4331	Staff Development - https://simbli.eboardsolutions.com/SU/GtbPplusGPAZplusB1Cb1k2SzelQ==
6159.3	Appointment Of Surrogate Parent For Special Education Students - https://simbli.eboardsolutions.com/SU/X8EGu63Z2jd3Jx9n1t7o0w==
6159.3	Appointment Of Surrogate Parent For Special Education Students - https://simbli.eboardsolutions.com/SU/QYFixo4JYxOplusrKuHD8CoJQ==
9150	Student Board Members - https://simbli.eboardsolutions.com/SU/MwdmtDnm0z0YoGI5CkZ9AA==
9250-E(1)	Remuneration, Reimbursement And Other Benefits - https://simbli.eboardsolutions.com/SU/dUz4B6Ja06ho2plud7yrpk1A==
9250	Remuneration, Reimbursement And Other Benefits - https://simbli.eboardsolutions.com/SU/oz66G5slshgVQWd3R79jUr0iQ==

Policy 3400: Management Of District Assets/Accounts

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 07/01/2007

The Governing Board recognizes its fiduciary responsibility to effectively manage and safeguard the district's assets and resources in order to help achieve the district's goals for student learning. The Superintendent or designee shall establish and maintain an accurate, efficient financial management system that enhances the district's ability to meet its fiscal obligations, produces reliable financial reports, and complies with laws, regulations, policies, and procedures. He/she shall ensure that the district's accounting system provides ongoing internal controls and meets generally accepted accounting standards.

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.

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.

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.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

Description

Ed. Code 14500-14508	Financial and compliance audits - https://simbli.eboardsolutions.com/SU/ExlLRgXIGIFUpluskbtjAagJg==
Ed. Code 35035	Powers and duties of the superintendent; transfer authority
Ed. Code 35250	Duty to keep certain records and reports
Ed. Code 41010-41023	Accounting regulations, budget controls and audits
Ed. Code 42600-42603	Control of expenditures
Ed. Code 42647	Drawing of warrants by district on county treasurer; form; reports, statements and other data

Gov. Code 53995-53997

Obligation of contract

Management Resources References

Governmental Accounting Standards Board Statement

Website

Website

Website

Website

Website

Website

Website

Description

Statement 34, Basic Financial Statements and Management's Discussion and Analysis - For State and Local Governments, June 1999

Governmental Accounting Standards Board - <https://simbli.eboardsolutions.com/SU/fOzyLiplusQlvf5bslshbBggjhog==>

State Controller's Office - <https://simbli.eboardsolutions.com/SU/GDLauCiDFI4Ms1eIPGARvA==>

California Department of Education, Finance and Grants - <https://simbli.eboardsolutions.com/SU/gCBslshNI2CDjZqs24TpVv3gw==>

CSBA - <https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==>

Fiscal Crisis and Management Assistance Team - <https://simbli.eboardsolutions.com/SU/1KDBnxplus9GCiDTyFvblOOxQ==>

California Association of School Business Officials - <https://simbli.eboardsolutions.com/SU/vplusVmEFNjJhGgV6PRTIb0g==>

School Services of California, Inc. - <https://simbli.eboardsolutions.com/SU/nzOINPGdklslshZR9e7VNuDXg==>

Cross References

3000

3100

3100

3110

3230

3230

3300

3312

3314

3314

3314.2

3430

3430

3440

3451

Description

Concepts And Roles - <https://simbli.eboardsolutions.com/SU/JdgifB2plus0qJxNgSrlTMbuQ==>

Budget - <https://simbli.eboardsolutions.com/SU/MLg8BCb4nI9AF0ZDQbf1Nw==>

Budget - <https://simbli.eboardsolutions.com/SU/2qaolYeOI8w4xRplusvFVpSOA==>

Transfer Of Funds - <https://simbli.eboardsolutions.com/SU/RBpskJb1hirfgjouAavDKA==>

Federal Grant Funds - <https://simbli.eboardsolutions.com/SU/g8lwVe5ZIANCEprFYEzuplusg==>

Federal Grant Funds - <https://simbli.eboardsolutions.com/SU/xHGUplusplusfwHON8dvKlv3spGQ==>

Expenditures And Purchases - <https://simbli.eboardsolutions.com/SU/XGc6Fy4LQdjvgnB9HGfr9g==>

Contracts - <https://simbli.eboardsolutions.com/SU/WrfR3GHsZq4NytXowagFLQ==>

Payment For Goods And Services - <https://simbli.eboardsolutions.com/SU/7slshrsIsh67X9plusz445Rd3njSgRQ==>

Payment For Goods And Services - <https://simbli.eboardsolutions.com/SU/984RjY7od7JK5HixeVCfOA==>

Revolving Funds - <https://simbli.eboardsolutions.com/SU/FvfkGmlw0d0slshIVfMyyqLVQ==>

Investing - <https://simbli.eboardsolutions.com/SU/D4kfjySH8p1JalvYywiMUw==>

Investing - <https://simbli.eboardsolutions.com/SU/jSlZkLzuHvJc1KchaJQYGg==>

Inventories - <https://simbli.eboardsolutions.com/SU/kM8UW5NNPEkQZE7J607tWg==>

Petty Cash Funds - <https://simbli.eboardsolutions.com/SU/kfQzwBxslshc6sgnjdyVYxKNQ==>

3452 Student Activity Funds -
<https://simbli.eboardsolutions.com/SU/MaB71S0AoPmnlSumV59usQ==>

3460 Financial Reports And Accountability -
<https://simbli.eboardsolutions.com/SU/T53K2qslshrEFuNGW64Cp453A==>

3460 Financial Reports And Accountability -
<https://simbli.eboardsolutions.com/SU/FGBx43EdM3tHopAAvZZ3rw==>

3470 Debt Issuance And Management -
<https://simbli.eboardsolutions.com/SU/F4JPA5ILhnUplusP7o3Ci0Fg==>

3511 Energy And Water Management -
<https://simbli.eboardsolutions.com/SU/Rtdok6FaTpShfiEplusZslsh247Q==>

3511 Energy And Water Management -
<https://simbli.eboardsolutions.com/SU/gkXl0ep1VrebJ5GqZLXkTA==>

3530 Risk Management/Insurance -
<https://simbli.eboardsolutions.com/SU/RVMmtjJG98R98H6JjUeuig==>

3551 Food Service Operations/Cafeteria Fund -
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3551 Food Service Operations/Cafeteria Fund -
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4112.6 Personnel Files -
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4119.1 Civil And Legal Rights -
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4119.23 Unauthorized Release Of Confidential/Privileged Information -
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4151 Employee Compensation -
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4251 Employee Compensation -
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9124 Attorney -
<https://simbli.eboardsolutions.com/SU/slshbZ2gGeYXbT3SplusMNuzNkqw==>

Regulation 3400: Management Of District Assets/Accounts

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 07/01/2003

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.

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

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.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

Description

Ed. Code 14500-14508	Financial and compliance audits - https://simbli.eboardsolutions.com/SU/ExlLRgXIGIFUpluskbtjAagJg==
Ed. Code 35035	Powers and duties of the superintendent; transfer authority
Ed. Code 35250	Duty to keep certain records and reports
Ed. Code 41010-41023	Accounting regulations, budget controls and audits

Ed. Code 42600-42603	Control of expenditures
Ed. Code 42647	Drawing of warrants by district on county treasurer; form; reports, statements and other data
Gov. Code 53995-53997	Obligation of contract

Management Resources References

Governmental Accounting Standards Board Statement

Website

Website

Website

Website

Website

Website

Website

Description

Statement 34, Basic Financial Statements and Management's Discussion and Analysis - For State and Local Governments, June 1999

Governmental Accounting Standards Board - <https://simbli.eboardsolutions.com/SU/fOzYLiplusQlvf5bslshbBggjhog==>

State Controller's Office - <https://simbli.eboardsolutions.com/SU/GDLauCIDFI4Ms1eIPGARvA==>

California Department of Education, Finance and Grants - <https://simbli.eboardsolutions.com/SU/gCBslshNI2CDjZqs24TpVv3gw==>

CSBA - <https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==>

Fiscal Crisis and Management Assistance Team - <https://simbli.eboardsolutions.com/SU/1KDBnxplus9GCiDTyFvbLOOxQ==>

California Association of School Business Officials - <https://simbli.eboardsolutions.com/SU/vplusVmEFNjoJhGgV6PRTIb0g==>

School Services of California, Inc. - <https://simbli.eboardsolutions.com/SU/nzOINPGdklslshZR9e7VNuDXg==>

Cross References

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Description

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3460 Financial Reports And Accountability -
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<https://simbli.eboardsolutions.com/SU/F4JPA5ILhnUJplusP7o3Ci0Fg==>

3511 Energy And Water Management -
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3511 Energy And Water Management -
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<https://simbli.eboardsolutions.com/SU/RVMmtjJG98R98H6JjUeuig==>

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<https://simbli.eboardsolutions.com/SU/TEODP6YXlmB5t5EatzEYng==>

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<https://simbli.eboardsolutions.com/SU/Rum7AoBeG3XCHB3ypxvVbQ==>

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4319.23 Unauthorized Release Of Confidential/Privileged Information -
<https://simbli.eboardsolutions.com/SU/BdiMNGpkGbLuVxR8Usb7wg==>

4351 Employee Compensation -
<https://simbli.eboardsolutions.com/SU/aLAZ0kuDYD4xo0x9StnxRg==>

9124 Attorney -
<https://simbli.eboardsolutions.com/SU/slshbZ2gGeYXbT3SplusMNuzNkqw==>

Policy 3430: Investing

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 03/01/2005

All or part of the special reserve fund of the district, or any surplus monies not required for the immediate necessities of the district, may be invested as allowed by law for public funds. (Education Code 41015; Government Code 16430, 53601-53609, 53635)

The Governing Board authorizes the district's chief fiscal officer to invest and reinvest such funds on behalf of the district. He/she shall make monthly reports of those transactions to the Board. The Board retains the right to revoke this authority at any time.

The Board recognizes that the district's chief fiscal officer has fiduciary responsibility for any funds invested outside the county treasury and is subject to prudent investor standards for investment decisions. As such, he/she shall act with care, skill, prudence, and diligence under the prevailing circumstances, including but not limited to the general economic conditions and the anticipated needs of the district. The investment objectives shall be to first safeguard the principal of the funds, then to meet the district's liquidity needs and, third, to achieve a return on the funds. (Government Code 53600.3, 53600.5)

In order to enhance investment return, the district's goal shall be to generate an investment yield that attains or exceeds a market-average rate of return through economic cycles.

The Board recognizes the importance of overseeing investments made with district funds, including investments by the county treasurer. The Superintendent or designee shall maintain ongoing communication with any county committee established for the purpose of overseeing county investments. In addition, the Superintendent or designee shall keep the Board informed about county policies that guide the investment of these funds.

The Board may establish an investment oversight committee to monitor the district's investments and make recommendations to the chief fiscal officer and the Board regarding investment policies.

Annual Statement of Investment Policy

The district's chief fiscal officer shall annually provide to the Board and any district investment oversight committee a statement of the district's investment policy or, if all district surplus funds are invested with the county treasurer, the county's investment policy.

The annual investment report shall be submitted no later than the end of the first quarter of the year to which it applies.

At a public meeting, the Board shall review this policy and discuss any changes to be made. (Government Code 53646)

Quarterly Investment Reports

The chief fiscal officer of the district shall provide the Board, Superintendent, and internal auditor with quarterly reports of district investments in individual accounts that are \$25,000 or more.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

Description

Ed. Code 41001	Deposit of money in county treasury
Ed. Code 41002	General fund deposits and exceptions
Ed. Code 41002.5	Deposit of certain funds in insured institutions
Ed. Code 41003	Funds received from rental of real property
Ed. Code 41015	Authorization of and limitation investment of district funds
Ed. Code 41017	Deposit of miscellaneous receipts

Ed. Code 41018	Disposition of money received
Ed. Code 42840-42843	Special reserve fund
Gov. Code 16430	Eligible securities for investment of surplus money
Gov. Code 17581.5	Mandates contingent upon state funding
Gov. Code 27000.3	Fiduciary for deposits in county treasury
Gov. Code 27130-27137	County treasury oversight committees
Gov. Code 53600-53609	Investment of surplus
Gov. Code 53630-53686	Deposit of funds
Gov. Code 53635	Local agency funds; deposit or investment
Gov. Code 53646	Treasurer reports and statements of investment policy
Gov. Code 53852.5	Investment term for funds designated for repayment of notes
Gov. Code 53859.02	Borrowing by local agency

Management Resources References

CDIAC Publication
Website

Description

Local Agency Investment Guidelines, 2002, rev. 2004
California Debt and Investment Advisory Commission -
<https://simbli.eboardsolutions.com/SU/fcZCPxWNlcpluspmohqEYyPOw==>

Cross References

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Description

Citizen Advisory Committees -
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Citizen Advisory Committees -
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Concepts And Roles -
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Risk Management/Insurance -
<https://simbli.eboardsolutions.com/SU/RVMmtjJG98R98H6JjUeuig==>

Board Committees -
<https://simbli.eboardsolutions.com/SU/SkSIKdDK8SAs36PYDtL2IA==>

Conflict Of Interest -
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Conflict Of Interest -
<https://simbli.eboardsolutions.com/SU/GICMVIFPJHWNdBFgfBYdkg==>

Regulation 3430: Investing

Status: DRAFT

Original Adopted Date: Pending

Quarterly Investment Reports

The district's chief fiscal officer shall prepare quarterly investment reports in accordance with Board policy within 30 days following the end of the quarter covered by the report. These reports shall: (Government Code 53646)

1. State the manner in which the portfolio complies and/or does not comply with the district's investment policy
2. Denote the district's ability to meet its pool's expenditure requirements for the next six months, or provide an explanation as to why sufficient money shall not or may not be available
3. Include the type of investment, issuer, date of maturity, par and dollar amount invested on all securities, investments, and monies held by the district
4. Describe any district funds, investments, or programs that are under the management of contracted parties, including lending programs
5. Include the current market value as of the date of the report, and the source of this valuation, 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

Whenever district investments have been placed in 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, the report may include the most recent statement(s) received from these institutions in lieu of the information specified in items #3-5 above. (Government Code 53646)

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

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

Description

Ed. Code 41001	Deposit of money in county treasury
Ed. Code 41002	General fund deposits and exceptions
Ed. Code 41002.5	Deposit of certain funds in insured institutions
Ed. Code 41003	Funds received from rental of real property
Ed. Code 41015	Authorization of and limitation investment of district funds
Ed. Code 41017	Deposit of miscellaneous receipts
Ed. Code 41018	Disposition of money received
Ed. Code 42840-42843	Special reserve fund
Gov. Code 16430	Eligible securities for investment of surplus money
Gov. Code 17581.5	Mandates contingent upon state funding
Gov. Code 27000.3	Fiduciary for deposits in county treasury
Gov. Code 27130-27137	County treasury oversight committees
Gov. Code 53600-53609	Investment of surplus
Gov. Code 53630-53686	Deposit of funds
Gov. Code 53635	Local agency funds; deposit or investment
Gov. Code 53646	Treasurer reports and statements of investment policy

Gov. Code 53852.5
Gov. Code 53859.02

Investment term for funds designated for repayment of notes
Borrowing by local agency

Management Resources References

CDIAC Publication
Website

Description

Local Agency Investment Guidelines, 2002, rev. 2004
California Debt and Investment Advisory Commission -
<https://simbli.eboardsolutions.com/SU/fcZCPxWNicpluspmohqEYyP0w==>

Cross References

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Description

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Citizen Advisory Committees -
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Concepts And Roles -
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<https://simbli.eboardsolutions.com/SU/plus107S8bfHbZ1DD9FyCwBYQ==>

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Conflict Of Interest -
<https://simbli.eboardsolutions.com/SU/GICMVIFPJHWNdBFgfBYdkg==>

Regulation 3440: Inventories

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 09/01/2016

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

1. All equipment items currently valued in excess of \$500 (Education Code 35168)
2. All equipment items purchased with state and/or federal categorical funds that have a useful life of more than one year with an acquisition cost of \$500 or more per unit

In addition, the Superintendent or designee may maintain a list of specific items which shall be inventoried for internal control purposes regardless of their initial cost or current value.

The inventory shall contain a record of the following information: (Education Code 35168; 5 CCR 3946)

1. Name and description of the property
2. Identification number
3. Original cost of the item of equipment or a reasonable estimate if the original cost is unknown
4. Date of acquisition
5. Location of use
6. The date and method of disposal

In addition to the information specified in items #1-6 above, the following information shall be recorded for equipment acquired with state and/or federal categorical funds unless otherwise specified in law: (5 CCR 3946; 2 CFR 200.313)

1. Source of the property (funding source)
2. Titleholder
3. Percentage of federal participation in the cost of the property
4. Use and condition of property
5. Sale price of the property upon disposition and method used to determine current fair market value

At the time of purchase, the Superintendent or designee shall affix a label to the equipment containing the identification number and the district name. Equipment items purchased with categorical program funds shall also be labeled with the name of the project in accordance with 5 CCR 3946.

Whenever an equipment item is moved to a new location or the equipment is used for a new purpose, the new location or purpose shall be recorded in the inventory.

A copy of the inventory shall be kept at the district office and at the appropriate school site.

The Superintendent or designee shall annually submit an inventory listing of federally owned property in its custody to the federal agency that granted the award. (2 CFR 200.312)

Physical Inventory

At least once every two years, a physical inventory of equipment shall be conducted and the results reconciled with the property records. (2 CFR 200.313)

The Superintendent or designee shall establish procedures for conducting the physical inventory which shall include, but not be limited to, designation of person(s) responsible for coordinating and conducting the inventory, preparation

and distribution of count sheets, procedures for implementing the inventory, and procedures for conducting a recount to substantiate the validity of the inventory.

The Superintendent or designee shall investigate any differences between the quantities determined by the physical inspection and those in the accounting records.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

	Description
5 CCR 16022-16023	Classification of records
5 CCR 16035	Historical inventory of equipment
5 CCR 3946	Control, safeguards, disposal of equipment purchased with consolidated application funds
Ed. Code 35168	Inventory of equipment

Federal References

	Description
2 CFR 200.0-200.521	Federal uniform grant guidance
20 USC 2301-2414	Strengthening Career and Technical Education for the 21st Century Act

Management Resources References

	Description
California Department of Education Publication	California School Accounting Manual
Website	California Association of School Business Officials - https://simbli.eboardsolutions.com/SU/vplusVmEFNjoJhGgV6PRTIb0g==
Website	California Department of Education - https://simbli.eboardsolutions.com/SU/os2jq5DcA2RawmY2VZ5FZQ==
Website	Office of Management and Budget - https://simbli.eboardsolutions.com/SU/yMG7KarnCslshuDeihOx8ZiA==

Cross References

	Description
3000	Concepts And Roles - https://simbli.eboardsolutions.com/SU/JdgifB2plus0qJxNgSrLTMbuQ==
3230	Federal Grant Funds - https://simbli.eboardsolutions.com/SU/g8lwVe5ZIANCEprFYezuplsg==
3230	Federal Grant Funds - https://simbli.eboardsolutions.com/SU/xHGUplusplusfwHON8dvKlv3spGQ==
3270	Sale And Disposal Of Books, Equipment And Supplies - https://simbli.eboardsolutions.com/SU/uBNHslshPkcZ40G9G8KgB8O1g==
3270	Sale And Disposal Of Books, Equipment And Supplies - https://simbli.eboardsolutions.com/SU/Z9slshTBA3JvroaG64HMN0B0A==
3290	Gifts, Grants And Bequests - https://simbli.eboardsolutions.com/SU/rENBCNu2Ja77STkwahu8hA==
3300	Expenditures And Purchases - https://simbli.eboardsolutions.com/SU/XGc6Fy4LQdjvgnB9HGfr9g==
3400	Management Of District Assets/Accounts - https://simbli.eboardsolutions.com/SU/plus107S8bfHbZ1DD9FyCwBYQ==
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3512-E(1)	Equipment - https://simbli.eboardsolutions.com/SU/wAY2kbJtsJ5F5Adq8CFR5Q==

- 3512 Equipment -
<https://simbli.eboardsolutions.com/SU/T0plusMZnmTgplusCRZdM6VXt5HA==>
- 3515 Campus Security -
<https://simbli.eboardsolutions.com/SU/PjF0Zplus3nEncujRRkepdtplus==>
- 3515 Campus Security -
<https://simbli.eboardsolutions.com/SU/InslshuYGkyw2oDxQOlqe9KNG==>
- 3530 Risk Management/Insurance -
<https://simbli.eboardsolutions.com/SU/RVMmtjJG98R98H6JjUeuig==>
- 3580 District Records -
<https://simbli.eboardsolutions.com/SU/n2YgqoHklkzJn4Vofx68uQ==>
- 3580 District Records -
<https://simbli.eboardsolutions.com/SU/En8VbWkeCavFgJplusUm0xdFw==>
- 6178 Career Technical Education -
<https://simbli.eboardsolutions.com/SU/duslshHfbN8msMT9Z4Y8Epyxg==>
- 6178 Career Technical Education -
<https://simbli.eboardsolutions.com/SU/tTiQOb4se1oHtSjWO80Gng==>

Regulation 3451: Petty Cash Funds

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 07/01/2006

In order to facilitate minor purchases, the Superintendent or designee may establish a petty cash fund at each school. The petty cash fund shall be used for unforeseen, small school expenses, such as postage or individual purchases of supplies.

The amount of the petty cash fund shall not exceed \$200. The principal or designee shall be responsible for all expenditures from the fund and shall create a system for tracking fund expenditures. Each expenditure shall be supported by appropriate documentation.

Expenditures shall be reconciled and accounted for whenever the principal requests that the fund be replenished, at the end of the fiscal year, or at the request of the Superintendent or designee.

The principal or designee shall ensure that the petty cash fund is kept in a safe and secure location.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

	Description
Ed. Code 35160	Authority of governing boards
Ed. Code 35250	Duty to keep certain records
Ed. Code 41020	Requirement for annual audit
Ed. Code 42800-42810	Revolving funds

Management Resources References

	Description
Website	California Association of School Business Officials - https://simbli.eboardsolutions.com/SU/vplusVmEFNjoJhGgV6PRTIb0g==

Cross References

	Description
3314.2	Revolving Funds - https://simbli.eboardsolutions.com/SU/FvfkGmlw0d0slshIVfMyyqLVQ==
3400	Management Of District Assets/Accounts - https://simbli.eboardsolutions.com/SU/plus107S8bfHbZ1DD9FyCwBYQ==
3400	Management Of District Assets/Accounts - https://simbli.eboardsolutions.com/SU/UvCwqBlzwtiQVxql2OWcdg==
3460	Financial Reports And Accountability - https://simbli.eboardsolutions.com/SU/T53K2qslshrEFuNGW64Cp453A==
3460	Financial Reports And Accountability - https://simbli.eboardsolutions.com/SU/FGBx43EdM3tHopAAvZZ3rw==

Policy 3452: Student Activity Funds

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 07/01/2007

The Governing Board recognizes that student organizations can provide students with an opportunity to conduct worthwhile cocurricular activities beyond those provided by the district and can also help students learn about effective financial practices. To that end, student organizations may raise and spend funds to support activities that promote the general welfare, morale, and educational experiences of the student body.

Fund-Raising Events

At the beginning of each school year, each principal or designee shall submit to the Superintendent or designee a list of the fund-raising events that each student organization proposes to hold that year. 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.

Management of Funds

Student body funds shall be managed in accordance with law and sound business procedures designed to encourage the largest possible educational return to students without sacrificing the security of funds.

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.

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.

Funds derived from the student body 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. The cost of the audit shall be paid from district funds. (Education Code 41020)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

Description

5 CCR 15500	Food sales in elementary schools
5 CCR 15501	Food sales in high schools and junior high schools
Ed. Code 35182.5	Contracts for advertising
Ed. Code 35564	Funds, obligation of the student body
Ed. Code 41020	Requirement for annual audit
Ed. Code 48930-48938	Student organizations
Ed. Code 49431	Sale of food and beverages, elementary school
Ed. Code 49431.5	Sale of food and beverages, middle and high schools

Ed. Code 51520	Prohibited solicitations on school premises
Ed. Code 51521	Fund-raising project

Management Resources References

	Description
Court Decision	Prince v. Jacoby, (2002) 303 F.3d 1074
Fiscal Crisis & Management Assistance Team Pub.	Associated Student Body Accounting Manual & Desk Reference, 2005
Website	California Department of Education - https://simbli.eboardsolutions.com/SU/os2jq5DcA2RawmY2VZ5FZQ==
Website	Fiscal Crisis and Management Assistance Team - https://simbli.eboardsolutions.com/SU/1KDBNxpplus9GCiDTyFvbLOOxQ==

Cross References

	Description
1230	School-Connected Organizations - https://simbli.eboardsolutions.com/SU/rZIDHDRyqq3sQoGOoZHytg==
1230	School-Connected Organizations - https://simbli.eboardsolutions.com/SU/ZGdAZ0iZ7jVjuLHYzdmssg==
1321	Solicitation Of Funds From And By Students - https://simbli.eboardsolutions.com/SU/stwCwL0jl01DEMhQyc1sgQ==
1321	Solicitation Of Funds From And By Students - https://simbli.eboardsolutions.com/SU/iAyBbuYjlpPFfje7xIO8MQ==
3260	Fees And Charges - https://simbli.eboardsolutions.com/SU/kzf4pmplus1XMNh73HcptLQMg==
3260	Fees And Charges - https://simbli.eboardsolutions.com/SU/WJppw3L8qQdJNRjy7xaDAA==
3400	Management Of District Assets/Accounts - https://simbli.eboardsolutions.com/SU/plus107S8bfHbZ1DD9FyCwBYQ==
3400	Management Of District Assets/Accounts - https://simbli.eboardsolutions.com/SU/UvCwqBlzwtiQVxql2OWcdg==
3460	Financial Reports And Accountability - https://simbli.eboardsolutions.com/SU/T53K2qslshrEFuNGW64Cp453A==
3460	Financial Reports And Accountability - https://simbli.eboardsolutions.com/SU/FGBx43EdM3tHopAAvZZ3rw==
3530	Risk Management/Insurance - https://simbli.eboardsolutions.com/SU/RVMmtjJG98R98H6JjUeuig==
3554	Other Food Sales - https://simbli.eboardsolutions.com/SU/BeO5iujplusCslshdnJDatAUkaSw==
3554	Other Food Sales - https://simbli.eboardsolutions.com/SU/do0Tu0NpIAUhOZJSR3T9pluw==
3580	District Records - https://simbli.eboardsolutions.com/SU/n2YgqoHklkzJn4Vofx68uQ==
3580	District Records - https://simbli.eboardsolutions.com/SU/En8VbWkeCavFgJplusUm0xdFw==
5000	Concepts And Roles - https://simbli.eboardsolutions.com/SU/7Sme58LesslshGlb3dUeUAFvw==
5030	Student Wellness - https://simbli.eboardsolutions.com/SU/zgSaQnnp9OOWiMmf7cjjJw==
5142	Safety - https://simbli.eboardsolutions.com/SU/TSpluv9I4hpxDWdHp81uplushyA==
5142	Safety - https://simbli.eboardsolutions.com/SU/5o6splusZGjshAfjaqxn0dgpluskA==

- 5143 Insurance -
<https://simbli.eboardsolutions.com/SU/dvr0Xslsh7GtJgYL144jBukQg==>
- 5143 Insurance -
<https://simbli.eboardsolutions.com/SU/kOQU3PEqF2slsh0XKWjMRMYzA==>
- 6145 Extracurricular And Cocurricular Activities -
<https://simbli.eboardsolutions.com/SU/0plus4m9xE4Ve5a7ZliPxUm8w==>
- 6145 Extracurricular And Cocurricular Activities -
<https://simbli.eboardsolutions.com/SU/g4kmTAtslshQhjokasVpluscC7Aw==>
- 6145.5 Student Organizations And Equal Access -
<https://simbli.eboardsolutions.com/SU/J3lrplusyTagslshFslsh9zhKplusLL3gQ==>
- 6145.5 Student Organizations And Equal Access -
<https://simbli.eboardsolutions.com/SU/ckj3zU8khlrmu3qGslsh1KcKg==>

Policy 3460: Financial Reports And Accountability

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 04/01/2013

The Governing Board is committed to ensuring public accountability and the fiscal health of the district. The Board shall adopt sound fiscal policies, oversee the district's financial condition, and continually evaluate whether the district's budget and financial operations support the district's goals for student achievement.

The Superintendent or designee shall ensure that all financial reports are prepared in accordance with law and in conformity with generally accepted accounting principles and financial reporting standards stipulated by the Governmental Accounting Standards Board and the California Department of Education (CDE). He/she shall establish a system of ongoing internal controls to ensure the reliability of financial reporting.

When required by law or the Board, the Superintendent or designee shall submit to the Board reports of the district's financial status, including, but not limited to, any report specified in this Board policy or accompanying administrative regulation. When any such report must be approved by the Board prior to its submission to a local, state, and/or federal agency, the Superintendent or designee shall provide the report to the Board in sufficient time to enable the Board to carefully review the report and meet any applicable submission deadline.

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.

Unaudited Actual Receipts and Expenditures

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

Gann Appropriations Limit Resolution

On or before September 15, the Board shall adopt a resolution identifying, pursuant to Government Code 7900-7914, the district's estimated appropriations limit for the current fiscal year and the actual appropriations limit for the preceding fiscal year. 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)

Interim Reports/Certification of Ability to Meet Fiscal Obligations

The Superintendent or designee shall submit two interim fiscal reports to the 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 be made available by the district for public review. (Education Code 42130)

Within 45 days after the close of the period reported, the Board shall approve the interim report and certify, on the basis of the interim report and any additional financial information known by the Board, whether the district will be able to meet its fiscal obligations for the remainder of the fiscal year and, based on current forecasts, for the two subsequent fiscal years. The certification shall be classified as one of the following: (Education Code 42130, 42131)

1. "Positive certification" indicating that the district will meet its financial obligations for the current fiscal year and two subsequent fiscal years
2. "Qualified certification" indicating that the district may not meet its financial obligations for the current fiscal year or two subsequent fiscal years
3. "Negative certification" indicating that the district will be unable to meet its financial obligations for the remainder of the fiscal year or the subsequent fiscal year

The Superintendent or designee shall submit a copy of each interim report and certification to the County Superintendent using the state's SACS software, as prescribed by the SPI. (Education Code 42130, 42131)

If the district's certification is subsequently changed by the County Superintendent from a positive to a qualified or negative certification, or from a qualified to a negative certification, the Board may appeal the decision to the SPI within five days of receiving the notice of change. (Education Code 42131)

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

If the second interim report is accompanied by a qualified or negative certification, the Board shall, no later than June 1, provide to the County Superintendent, the State Controller, and the SPI a financial statement as of April 30 ("third interim report") that projects the district's fund and cash balances through June 30. (Education Code 42131)

At any time during the year when the County Superintendent conducts a comprehensive review of the district's financial and budgetary conditions after he/she has determined that the district's budget does not comply with state criteria and standards 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 recommendation. (Education Code 42637)

Audit Report

By April 1 of each year, the Board shall provide for an annual audit of the district's books and accounts. (Education Code 41020)

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 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)

No later than December 15, the report of the audit for the preceding fiscal year shall be filed with the County Superintendent, the CDE, and the State Controller. (Education Code 41020)

Prior to December 15 whenever possible, but in no case later than January 31, 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)

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

Audit Committee

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

The committee shall serve in an advisory capacity and may:

1. Make recommendations regarding the selection of the external independent auditor in accordance with Education Code 41020 and 41020.5
2. Review the plan for the audit process with the independent auditor to determine the adequacy of the nature, scope, and timetable of the audit
3. Review the results of the audit and participate with the independent auditor and management in preparing final recommendations and responses
4. Participate with the independent auditor in presenting the audit report to the Board

5. Review Board policies and administrative regulations to recommend any revisions needed to ensure effective financial reporting
6. Provide input on the effectiveness of the independent auditor
7. Periodically report to the Board regarding the status of previous audit recommendations for improving the accounting and internal control systems

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

Description

2 CCR 1859.104	Leroy F. Greene School Facilities Program, specifically - reporting requirements - https://simbli.eboardsolutions.com/SU/tr4Nz9gBf6HslshNNplus3lquQwQ==
5 CCR 15060	Standardized account code structure
5 CCR 15070	Submission of reports using standardized account code structure
5 CCR 15440-15451	Criteria and standards for school district budgets
5 CCR 15453-15464	Criteria and standards for school district interim reports
5 CCR 19810-19816.1	Audits
Ed. Code 1240	County superintendent of schools, duties - https://simbli.eboardsolutions.com/SU/zxiNblNKXQ1Z3w2H1beZIA==
Ed. Code 14500-14508	Financial and compliance audits - https://simbli.eboardsolutions.com/SU/ExILRgXIGIFUpluskbtjAagJg==
Ed. Code 17070.10-17079.30	Leroy F. Greene School Facilities Act - https://simbli.eboardsolutions.com/SU/fu4PsUtUAb4qYYOY9breHg==
Ed. Code 17150-17150.1	Public disclosure of non-voter-approved debt - https://simbli.eboardsolutions.com/SU/nuHTCc4wlq8BirS8egAI9w==
Ed. Code 17170-17199.5	California School Finance Authority - https://simbli.eboardsolutions.com/SU/pjzTbdonCFPeq45e9kk37g==
Ed. Code 33127	Standards and criteria for local budgets and expenditures
Ed. Code 33128	Standards and criteria; inclusions
Ed. Code 33129	Standards and criteria; use by local agencies
Ed. Code 35035	Powers and duties of the superintendent; transfer authority
Ed. Code 41010-41024	Accounting system and audits
Ed. Code 41326	Emergency apportionment
Ed. Code 41344	Repayment of apportionment significant audit exceptions
Ed. Code 41344.1	Appeals of audit findings
Ed. Code 41455	Examination of financial problems of local districts
Ed. Code 42100-42105	Requirement to prepare and file annual statement
Ed. Code 42120-42129	Budget requirements
Ed. Code 42130-42134	Financial reports and certifications
Ed. Code 42140-42142	Public disclosure of fiscal obligations
Ed. Code 42637	County superintendent review of district's financial and budgetary conditions
Ed. Code 42652	Revocation or suspension of warrant authority
Ed. Code 48300-48316	Student attendance alternatives, school district of choice program

Ed. Code 52060-52077	Local control and accountability plan
Gov. Code 16429.1	Local agency investment fund
Gov. Code 3540.2	Meeting and negotiating in public educational employment
Gov. Code 53646	Treasurer reports and statements of investment policy
Gov. Code 7900-7914	Appropriations limit

Federal References

2 CFR 200.0-200.521	Federal uniform grant guidance
31 USC 7501-7507	Single audits of federal program funds

Management Resources References

	Description
California Department of Education Communication	New Financial Reporting Requirements for Postemployment Benefits Other than Pensions, February 26, 2007
California Department of Education Communication	Audit Resolution Process: Repayment Plans, December 8, 2000
Fiscal Crisis & Management Assistance Team Pub.	Fiscal Oversight Guide for AB 1200, AB 2756 and Subsequent Related Legislation, September 2006
Governmental Accounting Standards Board Statement	Statement 54, Fund Balance Reporting and Governmental Fund Type Definitions, March 2009
Governmental Accounting Standards Board Statement	Statement 75, Accounting and Financial Reporting by Employers for Post-employment Benefits Other Than Pensions, June 2015
Governmental Accounting Standards Board Statement	Statement 34, Basic Financial Statements and Management's Discussion and Analysis - For State and Local Governments, June 1999
Governmental Accounting Standards Board Statement	Statement 75, Accounting and Financial Reporting for Post-employment Benefits Other Than Pensions, June 2015
State Controller Publication	Standards and Procedures for Audits of California K-12 Local Educational Agencies (annual publication)
U.S. Gov. Accountability Office & PCIE Publication	Financial Audit Manual, revised 2008
U.S. Gov. Accountability Office & PCIE Publication	Government Auditing Standards, 2011
Website	Governmental Accounting Standards Board - https://simbli.eboardsolutions.com/SU/fOzYLiplusQlvf5bslshbBggjhog==
Website	State Controller's Office - https://simbli.eboardsolutions.com/SU/GDLauCiDFI4Ms1eIPGARvA==
Website	U.S. Government Accountability Office - https://simbli.eboardsolutions.com/SU/HvuRwrDop7OnnXIYFVN3Mw==
Website	California County Superintendents Educational Services Association - https://simbli.eboardsolutions.com/SU/FJy7Gf2dxDpluso3aMdrmcKQ==
Website	California Department of Education, Finance and Grants - https://simbli.eboardsolutions.com/SU/gCBslshNI2CDjZqs24TpVv3gw==
Website	Education Audit Appeals Panel - https://simbli.eboardsolutions.com/SU/6VovW08Qz3ek2v0oFNslshtMg==
Website	Fiscal Crisis and Management Assistance Team - https://simbli.eboardsolutions.com/SU/1KDBnxplus9GCiDTyFvblOOxQ==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==
Website	California Association of School Business Officials - https://simbli.eboardsolutions.com/SU/vplusVMEFNjoJhGgV6PRTIb0g==
Website	Office of Management and Budget - https://simbli.eboardsolutions.com/SU/yMG7KarnCslshuDeihOx8ZiA==

Website School Services of California, Inc. - <https://simbli.eboardsolutions.com/SU/nzOINPGdklslshZR9e7VNuDXg==>

Cross References

Description

- 0460 Local Control And Accountability Plan - <https://simbli.eboardsolutions.com/SU/Aw8id04Xslshtr2fwrhpc6kQ==>
- 0460 Local Control And Accountability Plan - <https://simbli.eboardsolutions.com/SU/AqGX4FD1zilFa09072shSA==>
- 0500 Accountability - <https://simbli.eboardsolutions.com/SU/3uSRcB7xWnM9ucBe2FlslshPQ==>
- 1220 Citizen Advisory Committees - <https://simbli.eboardsolutions.com/SU/7Vbu4bQaxCHjM037skaMng==>
- 1220 Citizen Advisory Committees - <https://simbli.eboardsolutions.com/SU/ldXy6fy1Hrchplusl4YcmEWDw==>
- 1340 Access To District Records - <https://simbli.eboardsolutions.com/SU/jKjmvvybcb5r0Tzq0yicklg==>
- 1340 Access To District Records - <https://simbli.eboardsolutions.com/SU/ouHfMY1Tt6GyjrKpUFN5bQ==>
- 3000 Concepts And Roles - <https://simbli.eboardsolutions.com/SU/JdgifB2plus0qJxNgSrlTMbuQ==>
- 3100 Budget - <https://simbli.eboardsolutions.com/SU/MLg8BCb4nI9AF0ZDQbf1Nw==>
- 3100 Budget - <https://simbli.eboardsolutions.com/SU/2qaolYeOI8w4xRplusvFVpSOA==>
- 3110 Transfer Of Funds - <https://simbli.eboardsolutions.com/SU/RBPskJb1hirfgjouAavDKA==>
- 3220.1 Lottery Funds - <https://simbli.eboardsolutions.com/SU/MybX8UgqnPNXKZLj02W4aA==>
- 3230 Federal Grant Funds - <https://simbli.eboardsolutions.com/SU/g8lwVe5ZIANCEprFYEzuplusg==>
- 3230 Federal Grant Funds - <https://simbli.eboardsolutions.com/SU/xHGUplusplusfwHON8dvKlv3spGQ==>
- 3280 Sale Or Lease Of District-Owned Real Property - <https://simbli.eboardsolutions.com/SU/SIA79g2fGRAEp7QFCQNqew==>
- 3280 Sale Or Lease Of District-Owned Real Property - <https://simbli.eboardsolutions.com/SU/seit7mplus2HRuCnUr03aPsDQ==>
- 3290 Gifts, Grants And Bequests - <https://simbli.eboardsolutions.com/SU/rENBCNu2Ja77STkwahu8hA==>
- 3300 Expenditures And Purchases - <https://simbli.eboardsolutions.com/SU/XGc6Fy4LQdjvgnB9HGfr9g==>
- 3312 Contracts - <https://simbli.eboardsolutions.com/SU/WrfR3GHsZq4NytXowagFLQ==>
- 3314 Payment For Goods And Services - <https://simbli.eboardsolutions.com/SU/7slshrsish67X9plusz445Rd3njSgRQ==>
- 3314 Payment For Goods And Services - <https://simbli.eboardsolutions.com/SU/984RjY7od7JK5HixeVCfOA==>
- 3314.2 Revolving Funds - <https://simbli.eboardsolutions.com/SU/FvfkGmlw0d0slshIVfMyyqLVQ==>
- 3400 Management Of District Assets/Accounts - <https://simbli.eboardsolutions.com/SU/plus107S8bfHbZ1DD9FyCwBYQ==>

3400 Management Of District Assets/Accounts -
<https://simbli.eboardsolutions.com/SU/UvCwqBlzwtiQVxql2OWcdg==>

3430 Investing -
<https://simbli.eboardsolutions.com/SU/D4kfjySH8p1JalvYywiMUw==>

3430 Investing - <https://simbli.eboardsolutions.com/SU/jSIzKlzuHvJc1KchaJQYGg==>

3451 Petty Cash Funds -
<https://simbli.eboardsolutions.com/SU/kfQzwBxslshc6sgnjdyVYxKNQ==>

3452 Student Activity Funds -
<https://simbli.eboardsolutions.com/SU/MaB71S0AoPmnlSumV59usQ==>

3470 Debt Issuance And Management -
<https://simbli.eboardsolutions.com/SU/F4JPA5IlhnUJplusP7o3Ci0Fg==>

3551 Food Service Operations/Cafeteria Fund -
<https://simbli.eboardsolutions.com/SU/TEODP6YXlmb5t5EatzEYng==>

3551 Food Service Operations/Cafeteria Fund -
<https://simbli.eboardsolutions.com/SU/pLN22xtDnWsA3GpSaQotw==>

3580 District Records -
<https://simbli.eboardsolutions.com/SU/n2YgqoHklkzJn4Vofx68uQ==>

3580 District Records -
<https://simbli.eboardsolutions.com/SU/En8VbWkeCavFgJplusUm0xdFw==>

4143 Negotiations/Consultation -
<https://simbli.eboardsolutions.com/SU/0wyScezsOBushdFQq6Pevlw==>

4143.1 Public Notice - Personnel Negotiations -
<https://simbli.eboardsolutions.com/SU/Qzslshue8hHJJrZNMELNV5U8g==>

4143.1 Public Notice - Personnel Negotiations -
<https://simbli.eboardsolutions.com/SU/Xfhw3yOsgplusQ8eAMWHCMpeQ==>

4154 Health And Welfare Benefits -
<https://simbli.eboardsolutions.com/SU/DQpnC0plush9i3mkYOQM3Fsag==>

4154 Health And Welfare Benefits -
<https://simbli.eboardsolutions.com/SU/Ki5k5ejhoiqKWb6Z5fcr2w==>

4243 Negotiations/Consultation -
<https://simbli.eboardsolutions.com/SU/b4KZOxXlfC9JWBaYcWpluslg==>

4243.1 Public Notice - Personnel Negotiations -
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4243.1 Public Notice - Personnel Negotiations -
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4254 Health And Welfare Benefits -
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4254 Health And Welfare Benefits -
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4312.1 Contracts -
<https://simbli.eboardsolutions.com/SU/8G11QDRimo8DYtDanPmNdg==>

4331 Staff Development -
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4354 Health And Welfare Benefits -
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4354 Health And Welfare Benefits -
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5117 Interdistrict Attendance -
<https://simbli.eboardsolutions.com/SU/M65UVU52dD6tJUuqplus0Wgplusw==>

- 5117 Interdistrict Attendance -
<https://simbli.eboardsolutions.com/SU/O929LIN723Jw6duArJnnplusw==>
- 7212 Mello-Roos Districts -
<https://simbli.eboardsolutions.com/SU/3LEV0a4g2VgmwKyPwpspmQ==>
- 7214 General Obligation Bonds -
<https://simbli.eboardsolutions.com/SU/qd84qsuVm4RypxaJ2esF2g==>
- 7214 General Obligation Bonds -
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- 9000 Role Of The Board -
<https://simbli.eboardsolutions.com/SU/WZyw8x3kZcbozuLDZ2bMPw==>
- 9130 Board Committees -
<https://simbli.eboardsolutions.com/SU/SkSIKdDK8SAs36PYDtL2IA==>
- 9140 Board Representatives -
<https://simbli.eboardsolutions.com/SU/GpluscsmiljzU5smUmQFgfWCg==>
- 9322 Agenda/Meeting Materials -
<https://simbli.eboardsolutions.com/SU/7g609RxluqTm6e5jAahqrQ==>

Regulation 3460: Financial Reports And Accountability

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 10/01/2018

Interim Reports

Each interim fiscal report developed pursuant to Education Code 42130 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 fiscal year. (Education Code 42130, 42131)

The interim reports shall be based on State Board of Education (SBE) criteria and standards which address fund and cash balances, reserves, deficit spending, estimation of average daily attendance (ADA), projected enrollment, ratio of ADA to enrollment, projected local control funding formula (LCFF) revenue, salaries and benefits, other revenues and expenditures, and facilities maintenance. For purposes of assessing projections of LCFF revenue, the first interim report shall be compared to the adopted district budget, and the second interim report shall be compared to the projections in the first interim report. (Education Code 42130; 5 CCR 15453-15464)

The report shall also provide supplemental information regarding contingent liabilities, use of one-time revenues for ongoing expenditures, contingent revenues, contributions (i.e., projected contributions from unrestricted general fund resources to restricted general fund resources, projected transfers to or from the general fund to cover operating deficits in the general fund or any other fund, and capital project cost overruns that may impact the general fund budget), long-term commitments, unfunded liabilities, temporary interfund borrowings, the status of labor agreements, and the status of other funds. (Education Code 42130; 5 CCR 15453, 15464)

Audit Report

The Superintendent or designee shall establish a timetable for the completion and review of the annual audit within the deadlines established by law.

The Superintendent or designee shall provide the necessary financial records and cooperate with the auditor selected by the Governing Board to ensure that the audit report contains all information required by law and the Governmental Accounting Standards Board (GASB).

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, state and federal grant funds, and any other funds under the control or jurisdiction of the district, as well as an audit of student attendance procedures. The audit shall also include a determination of whether LCFF funds were expended in accordance with the district's local control and accountability plan or an approved annual update of the plan. (Education Code 41020)

If the district participates in the school district of choice program to accept interdistrict transfers, the Superintendent or designee shall notify the auditor, prior to the commencement of the audit, that the audit must include a review of the district's compliance with specified program requirements. (Education Code 48301)

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)

While a public accounting 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 Auditing Standards, Amendment #3, published by the U.S. Government Accountability Office. (Education Code 41020)

Report on Expenditures of State Facilities Funds

When the district participates in the school facilities program pursuant to Education Code 17070.10-17079.30, the Superintendent or designee shall annually report a detailed list of all expenditures of state facilities funds, including interest, and of the district's matching funds for completed projects until all such funds are expended. The report shall identify expenditures on a project-by-project basis, reflect completed projects that were reimbursed within that fiscal year, and clearly indicate the list of projects that have been completed. (Education Code 41024; 2 CCR 1859.104)

Audits of facilities projects shall be concluded within one year of project completion, and shall be included as part of the district's audit for the fiscal year in which the project is reported as completed. A project shall be deemed completed when any of the following conditions is met: (Education Code 41024; 2 CCR 1859.104)

1. When the notice of completion for the project has been filed, all outstanding invoices, claims, and change orders have been satisfied, and the facility is currently in use by the district
2. Three years from the date of the final fund release for an elementary school project
3. Four years from the date of the final fund release for a middle or high school project

Fund Balance

In accordance with GASB Statement 54, external financial reports shall report fund balances in the general fund within the following classifications based on the relative strength of constraints placed on the purposes for which resources can be used:

1. Nonspendable fund balance, including amounts that are not expected to be converted to cash, such as resources that are not in a spendable form or are legally or contractually required to be maintained intact
2. Restricted fund balance, including amounts constrained to specific purposes by their providers or by law
3. Committed fund balance, including amounts constrained to specific purposes by the Board
4. Assigned fund balance, including amounts which the Board or its designee intends to use for a specific purpose
5. Unassigned fund balance, including amounts that are available for any purpose

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)

Non-Voter-Approved Debt Report

Upon approval by the Board to proceed with the issuance of revenue bonds or any agreement for financing school construction pursuant to Education Code 17170-17199.5, 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, and the public with related repayment schedules and evidence of the district's ability to repay the obligation. (Education Code 17150)

When the Board is considering the issuance 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, the Superintendent or designee shall provide notice 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)

Other Postemployment Benefits Report

In accordance with GASB Statement 75, the district's financial statements shall report the expense of nonpension other postemployment benefits (OPEBs) on an accrual basis over retirees' 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.

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 district's financial obligation for OPEBs shall be reevaluated every two years in accordance with GASB 75.

Workers' Compensation 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. The estimate of costs shall be based on an actuarial report completed at least every three years by a qualified actuary. (Education Code 42141)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References	Description
2 CCR 1859.104	Leroy F. Greene School Facilities Program, specifically - reporting requirements - https://simbli.eboardsolutions.com/SU/tr4Nz9gBf6HslshNNplus3lquQwQ==
5 CCR 15060	Standardized account code structure
5 CCR 15070	Submission of reports using standardized account code structure
5 CCR 15440-15451	Criteria and standards for school district budgets
5 CCR 15453-15464	Criteria and standards for school district interim reports
5 CCR 19810-19816.1	Audits
Ed. Code 1240	County superintendent of schools, duties - https://simbli.eboardsolutions.com/SU/zxiNblNKXQ1Z3w2H1beZIA==
Ed. Code 14500-14508	Financial and compliance audits - https://simbli.eboardsolutions.com/SU/ExlRgXIGFUpluskbtjAagJg==
Ed. Code 17070.10-17079.30	Leroy F. Greene School Facilities Act - https://simbli.eboardsolutions.com/SU/fu4PsUtUAb4qYYOY9breHg==
Ed. Code 17150-17150.1	Public disclosure of non-voter-approved debt - https://simbli.eboardsolutions.com/SU/nuHTCc4wIq8BirS8egAl9w==
Ed. Code 17170-17199.5	California School Finance Authority - https://simbli.eboardsolutions.com/SU/pjzTbdonCFPeq45e9kk37g==
Ed. Code 33127	Standards and criteria for local budgets and expenditures
Ed. Code 33128	Standards and criteria; inclusions
Ed. Code 33129	Standards and criteria; use by local agencies
Ed. Code 35035	Powers and duties of the superintendent; transfer authority
Ed. Code 41010-41024	Accounting system and audits
Ed. Code 41326	Emergency apportionment
Ed. Code 41344	Repayment of apportionment significant audit exceptions
Ed. Code 41344.1	Appeals of audit findings
Ed. Code 41455	Examination of financial problems of local districts
Ed. Code 42100-42105	Requirement to prepare and file annual statement
Ed. Code 42120-42129	Budget requirements
Ed. Code 42130-42134	Financial reports and certifications
Ed. Code 42140-42142	Public disclosure of fiscal obligations
Ed. Code 42637	County superintendent review of district's financial and budgetary conditions
Ed. Code 42652	Revocation or suspension of warrant authority
Ed. Code 48300-48316	Student attendance alternatives, school district of choice program
Ed. Code 52060-52077	Local control and accountability plan

Gov. Code 16429.1	Local agency investment fund
Gov. Code 3540.2	Meeting and negotiating in public educational employment
Gov. Code 53646	Treasurer reports and statements of investment policy
Gov. Code 7900-7914	Appropriations limit

Federal References

2 CFR 200.0-200.521	Federal uniform grant guidance
31 USC 7501-7507	Single audits of federal program funds

Management Resources References

	Description
California Department of Education Communication	New Financial Reporting Requirements for Postemployment Benefits Other than Pensions, February 26, 2007
California Department of Education Communication	Audit Resolution Process: Repayment Plans, December 8, 2000
Fiscal Crisis & Management Assistance Team Pub.	Fiscal Oversight Guide for AB 1200, AB 2756 and Subsequent Related Legislation, September 2006
Governmental Accounting Standards Board Statement	Statement 54, Fund Balance Reporting and Governmental Fund Type Definitions, March 2009
Governmental Accounting Standards Board Statement	Statement 75, Accounting and Financial Reporting by Employers for Post-employment Benefits Other Than Pensions, June 2015
Governmental Accounting Standards Board Statement	Statement 34, Basic Financial Statements and Management's Discussion and Analysis - For State and Local Governments, June 1999
Governmental Accounting Standards Board Statement	Statement 75, Accounting and Financial Reporting for Post-employment Benefits Other Than Pensions, June 2015
State Controller Publication	Standards and Procedures for Audits of California K-12 Local Educational Agencies (annual publication)
U.S. Gov. Accountability Office & PCIE Publication	Financial Audit Manual, revised 2008
U.S. Gov. Accountability Office & PCIE Publication	Government Auditing Standards, 2011
Website	Governmental Accounting Standards Board - https://simbli.eboardsolutions.com/SU/fOzyLiplusQlvf5bslshbBggjhog==
Website	State Controller's Office - https://simbli.eboardsolutions.com/SU/GDLauCiDFI4Ms1eIPGARvA==
Website	U.S. Government Accountability Office - https://simbli.eboardsolutions.com/SU/HvuRwrDop7OnnXIYFVN3Mw==
Website	California County Superintendents Educational Services Association - https://simbli.eboardsolutions.com/SU/FJy7Gf2djdpluso3aMdrmkQ==
Website	California Department of Education, Finance and Grants - https://simbli.eboardsolutions.com/SU/gCBslshNI2CDjZqs24TpVv3gw==
Website	Education Audit Appeals Panel - https://simbli.eboardsolutions.com/SU/6VovW08Qz3ek2v0oFNslshtMg==
Website	Fiscal Crisis and Management Assistance Team - https://simbli.eboardsolutions.com/SU/1KDBnxplus9GCiDTyFvbLOOxQ==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==
Website	California Association of School Business Officials - https://simbli.eboardsolutions.com/SU/vplusVmEFNjoJhGgV6PRTIb0g==
Website	Office of Management and Budget - https://simbli.eboardsolutions.com/SU/yMG7KarnCslshuDeihOx8ZIa==

Website School Services of California, Inc. -
<https://simbli.eboardsolutions.com/SU/nzOINPGdklslshZR9e7VNuDXg==>

Cross References

Description

- 0460 Local Control And Accountability Plan -
<https://simbli.eboardsolutions.com/SU/Aw8id04Xslshtr2fwrhpc6kQ==>
- 0460 Local Control And Accountability Plan -
<https://simbli.eboardsolutions.com/SU/AqGX4FD1zilFa09072shSA==>
- 0500 Accountability -
<https://simbli.eboardsolutions.com/SU/3uSRcB7xWnM9ucBe2FlslshPQ==>
- 1220 Citizen Advisory Committees -
<https://simbli.eboardsolutions.com/SU/7Vbu4bQaxCHJM037skaMng==>
- 1220 Citizen Advisory Committees -
<https://simbli.eboardsolutions.com/SU/ldXy6fy1Hrchplusl4YcmEWDw==>
- 1340 Access To District Records -
<https://simbli.eboardsolutions.com/SU/jKjmvvybcb5r0Tzq0yicklg==>
- 1340 Access To District Records -
<https://simbli.eboardsolutions.com/SU/ouHfMY1Tt6GyjrKpUFN5bQ==>
- 3000 Concepts And Roles -
<https://simbli.eboardsolutions.com/SU/JdgifB2plus0qJxNgSrlTMbuQ==>
- 3100 Budget -
<https://simbli.eboardsolutions.com/SU/MLg8BCb4nI9AF0ZDQbf1Nw==>
- 3100 Budget -
<https://simbli.eboardsolutions.com/SU/2qaolYeOI8w4xRplusvFVpSOA==>
- 3110 Transfer Of Funds -
<https://simbli.eboardsolutions.com/SU/RBPskJb1hirfgjouAavDKA==>
- 3220.1 Lottery Funds -
<https://simbli.eboardsolutions.com/SU/MybX8UgqnPNXKZLj02W4aA==>
- 3230 Federal Grant Funds -
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- 3230 Federal Grant Funds -
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- 3280 Sale Or Lease Of District-Owned Real Property -
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- 3280 Sale Or Lease Of District-Owned Real Property -
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- 3290 Gifts, Grants And Bequests -
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- 3300 Expenditures And Purchases -
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- 3312 Contracts -
<https://simbli.eboardsolutions.com/SU/WrfR3GHsZq4NytXowagFLQ==>
- 3314 Payment For Goods And Services -
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- 3314 Payment For Goods And Services -
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- 3314.2 Revolving Funds -
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- 3400 Management Of District Assets/Accounts -
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3430 Investing -
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3451 Petty Cash Funds -
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3452 Student Activity Funds -
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3470 Debt Issuance And Management -
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3551 Food Service Operations/Cafeteria Fund -
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3551 Food Service Operations/Cafeteria Fund -
<https://simbli.eboardsolutions.com/SU/pLN22xtDnWsA3GpSaQotw==>

3580 District Records -
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3580 District Records -
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4143 Negotiations/Consultation -
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4143.1 Public Notice - Personnel Negotiations -
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4154 Health And Welfare Benefits -
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4154 Health And Welfare Benefits -
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4243 Negotiations/Consultation -
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4331 Staff Development -
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- 9000 Role Of The Board -
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- 9322 Agenda/Meeting Materials -
<https://simbli.eboardsolutions.com/SU/7g609RxluqTm6e5jAahqrQ==>

Policy 3470: Debt Issuance And Management

Status: DRAFT

Original Adopted Date: Pending

The Governing Board is committed to long-term capital and financial planning and recognizes that the issuance of debt is a key source for funding the improvement and maintenance of school facilities and managing cash flow. Any debt issued by the district shall be consistent with law and this policy.

The district shall not enter into indebtedness or liability that in any year exceeds the income and revenue provided for such year, unless two-thirds of the voters approve the obligation or one of the exceptions specified in law applies. (California Constitution, Article 16, Section 18)

When the Board determines that it is in the best interest of the district, the Board may issue debt or order an election to issue debt. The Superintendent or designee shall make recommendations to the Board regarding appropriate financing methods for capital projects or other projects that are authorized purposes for debt issuance. When approved by the Board and/or the voters as applicable, the Superintendent or designee shall administer and coordinate the district's debt issuance program and activities, including the timing of issuance, sizing of issuance, method of sale, structuring of the issue, and marketing strategies.

The Superintendent or designee shall retain a financial advisor, municipal advisor, investment advisor, and other financial services professionals as needed to assist with the structuring of the debt issuance and to provide general advice on the district's debt management program, financing options, investments, and compliance with legal requirements. Contracts for services provided by such advisors may be for a single transaction or for multiple transactions, consistent with the contracting requirements in Education Code 17596. In the event that the district issues debt through a negotiated sale, underwriters may be selected for multiple transactions if multiple issuances are planned for the same project. In addition, the district shall select a legal team on an as-needed basis to assist with debt issuances or special projects.

Goals

The district's debt issuance activities and procedures shall be aligned with the district's vision and goals for providing adequate facilities and programs that support student learning and well-being. When issuing debt, the district shall ensure that it:

1. Maintains accountability for the fiscal health of the district, including prudent management and transparency of the district's financing programs
2. Attains the best possible credit rating for each debt issue in order to reduce interest costs, within the context of preserving financial flexibility and meeting capital funding requirements
3. Takes all practical precautions and proactive measures to avoid any financial decision that will negatively impact current credit ratings on existing or future debt issues
4. Maintains effective communication with rating agencies and, as appropriate, credit enhancers such as bond insurers or other providers of credit or liquidity instruments in order to enhance the creditworthiness, liquidity, or marketability of the debt
5. Monitors the district's statutory debt limit in relation to assessed valuation within the district and the tax burden needed to meet long-term debt service requirements
6. When determining the timing of debt issuance, considers market conditions, cash flows associated with repayment, and the district's ability to expend the obtained funds in a timely, efficient, and economical manner consistent with federal tax laws
7. Determines the amortization (maturity) schedule which will fit best within the overall debt structure of the district at the time the new debt is issued
8. Considers the useful lives of assets funded by the debt issue, as well as repair and replacement costs of those assets to be incurred in the future
9. Preserves the availability of the district's general fund for operating purposes and other purposes that cannot

be funded by the issuance of voter-approved debt

10. Meets the ongoing obligations and accountability requirements associated with the issuance and management of debt under state and federal tax and securities laws

Authorized Purposes for the Issuance of Debt

The district may issue debt for any of the following purposes:

1. To pay for the cost of capital improvements, including acquiring, constructing, reconstructing, rehabilitating, replacing, improving, extending, enlarging, and/or equipping district facilities
2. To refund existing debt
3. To provide for cash flow needs

Pursuant to Government Code 53854, general operating costs, including, but not limited to, items normally funded in the district's annual operating budget, shall not be financed from debt payable later than 15 months from the date of issuance. The district may deem it desirable to finance cash flow requirements under certain conditions so that available resources better match expenditures within a given fiscal year. To satisfy both state constitutional and statutory constraints, such cash flow borrowing shall be payable from taxes, income, revenue, cash receipts, and other moneys attributable to the fiscal year in which the debt is issued.

Authorized Types of Debt

The Superintendent or designee shall recommend to the Board potential financing method(s) that result in the highest benefit to the district, with the cost of staff and consultants considered. Potential financing sources may include:

1. Short-Term Debt
 - a. Short-term debt, such as tax and revenue anticipation notes (TRANS), when necessary to allow the district to meet its cash flow requirements (Government Code 53850-53858)
 - b. Bond anticipation notes (BANs) to provide interim financing for capital bond projects that will ultimately be paid from general obligation bonds (Education Code 15150)
 - c. Grant anticipation notes (GANs) to provide interim financing pending the receipt of grants and/or loans from the state or federal government that have been appropriated and committed to the district (Government Code 53859-53859.08)
2. Long-Term Debt
 - a. General obligation bonds for projects approved by voters (California Constitution, Article 13A, Section 1; Education Code 15100-15262, 15264-15276; Government Code 53506-53509.5)
 - b. Special tax bonds issued pursuant to the Mello-Roos Community Facilities Act of 1982 (Government Code 53311-53368.3)
3. Lease financing, including certificates of participation (COPs)
 - a. Lease financing to fund the highest priority capital equipment purchases when pay-as-you-go financing is not feasible (Education Code 17450-17453.1)
 - b. Lease financing to fund facilities projects when there is insufficient time to obtain voter approval or in instances where obtaining voter approval is either not feasible or unavailable (Education Code 17400-17429)
4. Special financing programs or structures offered by the federal or state government, such as Qualified Zone Academy Bonds or other tax credit obligations or obligations that provide subsidized interest payments, when the use of such programs or structures is determined to result in sufficiently lower financing costs compared to traditional tax-exempt bonds and/or COPs

5. Temporary borrowing from other sources such as the County Treasurer

COPs, TRANS, revenue bonds, or any other non-voter approved debt instrument shall not be issued by the district in any fiscal year in which the district has a qualified or negative certification, unless the County Superintendent of Schools determines, pursuant to criteria established by the Superintendent of Public Instruction, that the district's repayment of that indebtedness is probable. (Education Code 42133)

Relationship of Debt to District Facilities Program and Budget

Decisions regarding the issuance of debt for the purpose of financing capital improvement shall be aligned with current needs for acquisition, development, and/or improvement of district property and facilities as identified in the district's facilities master plan or other applicable needs assessment, the projected costs of those needs, schedules for the projects, and the expected resources.

The cost of debt issued for major capital repairs or replacements shall be evaluated against the potential cost of delaying such repairs and/or replacing such facilities.

When considering a debt issuance, the Board and the Superintendent or designee shall evaluate both the short-term and long-term implications of the debt issuance and additional operating costs associated with the new projects involved. Such evaluation may include, but is not limited to, the projected ratio of annual debt service to the tax burden on the district's taxpayers and the ratio of annual debt service secured by the general fund to general fund expenditures.

The district may enter into credit enhancement agreements such as municipal bond insurance, surety bonds, letters of credit, and lines of credit with commercial banks, municipal bond insurance companies, or other financial entities when their use is judged to lower borrowing costs, eliminate restrictive covenants, or have a net economic benefit to the financing.

Structure of Debt Issues

The district shall consider the overall impact of the current and future debt burden of the financing when determining the duration of the debt issue.

The district shall design the financing schedule and repayment of debt so as to take best advantage of market conditions, ensure cost effectiveness, provide flexibility, and, as practical, recapture or maximize its debt capacity for future use. Principal amortization will be structured to meet debt repayment, tax rate, and flexibility goals.

For new money debt issuances for capital improvements, the district shall size the debt issuance with the aim of funding capital projects as deemed appropriate by the Board, as long as the issuance is consistent with the overall financing plan, does not exceed the amount authorized by voters, and, unless a waiver is sought and received from the state, will not cause the district to exceed the limitation on debt issuances specified in the California Constitution or Education Code 15106.

To the extent practicable, the district shall also consider credit issues, market factors, and tax law when sizing the district's bond issuance. The sizing of refunding bonds shall be determined by the amount of money that will be required to cover the principal of, any accrued interest on, and any redemption premium for the debt to be paid on the call date and to cover appropriate financing costs.

Any general obligation bond issued by the district shall mature within 40 years of the issuance date or as otherwise required by law. (California Constitution, Article 16, Section 18; Government Code 53508.6)

The final maturity of equipment or real property lease obligations will be limited to the useful life of the assets to be financed but, with respect to a lease purchase of equipment, no longer than a period of 10 years. (Education Code 17452)

Method of Sale

For the sale of any district-issued debt, the Superintendent or designee shall recommend the method of sale with the potential to achieve the lowest financing cost and/or to generate other benefits to the district. Potential methods of sale include:

1. A competitive bidding process through which the award is based on, among other factors, the lowest offered true interest cost
2. Negotiated sale, subject to approval by the district to ensure that interest costs are in accordance with comparable market interest rates
3. Private placement sale, when the financing can or must be structured for a single or limited number of purchasers or where the terms of the private placement are more beneficial to the district than either a negotiated or competitive sale

Investment of Proceeds

The district shall actively manage the proceeds of debt issued for public purposes in a manner that is consistent with state law governing the investment of public funds and with the permitted securities covenants of related financing documents executed by the district. Where applicable, the district's official investment policy and legal documents for a particular debt issuance shall govern specific methods of investment of bond-related proceeds. Preservation of principal shall be the primary goal of any investment strategy, followed by the availability of funds and then by return on investment.

With regard to general obligation bonds, the district shall invest new money bond proceeds in the county treasury pool as required by law. (Education Code 15146)

The management of public funds shall enable the district to respond to changes in markets or changes in payment or construction schedules so as to ensure liquidity and minimize risk.

Refunding/Restructuring

The district may consider refunding or restructuring outstanding debt if it will be financially advantageous or beneficial for debt repayment and/or structuring flexibility. When doing so, the district shall consider the maximization of the district's expected net savings over the life of the debt issuance and, when using a general obligation bond to refund an existing bond, shall ensure that the final maturity of the refunding bond is no longer than the final maturity of the existing bond.

Internal Controls

The Superintendent or designee shall establish internal control procedures to ensure that the proceeds of any debt issuance are directed to the intended use. Such procedures shall assist the district in maintaining the effectiveness and efficiency of operations, properly expending funds, reliably reporting debt incurred by the district and the use of the proceeds, complying with all laws and regulations, preventing fraud, and avoiding conflict of interest.

The district shall be vigilant in using bond proceeds in accordance with the stated purposes at the time such debt was incurred as defined in the text of the voter-approved bond measure. (Government Code 53410)

When feasible, the district shall issue debt with a defined revenue source in order to preserve the use of the general fund for general operating purposes.

The district shall annually conduct a due diligence review to ensure its compliance with all ongoing obligations applicable to issuers of debt. Such a review may be conducted by general legal counsel or bond counsel. Any district personnel involved in conducting such reviews shall receive periodic training regarding their responsibilities.

In addition, the Superintendent or designee shall ensure that the district completes, as applicable, all performance and financial audits that may be required for any debt issued by the district, including disclosure requirements applicable to a particular transaction.

Records/Reports

At least 30 days prior to the sale of any debt issue, the Superintendent or designee shall submit a report of the proposed issuance to the California Debt and Investment Advisory Commission (CDIAC). Such report shall include a self-certification that the district has adopted a policy concerning the use of debt that complies with law and that the contemplated debt issuance is consistent with that policy. (Government Code 8855)

On or before January 31 of each year, the Superintendent or designee shall submit a report to the CDIAC regarding

the debt authorized, the debt outstanding, and the use of proceeds of the issued debt for the period from July 1 to June 30. (Government Code 8855)

The Superintendent or designee shall provide initial and any annual or ongoing disclosures required by 17 CFR 240.10b-5 and 240.15c2-12 to the Municipal Securities Rulemaking Board, investors, and other persons or entities entitled to disclosure, and shall ensure that the district's disclosure filings are updated as needed.

The Superintendent or designee shall maintain transaction records of decisions made in connection with each debt issuance, including the selection of members of the financing team, the structuring of the financing, selection of credit enhancement products and providers, and selection of investment products. Each transaction file shall include the official transcript for the financing, interest rates and cost of issuance on the day when the debt was sold ("final number runs"), and a post-pricing summary of the debt issue. In addition, documentation evidencing the expenditure of proceeds, the use of debt-financed property by public and private entities, all sources of payment or security for the debt, and investment of proceeds shall be kept for as long as the debt is outstanding, plus the period ending three years after the financial payment date of the debt or the final payment date of any obligations or series of bonds issued to refund directly or indirectly all of any portion of the debt, whichever is later.

The Superintendent or designee shall annually report to the Board regarding debts issued by the district, including information on actual and projected tax rates, an analysis of bonding capacity, ratings on the district's bonds, market update and refunding opportunities, new development for California bond financings, and the district's compliance with post-issuance requirements.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

Description

CA Constitution Article 13A, Section 1	Tax limitation - https://simbli.eboardsolutions.com/SU/1aZpDzUG9Hj5bfDmRG0xaw==
CA Constitution Article 16, Section 18	Debt limit - https://simbli.eboardsolutions.com/SU/chhCpSkYslsh9HvqsG3x2jtRA==
Ed. Code 15100-15262	Bonds for school districts and community college districts - https://simbli.eboardsolutions.com/SU/yfpPdlAVC43sZRslshsplusl9YCw==
Ed. Code 15264-15276	Strict accountability in local school construction bonds - https://simbli.eboardsolutions.com/SU/nslshHf8Gc26ak9CSkTqz3uUg==
Ed. Code 15278-15288	Citizen's oversight committees - https://simbli.eboardsolutions.com/SU/W25tEERcA9QqmxndKoP7OQ==
Ed. Code 15300-15425	School facilities improvement districts - https://simbli.eboardsolutions.com/SU/6em8EQlrZggaWBZsVHP1iQ==
Ed. Code 17150	Public disclosure of non-voter-approved debt - https://simbli.eboardsolutions.com/SU/GjJgHIJQjv5xlsgsnGplusFgg==
Ed. Code 17400-17429	Leasing of school buildings
Ed. Code 17450-17453.1	Leasing of equipment
Ed. Code 17456	Sale or lease of district property
Ed. Code 17596	Limit on continuing contracts
Ed. Code 42130-42134	Financial reports and certifications
Ed. Code 5300-5441	Conduct of elections
Elec. Code 1000	Established election dates
Gov. Code 53311-53368.3	Mello-Roos Community Facilities Act of 1982
Gov. Code 53410-53411	Bond reporting
Gov. Code 53506-53509.5	General obligation bonds
Gov. Code 53550-53569	Refunding bonds of local agencies
Gov. Code 53580-53595.55	Bonds

Gov. Code 53850-53858
Gov. Code 53859-53859.08
Gov. Code 8855

Tax and revenue anticipation notes
Grant anticipation notes
California Debt and Investment Advisory Commission

Federal References

15 USC 78o-4
17 CFR 240.10b-5
17 CFR 240.15c2-12
26 CFR 1.6001-1
26 USC 54E

Description

Registration of municipal securities dealers
Prohibition against fraud or deceit
Municipal securities disclosure
Records
Qualified Zone Academy Bonds

Management Resources References

CDIAC Publication
Gov. Finance Officers Association Publication
Gov. Finance Officers Association Publication
Gov. Finance Officers Association Publication
Gov. Finance Officers Association Publication
Gov. Finance Officers Association Publication
Gov. Finance Officers Association Publication
Internal Revenue Service Publication
Internal Revenue Service Publication
U.S. Government Accountability Publication

Description

California Debt Issuance Primer
Analyzing and Issuing Refunding Bonds, Best Practice, February 2011
Debt Management Policy, Best Practice, October 2012
Investment of Bond Proceeds, Best Practice, September 2014
Selecting and Managing Municipal Advisors, Best Practice, February 2014
An Elected Official's Guide to Debt Issuance, 2nd Ed., 2016
Understanding Your Continuing Disclosure Responsibilities, Best Practice, September 2015
Tax Exempt Bond FAQs Regarding Record Retention Requirements
Tax-Exempt Governmental Bonds, Publication 4079, rev. 2016
Internal Control System Checklist

Website

U.S. Securities and Exchange Commission -
<https://simbli.eboardsolutions.com/SU/q488RIGslsh3EFkfZuF8liXg==>

Website

U.S. Government Accountability Office -
<https://simbli.eboardsolutions.com/SU/HvuRwrDop7OnnXIYFVN3Mw==>

Website

Municipal Security Rulemaking Board, Electronic Municipal Market Access (EMMA) -
<https://simbli.eboardsolutions.com/SU/GzZtBAaDBm4fGplusyHlxqfVw==>

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California Debt and Investment Advisory Commission -
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Government Finance Officers Association -
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Internal Revenue Service -
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Cross References

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Vision -
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Goals For The School District -
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Concepts And Roles -
<https://simbli.eboardsolutions.com/SU/JdgifB2plus0qJxNgSrlTMbuQ==>

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Budget -
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Budget -
<https://simbli.eboardsolutions.com/SU/2qaoIYeOI8w4xRplusvFVpSOA==>

3110	Transfer Of Funds - https://simbli.eboardsolutions.com/SU/RBPskJb1hirfgjouAavDKA==
3312	Contracts - https://simbli.eboardsolutions.com/SU/WrfR3GHsZq4NytXowagFLQ==
3314	Payment For Goods And Services - https://simbli.eboardsolutions.com/SU/7slshrsIsh67X9plusz445Rd3njSgRQ==
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3400	Management Of District Assets/Accounts - https://simbli.eboardsolutions.com/SU/plus107S8bfHbZ1DD9FyCwBYQ==
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3430	Investing - https://simbli.eboardsolutions.com/SU/D4kfjySH8p1JalvYywiMUw==
3430	Investing - https://simbli.eboardsolutions.com/SU/jSIZkLzuHvJc1KchaJQYGg==
3460	Financial Reports And Accountability - https://simbli.eboardsolutions.com/SU/T53K2qslshrEFuNGW64Cp453A==
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3600	Consultants - https://simbli.eboardsolutions.com/SU/DdD8slshuOqLVMFdxQD9plusdrdg==
7000	Concepts And Roles - https://simbli.eboardsolutions.com/SU/vVCRO9Y9xynhmgbdZy1pXg==
7110	Facilities Master Plan - https://simbli.eboardsolutions.com/SU/Tpl5YVCLGoV6slshaQuIMTGEQ==
7210	Facilities Financing - https://simbli.eboardsolutions.com/SU/rGTIPSEa84mTATCAoeMLZg==
7212	Mello-Roos Districts - https://simbli.eboardsolutions.com/SU/3LFV0a4g2VgmwKyPwpspmQ==
7214	General Obligation Bonds - https://simbli.eboardsolutions.com/SU/qd84qsuVm4RypxaJ2esF2g==
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9270-E(1)	Conflict Of Interest - https://simbli.eboardsolutions.com/SU/b6ScplusUdH6d8y0RiiFIODhw==
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Policy 3471: Parcel Taxes

Status: DRAFT

Original Adopted Date: Pending

The Governing Board recognizes its obligation to provide a high-quality educational program within safe facilities and secure campuses, and that additional funds are at times necessary to fulfill this responsibility. The Board may consider appropriate methods of financing and, when it is in the best interest of the district, may order the placement of a parcel tax on the ballot for approval by the voters.

The Board shall hold a noticed public hearing prior to approving a resolution for the adoption of a parcel tax. The resolution shall be approved by a two-thirds vote of the Board in order to be placed on the ballot. The resolution shall include the type and rate of the tax to be levied, the method of collection, and the date upon which an election shall be held to approve the levy of the tax. (Government Code 50077, 53724)

The parcel tax shall apply uniformly to all taxpayers or all real property within the district, except that unimproved property may be taxed at a lower rate than improved property. (Government Code 50079)

The Board shall consult with legal counsel to ensure compliance with all requirements of law, including its determination of the appropriate amount of the proposed parcel tax and whether exemptions from the tax will be granted.

Any parcel tax to be proposed for voter approval shall provide for accountability measures, including, but not limited to, a statement indicating the specific purposes of the special tax and that the proceeds of the tax shall be used only for the specific purposes identified, creation of a separate account into which the proceeds shall be deposited, and annual reporting pursuant to Government Code 50075.3. (Government Code 50075.1)

No district funds, services, supplies, or equipment shall be used to support or defeat a parcel tax ballot measure. The Superintendent or designee may use district resources to provide students, parents/guardians, and community members with fair and impartial information related to a parcel tax ballot measure, including information about the impact of the parcel tax on the district. (Education Code 7054)

Upon approval of the tax by two-thirds of the votes, the district may levy the tax or contract with the county to collect the tax on the district's behalf. (Government Code 50077)

Exemptions

The Board may grant an exemption from the parcel tax for any or all of the following: (Government Code 50079)

1. Persons who are 65 years of age or older
2. Persons receiving Supplemental Security Income for a disability, regardless of age
3. Persons receiving Social Security Disability Insurance benefits, regardless of age, whose yearly income does not exceed 250 percent of the 2012 federal poverty guideline issued by the U.S. Department of Health and Human Services

Any exemption granted by the Board shall remain in effect until the taxpayer becomes ineligible. If the taxpayer becomes ineligible for the exemption for any reason, a new exemption may be granted in the same manner. (Government Code 50079)

If the district provides for an exemption from the parcel tax and contracts or enters into an agreement with the county to collect such tax, the district shall annually provide to the tax collector a phone number where requests for exemption information may be directed and the link, if available, to the location on the district's web site that contains exemption information and the application for exemption. (Government Code 50079)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

Description

CA Constitution Article 13A, Section 1	Tax limitation - https://simbli.eboardsolutions.com/SU/1aZpDzUG9Hj5bfDmRG0xaw==
Ed. Code 7054	Use of district property, campaign purposes
Elec. Code 15372	Elections official certificate statement of election results
Elec. Code 324	General election
Elec. Code 328	Local election
Elec. Code 341	Primary election
Elec. Code 348	Regular election
Elec. Code 356	Special election
Elec. Code 357	Statewide election
Gov. Code 1302	Continuance in office until qualification of successor
Gov. Code 50075-50077.5	Voter-approved special taxes
Gov. Code 50079	School districts; qualified special taxes
Gov. Code 53724	Parcel tax resolution requirements
Gov. Code 54952	Legislative body, definition

Federal References

Rev. & Tax Code 2611.6	County tax bill special tax information
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Management Resources References

	Description
California School Boards Association Publication	Behind the Numbers: The Cold, Hard Facts of California Public School Funding, January 2018
California School Boards Association Publication	California Education Funding: Students Deserve Better, Fact Sheet, August 2017
California School Boards Association Publication	California's Challenge: Adequately Funding Education in the 21st Century, December 2015
California School Boards Association Publication	Legal Guidelines: Use of Public Resources for Ballot Measures and Candidates, Fact Sheet, February 2011
California School Boards Association Publication	The Impact of Pension Cost Increases on California Schools, January 2018
Court Decision	Borikas v. Alameda Unified School District (2013) 214 Cal.App.4th 135
Website	U.S. Department of Health and Human Services - https://simbli.eboardsolutions.com/SU/V6plus87b5B4plusKnwjiQr7uENA==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==

Policy 3511: Energy And Water Management

Status: DRAFT

Original Adopted Date: Pending | Last Revised Date: 05/01/2019

The Governing Board recognizes the environmental and financial benefits that can be derived from conserving energy, water, and other natural resources, preparing for extreme weather and other natural events, and providing an environment that promotes the health and well-being of students and staff. To support district goals for energy and water management, the Superintendent or designee shall develop a resource management program which may include strategies for implementing effective and sustainable resource use practices, exploring the use of renewable and clean energy technology and/or sources, reducing energy and water consumption, and promoting conservation principles in the educational program.

The Superintendent or designee may solicit input from staff, students, and parents/guardians regarding the district's resource management program. The Superintendent or designee shall provide staff and students with training and guidance on best practices to achieve the district's goals, and may establish a reward program to recognize outstanding accomplishments.

The Superintendent or designee shall regularly inspect district facilities, monitor operations, and make recommendations for maintenance and repairs which may help the district reach its conservation and management goals and improve efficiency.

The Superintendent or designee shall make every effort to identify funding opportunities and cost-reducing incentive programs to help the district achieve its conservation and management goals. The district may coordinate with other local or regional entities to capitalize on their expertise and maximize the efficient use of resources, such as through joint or shared use agreements.

The Superintendent or designee shall regularly report to the Board on the district's progress in meeting its conservation and resource management goals.

Storm Water Management

To the maximum extent practicable, the district shall reduce the discharge of pollutants into the water system in order to minimize the threat to water quality from storm water runoff.

The Superintendent or designee shall ensure that the district complies with storm water discharge standards specified by any applicable General Permit coverage required by law, including all requirements of the Construction General Permit issued by the State Water Resources Control Board for any project that disturbs one acre or more of soil. (40 CFR 122.34).

The Superintendent or designee shall develop a storm water management plan that complies with the provisions of the applicable permit and describes best management practices, design strategies, measurable goals, and timetables for implementation. The plan and a resolution authorizing its implementation shall be submitted to the Board for approval. (40 CFR 122.34)

For all projects, the district shall comply with any city or county ordinance that regulates drainage improvements and conditions. (Government Code 53097)

Emergency Interruption of Services

The Superintendent or designee shall develop a plan to minimize disruption to the educational program in the event of power outages or other emergency interruption of utility services. The plan shall include actions to be taken to facilitate student and staff safety, administrative control of operations, protection of equipment, effective communications, and coordination with local fire, police, and emergency personnel and utility service providers.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

23 CCR 2200

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23 CCR 490-495	Model Water Efficient Landscape Ordinance - https://simbli.eboardsolutions.com/SU/nuFxtj6uBISQu5HIjlaQ==
Ed. Code 17213.1	School sites - https://simbli.eboardsolutions.com/SU/zhkluOw4lOgil3xyzUotGw==
Ed. Code 17280	Construction of school buildings
Ed. Code 35275	Coordination of new facilities with recreation and park authorities
Ed. Code 41422	Schools not maintained for 175 days
Ed. Code 46392	Emergency conditions; ADA estimate
Gov. Code 53097	Compliance with city or county ordinances
Pub. Res. Code 25410-25421	Energy conservation assistance
Wat. Code 13383	Compliance with the federal Water Pollution Control Act
Wat. Code 13383.5	Storm water discharge monitoring requirements
Wat. Code 189.3	Recommendations for best design and use practices

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33 USC 1342	National pollutant discharge elimination system
40 CFR 122.1-122.64	National pollutant discharge elimination system

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CA State Water Res. Control Board Pub.	Guidance for Design and Construction of Vegetated Low Impact Development Projects, 2016
California Department of Education Publication	Guidance for Stormwater and Dry Weather Runoff CAPTURE (California Practices to Use Runoff Effectively) at Schools, December 2018
California Department of Education Publication	Average Daily Attendance Credit During Periods of Emergency, Management Advisory 90-01, rev. February 10, 2005
California Department of Education Publication	A Blueprint for Environmental Literacy: Educating Every Student In, About, and For the Environment, 2015
U.S. Environmental Protection Agency Publication	National Management Measures to Control Nonpoint Source Pollution from Urban Areas, 2005
Website	Green School Yards America - https://simbli.eboardsolutions.com/SU/0Y72XwKyJhRFt2ZVZ6TdnQ==
Website	California State Water Resources Control Board - https://simbli.eboardsolutions.com/SU/gQL4uBawBfeoPhUAC88SRQ==
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Website	California Department of Water Resources - https://simbli.eboardsolutions.com/SU/o1u5RgslshxbplusxislshQS1wtEufA==
Website	California Division of State Architect - https://simbli.eboardsolutions.com/SU/hJbF2eSykngelMB6DkhLHg==
Website	California Energy Commission - https://simbli.eboardsolutions.com/SU/PIQLnQcFqu8ca1LlqJdQ4A==
Website	Collaborative for High Performance Schools - https://simbli.eboardsolutions.com/SU/24ISQAcmyhSXJy6sGTGIWg==
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Website California Department of Education, School Facilities -
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Cross References

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- 0200 Goals For The School District -
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- 0450 Comprehensive Safety Plan -
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- 1400 Relations Between Other Governmental Agencies And The Schools -
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- 3000 Concepts And Roles -
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<https://simbli.eboardsolutions.com/SU/UvCwqBlzwtiQVxql2OWcdg==>
- 3511.1 Integrated Waste Management -
<https://simbli.eboardsolutions.com/SU/AOxuhSuu5iBE2m5rsLshENPmw==>
- 3511.1 Integrated Waste Management -
<https://simbli.eboardsolutions.com/SU/2ELftXgboa5xOcNq7Nn2Ww==>
- 3512-E(1) Equipment -
<https://simbli.eboardsolutions.com/SU/wAY2kbJtsJ5F5Adq8CFR5Q==>
- 3512 Equipment -
<https://simbli.eboardsolutions.com/SU/T0plusMZnmTgplusCRZdM6VXt5HA==>
- 3514 Environmental Safety -
<https://simbli.eboardsolutions.com/SU/a955xSb4B87M0XepeQ0TslshQ==>
- 3514 Environmental Safety -
<https://simbli.eboardsolutions.com/SU/tvzfEzdOLc74oNNyAsRXTw==>
- 3514.1 Hazardous Substances -
<https://simbli.eboardsolutions.com/SU/AsrkCLDnFxxVJG6pzaa8zA==>
- 3514.1 Hazardous Substances -
<https://simbli.eboardsolutions.com/SU/c7xa26TQnQdsLshTQwpsBIBUA==>

3514.2	Integrated Pest Management - https://simbli.eboardsolutions.com/SU/p4Jscal1N80xOCZfHESShw==
3516	Emergencies And Disaster Preparedness Plan - https://simbli.eboardsolutions.com/SU/7M2rQr2pkmKlbfPjRfEjPg==
3516	Emergencies And Disaster Preparedness Plan - https://simbli.eboardsolutions.com/SU/aUG1lcsGqN5iK8Wp1moJXA==
3516.5	Emergency Schedules - https://simbli.eboardsolutions.com/SU/Raf764Va7cmCLTlLUPhbg==
3540	Transportation - https://simbli.eboardsolutions.com/SU/LLQ8oxDhriYMMMyPIAfhbeA==
3551	Food Service Operations/Cafeteria Fund - https://simbli.eboardsolutions.com/SU/TEODP6YXlmB5t5EatzEYng==
3551	Food Service Operations/Cafeteria Fund - https://simbli.eboardsolutions.com/SU/pLN22xtDnWsA3lGpSaQotw==
4231	Staff Development - https://simbli.eboardsolutions.com/SU/Sw1IN4DYSF3T3eWPFYvkHQ==
5141.7	Sun Safety - https://simbli.eboardsolutions.com/SU/Nplus5sGHj7XkChkrzdwqAcOA==
6142.5	Environmental Education - https://simbli.eboardsolutions.com/SU/pWoeV3kgfnsrYGlElnAw2Q==
6142.93	Science Instruction - https://simbli.eboardsolutions.com/SU/slsh44plusXGJ4h3lthUvSyrbZZQ==
7110	Facilities Master Plan - https://simbli.eboardsolutions.com/SU/Tpl5YVCLGoV6slshaQuIMTGEQ==
7111	Evaluating Existing Buildings - https://simbli.eboardsolutions.com/SU/XplusOGSTVXQv9SfNRon3XKslshw==

Regulation 3511: Energy And Water Management

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 05/01/2019

In the development of the district's energy and water resource management program, the Superintendent or designee shall analyze the efficiency and environmental impact of, and consider strategies for improving, the following district systems:

1. Lighting
2. Heating, ventilation, and air conditioning
3. Water heaters
4. Electrical equipment and appliances
5. Water use and irrigation, including drains, faucets, and pipes
6. Grounds management

In addition, the district's resource management program may include strategies to address the following:

1. Educational programs that focus on environmental literacy and incorporate the Next Generation Science Standards
2. Outdoor student facilities that are environmentally sustainable and include increased shaded areas to reduce playground temperatures
3. Classroom and building management and maintenance
4. Food services and food waste reduction
5. Landscaping practices, including establishing drought-tolerant habitats
6. Transportation services and maintenance
7. Inclusion of best practices for water management in new construction projects
8. Administrative operations that focus on cost reduction and conservation
9. Regular equipment maintenance and repair

Storm Water Management

The Superintendent or designee shall implement a storm water management plan that complies with applicable state and federal law and local ordinances. The plan shall include best practices designed to reduce waste, pollution, environmental degradation, and damage to school facilities and infrastructure by:

1. Incorporating water capture and filtration systems for storm water when necessary
2. Emphasizing school practices and school design that reduce runoff and human pollutants, such as plastics, oils, grease, metals, and pesticides
3. Preserving, creating, and enhancing natural areas and greenspace that aid in storm water and dry weather capture
4. Minimizing impervious surface area and controlling runoff from impervious surfaces
5. Utilizing, when possible, soils that promote infiltration
6. Incorporating storm water design signage features and learning opportunities for public education

Emergency Interruption of Services

The Superintendent or designee shall consult with local law enforcement, emergency personnel, and the county office of emergency services in the development of strategies to be implemented in the event of power outages or other emergency interruptions of utility services. The strategies shall prescribe a means of notifying appropriate agencies to ensure all utilities are properly restored after interruption.

The Superintendent or designee shall reopen schools and return to normal instructional activities as soon as safe operations can be resumed. If any school will be closed for an extended period of time, the district shall make alternative arrangements for students and staff so as not to interrupt the educational program.

The Superintendent or designee shall communicate with staff, students, and parents/guardians regarding any interruption of educational services due to utility service outages, including any necessary alternative arrangements and the date or time that normal operations of the school are expected to resume.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

	Description
23 CCR 2200	Discharge permit fees - https://simbli.eboardsolutions.com/SU/ZEbUQNivDxGdTasps3D75A==
23 CCR 490-495	Model Water Efficient Landscape Ordinance - https://simbli.eboardsolutions.com/SU/nuFxtjth6uBISQu5HljlQ==
Ed. Code 17213.1	School sites - https://simbli.eboardsolutions.com/SU/zhkluOw4lOgil3xyzUotGw==
Ed. Code 17280	Construction of school buildings
Ed. Code 35275	Coordination of new facilities with recreation and park authorities
Ed. Code 41422	Schools not maintained for 175 days
Ed. Code 46392	Emergency conditions; ADA estimate
Gov. Code 53097	Compliance with city or county ordinances
Pub. Res. Code 25410-25421	Energy conservation assistance
Wat. Code 13383	Compliance with the federal Water Pollution Control Act
Wat. Code 13383.5	Storm water discharge monitoring requirements
Wat. Code 189.3	Recommendations for best design and use practices

Federal References

	Description
33 USC 1342	National pollutant discharge elimination system
40 CFR 122.1-122.64	National pollutant discharge elimination system

Management Resources References

	Description
CA State Water Res. Control Board Pub.	Guidance for Design and Construction of Vegetated Low Impact Development Projects, 2016
California Department of Education Publication	Guidance for Stormwater and Dry Weather Runoff CAPTURE (California Practices to Use Runoff Effectively) at Schools, December 2018
California Department of Education Publication	Average Daily Attendance Credit During Periods of Emergency, Management Advisory 90-01, rev. February 10, 2005
California Department of Education Publication	A Blueprint for Environmental Literacy: Educating Every Student In, About, and For the Environment, 2015
U.S. Environmental Protection Agency Publication	National Management Measures to Control Nonpoint Source Pollution from Urban Areas, 2005

Website	Green School Yards America - https://simbli.eboardsolutions.com/SU/0Y72XwKyJhRFt2ZVZ6TdnQ==
Website	California State Water Resources Control Board - https://simbli.eboardsolutions.com/SU/gQL4uBawBfeoPhUAC88SRQ==
Website	California Stormwater Quality Association - https://simbli.eboardsolutions.com/SU/bzb6RU9ukplusYBIJ4auFhPLw==
Website	Alliance to Save Energy - https://simbli.eboardsolutions.com/SU/R3SEt1elwdZo6V1QEFlyoQ==
Website	California Department of Water Resources - https://simbli.eboardsolutions.com/SU/o1u5RgslshxbplusxislshQS1wtEufA==
Website	California Division of State Architect - https://simbli.eboardsolutions.com/SU/hJbF2eSykngelMB6DkhLHg==
Website	California Energy Commission - https://simbli.eboardsolutions.com/SU/PIQLnQcFqu8ca1LlqJdQ4A==
Website	Collaborative for High Performance Schools - https://simbli.eboardsolutions.com/SU/24ISQAcmyhSXJy6sGTGIWg==
Website	U.S. Environmental Protection Agency - https://simbli.eboardsolutions.com/SU/xtGqeFQECIplus0Wk8xfkTVsw==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==
Website	California Department of Education, School Facilities - https://simbli.eboardsolutions.com/SU/ATZTQPd7NwSB3FBncFeslshYA==

Cross References

Description

0200	Goals For The School District - https://simbli.eboardsolutions.com/SU/Bgly4K2tFGh6Vx9bVRWZvw==
0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/L6XWJNrcK5tkhIsslshRVFa1Q==
0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/CUfMPGtwH852FN95ldpVKw==
1100	Communication With The Public - https://simbli.eboardsolutions.com/SU/slshQxIBCOJ8fkTYiUPG1TjpA==
1150	Commendations And Awards - https://simbli.eboardsolutions.com/SU/PP9bNq2Zg8fslshX6O8EbaNrQ==
1330.1	Joint Use Agreements - https://simbli.eboardsolutions.com/SU/stKqY9WmU4plusOGUIKkyeTJw==
1400	Relations Between Other Governmental Agencies And The Schools - https://simbli.eboardsolutions.com/SU/rOG8zxo8i7plusjQjmRvgLQ4g==
3000	Concepts And Roles - https://simbli.eboardsolutions.com/SU/JdgifB2plus0qJxNgSrLTMbuQ==
3100	Budget - https://simbli.eboardsolutions.com/SU/MLg8BCb4nl9AF0ZDQbf1Nw==
3100	Budget - https://simbli.eboardsolutions.com/SU/2qaolYeOI8w4xRpluvFVpSOA==
3300	Expenditures And Purchases - https://simbli.eboardsolutions.com/SU/XGc6Fy4LQdjvgnB9HGfr9g==
3311	Bids - https://simbli.eboardsolutions.com/SU/Z3Amu76riOmrs7tOplussqAaQ==
3311	Bids - https://simbli.eboardsolutions.com/SU/Nplus3XMZFeuVvs4plusNXhe9tAA==

3400 Management Of District Assets/Accounts -
<https://simbli.eboardsolutions.com/SU/plus107S8bfHbZ1DD9FyCwBYQ==>

3400 Management Of District Assets/Accounts -
<https://simbli.eboardsolutions.com/SU/UvCwqBlzwtiQVxql2OWcdg==>

3511.1 Integrated Waste Management -
<https://simbli.eboardsolutions.com/SU/AOxuhSuu5iBE2m5rslshENPmw==>

3511.1 Integrated Waste Management -
<https://simbli.eboardsolutions.com/SU/2ELftXgboa5xOcNq7Nn2Ww==>

3512-E(1) Equipment -
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<https://simbli.eboardsolutions.com/SU/T0plusMZnmTgplusCRZdM6VXt5HA==>

3514 Environmental Safety -
<https://simbli.eboardsolutions.com/SU/a955xSb4B87M0XepeQ0TslshQ==>

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3514.1 Hazardous Substances -
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3514.2 Integrated Pest Management -
<https://simbli.eboardsolutions.com/SU/p4Jscal1N80xOCzfHESShw==>

3516 Emergencies And Disaster Preparedness Plan -
<https://simbli.eboardsolutions.com/SU/7M2rQr2pkmKlbfRIFdjpPg==>

3516 Emergencies And Disaster Preparedness Plan -
<https://simbli.eboardsolutions.com/SU/aUG1lcsGqN5iK8Wp1moJXA==>

3516.5 Emergency Schedules -
<https://simbli.eboardsolutions.com/SU/Raf764Va7cmCLTIbLUPhbg==>

3540 Transportation -
<https://simbli.eboardsolutions.com/SU/LLQ8oxDhriYMMMyPIAfhbA==>

3551 Food Service Operations/Cafeteria Fund -
<https://simbli.eboardsolutions.com/SU/TEODP6YXlmB5t5EatZFYng==>

3551 Food Service Operations/Cafeteria Fund -
<https://simbli.eboardsolutions.com/SU/pLN22xtDnWsA3lGpSaQotw==>

4231 Staff Development -
<https://simbli.eboardsolutions.com/SU/Sw1IN4DYSF3T3eWPFYvkHQ==>

5141.7 Sun Safety -
<https://simbli.eboardsolutions.com/SU/Nplus5sGHj7XkChkrzdwqAcOA==>

6142.5 Environmental Education -
<https://simbli.eboardsolutions.com/SU/pWoeV3kgfnsrYGlElnAw2Q==>

6142.93 Science Instruction -
<https://simbli.eboardsolutions.com/SU/slsh44plusXGJ4h3lthUvSyrbZZQ==>

7110 Facilities Master Plan -
<https://simbli.eboardsolutions.com/SU/Tpl5YVCLGoV6slshaQuIMTGEQ==>

7111 Evaluating Existing Buildings -
<https://simbli.eboardsolutions.com/SU/XplusOGSTVXQv9SfNRon3XKslshw==>

Policy 3511.1: Integrated Waste Management

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 07/01/2012

The Governing Board believes that the conservation of natural resources and the protection of the environment are connected to the district's educational mission and are essential to the health and well-being of the community. The Superintendent or designee shall develop and/or implement a cost-effective, integrated waste management program that incorporates the principles of green school operations.

The district's program shall include strategies designed to help the district reduce solid and hazardous waste generation, improve efficiency in its use of natural resources, and minimize the impact of such use on the environment. The program shall address all areas of the district's operations, including, but not limited to, procurement, resource utilization, and facilities management practices.

The Superintendent or designee may collaborate with city, county, and state agencies and other public or private agencies in developing and implementing the district's integrated waste management program.

The Superintendent or designee shall make every effort to identify funding opportunities for the district's integrated waste management program including applying for available grants or other cost-reduction incentives.

To the extent that funding permits, the Superintendent or designee shall provide appropriate educational and training opportunities to students and staff regarding the benefits and methods of conserving natural resources and protecting the environment.

The Superintendent or designee shall regularly monitor all aspects of the district's integrated waste management program and shall provide an update to the Board on its effectiveness as necessary.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

14 CCR 17225.12

Description

Commercial solid waste - <https://simbli.eboardsolutions.com/SU/6LplusKEU3vslsh9NfJ1LIAGbbsA==>

Ed. Code 17070.96

Leroy F. Greene School Facilities Act of 1996, consideration of high performance standards - <https://simbli.eboardsolutions.com/SU/vsczR2pwGdptWPStlWcBplusA==>

Ed. Code 17072.35

New construction grants; use for designs and materials for high performance schools - <https://simbli.eboardsolutions.com/SU/zWOFjoqdzYSwxOexycSq8Q==>

Ed. Code 32370-32376

Recycling paper

Ed. Code 33541

Science requirements

Ed. Code 8700-8707

Environmental education

Pub. Res. Code 41780

Waste diversion

Pub. Res. Code 25410-25421

Energy conservation assistance

Pub. Res. Code 40050-40063

Integrated waste management act

Pub. Res. Code 42620-42622

Source reduction and recycling programs

Pub. Res. Code 42630-42647

Schoolsite source reduction and recycling assistance program

Pub. Res. Code 42649-42649.7

Recycling of commercial solid waste

Management Resources References

Description

Website

California Department of Resources Recycling and Recovery - <https://simbli.eboardsolutions.com/SU/KMvVPILqlslsh31A0uslshw1H9A==>

Website

California Division of State Architect - <https://simbli.eboardsolutions.com/SU/hJbF2eSykngelMB6DkhLHg==>

Website	California Environmental Protection Agency - https://simbli.eboardsolutions.com/SU/PDGuslshocmW9Y3LpMNmxnDplusg==
Website	California Energy Commission - https://simbli.eboardsolutions.com/SU/PIQLnQcFqu8ca1LlqJdQ4A==
Website	U.S. Environmental Protection Agency - https://simbli.eboardsolutions.com/SU/xtGqeFQECIplus0Wk8xfkTVsw==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==

Cross References

	Description
0100	Philosophy - https://simbli.eboardsolutions.com/SU/HAmOKQObEwsZpTECs2kptw==
1400	Relations Between Other Governmental Agencies And The Schools - https://simbli.eboardsolutions.com/SU/rOG8zxo8i7plusjQjmRvgLQ4g==
3000	Concepts And Roles - https://simbli.eboardsolutions.com/SU/JdgifB2plus0qJxNgSrLTMbuQ==
3270	Sale And Disposal Of Books, Equipment And Supplies - https://simbli.eboardsolutions.com/SU/uBNHslshPkcZ40G9G8KgB8O1g==
3270	Sale And Disposal Of Books, Equipment And Supplies - https://simbli.eboardsolutions.com/SU/Z9slshTBA3JvroaG64HMN0B0A==
3312	Contracts - https://simbli.eboardsolutions.com/SU/WrfR3GHsZq4NytXowagFLQ==
3511	Energy And Water Management - https://simbli.eboardsolutions.com/SU/Rtdok6FaTpShfiEplusZslsh247Q==
3511	Energy And Water Management - https://simbli.eboardsolutions.com/SU/gkXI0ep1VrebJ5GqZLXkTA==
3514	Environmental Safety - https://simbli.eboardsolutions.com/SU/a955xSb4B87M0XepeQ0TslshQ==
3514	Environmental Safety - https://simbli.eboardsolutions.com/SU/tvzfEzdOLc74oNNyAsRXTw==
3514.2	Integrated Pest Management - https://simbli.eboardsolutions.com/SU/p4Jscal1N80xOCzfHESShw==
3517	Facilities Inspection - https://simbli.eboardsolutions.com/SU/K7Rh9EAbSsy6DeyXpQnhpA==
4131	Staff Development - https://simbli.eboardsolutions.com/SU/L7PIWQxBoUSRd2ggr0QAgQ==
4331	Staff Development - https://simbli.eboardsolutions.com/SU/GtbPplusGPAZplusB1Cb1k2SzelQ==
6142.5	Environmental Education - https://simbli.eboardsolutions.com/SU/pWoeV3kgfnsrYGlelnAw2Q==
6142.93	Science Instruction - https://simbli.eboardsolutions.com/SU/slsh44plusXGJ4h3lthUvSyrbZZQ==
7110	Facilities Master Plan - https://simbli.eboardsolutions.com/SU/TpI5YVCLGoV6slshaQuIMTGEQ==
7131	Relations With Local Agencies - https://simbli.eboardsolutions.com/SU/gQ5w7ZkqLNj6JNsPdcF5Hw==

Regulation 3511.1: Integrated Waste Management

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 07/01/2012

For all applicable areas of district operations, the Superintendent or designee shall design an integrated waste management program that minimizes the generation of waste, encourages the recovery and diversion of reusable materials from the waste stream, improves efficiency in the utilization of natural and material resources, and protects the environment. The program shall implement measures and/or practices to:

1. Reduce the consumption of disposable materials, increase the composting of organic materials, and fully utilize all materials prior to disposal
2. Recycle materials such as paper, glass, plastic, and aluminum

Any school site or district facility which generates more than four cubic yards of commercial solid waste per week shall take at least one of the following actions: (Public Resources Code 42649.2; 14 CCR 17225.12)

- a. Source separate recyclable materials from solid waste and subscribe to a basic level of recycling service that may include collection, self-hauling, or other arrangement for the pickup of the recyclable materials
- b. Subscribe to a recycling service that may include mixed waste processing that yields diversion results comparable to source separation
3. Prefer recycled and other environmentally preferable products when procuring materials for use in district schools and buildings or contracting for the construction or modernization of any district building
4. Work with city, county, or other government agencies to locate markets for the district's reusable and recyclable materials
5. Minimize the use of nonbiodegradable materials and work with vendors and contractors to use packaging and delivery materials that generate less waste

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

Description

14 CCR 17225.12	Commercial solid waste - https://simbli.eboardsolutions.com/SU/6LplusKEU3vslsh9NfJ1LIAGbbsA==
Ed. Code 17070.96	Leroy F. Greene School Facilities Act of 1996, consideration of high performance standards - https://simbli.eboardsolutions.com/SU/vsczR2pwGdptWPStlWcBplusA==
Ed. Code 17072.35	New construction grants; use for designs and materials for high performance schools - https://simbli.eboardsolutions.com/SU/zWOFjoqdzYSwxOexycSq8Q==
Ed. Code 32370-32376	Recycling paper
Ed. Code 33541	Science requirements
Ed. Code 8700-8707	Environmental education
Pub. Res. Code 41780	Waste diversion
Pub. Res. Code 25410-25421	Energy conservation assistance
Pub. Res. Code 40050-40063	Integrated waste management act
Pub. Res. Code 42620-42622	Source reduction and recycling programs
Pub. Res. Code 42630-42647	Schoolsite source reduction and recycling assistance program
Pub. Res. Code 42649-42649.7	Recycling of commercial solid waste

Management Resources References

	Description
Website	California Department of Resources Recycling and Recovery - https://simbli.eboardsolutions.com/SU/KMvIVPILqslsh31A0uslshw1H9A==
Website	California Division of State Architect - https://simbli.eboardsolutions.com/SU/hJbF2eSykngelMB6DkhLHg==
Website	California Environmental Protection Agency - https://simbli.eboardsolutions.com/SU/PDGuslshocmW9Y3LpMNmxnDplusg==
Website	California Energy Commission - https://simbli.eboardsolutions.com/SU/PIQLnQcFqu8ca1LlqJdQ4A==
Website	U.S. Environmental Protection Agency - https://simbli.eboardsolutions.com/SU/xtGqEFQECIplus0Wk8xfkTVsw==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==

Cross References

	Description
0100	Philosophy - https://simbli.eboardsolutions.com/SU/HAmOKQObEwsZpTECs2kptw==
1400	Relations Between Other Governmental Agencies And The Schools - https://simbli.eboardsolutions.com/SU/rOG8zxo8i7plusjQjmRvgLQ4g==
3000	Concepts And Roles - https://simbli.eboardsolutions.com/SU/JdgifB2plus0qJxNgSrLTMbuQ==
3270	Sale And Disposal Of Books, Equipment And Supplies - https://simbli.eboardsolutions.com/SU/uBNHslshPkcZ40G9G8KgB8O1g==
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3511	Energy And Water Management - https://simbli.eboardsolutions.com/SU/Rtdok6FaTpShfiEplusZslsh247Q==
3511	Energy And Water Management - https://simbli.eboardsolutions.com/SU/gkXI0ep1VrebJ5GqZLXkTA==
3514	Environmental Safety - https://simbli.eboardsolutions.com/SU/a955xSb4B87M0XepeQ0TslshQ==
3514	Environmental Safety - https://simbli.eboardsolutions.com/SU/tvzfEzdOLc74oNNyAsRXTw==
3514.2	Integrated Pest Management - https://simbli.eboardsolutions.com/SU/p4Jscal1N80xOCzfHESShw==
3517	Facilities Inspection - https://simbli.eboardsolutions.com/SU/K7Rh9EAbSsy6DeyXpQnhpA==
4131	Staff Development - https://simbli.eboardsolutions.com/SU/L7PIWQxBoUSRd2ggr0QAgQ==
4331	Staff Development - https://simbli.eboardsolutions.com/SU/GtbPplusGPAZplusB1Cb1k2SzelQ==
6142.5	Environmental Education - https://simbli.eboardsolutions.com/SU/pWoeV3kgfnrYGlelnAw2Q==
6142.93	Science Instruction - https://simbli.eboardsolutions.com/SU/slsh44plusXGJ4h3lthUvSyrbZZQ==
7110	Facilities Master Plan - https://simbli.eboardsolutions.com/SU/TpI5YVCLGoV6slshaQuIMTGEQ==

7131

Relations With Local Agencies -

<https://simbli.eboardsolutions.com/SU/gQ5w7ZkqLNj6JNsPDcF5Hw==>

Regulation 3512: Equipment

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 09/01/2016

District equipment shall be used primarily for educational purposes and/or to conduct district business. The Superintendent or designee shall ensure that all employees, students, and other users understand the appropriate use of district equipment and that any misuse may be cause for disciplinary action or loss of user privilege.

School-connected organizations may be granted reasonable use of the equipment for school-related matters as long as it does not interfere with the use by students or employees or otherwise disrupt district operations.

The Superintendent or designee shall approve the transfer of any district equipment from one work site to another and the removal of any district equipment for off-site use. 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.

Employees transferred to another work site shall take with them only those personal items that have been purchased with their own funds unless otherwise authorized by the Superintendent or designee or applicable Board policy.

The Superintendent or designee shall maintain an inventory of all equipment currently valued in excess of \$500. (Education Code 35168; 5 CCR 3946)

When equipment is unusable or is no longer needed, it may be sold, donated, or disposed of in accordance with Education Code 17540-17555 or 2 CFR 200.313, as applicable.

Equipment Acquired with Federal Funds

The Superintendent or designee shall obtain prior written approval from the California Department of Education or other awarding agency before purchasing equipment with federal funds. (2 CFR 200.48, 200.313, 200.439)

All equipment purchased for federal programs funded through the consolidated application pursuant to Education Code 64000-64001 shall be labeled with the name of the project, identification number, and name of the district. (2 CFR 200.313; 5 CCR 3946)

For any equipment acquired in whole or in part with federal funds, the Superintendent or designee shall develop adequate maintenance procedures to keep the property in good condition. He/she shall also develop adequate safeguards to prevent loss, damage, or theft of the property and shall investigate any loss, damage, or theft. (2 CFR 200.313)

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. The equipment may be used in other activities currently or previously supported by a federal agency when such use does not interfere with the work on the project or program for which it was originally acquired or when use of the equipment is no longer needed for the original program. (2 CFR 200.313)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

Description

5 CCR 16023	Class 1 - Permanent records
5 CCR 3946	Control, safeguards, disposal of equipment purchased with consolidated application funds
5 CCR 4424	Comparability of services
Ed. Code 17540-17542	Sale or lease of personal property by one district to another
Ed. Code 17545-17555	Sale of personal property
Ed. Code 17605	Delegation of authority to purchase supplies and equipment
Ed. Code 35160	Authority of governing boards

Ed. Code 35168	Inventory of equipment
Ed. Code 64000-64001	Consolidated application process

Federal References

2 CFR 200.0-200.521	Federal uniform grant guidance
20 USC 6321	Fiscal requirements/comparability of services

Management Resources References

California Department of Education Publication	California School Accounting Manual
Website	California Department of Education - https://simbli.eboardsolutions.com/SU/os2jq5DcA2RawmY2VZ5FZQ==
Website	Office of Management and Budget - https://simbli.eboardsolutions.com/SU/yMG7KarnCslshuDeihOx8ZiA==

Cross References

	Description
0440	District Technology Plan - https://simbli.eboardsolutions.com/SU/bxXF2CqiPP9fmbVd9IJMbg==
0440	District Technology Plan - https://simbli.eboardsolutions.com/SU/wNqKCvsTokMJviUZp8WhHA==
3000	Concepts And Roles - https://simbli.eboardsolutions.com/SU/JdgifB2plus0qJxNgSrlTMbuQ==
3230	Federal Grant Funds - https://simbli.eboardsolutions.com/SU/g8lwVe5ZIANCEprFYEzuplusg==
3230	Federal Grant Funds - https://simbli.eboardsolutions.com/SU/xHGUplusplusfwHON8dvKlv3spGQ==
3270	Sale And Disposal Of Books, Equipment And Supplies - https://simbli.eboardsolutions.com/SU/uBNHslshPkcZ40G9G8KgB8O1g==
3270	Sale And Disposal Of Books, Equipment And Supplies - https://simbli.eboardsolutions.com/SU/Z9slshTBA3Jvroag64HMN0B0A==
3300	Expenditures And Purchases - https://simbli.eboardsolutions.com/SU/XGc6Fy4LQdjvgnB9HGfr9g==
3311	Bids - https://simbli.eboardsolutions.com/SU/Z3Amu76riOmrs7tOplussqAaQ==
3311	Bids - https://simbli.eboardsolutions.com/SU/Nplus3XMZFcuVvs4plusNXhe9tAA==
3440	Inventories - https://simbli.eboardsolutions.com/SU/kM8UW5NNPEkQZE7J607tWg==
3511	Energy And Water Management - https://simbli.eboardsolutions.com/SU/Rtdok6FaTpShfiEplusZslsh247Q==
3511	Energy And Water Management - https://simbli.eboardsolutions.com/SU/gkXI0ep1VrebJ5GqZLXkTA==
3515.4	Recovery For Property Loss Or Damage - https://simbli.eboardsolutions.com/SU/ynGWgJslshWIXNRYZanTW6Qg==
3515.4	Recovery For Property Loss Or Damage - https://simbli.eboardsolutions.com/SU/GRLTMvy59kmhp9LbflrvDg==
3530	Risk Management/Insurance - https://simbli.eboardsolutions.com/SU/RVMmtjJG98R98H6JiUeuig==
3540	Transportation - https://simbli.eboardsolutions.com/SU/LLQ8oxDhriYMMYPIAfhbA==
3551	Food Service Operations/Cafeteria Fund - https://simbli.eboardsolutions.com/SU/TEODP6YXlmb5t5EatzEYng==

3551 Food Service Operations/Cafeteria Fund - <https://simbli.eboardsolutions.com/SU/pLN22xtDnWAsA3IGpSaQotw==>

4040-E(1) Employee Use Of Technology - <https://simbli.eboardsolutions.com/SU/eLW8r06jewXZqplusBDw9UFIA==>

4040 Employee Use Of Technology - <https://simbli.eboardsolutions.com/SU/e3WGnZiqfXapDldqjM8RUA==>

4118 Dismissal/Suspension/Disciplinary Action - <https://simbli.eboardsolutions.com/SU/wZFYyjktza3gWpbXtoZL6w==>

4118 Dismissal/Suspension/Disciplinary Action - <https://simbli.eboardsolutions.com/SU/je2IMd3pmQR8F6Dplusaa5plusGg==>

4119.25 Political Activities Of Employees - <https://simbli.eboardsolutions.com/SU/Qlca4YmuGRAqOCCzFJzWAQ==>

4119.25 Political Activities Of Employees - <https://simbli.eboardsolutions.com/SU/SEn26XSugyzblRYT8i5Nig==>

4141.6 Concerted Action/Work Stoppage - <https://simbli.eboardsolutions.com/SU/RxhijeiaZxQr2WEpMRqBNg==>

4141.6 Concerted Action/Work Stoppage - <https://simbli.eboardsolutions.com/SU/gVvpojEpNqixyKhxSQsemw==>

4156.3 Employee Property Reimbursement - <https://simbli.eboardsolutions.com/SU/LplusU4JsBNhavUS5MYi0s3nQ==>

4218 Dismissal/Suspension/Disciplinary Action - <https://simbli.eboardsolutions.com/SU/YwazqKslshJZ85pluswplusnktprmjw==>

4218 Dismissal/Suspension/Disciplinary Action - <https://simbli.eboardsolutions.com/SU/Sgi9KXTH8ST61iXslsh7fF5Sw==>

4219.25 Political Activities Of Employees - <https://simbli.eboardsolutions.com/SU/5F9eb6Nj8ezAhcslshsgHAu3w==>

4241.6 Concerted Action/Work Stoppage - <https://simbli.eboardsolutions.com/SU/1igV0GviUrij0XmTajTmTQ==>

4241.6 Concerted Action/Work Stoppage - <https://simbli.eboardsolutions.com/SU/AOTEvm8SpAagW8xplusB3jpEg==>

4256.3 Employee Property Reimbursement - <https://simbli.eboardsolutions.com/SU/xOoWjJwmq0slshCy2JierHZzw==>

4319.25 Political Activities Of Employees - <https://simbli.eboardsolutions.com/SU/jm86RsX1xP8V7mbL9bCwdQ==>

4319.25 Political Activities Of Employees - <https://simbli.eboardsolutions.com/SU/bl0XTwgn6plusUYrddGnCSgeg==>

4356.3 Employee Property Reimbursement - <https://simbli.eboardsolutions.com/SU/UTjblpxF5YplusqOOwUcivgnA==>

5142 Safety - <https://simbli.eboardsolutions.com/SU/TSplusv9I4hpxDWdHp81uplushyA==>

5142 Safety - <https://simbli.eboardsolutions.com/SU/5o6splusZGjslshAfjaqxn0dgpluskA==>

5144 Discipline - <https://simbli.eboardsolutions.com/SU/CihTbid1ViMTwPjMLqeBbQ==>

5144 Discipline - <https://simbli.eboardsolutions.com/SU/ncn4slslshDGntYmQEQ21Nkw==>

6000 Concepts And Roles - <https://simbli.eboardsolutions.com/SU/uUDKslshVslshqslshH0Nj5vWSRvRslshA==>

6163.4-E(1) Student Use Of Technology - <https://simbli.eboardsolutions.com/SU/oEyXQ4aXrbm1U27kvODqDQ==>

6163.4 Student Use Of Technology - <https://simbli.eboardsolutions.com/SU/FM69UxBefuuvVnKBj80JLQ==>

- 6171 Title I Programs -
<https://simbli.eboardsolutions.com/SU/LZtMrsWwplusxJYQEtjlrJYplusg==>
- 6171 Title I Programs -
<https://simbli.eboardsolutions.com/SU/rd5P2qLCVOzqWNz1Mk2LrA==>
- 6178 Career Technical Education -
<https://simbli.eboardsolutions.com/SU/duslshHfbN8msMT9Z4Y8Epyxg==>
- 6178 Career Technical Education -
<https://simbli.eboardsolutions.com/SU/tTiQOb4se1oHtSjWO80Gng==>

Regulation 3513.1: Cellular Phone Reimbursement

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 11/01/2011

When a district employee's position requires frequent use of a cell phone, the Superintendent or designee shall provide either a cell phone for the employee's use or an allowance to the employee for the business use of his/her personally owned cell phone, whichever is the most cost-effective. In determining whether an employee's position requires frequent use of a cell phone, the factors to be considered shall include, but not be limited to, whether the job responsibilities require:

1. An ability to communicate frequently but access to a district landline is not readily available
2. An ability to communicate immediately to ensure the safety of district staff and students or the security of district property
3. A level of accessibility which is impossible because of the employee's frequent job-related absence from the worksite

When an employee is paid an allowance for the use of his/her personally owned cell phone for district business, the Superintendent or designee shall, from time to time, verify that the employee's cell phone contract is active.

The Superintendent or designee shall develop a system for reviewing employees' use of district-owned cell phones and the reimbursement of costs for employees' business-related use of their personal cell phones. Employees shall be responsible for fees and charges associated with any misuse or overuse not attributable to district business.

If the Superintendent or designee determines that an employee no longer requires a district-provided cell phone or other mobile communications device to perform his/her job responsibilities, any fees or charges associated with cancellation of the service contract shall be the responsibility of the district.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

State References	Description
Ed. Code 35213	Reimbursement for loss or damage of personal property
Ed. Code 44032	Travel expense payment
Ed. Code 48901.5	Prohibition of electronic signaling devices
Veh. Code 23123	Wireless telephones in vehicles
Veh. Code 23125	Wireless telephones in school buses

Federal References

Federal References	Description
26 CFR 1.132-5	Working conditions fringe benefit
26 USC 280F	Limitation on depreciation for luxury automobiles, etc

Management Resources References

Management Resources References	Description
Website	Internal Revenue Service - https://simbli.eboardsolutions.com/SU/Q4VQpg5n4iGWL4GteBcOQw==

Cross References

Cross References	Description
3542	School Bus Drivers - https://simbli.eboardsolutions.com/SU/CcSylshtEtfUQVtAccoslsHJ1oA==
4156.3	Employee Property Reimbursement - https://simbli.eboardsolutions.com/SU/LplusU4JsBNhavUS5MYi0s3nQ==
4256.3	Employee Property Reimbursement - https://simbli.eboardsolutions.com/SU/xOoWiJwmq0slshCy2JierHZzw==

4356.3	Employee Property Reimbursement - https://simbli.eboardsolutions.com/SU/UTjblpxF5YplusqOOwUcivgnA==
9250-E(1)	Remuneration, Reimbursement And Other Benefits - https://simbli.eboardsolutions.com/SU/dUz4B6Ja06ho2plusd7yrpk1A==
9250	Remuneration, Reimbursement And Other Benefits - https://simbli.eboardsolutions.com/SU/oz66G5slshgVQWd3R79jUr0iQ==

Policy 3513.3: Tobacco-Free Schools

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 07/01/2016

The Governing Board recognizes that smoking and other uses of tobacco and nicotine products constitute a serious public health hazard and are inconsistent with district goals to provide a healthy environment for students and staff.

The Board prohibits smoking and/or the use of tobacco products at any time in district-owned or leased buildings, on district property, and in district vehicles. (Health and Safety Code 104420, 104559)

These prohibitions apply 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.

Smoking means inhaling, exhaling, burning, or carrying of any lighted or heated cigar, cigarette, pipe, tobacco, or plant product intended for inhalation, whether natural or synthetic, in any manner or form, and includes the use of an electronic smoking device that creates aerosol or vapor or of any oral smoking device for the purpose of circumventing the prohibition of smoking. (Business and Professions Code 22950.5; Education Code 48901)

Tobacco products include: (Business and Professions Code 22950.5; Education Code 48901)

1. Any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, or snuff
2. An electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah
3. Any component, part, or accessory of a tobacco product, whether or not sold separately

This policy does not prohibit the use or possession of prescription products and other cessation aids that have been approved by the U.S. Department of Health and Human Services, Food and Drug Administration, such as nicotine patch or gum.

Smoking or use of any tobacco-related product or disposal of any tobacco-related waste is prohibited within 25 feet of any playground, except on a public sidewalk located within 25 feet of the playground. In addition, any form of intimidation, threat, or retaliation against a person for attempting to enforce this policy is prohibited. (Health and Safety Code 104495)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

Description

Bus. Code 22950.5	Stop Tobacco Access to Kids Enforcement Act - Definitions - https://simbli.eboardsolutions.com/SU/o9D5LIFXAxm0isdgjQ2uslshw==
Ed. Code 48900	Grounds for suspension and expulsion
Ed. Code 48901	Smoking or use of tobacco prohibited
H&S Code 104350-104495	Tobacco-use prevention education
H&S Code 104495	Prohibition of smoking and tobacco waste on playgrounds
H&S Code 104559	Tobacco use prohibition
H&S Code 119405	Unlawful to sell or furnish electronic cigarettes to minors
H&S Code 39002	Control of air pollution from nonvehicular sources
Lab. Code 3300	Definitions
Lab. Code 6304	Safe and healthful workplace

Lab. Code 6404.5	Occupational safety and health; use of tobacco products
PERB Ruling	CSEA #506 and Associated Teachers of Metropolitan Riverside v. Riverside Unified School District (1989) PERB Order #750 (13 PERC 20147)
PERB Ruling	Eureka Teachers Assn. v. Eureka City School District (1992) PERB Order #955 (16 PERC 23168)

Federal References

20 USC 6083	Nonsmoking policy for children's services
20 USC 7111-7122	Student Support and Academic Enrichment Grants
21 CFR 1140.1-1140.34	Unlawful sale of cigarettes and smokeless tobacco to minors

Description

Management Resources References

Website	California Department of Education, Tobacco-Free School District Certification - https://simbli.eboardsolutions.com/SU/AeT43yWmHBbnHrmDefuq3A==
Website	Occupational Safety and Health Standards Board - https://simbli.eboardsolutions.com/SU/qUQNK1WUZfko4UZsMamBJg==
Website	California Department of Public Health, Tobacco Control - https://simbli.eboardsolutions.com/SU/0bHnLcAAmiJiDEQTYbyLeTQ==
Website	California Department of Education, Alcohol, Tobacco and Other Drug Prevention - https://simbli.eboardsolutions.com/SU/qZcwZAE0ouA8xAp5Mzc3Lw==
Website	U.S. Environmental Protection Agency - https://simbli.eboardsolutions.com/SU/xtGqeFQECIplus0Wk8xfkTVsw==

Description

Cross References

0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/L6XWJNrcK5tkhIsslshRVFa1Q==
0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/CUfMPGtwH852FN95IdpVKw==
1113-E(2)	District And School Web Sites - https://simbli.eboardsolutions.com/SU/OiH2slshRplus9gU0Ckx5Ra8GyGA==
1113	District And School Web Sites - https://simbli.eboardsolutions.com/SU/thuSslshFplusjqlwnlr1t7NTGKA==
1113	District And School Web Sites - https://simbli.eboardsolutions.com/SU/PsLybYZyQDbWreMAotaKGg==
1250	Visitors/Outsiders - https://simbli.eboardsolutions.com/SU/cjfS72PtMkEoplusycWofXplusIA==
1250	Visitors/Outsiders - https://simbli.eboardsolutions.com/SU/0i2aQsRwltDpl2VJOpQejA==
1330-E(1)	Use Of School Facilities - https://simbli.eboardsolutions.com/SU/W4G1wA7pX4XITc6mFT19Cg==
1330	Use Of School Facilities - https://simbli.eboardsolutions.com/SU/Tamda2rg98FTdjcFVQ9MVA==
1330	Use Of School Facilities - https://simbli.eboardsolutions.com/SU/Zj4LNjrQUVFLIVjQ1LfNSA==
1330.1	Joint Use Agreements - https://simbli.eboardsolutions.com/SU/stKqY9WmU4plusOGUIKkyeTJw==
3513.4	Drug And Alcohol Free Schools - https://simbli.eboardsolutions.com/SU/UplusZ0P6jIAZDdOAFbsIKplus1A==

Description

3515.2 Disruptions - <https://simbli.eboardsolutions.com/SU/slshEOxJ9rFkEZoxJihasIBCw==>

3515.2 Disruptions - <https://simbli.eboardsolutions.com/SU/9Hga6V6zgaHmEaqV6fBPvA==>

3516 Emergencies And Disaster Preparedness Plan - <https://simbli.eboardsolutions.com/SU/7M2rQr2pkmKlbfRIFdjPg==>

3516 Emergencies And Disaster Preparedness Plan - <https://simbli.eboardsolutions.com/SU/aUG1lcsGqN5iK8Wp1moJXA==>

4112.9-E(1) Employee Notifications - <https://simbli.eboardsolutions.com/SU/AgIDQfjMF7zbF9sTGx3Fw==>

4112.9 Employee Notifications - <https://simbli.eboardsolutions.com/SU/oLVcspS67eymQ9qeITgOCg==>

4118 Dismissal/Suspension/Disciplinary Action - <https://simbli.eboardsolutions.com/SU/wZFYyjKtZa3gWpbXtoZL6w==>

4118 Dismissal/Suspension/Disciplinary Action - <https://simbli.eboardsolutions.com/SU/je2IMd3pmQR8F6Dplusaa5plusGg==>

4119.21-E(1) Professional Standards - <https://simbli.eboardsolutions.com/SU/yAMslshyoa3M3gmkjgLDRIbsw==>

4119.21 Professional Standards - <https://simbli.eboardsolutions.com/SU/q514RrIEVfVYvIKkUVL3Ow==>

4159 Employee Assistance Programs - <https://simbli.eboardsolutions.com/SU/TqTLiYdeRY7UcAqcqRimNw==>

4212.9-E(1) Employee Notifications - <https://simbli.eboardsolutions.com/SU/N7zOOsogHD4by7XgTy1G7Q==>

4212.9 Employee Notifications - <https://simbli.eboardsolutions.com/SU/DfHlloG9PnF7kijX8nXJbQ==>

4218 Dismissal/Suspension/Disciplinary Action - <https://simbli.eboardsolutions.com/SU/YwazqKslshJZ85pluswplusnktprmjw==>

4218 Dismissal/Suspension/Disciplinary Action - <https://simbli.eboardsolutions.com/SU/Sgi9KXTH8ST61iXslsh7fF5Sw==>

4219.21-E(1) Professional Standards - <https://simbli.eboardsolutions.com/SU/nraFzslshdGbU7eZ2xh9N1WLA==>

4219.21 Professional Standards - <https://simbli.eboardsolutions.com/SU/2PrAnocVjic27GLwZWFK9g==>

4259 Employee Assistance Programs - <https://simbli.eboardsolutions.com/SU/kBV9KHPUxEsnG4KY1msAUw==>

4312.9-E(1) Employee Notifications - <https://simbli.eboardsolutions.com/SU/HslshnPbkv605Qrp4BLheeJLQ==>

4312.9 Employee Notifications - <https://simbli.eboardsolutions.com/SU/g6yhGWbl8uwKPCHyKxDcyQ==>

4319.21-E(1) Professional Standards - <https://simbli.eboardsolutions.com/SU/DhUddzRmJJeWEPCWDs8sslshw==>

4319.21 Professional Standards - <https://simbli.eboardsolutions.com/SU/GswJooAb9fsgrBak4vgzAg==>

4359 Employee Assistance Programs - <https://simbli.eboardsolutions.com/SU/Esplash3YCRYfplus6KjEcGXAdHw==>

5030 Student Wellness - <https://simbli.eboardsolutions.com/SU/zgSaQnnp9OOWiMmf7cjiJw==>

5131.62 Tobacco - <https://simbli.eboardsolutions.com/SU/ZMQoRAdYplusKFYNUti996GA==>

5131.62	Tobacco - https://simbli.eboardsolutions.com/SU/BH4kKX5YKgsQsZRudJ1Jplusg==
5141.23	Asthma Management - https://simbli.eboardsolutions.com/SU/FQmliclshpMplusRydg6ztK7IqA==
5141.23	Asthma Management - https://simbli.eboardsolutions.com/SU/FukJ4qVt9T5YyOHLgplusRslshCw==
5144	Discipline - https://simbli.eboardsolutions.com/SU/CihTBid1ViMTwPjMLqeBbQ==
5144	Discipline - https://simbli.eboardsolutions.com/SU/ncn4slslshDGntYmQEQ21Nkw==
5144.1	Suspension And Expulsion/Due Process - https://simbli.eboardsolutions.com/SU/cTaG0kNFZplusT0aHlqINAxPA==
5144.1	Suspension And Expulsion/Due Process - https://simbli.eboardsolutions.com/SU/C1BLqGGeHzV20k92bmslshg9A==
5145.6-E(1)	Parental Notifications - https://simbli.eboardsolutions.com/SU/OIIR63yHWACdrhjlN6XNVA==
5145.6	Parental Notifications - https://simbli.eboardsolutions.com/SU/6twEMjNdhvA0qYiZNi9ucQ==
6142.8	Comprehensive Health Education - https://simbli.eboardsolutions.com/SU/Wr2R2lgKjuslshxs1GqHqr0ag==
6142.8	Comprehensive Health Education - https://simbli.eboardsolutions.com/SU/mNzZE8R3ENslshwRfRwU7g9ng==
6143	Courses Of Study - https://simbli.eboardsolutions.com/SU/QpxKtshpfpHPlslshvSqwCslshuslshag==
6143	Courses Of Study - https://simbli.eboardsolutions.com/SU/GJnUovlNnUy44d7gPSXzIA==

Regulation 3513.3: Tobacco-Free Schools

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 07/01/2016

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)

The Superintendent or designee may disseminate this information through annual written notifications, district and school web sites, student and parent handbooks, and/or other appropriate methods of communication.

The Superintendent or designee shall ensure that signs stating "Tobacco use is prohibited" are prominently displayed at all entrances to school property. (Health and Safety Code 104420, 104559)

Enforcement/Discipline

Any employee or student who violates the district's tobacco-free schools policy shall be asked to refrain from smoking and shall be subject to disciplinary action as appropriate.

Any other person who violates the district's policy on tobacco-free schools shall be informed of the district's policy and asked to refrain from smoking. If the person fails to comply with this request, the Superintendent or designee may:

1. Direct the person to leave school property
2. Request local law enforcement assistance in removing the person from school premises
3. If the person repeatedly violates the tobacco-free schools policy, prohibit him/her from entering district property for a specified period of time

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

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

Description

Bus. Code 22950.5	Stop Tobacco Access to Kids Enforcement Act - Definitions - https://simbli.eboardsolutions.com/SU/o9D5LIFXAxm0isdgJQ2uslshw==
Ed. Code 48900	Grounds for suspension and expulsion
Ed. Code 48901	Smoking or use of tobacco prohibited
H&S Code 104350-104495	Tobacco-use prevention education
H&S Code 104495	Prohibition of smoking and tobacco waste on playgrounds
H&S Code 104559	Tobacco use prohibition
H&S Code 119405	Unlawful to sell or furnish electronic cigarettes to minors
H&S Code 39002	Control of air pollution from nonvehicular sources
Lab. Code 3300	Definitions
Lab. Code 6304	Safe and healthful workplace
Lab. Code 6404.5	Occupational safety and health; use of tobacco products
PERB Ruling	CSEA #506 and Associated Teachers of Metropolitan Riverside v. Riverside Unified School District (1989) PERB Order #750 (13 PERC 20147)

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

Federal References

20 USC 6083

20 USC 7111-7122

21 CFR 1140.1-1140.34

Description

Nonsmoking policy for children's services

Student Support and Academic Enrichment Grants

Unlawful sale of cigarettes and smokeless tobacco to minors

Management Resources References

Website

California Department of Education, Tobacco-Free School District Certification -

<https://simbli.eboardsolutions.com/SU/AeT43yWmHBbnHrmDefuq3A==>

Website

Occupational Safety and Health Standards Board -

<https://simbli.eboardsolutions.com/SU/qUQNK1WUZfko4UZsMamBJg==>

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California Department of Public Health, Tobacco Control -

<https://simbli.eboardsolutions.com/SU/0bHnLcAAmiJiDEQTYbyLeTQ==>

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California Department of Education, Alcohol, Tobacco and Other Drug Prevention -

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Website

U.S. Environmental Protection Agency -

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Cross References

0450

Comprehensive Safety Plan -

<https://simbli.eboardsolutions.com/SU/L6XWJNrcK5tkhIsslshRVFa1Q==>

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<https://simbli.eboardsolutions.com/SU/CUfMPGtwH852FN95ldpVKw==>

1113-E(2)

District And School Web Sites -

<https://simbli.eboardsolutions.com/SU/OiH2slshRplus9gU0Ckx5Ra8GyGA==>

1113

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1113

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Visitors/Outsiders -

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Use Of School Facilities -

<https://simbli.eboardsolutions.com/SU/W4G1wA7pX4XITc6mFT19Cg==>

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Use Of School Facilities -

<https://simbli.eboardsolutions.com/SU/Tamda2rg98FTdjcFVQ9MVA==>

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Use Of School Facilities -

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1330.1

Joint Use Agreements -

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3513.4

Drug And Alcohol Free Schools -

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3515.2

Disruptions -

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3515.2

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<https://simbli.eboardsolutions.com/SU/7M2rQr2pkmKlbfPjRfDjPg==>

3516 Emergencies And Disaster Preparedness Plan -
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4112.9-E(1) Employee Notifications -
<https://simbli.eboardsolutions.com/SU/AgIDQfjMF7zbFx9sTGx3Fw==>

4112.9 Employee Notifications -
<https://simbli.eboardsolutions.com/SU/oLVcspS67eymQ9qeiTgOCg==>

4118 Dismissal/Suspension/Disciplinary Action -
<https://simbli.eboardsolutions.com/SU/wZFYjYjkTza3gWpbXtoZL6w==>

4118 Dismissal/Suspension/Disciplinary Action -
<https://simbli.eboardsolutions.com/SU/je2IMd3pmQR8F6Dplusaa5plusGg==>

4119.21-E(1) Professional Standards -
<https://simbli.eboardsolutions.com/SU/yAMslshyaa3M3gmkgjLDRIBsw==>

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4159 Employee Assistance Programs -
<https://simbli.eboardsolutions.com/SU/TqTLiYdeRY7UcAqcqRimNw==>

4212.9-E(1) Employee Notifications -
<https://simbli.eboardsolutions.com/SU/N7zOosogHD4by7XgTy1G7Q==>

4212.9 Employee Notifications -
<https://simbli.eboardsolutions.com/SU/DfHlloG9PnF7kijX8nXJbQ==>

4218 Dismissal/Suspension/Disciplinary Action -
<https://simbli.eboardsolutions.com/SU/YwazqKslshJZ85pluswplusnktprmjw==>

4218 Dismissal/Suspension/Disciplinary Action -
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4219.21-E(1) Professional Standards -
<https://simbli.eboardsolutions.com/SU/nraFzslshdGbU7eZ2xh9N1WLA==>

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4259 Employee Assistance Programs -
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4312.9-E(1) Employee Notifications -
<https://simbli.eboardsolutions.com/SU/HslshnPbkv605Qrp4BLheeJLQ==>

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<https://simbli.eboardsolutions.com/SU/g6yhGWbl8uwKPcHvKxDcyQ==>

4319.21-E(1) Professional Standards -
<https://simbli.eboardsolutions.com/SU/DhUddzRmJJeWEPCWDs8sslshw==>

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<https://simbli.eboardsolutions.com/SU/GswJooAb9fsgrBak4vgzAg==>

4359 Employee Assistance Programs -
<https://simbli.eboardsolutions.com/SU/Esplush3YCRYfplus6KjEcGXAdHw==>

5030 Student Wellness -
<https://simbli.eboardsolutions.com/SU/zgSaQnnp9OOWiMmf7cjjlw==>

5131.62 Tobacco -
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5131.62 Tobacco -
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5141.23 Asthma Management -
<https://simbli.eboardsolutions.com/SU/FQmlicslshMplusRydg6ztK7lqA==>

5141.23	Asthma Management - https://simbli.eboardsolutions.com/SU/FukJ4qVt9T5YyOHLgplusRslshCw==
5144	Discipline - https://simbli.eboardsolutions.com/SU/CihTBid1ViMTwPjMLqeBbQ==
5144	Discipline - https://simbli.eboardsolutions.com/SU/ncn4slnslshDGntYmQEQ21Nkw==
5144.1	Suspension And Expulsion/Due Process - https://simbli.eboardsolutions.com/SU/cTaG0kNFZplusT0aHlqlNAXPA==
5144.1	Suspension And Expulsion/Due Process - https://simbli.eboardsolutions.com/SU/C1BLqGGeHzV20k92bmslshg9A==
5145.6-E(1)	Parental Notifications - https://simbli.eboardsolutions.com/SU/OIIR63yHWACdrhjN6XNVA==
5145.6	Parental Notifications - https://simbli.eboardsolutions.com/SU/6twEMjNdhvA0qYiZNi9ucQ==
6142.8	Comprehensive Health Education - https://simbli.eboardsolutions.com/SU/Wr2R2lgKjuslshxs1GqHqr0ag==
6142.8	Comprehensive Health Education - https://simbli.eboardsolutions.com/SU/mNzZE8R3ENslshwRfRwU7g9ng==
6143	Courses Of Study - https://simbli.eboardsolutions.com/SU/QpxKtslshpfpIslshvSqwCslshuslshag==
6143	Courses Of Study - https://simbli.eboardsolutions.com/SU/GJnUovlNnUy44d7gPSXzIA==

Policy 3513.4: Drug And Alcohol Free Schools

Status: DRAFT

Original Adopted Date: Pending

The Governing Board recognizes the need to keep district schools free of drugs and alcohol in order to create a safe and healthy environment conducive to learning and promote student health and well-being. The Board prohibits the possession, use, or sale of drugs and alcohol at any time in district-owned or leased buildings, on district property, and in district vehicles, unless otherwise permitted by law.

The following substances are prohibited on all district property:

1. Any substance which may not lawfully be possessed, used, or sold in California
2. Cannabis or cannabis products (Health and Safety Code 11362.3; 21 USC 812, 844)
3. Alcoholic beverages, unless approved by the Superintendent or designee for limited purposes specified in Business and Professions Code 25608

Prescription medication, except for prescribed cannabis, may be administered at school in accordance with law, district policy and regulations, and written statements by the parent/guardian and the student's authorized health care provider as applicable.

Information about the district's drug- and alcohol-free schools policy and the consequences for violations shall be communicated clearly to employees, parents/guardians, students, and the community.

Enforcement/Discipline

The Superintendent or designee shall take appropriate action to eliminate the possession, use, or sale of alcohol and other drugs and related paraphernalia in district facilities, on district property, in district vehicles, or at school-sponsored activities. As appropriate, he/she may direct anyone violating this policy to leave school property and/or refer the matter to law enforcement.

Students and employees who violate the terms of this policy may be subject to discipline and/or referred to assistance programs in accordance with law and Board policy.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

Description

Bus. Code 25608	Alcohol on school property; use in connection with instruction - https://simbli.eboardsolutions.com/SU/FNTmwCbl5wapMSIUJRgAkW==
Ed. Code 44940	Compulsory leave of absence for certificated persons
Ed. Code 44940.5	Procedures when employees are placed on compulsory leave of absence
Ed. Code 45123	Employment after conviction of controlled substance offense
Ed. Code 45304	Compulsory leave of absence for classified persons
Ed. Code 48900	Grounds for suspension and expulsion
Ed. Code 48900.5	Suspension, limitation on imposition; exception
Ed. Code 48901	Smoking or use of tobacco prohibited
Ed. Code 48901.5	Prohibition of electronic signaling devices
Ed. Code 48902	Notification of law enforcement authorities; civil or criminal immunity
Ed. Code 48909	Narcotics or other hallucinogenic drugs
Ed. Code 48915	Required recommendation for expulsions
Gov. Code 8350-8357	Drug-free workplace
H&S Code 104559	Tobacco use prohibition

H&S Code 11053-11058	Standards and schedules
H&S Code 11353.6	Juvenile Drug Trafficking and Schoolyard Act
H&S Code 11362.1	Possession and use of cannabis, persons age 21 and over
H&S Code 11362.3	Limitations on possession and use of cannabis
H&S Code 11362.79	Limitations on medical use of cannabis
Pen. Code 13860-13864	Suppression of drug abuse in schools
Veh. Code 13202.5	Drug and alcohol related offenses by person under age of 21, but aged 13 or over

Federal References

20 USC 7101-7122	Student Support and Academic Enrichment Grants
21 USC 812	Schedule of controlled substances
21 USC 844	Penalties for possession of controlled substance
41 USC 8101-8106	Drug-Free Workplace Act

Description

Management Resources References

Court Decision	Ross v. RagingWire Telecommunications, Inc., 42 Cal. 4th 920 (2008)
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Description

Cross References

1250	Visitors/Outsiders - https://simbli.eboardsolutions.com/SU/cjS72PtMkEoplusycWofXplusA==
1250	Visitors/Outsiders - https://simbli.eboardsolutions.com/SU/0i2aQsRwltDpl2VJ0pQejA==
1325	Advertising And Promotion - https://simbli.eboardsolutions.com/SU/xrDPORsym4pluspvJQlbiFRxQ==
1330-E(1)	Use Of School Facilities - https://simbli.eboardsolutions.com/SU/W4G1wA7pX4XITc6mFT19Cg==
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1330	Use Of School Facilities - https://simbli.eboardsolutions.com/SU/Zj4LNjrQUVFLIVjQ1LfNSA==
1330.1	Joint Use Agreements - https://simbli.eboardsolutions.com/SU/stKqY9WmU4plusOGUIKkyeTJw==
3513.3	Tobacco-Free Schools - https://simbli.eboardsolutions.com/SU/b8Q4AMAAAUeShqG7pyf95g==
3513.3	Tobacco-Free Schools - https://simbli.eboardsolutions.com/SU/JkYF1N73RUUYVbgrBVXWQQ==
3515.2	Disruptions - https://simbli.eboardsolutions.com/SU/slshEQxJ9rFkEZoxJihasIBCw==
3515.2	Disruptions - https://simbli.eboardsolutions.com/SU/9Hga6V6zgaHmEaqV6fBPvA==
4020	Drug And Alcohol-Free Workplace - https://simbli.eboardsolutions.com/SU/mNadmHKEewKslsh4dslshs9oTjnQ==
4112.41	Employee Drug Testing - https://simbli.eboardsolutions.com/SU/Qy9CrpkiZRTLzTZA4BxYDg==
4112.41	Employee Drug Testing - https://simbli.eboardsolutions.com/SU/mB7plus3PsVX9tltRM2LYVonw==
4112.42	Drug And Alcohol Testing For School Bus Drivers - https://simbli.eboardsolutions.com/SU/cUo9zG6CAplusPlrWFhCwOWZg==

4112.42 Drug And Alcohol Testing For School Bus Drivers -
<https://simbli.eboardsolutions.com/SU/bv3wDhvoQIA5hBFQcUiNKw==>

4117.7 Employment Status Reports -
<https://simbli.eboardsolutions.com/SU/n1uZF10SrJ9HWPARJkP08w==>

4118 Dismissal/Suspension/Disciplinary Action -
<https://simbli.eboardsolutions.com/SU/wZFYYjkTza3gWpbXtoZL6w==>

4118 Dismissal/Suspension/Disciplinary Action -
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4119.21-E(1) Professional Standards -
<https://simbli.eboardsolutions.com/SU/yAMslshyaa3M3gmkjgLDRIBsw==>

4119.21 Professional Standards -
<https://simbli.eboardsolutions.com/SU/q514RrIEVFyYvIKkUUVL3Ow==>

4159 Employee Assistance Programs -
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4212.41 Employee Drug Testing -
<https://simbli.eboardsolutions.com/SU/ganr9dHwYvNak1M66jDO2A==>

4212.41 Employee Drug Testing -
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4212.42 Drug And Alcohol Testing For School Bus Drivers -
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4212.42 Drug And Alcohol Testing For School Bus Drivers -
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4219.21-E(1) Professional Standards -
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4259 Employee Assistance Programs -
<https://simbli.eboardsolutions.com/SU/kBV9KHPUxEsnG4KY1msAUw==>

4312.41 Employee Drug Testing -
<https://simbli.eboardsolutions.com/SU/AojiA69odJ6z2HdkbWiSFQ==>

4312.41 Employee Drug Testing -
<https://simbli.eboardsolutions.com/SU/RKaJyQ9UjIDsO8LU50YGlw==>

4312.42 Drug And Alcohol Testing For School Bus Drivers -
<https://simbli.eboardsolutions.com/SU/5ZslshvIxd9Vslsh5uJDcPTa0AQ==>

4312.42 Drug And Alcohol Testing For School Bus Drivers -
<https://simbli.eboardsolutions.com/SU/eJmFZqgE9zQe7fVZeE2KJw==>

4317.7 Employment Status Reports -
<https://simbli.eboardsolutions.com/SU/kdbT60QKaI8lwjG5IW59Aw==>

4319.21-E(1) Professional Standards -
<https://simbli.eboardsolutions.com/SU/DhUddzRmJleWEPCWDs8sslshw==>

4319.21 Professional Standards -
<https://simbli.eboardsolutions.com/SU/GswJooAb9fsgRbak4vgzAg==>

4359 Employee Assistance Programs -
<https://simbli.eboardsolutions.com/SU/Esplush3YCRYfplus6KjEcGXAdHw==>

5030 Student Wellness -
<https://simbli.eboardsolutions.com/SU/zgSaQNNp9OOWiMmf7cjiJw==>

5131	Conduct - https://simbli.eboardsolutions.com/SU/TRPsNGEmzFf03LYa5XWFUA==
5131.6	Alcohol And Other Drugs - https://simbli.eboardsolutions.com/SU/aLAZekhgJlWAeNUNxJqgyA==
5131.6	Alcohol And Other Drugs - https://simbli.eboardsolutions.com/SU/S9plusRplusZLmch5tUSApRunemg==
5131.62	Tobacco - https://simbli.eboardsolutions.com/SU/ZMQoRAAdYplusKFYNUTii996GA==
5131.62	Tobacco - https://simbli.eboardsolutions.com/SU/BH4kKX5YKgsQsZRudJ1Jplusg==
5141.21	Administering Medication And Monitoring Health Conditions - https://simbli.eboardsolutions.com/SU/j24JhUiNYZG3i2waslsh2D61Q==
5141.21	Administering Medication And Monitoring Health Conditions - https://simbli.eboardsolutions.com/SU/adyVxAOK4Rnz1vXEslsha17WA==
5144	Discipline - https://simbli.eboardsolutions.com/SU/CihTBid1ViMTwPjMLqeBbQ==
5144	Discipline - https://simbli.eboardsolutions.com/SU/ncn4slnslshDGntYmQEQ21Nkw==
5144.1	Suspension And Expulsion/Due Process - https://simbli.eboardsolutions.com/SU/cTaG0kNFZplusT0aHlqlNAxPA==
5144.1	Suspension And Expulsion/Due Process - https://simbli.eboardsolutions.com/SU/C1BLqGGeHzV20k92bmslshg9A==
5144.2	Suspension And Expulsion/Due Process (Students With Disabilities) - https://simbli.eboardsolutions.com/SU/beX158O2VVBIE7BXiqKC7w==
5145.11	Questioning And Apprehension By Law Enforcement - https://simbli.eboardsolutions.com/SU/e12ZbCuPru60EGyRlkTmXg==
5145.12	Search And Seizure - https://simbli.eboardsolutions.com/SU/NOk8kXHplusplusYYU4lplusGy1iZQ==
5145.12	Search And Seizure - https://simbli.eboardsolutions.com/SU/VQGZc0oG5j5s7gNxNNB2OQ==
6142.8	Comprehensive Health Education - https://simbli.eboardsolutions.com/SU/Wr2R2lgKjuslshxs1GqHqr0ag==
6142.8	Comprehensive Health Education - https://simbli.eboardsolutions.com/SU/mNzZE8R3ENslshwRfRwU7g9ng==
6145	Extracurricular And Cocurricular Activities - https://simbli.eboardsolutions.com/SU/Oplus4m9xE4Ve5a7ZliPxUm8w==
6145	Extracurricular And Cocurricular Activities - https://simbli.eboardsolutions.com/SU/g4kmTAtslshQhjokasVpluscC7Aw==
6145.2	Athletic Competition - https://simbli.eboardsolutions.com/SU/bJnTrwi99ACODM47oaynpQ==
6145.2	Athletic Competition - https://simbli.eboardsolutions.com/SU/Vu8h8ahWcY8j02iplusa569Gw==

Policy 3514: Environmental Safety

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 05/01/2018

The Governing Board recognizes its obligation to provide a safe and healthy environment at school facilities for students, staff, and community members. The Superintendent or designee shall regularly assess school facilities to identify environmental health risks and shall develop strategies to prevent and/or mitigate environmental hazards. He/she shall consider the proven effectiveness of various options, anticipated short-term and long-term costs and/or savings to the district, and the potential impact on staff and students, including the impact on student achievement and attendance.

Such strategies shall focus on maximizing healthy indoor air quality; monitoring the quality of outdoor air and adjusting outdoor activities as necessary; reducing exposure to vehicle emissions; minimizing exposure to lead and mercury; reducing the risk of unsafe drinking water; inspecting and properly abating asbestos; appropriately storing, using, and disposing of potentially hazardous substances; using effective least toxic pest management practices; reducing the risk of foodborne illness; and addressing any other environmental hazards identified during facilities inspections.

In developing strategies to promote healthy school environments, the Superintendent or designee may consult and collaborate with local environmental protection agencies, health agencies, water boards, and other community organizations.

The Superintendent or designee shall provide the district's maintenance and facilities staff, bus drivers, food services staff, teachers, and other staff as appropriate with professional development regarding their responsibilities in implementing strategies to improve and maintain environmentally safe and healthy schools.

The Superintendent or designee shall notify the Board, staff, parents/guardians, students, and/or governmental agencies, as appropriate, if an environmental hazard is discovered at a school site. The notification shall provide information about the district's actions to remedy the hazard and may recommend health screening of staff and students.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

Description

13 CCR 2025	Retrofitting of diesel school buses - https://simbli.eboardsolutions.com/SU/pWrAqJz71uosnnovuAPRg==
13 CCR 2480	Vehicle idling, limitations - https://simbli.eboardsolutions.com/SU/fSf0ysaXD9tFEJN0131FOw==
17 CCR 35001-36100	Lead abatement services - https://simbli.eboardsolutions.com/SU/9wG5k7Krtxh769PHz28Owg==
22 CCR 64670-64672.6	Lead and copper in drinking water - https://simbli.eboardsolutions.com/SU/IVTAQuHoWqejm3C1zslshDzgA==
22 CCR 64673-64674	Water System Requirements - https://simbli.eboardsolutions.com/SU/dbzTFC4CPP6NXoyopluscbUrw==
22 CCR 64675-64679	Monitoring for Lead and Copper - https://simbli.eboardsolutions.com/SU/R0plus1NlyV2XvbFL9KcPb6VA==
24 CCR 915.1-915.7	California Building Standards Code; carbon monoxide devices
5 CCR 14010	Procedure for site acquisition
8 CCR 1528-1537	Construction safety orders; exposure to hazards
8 CCR 337-339	Hazardous substances list
8 CCR 340-340.2	Occupational safety and health, rights of employees
8 CCR 5139-5223	Control of hazardous substances

Ed. Code 17002	State School Building Lease-Purchase Law, including definition of good repair - https://simbli.eboardsolutions.com/SU/SWCTtYtHLbJV2oTkKplusAVTw==
Ed. Code 17070.75	Facilities inspection - https://simbli.eboardsolutions.com/SU/FwMplus4ADkzWfdXbsHIDslshVxA==
Ed. Code 17582	District deferred maintenance fund
Ed. Code 17590	Asbestos abatement fund
Ed. Code 17608-17614	Healthy Schools Act of 2000
Ed. Code 32080-32081	Carbon monoxide devices
Ed. Code 32240-32245	Lead-Safe Schools Protection Act
Ed. Code 48980.3	Notification of pesticides
Ed. Code 49410-49410.7	Asbestos materials containment or removal
F&A Code 11401-12408	Pest control operations and agricultural chemicals
F&A Code 13180-13188	Healthy Schools Act of 2000
Gov. Code 3543.2	Scope of representation
H&S Code 105400-105430	Indoor environmental quality
H&S Code 113700-114437	California Retail Food Code, sanitation and safety requirements
H&S Code 116277	Lead testing of potable water at schools and requirements to remedy

Federal References

15 USC 2601-2629
 15 USC 2641-2656
 40 CFR 141.1-141.723
 40 CFR 745.61-745.339
 40 CFR 763.120-763.123
 40 CFR 763.80-763.99
 42 USC 1758
 7 USC 136-136y

Description

Control of toxic substances
 Asbestos Hazard Emergency Response Act
 Drinking water standards
 Lead-based paint standards
 Asbestos worker protections
 Asbestos-containing materials in schools
 Food safety and inspections
 Use of pesticides

Management Resources References

CA DHS Publication
 CA EPA: Air Resources Board Publication
 CA State Water Res. Control Board Pub.
 California Department of Education Publication
 California Department of Education Publication
 CSBA Publication
 CSBA Publication
 CSBA Publication
 CSBA Publication
 CSBA Publication
 Division of the State Architect Publication

Description

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Regulation 3514: Environmental Safety

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 05/01/2019

The Superintendent may designate and train one or more employees to oversee and coordinate the district's environmental safety program(s). The responsibilities of the coordinator(s) shall include, but are not limited to, overseeing assessments of district facilities, recommending strategies for the prevention and mitigation of environmental health risks, ensuring effective implementation of environmental safety strategies, and reporting to the Superintendent regarding the district's progress in addressing environmental safety concerns.

Indoor Air Quality

In order to provide proper ventilation, humidity, and temperature in school facilities and to reduce indoor air contaminants, the following strategies shall be implemented:

1. Mechanically driven heating, ventilation, and air conditioning systems shall be operated continuously during working hours except under the circumstances specified in 8 CCR 5142. The systems shall be inspected at least annually and problems corrected within a reasonable time. Where the air supply is filtered, the filters shall be replaced or cleaned regularly to prevent significant reductions in airflow. Documentation of inspections, tests of ventilation rates, and maintenance shall be retained for at least five years. (8 CCR 5142-5143)

Staff shall ensure that airflow is not obstructed by the blocking of ventilators with posters, furniture, books, or other obstacles.

2. School facilities shall be regularly inspected for water damage, spills, leaks in plumbing and roofs, poor drainage, and improper ventilation so as to preclude the buildup of mold and mildew and prevent accidents due to unsafe conditions. Wet building materials and furnishings shall be dried within 48 hours if possible to prevent mold growth. When evidence of mold or mildew is found, maintenance staff shall locate and repair the source of water intrusion and remove or clean moldy materials.
3. Exterior wall and foundation cracks and openings shall be sealed as soon as possible to minimize seepage of radon into buildings from surrounding soils.
4. Least toxic pest management practices shall be used to control and manage pests at school sites. (Education Code 17608-17614; Food and Agriculture Code 13182)
5. A carbon monoxide detector or alarm shall be installed in all school buildings that contain a fuel-burning appliance, fireplace, or forced-air furnace, unless otherwise exempted by state law or regulations. The device or alarm shall be located in close proximity to the appliance in order to accurately detect and alert school personnel of any leakage of carbon monoxide. (24 CCR 915.1-915.7)
6. Schedules and practices for routine housekeeping and maintenance shall be designed to effectively reduce levels of dust, dirt, and debris. Plain water, soap and water, or low-emission cleaning products shall be used whenever possible. Aerosols, including air fresheners and other products containing ozone, shall be avoided to the extent possible.
7. Painting of school facilities and maintenance or repair activities that require the use of potentially harmful substances shall be limited to those times when school is not in session. Following any such activity, the facility shall be properly ventilated with adequate time allowed prior to reopening for use by any person.
8. 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.
9. To the extent possible, printing and duplicating equipment that may generate indoor air pollutants, such as methyl alcohol or ammonia, shall be placed in locations that are well ventilated and not frequented by students and staff.
10. The district's tobacco-free schools policy shall be consistently enforced in order to reduce the health risks caused by second-hand smoke.
11. Staff and students shall be asked to refrain from bringing common irritants such as furred or feathered animals,

stuffed toys that may collect dust mites, scented candles, incense, or air fresheners and from using perfume or cologne, scented lotion or hair spray, nail polish or nail polish remover, or other personal care products that are not fragrance-free in classrooms, school buses, or other enclosed areas or buildings.

Outdoor Air Quality

The Superintendent or designee may coordinate with the local air resources control board and monitor local health advisories and outdoor air quality alerts to obtain forecasts of ozone levels, particle pollution, ultraviolet radiation levels, and/or temperature and humidity.

Whenever a forecast indicates a significant health risk, the Superintendent or designee shall communicate with each principal so that outdoor activities, especially those requiring prolonged or heavy exertion, may be avoided, limited in duration, or modified as necessary for all persons or for persons who may be particularly susceptible to the health risk involved.

Reduction of Vehicle Emissions

In order to reduce public exposure to toxic air contaminants, school bus drivers and other drivers of commercial motor vehicles shall limit unnecessary idling of vehicles at or near schools in accordance with 13 CCR 2480. The Superintendent or designee may also request parents/guardians to turn off their vehicles when they are idling on school grounds and encourage students to walk and/or bicycle to school.

Any school bus that is diesel-fueled, dual-fueled, or alternative diesel-fueled and has a gross vehicle weight rating over 14,000 pounds shall be equipped with a particulate filter designed to reduce particulate matter emissions, oxides of nitrogen emissions, and other pollutants. (13 CCR 2025)

Drinking Water Safety

The quality and safety of the district's drinking water sources shall be regularly assessed, and drinking fountains shall be regularly cleaned and maintained, to ensure that drinking water consumed at school does not contain dirt, mold, lead, or other impurities or contaminants that may cause serious health concerns.

Whenever any contaminants in the drinking water are determined to be a concern, the Superintendent or designee shall take reasonable steps to identify the source and mitigate any potential problem to ensure the availability of safe drinking water. As needed, the Superintendent or designee shall provide alternative sources of drinking water, such as bottled water or on-site water filtration, to ensure that students have access to fresh drinking water at mealtimes and at other times throughout the day.

Whenever testing of drinking water finds concentrations of lead that exceed federal and state standards, the Superintendent or designee shall notify parents/guardians and take immediate steps to shut down and make inoperable any fountains or faucets where excess lead levels may exist.

Prevention of Lead Exposure

In addition to testing for the presence of lead in drinking water in district schools, the following steps shall be taken to minimize potential exposure to lead in school facilities:

1. School facilities shall be kept as dust-free and clean as possible.
2. Lead-based paint, lead plumbing and solders, or other potential sources of lead contamination shall not be used in the construction of any new school facility or the modernization or renovation of any existing school facility. (Education Code 32244)
3. Lead exposure hazards shall be evaluated before any renovation or remodeling is begun, and children shall not be allowed in or near buildings in which these activities may create lead dust. Contractors and workers shall comply with state and federal standards related to the handling and disposal of lead debris and the clean-up and containment of dust within the construction area.
4. Lead-based painted surfaces that are in good condition shall be kept intact. If lead-based paint is peeling, flaking, or chalking, contractors or workers shall follow state and federal standards for safe work practices to minimize contamination when removing the paint.

5. Soil with low lead content may be covered with grass, other plantings, concrete, or asphalt. For soil with high lead content, removal and abatement are required.

Any action to abate existing lead hazards shall be taken only by contractors, inspectors, and workers certified by the California Department of Public Health in accordance with 17 CCR 35001-35099. (Education Code 32243)

The Superintendent or designee shall notify parent/guardians, teachers, and staff members if significant risk factors for lead exposure are found. (Education Code 32243)

Prevention of Mercury Exposure

The Superintendent or designee shall identify any mercury-containing products that are present in district facilities and, to the extent possible, shall replace them with mercury-free alternatives.

Staff shall receive information about proper procedures to follow in the event of a mercury spill. Clean-up instructions, a clearly labeled kit with necessary clean-up supplies, and a list of local resources shall be readily accessible.

In the event of a spill, staff shall evacuate all students from the immediate area of the spill, ensure that any clothing or other items with mercury on them remain in the room, open windows to the outside, and close doors to other parts of the school. Staff who are trained in proper clean-up procedures may carefully clean a small spill. As needed for larger or difficult-to-clean spills, the Superintendent or designee shall use an experienced professional referred by the local health department or environmental agency.

Any products containing mercury shall be properly disposed at an appropriate hazardous waste collection facility.

Asbestos Management

The Superintendent shall designate an employee who shall ensure that the district's responsibilities related to asbestos inspection and abatement are implemented in accordance with federal and state regulations. This employee shall receive adequate training to perform these duties, including, as necessary, training on the health effects of asbestos; detection, identification, and assessment of asbestos-containing building materials; options for controlling asbestos-containing building materials; asbestos management programs; and relevant federal and state regulations. (40 CFR 763.84)

The designated employee shall ensure that the district complies with the following requirements:

1. School facilities shall be inspected for asbestos-containing building materials as necessary in accordance with the following:
 - a. Any school building that is leased, acquired, or otherwise used by the district shall be inspected for asbestos-containing building materials prior to its use as a school building, unless exempted by federal regulations. (40 CFR 763.85, 763.99)
 - b. At least once every six months, the district shall conduct a periodic surveillance consisting of a visual inspection of each school building that contains or is assumed to contain asbestos-containing building materials. (40 CFR 763.92)
 - c. At least once every three years, the district shall conduct a re-inspection of all known or assumed asbestos-containing building materials in each school building. (40 CFR 763.85)
2. Based on the results of the inspection, an appropriate response which is sufficient to protect human health and the environment shall be determined from among the options specified in 40 CFR 763.90. The district may select the least burdensome response, taking into consideration local circumstances, including occupancy and use patterns within the school building and economic concerns such as short-term and long-term costs. (40 CFR 763.90)
3. An asbestos management plan for each school site shall be maintained and regularly updated to keep it current with ongoing operations and maintenance, periodic surveillance, inspection, re-inspection, and response action activities. (15 USC 2643; 40 CFR 763.93)

The asbestos management plan shall be available for inspection in district and school offices during normal

business hours. Parent/guardian, teacher, and employee organizations shall be annually informed of the availability of these plans. (40 CFR 763.84, 763.93)

4. Staff, students, and parents/guardians shall be informed at least once each school year about any inspections, response actions, and post-response actions, including periodic re-inspection and surveillance activities, that are planned or in progress. (40 CFR 763.84)
5. Inspections, re-inspections, periodic surveillance, and response actions, including operations and maintenance, shall be conducted in compliance with state and federal regulations for the protection and safety of workers and all other individuals. (Education Code 49410.5; 40 CFR 763.84, 763.90)

Asbestos inspection and abatement work, preparation of a management plan, and any maintenance activities that may disturb asbestos-containing building materials, except for emergency repairs or small-scale, short-duration maintenance activities, shall be completed by state-certified asbestos inspectors or contractors. (15 USC 2646; 40 CFR 763.84, 763.85, 763.91)

6. All custodial and maintenance employees shall be properly trained in accordance with applicable federal and/or state regulations. (40 CFR 763.84)

All district maintenance and custodial staff who may work in a building that contains asbestos-containing building materials, regardless of whether they are required to work with such materials, shall receive at least two hours of related asbestos awareness training. New maintenance and custodial staff shall receive such training within 60 days after beginning employment. Any maintenance or custodial staff who conduct activities that will disturb asbestos-containing building materials shall receive 14 hours of additional training. The trainings shall address the topics specified in 40 CFR 763.92. (15 USC 2655; 40 CFR 763.84, 763.92)

7. Short-term workers, such as telephone repair workers, utility workers, or exterminators, who may come in contact with asbestos in a school shall be provided information regarding the locations of known or suspected asbestos-containing building materials. (40 CFR 763.84)
8. Warning labels shall be posted immediately adjacent to any known or suspected asbestos-containing building material located in routine maintenance areas in accordance with 40 CFR 763.95. (40 CFR 763.84)

The district shall maintain, in both the district and school offices and for a period of three years, records pertaining to each preventive measure and response action taken; staff training; periodic surveillances conducted; cleaning, operations, and maintenance activities; and any fiber release episode. (40 CFR 763.94)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

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13 CCR 2025	Retrofitting of diesel school buses - https://simbli.eboardsolutions.com/SU/pWrAqnJz71uosnnovuAPRg==
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17 CCR 35001-36100	Lead abatement services - https://simbli.eboardsolutions.com/SU/9wG5k7Krtxh769PHz28Owg==
22 CCR 64670-64672.6	Lead and copper in drinking water - https://simbli.eboardsolutions.com/SU/IVTAQuHoWqejm3C1zslshDzgA==
22 CCR 64673-64674	Water System Requirements - https://simbli.eboardsolutions.com/SU/dbzTFC4CPP6NXoyopluscbUrw==
22 CCR 64675-64679	Monitoring for Lead and Copper - https://simbli.eboardsolutions.com/SU/R0plus1NlvV2XvbFL9KcPb6VA==
24 CCR 915.1-915.7	California Building Standards Code; carbon monoxide devices
5 CCR 14010	Procedure for site acquisition
8 CCR 1528-1537	Construction safety orders; exposure to hazards

8 CCR 337-339	Hazardous substances list
8 CCR 340-340.2	Occupational safety and health, rights of employees
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Gov. Code 3543.2	Scope of representation
H&S Code 105400-105430	Indoor environmental quality
H&S Code 113700-114437	California Retail Food Code, sanitation and safety requirements
H&S Code 116277	Lead testing of potable water at schools and requirements to remedy

Federal References

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- 40 CFR 745.61-745.339
- 40 CFR 763.120-763.123
- 40 CFR 763.80-763.99
- 42 USC 1758
- 7 USC 136-136y

Description

- Control of toxic substances
- Asbestos Hazard Emergency Response Act
- Drinking water standards
- Lead-based paint standards
- Asbestos worker protections
- Asbestos-containing materials in schools
- Food safety and inspections
- Use of pesticides

Management Resources References

- CA DHS Publication
- CA EPA: Air Resources Board Publication
- CA State Water Res. Control Board Pub.
- California Department of Education Publication
- California Department of Education Publication
- CSBA Publication
- CSBA Publication
- CSBA Publication

Description

- Report to the Legislature: Lead Hazards in California's Public Elementary Schools and Child Care Facilities, April 1998
- Facts about Truck and Bus Regulation School Bus Provisions, rev. March 22, 2011
- FAQ about Lead Testing of Drinking Water in CA Schools; Updated for Assembly Bill 746/Health and Safety Code 116277, December 15, 2017
- School Site Selection and Approval Guide, 2000
- Indoor Air Quality, A Guide for Educators, 1995
- Sun Safety in Schools, Policy Brief, July 2006
- Food Safety Requirements, Fact Sheet, October 2007
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Division of the State Architect Publication	K-12 Occupancy Classification and Load Factors, IR A-26, rev. April 18, 2012
U.S. EPA Publication	A Citizen's Guide to Radon: The Guide to Protecting Yourself and Your Family from Radon, 2016
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U.S. EPA Publication	The ABCs of Asbestos in Schools, rev. August 2003
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Website	California Department of Education, Health and Safety - https://simbli.eboardsolutions.com/SU/XAIKSKJslsh2Vf0y6P1NTplusg1g==
Website	California Department of Pesticide Regulation - https://simbli.eboardsolutions.com/SU/oAOBjd0jGZedpcK5jhJiw==
Website	California State Water Resources Control Board - https://simbli.eboardsolutions.com/SU/gQL4uBawBfeoPhUAC88SRQ==
Website	Centers for Disease Control and Prevention - https://simbli.eboardsolutions.com/SU/UUiiirqtk65lplusLWplusApdRjg==
Website	Consumer Product Safety Commission - https://simbli.eboardsolutions.com/SU/WXVAihwOFQvUcTKQXgpKBw==
Website	AirNow - https://simbli.eboardsolutions.com/SU/vLA05j17czfMZwleahplusOWg==
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1240	Volunteer Assistance - https://simbli.eboardsolutions.com/SU/vEvx6PsF9jIR5Vi4kNEcfQ==
1312.4-E(1)	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/iF7XVrTLVgka8qS0bhHh4w==
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1312.4	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/LJ5wHnr3ioQ00m5NGceBfQ==
1400	Relations Between Other Governmental Agencies And The Schools - https://simbli.eboardsolutions.com/SU/rOG8zxo8i7plusjQjmRvgLQ4g==
3000	Concepts And Roles - https://simbli.eboardsolutions.com/SU/JdgifB2plus0qJxNgSrLTMbuQ==
3511	Energy And Water Management - https://simbli.eboardsolutions.com/SU/Rtdok6FaTpShfiEplusZslsh247Q==
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3514.1	Hazardous Substances - https://simbli.eboardsolutions.com/SU/AsrkCLDnFxxVJG6pzaa8zA==
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3540	Transportation - https://simbli.eboardsolutions.com/SU/LLQ8oxDhriYMMYPIAfhbA==
3541	Transportation Routes And Services - https://simbli.eboardsolutions.com/SU/rsishZN7XzQigGs6qFUPanQSA==
3541.1-E(1)	Transportation For School-Related Trips - https://simbli.eboardsolutions.com/SU/tLT0XlW9fuaXOVx6dZw2Gw==
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5141.23 Asthma Management -
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5145.6-E(1)	Parental Notifications - https://simbli.eboardsolutions.com/SU/OIIR63yHWACdrhjIN6XNVA==
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7110	Facilities Master Plan - https://simbli.eboardsolutions.com/SU/TpI5YVCLGoV6slshaQuIMTGEQ==
7111	Evaluating Existing Buildings - https://simbli.eboardsolutions.com/SU/XplusOGSTVXQv9SfNRon3XKslshw==
7150	Site Selection And Development - https://simbli.eboardsolutions.com/SU/g2plusplusANVa3RtO598cewlpjA==
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Policy 3514.1: Hazardous Substances

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 05/01/2018

The Governing Board desires to provide a safe school environment that protects students and employees from exposure to any potentially hazardous substances used in the district's educational program and in the maintenance and operation of district facilities and equipment.

Insofar as reasonably possible, the Superintendent or designee shall minimize the quantities of hazardous substances stored and used on school property. When hazardous substances must be used, the Superintendent or designee shall give preference to materials that cause the least risk to people and the environment.

The Superintendent or designee shall ensure that all potentially hazardous substances on district properties are inventoried, used, stored, and regularly disposed of in a safe and legal manner.

The Superintendent or designee shall develop, implement, and maintain a written hazard communication program in accordance with 8 CCR 5194 and shall ensure that employees, students, and others as necessary are fully informed about the properties and potential hazards of substances to which they may be exposed.

The Superintendent or designee shall develop specific measures to ensure the safety of students and staff in school laboratories where hazardous chemicals are used. Such measures shall include the development and implementation of a chemical hygiene plan in accordance with 8 CCR 5191 and instruction to students about proper handling of hazardous substances.

The Superintendent or designee shall not order or purchase for use in grades K-6 any arts and crafts materials containing a substance determined by the California Office of Environmental Health Hazard Assessment to be toxic. The Superintendent or designee shall not purchase any such toxic material for use in grades 7-12 unless it includes a warning label as specified in Education Code 32065 that identifies any toxic ingredients, warns of potential adverse health effects, and describes procedures for safe use and storage. (Education Code 32064)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

Description

22 CCR 67450.40-67450.49	School hazardous waste collection, consolidation, and accumulation facilities - https://simbli.eboardsolutions.com/SU/UCCr0q4naDk74Tqplush5vY5Q==
8 CCR 3203	Injury and illness prevention program
8 CCR 3204	Employees exposed to bloodborne pathogens standard
8 CCR 337-339	Hazardous substances list
8 CCR 5139-5230	Control of hazardous substances, especially
8 CCR 5154.1-5154.2	Ventilation
8 CCR 5161	Definitions
8 CCR 5162	Emergency eyewash and shower equipment
8 CCR 5163	Control of spills
8 CCR 5164	Storage of hazardous substances
8 CCR 5191	Chemical hygiene plan
8 CCR 5194	Hazard communication
Ed. Code 32060-32066	Toxic art supplies
Ed. Code 49340-49341	Hazardous substances education
Ed. Code 49401.5	Legislative intent; consultation services
Ed. Code 49411	Chemical listing; compounds used in school programs; determination of shelf life; disposal

F&A Code 12981	Regulations re pesticides and worker safety
H&S Code 108100-108515	California Hazardous Substances Act
H&S Code 25163	Transportation of hazardous wastes; registration; exemptions; inspection
H&S Code 25500-25520	Hazardous materials release response plans; inventory
Lab. Code 6360-6363	Hazardous Substances Information and Training Act
Lab. Code 6380-6386	List of hazardous substances

Management Resources References

	Description
California Department of Education Publication	Science Safety Handbook for California Public Schools, 2014
OEHHA Publication	Art and Craft Materials in Schools: Guidelines for Purchasing and Safe Use, September 17, 2016
Website	Department of Industrial Relations, Cal/OSHA - https://simbli.eboardsolutions.com/SU/Egb5f6eJCa6jvbx4GwSSJg==
Website	California Office of Environmental Health Hazard Assessment - https://simbli.eboardsolutions.com/SU/s9Lx0YRsvkrbUR1zlnNtmw==
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Cross References

	Description
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0470	COVID-19 Mitigation Plan - https://simbli.eboardsolutions.com/SU/PhHbBWdXMHFVlps9s9O43A==
1240	Volunteer Assistance - https://simbli.eboardsolutions.com/SU/VOslshwVhU2oPzSUjqkV1LBFg==
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3514.2	Integrated Pest Management - https://simbli.eboardsolutions.com/SU/p4Jscal1N80xOCZfHESShw==
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4119.42 Exposure Control Plan For Bloodborne Pathogens - <https://simbli.eboardsolutions.com/SU/YxkPdzlqwXINotX2mZoALg==>

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5142	Safety - https://simbli.eboardsolutions.com/SU/TSplusv9I4hpxDWdHp81uplushyA==
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Regulation 3514.1: Hazardous Substances

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 04/01/2013

Hazardous substance means a substance, material, or mixture which is likely to cause illness or injury by reason of being explosive, flammable, poisonous, corrosive, oxidizing, an irritant, or otherwise harmful. Hazardous substances, as identified by the Department of Industrial Relations, are listed in 8 CCR 339. (8 CCR 339, 5161)

Storage and Disposal of Chemicals

The Superintendent or designee shall adopt measures to ensure that hazardous substances on any district property are stored and disposed of properly in accordance with law. Such measures shall include, but are not limited to, the following: (8 CCR 5164)

1. Substances which react violently or evolve toxic vapors or gases when mixed, or which in combination become toxic, flammable, explosive, or otherwise hazardous, shall be separated from each other in storage by distance, partitions, secondary containment, or otherwise so as to preclude accidental contact between them.
2. Hazardous substances shall be stored in containers which are chemically inert to and appropriate for the type and quantity of the hazardous substance.
3. Containers of hazardous substances shall not be stored in such locations or manner as to result in physical damage to or deterioration of the container or where they are exposed to heat sufficient to rupture the container or to cause leakage.
4. Containers used to package a substance which gives off toxic, poisonous, corrosive, asphyxiant, suffocant, or anesthetic fumes, gases, or vapors in hazardous amounts, excluding small quantities of such materials kept in closed containers or materials kept in tank cars or trucks, shall not be stored in locations where it could be reasonably anticipated that persons would be exposed.

The Superintendent or designee shall regularly remove and dispose of all chemicals whose estimated shelf life has elapsed. (Education Code 49411)

Hazard Communication Program

The district's written hazard communication program shall include at least the components listed below and shall be available upon request to all employees and their designated representatives. The program shall apply to any hazardous substance which is known to be present in the workplace in such a manner that employees may be exposed under normal conditions of use or in a reasonably foreseeable emergency resulting from workplace operations. (8 CCR 5194)

1. Container Labeling

No container of hazardous substance, unless exempted by law, shall be accepted by the district or any district school unless labeled, tagged, or marked by the supplier with the identity of the hazardous substance, hazard warning statements, and the name and address of the chemical manufacturer or importer. No label on an incoming container shall be removed or intentionally defaced unless the container is immediately marked with the required information.

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, unless the substances are intended only for the immediate use of the employee who performs the transfer.

2. Safety Data Sheets

Upon receiving a hazardous substance or mixture, the Superintendent or designee shall ensure that the manufacturer or importer has furnished a safety data sheet (SDS) as required by law. If the SDS is missing or obviously incomplete, the Superintendent or designee shall, within seven working days of noting the missing or incomplete information, request a new SDS from the manufacturer or importer. If a response is not received within 25 working days, the Superintendent or designee shall send a copy of the district's written inquiry to the California Occupational Safety and Health Division (Cal/OSHA). (8 CCR 5194)

The Superintendent or designee shall maintain the required SDS for each hazardous substance in the workplace and shall ensure that it is readily accessible to employees in their work area during working hours. The SDS may be maintained in paper copy, electronically, or through other means, provided that employees have immediate access and understand how to use the alternative system.

3. Employee Information and Training

Employees shall receive information and 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. The information and training shall include, but are not limited to, the following topics: (8 CCR 5194)

- a. The requirements of 8 CCR 5194, including employee rights described therein
- b. The location and availability of the district's written hazard communication program, including the list of hazardous materials and all SDS
- c. Any operations in the work area where hazardous substances are present
- d. The physical and health effects of the hazardous substances in the work area
- e. Methods and observations that may be used to detect the presence or release of hazardous substances in the work area
- f. Measures that employees can take to protect themselves from exposure to hazardous substances, including specific procedures the district has implemented to protect employees, such as appropriate work practices, emergency procedures, and personal protective equipment to be used
- g. How to read and use the labels and SDS

4. List of Hazardous Substances

The written hazard communication program shall include a list of the hazardous substances known to be present in the workplace as a whole or for individual work areas. (8 CCR 5194)

5. Hazardous Nonroutine Tasks

When employees are required to perform hazardous nonroutine tasks or to work on unlabeled pipes that contain hazards, 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, such as ventilation, respirators, other personal protective equipment, and/or the presence of another employee. They shall also receive information about emergency procedures to follow if accidentally exposed to the hazardous substance.

6. Information to Contractors

To ensure that outside contractors and their employees work safely in district facilities, the Superintendent or designee shall inform contractors of hazardous substances which are present on the site and precautions that they 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.

Chemical Hygiene Plan

The district's chemical hygiene plan shall address exposure to hazardous chemicals in school laboratories and shall include the following components: (8 CCR 5191)

1. Standard operating procedures relevant to safety and health considerations to be followed when laboratory work involves the use of hazardous chemicals
2. Criteria that the district will use to determine and implement control measures to reduce exposure to hazardous chemicals, including engineering controls, the use of personal protective equipment, and hygiene practices
3. A requirement that protective equipment comply with state regulations and that specific measures be taken to

ensure proper and adequate performance of such equipment

4. Provision of specified information at the time of an employee's initial assignment to a work area where hazardous chemicals are present and prior to assignments involving new exposure situations
5. Provision of specified employee training in accordance with the schedule determined by the Superintendent or designee
6. The circumstances under which a particular laboratory operation, procedure, or activity shall require prior approval of the Superintendent or designee before implementation
7. Provisions for medical consultations and examinations whenever there is evidence, as specified, that the employee may have been exposed to a hazardous chemical
8. Designation of an employee, who is qualified by training or experience, to serve as the district's chemical hygiene officer to provide technical guidance in the development and implementation of the chemical hygiene plan
9. Provisions for additional employee protection for work with particularly hazardous substances, as specified

The plan shall be readily available to employees and employee representatives, and, upon request, to Cal/OSHA. (8 CCR 5191)

The Superintendent or designee shall review and evaluate the effectiveness of the chemical hygiene plan at least annually and shall update it as necessary. (8 CCR 5191)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

Description

22 CCR 67450.40-67450.49	School hazardous waste collection, consolidation, and accumulation facilities - https://simbli.eboardsolutions.com/SU/UCCr0q4naDk74Tqplush5vY5Q==
8 CCR 3203	Injury and illness prevention program
8 CCR 3204	Employees exposed to bloodborne pathogens standard
8 CCR 337-339	Hazardous substances list
8 CCR 5139-5230	Control of hazardous substances, especially
8 CCR 5154.1-5154.2	Ventilation
8 CCR 5161	Definitions
8 CCR 5162	Emergency eyewash and shower equipment
8 CCR 5163	Control of spills
8 CCR 5164	Storage of hazardous substances
8 CCR 5191	Chemical hygiene plan
8 CCR 5194	Hazard communication
Ed. Code 32060-32066	Toxic art supplies
Ed. Code 49340-49341	Hazardous substances education
Ed. Code 49401.5	Legislative intent; consultation services
Ed. Code 49411	Chemical listing; compounds used in school programs; determination of shelf life; disposal
F&A Code 12981	Regulations re pesticides and worker safety
H&S Code 108100-108515	California Hazardous Substances Act
H&S Code 25163	Transportation of hazardous wastes; registration; exemptions; inspection

H&S Code 25500-25520	Hazardous materials release response plans; inventory
Lab. Code 6360-6363	Hazardous Substances Information and Training Act
Lab. Code 6380-6386	List of hazardous substances

Management Resources References

	Description
California Department of Education Publication	Science Safety Handbook for California Public Schools, 2014
OEHHA Publication	Art and Craft Materials in Schools: Guidelines for Purchasing and Safe Use, September 17, 2016
Website	Department of Industrial Relations, Cal/OSHA - https://simbli.eboardsolutions.com/SU/Egb5f6eJCa6jvbx4GwSSJg==
Website	California Office of Environmental Health Hazard Assessment - https://simbli.eboardsolutions.com/SU/s9Lx0YRsvkrbUR1zlnNtmw==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==
Website	California Department of Education - https://simbli.eboardsolutions.com/SU/os2jq5DcA2RawmY2VZ5FZQ==

Cross References

	Description
0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/L6XWJNrcK5tkhSslshRVFa1Q==
0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/CUfMPGtwH852FN95ldpVKw==
0470	COVID-19 Mitigation Plan - https://simbli.eboardsolutions.com/SU/PhHbBWdXMHFVlps9s9O43A==
1240	Volunteer Assistance - https://simbli.eboardsolutions.com/SU/VQslshwVhU2oPzSUjqkV1LBFg==
1240	Volunteer Assistance - https://simbli.eboardsolutions.com/SU/vEvx6PsF9jIR5Vi4kNECfQ==
3260	Fees And Charges - https://simbli.eboardsolutions.com/SU/kzf4pmpplus1XMNh73HcptLQMg==
3260	Fees And Charges - https://simbli.eboardsolutions.com/SU/WJppw3L8qQdJNRjy7xaDAA==
3511	Energy And Water Management - https://simbli.eboardsolutions.com/SU/Rtdok6FaTpShfiEplusZslsh247Q==
3511	Energy And Water Management - https://simbli.eboardsolutions.com/SU/gkXI0ep1VrebJ5GqZLXkTA==
3514	Environmental Safety - https://simbli.eboardsolutions.com/SU/a955xSb4B87M0XepeQ0TslshQ==
3514	Environmental Safety - https://simbli.eboardsolutions.com/SU/tvzfEzdOLc74oNNyAsRXTw==
3514.2	Integrated Pest Management - https://simbli.eboardsolutions.com/SU/p4Jscal1N80xOCzfHESShw==
3530	Risk Management/Insurance - https://simbli.eboardsolutions.com/SU/RVMmtjJG98R98H6JjUeuig==
4112.6	Personnel Files - https://simbli.eboardsolutions.com/SU/plusYXkJhuc8gfplussIB4FNXFKg==
4112.9-E(1)	Employee Notifications - https://simbli.eboardsolutions.com/SU/AgIDQfjMF7zbFx9sTGx3Fw==
4112.9	Employee Notifications - https://simbli.eboardsolutions.com/SU/oLVcspS67eymQ9qeiTgOCg==

4119.42-E(1) Exposure Control Plan For Bloodborne Pathogens -
<https://simbli.eboardsolutions.com/SU/plusjBjv0HORwwOX7mXpilzNA==>

4119.42 Exposure Control Plan For Bloodborne Pathogens -
<https://simbli.eboardsolutions.com/SU/YxkPdZlqwXINotX2mZoALg==>

4119.42 Exposure Control Plan For Bloodborne Pathogens -
<https://simbli.eboardsolutions.com/SU/AmstZtMvSVwxLbVdGTIUpw==>

4131 Staff Development -
<https://simbli.eboardsolutions.com/SU/L7PIWQxBoUSRd2ggr0QAQg==>

4157 Employee Safety -
<https://simbli.eboardsolutions.com/SU/ro9myPDMM3hGaewg6Qw9wg==>

4157 Employee Safety -
<https://simbli.eboardsolutions.com/SU/j4r93sEIUTfO2NbgUkLUUg==>

4212.6 Personnel Files -
<https://simbli.eboardsolutions.com/SU/Rum7AoBeG3XCHB3ypxvVbQ==>

4212.9-E(1) Employee Notifications -
<https://simbli.eboardsolutions.com/SU/N7zOOsogHD4by7XgTy1G7Q==>

4212.9 Employee Notifications -
<https://simbli.eboardsolutions.com/SU/DfHllOg9PnF7kijX8nXJbQ==>

4219.42-E(1) Exposure Control Plan for Bloodborne Pathogens -
<https://simbli.eboardsolutions.com/SU/X5qPa8RAPFxSHrfcpOd1KA==>

4219.42 Exposure Control Plan for Bloodborne Pathogens -
<https://simbli.eboardsolutions.com/SU/xbLeFyWaesvRpNBbsz0OFg==>

4219.42 Exposure Control Plan for Bloodborne Pathogens -
<https://simbli.eboardsolutions.com/SU/sGj4mQslshd0Rm2gms0bslshbf2A==>

4231 Staff Development -
<https://simbli.eboardsolutions.com/SU/Sw1IN4DYSF3T3eWPFYvkHQ==>

4257 Employee Safety -
<https://simbli.eboardsolutions.com/SU/h3v1SRpZEOkSlshy0035slshn0Kg==>

4257 Employee Safety -
<https://simbli.eboardsolutions.com/SU/Qzbf62FbMBNjDq6OCVPiQ==>

4312.6 Personnel Files -
<https://simbli.eboardsolutions.com/SU/PhQKXNdGe4g5Nigrpslsh7yxQ==>

4312.9-E(1) Employee Notifications -
<https://simbli.eboardsolutions.com/SU/HslshnPbkv605Qrp4BLheeJLQ==>

4312.9 Employee Notifications -
<https://simbli.eboardsolutions.com/SU/g6yhGWbl8uwKPcHvKxDcyQ==>

4319.42-E(1) Exposure Control Plan for Bloodborne Pathogens -
<https://simbli.eboardsolutions.com/SU/dbqF3XwcXiXIVYBBLQ7rQA==>

4319.42 Exposure Control Plan for Bloodborne Pathogens -
<https://simbli.eboardsolutions.com/SU/VCsslshq40KSGbwl4LfbTSlOg==>

4319.42 Exposure Control Plan for Bloodborne Pathogens -
<https://simbli.eboardsolutions.com/SU/5BslshX4CJkH2z0IhvkTmGRWw==>

4331 Staff Development -
<https://simbli.eboardsolutions.com/SU/GtbPplusGPAZplusB1Cb1k2SzelQ==>

4357 Employee Safety -
<https://simbli.eboardsolutions.com/SU/8sedoxyCQceB5cNIAho4gA==>

4357 Employee Safety -
<https://simbli.eboardsolutions.com/SU/bNIFucAQpkr9NLQBMZY3uw==>

5141.22 Infectious Diseases -
<https://simbli.eboardsolutions.com/SU/ZTWRKBplusuok0iS1urmplc5Q==>

- 5141.22 Infectious Diseases -
<https://simbli.eboardsolutions.com/SU/u6N1MAQfCz1HJ2QoKslshplusSYw==>
- 5142 Safety -
<https://simbli.eboardsolutions.com/SU/TSplusv9I4hpxDWdHp81uplushyA==>
- 5142 Safety -
<https://simbli.eboardsolutions.com/SU/5o6splusZGjslshAfjaqxn0dgpluskA==>
- 6142.93 Science Instruction -
<https://simbli.eboardsolutions.com/SU/slsh44plusXGJ4h3lthUvSyrbZZQ==>

Regulation 3514.2: Integrated Pest Management

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 03/01/2018

Definitions

Integrated pest management (IPM) 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. (Education Code 17609; Food and Agricultural Code 13181)

School site means any facility used as a child day care facility or for kindergarten, elementary, or secondary school purposes and includes the buildings or structures, playgrounds, athletic fields, vehicles, or any other area of property visited or used by students. (Education Code 17609)

Program Components

The Superintendent or designee shall designate an employee at the district office and/or school site to develop, implement, and coordinate an IPM strategy that incorporates effective, least toxic pest management practices.

The IPM coordinator shall prepare and annually update a districtwide or school site IPM plan based on the template provided by the California Department of Pesticide Regulation (DPR).

The IPM plan shall include the name of the district and/or school IPM coordinator, the pesticides expected to be applied at the school site by district employees and/or pest control applicators, and a date that the plan shall be reviewed and, if necessary, updated. (Education Code 17611.5)

The district shall use pesticides that pose the least possible hazard and are effective in a manner that minimizes risks to people, property, and the environment. Such pesticides shall only be used after careful monitoring indicates they are needed according to pre-established guidelines and treatment thresholds. (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 district's program shall include, but not necessarily be limited to, the following components:

1. 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.
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
3. Modifying or eliminating pest habitats to deter pest populations and minimize pest infestations.
4. 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.
5. 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.

No pesticide that is prohibited by DPR or the U.S. Environmental Protection Agency, as listed on the DPR web site, shall be used at a school site. (Education Code 17610.1)

6. 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 product label directions.

7. Informing parents/guardians and employees regarding pesticide use as described in the sections "Notifications" and "Warning Signs" below.
8. Ensuring that persons applying pesticides follow label precautions and are sufficiently trained in the principles and practices of IPM as described in the section "Training" below.
9. Evaluating the effectiveness of treatments to determine if revisions to the IPM plan are needed.

Training

The IPM coordinator and any employee or contractor who may be designated 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)

Any district employee who handles pesticides shall also receive pesticide-specific safety training prior to applying pesticides and annually thereafter in accordance with 3 CCR 6724.

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)

1. The name of each pesticide product expected to be applied in the upcoming year and the active ingredient(s) in it
2. 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
3. If the school has posted its IPM plan, the Internet address where the plan may be found
4. The opportunity to view a copy of the IPM plan in the school office
5. An opportunity for interested persons to register to receive prior notification of each application of a pesticide at the school site
6. Other information deemed necessary by the IPM coordinator

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's web site or, if the school does not have a web site, then on the 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. 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

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)

1. The term "Warning/Pesticide Treated Area"
2. The product name, manufacturer's name, and the EPA's product registration number
3. Intended areas and dates of application
4. Reason for the pesticide application

When advance posting is not possible due to an emergency condition requiring immediate use of a pesticide to protect the health and safety of students, staff, or other persons or the school site, 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 DPR, on a form provided by 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. A school may meet this requirement 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)

Pesticide Use near School Site

Upon receiving notification pursuant to 3 CCR 6692 that a grower expects to use agricultural pesticides within one-quarter mile of a school site Monday through Friday from 6:00 a.m. to 6:00 p.m., the principal or designee shall notify the Superintendent or designee, IPM coordinator, staff at the school site, and parents/guardians of students enrolled at the school.

The principal or designee may communicate with any grower within one-quarter mile of the school to request that the grower not apply pesticides during evenings or weekends when school activities are scheduled.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

State References	Description
3 CCR 6147	Pesticides exempted from registration requirements
3 CCR 6690-6692	Pesticide use near school sites
3 CCR 6724	Training of employees handling pesticides
8 CCR 340-340.2	Occupational safety and health, rights of employees
Ed. Code 17366	Legislative intent (fitness of buildings for occupancy)
Ed. Code 17608-17614	Healthy Schools Act of 2000
Ed. Code 48980	Parental notifications
Ed. Code 48980.3	Notification of pesticides
Ed. Code 8593.2	Licensed pest control operators; training requirements
F&A Code 11401-12408	Pest control operations and agricultural chemicals
F&A Code 13180-13188	Healthy Schools Act of 2000
Gov. Code 3543.2	Scope of representation
Gov. Code 6250-6270	California Public Records Act

Federal References

7 USC 136-136y

Description

Use of pesticides

Management Resources References

California Dept. of Pesticide Reg. Publication

Description

Healthy Schools Act Requirements for Public K-12 Schools

California Dept. of Pesticide Reg. Publication

School District Integrated Pest Management Plan Template

California Dept. of Pesticide Reg. Publication

California School IPM Model Program Guidebook

U.S. ENVIRONMENTAL PROTECTION AGENCY

Pest Control in the School Environment: Implementing Integrated Pest Management (IPM), May 2017

Website

California Department of Pesticide Regulation, School IPM - <https://simbli.eboardsolutions.com/SU/EzsSeG7qCmQbPsQslshYBScpQ==>

Website

U.S. Environmental Protection Agency, Integrated Pest Management at Schools - <https://simbli.eboardsolutions.com/SU/6cQo1xcWRUvR8kWD3ovplus7A==>

Website

California Department of Education - <https://simbli.eboardsolutions.com/SU/os2jq5DcA2RawmY2VZ5FZQ==>**Cross References**

0450

DescriptionComprehensive Safety Plan - <https://simbli.eboardsolutions.com/SU/L6XWJNrcK5tkhIsslshRVFa1Q==>

0450

Comprehensive Safety Plan - <https://simbli.eboardsolutions.com/SU/CUfMPGtwH852FN95ldpVKw==>

1312.4-E(1)

Williams Uniform Complaint Procedures - <https://simbli.eboardsolutions.com/SU/iF7XVrTLVgka8qS0bhHh4w==>

1312.4-E(2)

Williams Uniform Complaint Procedures - <https://simbli.eboardsolutions.com/SU/8HPm8KslshisDs5hMZf4hp08w==>

1312.4

Williams Uniform Complaint Procedures - <https://simbli.eboardsolutions.com/SU/LJ5wHnr3ioQ00m5NGceBfQ==>

1340

Access To District Records - <https://simbli.eboardsolutions.com/SU/jKjmyvbc5r0Tzq0yicklg==>

1340

Access To District Records - <https://simbli.eboardsolutions.com/SU/ouHfMY1Tt6GyjrKpUFN5bQ==>

3000

Concepts And Roles - <https://simbli.eboardsolutions.com/SU/JdgifB2plus0qJxNgSrLTMbuQ==>

3511

Energy And Water Management - <https://simbli.eboardsolutions.com/SU/Rtdok6FaTpShfiEplusZslsh247Q==>

3511

Energy And Water Management - <https://simbli.eboardsolutions.com/SU/gkXI0ep1VrebJ5GqZLXkTA==>

3511.1

Integrated Waste Management - <https://simbli.eboardsolutions.com/SU/AOxuhSuu5iBE2m5rslshENPmw==>

3511.1

Integrated Waste Management - <https://simbli.eboardsolutions.com/SU/2ELftXgboa5xOcNq7Nn2Ww==>

3514

Environmental Safety - <https://simbli.eboardsolutions.com/SU/a955xSb4B87M0XepeQ0TslshQ==>

3514

Environmental Safety - <https://simbli.eboardsolutions.com/SU/tvzfEzdOLc74oNNyAsRXTw==>

3514.1

Hazardous Substances - <https://simbli.eboardsolutions.com/SU/AsrkCLDnFxxVJG6pzaa8zA==>

3514.1

Hazardous Substances - <https://simbli.eboardsolutions.com/SU/c7xa26TQnQdlshtQwpsBIBUA==>

3516	Emergencies And Disaster Preparedness Plan - https://simbli.eboardsolutions.com/SU/7M2rQr2pkmKlbfpRlFdjPg==
3516	Emergencies And Disaster Preparedness Plan - https://simbli.eboardsolutions.com/SU/aUG1lcsGqN5iK8Wp1moJXA==
3517	Facilities Inspection - https://simbli.eboardsolutions.com/SU/K7Rh9EAbSsy6DeyXpQnhpA==
3580	District Records - https://simbli.eboardsolutions.com/SU/n2YgqoHklkzJn4Vofx68uQ==
3580	District Records - https://simbli.eboardsolutions.com/SU/En8VbWkeCavFgJplusUm0xdFw==
4112.9-E(1)	Employee Notifications - https://simbli.eboardsolutions.com/SU/AgIDQfjMF7zbFx9sTGx3Fw==
4112.9	Employee Notifications - https://simbli.eboardsolutions.com/SU/oLVcspS67eymQ9qeiTgOCg==
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4212.9	Employee Notifications - https://simbli.eboardsolutions.com/SU/DfHlloG9PnF7kijX8nXJbQ==
4231	Staff Development - https://simbli.eboardsolutions.com/SU/Sw1IN4DYSE3T3eWPFYvkHQ==
4312.9-E(1)	Employee Notifications - https://simbli.eboardsolutions.com/SU/HslshnPbkv605Qrp4BLheeJLQ==
4312.9	Employee Notifications - https://simbli.eboardsolutions.com/SU/g6yhGWbl8uwKPcHvKxDcyQ==
5145.6-E(1)	Parental Notifications - https://simbli.eboardsolutions.com/SU/OIIR63yHWACdrhjIN6XNVA==
5145.6	Parental Notifications - https://simbli.eboardsolutions.com/SU/6twEMjNdhvA0qYiZNi9ucQ==

Policy 3515: Campus Security

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 10/01/2019

The Governing Board is committed to providing a school environment that promotes the safety of students, staff, 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 may be included in the district's comprehensive safety plan and/or site-level safety plans. Such procedures shall be regularly reviewed to reflect changed circumstances and to assess their effectiveness in achieving safe school objectives.

Surveillance Systems

In consultation with the district's safety planning committee, other relevant stakeholders, and staff, the Superintendent or designee shall identify appropriate locations for the placement of surveillance cameras. 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.

Prior to the operation of the surveillance system, the Superintendent or designee shall ensure that signs are posted at conspicuous and targeted locations around school buildings and grounds. These signs shall state that the facility uses video surveillance equipment for security purposes and that the equipment may or may not be actively monitored at any time. The Superintendent or designee shall also provide prior written notice to students and parents/guardians about the district's surveillance system, including the locations where surveillance may occur and that the recordings may be used in disciplinary proceedings and/or referred to local law enforcement, as appropriate.

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.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

State References	Description
24 CCR 1010.1.11	Lockable doors from the inside
24 CCR 1010.1.9	Door operations
CA Constitution Article 1, Section 28(c)	Right to Safe Schools - https://simbli.eboardsolutions.com/SU/4uKslshNEWJwiWPc9Z3j2hmaA==
Ed. Code 17070.10-17079.30	Leroy F. Greene School Facilities Act - https://simbli.eboardsolutions.com/SU/fu4PsUtUAb4qYYOY9breHg==
Ed. Code 17583	Classroom security locks, modernization projects
Ed. Code 32020	School gates; entrances for emergency vehicles
Ed. Code 32211	Threatened disruption or interference with classes
Ed. Code 32280-32289	School safety plans
Ed. Code 35160	Authority of governing boards
Ed. Code 35160.1	Broad authority of school districts
Ed. Code 38000-38005	Security departments
Ed. Code 49050-49051	Searches by school employees
Ed. Code 49060-49079	Student records
Pen. Code 469	Unauthorized making, duplicating or possession of key to public building
Pen. Code 626-626.11	School crimes

Federal References

Description

20 USC 1232g
34 CFR 99.3
US DOE Publication

Family Educational Rights and Privacy Act (FERPA) of 1974
Definition of education records
FAQs on Photos and Videos under FERPA

Management Resources References

Attorney General Opinion
Attorney General Opinion
Court Decision
Court Decision
CSBA Publication
National Institute of Justice Publication

Description

75 Ops.Cal.Atty.Gen. 155 (1992)
83 Ops.Cal.Atty.Gen. 257 (2000)
Brannum v. Overton County School Board (2008) 516 F. 3d 489
New Jersey v. T.L.O. (1985) 469 U.S. 325
Safe Schools: A Planning Guide for Action, 2002
The Appropriate and Effective Use of Security Technologies in U.S. Schools: A Guide for Schools and Law Enforcement Agencies, rev. 2005
U.S. Department of Education, Protecting Student Privacy - <https://simbli.eboardsolutions.com/SU/GNvvR5HO1z1slshpN79CN8BQ==>
National Institute of Justice - <https://simbli.eboardsolutions.com/SU/OJiCljdjfhnpHtlp5dK0Kwg==>
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Website

Website

Website

Website

Website

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3530 Risk Management/Insurance -
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5125.1-E(1) Release Of Directory Information -
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5131.7	Weapons And Dangerous Instruments - https://simbli.eboardsolutions.com/SU/MPE4lpluskJESac9q7Fv0cKsA==
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5141.52	Suicide Prevention - https://simbli.eboardsolutions.com/SU/FGU2QNczfhpluscqJ2SI2zjHA==
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5142	Safety - https://simbli.eboardsolutions.com/SU/TSplusv9I4hpxDWdHp81uplushyA==
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5144	Discipline - https://simbli.eboardsolutions.com/SU/CihTBid1ViMTwPjMLqeBbQ==
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5145.12	Search And Seizure - https://simbli.eboardsolutions.com/SU/NOK8kXHplusplusYYU4lplusGy1iZQ==
5145.12	Search And Seizure - https://simbli.eboardsolutions.com/SU/VQGZc0oG5j5s7gNxNNB2OQ==
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Regulation 3515: Campus Security

Status: DRAFT

Original Adopted Date: Pending | Last Revised Date: 10/01/2019

The Superintendent or designee shall develop a campus security plan which contributes to a positive school climate, fosters social and emotional learning and student well-being, and includes strategies to:

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

These strategies include a 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 and interior spaces from outsiders and discourage trespassing

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

3. Discourage vandalism and graffiti

These strategies may include plans to immediately cover graffiti and implement campus beautification.

4. Control access to keys and other school inventory

5. Detect and intervene with school crime

These strategies may include creating a school watch program, increasing adult presence and supervision, establishing an anonymous crime reporting system, analyzing school crime incidents, and collaborating with local law enforcement agencies, including providing for law enforcement presence.

All staff shall receive training in building and grounds security procedures and emergency response.

Locks

All state-funded new construction and modernization projects shall include locks that allow doors to classrooms and any room with an occupancy of five or more persons to be locked from the inside. Student restrooms and doors that lock from the outside at all times are not required to have locks that can be locked from the inside. (Education Code 17075.50, 17583; 24 CCR 1010.1.9, 1010.1.11)

Keys

All keys used in a school shall be the responsibility of the principal or designee. Keys shall be issued only to authorized employees who regularly need a key in order to carry out their job responsibilities.

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 never be loaned to students, parents/guardians, or volunteers, nor shall the master key ever be loaned.

Any 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.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

24 CCR 1010.1.11

24 CCR 1010.1.9

Description

Lockable doors from the inside

Door operations

CA Constitution Article 1, Section 28(c)	Right to Safe Schools - https://simbli.eboardsolutions.com/SU/4uKslshNFWJwiWPc9Z3j2hmaA==
Ed. Code 17070.10-17079.30	LeRoy F. Greene School Facilities Act - https://simbli.eboardsolutions.com/SU/fu4PsUtUAb4qYYOY9breHg==
Ed. Code 17583	Classroom security locks, modernization projects
Ed. Code 32020	School gates; entrances for emergency vehicles
Ed. Code 32211	Threatened disruption or interference with classes
Ed. Code 32280-32289	School safety plans
Ed. Code 35160	Authority of governing boards
Ed. Code 35160.1	Broad authority of school districts
Ed. Code 38000-38005	Security departments
Ed. Code 49050-49051	Searches by school employees
Ed. Code 49060-49079	Student records
Pen. Code 469	Unauthorized making, duplicating or possession of key to public building
Pen. Code 626-626.11	School crimes

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Description

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Definition of education records
FAQs on Photos and Videos under FERPA

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Attorney General Opinion
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Description

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Cross References

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1330.1	Joint Use Agreements - https://simbli.eboardsolutions.com/SU/stKqY9WmU4plusOGUIKkyeTJw==
3000	Concepts And Roles - https://simbli.eboardsolutions.com/SU/JdgifB2plus0qJxNgSrLTMbuQ==
3440	Inventories - https://simbli.eboardsolutions.com/SU/kM8UW5NNPEkQZE7J607tWg==
3515.2	Disruptions - https://simbli.eboardsolutions.com/SU/slshEOxJ9rFkEZoxJihaslBCw==
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3515.7	Firearms On School Grounds - https://simbli.eboardsolutions.com/SU/Rmnsbsslsh0Otvapplusd8qslsh16oUA==
3516	Emergencies And Disaster Preparedness Plan - https://simbli.eboardsolutions.com/SU/7M2rQr2pkmKlbfplRfDjPg==
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3516.2	Bomb Threats - https://simbli.eboardsolutions.com/SU/UMQrwzjHBB232AB6kAfppluszw==
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5142	Safety - https://simbli.eboardsolutions.com/SU/TSplusv9I4hpxDWdHp81uplushyA==
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5144.1	Suspension And Expulsion/Due Process - https://simbli.eboardsolutions.com/SU/cTaG0kNFZplusT0aHlqlNAXPA==

5144.1	Suspension And Expulsion/Due Process - https://simbli.eboardsolutions.com/SU/C1BLqGGeHzV20k92bmslshg9A==
5145.12	Search And Seizure - https://simbli.eboardsolutions.com/SU/NOk8kXHplusplusYYU4ImplusGy1iZQ==
5145.12	Search And Seizure - https://simbli.eboardsolutions.com/SU/VQGZc0oG5j5s7gNxNNB2OQ==
5145.9	Hate-Motivated Behavior - https://simbli.eboardsolutions.com/SU/eSyyLLvUJn79YuFTYBzwplusQ==
6142.4	Service Learning/Community Service Classes - https://simbli.eboardsolutions.com/SU/rp0K7YDUYV1nKGFz5glPyg==
6164.2	Guidance/Counseling Services - https://simbli.eboardsolutions.com/SU/39xYUov7iFslshtgslshc5eXRQFw==
6184	Continuation Education - https://simbli.eboardsolutions.com/SU/XxX37RskoAENcbc2plusiVQslshg==
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7111	Evaluating Existing Buildings - https://simbli.eboardsolutions.com/SU/XplusOGSTVXQv9SfNRon3XKslshw==
9321-E(1)	Closed Session - https://simbli.eboardsolutions.com/SU/s2qjNlhKoINL8VoplusCTYTvg==
9321-E(2)	Closed Session - https://simbli.eboardsolutions.com/SU/siHplus3PfAM0u39GoplusnkOJ4w==
9321	Closed Session - https://simbli.eboardsolutions.com/SU/ieuvLFplusfJ8qxYyOf1A1isQ==

Policy 3515.2: Disruptions

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 04/01/2016

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.

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.

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.

Any employee who believes that a disruption may occur shall immediately contact the principal. The principal or designee shall notify law enforcement in accordance with Education Code 48902 and 20 USC 7961 and in other situations, as appropriate.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

Description

Ed. Code 32210	Willful disturbance of public school or meeting
Ed. Code 32211	Threatened disruption or interference with classes
Ed. Code 35160	Authority of governing boards
Ed. Code 44810	Willful interference with classroom conduct
Ed. Code 44811	Disruption of classwork or extracurricular activities
Ed. Code 48902	Notification of law enforcement authorities
Pen. Code 12556	Imitation firearms
Pen. Code 243.5	Assault or battery on school property
Pen. Code 30310	Prohibition against ammunition on school grounds
Pen. Code 415.5	Disturbance of peace of school
Pen. Code 626-626.11	School crimes
Pen. Code 626.7	Failure to leave campus or facility; wrongful return; penalties; notice; exceptions
Pen. Code 626.8	Disruptions
Pen. Code 626.81	Misdemeanor for registered sex offender to come onto school grounds
Pen. Code 626.85	Misdemeanor for specified drug offender presence on school grounds
Pen. Code 626.9	Gun-Free School Zone Act of 1995
Pen. Code 627-627.10	Access to school premises
Pen. Code 653b	Loitering about schools or public places

Federal References

20 USC 7961

Description

Gun-Free Schools Act

Management Resources References

Attorney General Opinion

Description

79 Ops.Cal.Atty.Gen. 58 (1996)

Court Decision

In Re Jimi A., (1989) 209 Cal.App.3d 482

Court Decision

In Re Joseph F., (2000) 85 Cal.App.4th 975

Court Decision

In Re Oscar R., (1984) 161 Cal.App.3d 770

Court Decision

Reeves v. Rocklin Unified School District, (2003) 109 Cal.App.4th 652

U.S. DOE Publication

Guide for Developing High-Quality School Emergency Operations Plans, 2013

Website

U.S. Department of Education - Education for Homeless Children and Youths Grants for State and Local Activities - <https://simbli.eboardsolutions.com/SU/hejlsish9el7BC8rRkMVLthGg==>

Website

California Department of Education, Safe Schools - <https://simbli.eboardsolutions.com/SU/AxdFslshFpyQ1QP0821fOy9pg==>

Website

CSBA - <https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==>**Cross References****Description**

0450

Comprehensive Safety Plan - <https://simbli.eboardsolutions.com/SU/L6XWJNrcK5tkhSslshRVFa1Q==>

0450

Comprehensive Safety Plan - <https://simbli.eboardsolutions.com/SU/CUfMPGtwH852FN95ldpVKw==>

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Media Relations - <https://simbli.eboardsolutions.com/SU/CZeYhOY3QSraN50zR35sXw==>

1240

Volunteer Assistance - <https://simbli.eboardsolutions.com/SU/VOslshwVhU2oPzSUjqkV1LBFg==>

1240

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1330-E(1)

Use Of School Facilities - <https://simbli.eboardsolutions.com/SU/W4G1wA7pX4XITc6mFT19Cg==>

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Tobacco-Free Schools - <https://simbli.eboardsolutions.com/SU/JkYF1N73RUUYVbgrBVXWQQ==>

3513.4

Drug And Alcohol Free Schools - <https://simbli.eboardsolutions.com/SU/UplusZ0P6jIAZDdOAFbsIKplus1A==>

3515 Campus Security -
<https://simbli.eboardsolutions.com/SU/PjF0Zplus3nEncujRRkepdtpusg==>

3515 Campus Security -
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3515.21 Unmanned Aircraft Systems (Drones) -
<https://simbli.eboardsolutions.com/SU/pqyVLRqwplusziVhEvcUsBptA==>

3515.3 District Police/Security Department -
<https://simbli.eboardsolutions.com/SU/LYUwxSqOp3ml2HJ3Cw2xoA==>

3515.5 Sex Offender Notification -
<https://simbli.eboardsolutions.com/SU/cgq9wXjfCbyl5graSq4wQw==>

3515.5 Sex Offender Notification -
<https://simbli.eboardsolutions.com/SU/4ilMtzJ3folzslshOQ8QbVHMQ==>

3515.7 Firearms On School Grounds -
<https://simbli.eboardsolutions.com/SU/Rmnsbslsh0Otvapplusd8qslsh16oUA==>

3516 Emergencies And Disaster Preparedness Plan -
<https://simbli.eboardsolutions.com/SU/7M2rQr2pkmKlbfprIFdjPg==>

3516 Emergencies And Disaster Preparedness Plan -
<https://simbli.eboardsolutions.com/SU/aUG1csGqN5iK8Wp1moJXA==>

3543 Transportation Safety And Emergencies -
<https://simbli.eboardsolutions.com/SU/eGwNsoQqidJSWdRAdm3nmw==>

4118 Dismissal/Suspension/Disciplinary Action -
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4119.21-E(1) Professional Standards -
<https://simbli.eboardsolutions.com/SU/yAMslshyoa3M3gmkjgLDRIBsw==>

4119.21 Professional Standards -
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4131 Staff Development -
<https://simbli.eboardsolutions.com/SU/L7PIWQxBoUSRd2ggr0QAgQ==>

4158 Employee Security -
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4158 Employee Security -
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4218 Dismissal/Suspension/Disciplinary Action -
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<https://simbli.eboardsolutions.com/SU/nraFzslshdGbU7eZ2xh9N1WLA==>

4219.21 Professional Standards -
<https://simbli.eboardsolutions.com/SU/2PrAnocVjic27GLwZWFk9g==>

4231 Staff Development -
<https://simbli.eboardsolutions.com/SU/Sw1IN4DYSF3T3eWPFYvkHQ==>

4258 Employee Security -
<https://simbli.eboardsolutions.com/SU/kzvdzwBI8XnclFZFxgAZ9Q==>

4258 Employee Security -
<https://simbli.eboardsolutions.com/SU/aeNbMk2JCQ4oL4nplusvbgllQ==>

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4331	Staff Development - https://simbli.eboardsolutions.com/SU/GtbPplusGPAZplusB1Cb1k2SzelQ==
4358	Employee Security - https://simbli.eboardsolutions.com/SU/rJomN5ZvJCouXeyHcsqE5Q==
4358	Employee Security - https://simbli.eboardsolutions.com/SU/FuBzLKWTNuW67fUQc6rslsh2A==
5131.4	Student Disturbances - https://simbli.eboardsolutions.com/SU/Fyplus1fiaTpVeyPsYLsldaSA==
5131.4	Student Disturbances - https://simbli.eboardsolutions.com/SU/A0IUjo23WUjCcGW7cveKqA==
6116	Classroom Interruptions - https://simbli.eboardsolutions.com/SU/0v5TTslshkbrLh8FyIXFmP1mA==
6145.2	Athletic Competition - https://simbli.eboardsolutions.com/SU/bJnTrwi99ACODM47oaynpQ==
6145.2	Athletic Competition - https://simbli.eboardsolutions.com/SU/Vu8h8ahWcY8j02iplusa569Gw==
6145.5	Student Organizations And Equal Access - https://simbli.eboardsolutions.com/SU/J3lrplusyTagslshFslsh9zhKplusLL3gQ==
6145.5	Student Organizations And Equal Access - https://simbli.eboardsolutions.com/SU/ckj3zU8khlrmu3qGslsh1KcKg==

Regulation 3515.2: Disruptions

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 04/01/2016

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)
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)

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)

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

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 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. After reviewing the matter with the principal or designee and the person making the appeal, 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)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

	Description
Ed. Code 32210	Willful disturbance of public school or meeting
Ed. Code 32211	Threatened disruption or interference with classes
Ed. Code 35160	Authority of governing boards
Ed. Code 44810	Willful interference with classroom conduct
Ed. Code 44811	Disruption of classwork or extracurricular activities
Ed. Code 48902	Notification of law enforcement authorities
Pen. Code 12556	Imitation firearms
Pen. Code 243.5	Assault or battery on school property
Pen. Code 30310	Prohibition against ammunition on school grounds
Pen. Code 415.5	Disturbance of peace of school
Pen. Code 626-626.11	School crimes
Pen. Code 626.7	Failure to leave campus or facility; wrongful return; penalties; notice; exceptions
Pen. Code 626.8	Disruptions
Pen. Code 626.81	Misdemeanor for registered sex offender to come onto school grounds
Pen. Code 626.85	Misdemeanor for specified drug offender presence on school grounds
Pen. Code 626.9	Gun-Free School Zone Act of 1995
Pen. Code 627-627.10	Access to school premises
Pen. Code 653b	Loitering about schools or public places

Federal References

	Description
20 USC 7961	Gun-Free Schools Act

Management Resources References

	Description
Attorney General Opinion	79 Ops.Cal.Atty.Gen. 58 (1996)
Court Decision	In Re Jimi A., (1989) 209 Cal.App.3d 482
Court Decision	In Re Joseph F., (2000) 85 Cal.App.4th 975
Court Decision	In Re Oscar R., (1984) 161 Cal.App.3d 770
Court Decision	Reeves v. Rocklin Unified School District, (2003) 109 Cal.App.4th 652
U.S. DOE Publication	Guide for Developing High-Quality School Emergency Operations Plans, 2013
Website	U.S. Department of Education - Education for Homeless Children and Youths Grants for State and Local Activities - https://simbli.eboardsolutions.com/SU/hejlsish9el7BC8rRkMVLthGg==
Website	California Department of Education, Safe Schools - https://simbli.eboardsolutions.com/SU/AxdFslshFpyQ1QPo821fOy9pg==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==

Cross References**Description**

0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/L6XWJNrcK5tkhI5slshRVFa1Q==
0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/CUfMPGtW852FN95ldpVKw==
1112	Media Relations - https://simbli.eboardsolutions.com/SU/CZeYhOY3QSraN50zR35sXw==
1240	Volunteer Assistance - https://simbli.eboardsolutions.com/SU/VOslshwVhU2oPzSUjqkV1LBFg==
1240	Volunteer Assistance - https://simbli.eboardsolutions.com/SU/vEvx6PsF9jIR5V4kNECfQ==
1250	Visitors/Outsiders - https://simbli.eboardsolutions.com/SU/cjF572PtMkEoplusycWofXplusA==
1250	Visitors/Outsiders - https://simbli.eboardsolutions.com/SU/0i2aQsRwltDpl2VJ0pQejA==
1330-E(1)	Use Of School Facilities - https://simbli.eboardsolutions.com/SU/W4G1wA7pX4XITc6mFT19Cg==
1330	Use Of School Facilities - https://simbli.eboardsolutions.com/SU/Tamda2rg98FTdjcfVQ9MVA==
1330	Use Of School Facilities - https://simbli.eboardsolutions.com/SU/Zj4LNjrQUVFLIVjQ1LfNSA==
1330.1	Joint Use Agreements - https://simbli.eboardsolutions.com/SU/stKqY9WmU4plusOGUIKkyeTJw==
3513.3	Tobacco-Free Schools - https://simbli.eboardsolutions.com/SU/b8Q4AMAAuEShqG7pyf95g==
3513.3	Tobacco-Free Schools - https://simbli.eboardsolutions.com/SU/JkYF1N73RUUYVbgrBVXWQQ==
3513.4	Drug And Alcohol Free Schools - https://simbli.eboardsolutions.com/SU/UplusZ0P6jlAZDdOafbsIKplus1A==
3515	Campus Security - https://simbli.eboardsolutions.com/SU/PjF0Zplus3nEncujRRkepdtpusg==
3515	Campus Security - https://simbli.eboardsolutions.com/SU/InslshuYGkyw2oDxQOIQe9KNG==
3515.21	Unmanned Aircraft Systems (Drones) - https://simbli.eboardsolutions.com/SU/pqyVLRqWplusziVhEvcUsBptA==
3515.3	District Police/Security Department - https://simbli.eboardsolutions.com/SU/LYUwxSqOp3ml2HJ3Cw2xoA==
3515.5	Sex Offender Notification - https://simbli.eboardsolutions.com/SU/cgq9wXjfCbyl5graSq4wQw==
3515.5	Sex Offender Notification - https://simbli.eboardsolutions.com/SU/4ilMtzJ3folzslshOQ8QbVHMQ==
3515.7	Firearms On School Grounds - https://simbli.eboardsolutions.com/SU/Rmnsbslsh0Otvapplusd8qslsh16oUA==
3516	Emergencies And Disaster Preparedness Plan - https://simbli.eboardsolutions.com/SU/7M2rQr2pkmKlbfRIFdjPg==
3516	Emergencies And Disaster Preparedness Plan - https://simbli.eboardsolutions.com/SU/aUG1lcsGqN5iK8Wp1moJXA==
3543	Transportation Safety And Emergencies - https://simbli.eboardsolutions.com/SU/eGwNsoQqidJSWdRAdm3nmw==

4118 Dismissal/Suspension/Disciplinary Action -
<https://simbli.eboardsolutions.com/SU/wZFYyjktZa3gWpbXtoZL6w==>

4118 Dismissal/Suspension/Disciplinary Action -
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4119.21-E(1) Professional Standards -
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4119.21 Professional Standards -
<https://simbli.eboardsolutions.com/SU/q514RrIEVFvYvIKkUvL3Ow==>

4131 Staff Development -
<https://simbli.eboardsolutions.com/SU/L7PIWQxBoUSRd2ggr0QAQ==>

4158 Employee Security -
<https://simbli.eboardsolutions.com/SU/TR08VuosVAq4Nb0Exw3C1Q==>

4158 Employee Security -
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4218 Dismissal/Suspension/Disciplinary Action -
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4258 Employee Security -
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4258 Employee Security -
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4319.21-E(1) Professional Standards -
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4331 Staff Development -
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4358 Employee Security -
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4358 Employee Security -
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5131.4 Student Disturbances -
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<https://simbli.eboardsolutions.com/SU/A0IUjo23WUjCcGW7cveKqA==>

6116 Classroom Interruptions -
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6145.2 Athletic Competition -
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6145.2 Athletic Competition -
<https://simbli.eboardsolutions.com/SU/Vu8h8ahWcY8j02iplusa569Gw==>

6145.5 Student Organizations And Equal Access -
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6145.5

Student Organizations And Equal Access -

<https://simbli.eboardsolutions.com/SU/ckj3zU8khlrmu3qGslsh1KcKg==>

Policy 3515.21: Unmanned Aircraft Systems (Drones)

Status: DRAFT

Original Adopted Date: Pending

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 person or entity desiring to use a drone on or over district property shall submit a written request for permission to the Superintendent or designee.

A small unmanned aircraft system or drone is an aircraft weighing less than 55 pounds 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 supervision of a district employee as part of an authorized activity.

The Superintendent or designee may grant permission to other persons or entities under terms and conditions to be specified in a memorandum of understanding.

Any person or entity requesting to operate a drone on or over district property, including a district employee, 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. As applicable, the applicant shall also present a copy of his/her Certificate of Waiver or Authorization or exemption issued by the Federal Aviation Administration.

Any person or entity, other than a district employee or student, who is requesting or operating a drone on or over district property shall agree to hold the 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.

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.

Any person 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.

Any student or staff member violating this policy shall be subject to disciplinary action in accordance with district policies and procedures.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Federal References

	Description
14 CFR 107.1-107.205	Small unmanned aircraft systems
14 CFR 107.12	Requirement for a remote pilot certificate with a small UAS rating
14 CFR 107.15-107.51	Operating rules; safety
14 CFR 107.53-107.79	Remote pilot certification
49 USC 40101	Note Unmanned aircraft systems

Management Resources References

	Description
Fed. Aviation Admin. Pub.	Educational Use of Unmanned Aircraft Systems (UAS), Memorandum, May 4, 2016
Website	Federal Aviation Administration - https://simbli.eboardsolutions.com/SU/ByYPzSYWenkyplusjJ9LJcQHg==

Cross References

	Description
1330-E(1)	Use Of School Facilities - https://simbli.eboardsolutions.com/SU/W4G1wA7pX4XITc6mFT19Cg==
1330	Use Of School Facilities - https://simbli.eboardsolutions.com/SU/Tamda2rg98FTdjcFVQ9MVA==
1330	Use Of School Facilities - https://simbli.eboardsolutions.com/SU/Zj4LNjrQUVFLIVjQ1LfNSA==
1330.1	Joint Use Agreements - https://simbli.eboardsolutions.com/SU/stKqY9WmU4plusOGUIKkyeTJw==
3515.2	Disruptions - https://simbli.eboardsolutions.com/SU/slshEOxJ9rFkEZoxJihasiBCw==
3515.2	Disruptions - https://simbli.eboardsolutions.com/SU/9Hga6V6zgaHmEaqV6fBPvA==
3530	Risk Management/Insurance - https://simbli.eboardsolutions.com/SU/RVMmtjJG98R98H6JjUeuig==
4118	Dismissal/Suspension/Disciplinary Action - https://simbli.eboardsolutions.com/SU/wZFYyjktza3gWpbXtoZL6w==
4118	Dismissal/Suspension/Disciplinary Action - https://simbli.eboardsolutions.com/SU/je2IMd3pmQR8F6Dplusaa5plusGg==
4218	Dismissal/Suspension/Disciplinary Action - https://simbli.eboardsolutions.com/SU/YwazqKslshJZ85pluswplusnktprmjw==
4218	Dismissal/Suspension/Disciplinary Action - https://simbli.eboardsolutions.com/SU/Sgi9KXTH8ST61iXslsh7fF5Sw==
5142	Safety - https://simbli.eboardsolutions.com/SU/TSplusv9I4hpxDWdHp81uplushyA==
5142	Safety - https://simbli.eboardsolutions.com/SU/5o6splusZGjshAfjaqxn0dgpluskA==
5144	Discipline - https://simbli.eboardsolutions.com/SU/CihTBid1ViMTwPjMLqeBbQ==

- 5144 Discipline - <https://simbli.eboardsolutions.com/SU/ncn4slslshDGntYmQEQ21Nkw==>
- 5144.1 Suspension And Expulsion/Due Process - <https://simbli.eboardsolutions.com/SU/cTaG0kNFZplusT0aHlqINaxPA==>
- 5144.1 Suspension And Expulsion/Due Process - <https://simbli.eboardsolutions.com/SU/C1BLqGGeHzV20k92bmslshg9A==>

Policy 3515.3: District Police/Security Department

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 11/01/2003

To help ensure the safety of district students and staff and the security of district property, the Governing Board shall maintain a district police or security department.

Duties of district police officers or security officers shall be delineated in a job description developed by the Superintendent or designee.

Persons employed or assigned as school security officers shall serve as watchpersons, security guards, or patrolpersons on or about district premises to protect persons or property, prevent the theft or unlawful taking of district property, or report unlawful activity to the district and local law enforcement agencies. (Education Code 38001.5)

When district security officers are unable to perform their duties because of an emergency, including, but not be limited to, war, epidemic, fire, flood or work stoppage, or when the emergency necessitates additional security services, the Board may contract with a private licensed security agency. In such cases, the Board shall make a specific finding that an emergency exists and shall include this finding in the Board minutes. (Education Code 38005)

The Board expects district police or security officers to cooperate and regularly communicate with local law enforcement agencies, and to work collaboratively with other district staff and community members to develop long-term, proactive approaches that address the conditions affecting school safety.

District police or security officers shall conduct themselves in ways that promote goodwill and cooperation on the part of students, district staff and the general public.

Firearms

District security officers shall not carry firearms.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

Description

Bus. Code 7583-7583.4	Private patrol operators - https://simbli.eboardsolutions.com/SU/kBDCgRBUWNgP7GLr6TxJHw==
Ed. Code 35021.5	School police reserve corps
Ed. Code 38000-38005	Security departments
Ed. Code 39672	School peace officers, fingerprinting
Ed. Code 45122.1	Classified employees, conviction of a violent or serious felony
Ed. Code 49079	Notification to teacher; student act constituting grounds for suspension or expulsion
Fam. Code 6240-6274	Emergency protective orders
Gov. Code 3300-3312	Public safety officers, rights and protections
Gov. Code 8597-8598	Peace officers
Pen. Code 12028.5	Taking custody of weapons
Pen. Code 13510-13519.9	Standards for recruitment and training
Pen. Code 13700-13702	Response to domestic violence
Pen. Code 290.45	Sex offenders, authority of peace officers
Pen. Code 646.91	Emergency protective order for stalking
Pen. Code 830-832.9	Peace officers
Pen. Code 830.32	School district and community college police

Pen. Code 830.6	Reserve police officers, powers and duties
Pen. Code 832	Course of training prescribed by Commission on Peace Officer Standards and Training
Pen. Code 832.2	School peace officers; training
Pen. Code 832.7	Disclosure of personnel files in criminal or civil proceedings
Pen. Code 836	Peace officers; warrants
W&I Code 707	List of crimes
W&I Code 828-828.1	Disclosure of information re minors by law enforcement agency

Management Resources References

Description

California Department of Education Publication	Safe Schools: A Planning Guide for Action, 2002
Court Case	San Diego Police Officers Association et al. v. City of San Diego Civil Service Commission et al., 104 Cal.App.4th 275 (2002)
Website	Commission on Peace Officer Standards and Training - https://simbli.eboardsolutions.com/SU/Vt9GngNyfZb0gB4c21Z9mg==
Website	Attorney General's Office, Crime and Violence Prevention Center - https://simbli.eboardsolutions.com/SU/39pJyvdP0qJO2kAkdd3h8A==
Website	California Department of Education, Safe Schools - https://simbli.eboardsolutions.com/SU/AxdFslhFpyQ1QP0821fOy9pg==

Cross References

Description

0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/L6XWJNrcK5tkhSslshRVFa1Q==
0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/CUfMPGtwH852FN95ldpVKw==
1113-E(2)	District And School Web Sites - https://simbli.eboardsolutions.com/SU/OiH2slshRplus9gU0Ckx5Ra8GyGA==
1113	District And School Web Sites - https://simbli.eboardsolutions.com/SU/thuSslshFplusjqlwnlr1t7NTGKA==
1113	District And School Web Sites - https://simbli.eboardsolutions.com/SU/PsLybYZyQDbWreMAotaKGg==
1250	Visitors/Outsiders - https://simbli.eboardsolutions.com/SU/cjfS72PtMkEoplusycWofXplusIA==
1250	Visitors/Outsiders - https://simbli.eboardsolutions.com/SU/0i2aQsRwltDpl2VJ0pQejA==
3515	Campus Security - https://simbli.eboardsolutions.com/SU/PjF0Zplus3nEncujRRkepdtpplusg==
3515	Campus Security - https://simbli.eboardsolutions.com/SU/InslshuYGkyw2oDxQOlqe9KNG==
3515.2	Disruptions - https://simbli.eboardsolutions.com/SU/slshEOxJ9rFkEZoxJihasIBCw==
3515.2	Disruptions - https://simbli.eboardsolutions.com/SU/9Hga6V6zgaHmEaqV6fBPvA==
3515.4	Recovery For Property Loss Or Damage - https://simbli.eboardsolutions.com/SU/ynGWgJslshWIXNRYZanTWr6Qg==
3515.4	Recovery For Property Loss Or Damage - https://simbli.eboardsolutions.com/SU/GRLTMvy59kmhp9LbflrvDg==
3515.5	Sex Offender Notification - https://simbli.eboardsolutions.com/SU/cgq9wXjfCbyl5graSq4wQw==

3515.5 Sex Offender Notification -
<https://simbli.eboardsolutions.com/SU/4ilMtzJ3folzslshOOQ8QbVHMQ==>

3515.6 Criminal Background Checks For Contractors -
<https://simbli.eboardsolutions.com/SU/plusQ4HslshWWgjtQMUHlxKaZZdA==>

3515.7 Firearms On School Grounds -
<https://simbli.eboardsolutions.com/SU/Rmnsbslsh0Otvapplusd8qslsh16oUA==>

3516.2 Bomb Threats -
<https://simbli.eboardsolutions.com/SU/UMQrwzjHBB232AB6kApluszw==>

4112.4 Health Examinations -
<https://simbli.eboardsolutions.com/SU/vG0tIHc7y2sDfiHkRLHN2w==>

4112.41 Employee Drug Testing -
<https://simbli.eboardsolutions.com/SU/Qy9CrpkiZRTLzTZA4BxYDg==>

4112.41 Employee Drug Testing -
<https://simbli.eboardsolutions.com/SU/mB7plus3PsVX9tltRM2LYVonw==>

4112.5-E(1) Criminal Record Check -
<https://simbli.eboardsolutions.com/SU/rZlyXjwGj5CGSptFf5ou8w==>

4112.5 Criminal Record Check -
<https://simbli.eboardsolutions.com/SU/feT0jB9qdDOlljGxplusDh2Eg==>

4112.6 Personnel Files -
<https://simbli.eboardsolutions.com/SU/plusYXkJhuc8gfppluslB4FNXFKg==>

4119.43 Universal Precautions -
<https://simbli.eboardsolutions.com/SU/LaslshjGSKDxNhnbrdOOOKdeQ==>

4119.43 Universal Precautions -
<https://simbli.eboardsolutions.com/SU/TpW3jrgfD0zVT0plus2JQVjsA==>

4158 Employee Security -
<https://simbli.eboardsolutions.com/SU/TR08VuosVAq4Nb0Ewx3C1Q==>

4158 Employee Security -
<https://simbli.eboardsolutions.com/SU/RvLxqEXYqenaFjwfGlsV4g==>

4200 Classified Personnel -
<https://simbli.eboardsolutions.com/SU/0dRK9dFxtplusf0Zw4ACetFzg==>

4200 Classified Personnel -
<https://simbli.eboardsolutions.com/SU/aYo60VxeiuhUljmgRz0qeQ==>

4211 Recruitment And Selection -
<https://simbli.eboardsolutions.com/SU/E9bBtJPFm6ClqvBKYI09ug==>

4212 Appointment And Conditions Of Employment -
<https://simbli.eboardsolutions.com/SU/hlvyyVn0OxZKe1bCslshE8Rcg==>

4212.4 Health Examinations -
<https://simbli.eboardsolutions.com/SU/Em8sQaplusmsx1uuK4xFnJHGA==>

4212.41 Employee Drug Testing -
<https://simbli.eboardsolutions.com/SU/ganr9dHwYvNak1M66jDO2A==>

4212.41 Employee Drug Testing -
<https://simbli.eboardsolutions.com/SU/viAdCe7w9D3ilzRplusr4XAQg==>

4212.5-E(1) Criminal Record Check -
<https://simbli.eboardsolutions.com/SU/cOvII5OhNQ8ojmWjshbV6EA==>

4212.5 Criminal Record Check -
<https://simbli.eboardsolutions.com/SU/0NpkCsTlelNoaBslshxZh1fjw==>

4212.6 Personnel Files -
<https://simbli.eboardsolutions.com/SU/Rum7AoBeG3XCHB3ypxvVbQ==>

4215 Evaluation/Supervision -
<https://simbli.eboardsolutions.com/SU/qbdjHHP6KH2blqhtLZknhQ==>

4218 Dismissal/Suspension/Disciplinary Action - <https://simbli.eboardsolutions.com/SU/YwazqKslshJZ85pluswplusnktprmjw==>

4218 Dismissal/Suspension/Disciplinary Action - <https://simbli.eboardsolutions.com/SU/Sgi9KXTH8ST61iXslsh7fF5Sw==>

4219.43 Universal Precautions - <https://simbli.eboardsolutions.com/SU/JRiWaw2gNgslshiEwNyP2AKxQ==>

4219.43 Universal Precautions - <https://simbli.eboardsolutions.com/SU/Wuz5UJVplusQf7lsvoaYMSI1w==>

4231 Staff Development - <https://simbli.eboardsolutions.com/SU/Sw1IN4DYSF3T3eWPFYvkHQ==>

4258 Employee Security - <https://simbli.eboardsolutions.com/SU/kzvdzwBI8XnclFZFgAZ9Q==>

4258 Employee Security - <https://simbli.eboardsolutions.com/SU/aeNbMk2JCQ4oL4nplusvbgIIQ==>

4312.4 Health Examinations - <https://simbli.eboardsolutions.com/SU/6M2SwpfRplusyOII8ImLFii5w==>

4312.41 Employee Drug Testing - <https://simbli.eboardsolutions.com/SU/AojiA69odJ6z2HdkbWiSFQ==>

4312.41 Employee Drug Testing - <https://simbli.eboardsolutions.com/SU/RKaJyQ9UjIDsO8LUsoYGlw==>

4312.5-E(1) Criminal Record Check - <https://simbli.eboardsolutions.com/SU/rpn8k7HI43KkpiN92sKAAw==>

4312.5 Criminal Record Check - <https://simbli.eboardsolutions.com/SU/cZ3nyL3uGplusC0XavtshLqYwQ==>

4312.6 Personnel Files - <https://simbli.eboardsolutions.com/SU/PhQKXNdGe4g5Nigrpslsh7yxQ==>

4319.43 Universal Precautions - <https://simbli.eboardsolutions.com/SU/gezTR1MF3dFF0sG3Kuqevw==>

4319.43 Universal Precautions - <https://simbli.eboardsolutions.com/SU/jZIIZiauG6cWPyQuRvF2lg==>

4358 Employee Security - <https://simbli.eboardsolutions.com/SU/rJomN5ZvJCouXeyHcsqE5Q==>

4358 Employee Security - <https://simbli.eboardsolutions.com/SU/FuBzLKWTNuW67fUQC6rslsh2A==>

5131.4 Student Disturbances - <https://simbli.eboardsolutions.com/SU/Fyplus1fiaTpVeyPsYLsldaSA==>

5131.4 Student Disturbances - <https://simbli.eboardsolutions.com/SU/A0IUjo23WUjCcGW7cveKqA==>

5131.5 Vandalism And Graffiti - <https://simbli.eboardsolutions.com/SU/bl3ISfsWcx7kDvWIVK0slshxg==>

5131.6 Alcohol And Other Drugs - <https://simbli.eboardsolutions.com/SU/aLAZekhgJIWAeNUNxJqgyA==>

5131.6 Alcohol And Other Drugs - <https://simbli.eboardsolutions.com/SU/S9plusRplusZLmcH5tUSApRunemg==>

5131.7 Weapons And Dangerous Instruments - <https://simbli.eboardsolutions.com/SU/MPF4lpluskJESac9q7Fv0cKsA==>

5131.7 Weapons And Dangerous Instruments - <https://simbli.eboardsolutions.com/SU/wsqnBWXM02ba5j6u3g7Splusw==>

5136 Gangs - <https://simbli.eboardsolutions.com/SU/S4roHuTGuHPNplusZEXp7sbpw==>

5136 Gangs - <https://simbli.eboardsolutions.com/SU/4hg4lvd3nOzEf2nViCMHUw==>

5141	Health Care And Emergencies - https://simbli.eboardsolutions.com/SU/XIKuRseJ5wRXgPaNOI1o7g==
5141	Health Care And Emergencies - https://simbli.eboardsolutions.com/SU/c1c0OVdy72RG3i3HdVa69Q==
5142.1	Identification And Reporting Of Missing Children - https://simbli.eboardsolutions.com/SU/i2LWK1xDwBB23X2SaD04A==
5145.11	Questioning And Apprehension By Law Enforcement - https://simbli.eboardsolutions.com/SU/e12ZbCuPru60EGyRlkTmXg==
5145.12	Search And Seizure - https://simbli.eboardsolutions.com/SU/NOk8kXHplusplusYYU4ImplusGy1iZQ==
5145.12	Search And Seizure - https://simbli.eboardsolutions.com/SU/VQGZc0oG5j5s7gNxNNB2OQ==
6184	Continuation Education - https://simbli.eboardsolutions.com/SU/XxX37RskoAENcbc2plusiVQslshg==
6184	Continuation Education - https://simbli.eboardsolutions.com/SU/nzAT4YT2glCXzjzE9t7ZAw==

Policy 3515.4: Recovery For Property Loss Or Damage

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 03/01/2019

The Governing Board desires to create a safe and secure learning environment and to minimize acts of vandalism and damage to school property. When district property is damaged due to the willful misconduct of a student or other person, the district shall seek reimbursement of damages, within the limitations specified in law, from the parent/guardian of a minor child or from any other responsible individual.

The district may collect debt owed by a student or former student as a result of vandalism or to cover the replacement cost of district books, supplies, or property loaned to a student that the student willfully fails to return or that is willfully cut, defaced, or otherwise injured. However, this policy shall not apply to a student who is a current or former homeless or foster child or youth. (Education Code 48904, 49014)

Rewards

The Board may offer and pay a reward for information leading to the determination of the identity of, and the apprehension of, any person who willfully damages or destroys any district property. (Government Code 53069.5)

The Board authorizes the Superintendent or designee to offer a reward in any amount deemed appropriate, not exceeding \$2,500. A reward in excess of \$2,500 shall be authorized in advance by the Board.

The Superintendent or designee shall disburse the reward when the guilt of the person responsible for the act has been established by a criminal conviction or other appropriate judicial procedure. If more than one person provides information, the reward shall be divided among them as appropriate.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

State References	Description
Civ. Code 1714.1	Liability of parent or guardian for act of willful misconduct by a minor - https://simbli.eboardsolutions.com/SU/NSknePFduiYWusJFnU3r9Q==
Ed. Code 19910	Libraries, malicious cutting, tearing, defacing, breaking or injuring
Ed. Code 19911	Libraries, willful detention of property
Ed. Code 44810	Willful interference with classroom conduct
Ed. Code 48904	Liability of parent or guardian; withholding of grades, diplomas, transcripts
Ed. Code 49014	Public School Fair Debt Collection Act
Gov. Code 53069.5	Reward for information
Gov. Code 53069.6	Actions to recover damages
Gov. Code 54951	Local agency, definition
Pen. Code 484	Theft defined
Pen. Code 594	Vandalism
Pen. Code 594.1	Aerosol paint and etching cream
Pen. Code 640.5	Graffiti; facilities or vehicles of governmental entity
Pen. Code 640.6	Graffiti

Management Resources References

Management Resources References	Description
Website	Judicial Council of California - https://simbli.eboardsolutions.com/SU/mg7HvTVdonsmBqsSaHrk3Q==
Website	California Department of Education - https://simbli.eboardsolutions.com/SU/os2jq5DcA2RawmY2VZ5FZQ==

Website CSBA -
<https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==>

Cross References

Description

0450 Comprehensive Safety Plan -
<https://simbli.eboardsolutions.com/SU/L6XWJNrcK5tkhSslshRVFa1Q==>

0450 Comprehensive Safety Plan -
<https://simbli.eboardsolutions.com/SU/CUfMPGtwH852FN95IdpVKw==>

1330.1 Joint Use Agreements -
<https://simbli.eboardsolutions.com/SU/stKqY9WmU4plusOGUIKkyeTJw==>

3260 Fees And Charges -
<https://simbli.eboardsolutions.com/SU/kzf4pmpus1XMNh73HcptLQMg==>

3260 Fees And Charges -
<https://simbli.eboardsolutions.com/SU/WJppw3L8qQdJNRjy7xaDAA==>

3512-E(1) Equipment -
<https://simbli.eboardsolutions.com/SU/wAY2kbJtsJ5F5Adq8CFR5Q==>

3512 Equipment -
<https://simbli.eboardsolutions.com/SU/T0plusMZnmTgplusCRZdM6VXt5HA==>

3515 Campus Security -
<https://simbli.eboardsolutions.com/SU/PjF0Zplus3nFncujRRkepdplusg==>

3515 Campus Security -
<https://simbli.eboardsolutions.com/SU/InslshuYGkyw2oDxQOlqe9KNg==>

3515.3 District Police/Security Department -
<https://simbli.eboardsolutions.com/SU/LYUwxSqOp3ml2HJ3Cw2xoA==>

3530 Risk Management/Insurance -
<https://simbli.eboardsolutions.com/SU/RVMmtjJG98R98H6JjUeuig==>

4156.3 Employee Property Reimbursement -
<https://simbli.eboardsolutions.com/SU/LplusU4JsBNhavUS5MYi0s3nQ==>

4158 Employee Security -
<https://simbli.eboardsolutions.com/SU/TR08VuosVAq4Nb0Exw3C1Q==>

4158 Employee Security -
<https://simbli.eboardsolutions.com/SU/RvLxqEXYqenaFjwfGIsv4g==>

4256.3 Employee Property Reimbursement -
<https://simbli.eboardsolutions.com/SU/xOoWiJwmq0slshCy2JierHZzw==>

4258 Employee Security -
<https://simbli.eboardsolutions.com/SU/kzvdzwBI8XncIFZFExgAZ9Q==>

4258 Employee Security -
<https://simbli.eboardsolutions.com/SU/aeNbMk2JCQ4oL4nplsvbgllQ==>

4356.3 Employee Property Reimbursement -
<https://simbli.eboardsolutions.com/SU/UTjblpxF5YplusqOOwUcivgnA==>

4358 Employee Security -
<https://simbli.eboardsolutions.com/SU/rJomN5ZvJCouXeyHcsqE5Q==>

4358 Employee Security -
<https://simbli.eboardsolutions.com/SU/FuBzLKWTNuW67fUQc6rslsh2A==>

5125.2 Withholding Grades, Diploma Or Transcripts -
<https://simbli.eboardsolutions.com/SU/hGP7xSoukRmRpRUE84j4dQ==>

5131 Conduct -
<https://simbli.eboardsolutions.com/SU/TRPsNGEmzFf03LYa5XWFUA==>

5131.5 Vandalism And Graffiti -
<https://simbli.eboardsolutions.com/SU/bl3ISfsWcx7kDvWIVK0slshxg==>

5136	Gangs - https://simbli.eboardsolutions.com/SU/S4roHuTGuHPNplusZEXp7sbpw==
5136	Gangs - https://simbli.eboardsolutions.com/SU/4hg4lvd3nOzEf2nViCMHUw==
5144	Discipline - https://simbli.eboardsolutions.com/SU/CihTbid1ViMTwPjMLqeBbQ==
5144	Discipline - https://simbli.eboardsolutions.com/SU/ncn4slnslshDGntYmQEQ21Nkw==
5144.1	Suspension And Expulsion/Due Process - https://simbli.eboardsolutions.com/SU/cTaG0kNFZplusT0aHlqINAxPA==
5144.1	Suspension And Expulsion/Due Process - https://simbli.eboardsolutions.com/SU/C1BLqGGeHzV20k92bmslshg9A==
5145.3	Nondiscrimination/Harassment - https://simbli.eboardsolutions.com/SU/iEfz5FRDKcCwzFGqhwCOrg==
5145.3	Nondiscrimination/Harassment - https://simbli.eboardsolutions.com/SU/UnEBcjUXaPjJnTfWd4V7SA==
5145.7	Sexual Harassment - https://simbli.eboardsolutions.com/SU/PTN2ZzezEwUSifr6SxBI3A==
5145.7	Sexual Harassment - https://simbli.eboardsolutions.com/SU/HobHw1E4BbjvZuLrmfE0zg==
5145.9	Hate-Motivated Behavior - https://simbli.eboardsolutions.com/SU/eSyyLLvUJn79YuFTYBzwplusQ==
6157	Distance Learning - https://simbli.eboardsolutions.com/SU/ruyiBU9ym6obTN6qTpGiRQ==
6161.2	Damaged Or Lost Instructional Materials - https://simbli.eboardsolutions.com/SU/RFYrZrAqrXLLsdMBIGVplusbQ==
6173-E(1)	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/Njdvplus1bBbU6JxY3mggPqXg==
6173-E(2)	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/3KVQEkODsV6J2DTJooMrw==
6173	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/h4tytA9vVgoytgplusEnmHZzQ==
6173	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/zU0j7yuD68iPP9NodqNv8A==
6173.1	Education For Foster Youth - https://simbli.eboardsolutions.com/SU/UGtplusuDmHnIAU6gTH8ITnQA==
6173.1	Education For Foster Youth - https://simbli.eboardsolutions.com/SU/sl6AaUWzj02aztN0ldt8ig==

Regulation 3515.4: Recovery For Property Loss Or Damage

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 03/01/2019

District employees shall report any damage to or loss of school property to the Superintendent or designee immediately after such damage or loss is discovered.

The Superintendent or designee shall conduct a complete investigation of any instance of damage to or loss of school property and shall consult law enforcement officials when appropriate.

When the individual 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 the district's costs and shall consult with the district's legal counsel and/or insurance carrier, as appropriate.

Such steps may include the filing of a civil complaint in a court of competent jurisdiction to recover damages from the responsible person and, if the responsible person is a minor, from the parent/guardian in accordance with law. Damages may include the cost of repair or replacement of the property, the payment of any reward, interest, court costs, and all other damages as provided by law.

If the responsible person is a minor student of the district and the student's parents/guardians are unable to pay for the damages or to return the property, the district shall offer a program of voluntary work for the student in lieu of the payment of monetary damages. The district may offer any other student or former student, with parent/guardian permission, the option to provide service, work, or other alternative, nonmonetary forms of compensation to settle the debt owed as a result of property loss or damage. Service or work exchanged for repayment of a debt shall comply with all provisions of the Labor Code related to youth employment. (Education Code 48904, 49014)

The Superintendent or designee may withhold the student's grades, diploma, and/or transcripts until the student's parents/guardians have paid for the damages or the voluntary work has been completed. Prior to withholding a student's grades, diploma, or transcripts, due process shall be afforded the student in accordance with law. (Education Code 48904)

In addition, the Superintendent or designee shall initiate appropriate disciplinary procedures against the student.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

Description

Civ. Code 1714.1	Liability of parent or guardian for act of willful misconduct by a minor - https://simbli.eboardsolutions.com/SU/NSknepEduiYWusJFnU3r9Q==
Ed. Code 19910	Libraries, malicious cutting, tearing, defacing, breaking or injuring
Ed. Code 19911	Libraries, willful detention of property
Ed. Code 44810	Willful interference with classroom conduct
Ed. Code 48904	Liability of parent or guardian; withholding of grades, diplomas, transcripts
Ed. Code 49014	Public School Fair Debt Collection Act
Gov. Code 53069.5	Reward for information
Gov. Code 53069.6	Actions to recover damages
Gov. Code 54951	Local agency, definition
Pen. Code 484	Theft defined
Pen. Code 594	Vandalism
Pen. Code 594.1	Aerosol paint and etching cream
Pen. Code 640.5	Graffiti; facilities or vehicles of governmental entity
Pen. Code 640.6	Graffiti

Management Resources References

	Description
Website	Judicial Council of California - https://simbli.eboardsolutions.com/SU/mg7HvTVdonsmBqsSaHrk3Q==
Website	California Department of Education - https://simbli.eboardsolutions.com/SU/os2jq5DcA2RawmY2VZ5FZQ==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==

Cross References

	Description
0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/L6XWJNrcK5tkhIsshRVFa1Q==
0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/CUfMPGtwH852FN95IdpVKw==
1330.1	Joint Use Agreements - https://simbli.eboardsolutions.com/SU/stKqY9WmU4plusOGUIKkyeTJw==
3260	Fees And Charges - https://simbli.eboardsolutions.com/SU/kzf4pmpplus1XMNh73HcptLQMg==
3260	Fees And Charges - https://simbli.eboardsolutions.com/SU/WJppw3L8qQdJNRjy7xaDAA==
3512-E(1)	Equipment - https://simbli.eboardsolutions.com/SU/wAY2kbJtsJ5F5Adq8CFR5Q==
3512	Equipment - https://simbli.eboardsolutions.com/SU/T0plusMZnmTgplusCRZdM6VXt5HA==
3515	Campus Security - https://simbli.eboardsolutions.com/SU/PjF0Zplus3nFncujRRkepdtpusg==
3515	Campus Security - https://simbli.eboardsolutions.com/SU/InslshuYGkyw2oDxQOlqe9KNg==
3515.3	District Police/Security Department - https://simbli.eboardsolutions.com/SU/LYUwxSqOp3ml2HJ3Cw2xoA==
3530	Risk Management/Insurance - https://simbli.eboardsolutions.com/SU/RVMmtjJG98R98H6JjUeuig==
4156.3	Employee Property Reimbursement - https://simbli.eboardsolutions.com/SU/LplusU4JsBNhavUS5MYiOs3nQ==
4158	Employee Security - https://simbli.eboardsolutions.com/SU/TR08VuosVAq4Nb0Exw3C1Q==
4158	Employee Security - https://simbli.eboardsolutions.com/SU/RvLxqEXYqenaFjwfgIsv4g==
4256.3	Employee Property Reimbursement - https://simbli.eboardsolutions.com/SU/xOoWiJwmq0slshCy2JierHZzw==
4258	Employee Security - https://simbli.eboardsolutions.com/SU/kzvdzwBI8XncIFZFExgAZ9Q==
4258	Employee Security - https://simbli.eboardsolutions.com/SU/aeNbMk2JCQ4oL4nplsvbglIQ==
4356.3	Employee Property Reimbursement - https://simbli.eboardsolutions.com/SU/UTjblpxF5YplusqOOwUcivgnA==
4358	Employee Security - https://simbli.eboardsolutions.com/SU/rJomN5ZvJCouXeyHcsqE5Q==
4358	Employee Security - https://simbli.eboardsolutions.com/SU/FuBzLKWTNuW67fUQc6rslsh2A==

- 5125.2 Withholding Grades, Diploma Or Transcripts -
<https://simbli.eboardsolutions.com/SU/hGP7xSoukRmRpRUE84j4dQ==>
- 5131 Conduct -
<https://simbli.eboardsolutions.com/SU/TRPsNGEmzFf03LYa5XWFUA==>
- 5131.5 Vandalism And Graffiti -
<https://simbli.eboardsolutions.com/SU/bl3ISfsWcx7kDvWIVK0slshxg==>
- 5136 Gangs -
<https://simbli.eboardsolutions.com/SU/S4roHuTGuHPNplusZEXp7sbpw==>
- 5136 Gangs - <https://simbli.eboardsolutions.com/SU/4hg4lvd3nOzEf2nViCMHUw==>
- 5144 Discipline -
<https://simbli.eboardsolutions.com/SU/CihTbid1ViMTwPjMLqeBbQ==>
- 5144 Discipline -
<https://simbli.eboardsolutions.com/SU/ncn4slnslshDGntYmQEQ21Nkw==>
- 5144.1 Suspension And Expulsion/Due Process -
<https://simbli.eboardsolutions.com/SU/cTaG0kNFZplusT0aHlqlNAXPA==>
- 5144.1 Suspension And Expulsion/Due Process -
<https://simbli.eboardsolutions.com/SU/C1BLqGGeHzV20k92bmslshg9A==>
- 5145.3 Nondiscrimination/Harassment -
<https://simbli.eboardsolutions.com/SU/iEfz5FRDKcCwzFGqhwCOrg==>
- 5145.3 Nondiscrimination/Harassment -
<https://simbli.eboardsolutions.com/SU/UnEBcjUXaPjjnTfWd4V7SA==>
- 5145.7 Sexual Harassment -
<https://simbli.eboardsolutions.com/SU/PTN2ZzezEwUSifr6SxBI3A==>
- 5145.7 Sexual Harassment -
<https://simbli.eboardsolutions.com/SU/HobHw1E4BbjvZuLrmfE0zg==>
- 5145.9 Hate-Motivated Behavior -
<https://simbli.eboardsolutions.com/SU/eSyyLLvUJn79YuFTYBzwplusQ==>
- 6157 Distance Learning -
<https://simbli.eboardsolutions.com/SU/ruyiBU9ym6obTN6qTpGiRQ==>
- 6161.2 Damaged Or Lost Instructional Materials -
<https://simbli.eboardsolutions.com/SU/RFYrZrAqrXLLsdMBIGVplusbQ==>
- 6173-E(1) Education For Homeless Children -
<https://simbli.eboardsolutions.com/SU/Njdvplus1bBbU6JxY3mkgPqgx==>
- 6173-E(2) Education For Homeless Children -
<https://simbli.eboardsolutions.com/SU/3KVQEkODsV6J2DTJooMrw==>
- 6173 Education For Homeless Children -
<https://simbli.eboardsolutions.com/SU/h4tytA9vVgoytgplusFnmHZzQ==>
- 6173 Education For Homeless Children -
<https://simbli.eboardsolutions.com/SU/zU0j7yuD68iPP9NodqNv8A==>
- 6173.1 Education For Foster Youth -
<https://simbli.eboardsolutions.com/SU/UGtplusuDmHnIAU6gTH8ITnQA==>
- 6173.1 Education For Foster Youth -
<https://simbli.eboardsolutions.com/SU/sl6AaUWzj02aztN0ldt8ig==>

Policy 3515.5: Sex Offender Notification

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 03/01/2005

In order to protect students while they are traveling to and from school, or attending school or 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.

The Superintendent or designee may annually notify parents/guardians of the availability of information about registered sex offenders on the Department of Justice's Internet website.

Role of District Police/Security Department

In accordance with law, Board policy and administrative regulation, the district police/security department may disseminate information about registered sex offenders to the school community. The district police/security department shall consult with local law enforcement and the Superintendent or designee prior to any such dissemination.

The district police/security department shall maintain records of the means and dates of dissemination for five years. (Penal Code 290.45)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

State References	Description
Ed. Code 32211	Threatened disruption or interference with classes
Ed. Code 35160	Authority of governing boards
Ed. Code 35160.1	Broad authority of school districts
Ed. Code 48981	Parental notifications
Pen. Code 290	Registration of sex offenders
Pen. Code 290.4	Information re: sex offenders
Pen. Code 290.45	Sex offenders, authority of peace officers
Pen. Code 290.46	Making information about certain sex offenders available via the Internet
Pen. Code 290.9	Addresses of persons who violate duty to register
Pen. Code 290.95	Disclosure by person required to register as sex offender
Pen. Code 3003	Parole, geographic placement
Pen. Code 626.8	Disruptions
Pen. Code 626.81	Sex offender; permission to volunteer at school
Pen. Code 830.32	School district and community college police

Federal References

Federal References	Description
42 USC 14071	Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Program Act

Management Resources References

Description

Attorney General Opinion

82 Ops.Cal.Atty.Gen. 20 (1999)

Website

California Department of Justice, Megan's Law -
<https://simbli.eboardsolutions.com/SU/mOJBbplusUTaB0p38DBua0Xplusg==>

Cross References

Description

- 0450 Comprehensive Safety Plan -
<https://simbli.eboardsolutions.com/SU/L6XWJNrcK5tkhIsslshRVFa1Q==>
- 0450 Comprehensive Safety Plan -
<https://simbli.eboardsolutions.com/SU/CUfMPGtwH852FN95ldpVKw==>
- 1240 Volunteer Assistance -
<https://simbli.eboardsolutions.com/SU/VOslshwVhU2oPzSUjqkV1LBFg==>
- 1240 Volunteer Assistance -
<https://simbli.eboardsolutions.com/SU/vEvx6PsF9jIR5Vi4kNECfQ==>
- 1250 Visitors/Outsiders -
<https://simbli.eboardsolutions.com/SU/cjf572PtMkEoplusycWofXplusIA==>
- 1250 Visitors/Outsiders -
<https://simbli.eboardsolutions.com/SU/0i2aQsRwltDpI2VJ0pQejA==>
- 1400 Relations Between Other Governmental Agencies And The Schools -
<https://simbli.eboardsolutions.com/SU/rOG8zxo8i7plusjQjmRvglQ4g==>
- 3515 Campus Security -
<https://simbli.eboardsolutions.com/SU/PjF0Zplus3nFncujRRkepdtplusg==>
- 3515 Campus Security -
<https://simbli.eboardsolutions.com/SU/lnslshuYGkyw2oDxQOlqe9KNg==>
- 3515.2 Disruptions -
<https://simbli.eboardsolutions.com/SU/slshEOxJ9rFkEZoxJihasIBCw==>
- 3515.2 Disruptions -
<https://simbli.eboardsolutions.com/SU/9Hga6V6zgaHmEaqV6fBPvA==>
- 3515.3 District Police/Security Department -
<https://simbli.eboardsolutions.com/SU/LYUwxSqOp3ml2HJ3Cw2xoA==>
- 4112 Appointment And Conditions Of Employment -
<https://simbli.eboardsolutions.com/SU/P11QXrWRGEhwQDff8Y37Xg==>
- 4212 Appointment And Conditions Of Employment -
<https://simbli.eboardsolutions.com/SU/hlvvuVn0OxZKe1bCslshE8Rcg==>
- 4231 Staff Development -
<https://simbli.eboardsolutions.com/SU/Sw1IN4DYSF3T3eWPFYvkHQ==>
- 5142 Safety -
<https://simbli.eboardsolutions.com/SU/TSplusv9I4hpxDWdHp81uplushyA==>
- 5142 Safety -
<https://simbli.eboardsolutions.com/SU/5o6splusZGjslshAfjaqxn0dgppluskA==>
- 5145.6-E(1) Parental Notifications -
<https://simbli.eboardsolutions.com/SU/OIIR63yHWACdrhjlN6XNVA==>
- 5145.6 Parental Notifications -
<https://simbli.eboardsolutions.com/SU/6twEMjNdhvA0qYiZNi9ucQ==>

Regulation 3515.5: Sex Offender Notification

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 05/01/2016

The Superintendent or designee shall develop a plan for receiving and communicating information about registered sex offenders residing within district boundaries. He/she shall ensure, at a minimum, that the following components are part of the plan:

1. The Superintendent or designee shall appoint a staff member to serve as liaison with law enforcement regarding these matters.
2. The Superintendent or district liaison shall, at the beginning of each school year, contact local law enforcement to coordinate the receipt of information. Law enforcement shall be informed that all notifications and correspondence should be directed to the liaison as well as the individual school sites. A letter shall be sent annually to local law enforcement, identifying the name, phone number, and address of the liaison.
3. The Superintendent or district liaison shall collaborate with law enforcement in order to alert children to the dangers of sex offenders, develop a system for distributing information about sex offenders, and train school staff and parents/guardians about the roles and responsibilities of both the district and law enforcement.
4. The Superintendent or liaison shall, at the beginning of each school year, notify parents/guardians of the district's willingness and intention to work with law enforcement on this matter and shall explain the appropriate roles and responsibilities of both the district and law enforcement.

This communication shall also explain:

- a. The reporting requirements pursuant to Penal Code 290 and 290.45, including the fact that law enforcement is the agency best able to assess the relative danger of a sex offender
 - b. The ability of the parents/guardians to contact law enforcement for additional information and to view the information on the Megan's Law Internet website
5. When law enforcement notifies the district of the residency or employment of a sex offender within district boundaries, the Superintendent or district liaison shall consult with law enforcement about the appropriate scope of the disclosure. When authorized by law enforcement, the Superintendent or liaison may disclose information about a sex offender to the following staff:
 - a. The principal of the school which is in the attendance area of the sex offender's residence or place of employment
 - b. Teachers and classified personnel at that school, including staff responsible for visitor registration
 - 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 Parents/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. This response may include:

1. An article in a school or parent council newsletter notifying parents/guardians that law enforcement information about registered sex offenders is available at the local law enforcement agency headquarters and/or at the school office. This article shall encourage parents/guardians to contact local law enforcement and access the Department of Justice's (DOJ) Megan's Law Internet website for additional information.
2. A mailing, at law enforcement's expense, prepared by law enforcement, and printed on law enforcement letterhead and envelopes, notifying parents/guardians of the presence of registered sex offenders. This notification shall encourage parents/guardians to contact local law enforcement and access the DOJ's Megan's Law Internet website for additional information.
3. A mailing of a letter, at district expense, prepared by law enforcement and printed on law enforcement letterhead and envelopes, notifying parents/guardians of the presence of registered sex offenders. This notification shall encourage parents/guardians to contact local law enforcement and access the DOJ's Megan's Law Internet website for additional information.

Whenever the principal has granted permission to a person who is required to register as a sex offender pursuant to Penal Code 290 to come into a school building or upon school grounds to volunteer at the school, he/she shall notify the parent/guardian of each student at that school, at least 14 days in advance using one of the methods specified in Education Code 48981, that a registered sex offender has been granted such permission, the date(s) and times for which permission has been granted, and the parent/guardian's right to obtain information regarding the person from a designated law enforcement agency. (Penal Code 626.81)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

	Description
Ed. Code 32211	Threatened disruption or interference with classes
Ed. Code 35160	Authority of governing boards
Ed. Code 35160.1	Broad authority of school districts
Ed. Code 48981	Parental notifications
Pen. Code 290	Registration of sex offenders
Pen. Code 290.4	Information re: sex offenders
Pen. Code 290.45	Sex offenders, authority of peace officers
Pen. Code 290.46	Making information about certain sex offenders available via the Internet
Pen. Code 290.9	Addresses of persons who violate duty to register
Pen. Code 290.95	Disclosure by person required to register as sex offender
Pen. Code 3003	Parole, geographic placement
Pen. Code 626.8	Disruptions
Pen. Code 626.81	Sex offender; permission to volunteer at school
Pen. Code 830.32	School district and community college police

Federal References

	Description
42 USC 14071	Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Program Act

Management Resources References

	Description
Attorney General Opinion	82 Ops.Cal.Atty.Gen. 20 (1999)
Website	California Department of Justice, Megan's Law - https://simbli.eboardsolutions.com/SU/mOJBbplusUTaB0p38DBua0Xplusg==

Cross References**Description**

0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/L6XWJNrcK5tkhSslshRVFa1Q==
0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/CUfMPGtwH852FN95ldpVKw==
1240	Volunteer Assistance - https://simbli.eboardsolutions.com/SU/VOslshwVhU2oPzSUjqkV1LBFg==
1240	Volunteer Assistance - https://simbli.eboardsolutions.com/SU/vEvx6PsF9jIR5Vi4kNECFQ==
1250	Visitors/Outsiders - https://simbli.eboardsolutions.com/SU/cjf572PtMkEoplusycWofXplusIA==
1250	Visitors/Outsiders - https://simbli.eboardsolutions.com/SU/0i2aQsRwltDpI2VJ0pQejA==
1400	Relations Between Other Governmental Agencies And The Schools - https://simbli.eboardsolutions.com/SU/rOG8zxo8i7plusjQjmRvgLQ4g==
3515	Campus Security - https://simbli.eboardsolutions.com/SU/PjF0Zplus3nFncujRRkepdtplusg==
3515	Campus Security - https://simbli.eboardsolutions.com/SU/InslshuYGkyw2oDxQOlqe9KNg==
3515.2	Disruptions - https://simbli.eboardsolutions.com/SU/slshEOxJ9rFkEZoxJihasIBCw==
3515.2	Disruptions - https://simbli.eboardsolutions.com/SU/9Hga6V6zgaHmEaqV6fBPvA==
3515.3	District Police/Security Department - https://simbli.eboardsolutions.com/SU/LYUwxSqOp3ml2HJ3Cw2xoA==
4112	Appointment And Conditions Of Employment - https://simbli.eboardsolutions.com/SU/P11QXrWRGEhwQDff8Y37Xg==
4212	Appointment And Conditions Of Employment - https://simbli.eboardsolutions.com/SU/hlvvuVn0OxZKe1bCslshE8Rcg==
4231	Staff Development - https://simbli.eboardsolutions.com/SU/Sw1IN4DYSE3T3eWPFYvkHQ==
5142	Safety - https://simbli.eboardsolutions.com/SU/TSplusv9I4hpxDWdHp81uplushyA==
5142	Safety - https://simbli.eboardsolutions.com/SU/5o6splusZGjslshAfjaqxn0dgpluskA==
5145.6-E(1)	Parental Notifications - https://simbli.eboardsolutions.com/SU/OIIR63yHWACdrhjlN6XNVA==
5145.6	Parental Notifications - https://simbli.eboardsolutions.com/SU/6twEMjNdhvA0qYiZNi9ucQ==

Regulation 3515.6: Criminal Background Checks For Contractors

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 10/01/2017

When the employees of any entity contracting with the district to provide specified services will have contact with students, the entity shall certify in writing to the Superintendent or designee that none of those employees has been convicted of a violent or serious felony as defined in Education Code 45122.1. In the case of a sole proprietor, the Superintendent or designee shall prepare and submit the employee's fingerprints to the Department of Justice. If any contracting employee who may have contact with students has been convicted of a violent or serious felony as defined, a certificate of rehabilitation and a pardon as required pursuant to Education Code 45125.1 shall be submitted to the Superintendent or designee before the contracting employee is authorized to perform the work for the district. (Education Code 45125.1)

These requirements shall apply to a sole proprietor or entity contracting with the district to provide any of the following services: (Education Code 45125.1, 45125.2)

1. School and classroom janitorial services
2. School site administrative services
3. School site grounds and landscape maintenance services
4. Student transportation services
5. School site food-related services
6. Construction, reconstruction, rehabilitation, or repair of a school facility

On a case-by-case basis, the Superintendent or designee may require a contracting entity providing school site services other than those listed above to comply with these requirements. (Education Code 45125.1)

The Superintendent or designee may determine that criminal background checks will not be required if:

1. 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)
2. 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 factors such as the length of time the contractors will be on school grounds, whether students will be in proximity with the site where the contractors will be working, and whether the contractors will be working by themselves or with others. (Education Code 45125.1)

Upon a determination that an employee will have limited contact with students, the Superintendent or designee shall take appropriate steps to protect the safety of any students who may come in contact with this employee. (Education Code 45125.1)

These steps may include, but are not 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.

3. The contract is for the construction, reconstruction, rehabilitation, or repair of a school facility and either item #1 or #2 above applies or the district uses one or more of the following methods to ensure student safety: (Education Code 45125.2)
 - a. The installation of a physical barrier at the worksite to limit contact with students
 - b. 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
 - c. Surveillance of employees of the entity by school personnel

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

	Description
Ed. Code 41302.5	School districts, definition
Ed. Code 45122.1	Classified employees, conviction of a violent or serious felony
Ed. Code 45125.1	Fingerprinting; employees of contracting entity
Ed. Code 45125.2	Criminal background checks for construction
Pen. Code 1192.7	Plea bargaining limitation
Pen. Code 667.5	Prior prison terms, enhancement of prison terms

Management Resources References

	Description
Website	Department of Justice - https://simbli.eboardsolutions.com/SU/7I3KLu4OPKjj4iH96pQhpg==

Cross References

	Description
3000	Concepts And Roles - https://simbli.eboardsolutions.com/SU/JdgifB2plus0qJxNgSrLTMbuQ==
3515.3	District Police/Security Department - https://simbli.eboardsolutions.com/SU/LYUwxSqOp3mI2HJ3Cw2xoA==
3540	Transportation - https://simbli.eboardsolutions.com/SU/LLQ8oxDhriYMMYPIAfhbeA==
3551	Food Service Operations/Cafeteria Fund - https://simbli.eboardsolutions.com/SU/TEODP6YXImB5t5EatzEYng==
3551	Food Service Operations/Cafeteria Fund - https://simbli.eboardsolutions.com/SU/pLN22xtDnWsA3IGpSaQotw==
3600	Consultants - https://simbli.eboardsolutions.com/SU/DdD8slshuOqLVMFdxQD9plusdrdg==
6159.3	Appointment Of Surrogate Parent For Special Education Students - https://simbli.eboardsolutions.com/SU/X8EGu63Z2jd3Jx9n1t7o0w==
6159.3	Appointment Of Surrogate Parent For Special Education Students - https://simbli.eboardsolutions.com/SU/QYFixo4JYxOplusrKuHD8CoJQ==
7140	Architectural And Engineering Services - https://simbli.eboardsolutions.com/SU/Eh2VAWw6R5YSgplus7MmOEZplusA==
7140	Architectural And Engineering Services - https://simbli.eboardsolutions.com/SU/joqwU7oSplusER5We3ehFXR2Q==

Policy 3515.7: Firearms On School Grounds

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 12/01/2017

The Governing Board is committed to providing a safe environment for students, staff, and visitors on campus. The Superintendent or designee shall consult with local law enforcement and other appropriate individuals and agencies to address the security of school campuses.

Possession of a firearm on or within 1,000 feet of school grounds is prohibited, except under the limited circumstances specified in Penal Code 626.9. School grounds include, but are not limited to, school buildings, fields, storage areas, and parking lots. (Penal Code 626.9)

If a district employee observes or suspects that any unauthorized person is in possession of a firearm on or near school grounds or at a school activity, he/she shall immediately notify the principal or designee and law enforcement.

The prohibition against the possession of firearms on school grounds shall be included in the district's comprehensive safety plan and shall be communicated to district staff, parents/guardians, and the community.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

	Description
Ed. Code 32281	School safety plans
Ed. Code 38001.5	District security officers; requirements if carry firearm
Pen. Code 16150	Definition of ammunition
Pen. Code 16520	Definition of firearm
Pen. Code 26150-26225	Concealed weapons permit
Pen. Code 30310	Prohibition against ammunition on school grounds
Pen. Code 626.9	Gun-Free School Zone Act of 1995
Pen. Code 830.32	School district and community college police

Federal References

	Description
18 USC 921	Definitions, firearms and ammunition
18 USC 922	Firearms, unlawful acts
18 USC 923	Firearm licensing
20 USC 7961	Gun-Free Schools Act

Management Resources References

	Description
Website	Office of the Attorney General - https://simbli.eboardsolutions.com/SU/hZJ0WChT88q6UgrC1Hnyqg==

Cross References

	Description
0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/L6XWJNrcK5tkhIsslshRVFa1Q==
0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/CUfMPGtwH852FN95ldpVKw==
1112	Media Relations - https://simbli.eboardsolutions.com/SU/CZeYhOY3QSraN50zR35sXw==
1113-E(2)	District And School Web Sites - https://simbli.eboardsolutions.com/SU/OiH2slshRplus9gU0Ckx5Ra8GyGA==

1113	District And School Web Sites - https://simbli.eboardsolutions.com/SU/thuSslshFplusjqlwnlr1t7NTGKA==
1113	District And School Web Sites - https://simbli.eboardsolutions.com/SU/PsLybYZyQDbWreMAotaKGg==
1114	District-Sponsored Social Media - https://simbli.eboardsolutions.com/SU/R2cgfrYoJSpIWH9TxbhV2w==
1114	District-Sponsored Social Media - https://simbli.eboardsolutions.com/SU/8HcyS7ok2c4cZ57hrCprnA==
3515	Campus Security - https://simbli.eboardsolutions.com/SU/PjF0Zplus3nEncujRRkepdtplusg==
3515	Campus Security - https://simbli.eboardsolutions.com/SU/InslshuYGkyw2oDxQOlqe9KNg==
3515.2	Disruptions - https://simbli.eboardsolutions.com/SU/slshEOxJ9rFKEZoxJihasIBCw==
3515.2	Disruptions - https://simbli.eboardsolutions.com/SU/9Hga6V6zgaHmEqV6fBPvA==
3515.3	District Police/Security Department - https://simbli.eboardsolutions.com/SU/LYUwxSqOp3ml2HJ3Cw2xoA==
3516	Emergencies And Disaster Preparedness Plan - https://simbli.eboardsolutions.com/SU/7M2rQr2pkmKlbfRIFdjPg==
3516	Emergencies And Disaster Preparedness Plan - https://simbli.eboardsolutions.com/SU/aUG1lcsGqN5iK8Wp1moJXA==
4119.21-E(1)	Professional Standards - https://simbli.eboardsolutions.com/SU/yAMslshyoa3M3gmkgjLDRIbsw==
4119.21	Professional Standards - https://simbli.eboardsolutions.com/SU/q514RrIEVfYvIKkUUVL3Ow==
4158	Employee Security - https://simbli.eboardsolutions.com/SU/TR08VuosVAq4Nb0Exw3C1Q==
4158	Employee Security - https://simbli.eboardsolutions.com/SU/RvLxqEXYqenaFjwfGlsv4g==
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4258	Employee Security - https://simbli.eboardsolutions.com/SU/kzvdzwBI8XncIFZFxgAZ9Q==
4258	Employee Security - https://simbli.eboardsolutions.com/SU/aeNbMk2JCQ4oL4nplsvbglIQ==
4319.21-E(1)	Professional Standards - https://simbli.eboardsolutions.com/SU/DhUddzRmJleWEPCWDs8sslshw==
4319.21	Professional Standards - https://simbli.eboardsolutions.com/SU/GswJooAb9fsgRbak4vgzAg==
4358	Employee Security - https://simbli.eboardsolutions.com/SU/rJomN5ZvJCouXeyHcsqE5Q==
4358	Employee Security - https://simbli.eboardsolutions.com/SU/FuBzLKWTNuW67fUQC6rslsh2A==
5131.4	Student Disturbances - https://simbli.eboardsolutions.com/SU/Fyplus1fiaTpVeyPsYlslsaSA==
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5131.7

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5131.7

Weapons And Dangerous Instruments -
<https://simbli.eboardsolutions.com/SU/wsqnBWXM02ba5j6u3g7Splusw==>

Policy 3516: Emergencies And Disaster Preparedness Plan

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 05/01/2018

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 district shall take all reasonable steps to prevent and/or mitigate the impact of a disaster on district students, staff, and schools.

The Superintendent or designee shall develop and maintain a disaster preparedness plan which contains routine and emergency disaster procedures, including, but not limited to, earthquake emergency procedures, and adaptations for individuals with disabilities in accordance with the Americans with Disabilities Act. Such procedures shall be incorporated into the comprehensive school safety plan. (Education Code 32282)

In developing the disaster preparedness plan, the Superintendent or designee shall involve district staff at all levels, including administrators, district police or security officers, facilities managers, transportation managers, food services personnel, school psychologists, counselors, school nurses, teachers, classified employees, and public information officers. As appropriate, he/she shall also collaborate with law enforcement, fire safety officials, emergency medical services, health and mental health professionals, parents/guardians, and students.

The plan shall comply with state-approved Standardized Emergency Management System (SEMS) guidelines established for multiple-jurisdiction or multiple-agency operations and with the National Incident Management System.

The Superintendent or designee shall provide training to employees regarding their responsibilities, including periodic drills and exercises to test and refine staff's responsiveness in the event of an emergency.

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 the district may deem necessary to meet the community's needs. (Education Code 32282)

District employees are considered disaster service workers and are subject to disaster service activities assigned to them. (Government Code 3100)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References	Description
19 CCR 2400-2450	Standardized Emergency Management System - https://simbli.eboardsolutions.com/SU/ObndV9AprOzBEMdP32davQ==
5 CCR 550	Fire drills
5 CCR 560	Civil defense and disaster preparedness plans
CA Constitution Article 20, Section 3	Oath or affirmation - https://simbli.eboardsolutions.com/SU/R9x0MkoG204v94pkEU0Qng==
Civ. Code 1714.5	Release from liability for disaster service workers and shelters - https://simbli.eboardsolutions.com/SU/DnbvNzKmOoalqSaGRDRLtQ==
Ed. Code 32001	Fire alarms and drills
Ed. Code 32040	Duty to equip school with first aid kit
Ed. Code 32280-32289	School safety plans
Ed. Code 32290	Safety devices
Ed. Code 39834	Operating overloaded bus
Ed. Code 46390-46392	Emergency average daily attendance in case of disaster
Ed. Code 49505	Natural disaster; meals for homeless students; reimbursement
Gov. Code 3100-3109	Oath or affirmation of allegiance

Gov. Code 8607

Standardized Emergency Management System

Federal References

42 USC 12101-12213

Description

Americans with Disabilities Act

Management Resources References

Cal OES Publication

Active Shooter Awareness Guidance, February 2018

Cal OES Publication

School Emergency Response: Using SEMS at Districts and Sites, June 1998

Cal OES Publication

State of California Emergency Plan, 2017

California Department of Education Publication

Crisis Response Box, 2000

Fed. Emgcy. Mgmt. Agency Pub.

National Incident Management System, 3rd ed., October 2017

U.S. DOE Publication

Guide for Developing High-Quality School Emergency Operations Plans, 2013

Website

California Department of Education, Crisis Preparedness -
<https://simbli.eboardsolutions.com/SU/SZQwe94eBAU3uvCldPplus4pQ==>

Website

Centers for Disease Control and Prevention -
<https://simbli.eboardsolutions.com/SU/UUjirqktk65lplusLWplusApdRjg==>

Website

U.S. Department of Education, Emergency Planning -
<https://simbli.eboardsolutions.com/SU/EslshWplusplztHDC53D48Vuvh0Q==>

Website

U.S. Department of Homeland Security -
<https://simbli.eboardsolutions.com/SU/md2yQ1dESjoilf4HhNBn5g==>

Website

California Governor's Office of Emergency Services -
<https://simbli.eboardsolutions.com/SU/paQuTKALN4viPICvsIshz93ig==>

Website

California Seismic Safety Commission -
<https://simbli.eboardsolutions.com/SU/Lkdqz8ic1gSgDXiPG33tyw==>

Website

Federal Emergency Management Agency -
<https://simbli.eboardsolutions.com/SU/CymJLrPo3hyHyY1yiRWvSA==>

Website

American Red Cross -
<https://simbli.eboardsolutions.com/SU/HmYHtm3CslshQi2g9FQfr7fqg==>

Website

California Attorney General's Office -
<https://simbli.eboardsolutions.com/SU/5qNslsh5DoKuytasYcv9khGiA==>

Website

CSBA -
<https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==>

Cross References

0400

Comprehensive Plans -
<https://simbli.eboardsolutions.com/SU/K3BOsejlfjMsgRpMvc0j3g==>

0420

School Plans/Site Councils -
<https://simbli.eboardsolutions.com/SU/DIRXGuAMQ NawOQh8Wapehg==>

0420

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<https://simbli.eboardsolutions.com/SU/qxkmPJrJmqffike1tp7eNw==>

0450

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<https://simbli.eboardsolutions.com/SU/L6XWJNrcK5tkhIsslshRVFa1Q==>

0450

Comprehensive Safety Plan -
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0470

COVID-19 Mitigation Plan -
<https://simbli.eboardsolutions.com/SU/PhHbBWdXMHFVlps9s9O43A==>

1100

Communication With The Public -
<https://simbli.eboardsolutions.com/SU/slshQxIBCOJ8fkTYiUPG1TjpA==>

- 1112 Media Relations -
<https://simbli.eboardsolutions.com/SU/CZeYhOY3QSraN50zR35sXw==>
- 1113-E(2) District And School Web Sites -
<https://simbli.eboardsolutions.com/SU/OiH2slshRplus9gU0Ckx5Ra8GyGA==>
- 1113 District And School Web Sites -
<https://simbli.eboardsolutions.com/SU/thuSslshFplusjqlwnlr1t7NTGKA==>
- 1113 District And School Web Sites -
<https://simbli.eboardsolutions.com/SU/PsLybYZyQDbWreMAotaKGg==>
- 1114 District-Sponsored Social Media -
<https://simbli.eboardsolutions.com/SU/R2cgfrYoJSpiWH9TxbhV2w==>
- 1114 District-Sponsored Social Media -
<https://simbli.eboardsolutions.com/SU/8HcyS7ok2c4cZ57hrCprnA==>
- 1220 Citizen Advisory Committees -
<https://simbli.eboardsolutions.com/SU/7Vbu4bQaxCHjM037skaMng==>
- 1220 Citizen Advisory Committees -
<https://simbli.eboardsolutions.com/SU/ldXy6fy1Hrchplusl4YcmEWDw==>
- 1330-E(1) Use Of School Facilities -
<https://simbli.eboardsolutions.com/SU/W4G1wA7pX4XITc6mFT19Cg==>
- 1330 Use Of School Facilities -
<https://simbli.eboardsolutions.com/SU/Tamda2rg98FTdjcFVQ9MVA==>
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<https://simbli.eboardsolutions.com/SU/Zj4LNjrQUVFLIVjQ1LfNSA==>
- 1330.1 Joint Use Agreements -
<https://simbli.eboardsolutions.com/SU/stKqY9WmU4plusOGUIKkyeTJw==>
- 1340 Access To District Records -
<https://simbli.eboardsolutions.com/SU/jKjmvbybcb5r0Tzq0yicklg==>
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<https://simbli.eboardsolutions.com/SU/ouHfMY1Tt6GyjrKpUFN5bQ==>
- 1400 Relations Between Other Governmental Agencies And The Schools -
<https://simbli.eboardsolutions.com/SU/rOG8zxo8i7plusjQjmRvgLQ4g==>
- 3000 Concepts And Roles -
<https://simbli.eboardsolutions.com/SU/JdgifB2plus0qJxNgSrLTMbuQ==>
- 3511 Energy And Water Management -
<https://simbli.eboardsolutions.com/SU/Rtdok6FaTpShfiEplusZslsh247Q==>
- 3511 Energy And Water Management -
<https://simbli.eboardsolutions.com/SU/gkXI0ep1VrebJ5GqZLXkTA==>
- 3513.3 Tobacco-Free Schools -
<https://simbli.eboardsolutions.com/SU/b8Q4AMAAAuEShqG7pyf95g==>
- 3513.3 Tobacco-Free Schools -
<https://simbli.eboardsolutions.com/SU/JkYF1N73RUUYVbgrBVXWQQ==>
- 3514 Environmental Safety -
<https://simbli.eboardsolutions.com/SU/a955xSb4B87M0XepeQ0TslshQ==>
- 3514 Environmental Safety -
<https://simbli.eboardsolutions.com/SU/tvzfEzdOLc74oNNyAsRXTw==>
- 3514.2 Integrated Pest Management -
<https://simbli.eboardsolutions.com/SU/p4Jscal1N80xOCZfHESShw==>
- 3515 Campus Security -
<https://simbli.eboardsolutions.com/SU/PjFOZplus3nEncujRRkepdtpplusg==>
- 3515 Campus Security -
<https://simbli.eboardsolutions.com/SU/InslshuYGkyw2oDxQOQe9KNG==>

3515.2	Disruptions - https://simbli.eboardsolutions.com/SU/slshEOxJ9rFkEZoxJihasIBCw==
3515.2	Disruptions - https://simbli.eboardsolutions.com/SU/9Hga6V6zgaHmEaqV6fBPvA==
3515.7	Firearms On School Grounds - https://simbli.eboardsolutions.com/SU/Rmnsbslsh0Otvapplusd8qslsh16oUA==
3516.1	Fire Drills and Fires - https://simbli.eboardsolutions.com/SU/sc1tih9slshloTITZwzYdM4Kg==
3516.2	Bomb Threats - https://simbli.eboardsolutions.com/SU/UMQrWzjHBB232AB6kAfpluszw==
3516.3	Earthquake Emergency Procedure System - https://simbli.eboardsolutions.com/SU/J9slshRoDR6dfSAjxdvTwqYw==
3516.5	Emergency Schedules - https://simbli.eboardsolutions.com/SU/Raf764Va7cmCLTIbLUPhbg==
3517	Facilities Inspection - https://simbli.eboardsolutions.com/SU/K7Rh9EAbSsy6DeyXpQnhpA==
3530	Risk Management/Insurance - https://simbli.eboardsolutions.com/SU/RVMmtjJG98R98H6JjUeuig==
3540	Transportation - https://simbli.eboardsolutions.com/SU/LLQ8oxDhriYMMYPIAfhbeA==
3543	Transportation Safety And Emergencies - https://simbli.eboardsolutions.com/SU/eGwNsoQqidJSWdRAdm3nmw==
3580	District Records - https://simbli.eboardsolutions.com/SU/n2YgqoHklkzJn4Vofx68uQ==
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4112.3-E(1)	Oath Or Affirmation - https://simbli.eboardsolutions.com/SU/DVFNslsheANVYZtx2pluslgGVlaQ==
4112.3	Oath Or Affirmation - https://simbli.eboardsolutions.com/SU/Uq2SSR8Or63jfQusX4bkvQ==
4113.5	Working Remotely - https://simbli.eboardsolutions.com/SU/cyKtkculq4EwimhslshksszvA==
4119.41	Employees With Infectious Disease - https://simbli.eboardsolutions.com/SU/spFLUSmwmBMD1luaL9lmOg==
4131	Staff Development - https://simbli.eboardsolutions.com/SU/L7PIWQxBoUSRD2ggr0QAQ==
4157	Employee Safety - https://simbli.eboardsolutions.com/SU/ro9myPDMM3hGaewg6Qw9wg==
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4212.3-E(1)	Oath Or Affirmation - https://simbli.eboardsolutions.com/SU/Zew7Vau9x6Y84k8lrGBF3A==
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4213.5	Working Remotely - https://simbli.eboardsolutions.com/SU/aslshLm5EplusAH6IY922brpjyvg==
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4257	Employee Safety - https://simbli.eboardsolutions.com/SU/h3v1SRpZEoKslshy0035slshn0Kg==
4257	Employee Safety - https://simbli.eboardsolutions.com/SU/Qzbf62FbMBNjdq6OCVPiQ==
4312.3-E(1)	Oath Or Affirmation - https://simbli.eboardsolutions.com/SU/XCiEHPDFIgC6kOkUJyVZ6g==
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4331	Staff Development - https://simbli.eboardsolutions.com/SU/GtbPplusGPAZplusB1Cb1k2SzelQ==
4357	Employee Safety - https://simbli.eboardsolutions.com/SU/8sedoxyCQceB5cNIAho4gA==
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5113	Absences And Excuses - https://simbli.eboardsolutions.com/SU/VV96QrOGs2TgvMpX2pwXtA==
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5131.4	Student Disturbances - https://simbli.eboardsolutions.com/SU/Fyplus1fiaTpVeyPsYlSldaSA==
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5141	Health Care And Emergencies - https://simbli.eboardsolutions.com/SU/XIKuRseJ5wRXgPaNOI1o7g==
5141	Health Care And Emergencies - https://simbli.eboardsolutions.com/SU/c1c0OVdy72RG3i3HdVa69Q==
5141.22	Infectious Diseases - https://simbli.eboardsolutions.com/SU/ZTWRKBplusuok0iS1urmplc5Q==
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5142	Safety - https://simbli.eboardsolutions.com/SU/TSplusv9I4hpxDWdHp81uplushyA==
5142	Safety - https://simbli.eboardsolutions.com/SU/5o6splusZGjshAfjaqxn0dgpluskA==
6142.8	Comprehensive Health Education - https://simbli.eboardsolutions.com/SU/Wr2R2IgKjuslshxs1GqHqr0ag==
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6153	School-Sponsored Trips - https://simbli.eboardsolutions.com/SU/7AmzJ0yqzWgHS0PYPDJpGA==
6153	School-Sponsored Trips - https://simbli.eboardsolutions.com/SU/ri1sewsArQp83uYX3plusVv1w==
6157	Distance Learning - https://simbli.eboardsolutions.com/SU/ruyiBU9ym6obTN6qTpGiRQ==
6164.2	Guidance/Counseling Services - https://simbli.eboardsolutions.com/SU/39xYUov7iFslshgslshc5eXRQEW==

7111 Evaluating Existing Buildings -
<https://simbli.eboardsolutions.com/SU/XplusOGSTVXQv9SfNRon3XKslshw==>

9320 Meetings And Notices -
<https://simbli.eboardsolutions.com/SU/GHmqLPP5ZYP4eDexQFrlZg==>

9321-E(1) Closed Session -
<https://simbli.eboardsolutions.com/SU/s2qjNIhKoINL8VoplusCTYTvg==>

9321-E(2) Closed Session -
<https://simbli.eboardsolutions.com/SU/siHplus3PfAM0u39GoplusnkOJ4w==>

9321 Closed Session -
<https://simbli.eboardsolutions.com/SU/ieuvLFplusfJ8qxYyOf1A1isQ==>

Regulation 3516: Emergencies And Disaster Preparedness Plan

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 05/01/2018

The Superintendent or designee shall ensure that district and/or 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
2. Earthquake, flood, or other natural disasters
3. Environmental hazards, such as leakages or spills of hazardous materials
4. Attack or disturbance, or threat of attack or disturbance, by an individual or group
5. Bomb threat or actual detonation
6. Biological, radiological, chemical, and other activities, or heightened warning of such activities
7. Medical emergencies and quarantines, such as a pandemic influenza outbreak

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, identification of risks, and implementation of strategies and measures to increase the safety and security of school facilities
2. Instruction for district staff and students regarding emergency plans, including:
 - a. Training of staff in first aid and cardiopulmonary resuscitation
 - b. Regular practice of emergency procedures by students and staff
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 an 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
4. Personal safety and security, including:
 - a. Identification of areas of responsibility for the supervision of students
 - b. Procedures for the evacuation of students and staff, including posting of evacuation routes
 - c. Procedures for the release of students, including a procedure to release students when reference to the emergency card is not feasible
 - 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

- e. Provision of a first aid kit to each classroom
 - f. Arrangements for students and staff with special needs
 - g. 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
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
6. Communication among staff, parents/guardians, the Governing Board, other governmental agencies, and the media during an emergency, including:
- a. Identification of spokesperson(s)
 - b. Development and testing of communication platforms, such as hotlines, telephone trees, web sites, social media, and electronic notifications
 - 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 of a substantial increase of student or staff absenteeism as indicative of a potential outbreak of an infectious disease
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

The Superintendent or designee shall assemble key information that would be needed in an emergency. Such information may include, but is not limited to, a list of individuals and organizations who should be contacted for assistance in an emergency, current layouts and blueprints of school buildings, aerial photos of the campus, maps of evacuation routes and alternate routes, a roster of employees with their work locations, student photographs and their emergency contact information, a clearly labeled set of keys, location of first aid supplies, and procedures and locations for turning off fire alarms, sprinklers, utilities, and other systems. Such information shall be stored in a box in a secure, easily accessible location, with a duplicate kept at another location in case the primary location is inaccessible.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

Description

19 CCR 2400-2450	Standardized Emergency Management System - https://simbli.eboardsolutions.com/SU/ObndV9AprOzBEMdP32davQ==
5 CCR 550	Fire drills
5 CCR 560	Civil defense and disaster preparedness plans

CA Constitution Article 20, Section 3	Oath or affirmation - https://simbli.eboardsolutions.com/SU/R9x0MkoG204v94pkEU0Qng==
Civ. Code 1714.5	Release from liability for disaster service workers and shelters - https://simbli.eboardsolutions.com/SU/DnbvNzKmOoalqSaGRDRLtQ==
Ed. Code 32001	Fire alarms and drills
Ed. Code 32040	Duty to equip school with first aid kit
Ed. Code 32280-32289	School safety plans
Ed. Code 32290	Safety devices
Ed. Code 39834	Operating overloaded bus
Ed. Code 46390-46392	Emergency average daily attendance in case of disaster
Ed. Code 49505	Natural disaster; meals for homeless students; reimbursement
Gov. Code 3100-3109	Oath or affirmation of allegiance
Gov. Code 8607	Standardized Emergency Management System

Federal References

42 USC 12101-12213

Description

Americans with Disabilities Act

Management Resources References

Cal OES Publication
 Cal OES Publication
 Cal OES Publication
 California Department of Education Publication
 Fed. Emgy. Mgmt. Agency Pub.
 U.S. DOE Publication
 Website
 Website
 Website
 Website
 Website
 Website
 Website
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 Website
 Website
 Website
 Website
 Website

Description

Active Shooter Awareness Guidance, February 2018
 School Emergency Response: Using SEMS at Districts and Sites, June 1998
 State of California Emergency Plan, 2017
 Crisis Response Box, 2000
 National Incident Management System, 3rd ed., October 2017
 Guide for Developing High-Quality School Emergency Operations Plans, 2013
 California Department of Education, Crisis Preparedness -
<https://simbli.eboardsolutions.com/SU/SZQwe94eBAU3uvCldPplus4pQ==>
 Centers for Disease Control and Prevention -
<https://simbli.eboardsolutions.com/SU/UUiirqtk65lplusLWplusApdRjg==>
 U.S. Department of Education, Emergency Planning -
<https://simbli.eboardsolutions.com/SU/EslshWplusplzHDC53D48Vuvh0Q==>
 U.S. Department of Homeland Security -
<https://simbli.eboardsolutions.com/SU/md2yQ1dESjoilf4HhNBn5g==>
 California Governor's Office of Emergency Services -
<https://simbli.eboardsolutions.com/SU/paQuTKALN4viPICvslshz93ig==>
 California Seismic Safety Commission -
<https://simbli.eboardsolutions.com/SU/Lkdqz8ic1gSgDXiPG33tyw==>
 Federal Emergency Management Agency -
<https://simbli.eboardsolutions.com/SU/CymJLrPo3hyHyY1yiRWvSA==>
 American Red Cross -
<https://simbli.eboardsolutions.com/SU/HmYHtm3CslshQi2g9FQfr7fqg==>
 California Attorney General's Office -
<https://simbli.eboardsolutions.com/SU/5qNslsh5DoKuytasYcv9khGiA==>
 CSBA -
<https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==>

Cross References

Description

0400 Comprehensive Plans -
<https://simbli.eboardsolutions.com/SU/K3BOsejlfjMsgRpMvc0j3g==>

0420 School Plans/Site Councils -
<https://simbli.eboardsolutions.com/SU/DIRXGuAMQNawOQh8Wapehg==>

0420 School Plans/Site Councils -
<https://simbli.eboardsolutions.com/SU/qxkmPJRjmqffike1tp7eNw==>

0450 Comprehensive Safety Plan -
<https://simbli.eboardsolutions.com/SU/L6XWJNrcK5tkhlSslshRVFa1Q==>

0450 Comprehensive Safety Plan -
<https://simbli.eboardsolutions.com/SU/CUfMPGtwH852FN95IdpVKw==>

0470 COVID-19 Mitigation Plan -
<https://simbli.eboardsolutions.com/SU/PhHbBWdXMHFVlps9s9O43A==>

1100 Communication With The Public -
<https://simbli.eboardsolutions.com/SU/slshQxIBCOJ8fkTYiUPG1TjpA==>

1112 Media Relations -
<https://simbli.eboardsolutions.com/SU/CZeYhOY3QSraN50zR35sXw==>

1113-E(2) District And School Web Sites -
<https://simbli.eboardsolutions.com/SU/OiH2slshRplus9gU0Ckx5Ra8GyGA==>

1113 District And School Web Sites -
<https://simbli.eboardsolutions.com/SU/thuSslshFplusjqlwnlr1t7NTGKA==>

1113 District And School Web Sites -
<https://simbli.eboardsolutions.com/SU/PsLybYZyQDbWreMAotaKGg==>

1114 District-Sponsored Social Media -
<https://simbli.eboardsolutions.com/SU/R2cgfrYoJSpiWH9TxbhV2w==>

1114 District-Sponsored Social Media -
<https://simbli.eboardsolutions.com/SU/8HcyS7ok2c4cZ57hrCprnA==>

1220 Citizen Advisory Committees -
<https://simbli.eboardsolutions.com/SU/7Vbu4bQaxCHjM037skaMng==>

1220 Citizen Advisory Committees -
<https://simbli.eboardsolutions.com/SU/ldXy6fy1Hrchplusl4YcmEWDw==>

1330-E(1) Use Of School Facilities -
<https://simbli.eboardsolutions.com/SU/W4G1wA7pX4XITc6mFT19Cg==>

1330 Use Of School Facilities -
<https://simbli.eboardsolutions.com/SU/Tamda2rg98FTdjcFVQ9MVA==>

1330 Use Of School Facilities -
<https://simbli.eboardsolutions.com/SU/Zj4LNjrQUVFLIVjQ1LfNSA==>

1330.1 Joint Use Agreements -
<https://simbli.eboardsolutions.com/SU/stKqY9WmU4plusOGUJKkyeTJw==>

1340 Access To District Records -
<https://simbli.eboardsolutions.com/SU/jKjmyvbc5r0Tzq0yicklg==>

1340 Access To District Records -
<https://simbli.eboardsolutions.com/SU/ouHfMY1Tt6GyjrKpUFN5bQ==>

1400 Relations Between Other Governmental Agencies And The Schools -
<https://simbli.eboardsolutions.com/SU/rOG8zxo8i7plusjQjmRvgLQ4g==>

3000 Concepts And Roles -
<https://simbli.eboardsolutions.com/SU/JdgifB2plus0qJxNgSrLTMbuQ==>

3511 Energy And Water Management -
<https://simbli.eboardsolutions.com/SU/Rtdok6FaTpShfiEplusZslsh247Q==>

3511 Energy And Water Management -
<https://simbli.eboardsolutions.com/SU/gkXI0ep1VrebJ5GqZLXkTA==>

3513.3	Tobacco-Free Schools - https://simbli.eboardsolutions.com/SU/b8Q4AMAAAUeShqG7pyf95g==
3513.3	Tobacco-Free Schools - https://simbli.eboardsolutions.com/SU/JkYF1N73RUUYVbgrBVXWQQ==
3514	Environmental Safety - https://simbli.eboardsolutions.com/SU/a955xSb4B87M0XepeQ0TslshQ==
3514	Environmental Safety - https://simbli.eboardsolutions.com/SU/tyzfEzdOLc74oNNyAsRXTw==
3514.2	Integrated Pest Management - https://simbli.eboardsolutions.com/SU/p4Jscal1N80xOCZfHESShw==
3515	Campus Security - https://simbli.eboardsolutions.com/SU/PjFOZplus3nFncujRRkepdtplusg==
3515	Campus Security - https://simbli.eboardsolutions.com/SU/lnslshuYGkyw2oDxQOlqe9KNG==
3515.2	Disruptions - https://simbli.eboardsolutions.com/SU/slshEOxJ9rFkEZoxJihasBCw==
3515.2	Disruptions - https://simbli.eboardsolutions.com/SU/9Hga6V6zgaHmEaqV6fBPvA==
3515.7	Firearms On School Grounds - https://simbli.eboardsolutions.com/SU/Rmnsbslsh0Otvapplusd8qslsh16oUA==
3516.1	Fire Drills and Fires - https://simbli.eboardsolutions.com/SU/sc1tih9slshloTITZwzYdM4Kg==
3516.2	Bomb Threats - https://simbli.eboardsolutions.com/SU/UMQrwzjHBB232AB6kAfpluszw==
3516.3	Earthquake Emergency Procedure System - https://simbli.eboardsolutions.com/SU/J9slshRoDR6dfSAjxdvTwqqYw==
3516.5	Emergency Schedules - https://simbli.eboardsolutions.com/SU/Raf764Va7cmCLTIbLUPhbg==
3517	Facilities Inspection - https://simbli.eboardsolutions.com/SU/K7Rh9EAbSsy6DeyXpQnhpA==
3530	Risk Management/Insurance - https://simbli.eboardsolutions.com/SU/RVMmtjJG98R98H6JjUeuig==
3540	Transportation - https://simbli.eboardsolutions.com/SU/LLQ8oxDhriYMMYPIAfhbeA==
3543	Transportation Safety And Emergencies - https://simbli.eboardsolutions.com/SU/eGwNsoQqidJSWdRAdm3nmw==
3580	District Records - https://simbli.eboardsolutions.com/SU/n2YgqoHklkzJn4Vofx68uQ==
3580	District Records - https://simbli.eboardsolutions.com/SU/En8VbWkeCavFgJplusUm0xdFw==
4112.3-E(1)	Oath Or Affirmation - https://simbli.eboardsolutions.com/SU/DVFNslsheANVYZtx2pluslgGVlaQ==
4112.3	Oath Or Affirmation - https://simbli.eboardsolutions.com/SU/Uq2SSR8Or63jfQusX4bkvQ==
4113.5	Working Remotely - https://simbli.eboardsolutions.com/SU/cyKtkculq4EwimhslshksszvA==
4119.41	Employees With Infectious Disease - https://simbli.eboardsolutions.com/SU/spFLUSmwmBMD1luaL9lmOg==
4131	Staff Development - https://simbli.eboardsolutions.com/SU/L7PIWQxBoUSRd2ggr0QAQ==

4157 Employee Safety - <https://simbli.eboardsolutions.com/SU/ro9myPDM3hGaewg6Qw9wg==>

4157 Employee Safety - <https://simbli.eboardsolutions.com/SU/j4r93sEIUtFO2NbgUkLUUg==>

4212.3-E(1) Oath Or Affirmation - <https://simbli.eboardsolutions.com/SU/Zew7Vau9x6Y84k8rGBF3A==>

4212.3 Oath Or Affirmation - <https://simbli.eboardsolutions.com/SU/ZpluscXG859jtULhGEAbcmshplusg==>

4213.5 Working Remotely - <https://simbli.eboardsolutions.com/SU/aslshLm5EplusAH6IY922brpjy==>

4219.41 Employees With Infectious Disease - <https://simbli.eboardsolutions.com/SU/ptAbKdghex8rScQNTmEZQ==>

4231 Staff Development - <https://simbli.eboardsolutions.com/SU/Sw1IN4DYSF3T3eWPFYvkHQ==>

4257 Employee Safety - <https://simbli.eboardsolutions.com/SU/h3v1SRpZEoKslshy0035slshn0Kg==>

4257 Employee Safety - <https://simbli.eboardsolutions.com/SU/Qzbf62FbMBNjdq6OCVPiQ==>

4312.3-E(1) Oath Or Affirmation - <https://simbli.eboardsolutions.com/SU/XCiEHPDFigC6kOkUJyVZ6g==>

4312.3 Oath Or Affirmation - <https://simbli.eboardsolutions.com/SU/SGxWKminxBTorkRiplusxPjUw==>

4313.5 Working Remotely - <https://simbli.eboardsolutions.com/SU/sXJtqwm9DISuqRvivZslshcbQ==>

4319.41 Employees With Infectious Disease - <https://simbli.eboardsolutions.com/SU/ZaILLXaslshbr6zJfQL5XwplusFA==>

4331 Staff Development - <https://simbli.eboardsolutions.com/SU/GtbPplusGPAZplusB1Cb1k2SzelQ==>

4357 Employee Safety - <https://simbli.eboardsolutions.com/SU/8sedoxyCQceB5cNIAho4gA==>

4357 Employee Safety - <https://simbli.eboardsolutions.com/SU/bNIFucAQpkr9NLOBMYZ3uw==>

5113 Absences And Excuses - <https://simbli.eboardsolutions.com/SU/VV96QrOGs2TgvMpX2pwXtA==>

5113 Absences And Excuses - <https://simbli.eboardsolutions.com/SU/ryMbeUrhfCslshDbFplushbEmQUQ==>

5131.4 Student Disturbances - <https://simbli.eboardsolutions.com/SU/Fyplus1fiaTpVeyPsYLsldaSA==>

5131.4 Student Disturbances - <https://simbli.eboardsolutions.com/SU/A0IUjo23WUjCcGW7cveKqA==>

5141 Health Care And Emergencies - <https://simbli.eboardsolutions.com/SU/XIKuRseJ5wRXgPaNOI1o7g==>

5141 Health Care And Emergencies - <https://simbli.eboardsolutions.com/SU/c1c0OVdy72RG3i3HdVa69Q==>

5141.22 Infectious Diseases - <https://simbli.eboardsolutions.com/SU/ZTWRKBplusuok0iS1urmplc5Q==>

5141.22 Infectious Diseases - <https://simbli.eboardsolutions.com/SU/u6N1MAQfCz1HJ2QoKslshplusSYw==>

5142 Safety - <https://simbli.eboardsolutions.com/SU/TSplusv9I4hpxDWdHp81uplushyA==>

5142	Safety - https://simbli.eboardsolutions.com/SU/5o6splusZGjshAfaqxn0dgpluskA==
6142.8	Comprehensive Health Education - https://simbli.eboardsolutions.com/SU/Wr2R2lgKjuslshxs1GqHqr0ag==
6142.8	Comprehensive Health Education - https://simbli.eboardsolutions.com/SU/mNzZE8R3ENslshwRfRwU7g9ng==
6153	School-Sponsored Trips - https://simbli.eboardsolutions.com/SU/7AmzJ0yqzWgHS0PYPDJpGA==
6153	School-Sponsored Trips - https://simbli.eboardsolutions.com/SU/ri1sewsArQp83uYX3plusVv1w==
6157	Distance Learning - https://simbli.eboardsolutions.com/SU/ruyiBU9ym6obTN6qTpGiRQ==
6164.2	Guidance/Counseling Services - https://simbli.eboardsolutions.com/SU/39xYUov7iFslshtgslshc5eXRQEw==
7111	Evaluating Existing Buildings - https://simbli.eboardsolutions.com/SU/XplusOGSTVXQv9SfNRon3XKslshw==
9320	Meetings And Notices - https://simbli.eboardsolutions.com/SU/GHmqLPP5ZYP4eDexQFrlZg==
9321-E(1)	Closed Session - https://simbli.eboardsolutions.com/SU/s2qjNIhKoINL8VoplusCTyTvg==
9321-E(2)	Closed Session - https://simbli.eboardsolutions.com/SU/siHplus3PfAM0u39GoplusnkOJ4w==
9321	Closed Session - https://simbli.eboardsolutions.com/SU/ieuvLFplusJ8qxYyOf1A1isQ==

Regulation 3516.1: Fire Drills and Fires

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 11/01/2001

Fire Drills

The principal shall cause the fire alarm signal to be sounded at least once every month. (Education Code 32001)

The principal shall also hold fire drills at least once a month at the elementary level, four times every school year at the intermediate level, and not less than twice every school year at the secondary level. (Education Code 32001)

1. The principal shall notify staff as to the schedule for fire drills.
2. Whenever a fire drill is held, all students, teachers and other employees shall be directed to leave the building. (5 CCR 550)
3. Teachers shall ascertain that no student remains in the building.
4. Teachers shall be prepared to select alternate exits and shall direct their classes to these exits whenever the designated escape route is blocked.
5. 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.

Fires

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, unless the school and/or building is equipped with an automatic fire detection and alarm system. (Education Code 32001)
2. The principal or designee shall call 911.
3. All persons shall be directed to leave the building and shall proceed outside to designated assembly areas.
4. Staff shall give students clear direction and supervision and help maintain a calm and orderly response.
5. In outside assembly areas, teachers shall take roll, report missing students, and provide assistance to any injured students.
6. In outside assembly areas, the principal, designee and/or each department head shall account for their staff, report missing staff, and provide assistance to any injured staff.
7. 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.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

5 CCR 550

Ed. Code 17074.50-17074.56

Ed. Code 32001

Ed. Code 32040

Description

Fire drills

Automatic fire detection, alarm and sprinkler systems - <https://simbli.eboardsolutions.com/SU/9QoOFeSkHp0wSI45QYUQ7w==>

Fire alarms and drills

Duty to equip school with first aid kit

Cross References

Description

- 0450 Comprehensive Safety Plan -
<https://simbli.eboardsolutions.com/SU/L6XWJNrcK5tkhISslshRVFa1Q==>
- 0450 Comprehensive Safety Plan -
<https://simbli.eboardsolutions.com/SU/CUfMPGtwH852FN95IdpVKw==>
- 3516 Emergencies And Disaster Preparedness Plan -
<https://simbli.eboardsolutions.com/SU/7M2rQr2pkmKlbfpRIFdjPg==>
- 3516 Emergencies And Disaster Preparedness Plan -
<https://simbli.eboardsolutions.com/SU/aUG1lcsGqN5iK8Wp1moJXA==>
- 3516.2 Bomb Threats -
<https://simbli.eboardsolutions.com/SU/UMQrwzjHBB232AB6kAfpluszw==>

Regulation 3516.2: Bomb Threats

Status: DRAFT

Original Adopted Date: Pending | Last Revised Date: 07/01/2010

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 dealing with bomb threats. He/she also shall provide training regarding the procedures to site administrators, safety personnel, and staff members who customarily handle mail, telephone calls, or email.

Receiving Threats

Any staff member receiving a telephoned bomb threat shall try to keep the caller on the line in order to gather information about the location and timing of the bomb and the person(s) responsible. To the extent possible, the staff member should also take note of the caller's gender, age, any distinctive features of voice or speech, and any background noises such as music, traffic, machinery, or voices.

If the bomb threat is received through the mail system or in writing, the staff member who receives it should handle the letter, note, or package as minimally as possible. If the threat is received through electronic means, such as email or text messaging, the staff member should not delete the message.

Response Procedure

The following procedure 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 Superintendent or designee. If the threat is in writing, the employee shall place the message in an envelope and take note of where and by whom it was found.
2. Any student or employee who sees a suspicious package shall promptly notify the Superintendent or designee.
3. The Superintendent or designee shall immediately use fire drill signals and initiate standard evacuation procedures as specified in the emergency plan.
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. No school staff shall search for or handle any explosive or incendiary device.

No one shall reenter the threatened building(s) until the Superintendent or designee declares that reentry is safe based on law enforcement and/or fire department clearance.

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 employee or student found to have made a bomb threat shall be subject to disciplinary procedures and/or criminal prosecution.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

Ed. Code 44810
Ed. Code 48900
Ed. Code 51202
Pen. Code 148.1

Description

Willful interference with classroom conduct
Grounds for suspension and expulsion
Instruction in personal and public health and safety
False report of explosive or facsimile bomb

Pen. Code 17 Felony, misdemeanor, classification of offenses
 Pen. Code 245 Assault with deadly weapon

Management Resources References

U.S. Dept. of Homeland Security Publication Bomb Threat Checklist
 Website California Department of Education, Safe Schools - <https://simbli.eboardsolutions.com/SU/AxdFslshFpyQ1QPo821fOy9pg==>
 Website U.S. Department of Homeland Security - <https://simbli.eboardsolutions.com/SU/md2yQ1dESjoilf4HhNBn5g==>
 Website CSBA - <https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==>

Cross References

0450 Comprehensive Safety Plan - <https://simbli.eboardsolutions.com/SU/L6XWJNrcK5tkhSslshRVFa1Q==>
 0450 Comprehensive Safety Plan - <https://simbli.eboardsolutions.com/SU/CUfMPGtwH852FN95ldpVKw==>
 1112 Media Relations - <https://simbli.eboardsolutions.com/SU/CZeYhOY3QSraN50zR35sXw==>
 3515 Campus Security - <https://simbli.eboardsolutions.com/SU/PjF0Zplus3nFncujRRkepdtplusg==>
 3515 Campus Security - <https://simbli.eboardsolutions.com/SU/InslshuYGkyw2oDxQOIQe9KNG==>
 3515.3 District Police/Security Department - <https://simbli.eboardsolutions.com/SU/LYUwxSqOp3ml2HJ3Cw2xoA==>
 3516 Emergencies And Disaster Preparedness Plan - <https://simbli.eboardsolutions.com/SU/7M2rQr2pkmKlbfpRIFdjPg==>
 3516 Emergencies And Disaster Preparedness Plan - <https://simbli.eboardsolutions.com/SU/aUG1lcsGqN5iK8Wp1moJXA==>
 3516.1 Fire Drills and Fires - <https://simbli.eboardsolutions.com/SU/sc1tih9slshloTITZwzYdM4Kg==>
 3516.5 Emergency Schedules - <https://simbli.eboardsolutions.com/SU/Raf764Va7cmCLTlLUPhbg==>
 4040-E(1) Employee Use Of Technology - <https://simbli.eboardsolutions.com/SU/eLW8r06jewXZqplusBDw9UFIA==>
 4040 Employee Use Of Technology - <https://simbli.eboardsolutions.com/SU/e3WGnZiqfXapDldqjM8RUA==>
 4118 Dismissal/Suspension/Disciplinary Action - <https://simbli.eboardsolutions.com/SU/wZFYyjktZa3gWpbXtoZL6w==>
 4118 Dismissal/Suspension/Disciplinary Action - <https://simbli.eboardsolutions.com/SU/je2IMd3pmQR8F6Dplusaa5plusGg==>
 4131 Staff Development - <https://simbli.eboardsolutions.com/SU/L7PIWQxBoUSRd2ggr0QAQ==>
 4218 Dismissal/Suspension/Disciplinary Action - <https://simbli.eboardsolutions.com/SU/YwazqKslshJZ85pluswplusnktprmjw==>
 4218 Dismissal/Suspension/Disciplinary Action - <https://simbli.eboardsolutions.com/SU/Sgi9KXTH8ST61iXslsh7fF5Sw==>
 4231 Staff Development - <https://simbli.eboardsolutions.com/SU/Sw1IN4DYSE3T3eWPFYvkHQ==>

- 4331 Staff Development -
<https://simbli.eboardsolutions.com/SU/GtbPplusGPAZplusB1Cb1k2SzelQ==>
- 5131 Conduct -
<https://simbli.eboardsolutions.com/SU/TRPsNGEmzFf03LYa5XWFUA==>
- 5131.7 Weapons And Dangerous Instruments -
<https://simbli.eboardsolutions.com/SU/MPE4lpluskJESac9q7Fv0cKsA==>
- 5131.7 Weapons And Dangerous Instruments -
<https://simbli.eboardsolutions.com/SU/wsqnBWXM02ba5j6u3g7Splusw==>
- 5144.1 Suspension And Expulsion/Due Process -
<https://simbli.eboardsolutions.com/SU/cTaG0kNFZplusT0aHlqINAxPA==>
- 5144.1 Suspension And Expulsion/Due Process -
<https://simbli.eboardsolutions.com/SU/C1BLqGGeHzV20k92bmslshg9A==>
- 6164.2 Guidance/Counseling Services -
<https://simbli.eboardsolutions.com/SU/39xYUov7iFslshtgslshc5eXRQFw==>

Regulation 3516.3: Earthquake Emergency Procedure System

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 07/01/2016

Earthquake Preparedness

Earthquake emergency procedures shall be established in every school building having an occupant capacity of 50 or more students, or more than one classroom, and shall be incorporated into the comprehensive safety plan. (Education Code 32282)

Earthquake emergency procedures shall be aligned with the Standardized Emergency Management System and the National Incident Management System. (Government Code 8607; 19 CCR 2400-2450)

The Superintendent or designee may work with the California Governor's Office of Emergency Services and the Seismic Safety Commission to develop and establish the earthquake emergency procedures. (Education Code 32282)

Earthquake emergency procedures shall outline the roles and responsibilities of students and staff during and after an earthquake.

Earthquake emergency procedures shall include, but not be limited to, all of the following: (Education Code 32282)

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 procedure whereby each student and staff member takes cover under a table or desk, dropping to his/her knees, with the head protected by the arms and the back to the windows

Drop procedures shall be practiced at least once each school quarter in elementary schools and at least once each semester in secondary schools.

3. Protective measures to be taken before, during, and following an earthquake
4. A program to ensure that students and staff are aware of and properly trained in the earthquake emergency procedure system

Staff and students shall be informed of the dangers to expect in an earthquake and procedures to be followed. Students shall be instructed to remain silent and follow directions given by staff in such an emergency. Staff and students also shall be taught safety precautions to take if they are in the open or on the way to or from school when an earthquake occurs.

Earthquake emergency procedures shall designate primary and alternative locations outside of buildings, which may include areas off campus if necessary, where individuals on a school site will assemble following evacuation. In designating such areas, the Superintendent or designee shall consider potential post-earthquake hazards outside school buildings including, but not limited to, power lines, trees, covered walkways, chain link fences that may be an electric shock hazard, and areas near buildings that may have debris.

Earthquake emergency procedures also shall outline primary and alternative evacuation routes that avoid areas with potential hazards to the extent possible. The needs of students with disabilities shall be considered when planning evacuation routes.

The Superintendent or designee shall consider the danger of a post-earthquake tsunami when developing evacuation routes and locations, including the need to evacuate to higher ground.

The Superintendent or designee shall identify at least one individual within each building to determine if an evacuation is necessary, the best evacuation location, and the best route to that location when an earthquake occurs.

The Superintendent or designee shall identify potential earthquake hazards in classrooms and other district facilities, including, but not limited to, areas where the main gas supply or electric current enters the building, suspended ceilings, pendant light fixtures, large windows, stairwells, science laboratories, storage areas for hazardous materials, shop areas, and unsecured furniture and equipment. To the extent possible, dangers presented by such potential hazards shall be minimized by securing equipment and furnishings and removing heavy objects from high shelves.

Earthquake While Indoors at School

When an earthquake occurs, the following actions shall be taken inside buildings and classrooms:

1. Staff shall have students perform the drop procedure. Students should stay in the drop position until the emergency is over or until further instructions are given.
2. In laboratories, burners should be extinguished, if possible, before taking cover.
3. As soon as possible, staff shall move students away from windows, shelves, and heavy objects or furniture that may fall.
4. After the earthquake, the principal or designee shall determine whether planned evacuation routes and assembly locations are safe and shall communicate with teachers and other staff.
5. When directed by the principal or designee to evacuate, or if classrooms or other facilities present dangerous hazards that require immediate evacuation, staff shall account for all students under their supervision and shall evacuate the building in an orderly manner.

Earthquake While Outdoors on School Grounds

When an earthquake occurs, the following actions shall be taken by staff or other persons in authority who are outdoors on school grounds:

1. Staff shall direct students to walk away from buildings, trees, overhead power lines, power poles, or exposed wires.
2. Staff shall have students perform the drop procedure.
3. Staff shall have students stay in the open until the earthquake is over or until further directions are given.

Earthquake While on the Bus

If students are on the school bus when an earthquake occurs, the bus driver shall take proper precautions to ensure student safety, which may include pulling over to the side of the road or driving to a location away from outside hazards, if possible. Following the earthquake, the driver shall contact the Superintendent or designee for instructions before proceeding on the route or, if such contact is not possible, drive to an evacuation or assembly location.

Subsequent Emergency Procedures

After an earthquake episode has subsided, the following actions shall be taken:

1. Staff shall extinguish small fires if safe.
2. Staff shall provide first aid to any injured students, take roll, and report missing students to the principal or designee.
3. Staff and students shall refrain from lighting any stoves or burners or operating any electrical switches until the area is declared safe.
4. All buildings shall be inspected for water and gas leaks, electrical breakages, and large cracks or earth slippage affecting buildings.
5. The principal or designee shall post staff at safe distances from all building entrances and instruct staff and students to remain outside the buildings until they are declared safe.
6. The principal or designee shall request assistance as needed from the county or city civil defense office, fire and police departments, city and county building inspectors, and utility companies and shall confer with them regarding the advisability of closing the school.

7. The principal or designee shall contact the Superintendent or designee and request further instructions after assessing the earthquake damage.
8. The Superintendent or designee shall provide updates to parents/guardians of district students and members of the community about the incident, any safety issues, and follow-up directions.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

	Description
19 CCR 2400-2450	Standardized Emergency Management System - https://simbli.eboardsolutions.com/SU/ObndV9AprOzBEMdP32davQ==
Ed. Code 32280-32289	School safety plans
Gov. Code 3100	Public employees as disaster service workers
Gov. Code 8607	Standardized Emergency Management System

Management Resources References

	Description
Cal OES Publication	School Emergency Response: Using SEMS at Districts and Sites, June 1998
Cal OES Publication	School Emergency Response: Using SEMS at Districts and Sites, June 1998
Cal OES Publication	The ABCs of Post-Earthquake Evacuation: A Checklist for School Administrators and Faculty
Cal OES Publication	Guide and Checklist for Nonstructural Earthquake Hazards in California Schools, January 2003
Fed. Emgcy. Mgmt. Agency Pub.	National Incident Management System, 3rd ed., October 2017
Website	American Red Cross - https://simbli.eboardsolutions.com/SU/HmYHtm3CslshQI2g9FQfr7fqg==
Website	California Governor's Office of Emergency Services - https://simbli.eboardsolutions.com/SU/paQuTKALN4viPICvslshz93ig==
Website	California Seismic Safety Commission - https://simbli.eboardsolutions.com/SU/Lkdqz8ic1gSgDXiPG33tyw==
Website	Federal Emergency Management Agency - https://simbli.eboardsolutions.com/SU/CymJLrPo3hyHyY1yiRWvSA==

Cross References

	Description
0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/L6XWJNrcK5tkhIsslshRVFa1Q==
0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/CUfMPGtwhH852FN95ldpVKw==
1112	Media Relations - https://simbli.eboardsolutions.com/SU/CZeYhOY3QSraN50zR35sXw==
3514	Environmental Safety - https://simbli.eboardsolutions.com/SU/a955xSb4B87M0XepeQ0TslshQ==
3514	Environmental Safety - https://simbli.eboardsolutions.com/SU/tvzfEzdOLc74oNNyAsRXTw==
3516	Emergencies And Disaster Preparedness Plan - https://simbli.eboardsolutions.com/SU/7M2rQr2pkmKlbfprIFdjpPg==
3516	Emergencies And Disaster Preparedness Plan - https://simbli.eboardsolutions.com/SU/aUG1lcsGqN5iK8Wp1moJXA==
3543	Transportation Safety And Emergencies - https://simbli.eboardsolutions.com/SU/eGwNsoQqidJSWdRAm3nmw==

4131 Staff Development - <https://simbli.eboardsolutions.com/SU/L7PIWQxBoUSRd2ggr0QAgQ==>

4231 Staff Development - <https://simbli.eboardsolutions.com/SU/Sw1IN4DYSF3T3eWPFYvkHQ==>

4331 Staff Development - <https://simbli.eboardsolutions.com/SU/GtbPplusGPAZplusB1Cb1k2SzelQ==>

Policy 3516.5: Emergency Schedules

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 07/01/2010

In order to provide for the safety of students and staff, the Governing Board authorizes the Superintendent or designee to close a school site, change the regular school day schedule, or take any necessary action when hazardous environmental or weather conditions or other emergencies warrant.

When an emergency condition causes a school closure, reduction in attendance, or change in schedule pursuant to Education Code 41422 or 46392, thereby preventing the district from complying with the minimum number of instructional days or minutes required by law, the Superintendent or designee shall complete and submit to the Superintendent of Public Instruction the necessary forms for obtaining approval of the days of the closure, reduction in attendance, or change in schedule. The Superintendent or designee shall submit other relevant district records as may be required.

The Superintendent or designee shall establish a system for informing students and parents/guardians when school buses are not operating as scheduled, the school day schedule is changed, or the school is closed. The district's notification system shall include, but is not limited to, notifying local television and radio stations, posting on district web site(s), sending email and text messages, and/or making telephone calls.

Whenever the school day schedule changes after students have arrived at school, the Superintendent or designee shall ensure that students are supervised in accordance with the procedures specified in the district's emergency and disaster preparedness plan.

The Superintendent or designee may provide a means to make up lost instructional time later during the year. Students and parents/guardians shall receive timely advanced notice of any resulting changes in the school calendar or school day schedule.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

State References	Description
Ed. Code 41420	Apportionment withholding, schools not maintained for 175 days
Ed. Code 41422	Schools not maintained for 175 days
Ed. Code 46010	Total days of attendance
Ed. Code 46100-46192	Attendance; maximum credit; minimum day
Ed. Code 46390	Calculation of ADA in emergency
Ed. Code 46391	Lost or destroyed ADA records
Ed. Code 46392	Emergency conditions; ADA estimate
Veh. Code 34501.6	School buses; reduced visibility

Management Resources References

Management Resources References	Description
CA DOE Correspondence	90-01 Average Daily Attendance Credit During Periods of Emergency, February 10, 2005
Website	California Department of Education - https://simbli.eboardsolutions.com/SU/os2jq5DcA2RawmY2VZ5FZQ==

Cross References

Cross References	Description
0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/L6XWJNrcK5tkhI5slshRVFa1Q==
0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/CUfMPGtwH852FN95ldpVKw==
1112	Media Relations - https://simbli.eboardsolutions.com/SU/CZeYhOY3QSraN50zR35sXw==

1113-E(2)	District And School Web Sites - https://simbli.eboardsolutions.com/SU/OiH2slshRplus9gUOCkx5Ra8GyGA==
1113	District And School Web Sites - https://simbli.eboardsolutions.com/SU/thuSslshFplusjqlwnlr1t7NTGKA==
1113	District And School Web Sites - https://simbli.eboardsolutions.com/SU/PsLybYZyQDbWreMAotaKGg==
2210	Administrative Discretion Regarding Board Policy - https://simbli.eboardsolutions.com/SU/X2P7c7U9Dv50qfS5BJm4lg==
3511	Energy And Water Management - https://simbli.eboardsolutions.com/SU/Rtdok6FaTpShfiEplusZslsh247Q==
3511	Energy And Water Management - https://simbli.eboardsolutions.com/SU/gkXI0ep1VrebJ5GqZLXkTA==
3514	Environmental Safety - https://simbli.eboardsolutions.com/SU/a955xSb4B87M0XepeQ0TslshQ==
3514	Environmental Safety - https://simbli.eboardsolutions.com/SU/tvzfEzdOLc74oNNyAsRXTw==
3516	Emergencies And Disaster Preparedness Plan - https://simbli.eboardsolutions.com/SU/7M2rQr2pkmKlbfprIFdjPg==
3516	Emergencies And Disaster Preparedness Plan - https://simbli.eboardsolutions.com/SU/aUG1lcsGqN5iK8Wp1moJXA==
3516.2	Bomb Threats - https://simbli.eboardsolutions.com/SU/UMQrwxjHBB232AB6kApluszw==
3542	School Bus Drivers - https://simbli.eboardsolutions.com/SU/CcSyslshEtUQVtAccoslshJ1oA==
3543	Transportation Safety And Emergencies - https://simbli.eboardsolutions.com/SU/eGwNsoQqidJSWdRAm3nmw==
3580	District Records - https://simbli.eboardsolutions.com/SU/n2YgqoHklkzJn4Vofx68uQ==
3580	District Records - https://simbli.eboardsolutions.com/SU/En8VbWkeCavFgJplusUm0xdFw==
4113.5	Working Remotely - https://simbli.eboardsolutions.com/SU/cyKtkculq4EwimhslshksszvA==
4157	Employee Safety - https://simbli.eboardsolutions.com/SU/ro9myPDMM3hGaewg6Qw9wg==
4157	Employee Safety - https://simbli.eboardsolutions.com/SU/j4r93sEIUTfO2NbgUkLUUg==
4213.5	Working Remotely - https://simbli.eboardsolutions.com/SU/aslshLm5EplusAH6IY922brpjyig==
4257	Employee Safety - https://simbli.eboardsolutions.com/SU/h3v1SRpZEoKslshy0035slshn0Kg==
4257	Employee Safety - https://simbli.eboardsolutions.com/SU/Qzbf62FbMBNjldq6OCVPiQ==
4313.5	Working Remotely - https://simbli.eboardsolutions.com/SU/sXJtqwm9DISuqRvivZslshcbQ==
4357	Employee Safety - https://simbli.eboardsolutions.com/SU/8sedoxyCQceB5cNIAho4gA==
4357	Employee Safety - https://simbli.eboardsolutions.com/SU/bNIFucAQpkr9NLQBMYZ3uw==
5142	Safety - https://simbli.eboardsolutions.com/SU/TSplusv9I4hpxDWdHp81uplushyA==

- 5142 Safety - <https://simbli.eboardsolutions.com/SU/5o6splusZGjslshAfjaqxn0dgpluskA==>
- 6111 School Calendar - <https://simbli.eboardsolutions.com/SU/rBdkGK2bTDaJaVkheME7Jw==>
- 6112 School Day - <https://simbli.eboardsolutions.com/SU/7f3QGTbXns9wwhOwsQqMg==>
- 6112 School Day - <https://simbli.eboardsolutions.com/SU/m56UcDtL762rle1T7Qdmyg==>
- 6157 Distance Learning - <https://simbli.eboardsolutions.com/SU/ruyiBU9ym6obTN6qTpGiRQ==>

Regulation 3517: Facilities Inspection

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 12/01/2017

The Superintendent or designee shall inspect school facilities to ensure that they are maintained in good repair. At a minimum, he/she shall assess those facility conditions specified on the facilities inspection tool developed by the Office of Public School Construction, including, but not limited to, the following: (Education Code 17002, 35292.5)

1. **Gas Leaks:** Gas systems and pipes appear and smell safe, functional, and free of leaks.
2. **Mechanical Systems:** Heating, ventilation, and air conditioning systems, as applicable, are functional and unobstructed; appear to supply an adequate amount of air to all classrooms, work spaces, and facilities; and maintain interior temperatures within normally acceptable ranges.
3. **Windows and Doors:** Windows and doors are intact, functional, and open, close, and lock as designed, unless there is a valid reason they should not function as designed.
4. **Fences and Gates:** Fences and gates are intact, functional, and free of holes and other conditions that could present a safety hazard to students, staff, or others. Locks and other security hardware function as designed.
5. **Interior Surfaces (walls, floors, ceilings):** Interior surfaces are free of safety hazards from tears, holes, missing floor and ceiling tiles, torn carpet, water damage, or other cause. Ceiling tiles are intact. Surfaces display no evidence of mold or mildew.
6. **Hazardous Materials:** Hazardous and flammable materials are stored properly. No evidence of peeling, chipping, or cracking paint is apparent. No indicators of mold, mildew, or asbestos exposure are evident. There does not appear to be evidence of hazardous materials that may pose a threat to the health and safety of students or staff.
7. **Structures:** Posts, beams, supports for portable classrooms and ramps, and other structures appear intact, secure, and functional as designed. Ceilings and floors are not sloping or sagging beyond their intended design. There is no visible evidence of severe cracks, dry rot, mold, or damage that undermines structural components.
8. **Fire Safety and Emergency Equipment:** Fire sprinklers, fire extinguishers, emergency alarm systems, and all emergency equipment and systems appear to be functioning properly. Fire alarm pull stations are clearly visible. Fire extinguishers are current and placed in all required areas, including every classroom and assembly area. Emergency exits are clearly marked and unobstructed.
9. **Electrical Systems:** Electrical systems, components, and equipment, including switches, junction boxes, panels, wiring, outlets, and light fixtures, are securely enclosed, properly covered and guarded from student access, and appear to be working properly.
10. **Lighting:** Interior and exterior lighting appears to be adequate and working properly. Lights do not flicker, dim, or malfunction, and there is no unusual hum or noise from light fixtures.
11. **Pest/Vermin Infestation:** No visible or odorous indicators of pest or vermin infestation are evident.
12. **Drinking Fountains:** Interior and exterior drinking fountains are functional, accessible, and free of leaks. Drinking water pressure is adequate. Fountain water is clear and without unusual taste or odor, and moss, mold, or excessive staining is not evident.
13. **Restrooms:** Restrooms are fully operational, maintained and cleaned regularly, and stocked at all times with supplies (including toilet paper, soap, and paper towels or functional hand dryers) in accordance with Education Code 35292.5. The school keeps all restrooms open during school hours when students are not in classes and keeps a sufficient number of restrooms open during school hours when students are in classes, except when necessary to temporarily close a restroom for student safety or to repair the facility.

In addition, in a school serving any of grades 6-12 in which 40 percent or more of the students in the school or school attendance area are from low-income families, at least 50 percent of the school's restrooms are stocked with feminine hygiene products, for which students are not charged. (Education Code 35292.6; 20 USC 6314)

14. Sewers: The sanitary sewer system controls odors as designed, displays no signs of stoppage, backup, or flooding in school facilities or on school grounds, and appears to be functioning properly.
15. Roofs: Roofs, gutters, roof drains, and downspouts appear to be functioning properly and are free of visible damage and evidence of disrepair when observed from the ground from inside and outside the building
16. Drainage: School grounds do not exhibit signs of drainage problems, such as visible evidence of flooded areas, eroded soil, water damage to asphalt playgrounds or parking areas, or clogged storm drain inlets.
17. Playground/School Grounds: Playground equipment (exterior fixtures, seating, tables, and equipment), school grounds, fields, walkways, and parking lot surfaces are functional and free of significant cracks, trip hazards, holes, deterioration that affects functionality or safety, and other health and safety hazards.
18. Overall Cleanliness: School grounds, buildings, common areas, and individual rooms appear to have been cleaned regularly and are free of accumulated refuse and unabated graffiti. Restrooms, drinking fountains, and food preparation or serving areas appear to have been cleaned each day that school is in session.

In addition, to ensure the health and safety of students, the Superintendent or designee shall provide for the testing of drinking water on campus and of the soil and painted surfaces of school facilities for the presence of lead and/or other harmful substances, in accordance with state and federal standards.

The Superintendent or designee shall ensure that any necessary repairs or removal of hazards identified during the inspection are made in a timely and expeditious manner.

An assessment of the safety, cleanliness, and adequacy of school facilities, including any needed maintenance to ensure good repair as defined in Education Code 17002, shall be reported on the school accountability report card. (Education Code 33126)

Any complaint alleging a school facility condition that poses an emergency or urgent threat to the health or safety of students or staff, or alleging that a school restroom is not clean, maintained, or kept open, shall be addressed in accordance with AR 1312.4 - Williams Uniform Complaint Procedures.

The Superintendent or designee shall provide the Board with regular reports regarding the district's facility inspection program and updates of any visits to district schools by the County Superintendent of Schools.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

2 CCR 1859.300-1859.330

Ed. Code 1240

Ed. Code 17002

Ed. Code 17070.10-17077.10

Ed. Code 17565-17591

Ed. Code 17592.72

Ed. Code 33126

Ed. Code 35186

Ed. Code 35292.5-35292.6

H&S Code 116277

Description

Emergency Repair Program -

<https://simbli.eboardsolutions.com/SU/ZtX55Ue9ctaSCHdnkNBQAw==>

County superintendent of schools, duties -

<https://simbli.eboardsolutions.com/SU/zxiNbLNKXQ1Z3w2H1beZIA==>

State School Building Lease-Purchase Law, including definition of good repair -

<https://simbli.eboardsolutions.com/SU/SWCTtYtHLbJV2oTkKplusAVTw==>

Leroy F. Greene School Facilities Act of 1998 -

<https://simbli.eboardsolutions.com/SU/fu4PsUtUAb4qYYOY9breHg==>

Property maintenance and control

Urgent or emergency repairs, School Facility Emergency Repair Account

School accountability report card

Complaints regarding teacher vacancy or misassignment

Restrooms, maintenance and cleanliness

Lead testing of potable water at schools and requirements to remedy

Federal References

Description

20 USC 6314 Schoolwide programs
 42 USC 300f-300j-27 Safe Drinking Water Act

Management Resources References

Description

State Allocation Board, Office Of Public School Co Facility Inspection Tool: School Facility Conditions Evaluation
 Website [California County Superintendents Educational Services Association - https://simbli.eboardsolutions.com/SU/FJy7Gf2dJxDpluso3aMdrmkQ==](https://simbli.eboardsolutions.com/SU/FJy7Gf2dJxDpluso3aMdrmkQ==)
 Website [California Department of Education, Williams Case - https://simbli.eboardsolutions.com/SU/IgEokvI5m4hnKA9yXFZS8A==](https://simbli.eboardsolutions.com/SU/IgEokvI5m4hnKA9yXFZS8A==)
 Website [State Allocation Board, Office of Public School Construction - https://simbli.eboardsolutions.com/SU/UxUcDGuszWNedr16Dp8wuQ==](https://simbli.eboardsolutions.com/SU/UxUcDGuszWNedr16Dp8wuQ==)
 Website [Coalition for Adequate School Housing - https://simbli.eboardsolutions.com/SU/zOaL3RZeocPBOQ9GOYjpAg==](https://simbli.eboardsolutions.com/SU/zOaL3RZeocPBOQ9GOYjpAg==)
 Website [CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==](https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==)

Cross References

Description

0460 [Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/Aw8id04Xslshtwr2fwthpc6kQ==](https://simbli.eboardsolutions.com/SU/Aw8id04Xslshtwr2fwthpc6kQ==)
 0460 [Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/AqGX4FD1zilFa09072shSA==](https://simbli.eboardsolutions.com/SU/AqGX4FD1zilFa09072shSA==)
 0510 [School Accountability Report Card - https://simbli.eboardsolutions.com/SU/Lynxi3HVXrI39slshPBZoWniw==](https://simbli.eboardsolutions.com/SU/Lynxi3HVXrI39slshPBZoWniw==)
 1312.4-E(1) [Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/iF7XVrTLVgka8qS0bhHh4w==](https://simbli.eboardsolutions.com/SU/iF7XVrTLVgka8qS0bhHh4w==)
 1312.4-E(2) [Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/8HPm8KslshisDs5hMZf4hp08w==](https://simbli.eboardsolutions.com/SU/8HPm8KslshisDs5hMZf4hp08w==)
 1312.4 [Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/LJ5wHnr3ioQ00m5NGceBfQ==](https://simbli.eboardsolutions.com/SU/LJ5wHnr3ioQ00m5NGceBfQ==)
 1330.1 [Joint Use Agreements - https://simbli.eboardsolutions.com/SU/stKqY9WmU4plusOGUIKkyeTJw==](https://simbli.eboardsolutions.com/SU/stKqY9WmU4plusOGUIKkyeTJw==)
 3000 [Concepts And Roles - https://simbli.eboardsolutions.com/SU/JdgifB2plus0qJxNgSrLTMbuQ==](https://simbli.eboardsolutions.com/SU/JdgifB2plus0qJxNgSrLTMbuQ==)
 3311 [Bids - https://simbli.eboardsolutions.com/SU/Z3Amu76riOmr57tOplussqAaQ==](https://simbli.eboardsolutions.com/SU/Z3Amu76riOmr57tOplussqAaQ==)
 3311 [Bids - https://simbli.eboardsolutions.com/SU/Nplus3XMZFeuVvs4plusNXhe9tAA==](https://simbli.eboardsolutions.com/SU/Nplus3XMZFeuVvs4plusNXhe9tAA==)
 3511.1 [Integrated Waste Management - https://simbli.eboardsolutions.com/SU/AOxuh5Uu5iBE2m5rslshENPmw==](https://simbli.eboardsolutions.com/SU/AOxuh5Uu5iBE2m5rslshENPmw==)
 3511.1 [Integrated Waste Management - https://simbli.eboardsolutions.com/SU/2ELftXgboa5xOcNq7Nn2Ww==](https://simbli.eboardsolutions.com/SU/2ELftXgboa5xOcNq7Nn2Ww==)
 3514 [Environmental Safety - https://simbli.eboardsolutions.com/SU/a955xSb4B87M0XepeQ0TslshQ==](https://simbli.eboardsolutions.com/SU/a955xSb4B87M0XepeQ0TslshQ==)
 3514 [Environmental Safety - https://simbli.eboardsolutions.com/SU/tvzfEzdOLc74oNNyAsRXTw==](https://simbli.eboardsolutions.com/SU/tvzfEzdOLc74oNNyAsRXTw==)
 3514.2 [Integrated Pest Management - https://simbli.eboardsolutions.com/SU/p4Jscal1N80xOCzfHESShw==](https://simbli.eboardsolutions.com/SU/p4Jscal1N80xOCzfHESShw==)
 3516 [Emergencies And Disaster Preparedness Plan - https://simbli.eboardsolutions.com/SU/7M2rQr2pkmKlbfRIFdjPg==](https://simbli.eboardsolutions.com/SU/7M2rQr2pkmKlbfRIFdjPg==)

3516	Emergencies And Disaster Preparedness Plan - https://simbli.eboardsolutions.com/SU/aUG1lcsGqN5iK8Wp1moJXA==
3550	Food Service/Child Nutrition Program - https://simbli.eboardsolutions.com/SU/COmKhtYWlyXByiQXDYg04w==
3550	Food Service/Child Nutrition Program - https://simbli.eboardsolutions.com/SU/OS8E36HK7veplusYrVI9QWEBg==
7110	Facilities Master Plan - https://simbli.eboardsolutions.com/SU/Tpl5YVCLGoV6slshaQuIMTGEQ==
7111	Evaluating Existing Buildings - https://simbli.eboardsolutions.com/SU/XplusOGSTVXQv9SfNRon3XKslshw==
9000	Role Of The Board - https://simbli.eboardsolutions.com/SU/WZyw8x3kZcbozuLDZ2bMPw==

Policy 3540: Transportation

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 05/01/2019

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. In determining the extent to which the district will provide transportation services, the Board shall weigh student and community needs against the cost of providing such services.

The Superintendent or designee shall recommend to the Board economical, environmentally sustainable, and appropriate means of providing transportation services.

The 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, 39800, 39801)

In contracting for transportation services, the district shall comply with all applicable laws related to bids and contracts. (Education Code 39802-39803)

The Board may charge a transportation fee to parents/guardians of transported students in accordance with Education Code 39807.5 and BP/AR 3250 - Transportation Fees.

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 pursuant to Education Code 35350 or the evacuation of students as necessary for their safety.

The Superintendent or designee shall develop procedures to promote safety for students traveling on school buses.

The district may install a global positioning system (GPS) on school buses and/or student activity buses in order to enhance student safety and provide real-time location data to district and school administrators and parents/guardians.

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.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

Description

13 CCR 2025	Retrofitting of diesel school buses - https://simbli.eboardsolutions.com/SU/pWrAqnJz71uosnnovuAPRg==
5 CCR 14100-14103	Use of school buses and school pupil activity buses
5 CCR 15240-15343	Allowances for student transportation
5 CCR 15253-15272	District records related to transportation
Ed. Code 35330	Field trips and excursions; student fees
Ed. Code 35350	Authority to transport pupils
Ed. Code 39800	Powers of governing board to provide transportation to and from school
Ed. Code 39800-39860	Transportation
Ed. Code 39801	Contract with County Superintendent of Schools to provide transportation
Ed. Code 39802-39803	Bids and contracts for transportation services
Ed. Code 39806	Payments to parents in lieu of transportation
Ed. Code 39807	Food and lodging payments in lieu of transportation
Ed. Code 39807.5	Payment of transportation costs by parents

Ed. Code 39808	Transportation for private school students
Ed. Code 41850-41854	Allowances for transportation
Ed. Code 41860-41862	Supplemental allowances for transportation
Ed. Code 45125.1	Fingerprinting; employees of contracting entity
Ed. Code 52311	Regional occupational centers, transportation
Gov. Code 3540-3549.3	Educational Employment Relations Act
Pen. Code 637.7	Electronic tracking devices
Veh. Code 2807	School bus inspection

Management Resources References

Court Decision	Description Arcadia Unified School District et. al. v. State Department of Education, 2 Cal. 4th 251 (1992)
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Cross References

	Description
0410	Nondiscrimination In District Programs And Activities - https://simbli.eboardsolutions.com/SU/fwomAXkSXLcCV5FefkGPw==
0470	COVID-19 Mitigation Plan - https://simbli.eboardsolutions.com/SU/PhHbBWdXMHFVlps9s9O43A==
3000	Concepts And Roles - https://simbli.eboardsolutions.com/SU/JdgifB2plus0qJxNgSrLTMbuQ==
3100	Budget - https://simbli.eboardsolutions.com/SU/MLg8BCb4nl9AF0ZDQbf1Nw==
3100	Budget - https://simbli.eboardsolutions.com/SU/2qaolYeOI8w4xRplusvFVpSOA==
3250	Transportation Fees - https://simbli.eboardsolutions.com/SU/cKoOAQlxq75hpveoz9cyAQ==
3250	Transportation Fees - https://simbli.eboardsolutions.com/SU/I6plusjoslshdplus4OcT33FLJW5aNA==
3311	Bids - https://simbli.eboardsolutions.com/SU/Z3Amu76riOms7tOplussqAaQ==
3311	Bids - https://simbli.eboardsolutions.com/SU/Nplus3XMZFeuVvs4plusNXhe9tAA==
3312	Contracts - https://simbli.eboardsolutions.com/SU/WrfrR3GHsZq4NytXowagFLQ==
3511	Energy And Water Management - https://simbli.eboardsolutions.com/SU/Rtdok6FaTpShfiEplusZslsh247Q==
3511	Energy And Water Management - https://simbli.eboardsolutions.com/SU/gkXI0ep1VrebJ5GqZLXkTA==
3512-E(1)	Equipment - https://simbli.eboardsolutions.com/SU/wAY2kbJtsJ5F5Adq8CFR5Q==
3512	Equipment - https://simbli.eboardsolutions.com/SU/T0plusMZnmTgplusCRZdM6VXt5HA==
3514	Environmental Safety - https://simbli.eboardsolutions.com/SU/a955xSb4B87M0XepeQ0TslshQ==
3514	Environmental Safety - https://simbli.eboardsolutions.com/SU/tvzfEzdOLc74oNNyAsRXTw==
3515.6	Criminal Background Checks For Contractors - https://simbli.eboardsolutions.com/SU/plusQ4HslshWWgjtQMUHlxKaZZdA==
3516	Emergencies And Disaster Preparedness Plan - https://simbli.eboardsolutions.com/SU/7M2rQr2pkmKlbfprIFdjPg==

3516	Emergencies And Disaster Preparedness Plan - https://simbli.eboardsolutions.com/SU/aUG1lcsGqN5iK8Wp1moJXA==
3541	Transportation Routes And Services - https://simbli.eboardsolutions.com/SU/rlslhZN7XzQigGs6qFUPanQSA==
3541.1-E(1)	Transportation For School-Related Trips - https://simbli.eboardsolutions.com/SU/tLToXIW9fuaXOVx6dZw2Gw==
3541.1-E(2)	Transportation For School-Related Trips - https://simbli.eboardsolutions.com/SU/nSqMHUdALPybQLsWmMJslshQ==
3541.1	Transportation For School-Related Trips - https://simbli.eboardsolutions.com/SU/SuCpz1At39dlaislsh5qsoasQ==
3541.2	Transportation For Students With Disabilities - https://simbli.eboardsolutions.com/SU/sa60rGiDyC1pVnhuAQF09Q==
3542	School Bus Drivers - https://simbli.eboardsolutions.com/SU/CcSyslshTetfUQVtAccoslshJ1oA==
3543	Transportation Safety And Emergencies - https://simbli.eboardsolutions.com/SU/eGwNsoQqidJSWdRAdm3nmw==
4112.4	Health Examinations - https://simbli.eboardsolutions.com/SU/vG0tIHc7y2sDfiHkRLHN2w==
4112.42	Drug And Alcohol Testing For School Bus Drivers - https://simbli.eboardsolutions.com/SU/cUo9zG6CAplusPlrWFhCwOWZg==
4112.42	Drug And Alcohol Testing For School Bus Drivers - https://simbli.eboardsolutions.com/SU/bv3wDhvoOIA5hBFQcUiNKw==
4212.4	Health Examinations - https://simbli.eboardsolutions.com/SU/Em8sQaplusmsx1uuK4xFnJHGA==
4212.42	Drug And Alcohol Testing For School Bus Drivers - https://simbli.eboardsolutions.com/SU/5ctplusBslshzPFRdeU9IXxKGoPA==
4212.42	Drug And Alcohol Testing For School Bus Drivers - https://simbli.eboardsolutions.com/SU/wExU67bd5HIGKPSW7G4Pwg==
4231	Staff Development - https://simbli.eboardsolutions.com/SU/Sw1N4DYSF3T3eWPFYvkHQ==
4312.4	Health Examinations - https://simbli.eboardsolutions.com/SU/6M2SwpfRplusyOll8ImLfii5w==
4312.42	Drug And Alcohol Testing For School Bus Drivers - https://simbli.eboardsolutions.com/SU/5ZslshvIXd9Vslsh5uJDcPTa0AQ==
4312.42	Drug And Alcohol Testing For School Bus Drivers - https://simbli.eboardsolutions.com/SU/eJmFZqgE9zQe7fVZeE2KJw==
5116.1	Intradistrict Open Enrollment - https://simbli.eboardsolutions.com/SU/rplusqxF2gEQfpvHfLaKF7wMw==
5116.1	Intradistrict Open Enrollment - https://simbli.eboardsolutions.com/SU/v1MGDaslsh2xz1j34kuG6kQ7Q==
5117	Interdistrict Attendance - https://simbli.eboardsolutions.com/SU/M65UVU52dD6tJUuqplus0WGplusw==
5117	Interdistrict Attendance - https://simbli.eboardsolutions.com/SU/O929LIN723Jw6duArJnnplusw==
5131.1	Bus Conduct - https://simbli.eboardsolutions.com/SU/jzG3vDoWUknmslshp9WWzpbXQ==
5131.1	Bus Conduct - https://simbli.eboardsolutions.com/SU/E0Mex0NslshH8GplusHSslsh0Qne3dg==
6142.4	Service Learning/Community Service Classes - https://simbli.eboardsolutions.com/SU/rp0K7YDUYV1nKGFz5glPyg==

- 6173.1 Education For Foster Youth -
<https://simbli.eboardsolutions.com/SU/UGtplusuDmHnIAU6gTH8ITnQA==>
- 6173.1 Education For Foster Youth -
<https://simbli.eboardsolutions.com/SU/sl6AaUWzj02aztN0ldt8ig==>
- 6178.2 Regional Occupational Center/Program -
<https://simbli.eboardsolutions.com/SU/IM4EGlliAwnrKcZFRygMSw==>
- 6181 Alternative Schools/Programs Of Choice -
<https://simbli.eboardsolutions.com/SU/s1rMpluslBzIplus87fvPQpAnslw==>
- 6181 Alternative Schools/Programs Of Choice -
<https://simbli.eboardsolutions.com/SU/JbC2gsauM34uQ1E6t9e3Og==>

Regulation 3541: Transportation Routes And Services

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 05/01/2018

The Superintendent or designee shall design transportation routes and stops within district boundaries that promote student safety, maximum efficiency in the use of buses, and decreased traffic in and around the schools.

Students shall be eligible for transportation service to and from school if the distance between their school-established bus stop and the school is beyond the minimum listed below:

1. For elementary school students:
 - Grades K-3: three-fourths mile
 - Grades 4-8: one mile
2. For students attending a three-year junior high school:
 - Grades 7-9: one mile
3. For students attending a four-year high school:
 - Grades 9-12: two miles

The Superintendent or designee may authorize transportation below these limits when safety problems or hazards exist.

The Superintendent or designee shall communicate in writing to parents/guardians regarding bus routes, schedules, and stops. He/she may also arrange for local media to publish such information.

With the Governing 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 39800)
2. Field trips and excursions (Education Code 35330)
3. School activities, expositions or fairs, or other activities determined to be for the benefit of students (Education Code 39860)
4. District employees, parents/guardians, and adult volunteers traveling to and from educational activities authorized by the district (Education Code 39837.5)
5. Preschool or nursery school students (Education Code 39800)
6. Students traveling to full-time occupational classes provided by a regional occupational center or program (Education Code 39807.5, 41850)
7. Students traveling to and from their places of employment during the summer in connection with a summer employment program for youth (Education Code 39837)
8. Matriculated or enrolled adults traveling to and from school, or adults for educational purposes other than to and from school (Education Code 39801.5)
9. Private school students, upon the same terms, in the same manner, and on the same routes provided for district students (Education Code 39808)
10. Nonschool purposes as allowed by law, such as:
 - a. Community recreation (Education Code 39835)
 - b. Public transportation (Education Code 39841)

- c. Transportation of government employees to and from their places of employment (Education Code 39840)

Students who attend school outside of their school attendance area or district boundaries may be eligible for transportation services in accordance with district policy.

The district shall provide home-to-school transportation and additional transportation services as needed for students with disabilities as specified in their individualized education program or Section 504 plan. (Education Code 41850; 20 USC 1400-1482; 34 CFR 104.4, 300.17, 300.34)

The Superintendent or designee shall provide transportation to homeless students in accordance with law, Board policy, and administrative regulation. When the student resides outside of district boundaries, the Superintendent or designee shall consult with the superintendent of the district of residence to apportion the responsibility and costs of transportation. (42 USC 11432)

The Superintendent or designee shall collaborate with the local child welfare agency to determine the provision, arrangement, and funding of transportation to enable foster youth to attend their school of origin when it is in the student's best interest to do so. (20 USC 6312)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

5 CCR 15240-15244

Description

Allowances for student transportation, definitions

Ed. Code 10900.5

Use of school buses for community recreation - <https://simbli.eboardsolutions.com/SU/b64zRerre7CTzMcQ2xhIAQ==>

Ed. Code 35330

Field trips and excursions; student fees

Ed. Code 35350

Authority to transport pupils

Ed. Code 39800

Powers of governing board to provide transportation to and from school

Ed. Code 39800-39809.5

Transportation, general provisions

Ed. Code 39801.5

Transportation for adults

Ed. Code 39808

Transportation for private school students

Ed. Code 39830-39843

School buses

Ed. Code 39835

Use of school buses for community recreation

Ed. Code 39837

Transportation to summer employment program

Ed. Code 39837.5

Transportation of employees, parents/guardians, and adult volunteers to school activities

Ed. Code 39860

Transportation to school activities

Ed. Code 41850-41856

Allowances for transportation

Ed. Code 41860-41863

Supplementary allowances for transportation

Ed. Code 48853.5

Education of foster youth; immediate enrollment

Federal References

Description

20 USC 1400-1482

Individuals with Disabilities Education Act

20 USC 6312

Local educational agency plan

34 CFR 104.4

Equal opportunity under the Rehabilitation Act of 1973, Section 504

34 CFR 300.17

Free appropriate public education

34 CFR 300.34

Related services

42 USC 11432

McKinney-Vento Homeless Assistance Act

Management Resources References

CSBA Publication

Description

Special Education Pupil Transportation: Considerations in the Era of LCFF, Governance Brief, April 2014

Website

California Department of Education, Office of School Transportation - <https://simbli.eboardsolutions.com/SU/Q4JUX537qhtQplusplusAIXxAiyA==>

Website

Pupil Transportation Safety Institute - <https://simbli.eboardsolutions.com/SU/zc1QlqsKXplusLtxSRJpiyQA==>**Cross References****Description**

1112

Media Relations - <https://simbli.eboardsolutions.com/SU/CZeYhOY3QSraN50zR35sXw==>

3250

Transportation Fees - <https://simbli.eboardsolutions.com/SU/cKoOAAQlxq75hpveoz9cyAQ==>

3250

Transportation Fees - <https://simbli.eboardsolutions.com/SU/l6plusjoslshdplus4OcT33FLJW5aNA==>

3514

Environmental Safety - <https://simbli.eboardsolutions.com/SU/a955xSb4B87M0XepeQ0TslshQ==>

3514

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3540

Transportation - <https://simbli.eboardsolutions.com/SU/LLQ8oxDhriYMMYPIAfhbA==>

3541.1-E(1)

Transportation For School-Related Trips - <https://simbli.eboardsolutions.com/SU/tLTtoXIW9fuaXOVx6dZw2Gw==>

3541.1-E(2)

Transportation For School-Related Trips - <https://simbli.eboardsolutions.com/SU/nSqMHUdALPybkQLsWmMJsishQ==>

3541.1

Transportation For School-Related Trips - <https://simbli.eboardsolutions.com/SU/SuCpz1At39dlaislsh5qsoasQ==>

3541.2

Transportation For Students With Disabilities - <https://simbli.eboardsolutions.com/SU/sa60rGiDyC1pVnhuAQF09Q==>

3542

School Bus Drivers - <https://simbli.eboardsolutions.com/SU/CcSyslshTftUQVtAccoslshJ1oA==>

4141.6

Concerted Action/Work Stoppage - <https://simbli.eboardsolutions.com/SU/RxhijeiaZxQr2WEpMRqBNg==>

4141.6

Concerted Action/Work Stoppage - <https://simbli.eboardsolutions.com/SU/gVvpojFpNqixyKhxSQsemw==>

4231

Staff Development - <https://simbli.eboardsolutions.com/SU/Sw1IN4DYSEF3T3eWPFYvkHQ==>

4241.6

Concerted Action/Work Stoppage - <https://simbli.eboardsolutions.com/SU/1igV0GviUrij0XmTajTmTQ==>

4241.6

Concerted Action/Work Stoppage - <https://simbli.eboardsolutions.com/SU/AOTEvm8SpAagW8xplusB3jpEg==>

5116.1

Intradistrict Open Enrollment - <https://simbli.eboardsolutions.com/SU/rplusqxFe2gFQfpvHflaKF7wMw==>

5116.1

Intradistrict Open Enrollment - <https://simbli.eboardsolutions.com/SU/v1MGDaslsh2xz1j34kuG6kQ7Q==>

5117

Interdistrict Attendance - <https://simbli.eboardsolutions.com/SU/M65UVU52dD6tJUuqplus0WGplusw==>

5117

Interdistrict Attendance - <https://simbli.eboardsolutions.com/SU/O929LIN723Jw6duArJnnplusw==>

5142.2	Safe Routes To School Program - https://simbli.eboardsolutions.com/SU/Hx3caxrZWR4oCtszplusSy5Q==
5142.2	Safe Routes To School Program - https://simbli.eboardsolutions.com/SU/oTkdsMyEzmGXetM21GJI2w==
5148.3	Preschool/Early Childhood Education - https://simbli.eboardsolutions.com/SU/plusUfLbq0NZ5flslsh5GH02LU1g==
5148.3	Preschool/Early Childhood Education - https://simbli.eboardsolutions.com/SU/J8RtVAshX4UhHIEw0kPcQGA==
6154	Homework/Makeup Work - https://simbli.eboardsolutions.com/SU/4AlztFslshXqxQSgs30Fs9GQQ==
6159	Individualized Education Program - https://simbli.eboardsolutions.com/SU/etUKIVpvhSKJXjyZhY4fjg==
6159	Individualized Education Program - https://simbli.eboardsolutions.com/SU/u5hOoFQdi9lcNNC0IEjsSg==
6164.6	Identification And Education Under Section 504 - https://simbli.eboardsolutions.com/SU/24DsIshInneusIshYIWzUxTjBV2g==
6164.6	Identification And Education Under Section 504 - https://simbli.eboardsolutions.com/SU/uYempwEDI0rGyIVELudWzg==
6173-E(1)	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/Njdvplus1bBbU6JxY3mngPqxxg==
6173-E(2)	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/3KVQEkkODsV6J2DTJooMrw==
6173	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/h4tytA9vVgoytgplusFnmHZzQ==
6173	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/zU0j7yuD68iPP9NodqNv8A==
6173.1	Education For Foster Youth - https://simbli.eboardsolutions.com/SU/UGtplusuDmHnIAU6gTH8ITnQA==
6173.1	Education For Foster Youth - https://simbli.eboardsolutions.com/SU/sl6AaUWzj02aztN0ldt8ig==
6178.2	Regional Occupational Center/Program - https://simbli.eboardsolutions.com/SU/IM4EGlliAwnrKcZFRygMSw==
6200	Adult Education - https://simbli.eboardsolutions.com/SU/slshYwsynSip3gQRGQvllmeyw==
6200	Adult Education - https://simbli.eboardsolutions.com/SU/WATQIvNMSIDplus0plusTV4KkqQ==

Exhibit 3541.1-E(2): Transportation For School-Related Trips

Status: DRAFT

Original Adopted Date: Pending

See PDF on the next page.

DRIVER INSTRUCTIONS

When using your vehicle to transport students on field trips or other school activity trips:

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 pickup truck, carry only as many as can safely sit in the passenger compartment.
4. Require each passenger to use an appropriate child passenger restraint system (child car seat or booster seat) or safety belt in accordance with law.

Note: SB 7 (Ch. 425, Statutes of 2007) added Health and Safety Code 118947-118949 to make it unlawful for a person to smoke in a motor vehicle in which there is a minor; see accompanying administrative regulation.

5. Do not smoke a pipe, cigar, or cigarette while there are minors in the vehicle, as required by law.
6. Obey all traffic laws.
7. Take the most direct route to the destination or event without unnecessary stops.

In case of emergency, keep all students together and call 911 and the district office.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

Description

Ed. Code 35330	Field trips and excursions; student fees
Ed. Code 35332	Transportation by chartered airline
Ed. Code 39830	School bus
Ed. Code 39830.1	School pupil activity bus
Ed. Code 39860	Transportation to school activities
Ed. Code 44808	Liability when students are not on school property
H&S Code 118947-118949	Prohibition against smoking in motor vehicle with minor
Pub. Util. Code 5384.2	District not liable for charter-party carrier
Veh. Code 12814.6	Teen driver's act
Veh. Code 27315	Mandatory use of seat belts in private passenger vehicles
Veh. Code 27360-27360.5	Child passenger restraint systems
Veh. Code 27363	Child passenger restraint systems, exemptions
Veh. Code 545	School bus, definition

Management Resources References

Description

Website	California Department of Motor Vehicles - https://simbli.eboardsolutions.com/SU/I0fZ9slshVVfMPPxgClslsh mou5w==
Website	California Office of Traffic Safety - https://simbli.eboardsolutions.com/SU/rnDcrv9plusK5x6ogx45Xxm8Q==
Website	U.S. Department of Transportation, National Highway Traffic Safety Administration - https://simbli.eboardsolutions.com/SU/L41plusES8B7xhBk0UUYqoPZQ==
Website	California Highway Patrol - https://simbli.eboardsolutions.com/SU/VrAIT7Su2t1yBbvext1plusdg==

Cross References

Description

1230	School-Connected Organizations - https://simbli.eboardsolutions.com/SU/rZIDHDRyqq3sQoGOoZHyTg==
1230	School-Connected Organizations - https://simbli.eboardsolutions.com/SU/ZGdAZ0iZ7jVjulHYzdmssg==
1240	Volunteer Assistance - https://simbli.eboardsolutions.com/SU/VOslshwVhU2oPzSUjqkV1LBFg==
1240	Volunteer Assistance - https://simbli.eboardsolutions.com/SU/vEvx6PsF9jIR5Vi4kNEcfQ==
3311.2	Lease-Leaseback Contracts - https://simbli.eboardsolutions.com/SU/v9tF3flQus1UYNiEUrsAg==
3312.2	Educational Travel Program Contracts - https://simbli.eboardsolutions.com/SU/CQ2mhxk1jrkVDH1zUO2lyA==

- 3514 Environmental Safety -
<https://simbli.eboardsolutions.com/SU/a955xSb4B87M0XepeQ0TslshQ==>
- 3514 Environmental Safety -
<https://simbli.eboardsolutions.com/SU/tvzfEzdOLc74oNNyAsRXTw==>
- 3530 Risk Management/Insurance -
<https://simbli.eboardsolutions.com/SU/RVMmtjJG98R98H6JjUeuig==>
- 3540 Transportation -
<https://simbli.eboardsolutions.com/SU/LLQ8oxDhriYMMMyPIAfhbEA==>
- 3541 Transportation Routes And Services -
<https://simbli.eboardsolutions.com/SU/rslshZN7XzQigGs6qFUPanQSA==>
- 3542 School Bus Drivers -
<https://simbli.eboardsolutions.com/SU/CcSyslshtEtfUQVtAccoslsHJ1oA==>
- 3543 Transportation Safety And Emergencies -
<https://simbli.eboardsolutions.com/SU/eGwNsoQqidJSWdRAdm3nmw==>
- 6145.2 Athletic Competition -
<https://simbli.eboardsolutions.com/SU/bJnTrwi99ACODM47oaynpQ==>
- 6145.2 Athletic Competition -
<https://simbli.eboardsolutions.com/SU/Vu8h8ahWcY8j02iplusa569Gw==>
- 6153 School-Sponsored Trips -
<https://simbli.eboardsolutions.com/SU/7AmzJ0yqzWgHS0PYPDJpGA==>
- 6153 School-Sponsored Trips -
<https://simbli.eboardsolutions.com/SU/ri1sewsArQp83uYX3plusVv1w==>

Regulation 3541.1: Transportation For School-Related Trips

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 11/01/2011

The district may provide transportation for students, employees, and other individuals for field trips and other school-related trips approved according to Board policy and administrative regulation.

The Superintendent or designee shall determine the most appropriate and cost-effective mode of transportation for each approved trip. He/she may authorize the use of district vehicles, contract to provide transportation, or arrange transportation by the use of other vehicles.

The Superintendent or designee shall ensure that the district or contractor has sufficient liability insurance for transportation on school-related trips.

When district transportation is provided, students may be released from using district transportation only with the advance written permission of their parents/guardians.

School-related organizations requesting transportation shall be fully responsible for the costs of their trips unless funding has been approved by the Governing Board.

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 21 or older who possesses a valid California driver's license or, if he/she is a nonresident on active military duty in California, possesses a valid license from his/her state of residence. To be approved, a driver shall have a good driving record and possess at least the minimum insurance required by law. Any person providing transportation to district students in a private vehicle shall register with the district for such purposes.

Drivers shall receive safety and emergency instructions which shall be kept in their vehicle.

All student passengers shall submit permission slips signed by their parents/guardians. Teachers shall ensure that each driver has a copy of the permission slip for each student riding in his/her vehicle.

The number of passengers, including the driver, shall not exceed the capacity for which the vehicle was designed. Trucks may not transport more persons than can safely sit in the passenger compartment. The driver shall ensure that the manufacturer's recommendations for his/her vehicle are followed regarding the seating of children in seats equipped with airbags.

The driver or any other person shall not smoke or have in his/her immediate possession a lighted pipe, cigar, or cigarette containing tobacco or any other plant when there is a minor in the motor vehicle, whether the motor vehicle is in motion or at rest. (Health and Safety Code 118948)

Passenger Restraint Systems

All drivers shall wear safety belts and shall ensure that all passengers are properly secured in seat belts or child passenger restraint systems in accordance with law. (Vehicle Code 27315, 27360, 27360.5, 27363)

A child who is under age 8 years shall be properly secured in a rear seat in an appropriate child passenger restraint system meeting federal safety standards, except under any of the following circumstances: (Vehicle Code 27360, 27363)

1. The child is four feet nine inches or taller, in which case a safety belt may be used.
2. Use of a child passenger restraint system would be impractical by reason of physical unfitness, medical condition, or size and an appropriate special needs child passenger restraint system is not available.
3. There is no rear seat, the rear seats are side-facing jump seats or rear-facing seats, the child passenger restraint system cannot be installed properly in the rear seat, all rear seats are already occupied by children under age 8 years, or medical reasons necessitate that the child not ride in the rear seat.
4. The child is otherwise exempted by law.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

	Description
Ed. Code 35330	Field trips and excursions; student fees
Ed. Code 35332	Transportation by chartered airline
Ed. Code 39830	School bus
Ed. Code 39830.1	School pupil activity bus
Ed. Code 39860	Transportation to school activities
Ed. Code 44808	Liability when students are not on school property
H&S Code 118947-118949	Prohibition against smoking in motor vehicle with minor
Pub. Util. Code 5384.2	District not liable for charter-party carrier
Veh. Code 12814.6	Teen driver's act
Veh. Code 27315	Mandatory use of seat belts in private passenger vehicles
Veh. Code 27360-27360.5	Child passenger restraint systems
Veh. Code 27363	Child passenger restraint systems, exemptions
Veh. Code 545	School bus, definition

Management Resources References

	Description
Website	California Department of Motor Vehicles - https://simbli.eboardsolutions.com/SU/I0fZ9slshVVfMPPxgClslshmou5w==
Website	California Office of Traffic Safety - https://simbli.eboardsolutions.com/SU/rnDcrv9plusK5x6ogx45Xxm8Q==
Website	U.S. Department of Transportation, National Highway Traffic Safety Administration - https://simbli.eboardsolutions.com/SU/L41plusES8B7xhBk0UUYqoPZQ==
Website	California Highway Patrol - https://simbli.eboardsolutions.com/SU/VrAIT7Su2t1yBbvext1plusdg==

Cross References

	Description
1230	School-Connected Organizations - https://simbli.eboardsolutions.com/SU/rZIDHDRyqq3sQoGOoZHytg==
1230	School-Connected Organizations - https://simbli.eboardsolutions.com/SU/ZGdAZ0iZ7jVjulHYzdmssg==
1240	Volunteer Assistance - https://simbli.eboardsolutions.com/SU/VOslshwVhU2oPzSUjqkV1LBFg==
1240	Volunteer Assistance - https://simbli.eboardsolutions.com/SU/vEvx6PsF9jIR5Vi4kNECfQ==
3311.2	Lease-Leaseback Contracts - https://simbli.eboardsolutions.com/SU/v9tF3flQus1UYNiEUhrsAg==
3312.2	Educational Travel Program Contracts - https://simbli.eboardsolutions.com/SU/CQ2mhxk1jrkVDH1zUO2lyA==
3514	Environmental Safety - https://simbli.eboardsolutions.com/SU/a955xSb4B87M0XepeQ0TslshQ==
3514	Environmental Safety - https://simbli.eboardsolutions.com/SU/tvzfEzdOLc74oNNyAsRXTw==
3530	Risk Management/Insurance - https://simbli.eboardsolutions.com/SU/RVMmtjJG98R98H6JjUeuig==

- 3540 Transportation -
<https://simbli.eboardsolutions.com/SU/LLQ8oxDhriYMMMyPIAfhbeA==>
- 3541 Transportation Routes And Services -
<https://simbli.eboardsolutions.com/SU/rslshZN7XzQigGs6qFUPanQSA==>
- 3542 School Bus Drivers -
<https://simbli.eboardsolutions.com/SU/CcSylshtEtfUQVtAccoslshJ1oA==>
- 3543 Transportation Safety And Emergencies -
<https://simbli.eboardsolutions.com/SU/eGwNsoQqidJSWdRAdm3nmw==>
- 6145.2 Athletic Competition -
<https://simbli.eboardsolutions.com/SU/bJnTrwi99ACODM47oaynpQ==>
- 6145.2 Athletic Competition -
<https://simbli.eboardsolutions.com/SU/Vu8h8ahWcY8j02iplusa569Gw==>
- 6153 School-Sponsored Trips -
<https://simbli.eboardsolutions.com/SU/7AmzJ0yqzWgHS0PYPDJpGA==>
- 6153 School-Sponsored Trips -
<https://simbli.eboardsolutions.com/SU/ri1sewsArQp83uYX3plusVv1w==>

Policy 3541.2: Transportation For Students With Disabilities

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 05/01/2016

The Governing Board desires to meet the transportation needs of students with disabilities to enable them to benefit from special education and related services. The district shall provide appropriate transportation services for a student with disabilities when the district is the student's district of residence and the transportation services are required by his/her individualized education program (IEP) or Section 504 accommodation plan.

The specific needs of the student shall be the primary consideration when an IEP team is determining the student's transportation needs. Considerations may include, but are not limited to, the student's health needs, travel distances, physical accessibility and safety of streets and sidewalks, accessibility of public transportation systems, midday or other transportation needs, extended-year services, and, as necessary, implementation of a behavioral intervention plan.

The Superintendent or designee shall provide IEP teams with information about district transportation services in order to assist them in making decisions as to the mode, schedule, and location of transportation services that may be available to each student with disabilities. The IEP team may communicate with district transportation staff and/or invite transportation staff to attend IEP team meetings where the student's transportation needs will be discussed.

Transportation services specified in a student's IEP or Section 504 plan shall be provided at no cost to the student or his/her parent/guardian.

If a student whose IEP or accommodation plan specifies transportation needs is excluded from school bus transportation for any reason, such as suspension, expulsion, or other reason, the district shall provide alternative transportation at no cost to the student or parent/guardian. (Education Code 48915.5)

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 if specified in the student's IEP. (Education Code 56366)

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.

The Superintendent or designee shall ensure that any mobile seating devices used on district buses are compatible with bus securement systems required by 49 CFR 571.222. (Education Code 56195.8)

As necessary, a student with disabilities may be accompanied on school transportation by a service animal, as defined in 28 CFR 35.104, including a specially trained guide dog, signal dog, or service dog. (Education Code 39839; Civil Code 54.1-54.2; 28 CFR 35.136)

When transportation is not specifically required by the IEP or Section 504 plan of a student with disabilities, the student shall be subject to the rules and policies regarding regular transportation offerings within the district.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

Description

5 CCR 15243	Physically handicapped minors
5 CCR 15271	Exclusion from report
Civ. Code 54.1	Service animals - https://simbli.eboardsolutions.com/SU/IxCHvcPNT4QIVwCbplusVDTdw==
Civ. Code 54.2	Guide, signal, or service dogs, right to accompany - https://simbli.eboardsolutions.com/SU/7Itr1RqjbORPqHxHzFCRLA==
Ed. Code 39807.5	Payment of transportation costs by parents

Ed. Code 39839	Transportation of guide dogs, signal dogs, service dogs
Ed. Code 41850-41854	Allowances for transportation
Ed. Code 48300-48315	Alternative interdistrict attendance program
Ed. Code 48915.5	Recommended expulsion, homeless student with disabilities
Ed. Code 56040	No cost for special education and related services
Ed. Code 56195.8	Adoption of policies
Ed. Code 56327	Assessment for special education and related services
Ed. Code 56345	Individualized education program contents
Ed. Code 56365-56366.1	Nonpublic nonsectarian schools or agencies

Federal References

20 USC 1400-1482	Individuals with Disabilities Education Act
28 CFR 35.104	Definitions, auxiliary aids and services
28 CFR 35.136	Service animals
29 USC 794	Rehabilitation Act of 1973, Section 504
34 CFR 104.4	Equal opportunity under the Rehabilitation Act of 1973, Section 504
34 CFR 300.1-300.818	Individuals with Disabilities Education Act
34 CFR 300.34	Related services
49 CFR 571.222	Federal motor vehicle safety standard #222

Description

Management Resources References

California Department of Education Publication	Special Education Transportation Guidelines
California Department of Education Publication	Pupil Fees, Deposits and Other Charges, Fiscal Management Advisory 12-02, April 24, 2013
U.S. DOE Publication	Questions and Answers on Serving Children with Disabilities Eligible for Transportation, 2009
U.S. DOE Publication	Protecting Students with Disabilities: Frequently Asked Questions About Section 504 and the Education of Children with Disabilities, 2009
Website	California Department of Education - https://simbli.eboardsolutions.com/SU/os2jq5DcA2RawmY2VZ5FZQ==
Website	U.S. Department of Education - https://simbli.eboardsolutions.com/SU/XcSsJimoslsh3XhJKy4tplus7wplusA==
Website	U.S. Department of Education, Office for Civil Rights - https://simbli.eboardsolutions.com/SU/HrN4mDOsAx53TBZ2HPwBvQ==

Description

Notice References

Unique Policy	This policy is unique to the district/COE and is not connected to an existing CSBA sample policy or included in regular quarterly updates from CSBA.
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Description

Cross References

0410	Nondiscrimination In District Programs And Activities - https://simbli.eboardsolutions.com/SU/fwomAXkSXlCjCV5FefkGPw==
0430	Comprehensive Local Plan For Special Education - https://simbli.eboardsolutions.com/SU/iYslshUPdMBC1beMa38Eslshr4Eg==
3250	Transportation Fees - https://simbli.eboardsolutions.com/SU/cKoOAQlXq75hpveoz9cyAQ==

Description

3250	Transportation Fees - https://simbli.eboardsolutions.com/SU/l6plusjoslshdplus4OcT33FLJW5aNA==
3540	Transportation - https://simbli.eboardsolutions.com/SU/LLQ8oxDhriYMMYPIAfhbeA==
3541	Transportation Routes And Services - https://simbli.eboardsolutions.com/SU/rslshZN7XzQigGs6qEUPanQSA==
3542	School Bus Drivers - https://simbli.eboardsolutions.com/SU/CcSylshtEtfUQVtAccoslshJ1oA==
4231	Staff Development - https://simbli.eboardsolutions.com/SU/Sw1IN4DYSF3T3eWPFYvkHQ==
5131.1	Bus Conduct - https://simbli.eboardsolutions.com/SU/jzG3vDoWUknmslshp9WWzpBxQ==
5131.1	Bus Conduct - https://simbli.eboardsolutions.com/SU/E0Mex0NslshH8GplusHSslsh0Qne3dg==
5144.2	Suspension And Expulsion/Due Process (Students With Disabilities) - https://simbli.eboardsolutions.com/SU/beX158O2VVBIE7BXiqKC7w==
6159	Individualized Education Program - https://simbli.eboardsolutions.com/SU/etUKIVpybSKJXjyZhY4fjg==
6159	Individualized Education Program - https://simbli.eboardsolutions.com/SU/u5hOoFQdi9lcNNC0IEjsSg==
6159.2	Nonpublic, Nonsectarian School And Agency Services For Special Education - https://simbli.eboardsolutions.com/SU/NEspmJgDslsh82FiCAUfdfaGg==
6159.2	Nonpublic, Nonsectarian School And Agency Services For Special Education - https://simbli.eboardsolutions.com/SU/2aowaZYJRslshnLmlXOPIVhnw==
6159.3	Appointment Of Surrogate Parent For Special Education Students - https://simbli.eboardsolutions.com/SU/X8EGu63Z2jd3Jx9n1t7o0w==
6159.3	Appointment Of Surrogate Parent For Special Education Students - https://simbli.eboardsolutions.com/SU/QYFixo4JYxOplusrKuHD8CoJQ==
6163.2	Animals At School - https://simbli.eboardsolutions.com/SU/c3iG0PKnQ1JNCtbrb8Kslsh4Q==
6163.2	Animals At School - https://simbli.eboardsolutions.com/SU/tshlVXqCdNzcz9sh1KFIWg==
6164.4	Identification And Evaluation Of Individuals For Special Education - https://simbli.eboardsolutions.com/SU/pugfplusq5xicgINxIOTrHJsw==
6164.4	Identification And Evaluation Of Individuals For Special Education - https://simbli.eboardsolutions.com/SU/cB8zwExxabw7lUkeVwHQhQ==
6164.6	Identification And Education Under Section 504 - https://simbli.eboardsolutions.com/SU/24DslshInneuslshYIWzUxTjBV2g==
6164.6	Identification And Education Under Section 504 - https://simbli.eboardsolutions.com/SU/uYempwEDI0rGylVELudWzg==

Regulation 3542: School Bus Drivers

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 08/01/2013

Qualifications

All drivers employed to operate school buses or student activity buses shall possess, and shall retain in their immediate possession while operating the bus, the following documents: (Vehicle Code 12517, 12517.4)

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 operation of school buses or student activity buses, as applicable

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 student activity bus. (Vehicle Code 12517.3)

When initially applying for or renewing a license or certificate to drive a school bus or student 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)

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)

School bus and student activity bus drivers shall be subject to drug and alcohol testing in accordance with Board policy and the requirements of federal law.

The Superintendent or designee shall notify the DMV within five days whenever any 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)

Training

In addition to any other training required to obtain or renew the certificate authorizing operation of a school bus or student 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 installation of mobile seating devices in the bus securement systems (Education Code 56195.8)
3. The proper actions to be taken in the event that a school bus is hijacked (Education Code 39831)

To determine any other needs for professional development, the Superintendent or designee shall periodically review accident reports involving district drivers and may seek input from drivers, district and school administrators, students, and/or other stakeholders on desired topics for professional development.

Authority

Students transported in a school bus or student activity bus 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. (5 CCR 14103)

The driver shall have the authority to discontinue the operation of a school bus or student activity bus whenever he/she determines that it is unsafe to continue.

This regulation and AR 5131.1 - Bus Conduct shall be made available to parents/guardians, students, teachers, and other interested parties. (5 CCR 14103)

Responsibilities

The driver's primary responsibility is to safely transport students to and from school and school activities. He/she shall follow procedures contained in district plans and regulations pertaining to transportation safety.

The driver shall stop to load or unload students only at school bus stops designated by the Superintendent or designee, or authorized by the Superintendent or designee for school activity trips. (Vehicle Code 22112)

The driver shall activate the amber warning light system, flashing red signal lights, and stop arm signal and shall escort students in accordance with Vehicle Code 22112.

The driver shall not require any student to leave the bus en route between home and school or other destinations. (5 CCR 14103)

The driver shall not drive a school bus or student 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.

The driver shall report the following to the Superintendent or designee:

1. The condition of the bus at the completion of each work day (13 CCR 1215)
2. 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)
3. Any traffic accident involving the bus (13 CCR 1219)

In addition to notifying the Superintendent or designee, the driver shall immediately notify the CHP of any traffic accident and, if the bus is operated under contract, his/her employer. (13 CCR 1219)

4. Traffic violations
5. Consistently late school dismissals which cause transportation delays
6. Overload runs
7. Recurring and serious student misbehavior
8. Parent/guardian and student complaints

Vehicle Idling

The driver of a school bus or student 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
2. 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

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
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.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

Description

13 CCR 1200-1293	Motor carrier safety - https://simbli.eboardsolutions.com/SU/yQSHDNRNieMnhAVA3MDcgQ==
13 CCR 1212-1228	School bus driver requirements - https://simbli.eboardsolutions.com/SU/F4wEpay66Fwj3JvJr5QX4A==
13 CCR 1234	Reports regarding school buses and bus drivers - https://simbli.eboardsolutions.com/SU/SQau3DbO6CrkhKYsUmPVoA==
13 CCR 2480	Vehicle idling, limitations - https://simbli.eboardsolutions.com/SU/fsf0ysaXD9tFEJN0131FOw==
5 CCR 14103	Authority of the driver
5 CCR 14104	School bus driver instructor
Ed. Code 39800.5	Qualifications of driver of 15-passenger van
Ed. Code 39830-39842	School buses
Ed. Code 40080-40090.5	Training required to obtain or renew bus driver certificate
Ed. Code 45125.1	Fingerprinting; employees of contracting entity
Ed. Code 56195.8	Adoption of policies
H&S Code 39640-39642	Vehicle idling, penalties
Pen. Code 241.3	Assault against school bus drivers
Pen. Code 243.3	Battery against school bus drivers
Veh. Code 12516-12517.4	Certification requirements
Veh. Code 12522	First aid training for school bus drivers
Veh. Code 13370-13371	Suspension or revocation of bus driver certificate
Veh. Code 13376	Driver certificates; revocation or suspension

Veh. Code 1808.8	Schoolbus drivers; dismissal for safety-related cause
Veh. Code 22112	School bus signals; roadway crossings
Veh. Code 23123-23125	Prohibitions against use of wireless telephone and text communications while driving; exceptions
Veh. Code 25257-25257.7	School bus equipment
Veh. Code 2570-2574	Contracts with private school bus contractors
Veh. Code 34501.6	School buses; reduced visibility
Veh. Code 415	Definition of motor vehicle
Veh. Code 545	School bus, definition
Veh. Code 546	Definition of student activity bus

Federal References

49 CFR 382.101-382.605	Controlled substance and alcohol use and testing
49 CFR 40.1-40.413	Procedures for transportation workplace drug and alcohol testing programs
49 CFR 571.222	Federal motor vehicle safety standard #222

Management Resources References

Dept. of Motor Vehicles Publication	California Commercial Driver Handbook
Nat'l Highway Traffic Safety Admin. Pub.	School Bus Driver In-Service Safety Series, October 2011
Website	California Air Resources Board - https://simbli.eboardsolutions.com/SU/16IVd7MM9WuFABzfzZXyPA==
Website	California Department of Motor Vehicles - https://simbli.eboardsolutions.com/SU/I0fZ9slshVVfMPPxgClslshmou5w==
Website	National Transportation Safety Board - https://simbli.eboardsolutions.com/SU/XoFpw5gksfFWCnsqLJRwww==
Website	U.S. Department of Transportation, National Highway Traffic Safety Administration - https://simbli.eboardsolutions.com/SU/L41plusES8B7xhBk0UUYqoPZQ==
Website	California Department of Education, Office of School Transportation - https://simbli.eboardsolutions.com/SU/BUVwhqXhrozcn9eKo18dw==
Website	California Attorney General's Office - https://simbli.eboardsolutions.com/SU/5qNslsh5DoKuytasYcv9khGiA==
Website	California Highway Patrol - https://simbli.eboardsolutions.com/SU/VrAIT7Su2t1yBbvext1plusdg==

Cross References

0430	Comprehensive Local Plan For Special Education - https://simbli.eboardsolutions.com/SU/iYslshUPdMBC1beMa38Eslshr4Eg==
3513.1	Cellular Phone Reimbursement - https://simbli.eboardsolutions.com/SU/BHjoRJ5Zn050CDiCJnrwNQ==
3514	Environmental Safety - https://simbli.eboardsolutions.com/SU/a955xSb4B87M0XepeQ0TslshQ==
3514	Environmental Safety - https://simbli.eboardsolutions.com/SU/tvzfEzdOLc74oNNyAsRXTw==
3516.5	Emergency Schedules - https://simbli.eboardsolutions.com/SU/Raf764Va7cmCLTIbLUPhbg==
3540	Transportation - https://simbli.eboardsolutions.com/SU/LLQ8oxDhriYMMMyPIAfhbA==

3541	Transportation Routes And Services - https://simbli.eboardsolutions.com/SU/rslshZN7XzQigGs6qFUPanQSA==
3541.1-E(1)	Transportation For School-Related Trips - https://simbli.eboardsolutions.com/SU/tLToXIW9fuaXOVx6dZw2Gw==
3541.1-E(2)	Transportation For School-Related Trips - https://simbli.eboardsolutions.com/SU/nSqMHUdALPybkQLsWmMJslshQ==
3541.1	Transportation For School-Related Trips - https://simbli.eboardsolutions.com/SU/SuCpz1At39dlaislsh5qsoasQ==
3541.2	Transportation For Students With Disabilities - https://simbli.eboardsolutions.com/SU/sa60rGiDyC1pVnhuAQF09Q==
3543	Transportation Safety And Emergencies - https://simbli.eboardsolutions.com/SU/eGwNsoQqidJSWdRAdm3nmw==
3580	District Records - https://simbli.eboardsolutions.com/SU/n2YgqoHklkzJn4Vofx68uQ==
3580	District Records - https://simbli.eboardsolutions.com/SU/En8VbWkeCavFgJplusUm0xdFw==
4111	Recruitment And Selection - https://simbli.eboardsolutions.com/SU/kTmnYC4slshOSc7JuJ5JDfjLA==
4112.4	Health Examinations - https://simbli.eboardsolutions.com/SU/vG0tIHc7y2sDfiHkRLHN2w==
4112.42	Drug And Alcohol Testing For School Bus Drivers - https://simbli.eboardsolutions.com/SU/cUo9zG6CAplusPlrWFhCwOWZg==
4112.42	Drug And Alcohol Testing For School Bus Drivers - https://simbli.eboardsolutions.com/SU/bv3wDhvoQIA5hBFQcUiNkw==
4112.5-E(1)	Criminal Record Check - https://simbli.eboardsolutions.com/SU/rZlyXjwGj5CGSptFf5ou8w==
4112.5	Criminal Record Check - https://simbli.eboardsolutions.com/SU/feT0jB9qdDOlljGxplusDh2Eg==
4112.9-E(1)	Employee Notifications - https://simbli.eboardsolutions.com/SU/AgIDQfjMF7zbFz9sTGx3Fw==
4112.9	Employee Notifications - https://simbli.eboardsolutions.com/SU/oLVcspS67eymQ9qeiTgOCg==
4131	Staff Development - https://simbli.eboardsolutions.com/SU/L7PIWQxBoUSRd2ggr0QAQgQ==
4200	Classified Personnel - https://simbli.eboardsolutions.com/SU/0dRK9dFxtplusf0Zw4ACetFzg==
4200	Classified Personnel - https://simbli.eboardsolutions.com/SU/aYo60VxeiuhUljmRz0qeQ==
4211	Recruitment And Selection - https://simbli.eboardsolutions.com/SU/E9bBtJPFm6ClqvBKYI09ug==
4212.4	Health Examinations - https://simbli.eboardsolutions.com/SU/Em8sQaplusmsx1uuK4xFnJHGA==
4212.42	Drug And Alcohol Testing For School Bus Drivers - https://simbli.eboardsolutions.com/SU/5ctplusBsishzPFRdeU9IXxKGoPA==
4212.42	Drug And Alcohol Testing For School Bus Drivers - https://simbli.eboardsolutions.com/SU/wExU67bd5HIGKPSW7G4Pwg==
4212.5-E(1)	Criminal Record Check - https://simbli.eboardsolutions.com/SU/cOvII5OhNQ8ojmWjshb6EA==
4212.5	Criminal Record Check - https://simbli.eboardsolutions.com/SU/0NpkCsTlelNoaBsishxZh1fjw==

- 4212.9-E(1) Employee Notifications -
<https://simbli.eboardsolutions.com/SU/N7zOOsogHD4by7XgTy1G7Q==>
- 4212.9 Employee Notifications -
<https://simbli.eboardsolutions.com/SU/DfHlloG9PnF7kijX8nXJbQ==>
- 4218 Dismissal/Suspension/Disciplinary Action -
<https://simbli.eboardsolutions.com/SU/YwazqKslshJZ85pluswplusnktprmjw==>
- 4218 Dismissal/Suspension/Disciplinary Action -
<https://simbli.eboardsolutions.com/SU/Sgi9KXTH8ST61iXslsh7fF5Sw==>
- 4231 Staff Development -
<https://simbli.eboardsolutions.com/SU/Sw1IN4DYSF3T3eWPFYvkHQ==>
- 4311 Recruitment And Selection -
<https://simbli.eboardsolutions.com/SU/Ca3HCO6f0L6jpslshkfsBiOQA==>
- 4312.4 Health Examinations -
<https://simbli.eboardsolutions.com/SU/6M2SwpfRplusyOll8mLfii5w==>
- 4312.42 Drug And Alcohol Testing For School Bus Drivers -
<https://simbli.eboardsolutions.com/SU/5Zslshvld9Vslsh5uJDcPTa0AQ==>
- 4312.42 Drug And Alcohol Testing For School Bus Drivers -
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- 4312.5-E(1) Criminal Record Check -
<https://simbli.eboardsolutions.com/SU/rpn8k7HI43KkpiN92sKAAw==>
- 4312.5 Criminal Record Check -
<https://simbli.eboardsolutions.com/SU/cZ3nyL3uGplusC0XavtshLqYwQ==>
- 4312.9-E(1) Employee Notifications -
<https://simbli.eboardsolutions.com/SU/HslshnPbkv605Qrp4BLheeJLQ==>
- 4312.9 Employee Notifications -
<https://simbli.eboardsolutions.com/SU/g6yhGWbl8uwKPcHvKxDcyQ==>
- 4331 Staff Development -
<https://simbli.eboardsolutions.com/SU/GtbPplusGPAZplusB1Cb1k2SzelQ==>
- 5131.1 Bus Conduct -
<https://simbli.eboardsolutions.com/SU/jzG3vDoWUknmslshp9WWzpBxQ==>
- 5131.1 Bus Conduct -
<https://simbli.eboardsolutions.com/SU/E0Mex0NslshH8GplusHSslsh0Qne3dg==>

Regulation 3543: Transportation Safety And Emergencies

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 12/01/2018

Each day, prior to driving a school bus, each school bus driver shall inspect the bus to ensure that it is in safe operating condition and equipped as required by law and that all equipment is in good working order. At the completion of each day's work, the driver shall prepare and sign a written report of the condition of the equipment specified in 13 CCR 1215. The report shall indicate any defect or deficiency discovered by or reported to the driver which would affect safe operation or result in mechanical breakdown of the bus. If no defect or deficiency is discovered or reported, the driver shall so indicate on the report. Any defect or deficiency that would affect safe operation shall be repaired prior to operating the bus. (13 CCR 1215)

Passenger Restraint Systems

The Superintendent or designee shall ensure that any school bus or student activity bus which is purchased or leased by the district is equipped with a combination pelvic and upper torso passenger restraint system at all designated seating positions if that bus: (Vehicle Code 27316, 27316.5; 13 CCR 1201)

1. Is a Type 1 school bus designed for carrying more than 16 passengers and the driver, and was manufactured on or after July 1, 2005
2. Is a Type 2 school bus or student activity bus designed for carrying 16 or fewer passengers and the driver, or for carrying 20 or fewer passengers and the driver if the bus has a manufacturer's vehicle weight rating of 10,000 pounds or less, and was manufactured on or after July 1, 2004

The Superintendent or designee shall prioritize the allocation of school buses purchased, leased, or contracted to ensure that elementary students receive first priority for new school buses equipped with passenger restraint systems whenever feasible.

When a school bus or student activity bus is equipped with a passenger restraint system, all passengers shall use the passenger restraint system. (5 CCR 14105)

Bus drivers shall be instructed regarding procedures to enforce the proper use of the passenger restraint system. Students who fail to follow instructions of the bus driver may be subject to discipline, including suspension of riding privileges, in accordance with Board policy and administrative regulations.

Fire Extinguishers

Each school bus shall be equipped with at least one fire extinguisher, located in the driver's compartment, which meets the standards specified in law. In addition, a wheelchair school bus shall have another fire extinguisher placed at the wheelchair loading door or emergency exit. All fire extinguishers shall be regularly inspected and serviced in accordance with regulations adopted by the State Fire Marshal. (Education Code 39838; 13 CCR 1242; 19 CCR 574-575.3)

Child Safety Alert System

In accordance with Vehicle Code 28160, each school bus or student activity bus shall be equipped with an operational child safety alert system at the interior rear of the bus that requires the driver to either manually contact or scan the device, thereby prompting the driver to inspect the entirety of the interior of the vehicle before exiting.

A student activity bus that does not have a child safety alert system may be used only if all of the following apply: (Vehicle Code 28160)

1. The student activity bus is not used exclusively to transport students.
2. When the student activity bus is used to transport students, the students are accompanied by at least one adult chaperone selected by a school official. If an adult chaperone is not a school employee, the chaperone shall meet the requirements for a school volunteer.
3. One adult chaperone has a list of every student and adult chaperone, including a school employee, who is on the student activity bus at the time of departure.

4. The driver has reviewed all safety and emergency procedures before the initial departure, and the driver and adult chaperone have signed a form, with the time and date, acknowledging that the safety plan and procedures were reviewed.
5. Immediately before departure from any location, the adult chaperone shall account for each student on the list of students, verify the number of students to the driver, and sign a form indicating that all students are present or accounted for.
6. After students have exited a student activity bus, and before driving away, the driver shall check all areas of the bus, including, but not limited to, overhead compartments and bathrooms, to ensure that the bus is vacant.
7. The driver shall sign a form with the time and date verifying that all required procedures have been followed.
8. The information required to be recorded pursuant to items #4, 5, and 7 may be recorded on a single form and shall be retained by the district for a minimum of two years.

Electronic Communications Devices

A bus driver is prohibited from driving a school bus or student activity bus while using a wireless telephone or other electronic wireless communications device except for work-related or emergency purposes, including, but not limited to, contacting a law enforcement agency, health care provider, fire department, or other emergency service agency or entity. In any such permitted situation, the driver shall only use a wireless telephone or device that is specifically designed and configured to allow voice-operated and hands-free operation or a function that requires only a single swipe or tap of the driver's finger provided the device is mounted on the windshield, dashboard, or center console of the bus. (Vehicle Code 23123.5, 23125)

Safe Bus Operations

School buses and student activity buses shall not be operated whenever the number of passengers exceeds bus seating capacity, except when necessary in emergency situations which require that individuals be transported immediately to ensure their safety. (Education Code 39834)

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 may discontinue bus operation whenever they determine that it is unsafe to continue operation because of reduced visibility. (Vehicle Code 34501.6)

Unauthorized Entry

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. (Education Code 39842; 13 CCR 1256.5)

Transportation Safety Plan for Boarding and Exiting Buses

The Superintendent or designee shall develop a transportation safety plan containing procedures for school personnel to follow to ensure the safe transport of students. The plan shall address all of the following: (Education Code 39831.3)

1. Determination of whether students in grades prekindergarten through 8 require an escort to cross a private road or highway at a bus stop pursuant to Vehicle Code 22112
2. Procedures for all students in grades prekindergarten through 8 to follow as they board and exit the bus at their bus stops
3. Boarding and exiting a school bus at a school or other trip destination
4. Procedures to ensure that a student is not left unattended on a school bus, student activity bus, or, if applicable, youth bus
5. Procedures and standards for designating an adult chaperone, other than the driver, to accompany students on a school activity bus

A copy of the plan shall be kept at each school site and made available upon request to the California Highway Patrol (CHP). (Education Code 39831.3)

Parental Notifications

The Superintendent or designee shall provide written safety information to the parents/guardians of all students in grades prekindergarten through 6 who have not previously been transported in a district school bus or student activity bus. This information shall be provided upon registration and shall contain: (Education Code 39831.5)

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. A description of the school bus danger zone
5. Instructions for safely walking to and from school bus stops

Student Instruction

Students who are transported in a school bus or student activity bus shall receive instruction in school bus emergency procedures and passenger safety as follows: (Education Code 39831.5; 5 CCR 14102)

1. Each year, all students who receive home-to-school transportation in a school bus shall be provided appropriate instruction in safe riding practices and emergency evacuation drills.
2. At least once each school year, all students in grades prekindergarten through 8 who receive home-to-school transportation shall receive safety instruction which includes, but is not limited to:
 - a. Proper loading and unloading procedures, including escorting by the driver
 - b. How to safely cross the street, highway, or private road
 - c. In school buses with passenger restraint systems, instruction in the use of such systems as specified in 5 CCR 14105, including, but not limited to, the proper fastening and release of the passenger restraint system, acceptable placement of passenger restraint systems on students, times at which the passenger restraint systems should be fastened and released, and acceptable placement of the passenger restraint systems when not in use
 - d. Proper passenger conduct
 - e. Bus evacuation procedures
 - f. 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

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 CHP.

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, the location of emergency exits and the location and use of emergency equipment. This instruction also may include responsibilities of passengers seated next to an emergency exit.

Bus Accidents

In the event of a school bus accident, the driver shall immediately notify the CHP and the Superintendent or designee. The driver shall not leave the immediate vicinity of the bus to seek aid unless necessary. (13 CCR 1219)

The Superintendent or designee shall maintain a report of each accident that occurred on public or private property involving a school bus with students aboard. The report shall contain pertinent details of the accident and shall be retained for 12 months from the date of the accident. If the accident was not investigated by the CHP, the Superintendent or designee shall forward a copy of the report to the local CHP within five work days of the date of the accident. (13 CCR 1234)

The Superintendent or designee shall review all investigations of bus incidents and accidents to develop preventative measures.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

Description

13 CCR 1200-1293	Motor carrier safety - https://simbli.eboardsolutions.com/SU/yQSHDNRNieMnhAVA3MDcgQ==
13 CCR 2480	Vehicle idling, limitations - https://simbli.eboardsolutions.com/SU/fsf0ysaXD9tFEJN0131FOw==
19 CCR 574-575.3	Inspection and maintenance of fire extinguishers - https://simbli.eboardsolutions.com/SU/gBJmdZ5rBzBfuXRrK3REPQ==
49 CCR 571.1-571.500	Motor vehicle standards, including school buses
5 CCR 14100-14105	School buses and student activity buses
Ed. Code 39830-39843	School buses
Ed. Code 39860	Transportation to school activities
Ed. Code 51202	Instruction in personal and public health and safety
Pen. Code 241.3	Assault against school bus drivers
Pen. Code 243.3	Battery against school bus drivers
Veh. Code 22112	School bus signals; roadway crossings
Veh. Code 23123.5	Mobile communication devices; text messaging while driving
Veh. Code 23125	Wireless telephones in school buses
Veh. Code 27316-27316.5	Passenger restraint systems

Veh. Code 28160	Child safety alert system
Veh. Code 34500	California Highway Patrol responsibility to regulate safe operation of school buses
Veh. Code 34501.5	California Highway Patrol responsibility to adopt rules re: safe operation of school buses
Veh. Code 34501.6	School buses; reduced visibility
Veh. Code 34508	California Highway Patrol responsibility to adopt rules re: equipment and bus operations
Veh. Code 415	Definition of motor vehicle
Veh. Code 545-546	Definition of school bus and student activity bus

Management Resources References

	Description
California Department of Education Publication	Passenger Restraints Frequently Asked Questions
Website	American School Bus Council - https://simbli.eboardsolutions.com/SU/SAUGenEhfAxmRjSa5wy4Sg==
Website	California Association of School Transportation Officials - https://simbli.eboardsolutions.com/SU/HfAcbHYGsqH51vb4TrZplusbw==
Website	National Transportation Safety Board - https://simbli.eboardsolutions.com/SU/XoFpw5gksfFWCnsqLJRwww==
Website	U.S. Department of Transportation, National Highway Traffic Safety Administration - https://simbli.eboardsolutions.com/SU/L41plusES8B7xhBk0UUYqoPZQ==
Website	California Department of Education, Office of School Transportation - https://simbli.eboardsolutions.com/SU/BUVwhqXhrozcn9eKo18dw==
Website	California Highway Patrol - https://simbli.eboardsolutions.com/SU/VrAIT7Su2t1yBbvext1plusdg==
Website	California Association of School Business Officials - https://simbli.eboardsolutions.com/SU/vplusVmEFNjoJhGgV6PRTIb0g==

Cross References

	Description
0400	Comprehensive Plans - https://simbli.eboardsolutions.com/SU/K3BOsejlfjMsgRpMvc0j3g==
0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/L6XWJNrcK5tkhIsslshRVFa1Q==
0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/CUfMPGtwH852FN95ldpVKw==
0470	COVID-19 Mitigation Plan - https://simbli.eboardsolutions.com/SU/PhHbBWdXMHFVlps9s9O43A==
1240	Volunteer Assistance - https://simbli.eboardsolutions.com/SU/VOslshwVhU2oPzSUjqkV1LBFg==
1240	Volunteer Assistance - https://simbli.eboardsolutions.com/SU/vEvx6PsE9jIR5Vi4kNECfQ==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/jKjmvvybcb5r0Tzq0yicklg==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/ouHfMY1Tt6GyjrKpUFN5bQ==
3000	Concepts And Roles - https://simbli.eboardsolutions.com/SU/JdgifB2plus0qJxNgSrLTMbuQ==
3515.2	Disruptions - https://simbli.eboardsolutions.com/SU/slshEOxJ9rFkEZOxJihasIBCw==

3515.2	Disruptions - https://simbli.eboardsolutions.com/SU/9Hga6V6zgaHmEaqV6fBPvA==
3516	Emergencies And Disaster Preparedness Plan - https://simbli.eboardsolutions.com/SU/7M2rQr2pkmKlbfprIFdjPg==
3516	Emergencies And Disaster Preparedness Plan - https://simbli.eboardsolutions.com/SU/aUG1lcsGqN5iK8Wp1moJXA==
3516.3	Earthquake Emergency Procedure System - https://simbli.eboardsolutions.com/SU/J9slshRoDR6dfSAjxdvTwqqYw==
3516.5	Emergency Schedules - https://simbli.eboardsolutions.com/SU/Raf764Va7cmCLTIbLUPhbg==
3530	Risk Management/Insurance - https://simbli.eboardsolutions.com/SU/RVMmtjJG98R98H6JjUeuig==
3540	Transportation - https://simbli.eboardsolutions.com/SU/LLQ8oxDhriYMMMyPIAfhbeA==
3541.1-E(1)	Transportation For School-Related Trips - https://simbli.eboardsolutions.com/SU/tLToXIW9fuaXOVx6dZw2Gw==
3541.1-E(2)	Transportation For School-Related Trips - https://simbli.eboardsolutions.com/SU/nSqMHUdALPybQLsWmMJslshQ==
3541.1	Transportation For School-Related Trips - https://simbli.eboardsolutions.com/SU/SuCpz1At39dlaislsh5qsoasQ==
3542	School Bus Drivers - https://simbli.eboardsolutions.com/SU/CcSylshtEtfUQVtAccoslshJ1oA==
3580	District Records - https://simbli.eboardsolutions.com/SU/n2YgqoHklkzJn4Vofx68uQ==
3580	District Records - https://simbli.eboardsolutions.com/SU/En8VbWkeCavFgJplusUm0xdFw==
4112.42	Drug And Alcohol Testing For School Bus Drivers - https://simbli.eboardsolutions.com/SU/cUo9zG6CAplusPlrWFhCwOWZg==
4112.42	Drug And Alcohol Testing For School Bus Drivers - https://simbli.eboardsolutions.com/SU/bv3wDhvoOIA5hBFQcUiNkww==
4212.42	Drug And Alcohol Testing For School Bus Drivers - https://simbli.eboardsolutions.com/SU/5ctplusBslshzPFRdeU9IXxKGoPA==
4212.42	Drug And Alcohol Testing For School Bus Drivers - https://simbli.eboardsolutions.com/SU/wExU67bd5HIGKPSW7G4Pwg==
4231	Staff Development - https://simbli.eboardsolutions.com/SU/Sw1IN4DYSE3T3eWPFYvkHQ==
4312.42	Drug And Alcohol Testing For School Bus Drivers - https://simbli.eboardsolutions.com/SU/5ZslshvIxd9Vslsh5uJDcPTa0AQ==
4312.42	Drug And Alcohol Testing For School Bus Drivers - https://simbli.eboardsolutions.com/SU/eJmFZqgE9zQe7fVZeE2KJw==
5131.1	Bus Conduct - https://simbli.eboardsolutions.com/SU/jzG3vDoWUknmslshp9WWzpbXq==
5131.1	Bus Conduct - https://simbli.eboardsolutions.com/SU/E0Mex0NslshH8GplusHSslsh0Qne3dg==
5144	Discipline - https://simbli.eboardsolutions.com/SU/CihTbid1ViMTwPjMLqeBbQ==
5144	Discipline - https://simbli.eboardsolutions.com/SU/ncn4slslshDGntYmQEQ21Nkw==
5145.6-E(1)	Parental Notifications - https://simbli.eboardsolutions.com/SU/OIIR63yHWACdrhjIN6XNVA==

- 5145.6 Parental Notifications - <https://simbli.eboardsolutions.com/SU/6twEMjNdhvA0qYiZNi9ucQ==>
- 6142.8 Comprehensive Health Education - <https://simbli.eboardsolutions.com/SU/Wr2R2lgKjuslshxs1GqHqr0ag==>
- 6142.8 Comprehensive Health Education - <https://simbli.eboardsolutions.com/SU/mNzZE8R3ENslshwRfRwU7g2ng==>

Policy 3550: Food Service/Child Nutrition Program

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 12/01/2014

The Governing Board recognizes that adequate, nourishing food is essential to student health, development, and ability to learn. The Superintendent or designee shall develop strategies to increase students' access to the district's food service programs and to maximize their participation in available programs.

Foods and beverages available through the district's food service program shall:

1. Be carefully selected so as to contribute to students' nutritional well-being and the prevention of disease
2. Meet or exceed nutrition standards specified in law and administrative regulation
3. Be prepared in ways that will appeal to students, retain nutritive quality, and foster lifelong healthful eating habits
4. Be served in age-appropriate portions
5. Be available to students who meet federal eligibility criteria at no cost or at reduced prices, and to other students at reasonable prices

The district's food service program shall give priority to serving unprocessed foods and fresh fruits and vegetables.

District schools are encouraged to establish school gardens and/or farm-to-school projects to increase the availability of safe, fresh, seasonal fruits and vegetables for school meals and to support the district's nutrition education program.

To encourage student participation in school meal programs, schools may offer multiple choices of food items within a meal service, provided all food items meet nutrition standards and all students are given an opportunity to select any food item.

The Superintendent or designee may invite students and parents/guardians to participate in the selection of foods of good nutritional quality for school menus.

The Board desires to provide students with adequate time and space to eat meals. To the extent possible, school, recess, and transportation schedules shall be designed to encourage participation in school meal programs.

The Superintendent or designee shall periodically review the adequacy of school facilities for cafeteria eating and food preparation.

In accordance with law, the Superintendent or designee shall develop and maintain a food safety program in order to reduce the risk of foodborne hazards at each step of the food preparation process, from receiving to service.

The Superintendent or designee shall annually report to the Board on student participation in the district's nutrition programs and the extent to which the district's food services program meets state and federal nutrition standards for foods and beverages. In addition, the Superintendent or designee shall provide all necessary and available documentation required for the Administrative Review conducted by the California Department of Education (CDE) to ensure the food service program's compliance with federal requirements related to nutrition standards, meal patterns, provision of drinking water, school meal environment, food safety, and other areas as required by the CDE.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

Description

5 CCR 15510	Mandatory meals for needy students
5 CCR 15530-15535	Nutrition education
5 CCR 15550-15565	School lunch and breakfast programs
5 CCR 15575-15578	Requirements for foods and beverages outside the federal meals program

Ed. Code 35182.5	Contracts for advertising
Ed. Code 38080-38103	Cafeteria, establishment and use
Ed. Code 45103.5	Contracts for management consulting services; restrictions
Ed. Code 48432.3	Voluntary enrollment in continuation education
Ed. Code 49430-49434	Pupil Nutrition, Health, and Achievement Act of 2001
Ed. Code 49490-49494	School breakfast and lunch programs
Ed. Code 49500-49505	School meals
Ed. Code 49510-49520	Nutrition
Ed. Code 49530-49536	Child Nutrition Act
Ed. Code 49540-49546	Child care food program
Ed. Code 49547-49548.3	Comprehensive nutrition services
Ed. Code 49550-49562	Meals for needy students
Ed. Code 49570	National School Lunch Act
Ed. Code 51795-51797	School instructional gardens
H&S Code 113700-114437	California Retail Food Code, sanitation and safety requirements

Federal References

42 USC 1751-1769j	National School Lunch Program
42 USC 1758b	Local wellness policy
42 USC 1761	Summer Food Service Program and Seamless Summer Feeding Option
42 USC 1769a	Fresh Fruit and Vegetable Program
42 USC 1771-1793	Child Nutrition Act
42 USC 1772	Special Milk Program
42 USC 1773	School Breakfast Program
7 CFR 210.1-210.31	National School Lunch Program
7 CFR 215.1-215.18	Special Milk Program
7 CFR 220.2-220.22	National School Breakfast Program
7 CFR 245.1-245.13	Eligibility for free and reduced-price meals and free milk

Management Resources References

	Description
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California Department of Education Publication	Healthy Children Ready to Learn, January 2005
California Department of Education Publication	Professional Standards in the School Nutrition Programs, Management Bulletin SNP-17-2016, October 2016
California Department of Education Publication	School Meals Initiative Summary
CSBA Publication	Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement, 2009
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CSBA Publication	Monitoring for Success: Student Wellness Policy Implementation Monitoring Report and Guide, 2007
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U.S. Department of Agriculture Publication	School Breakfast Toolkit
U.S. Department of Agriculture Publication	Civil Rights Compliance and Enforcement - Nutrition Programs and Activities, FNS Instruction 113-1, November 2005
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5148	Child Care And Development - https://simbli.eboardsolutions.com/SU/aWeoQX4iJUyXiYV9xnMxAg==
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6173	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/h4tytA9vVgoytplusFnmHZzQ==
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7110	Facilities Master Plan - https://simbli.eboardsolutions.com/SU/Tpl5YVCLGoV6slshaQuIMTGEQ==

Regulation 3550: Food Service/Child Nutrition Program

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 03/01/2016

Nutrition Standards for School Meals

Meals, food items, and beverages provided through the district's food services program shall: (Education Code 49531, 49553; 42 USC 1758, 1773)

1. Comply with National School Lunch and/or Breakfast Program standards for meal patterns, nutrient levels, and calorie requirements for the ages/grade levels served, as specified in 7 CFR 210.10 or 220.8 as applicable
2. Not be deep fried, par fried, or flash fried, as defined in Education Code 49430 and 49430.7

Drinking Water

The district shall provide access to free, fresh drinking water during meal times in food service areas at all district schools, including, but not limited to, areas where reimbursable meals under the National School Lunch or Breakfast Program are served or consumed. (Education Code 38086; 42 USC 1758)

Special Milk Program

Any school that does not participate in the National School Lunch or Breakfast Program may participate in the Special Milk Program to provide all enrolled students with reasonably priced milk. (7 CFR 215.1)

Food Safety

The Superintendent or designee shall ensure that the district's food service program meets the applicable sanitation and safety requirements of the California Retail Food Code as set forth in Health and Safety Code 113700-114437.

For all district schools participating in the National School Lunch and/or School Breakfast Program, the Superintendent or designee shall implement a written food safety program for the storage, preparation, and service of school meals which complies with the national Hazard Analysis and Critical Control Point (HACCP) system. The district's HACCP plan shall include, but is not limited to, a determination of critical control points and critical limits at each stage of food production, monitoring procedures, corrective actions, and recordkeeping procedures. (42 USC 1758; 7 CFR 210.13, 220.7)

The Superintendent or designee shall provide ongoing staff development on food safety to food service managers and employees. Each new employee, including a substitute, or volunteer shall complete initial food safety training prior to handling food. The Superintendent or designee shall document the date, trainer, and subject of each training.

The Superintendent or designee shall assign staff to maintain records and logs documenting food safety activities, including, but not limited to, records of food deliveries, time and temperature monitoring during food production, equipment temperature (freezer, cooler, thermometer calibration), corrective actions, verification or review of safety efforts, and staff training.

Inspection of Food Facilities

All food preparation and service areas shall be inspected in accordance with Health and Safety Code 113725-113725.1 and applicable county regulations.

Each school participating in the National School Lunch and/or Breakfast Program shall, during each school year, obtain a minimum of two food safety inspections conducted by the county environmental health agency. (42 USC 1758; 7 CFR 210.13, 220.7)

The Superintendent or designee shall retain records from the most recent food safety inspection. All schools shall post a notice indicating that the most recent inspection report is available to any interested person upon request. (Health and Safety Code 113725.1; 42 USC 1758; 7 CFR 210.13, 210.15, 220.7)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

5 CCR 15510
 5 CCR 15530-15535
 5 CCR 15550-15565
 5 CCR 15575-15578
 Ed. Code 35182.5
 Ed. Code 38080-38103
 Ed. Code 45103.5
 Ed. Code 48432.3
 Ed. Code 49430-49434
 Ed. Code 49490-49494
 Ed. Code 49500-49505
 Ed. Code 49510-49520
 Ed. Code 49530-49536
 Ed. Code 49540-49546
 Ed. Code 49547-49548.3
 Ed. Code 49550-49562
 Ed. Code 49570
 Ed. Code 51795-51797
 H&S Code 113700-114437

Description

Mandatory meals for needy students
 Nutrition education
 School lunch and breakfast programs
 Requirements for foods and beverages outside the federal meals program
 Contracts for advertising
 Cafeteria, establishment and use
 Contracts for management consulting services; restrictions
 Voluntary enrollment in continuation education
 Pupil Nutrition, Health, and Achievement Act of 2001
 School breakfast and lunch programs
 School meals
 Nutrition
 Child Nutrition Act
 Child care food program
 Comprehensive nutrition services
 Meals for needy students
 National School Lunch Act
 School instructional gardens
 California Retail Food Code, sanitation and safety requirements

Federal References

42 USC 1751-1769j
 42 USC 1758b
 42 USC 1761
 42 USC 1769a
 42 USC 1771-1793
 42 USC 1772
 42 USC 1773
 7 CFR 210.1-210.31
 7 CFR 215.1-215.18
 7 CFR 220.2-220.22
 7 CFR 245.1-245.13

Description

National School Lunch Program
 Local wellness policy
 Summer Food Service Program and Seamless Summer Feeding Option
 Fresh Fruit and Vegetable Program
 Child Nutrition Act
 Special Milk Program
 School Breakfast Program
 National School Lunch Program
 Special Milk Program
 National School Breakfast Program
 Eligibility for free and reduced-price meals and free milk

Management Resources References

CA Project Lean Publication
 California Department of Education Publication
 California Department of Education Publication
 California Department of Education Publication
 CSBA Publication

Description

Policy in Action: A Guide to Implementing Your Local School Wellness Policy, October 2006
 Healthy Children Ready to Learn, January 2005
 Professional Standards in the School Nutrition Programs, Management Bulletin SNP-17-2016, October 2016
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 Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement, 2009

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Cross References

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0470	COVID-19 Mitigation Plan - https://simbli.eboardsolutions.com/SU/PhHbBWdXMHFVlps9s9O43A==
0500	Accountability - https://simbli.eboardsolutions.com/SU/3uSRcB7xWnM9ucBe2FlslshPQ==
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6176	Weekend/Saturday Classes - https://simbli.eboardsolutions.com/SU/Vo4q9qr8Nmh3PDokOWcVLQ==
7110	Facilities Master Plan - https://simbli.eboardsolutions.com/SU/TpI5YVCLGoV6slshaQuIMTGEQ==

Policy 3551: Food Service Operations/Cafeteria Fund

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 03/01/2020

The Governing Board intends that school food services shall be a self-supporting, nonprofit program. To ensure program quality and increase cost effectiveness, the Superintendent or designee shall centralize and direct the purchasing of foods and supplies, the planning of menus, and the auditing of all food service accounts for the district.

The Superintendent or designee shall ensure that food service director(s) possess the qualifications required by 7 CFR 210.30 and California Department of Education (CDE) standards.

At least once each year, food service administrators, other appropriate personnel who conduct or oversee administrative procedures, and other food service personnel shall receive training provided by CDE. (42 USC 1776)

Meal Sales

Meals may be sold to students, district employees, Board members, and employees or members of the fund or association maintaining the cafeteria. (Education Code 38082)

In addition, meals may be sold to nonstudents, including parents/guardians, volunteers, students' siblings, or other individuals, who are on campus for a legitimate purpose. Any meals served to nonstudents shall not be subsidized by federal or state reimbursements, food service revenues, or U.S. Department of Agriculture (USDA) foods.

Meal prices, as recommended by the Superintendent or designee and approved by the Board, shall be based on the costs of providing food services and consistent with Education Code 38084 and 42 USC 1760. Students who are enrolled in the free or reduced-price meal program shall receive meals free of charge or at a reduced price in accordance with law, Board policy, and administrative regulation.

The Superintendent or designee shall establish strategies and procedures for the collection of meal payments, including delinquent meal payments. Such procedures shall conform with BP/AR 3553 - Free and Reduced Price Meals, 2 CFR 200.426, and any applicable CDE guidance. The Superintendent or designee shall clearly communicate these procedures to students and parents/guardians, and shall make this policy and the accompanying administrative regulation available to the public pursuant to Education Code 49557.5.

The Superintendent or designee shall ensure that a student whose parent/guardian has unpaid school meal fees or a student who is enrolled in the free or reduced-price meal program is not overtly identified by the use of special tokens, tickets, or other means and is not shamed, treated differently, or denied a meal of the student's choice. (Education Code 49557, 49557.5)

Cafeteria Fund

The Superintendent or designee shall establish a cafeteria fund independent of the district's general fund.

The wages, salaries, and benefits of food service employees shall be paid from the cafeteria fund. (Education Code 38103)

The Superintendent or designee shall ensure that state and federal funds provided through school meal programs are allocated only for purposes related to the operation or improvement of food services and reasonable and necessary indirect program costs as allowed by law.

Contracts with Outside Services

With Board approval, the district may enter into a contract for food service consulting services or management services in one or more district schools. (Education Code 45103.5; 42 USC 1758; 7 CFR 210.16)

Procurement of Foods, Equipment and Supplies

To the maximum extent practicable, foods purchased for use in school meals by the district or by any entity purchasing food on its behalf shall be domestic commodities or products. Domestic commodity or product means an agricultural commodity that is produced in the United States and a food product that is processed in the United

States substantially using agricultural commodities that are produced in the United States. (42 USC 1760; 7 CFR 210.21)

A nondomestic food product may be purchased for use in the district's food service program only as a last resort when the product is not produced or manufactured in the United States in sufficient and reasonably available quantities of a satisfactory quality, or when competitive bids reveal the costs of a United States product are significantly higher than the nondomestic product. In such cases, the Superintendent or designee shall retain documentation justifying the use of the exception.

Furthermore, the district shall accept a bid or price for an agricultural product grown in California before accepting a bid or price for an agricultural product grown outside the state, if the quality of the California-grown product is comparable and the bid or price does not exceed the lowest bid or price of a product produced outside the state. (Food and Agriculture Code 58595)

Bid solicitations and awards for purchases of equipment, materials, or supplies in support of the district's child nutrition program, or for contracts awarded pursuant to Public Contract Code 2000, shall be consistent with the federal procurement standards in 2 CFR 200.318-200.326. Awards shall be let to the most responsive and responsible party. Price shall be the primary consideration, but not the only determining factor, in making such an award. (Public Contract Code 20111)

Program Monitoring and Evaluation

The Superintendent or designee shall present to the Board, at least annually, financial reports regarding revenues and expenditures related to the food service program.

The Superintendent or designee shall provide all necessary documentation required for the Administrative Review conducted by CDE to ensure compliance of the district's food service program with federal requirements.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

5 CCR 15550-15565
Ed. Code 38080-38086
Ed. Code 38090-38095
Ed. Code 38100-38103
Ed. Code 42646
Ed. Code 45103.5
Ed. Code 49490-49493
Ed. Code 49500-49505
Ed. Code 49550-49564.5
Ed. Code 49554
Ed. Code 49580-49581
F&A Code 58595
H&S Code 113700-114437
Pub. Cont. Code 2000-2002
Pub. Cont. Code 20111

Description

School lunch and breakfast programs
School meals
Cafeterias, funds and accounts
Cafeterias, allocation of charges
Alternate payroll procedure
Contracts for management consulting services; restrictions
School breakfast and lunch programs
School meals
Meals for needy students
Contract for services
Food recovery program
Preference for California-grown agricultural products
California Retail Food Code, sanitation and safety requirements
Responsive bidders
Contracts over \$50,000; contracts for construction; award to lowest responsible bidder

Federal References

2 CFR 200
2 CFR 200.318-200.326

Description

Appendix VII Indirect cost proposals
Procurement standards

2 CFR 200.400-200.475	Cost principles
2 CFR 200.56	Indirect costs, definition
42 USC 1751-1769j	School Lunch Program
42 USC 1771-1793	Child nutrition
42 USC 1773	School Breakfast Program
7 CFR 210.1-210.31	National School Lunch Program
7 CFR 210.1-210.33	National School Lunch Program
7 CFR 220.1-220.21	National School Breakfast Program
7 CFR 220.1-220.22	National School Breakfast Program
7 CFR 245.8	Nondiscrimination practices for students eligible for free and reduced price meal and free milk
7 CFR 250.1-250.70	USDA foods

Management Resources References

Description

California Department of Education Publication	Paid Lunch Equity Requirement and Calculation Tool-Updated Guidance for School Year 2019-20, NSD Management Bulletin, SNP-11-2019, May 2019
California Department of Education Publication	Senate Bill 250: Child Hunger Prevention and Fair Treatment Act of 2017 and USDA Meal Charge Policy Requirements, NSD Management Bulletin, SNP-05-2018
California Department of Education Publication	Procuring and Monitoring of Food Service Management Contracts, NSD Management Bulletin, SNP-13-2015, January 2015
California Department of Education Publication	Storage and Inventory Management of U.S. Department of Agriculture Foods, NSD Management Bulletin, FDP-01-2018, January 2018
California Department of Education Publication	Unpaid Meal Charges April 2017
California Department of Education Publication	Paid Lunch Equity Requirement, NSD Management Bulletin, USDA-SNP-16-2012, October 2012
California Department of Education Publication	Food Distribution Program Administrative Manual
California Department of Education Publication	Adult and Sibling Meals in the National School Lunch and School Breakfast Programs, NSD Management Bulletin 00-111, July 2000
California Department of Education Publication	Cafeteria Funds--Allowable Uses, NSD Management Bulletin, NSD-SNP-07-2013, May 2013
California Department of Education Publication	Clarification for the Use of Alternate Meals in the National School Lunch and School Breakfast Programs, May 2015
California Department of Education Publication	California School Accounting Manual
U.S. Department of Agriculture Publication	Compliance with and Enforcement of the Buy American Provision in the National School Lunch Program, SP 24-2016, February 2016
U.S. Department of Agriculture Publication	Discretionary Elimination of Reduced Price Charges in the School Meal Programs, SP 17-2014, January 2014
U.S. Department of Agriculture Publication	Indirect Costs: Guidance for State Agencies and School Food Authorities SP 60-2016, September 2016
U.S. Department of Agriculture Publication	Overcoming the Unpaid Meal Challenge: Proven Strategies from Our Nation's Schools, SP 29-2017, September 2016
U.S. Department of Agriculture Publication	School Meals - FAQs
U.S. Department of Agriculture Publication	Unpaid Meal Charges: Guidance and Q&A, SP 23-2017, March 2017
U.S. Department of Agriculture Publication	Unpaid Meal Charges: Local Meal Charge Policies, SP 46-2016, July 2016
Website	U.S. Department of Agriculture, Food and Nutrition Service - https://simbli.eboardsolutions.com/SU/tslshsLNiLk4O4XqtNHLolX0g==

- Website [California Department of Education, Nutrition Services Division -
https://simbli.eboardsolutions.com/SU/O5xpn2rTFL2uz0BslshlorGXQ==](https://simbli.eboardsolutions.com/SU/O5xpn2rTFL2uz0BslshlorGXQ==)
- Website [California School Nutrition Association -
https://simbli.eboardsolutions.com/SU/KnWOpY7WknrOcdh5fJ85QQ==](https://simbli.eboardsolutions.com/SU/KnWOpY7WknrOcdh5fJ85QQ==)

Cross References

Description

- 0410 Nondiscrimination In District Programs And Activities -
<https://simbli.eboardsolutions.com/SU/fwomAXk5XlCjCV5FefkGPw==>
- 1113-E(2) District And School Web Sites -
<https://simbli.eboardsolutions.com/SU/OiH2slshRplus9gU0Ckx5Ra8GyGA==>
- 1113 District And School Web Sites -
<https://simbli.eboardsolutions.com/SU/thuSslshFplusjqlwnlr1t7NTGKA==>
- 1113 District And School Web Sites -
<https://simbli.eboardsolutions.com/SU/PsLybYZyQDbWreMAotaKGg==>
- 1340 Access To District Records -
<https://simbli.eboardsolutions.com/SU/jKjmvvybcb5r0Tzq0yicklg==>
- 1340 Access To District Records -
<https://simbli.eboardsolutions.com/SU/ouHfMY1Tt6GyjrKpUFN5bQ==>
- 3100 Budget -
<https://simbli.eboardsolutions.com/SU/MLg8BCb4nl9AF0ZDQbf1Nw==>
- 3100 Budget -
<https://simbli.eboardsolutions.com/SU/2qaolYeOI8w4xRplusvFVpSOA==>
- 3110 Transfer Of Funds -
<https://simbli.eboardsolutions.com/SU/RBPskJb1hirfgjouAavDKA==>
- 3230 Federal Grant Funds -
<https://simbli.eboardsolutions.com/SU/g8lwVe5ZIANCEprFYEzuplusg==>
- 3230 Federal Grant Funds -
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- 3260 Fees And Charges -
<https://simbli.eboardsolutions.com/SU/kzf4pmpplus1XMNh73HcptLQMg==>
- 3260 Fees And Charges -
<https://simbli.eboardsolutions.com/SU/WJppw3L8qQdJNRjy7xaDAA==>
- 3300 Expenditures And Purchases -
<https://simbli.eboardsolutions.com/SU/XGc6Fy4LQdjvgnB9HGfr9g==>
- 3311 Bids -
<https://simbli.eboardsolutions.com/SU/Z3Amu76riOmsr7tOplussqAaQ==>
- 3311 Bids -
<https://simbli.eboardsolutions.com/SU/Nplus3XMZFeuVvs4plusNXhe9tAA==>
- 3312 Contracts -
<https://simbli.eboardsolutions.com/SU/Wrfr3GHsZq4NytXowagFLQ==>
- 3314.2 Revolving Funds -
<https://simbli.eboardsolutions.com/SU/FvfkGmlw0d0slshIVfMyyqLVQ==>
- 3400 Management Of District Assets/Accounts -
<https://simbli.eboardsolutions.com/SU/plus107S8bfHbZ1DD9FyCwBYQ==>
- 3400 Management Of District Assets/Accounts -
<https://simbli.eboardsolutions.com/SU/UvCwqBlzwtiQVxql2OWcdg==>
- 3460 Financial Reports And Accountability -
<https://simbli.eboardsolutions.com/SU/T53K2qslshrEFuNGW64Cp453A==>
- 3460 Financial Reports And Accountability -
<https://simbli.eboardsolutions.com/SU/FGBx43EdM3tHopAAvZZ3rw==>

3511 Energy And Water Management -
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3512-E(1) Equipment -
<https://simbli.eboardsolutions.com/SU/wAY2kbJtsJ5F5Adq8CFR5Q==>

3512 Equipment -
<https://simbli.eboardsolutions.com/SU/T0plusMZnmTgplusCRzdM6VXt5HA==>

3515.6 Criminal Background Checks For Contractors -
<https://simbli.eboardsolutions.com/SU/plusQ4HslshWWgjtQMUHlxKaZZdA==>

3550 Food Service/Child Nutrition Program -
<https://simbli.eboardsolutions.com/SU/COmKhtYWlyXByiQXDYg04w==>

3550 Food Service/Child Nutrition Program -
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3552 Summer Meal Program -
<https://simbli.eboardsolutions.com/SU/aJEtQ2BdPslshLJA1mDmboX3A==>

3552 Summer Meal Program -
<https://simbli.eboardsolutions.com/SU/ngOCDfmegYzRcStHyCAFplusQ==>

3553 Free And Reduced Price Meals -
<https://simbli.eboardsolutions.com/SU/Dw6ccnTFki7o6u4ypGOvYg==>

3553 Free And Reduced Price Meals -
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3554 Other Food Sales -
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3554 Other Food Sales -
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3555-E(1) Nutrition Program Compliance -
<https://simbli.eboardsolutions.com/SU/oX8Uz3NAzRW1RSjkKQr5Og==>

3555 Nutrition Program Compliance -
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3580 District Records -
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3580 District Records -
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4112.4 Health Examinations -
<https://simbli.eboardsolutions.com/SU/vG0tIHc7y2sDfiHkRLHN2w==>

4212 Appointment And Conditions Of Employment -
<https://simbli.eboardsolutions.com/SU/hlvyuVn0OxZKe1bCslshE8Rcg==>

4212.4 Health Examinations -
<https://simbli.eboardsolutions.com/SU/Em8sQaplusmsx1uuK4xFnJHGA==>

4231 Staff Development -
<https://simbli.eboardsolutions.com/SU/Sw1IN4DYSF3T3eWPFYvkHQ==>

4312.4 Health Examinations -
<https://simbli.eboardsolutions.com/SU/6M2SwpfRplusyOII8lmLFii5w==>

4331 Staff Development -
<https://simbli.eboardsolutions.com/SU/GtbPplusGPAZplusB1Cb1k2SzelQ==>

5030 Student Wellness -
<https://simbli.eboardsolutions.com/SU/zgSaQNnp9OOWiMmf7cjiJw==>

5145.6-E(1) Parental Notifications -
<https://simbli.eboardsolutions.com/SU/OIIR63yHWACdrhjN6XNVA==>

5145.6

Parental Notifications -

<https://simbli.eboardsolutions.com/SU/6twEMjNdhvA0qYiZNi9ucQ==>

Regulation 3551: Food Service Operations/Cafeteria Fund

Status: DRAFT

Original Adopted Date: Pending | Last Revised Date: 03/01/2020

Payments for Meals

With the exception of students who are eligible to receive meals at no cost, students may pay on a per-meal basis or may submit payments in advance. The Superintendent or designee shall maintain a system for accurately recording payments received and tracking meals provided to each student.

At the beginning of the school year, and whenever a student enrolls during the school year, parents/guardians shall be notified of the district's meal payment policies and be encouraged to prepay for meals whenever possible. The Superintendent or designee shall communicate the district's meal payment policies through multiple methods, including, but not limited to:

1. Explaining the meal charge policy within registration materials provided to parents/guardians at the start of the school year
2. Including the policy in print versions of student handbooks, if provided to parents/guardians annually
3. Providing the policy whenever parents/guardians are notified regarding the application process for free and reduced-price meals, such as in the distribution of applications at the start of the school year
4. Posting the policy on the district's web site
5. Establishing a system to notify parents/guardians when a student's meal payment account has a low or negative balance

In any school that uses a system of meal tickets or other similar medium of exchange rather than an electronic point-of-sale system, the Superintendent or designee shall develop a process for providing replacement tickets to any student who reports a ticket as lost or stolen.

However, whenever any student reports an excessive number of lost or stolen tickets, the Superintendent or designee shall notify the parent/guardian and may provide an alternative method of tracking meal usage for that student.

In order to avoid potential misuse of a student's food service account by someone other than the student in whose name the account has been established, the Superintendent or designee shall verify a student's identity when setting up the account and when charging any meal to the account. The Superintendent or designee shall investigate any claim that a bill does not belong to a student or is inaccurate, and shall open a new account as appropriate for a student whose account appears to have been misused.

Any payments made to a student's food service account shall, if not used within the school year, be carried over into the next school year or refunded to the student's parents/guardians.

Unpaid and Delinquent Meal Charges

The district shall not direct any action toward a student to collect unpaid school meal fees. (Education Code 49557.5)

Students who have unpaid meal charges shall be served a meal of their choice throughout the school year regardless of the level of debt incurred by the household. Such students shall not be overtly identified by the use of special tokens, tickets, or other means and shall not be shamed, treated differently, or denied a meal of their choice. (Education Code 49557, 49557.5)

No later than 10 days after a student's school meal account has reached a negative balance, the Superintendent or designee shall so notify the student's parent/guardian. Before sending this notification, the district shall exhaust all options and methods to directly certify the student for free or reduced-price meals. If the district is not able to directly certify the student, the notice to the parent/guardian shall include a paper copy of, or an electronic link to, an application for free or reduced-price meals and the Superintendent or designee shall contact the parent/guardian to encourage submission of the application. (Education Code 49557.5)

The district may attempt to collect unpaid school meal fees from a parent/guardian, but shall not use a debt collector. (Education Code 49557.5)

The Superintendent or designee may enter into an agreement with a student's parent/guardian for payment of the student's unpaid meal charge balance over a period of time. As necessary, the repayment plan may allow the unrecovered or delinquent debt to carry over into the next fiscal year.

The district's efforts to collect debt shall be consistent with district policies and procedures, California Department of Education (CDE) guidance, and 2 CFR 200.426. The district shall not spend more than the actual debt owed in efforts to recover unpaid meal charges.

The Superintendent or designee shall maintain records of the efforts made to collect unpaid meal charges and, if applicable, financial documentation showing when the unpaid meal balance has become an operating loss.

Reimbursement Claims

The Superintendent or designee shall maintain records of the number of meals served each day by school site and by category of free, reduced-price, and full-price meals. The Superintendent or designee shall submit reimbursement claims for school meals to CDE using the online Child Nutrition Information and Payment System.

Donation of Leftover Food

To minimize waste and reduce food insecurity, the district may provide sharing tables where students and staff may return appropriate unused cafeteria food items to be made available to students during the course of a regular school meal time. If food on the sharing tables is not taken by a student, the school cafeteria may donate the food to a food bank or any other nonprofit charitable organization. (Health and Safety Code 114079)

Food that may be donated includes prepackaged, nonpotentially hazardous food with the packaging still intact and in good condition, whole uncut produce that complies with Health and Safety Code 113992, unopened bags of sliced fruit, unopened containers of milk that are immediately stored in a cooling bin maintained at 41 degrees Fahrenheit or below, and perishable prepackaged food if it is placed in a proper temperature-controlled environment. The preparation, safety, and donation of food shall be consistent with Health and Safety Code 113980. (Health and Safety Code 114079)

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. (Education Code 38090, 38093)

The cafeteria fund shall be used only for those expenditures authorized by the Board as necessary for the operation of school cafeterias in accordance with Education Code 38100-38103, 2 CFR Part 200 Appendix VII, and the California School Accounting Manual.

With CDE approval, the district may use cafeteria funds to supplement the provision of universal breakfast. On or before July 1 of each year, the district shall submit to CDE a Board-signed application certifying that breakfast will be provided to all students at no charge and that any cost above the amount provided in federal reimbursement will be covered by the district with nonfederal funds. (Education Code 49550.5)

Any charges to, or transfers from, a food service program shall be dated and accompanied by a written explanation of the purpose of and basis for the expenditure. (Education Code 38101)

Indirect costs charged to the food service program shall be based on either the district's prior year indirect cost rate as approved by CDE or the statewide average approved indirect cost rate for the second prior fiscal year, whichever is less. (Education Code 38101)

Net cash resources in the nonprofit school food service shall not exceed three months' average expenditures. (7 CFR 210.14, 220.7)

U.S. Department of Agriculture Foods

The district shall provide facilities for the storage and control of foods received through the U.S. Department of Agriculture (USDA) that protect against theft, spoilage, damage, or other loss. Such storage facilities shall maintain donated foods in sanitary conditions, at the proper temperature and humidity, and with adequate air circulation. The district shall comply with all federal, state, or local requirements related to food safety and health and procedures for responding to a food recall, as applicable, and shall obtain all required health inspections. (7 CFR 250.14)

The Superintendent or designee shall maintain inventories of USDA foods in accordance with 7 CFR 250.59 and CDE procedures, and shall ensure that foods are used before their expiration dates.

USDA donated foods shall be used in school lunches as far as practicable. USDA foods also may be used in other nonprofit food service activities, including, but not limited to, school breakfasts or other meals, a la carte foods sold to students, meals served to adults directly involved in the operation and administration of the food service and to other school staff, and training in nutrition, health, food service, or general home economics instruction for students, provided that any revenues from such activities accrue to the district's nonprofit food service account. (7 CFR 250.59)

Contracts with Outside Services

The term of any contract for food service management or consulting services shall not exceed one year. Any renewal of the contract or further requests for proposals to provide such services shall be considered on a year-to-year basis. (Education Code 45103.5; 7 CFR 210.16)

Any contract for management of the food service operation shall be approved by CDE and comply with the conditions in Education Code 49554 and 7 CFR 210.16 as applicable. The district shall retain control of the quality, extent, and general nature of its food services, including prices to be charged to students for meals, and shall monitor the food service operation through periodic on-site visits. The district shall not enter into a contract with a food service company to provide a la carte food services, unless the company agrees to offer free, reduced-price, and full-price reimbursable meals to all eligible students. (Education Code 49554; 42 USC 1758; 7 CFR 210.16)

Any contract for consulting services shall not result in the supervision of food service classified staff by the management consultant, nor shall it result in the elimination of any food service classified staff or position or have any adverse effect on the wages, benefits, or other terms and conditions of employment of classified food service staff or positions. All persons providing consulting services shall be subject to applicable employment conditions related to health and safety as listed in Education Code 45103.5. (Education Code 45103.5)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References	Description
5 CCR 15550-15565	School lunch and breakfast programs
Ed. Code 38080-38086	School meals
Ed. Code 38090-38095	Cafeterias, funds and accounts
Ed. Code 38100-38103	Cafeterias, allocation of charges
Ed. Code 42646	Alternate payroll procedure
Ed. Code 45103.5	Contracts for management consulting services; restrictions
Ed. Code 49490-49493	School breakfast and lunch programs
Ed. Code 49500-49505	School meals
Ed. Code 49550-49564.5	Meals for needy students
Ed. Code 49554	Contract for services
Ed. Code 49580-49581	Food recovery program
F&A Code 58595	Preference for California-grown agricultural products
H&S Code 113700-114437	California Retail Food Code, sanitation and safety requirements
Pub. Cont. Code 2000-2002	Responsive bidders

Pub. Cont. Code 20111

Contracts over \$50,000; contracts for construction; award to lowest responsible bidder

Federal References

Description

2 CFR 200

Appendix VII Indirect cost proposals

2 CFR 200.318-200.326

Procurement standards

2 CFR 200.400-200.475

Cost principles

2 CFR 200.56

Indirect costs, definition

42 USC 1751-1769j

School Lunch Program

42 USC 1771-1793

Child nutrition

42 USC 1773

School Breakfast Program

7 CFR 210.1-210.31

National School Lunch Program

7 CFR 210.1-210.33

National School Lunch Program

7 CFR 220.1-220.21

National School Breakfast Program

7 CFR 220.1-220.22

National School Breakfast Program

7 CFR 245.8

Nondiscrimination practices for students eligible for free and reduced price meal and free milk

7 CFR 250.1-250.70

USDA foods

Management Resources References

Description

California Department of Education Publication

Paid Lunch Equity Requirement and Calculation Tool-Updated Guidance for School Year 2019-20, NSD Management Bulletin, SNP-11-2019, May 2019

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Senate Bill 250: Child Hunger Prevention and Fair Treatment Act of 2017 and USDA Meal Charge Policy Requirements, NSD Management Bulletin, SNP-05-2018

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Procuring and Monitoring of Food Service Management Contracts, NSD Management Bulletin, SNP-13-2015, January 2015

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Unpaid Meal Charges April 2017

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Food Distribution Program Administrative Manual

California Department of Education Publication

Adult and Sibling Meals in the National School Lunch and School Breakfast Programs, NSD Management Bulletin 00-111, July 2000

California Department of Education Publication

Cafeteria Funds--Allowable Uses, NSD Management Bulletin, NSD-SNP-07-2013, May 2013

California Department of Education Publication

Clarification for the Use of Alternate Meals in the National School Lunch and School Breakfast Programs, May 2015

California Department of Education Publication

California School Accounting Manual

U.S. Department of Agriculture Publication

Compliance with and Enforcement of the Buy American Provision in the National School Lunch Program, SP 24-2016, February 2016

U.S. Department of Agriculture Publication

Discretionary Elimination of Reduced Price Charges in the School Meal Programs, SP 17-2014, January 2014

U.S. Department of Agriculture Publication

Indirect Costs: Guidance for State Agencies and School Food Authorities SP 60-2016, September 2016

U.S. Department of Agriculture Publication

Overcoming the Unpaid Meal Challenge: Proven Strategies from Our Nation's Schools, SP 29-2017, September 2016

U.S. Department of Agriculture Publication	School Meals - FAQs
U.S. Department of Agriculture Publication	Unpaid Meal Charges: Guidance and Q&A, SP 23-2017, March 2017
U.S. Department of Agriculture Publication	Unpaid Meal Charges: Local Meal Charge Policies, SP 46-2016, July 2016
Website	U.S. Department of Agriculture, Food and Nutrition Service - https://simbli.eboardsolutions.com/SU/tslshsLNiLk4O4XqtNHLolX0g==
Website	California Department of Education, Nutrition Services Division - https://simbli.eboardsolutions.com/SU/O5xpn2rTFL2uz0BslshlorGXQ==
Website	California School Nutrition Association - https://simbli.eboardsolutions.com/SU/KnWOpY7WknrOcdh5fJ85QQ==

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0410	Nondiscrimination In District Programs And Activities - https://simbli.eboardsolutions.com/SU/fwomAXk5XlCjCV5FefkGPw==
1113-E(2)	District And School Web Sites - https://simbli.eboardsolutions.com/SU/OiH2slshRplus9gU0Ckx5Ra8GyGA==
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Policy 3552: Summer Meal Program

Status: DRAFT

Original Adopted Date: Pending

The Governing Board recognizes that child nutrition programs have a positive and direct impact upon children's well-being and achievement. To help students and other children in the community remain well nourished throughout the summer vacation, the district shall sponsor a summer meal program as approved by the California Department of Education (CDE).

The district may apply to the CDE to provide meals to children during any extended break in a year-round school schedule. (42 USC 1761; 7 CFR 225.2, 225.6, 225.14)

Between October and April, or at any time or school on a year-round schedule, the district may serve meals at a non-school site in cases of unanticipated school closures, such as a natural disaster, unscheduled major building repair, court order related to school safety or other issues, labor-management dispute, or similar cause as approved by the CDE. (42 USC 1761; 7 CFR 225.6)

The Superintendent or designee shall recommend to the Board one or more sites for meal services based on state and federal program criteria and an assessment of family and community needs. When feasible, the Superintendent or designee shall involve local governmental agencies, food banks, and/or community organizations in identifying suitable site locations. The site(s) shall be approved by the CDE before meal service is initiated.

The summer meal program may be offered in conjunction with educational enrichment or recreational activities in order to encourage participation in other wellness and learning opportunities.

The Superintendent or designee shall develop and coordinate outreach and promotional activities to inform parents/guardians and the community about the availability of the summer meal program and its location(s) and hours.

The Superintendent or designee shall maintain accurate records of all meals served and shall ensure the timely submission of reimbursement claims in accordance with state procedures.

The Superintendent or designee shall regularly report to the Board regarding program implementation, number of participants at each site, feedback from participating children and their parents/guardians regarding menus and service, and program costs. As needed, the Board shall direct the Superintendent or designee to identify program modifications to increase program quality or children's access to meal services.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

State References	Description
5 CCR 15510	Mandatory meals for needy students
5 CCR 15550-15565	School lunch and breakfast programs
Ed. Code 49430-49434	The Pupil Nutrition, Health, and Achievement Act of 2001
Ed. Code 49490-49494	School breakfast and lunch programs
Ed. Code 49500-49505	School meals
Ed. Code 49510-49520	Duffy-Moscone Family Nutrition Education and Services Act of 1970
Ed. Code 49530-49536	Child Nutrition Act
Ed. Code 49547-49548.3	Comprehensive nutrition services
Ed. Code 49550-49562	Meals for needy students
Ed. Code 49570	National School Lunch Act

Federal References

Federal References	Description
42 USC 1751-1769j	School Lunch Program

42 USC 1758b	Local wellness policy
42 USC 1761	Summer Food Service Program and Seamless Summer Feeding Option
42 USC 1771-1792	Child nutrition
42 USC 1773	School Breakfast Program
7 CFR 210.1-210.31	National School Lunch Program
7 CFR 220.1-220.22	National School Breakfast Program
7 CFR 225.1-225.20	Summer Food Service Program

Management Resources References

Description

CA DOE Management Bulletin	USDA-SFSP-06-2008 Summer Food Service Program Outreach Requirement Clarification, October 2008
CSBA Publication	Monitoring for Success: Student Wellness Policy Implementation Monitoring Report and Guide, 2007
CSBA Publication	Providing Access to Nutritious Meals During Summer, Policy Brief, June 2010
CSBA Publication	Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. April 2006
U.S. Department of Agriculture Publication	The Summer Food Service Program: Food That's In When School is Out, 2010 Administrative Guidance for Sponsors, rev. December 2009
U.S. Department of Agriculture Publication	The Summer Food Service Program: Food That's In When School is Out, 2010 Monitor's Guide, rev. January 2010
U.S. Department of Agriculture Publication	The Summer Food Service Program: Food That's In When School is Out, 2010 Site Supervisor's Guide, rev. January 2010
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Website	Child Nutrition Information and Payment System - https://simbli.eboardsolutions.com/SU/3uztQoRRU8Dvnm8hfKRTBw==
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Regulation 3552: Summer Meal Program

Status: DRAFT

Original Adopted Date: Pending

Site Selection

In identifying locations where summer meals may be provided, the Superintendent or designee shall document site eligibility according to the following criteria: (7 CFR 225.2, 225.15)

1. **Open Site:** The site provides meals to all children in the area and is located at a school or nonschool site within the geographical boundaries of a school attendance area where at least 50 percent of the children are eligible for free or reduced-price meals.
2. **Restricted Open Site:** The site initially meets the criteria of an "open site," but the district must restrict or limit participation on a first-come, first-served basis due to security, safety, or control concerns.
3. **Closed Enrolled Site:** The site is open only to enrolled children, as opposed to the community at large, and at least 50 percent of the enrolled children at the site are eligible for free or reduced price school meals, as determined by approval of applications in accordance with 7 CFR 225.15(f).

Whenever the district offers the summer meal program at a site that provides summer school sessions, it shall ensure that the site is open to students enrolled in summer school and to all children residing in the area served by the site. (7 CFR 225.14)

Meal Service

In accordance with the district's agreement with the California Department of Education (CDE), the summer meal program may offer breakfast, morning snack, lunch, afternoon snack, and/or supper. The program may provide up to two meals/snacks per day in any combination, except that lunch and supper shall not be provided by the same site on the same day. Sites that primarily serve children from migrant families may apply to serve up to three meals, or two meals and one snack, per day. All meals/snacks shall be provided within the time periods specified in 7 CFR 225.16. (42 USC 1761; 7 CFR 225.16)

Meals provided through the district's summer meal program shall be available at no cost to: (42 USC 1761; 7 CFR 225.2)

1. Children age 18 or younger
2. Persons over age 18 who meet the CDE's definition of having a physical or mental disability and who are participating in a public or nonprofit private school program established for individuals with a disability

The Superintendent or designee shall designate a person at each participating site to serve as the program's site supervisor. The site supervisor shall oversee the order or preparation of meals, ensure the site is cleaned before and after the meal, and record the number of complete meals served to eligible children each day.

Additional Requirements for Seamless Summer Feeding Option

All meals offered through the summer meal program shall meet menu planning requirements for the National School Lunch or Breakfast Program pursuant to 7 CFR 210.10 or 7 CFR 220.8. (42 USC 1761)

Whenever the district operates an open site as defined in the section entitled "Site Selection" above, the Superintendent or designee shall advertise the availability of summer meal services to the neighborhood community. A large banner or marquee shall be prominently displayed at each site before and during the meal service. Other outreach strategies may include, but are not limited to, sending a news release to the local media, distributing a flyer to parents/guardians of district students, posting information on the district or school web site, and placing posters throughout the community.

At the point of service, on-site staff shall count the number of eligible meals served. Reimbursement claims shall be submitted using the same procedure used during the school year for the National School Lunch or Breakfast Program.

Each year the Superintendent or designee shall conduct at least one review of each site to ensure its compliance

with meal counting, claiming, menu planning, and food safety requirements. For newly established sites, such reviews shall be conducted within three weeks of the start of operation.

Additional Requirements for Summer Food Service Program

The district shall annually submit to the CDE a program application and budget for anticipated operational and administrative costs.

The Superintendent or designee shall annually send a notice to the media serving the area from which the district draws its attendance regarding the availability of free meals. (7 CFR 225.15)

In addition, the district and each open site shall:

1. Make program information available to the public upon request
2. Make reasonable efforts to provide information in the appropriate translation concerning the availability and nutritional benefits of the program
3. Display, in a prominent place at the site and in the district office, the nondiscrimination poster developed or approved by the U.S. Department of Agriculture's Food and Nutrition Service
4. Include the nondiscrimination statement and instructions for filing a complaint in the public release and in any program information directed to parents/guardians of participants and potential participants
5. Post signage, such as a banner, marquee, poster, or other large display on the exterior of the building facing the street nearest the entrance of the meal service area at each site, before the meal service begins and throughout the service time

All meals offered through the summer meal program shall meet U.S. Department of Agriculture minimum meal patterns as specified in 7 CFR 225.16 or the meal patterns required for the National School Lunch and Breakfast Programs. (42 USC 1761; 7 CFR 225.16)

The Superintendent or designee shall submit to the CDE monthly reimbursement claims based on the number of eligible meals served.

Program administrative personnel shall annually attend mandatory training provided by the CDE. In addition, the Superintendent or designee shall annually hold program training sessions for administrative and site personnel and shall allow no site to operate until personnel have attended at least one of these training sessions. Training of site personnel shall include, but not be limited to, the purpose of the program, site eligibility, record keeping, site operations, meal pattern requirements, and the duties of a program monitor. The Superintendent or designee shall provide training throughout the summer to ensure that administrative personnel are thoroughly knowledgeable in all required areas of program administration and operation and are provided with sufficient information to carry out their program responsibilities. Each site shall have present at each meal service at least one person who has received this training. (42 USC 1761; 7 CFR 225.15, 225.7)

The Superintendent or designee shall monitor program operations by conducting site visits prior to opening a new site, during the first week of operation, during the first four weeks of operation, and then at a reasonable level thereafter. (7 CFR 225.15)

The Superintendent or designee shall retain all records pertaining to the program for a period of three years after the end of the fiscal year to which they pertain. (7 CFR 225.6, 225.15)

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State References

5 CCR 15510
5 CCR 15550-15565
Ed. Code 49430-49434

Description

Mandatory meals for needy students
School lunch and breakfast programs
The Pupil Nutrition, Health, and Achievement Act of 2001

Ed. Code 49490-49494	School breakfast and lunch programs
Ed. Code 49500-49505	School meals
Ed. Code 49510-49520	Duffy-Moscone Family Nutrition Education and Services Act of 1970
Ed. Code 49530-49536	Child Nutrition Act
Ed. Code 49547-49548.3	Comprehensive nutrition services
Ed. Code 49550-49562	Meals for needy students
Ed. Code 49570	National School Lunch Act

Federal References

42 USC 1751-1769j
42 USC 1758b
42 USC 1761
42 USC 1771-1792
42 USC 1773
7 CFR 210.1-210.31
7 CFR 220.1-220.22
7 CFR 225.1-225.20

Description

School Lunch Program
Local wellness policy
Summer Food Service Program and Seamless Summer Feeding Option
Child nutrition
School Breakfast Program
National School Lunch Program
National School Breakfast Program
Summer Food Service Program

Management Resources References

CA DOE Management Bulletin	USDA-SFSP-06-2008 Summer Food Service Program Outreach Requirement Clarification, October 2008
CSBA Publication	Monitoring for Success: Student Wellness Policy Implementation Monitoring Report and Guide, 2007
CSBA Publication	Providing Access to Nutritious Meals During Summer, Policy Brief, June 2010
CSBA Publication	Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. April 2006
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U.S. Department of Agriculture Publication	The Summer Food Service Program: Food That's In When School is Out, 2010 Monitor's Guide, rev. January 2010
U.S. Department of Agriculture Publication	The Summer Food Service Program: Food That's In When School is Out, 2010 Site Supervisor's Guide, rev. January 2010
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U.S. Department of Agriculture Publication	National School Lunch Program's Seamless Summer Option Questions and Answers, 2009
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Website	California Food Policy Advocates - https://simbli.eboardsolutions.com/SU/5GeuVdU7HE4aLG3NFy4PTg==
Website	Child Nutrition Information and Payment System - https://simbli.eboardsolutions.com/SU/3uztQoRRU8Dvnm8hfkRTBw==
Website	California Center for Research on Women and Families, Summer Meal Program Coalition - https://simbli.eboardsolutions.com/SU/WBplusYDZv86lx917l4hT1Szw==
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1113-E(2) District And School Web Sites -
<https://simbli.eboardsolutions.com/SU/OiH2slshRplus9gU0Ckx5Ra8GyGA==>

1113 District And School Web Sites -
<https://simbli.eboardsolutions.com/SU/thuSslshFplusjqlwnlr1t7NTGKA==>

1113 District And School Web Sites -
<https://simbli.eboardsolutions.com/SU/PsLybYZyQDbWreMAotaKGg==>

1330.1 Joint Use Agreements -
<https://simbli.eboardsolutions.com/SU/stKqY9WmU4plusOGUIKkyeTJw==>

1400 Relations Between Other Governmental Agencies And The Schools -
<https://simbli.eboardsolutions.com/SU/rOG8zxo8i7plusjQjmRvglQ4g==>

3260 Fees And Charges -
<https://simbli.eboardsolutions.com/SU/kzf4pmpplus1XMNh73HcptLQMg==>

3260 Fees And Charges -
<https://simbli.eboardsolutions.com/SU/WJppw3L8qQdJNRjy7xaDAA==>

3550 Food Service/Child Nutrition Program -
<https://simbli.eboardsolutions.com/SU/COmKhtYWlyXByiQXDYg04w==>

3550 Food Service/Child Nutrition Program -
<https://simbli.eboardsolutions.com/SU/OS8E36HK7veplusYrVI9QWEBg==>

3551 Food Service Operations/Cafeteria Fund -
<https://simbli.eboardsolutions.com/SU/TEODP6YXlmb5t5EatzEYng==>

3551 Food Service Operations/Cafeteria Fund -
<https://simbli.eboardsolutions.com/SU/pLN22xtDnWsa3IGpSaQotw==>

3553 Free And Reduced Price Meals -
<https://simbli.eboardsolutions.com/SU/Dw6ccnTFki7o6u4ypGOvYg==>

3553 Free And Reduced Price Meals -
<https://simbli.eboardsolutions.com/SU/6gRlgksQru0aNEslshoWHlv3g==>

3555-E(1) Nutrition Program Compliance -
<https://simbli.eboardsolutions.com/SU/oX8Uz3NAzRW1RSjkKQr5Og==>

3555 Nutrition Program Compliance -
<https://simbli.eboardsolutions.com/SU/Pwi3xIKGw0SMdsish33slshkl39g==>

3580 District Records -
<https://simbli.eboardsolutions.com/SU/n2YgqoHklkzJn4Vofx68uQ==>

3580 District Records -
<https://simbli.eboardsolutions.com/SU/En8VbWkeCavFgJplusUm0xdFw==>

4231 Staff Development -
<https://simbli.eboardsolutions.com/SU/Sw1IN4DYSE3T3eWPFYvkHQ==>

4331	Staff Development - https://simbli.eboardsolutions.com/SU/GtbPplusGPAZplusB1Cb1k2SzelQ==
5030	Student Wellness - https://simbli.eboardsolutions.com/SU/zgSaQNnp9OOWiMmf7cjjJw==
5141.27	Food Allergies/Special Dietary Needs - https://simbli.eboardsolutions.com/SU/qsIsh3bHkplusQXwzdTo3BI3cYTg==
5141.27	Food Allergies/Special Dietary Needs - https://simbli.eboardsolutions.com/SU/IsIMJTdcy6SdDWm5WC4rlw==
5148	Child Care And Development - https://simbli.eboardsolutions.com/SU/aWeoQX4iJUyXiYV9xnMxAg==
5148	Child Care And Development - https://simbli.eboardsolutions.com/SU/64CepsIsh6plusxs2I5940VpBdmg==
5148.2	Before/After School Programs - https://simbli.eboardsolutions.com/SU/ltcQ5OUoJCKiBtaUYf5AWA==
5148.2	Before/After School Programs - https://simbli.eboardsolutions.com/SU/rHToi7m4qaWNJJcm4i4cOA==
6142.7	Physical Education And Activity - https://simbli.eboardsolutions.com/SU/9TyPVXJUicCe5LuwOPjiAA==
6142.7	Physical Education And Activity - https://simbli.eboardsolutions.com/SU/Vs19t64Rd8HbcslshOt1V2WUw==
6164.4	Identification And Evaluation Of Individuals For Special Education - https://simbli.eboardsolutions.com/SU/pugfplusq5xicgINxI0TrHJsw==
6164.4	Identification And Evaluation Of Individuals For Special Education - https://simbli.eboardsolutions.com/SU/cB8zwExxabw7lukeVwHQhQ==
6177	Summer Learning Programs - https://simbli.eboardsolutions.com/SU/fclWbBHLSMVf6GCJz7vR8A==

Policy 3553: Free And Reduced Price Meals

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 03/01/2018

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)

To provide optimal nutrition and reduce the administrative burden of food service operations, the Superintendent or designee shall assess the eligibility of district schools to provide breakfast and/or lunch free of charge to all students at the school under a federally funded universal meal service provision, such as Provision 2 or the Community Eligibility Provision, pursuant to 42 USC 1759a.

If any district school meets the criteria for a "very high poverty school" through its eligibility for the federal Community Eligibility Provision reimbursement rate pursuant to 42 USC 1759a, the district shall apply to the California Department of Education (CDE) to operate a universal meal service, unless the Board adopts a resolution stating that the district is unable to comply with this requirement due to fiscal hardship. The resolution shall be part of the public agenda for at least two consecutive Board meetings, first as an information item and then as an action item. The Board shall reconsider the resolution at least once every four years. (Education Code 49564; 42 USC 1759a)

The Superintendent or designee shall ensure that meals provided through the free and reduced-price meals program meet applicable state and/or federal nutritional standards in accordance with law, Board policy, and administrative regulation.

Schools participating in the Special Milk Program pursuant to 42 USC 1772 shall provide milk at no charge to students who meet federal eligibility criteria for free or reduced-price meals.

The Board shall approve, and shall submit to the CDE for approval, a plan that ensures that students eligible to receive free or reduced-price meals and milk are not treated differently from other students. (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 and may not be released except as provided by law and authorized by the Board or pursuant to a court order. (Education Code 49558)

The Board authorizes designated employees to use individual records pertaining to student eligibility for the free and reduced-price meal program for the following purposes: (Education Code 49558)

1. Disaggregation of academic achievement data
2. Identification of students eligible for services under the federal Elementary and Secondary Education Act pursuant to 20 USC 6301-6576

If a student transfers from the district to another district, charter school, county office of education program, or private school, the Superintendent or designee may share the student's meal eligibility information to the other educational agency to assist in the continuation of the student's meal benefits.

The Superintendent or designee may release the name and eligibility status of a student participating in the free or reduced-price meal program to another school district, charter school, or county office of education that is serving a student living in the same household for purposes related to program eligibility and data used in local control funding formula calculations. (Education Code 49558)

The Superintendent or designee may release the name and eligibility status of a student participating in the free or reduced-price meal program to the Superintendent of Public Instruction for purposes of determining allocations under the local control funding formula and for assessing accountability of that funding. (Education Code 49558)

The Superintendent or designee may release information on the school lunch program application to the local agency that determines eligibility for participation in the Medi-Cal program if the student has been approved for free meals or, if included in the agreement with the local agency, for reduced-price meals. He/she also may release information on the school lunch application to the local agency that determines eligibility for CalFresh or another nutrition assistance program authorized under 7 CFR 210.1 if the student has been approved for free or reduced-price meals. Information may be released for these purposes only if the student's parent/guardian consents to the sharing of information and the district has entered into a memorandum of understanding with the local agency which, at a minimum, includes the roles and responsibilities of the district and local agency and the process for sharing the information. After sharing information with the local agency for purposes of determining eligibility for that program, no further information shall be shared unless otherwise authorized by law. (Education Code 49557.2, 49557.3, 49558)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

	Description
5 CCR 15510	Mandatory meals for needy students
5 CCR 15530-15535	Nutrition education
5 CCR 15550-15565	School lunch and breakfast programs
Ed. Code 48980	Notice at beginning of term
Ed. Code 49430-49434	Pupil Nutrition, Health, and Achievement Act of 2001
Ed. Code 49490-49494	School breakfast and lunch programs
Ed. Code 49500-49505	School meals
Ed. Code 49510-49520	Nutrition
Ed. Code 49530-49536	Child Nutrition Act
Ed. Code 49547-49548.3	Comprehensive nutrition services
Ed. Code 49550-49564.5	Meals for needy students

Federal References

	Description
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
20 USC 6301-6576	Title I Improving the Academic Achievement of the Disadvantaged
42 USC 1751-1769j	School Lunch Program
42 USC 1771-1791	Child nutrition
42 USC 1773	School Breakfast Program
7 CFR 210.1-210.31	National School Lunch Program
7 CFR 220.10-220.21	National School Breakfast Program
7 CFR 245.1-245.13	Eligibility for free and reduced-price meals and free milk

Management Resources References

	Description
California Department of Education Publication	Direct Certification Implementation Checklist Free and Reduced-Price Meals: January 2018
CSBA Publication	Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, 2012
CSBA Publication	Monitoring for Success: A Guide for Assessing and Strengthening Student Wellness Policies, rev. 2012
U.S. Department of Agriculture Publication	Eligibility Manual for School Meals: Determining and Verifying Eligibility, July 2015

U.S. Department of Agriculture Publication	Provision 2 Guidance: National School Lunch and School Breakfast Programs, Summer 2002
Website	U.S. Department of Agriculture, Food and Nutrition Service - https://simbli.eboardsolutions.com/SU/tslshsLNiLk4O4XqtNHLolX0g==
Website	California Food Policy Advocates - https://simbli.eboardsolutions.com/SU/5GeuVdU7HE4aLG3NFy4PTg==
Website	California Project LEAN (Leaders Encouraging Activity and Nutrition) - https://simbli.eboardsolutions.com/SU/lzuCbbhn3rBrfeZTSNnVCw==
Website	California Department of Education, Nutrition Services Division - https://simbli.eboardsolutions.com/SU/O5xpn2rTFL2uz0BsIshlorGXQ==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==

Cross References

Description

0200	Goals For The School District - https://simbli.eboardsolutions.com/SU/Bgly4K2tFGh6Vx9bVRWZvw==
0410	Nondiscrimination In District Programs And Activities - https://simbli.eboardsolutions.com/SU/fwomAXkSXlCjCV5FefkGPw==
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/Aw8id04Xslstwr2fwthpc6kQ==
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/AqGX4FD1zilFa09072shSA==
0470	COVID-19 Mitigation Plan - https://simbli.eboardsolutions.com/SU/PhHbBWdXMHFVlps9s9O43A==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/jKjmvvbycb5r0Tzq0yicklg==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/ouHfMY1Tt6GyjrKpUFN5bQ==
1400	Relations Between Other Governmental Agencies And The Schools - https://simbli.eboardsolutions.com/SU/rOG8zxo8i7plusjQjmRvgLQ4g==
3100	Budget - https://simbli.eboardsolutions.com/SU/MLg8BCb4nI9AF0ZDQbf1Nw==
3100	Budget - https://simbli.eboardsolutions.com/SU/2qaolYeOI8w4xRplusvFVpSOA==
3250	Transportation Fees - https://simbli.eboardsolutions.com/SU/cKoOAOQlxq75hpveoz9cyAQ==
3250	Transportation Fees - https://simbli.eboardsolutions.com/SU/l6plusjoslshdplus4OcT33FLJW5aNA==
3260	Fees And Charges - https://simbli.eboardsolutions.com/SU/kzf4pmpplus1XMNh73HcptLQMg==
3260	Fees And Charges - https://simbli.eboardsolutions.com/SU/WJppw3L8qQdJNRjy7xaDAA==
3550	Food Service/Child Nutrition Program - https://simbli.eboardsolutions.com/SU/COmKhtYWlyXByiQXDYg04w==
3550	Food Service/Child Nutrition Program - https://simbli.eboardsolutions.com/SU/OS8E36HK7veplusYrVI9QWEBg==
3551	Food Service Operations/Cafeteria Fund - https://simbli.eboardsolutions.com/SU/TEODP6YXlmB5t5EatzEYng==
3551	Food Service Operations/Cafeteria Fund - https://simbli.eboardsolutions.com/SU/pLN22xtDnWsA3lGpSaQotw==

3552	Summer Meal Program - https://simbli.eboardsolutions.com/SU/aJEtQ2BdPslshLJA1mDmboX3A==
3552	Summer Meal Program - https://simbli.eboardsolutions.com/SU/ngOCDfmgYzRcStHyCAFplusQ==
3554	Other Food Sales - https://simbli.eboardsolutions.com/SU/BeO5iujplusCslshdnJDatAUkaSw==
3554	Other Food Sales - https://simbli.eboardsolutions.com/SU/do0Tu0NPiAUh0ZJSR3T9plusw==
3555-E(1)	Nutrition Program Compliance - https://simbli.eboardsolutions.com/SU/oX8Uz3NAzRW1RSjkKQr5Og==
3555	Nutrition Program Compliance - https://simbli.eboardsolutions.com/SU/Pwi3xIKGw0SMdsh33slshk39g==
4119.23	Unauthorized Release Of Confidential/Privileged Information - https://simbli.eboardsolutions.com/SU/mdnslshUe58c1X7ZKqylEBsag==
4219.23	Unauthorized Release Of Confidential/Privileged Information - https://simbli.eboardsolutions.com/SU/UI3UwU9gy89W9hclleS5Jw==
4319.23	Unauthorized Release Of Confidential/Privileged Information - https://simbli.eboardsolutions.com/SU/BdiMNGpkGbLuVxR8Uusb7wg==
5030	Student Wellness - https://simbli.eboardsolutions.com/SU/zgSaQNnp9OOWiMmf7cjiJw==
5117	Interdistrict Attendance - https://simbli.eboardsolutions.com/SU/M65UVU52dD6tJUuqplus0WGplusw==
5117	Interdistrict Attendance - https://simbli.eboardsolutions.com/SU/O929LIN723Jw6duArJnnplusw==
5125	Student Records - https://simbli.eboardsolutions.com/SU/6Z8iCcq12hzQRFjvme7TOw==
5125	Student Records - https://simbli.eboardsolutions.com/SU/IY2DRBLkPJkOKFgTVgcS3Q==
5141.6	School Health Services - https://simbli.eboardsolutions.com/SU/kvyJlkjpluskQiPAWLHXCBlA==
5141.6	School Health Services - https://simbli.eboardsolutions.com/SU/plusNkEq4Ne4yTm9UnPilo49Q==
5145.3	Nondiscrimination/Harassment - https://simbli.eboardsolutions.com/SU/iEfz5FRDKcCwzFGqhwCORG==
5145.3	Nondiscrimination/Harassment - https://simbli.eboardsolutions.com/SU/UnEBcjUXaPjjnTfWd4V7SA==
5145.6-E(1)	Parental Notifications - https://simbli.eboardsolutions.com/SU/OIIR63yHWACdrhjlN6XNVA==
5145.6	Parental Notifications - https://simbli.eboardsolutions.com/SU/6twEMjNdhvA0qYiZNI9ucQ==
5148	Child Care And Development - https://simbli.eboardsolutions.com/SU/aWeoQX4iJUyXiYV9xnMxAg==
5148	Child Care And Development - https://simbli.eboardsolutions.com/SU/64Cepsish6plusxs2I5940VpBdmg==
5148.2	Before/After School Programs - https://simbli.eboardsolutions.com/SU/ltcQ5OUoJCKiBtaUYf5AWA==
5148.2	Before/After School Programs - https://simbli.eboardsolutions.com/SU/rHToi7m4qaWNJJcm4i4cOA==
6162.51	State Academic Achievement Tests - https://simbli.eboardsolutions.com/SU/St7kKZe3pAQRoAlygL0a1A==

6162.51	State Academic Achievement Tests - https://simbli.eboardsolutions.com/SU/ovRxo5VcGyOYjrOPDIVM8w==
6171	Title I Programs - https://simbli.eboardsolutions.com/SU/LZtMrsWwplusxJYQEtjlrJYplusg==
6171	Title I Programs - https://simbli.eboardsolutions.com/SU/rd5P2qLCVOzqWNz1Mk2LrA==
6173-E(1)	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/Njdvplus1bBbU6JxY3mggPqzg==
6173-E(2)	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/3KVQEkODsV6J2DTJooMrw==
6173	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/h4tytA9vVgoytgplusFnmHZzQ==
6173	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/zU0j7yuD68iPP9NodqNv8A==
6173.1	Education For Foster Youth - https://simbli.eboardsolutions.com/SU/UGtplusuDmHnIAU6gTH8ITnQA==
6173.1	Education For Foster Youth - https://simbli.eboardsolutions.com/SU/sl6AaUWzj02aztN0ldt8ig==
6175	Migrant Education Program - https://simbli.eboardsolutions.com/SU/2GjZ0EddBCNU1H8e5hplusnWw==
6175	Migrant Education Program - https://simbli.eboardsolutions.com/SU/IMA8ZOfHbMkvUVtlplusVDzDg==
6176	Weekend/Saturday Classes - https://simbli.eboardsolutions.com/SU/Vo4q9qr8Nmh3PDokOWcVLQ==
6177	Summer Learning Programs - https://simbli.eboardsolutions.com/SU/fcLWbBHLSMvf6GCJz7vR8A==

Regulation 3553: Free And Reduced Price Meals

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 03/01/2018

Applications

The Superintendent or designee shall ensure that the district's application form for free and reduced-price meals and related materials include the statements specified in Education Code 49557 and 7 CFR 245.5. The district's application packet shall include the notifications and information listed in Education Code 49557.2.

The application form and related information shall be distributed in paper form to all parents/guardians at the beginning of each school year and shall be available to students at all times during the school day. (Education Code 48980, 49520; 42 USC 1758; 7 CFR 245.5)

In addition, the district application form for free and reduced price meals shall be available online. The online application form shall require completion of only those questions necessary for determining eligibility, contain clear instructions for families that are homeless or migrant, and comply with other requirements specified in Education Code 49557.

An application form and related information shall also be provided whenever a new student is enrolled.

At the beginning of each school year, the Superintendent or designee shall send a public release, containing the same information supplied to parents/guardians and including eligibility criteria, to local media, the local unemployment office, and any major employers in the district attendance area contemplating large layoffs. Copies of the public release shall be made available upon request to any interested person. (7 CFR 245.5)

Eligibility

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.

Participants in the CalFresh, California Work Opportunity and Responsibility to Kids (CalWORKS), and Medi-Cal programs shall be directly certified for enrollment in the free and reduced-price meal program without further application. Participants in other state or federal programs may be directly certified when authorized by law. (Education Code 49561, 49562; 42 USC 1758; 7 CFR 245.6)

Verification of Eligibility

Not later than November 15 of each year, the Superintendent or designee shall verify the eligibility of a sample of household applications approved for the school year in accordance with the sample sizes and procedures specified in 42 USC 1758 and 7 CFR 245.6a. (42 USC 1758; 7 CFR 245.6a)

If the review indicates that the initial eligibility determination is correct, the Superintendent or designee shall verify the approved household application. If the review indicates that the initial eligibility determination is incorrect, the Superintendent or designee shall: (42 USC 1758; 7 CFR 245.6a)

1. If the eligibility status changes from reduced price to free, make the increased benefits immediately available and notify the household of the change in benefits
2. If the eligibility status changes from free to reduced price, first verify the application, then notify the household of the correct eligibility status, and, when required by law, send a notice of adverse action as described below
3. If the eligibility status changes from free or reduced price to paid, send the household a notice of adverse action as described below

If any household is to receive a reduction or termination of benefits as a result of verification activities, or if the household fails to cooperate with verification efforts, the Superintendent or designee shall reduce or terminate benefits, as applicable, and shall properly document and retain on file in the district the reasons for ineligibility. He/she also shall send a notice of adverse action to any household that is to receive a reduction or termination of benefits. Such notice shall be provided 10 days prior to the actual reduction or termination of benefits. The notice

shall advise the household of: (7 CFR 245.6a)

1. The change and the reasons for the change
2. The right to appeal, when the appeal must be filed to ensure continued benefits while awaiting a hearing and decision, and instructions on how to appeal
3. The right to reapply at any time during the school year

Confidentiality/Release of Records

The Superintendent designates the following district employee(s) to use individual records pertaining to student participation in the free and reduced-price meal program for the purpose of disaggregation of academic achievement data and/or the provision of services under the federal Elementary and Secondary Education Act pursuant to 20 USC 6301-6576.

Dominic Machi
Director of Food & Nutrition and Warehouse

In using the records for such purposes, the Superintendent or designee shall ensure that: (Education Code 49558)

1. No individual indicators of participation in the free and reduced-price meal program are maintained in the permanent records of any student if not otherwise allowed by law.
2. Information regarding individual student participation in the free and reduced-price meal program is not publicly released.
3. All other confidentiality provisions required by law are met.
4. Information collected regarding individual students certified to participate in the free and reduced-price meal program is destroyed when no longer needed for its intended purpose.

Nondiscrimination Plan

The district's plan for students receiving free or reduced-price meals shall ensure the following: (Education Code 49557; 42 USC 1758)

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 for milk.
4. The students shall not be required to use a separate dining area, go through a separate serving line or entrance, or consume their meals or milk at a different time.

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. (Education Code 49557; 7 CFR 245.8)

Prices

The maximum price that shall be charged to eligible students for reduced-price meals shall be 40 cents for lunch and 30 cents for breakfast. (42 USC 1758, 1773)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

Description

5 CCR 15510
 5 CCR 15530-15535
 5 CCR 15550-15565
 Ed. Code 48980
 Ed. Code 49430-49434
 Ed. Code 49490-49494
 Ed. Code 49500-49505
 Ed. Code 49510-49520
 Ed. Code 49530-49536
 Ed. Code 49547-49548.3
 Ed. Code 49550-49564.5

Mandatory meals for needy students
 Nutrition education
 School lunch and breakfast programs
 Notice at beginning of term
 Pupil Nutrition, Health, and Achievement Act of 2001
 School breakfast and lunch programs
 School meals
 Nutrition
 Child Nutrition Act
 Comprehensive nutrition services
 Meals for needy students

Federal References

20 USC 1232g
 20 USC 6301-6576
 42 USC 1751-1769j
 42 USC 1771-1791
 42 USC 1773
 7 CFR 210.1-210.31
 7 CFR 220.10-220.21
 7 CFR 245.1-245.13

Description

Family Educational Rights and Privacy Act (FERPA) of 1974
 Title I Improving the Academic Achievement of the Disadvantaged
 School Lunch Program
 Child nutrition
 School Breakfast Program
 National School Lunch Program
 National School Breakfast Program
 Eligibility for free and reduced-price meals and free milk

Management Resources References

California Department of Education Publication
 CSBA Publication
 CSBA Publication
 U.S. Department of Agriculture Publication
 U.S. Department of Agriculture Publication
 Website
 Website
 Website
 Website
 Website

Description

Direct Certification Implementation Checklist Free and Reduced-Price Meals: January 2018
 Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, 2012
 Monitoring for Success: A Guide for Assessing and Strengthening Student Wellness Policies, rev. 2012
 Eligibility Manual for School Meals: Determining and Verifying Eligibility, July 2015
 Provision 2 Guidance: National School Lunch and School Breakfast Programs, Summer 2002
 U.S. Department of Agriculture, Food and Nutrition Service - <https://simbli.eboardsolutions.com/SU/tslshsLNilk4O4XqtNHLolX0g==>
 California Food Policy Advocates - <https://simbli.eboardsolutions.com/SU/5GeuVdU7HE4aLG3NFy4PTg==>
 California Project LEAN (Leaders Encouraging Activity and Nutrition) - <https://simbli.eboardsolutions.com/SU/lzuCbbhn3rBrfeZTSNnVCw==>
 California Department of Education, Nutrition Services Division - <https://simbli.eboardsolutions.com/SU/O5xpn2rTFL2uz0BslshlorGXQ==>
 CSBA - <https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==>

Cross References

0200

Description

Goals For The School District - <https://simbli.eboardsolutions.com/SU/Bgly4K2tFGh6Vx9bVRWZvw==>

0410 Nondiscrimination In District Programs And Activities -
<https://simbli.eboardsolutions.com/SU/fwomAXkSXlCjCV5FefkGPw==>

0460 Local Control And Accountability Plan -
<https://simbli.eboardsolutions.com/SU/Aw8id04Xslstwr2fwthpc6kQ==>

0460 Local Control And Accountability Plan -
<https://simbli.eboardsolutions.com/SU/AqGX4FD1zilFa09072shSA==>

0470 COVID-19 Mitigation Plan -
<https://simbli.eboardsolutions.com/SU/PhHbBWdXMHFVlps9s9O43A==>

1340 Access To District Records -
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1340 Access To District Records -
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1400 Relations Between Other Governmental Agencies And The Schools -
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3100 Budget -
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3100 Budget -
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3552 Summer Meal Program -
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3554 Other Food Sales -
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3554 Other Food Sales -
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5030 Student Wellness -
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5117 Interdistrict Attendance -
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5125 Student Records -
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5141.6 School Health Services -
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5145.3 Nondiscrimination/Harassment -
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5145.3 Nondiscrimination/Harassment -
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5145.6-E(1) Parental Notifications -
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5145.6 Parental Notifications -
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5148 Child Care And Development -
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5148.2 Before/After School Programs -
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5148.2 Before/After School Programs -
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6162.51 State Academic Achievement Tests -
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6162.51 State Academic Achievement Tests -
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6171 Title I Programs -
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6171 Title I Programs -
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6173-E(1) Education For Homeless Children -
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6173-E(2) Education For Homeless Children -
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6173 Education For Homeless Children -
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6173 Education For Homeless Children -
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6173.1 Education For Foster Youth -
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- 6173.1 Education For Foster Youth -
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- 6175 Migrant Education Program -
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- 6175 Migrant Education Program -
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- 6176 Weekend/Saturday Classes -
<https://simbli.eboardsolutions.com/SU/Vo4q9qr8Nmh3PDokOWcVLQ==>
- 6177 Summer Learning Programs -
<https://simbli.eboardsolutions.com/SU/fcLWbBHLSMVf6GCJz7vR8A==>

Policy 3554: Other Food Sales

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 11/01/2007

The Governing Board believes that sales of foods and beverages at school during the school day should be aligned with the district's goals to promote student wellness. Any food sales conducted outside the district's food service program shall meet nutritional standards specified in law, Board policy, and administrative regulation and shall not reduce student participation in the district's food service program.

The Board authorizes the Superintendent or designee to approve the sale of foods and beverages outside the district's food service program, including sales by student or school-connected organizations, sales through vending machines, and/or sales at secondary school student stores for fundraising purposes.

When vending machines are sponsored by the district or a student or adult organization, the Superintendent or designee shall determine how and where vending machines may be placed at school sites, district offices, or other school facilities.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

	Description
5 CCR 15500	Food sales in elementary schools
5 CCR 15501	Food sales in high schools and junior high schools
5 CCR 15575-15578	Requirements for foods and beverages outside the federal meals program
Ed. Code 35182.5	Contracts for advertising
Ed. Code 48931	Authorization for sale of food by student organization
Ed. Code 49430-49434	Pupil Nutrition, Health, and Achievement Act of 2001
Ed. Code 51520	Prohibited solicitations on school premises
H&S Code 113700-114437	California Retail Food Code, sanitation and safety requirements

Federal References

	Description
42 USC 1751-1769j	School Lunch Program
42 USC 1758b	Local wellness policy
42 USC 1771-1791	Child nutrition
7 CFR 210.1-210.31	National School Lunch Program
7 CFR 220.1-220.21	National School Breakfast Program

Management Resources References

	Description
CA DOE Management Bulletin	06-110 Restrictions on Food and Beverage Sales Outside of the School Meal Program, August 2006
CSBA Publication	Monitoring for Success: Student Wellness Policy Implementation Monitoring Report and Guide, 2007
CSBA Publication	Nutrition Standards for Schools: Implications for Student Wellness, Policy Brief, rev. October 2007
CSBA Publication	Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. April 2006
Fiscal Crisis & Management Assistance Team Pub.	Associated Student Body Accounting Manual and Desk Reference, 2002
Natl. Assoc. of State Boards Of Ed. Pub.	Fit, Healthy and Ready to Learn, 2000
Website	U.S. Dept. of Agriculture, Food and Nutrition Information Center - https://simbli.eboardsolutions.com/SU/PtAlwQrEozP2sto4Ywh52g==

Website	California Project LEAN (Leaders Encouraging Activity and Nutrition) - https://simbli.eboardsolutions.com/SU/lzuCbbhn3rBrfeZTSNnVCw==
Website	Centers for Disease Control and Prevention - https://simbli.eboardsolutions.com/SU/UUiiqrqtk65lplusLWplusApdRjg==
Website	National Association of State Boards of Education - https://simbli.eboardsolutions.com/SU/p9EGJQrfe1c2fvDHCT1QRQ==
Website	California Department of Education, Nutrition Services Division - https://simbli.eboardsolutions.com/SU/O5xpn2rTFL2uz0BslshlorGXQ==
Website	California Department of Public Health - https://simbli.eboardsolutions.com/SU/plusKghL3cnZRJOzDybcVsugA==
Website	California Healthy Kids Resource Center - https://simbli.eboardsolutions.com/SU/Ve9Yf61snLK7fRzOPU1xiQ==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==
Website	Fiscal Crisis and Management Assistance Team - https://simbli.eboardsolutions.com/SU/1KDBnplus9GCiDTyFvblOOxQ==

Cross References

	Description
1230	School-Connected Organizations - https://simbli.eboardsolutions.com/SU/rZIDHDRyqq3sQoGOoZHytg==
1230	School-Connected Organizations - https://simbli.eboardsolutions.com/SU/ZGdAZ0iZ7jvulHYzdmssg==
1321	Solicitation Of Funds From And By Students - https://simbli.eboardsolutions.com/SU/stwCwLojl01DEMHOyc1sgQ==
1321	Solicitation Of Funds From And By Students - https://simbli.eboardsolutions.com/SU/iAyBbuYjlpPFFje7xI08MQ==
3260	Fees And Charges - https://simbli.eboardsolutions.com/SU/kzf4pmpplus1XMNh73HcptLQMg==
3260	Fees And Charges - https://simbli.eboardsolutions.com/SU/WJppw3L8qQdJNRjy7xaDAA==
3312	Contracts - https://simbli.eboardsolutions.com/SU/WrfR3GHsZq4NytXowagFLQ==
3452	Student Activity Funds - https://simbli.eboardsolutions.com/SU/MaB71S0AoPmnlSumV59usQ==
3550	Food Service/Child Nutrition Program - https://simbli.eboardsolutions.com/SU/COmKhtYWlyXByiQXDYg04w==
3550	Food Service/Child Nutrition Program - https://simbli.eboardsolutions.com/SU/0S8E36HK7veplusYrVI9QWEBg==
3551	Food Service Operations/Cafeteria Fund - https://simbli.eboardsolutions.com/SU/TEODP6YXlmB5t5EatzEYng==
3551	Food Service Operations/Cafeteria Fund - https://simbli.eboardsolutions.com/SU/pLN22xtDnWsa3IGpSaQotw==
3553	Free And Reduced Price Meals - https://simbli.eboardsolutions.com/SU/Dw6ccnTFki7o6u4ypGOvYg==
3553	Free And Reduced Price Meals - https://simbli.eboardsolutions.com/SU/6gRlgsQru0aNEslshoWHlv3g==
5030	Student Wellness - https://simbli.eboardsolutions.com/SU/zgSaQNnp9OOWiMmf7cjlw==
5141.27	Food Allergies/Special Dietary Needs - https://simbli.eboardsolutions.com/SU/qsish3bHkplusQXwzdTo3BI3cYTg==

- 5141.27 Food Allergies/Special Dietary Needs -
<https://simbli.eboardsolutions.com/SU/IsIMJTdcy6SdDWm5WC4rlw==>
- 6142.8 Comprehensive Health Education -
<https://simbli.eboardsolutions.com/SU/Wr2R2lgKjuslshxs1GqHqr0ag==>
- 6142.8 Comprehensive Health Education -
<https://simbli.eboardsolutions.com/SU/mNzZE8R3ENslshwRfRwU7g9ng==>
- 6145 Extracurricular And Cocurricular Activities -
<https://simbli.eboardsolutions.com/SU/0plus4m9xE4Ve5a7ZliPxUm8w==>
- 6145 Extracurricular And Cocurricular Activities -
<https://simbli.eboardsolutions.com/SU/g4kmTAtslshQhjokasVpluscC7Aw==>

Regulation 3554: Other Food Sales

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 12/01/2013

Requirements for Schools Not Participating in Federal Meal Program

Food and beverage sales outside the district's food service program shall comply with applicable nutritional standards specified in Education Code 49431-49431.7 and 5 CCR 15500-15501 and 15575-15578.

The sale of foods or beverages that do not comply with the standards in Education Code 49431-49431.5 may be permitted in either of the following circumstances: (Education Code 49431-49431.5)

1. The sale takes place off and away from school premises.
2. The sale takes place on school premises at least one-half hour after the end of the school day.

Requirements for Schools Participating in Federal Meal Program

For any district school participating in the National School Lunch and/or Breakfast Program, food and beverage sales conducted outside the district's food service program on school campuses during the school day shall comply with applicable nutritional standards specified in 7 CFR 210.11 and 220.12 or with state nutrition standards in Education Code 49431-49431.7 and 5 CCR 15500-15501 and 15575-15578, whichever rule is stricter.

These standards shall apply to all competitive foods and beverages sold from midnight before the school day to one-half hour after the end of the school day. (7 CFR 210.11)

In a school with any of grades K-8 that is participating in the National School Lunch and/or Breakfast Program, the Superintendent or designee shall not permit the sale of foods by a student organization except when all of the following conditions are met: (5 CCR 15500)

1. The student organization sells only one food item per sale.
2. The specific nutritious food item is approved by the Superintendent or designee in accordance with Board policy.
3. The sale does not begin until after the close of the regularly scheduled midday food service period.
4. The sale during the regular school day is not of food items prepared on the premises.
5. There are no more than four such sales per year per school.
6. The food sold is not one sold in the district's food service program at that school during that school day.

In any middle or high school, a student organization may be approved to sell food items during or after the school day if all of the following conditions are met: (5 CCR 15501)

1. Only one student organization conducts a food sale on a given school day and the organization sells no more than three types of food or beverage items, except that up to four days during the school year may be designated on which any number of organizations may conduct the sale of any food items.
2. The specific nutritious food items are approved by the Superintendent or designee in accordance with Board policy.
3. Food items sold during the regular school day are not prepared on the premises.
4. The food items sold are not those sold in the district's food service program at that school during that school day.

The Superintendent or designee shall maintain records, and shall require organizations selling foods and beverages to maintain records, to document compliance with federal nutrition standards for all competitive foods and beverages sold through and outside the district's food services program. At a minimum, these records shall include receipts, nutrition labels, and/or product specifications. (7 CFR 210.11)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

	Description
5 CCR 15500	Food sales in elementary schools
5 CCR 15501	Food sales in high schools and junior high schools
5 CCR 15575-15578	Requirements for foods and beverages outside the federal meals program
Ed. Code 35182.5	Contracts for advertising
Ed. Code 48931	Authorization for sale of food by student organization
Ed. Code 49430-49434	Pupil Nutrition, Health, and Achievement Act of 2001
Ed. Code 51520	Prohibited solicitations on school premises
H&S Code 113700-114437	California Retail Food Code, sanitation and safety requirements

Federal References

	Description
42 USC 1751-1769j	School Lunch Program
42 USC 1758b	Local wellness policy
42 USC 1771-1791	Child nutrition
7 CFR 210.1-210.31	National School Lunch Program
7 CFR 220.1-220.21	National School Breakfast Program

Management Resources References

	Description
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CSBA Publication	Nutrition Standards for Schools: Implications for Student Wellness, Policy Brief, rev. October 2007
CSBA Publication	Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. April 2006
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Natl. Assoc. of State Boards Of Ed. Pub.	Fit, Healthy and Ready to Learn, 2000
Website	U.S. Dept. of Agriculture, Food and Nutrition Information Center - https://simbli.eboardsolutions.com/SU/PtAlwQrEozP2sto4Ywh52g==
Website	California Project LEAN (Leaders Encouraging Activity and Nutrition) - https://simbli.eboardsolutions.com/SU/lzuCbbhn3rBrfeZTSNnVCw==
Website	Centers for Disease Control and Prevention - https://simbli.eboardsolutions.com/SU/UUjirqtk65lplusLWplusApdRjg==
Website	National Association of State Boards of Education - https://simbli.eboardsolutions.com/SU/p9EGJQrfe1c2fVDHCT1QRQ==
Website	California Department of Education, Nutrition Services Division - https://simbli.eboardsolutions.com/SU/O5xpn2rTFL2uz0BslshlorGXQ==
Website	California Department of Public Health - https://simbli.eboardsolutions.com/SU/plusKghL3cnZRJOzDybcVsugA==
Website	California Healthy Kids Resource Center - https://simbli.eboardsolutions.com/SU/Ve9Yf61snLK7fRzOPU1xiQ==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==

Website Fiscal Crisis and Management Assistance Team -
<https://simbli.eboardsolutions.com/SU/1KDBnxplus9GCiDTyFvbLOOxQ==>

Cross References

	Description
1230	School-Connected Organizations - https://simbli.eboardsolutions.com/SU/rZIDHDRyqq3sQoGOoZHytg==
1230	School-Connected Organizations - https://simbli.eboardsolutions.com/SU/ZGdAZ0iZ7jVjulHYzdmssg==
1321	Solicitation Of Funds From And By Students - https://simbli.eboardsolutions.com/SU/stwCwLojl01DEMHOyc1sgQ==
1321	Solicitation Of Funds From And By Students - https://simbli.eboardsolutions.com/SU/iAyBbuYJlpPFFje7xlO8MQ==
3260	Fees And Charges - https://simbli.eboardsolutions.com/SU/kzf4pmpplus1XMNh73HcptLQMg==
3260	Fees And Charges - https://simbli.eboardsolutions.com/SU/WJppw3L8qQdJNRjy7xaDAA==
3312	Contracts - https://simbli.eboardsolutions.com/SU/WrfR3GHsZq4NytXowagFLQ==
3452	Student Activity Funds - https://simbli.eboardsolutions.com/SU/MaB71S0AoPmnISumV59usQ==
3550	Food Service/Child Nutrition Program - https://simbli.eboardsolutions.com/SU/COmKhtYWlyXByiQXDYg04w==
3550	Food Service/Child Nutrition Program - https://simbli.eboardsolutions.com/SU/0S8E36HK7veplusYrVI9QWEBg==
3551	Food Service Operations/Cafeteria Fund - https://simbli.eboardsolutions.com/SU/TEODP6YXlmB5t5EatzeYng==
3551	Food Service Operations/Cafeteria Fund - https://simbli.eboardsolutions.com/SU/pLN22xtDnWsa3IGpSaQotw==
3553	Free And Reduced Price Meals - https://simbli.eboardsolutions.com/SU/Dw6ccnTFki7o6u4ypGOvYg==
3553	Free And Reduced Price Meals - https://simbli.eboardsolutions.com/SU/6gRlgsQru0aNEsIshoWHlv3g==
5030	Student Wellness - https://simbli.eboardsolutions.com/SU/zgSaQNnp9OOWiMmf7cjlw==
5141.27	Food Allergies/Special Dietary Needs - https://simbli.eboardsolutions.com/SU/qsIsh3bHkplusQXwzdTo3BI3cYTg==
5141.27	Food Allergies/Special Dietary Needs - https://simbli.eboardsolutions.com/SU/IsIMJTdcy6SdDWm5WC4rlw==
6142.8	Comprehensive Health Education - https://simbli.eboardsolutions.com/SU/Wr2R2lgKjusIshxs1GqHqr0ag==
6142.8	Comprehensive Health Education - https://simbli.eboardsolutions.com/SU/mNzZE8R3ENslshwRfRwU7g9ng==
6145	Extracurricular And Cocurricular Activities - https://simbli.eboardsolutions.com/SU/0plus4m9xE4Ve5a7ZliPxUm8w==
6145	Extracurricular And Cocurricular Activities - https://simbli.eboardsolutions.com/SU/g4kmTAtIshQhjokasVpluscC7Aw==

Exhibit 3555-E(1): Nutrition Program Compliance

Status: DRAFT

Original Adopted Date: Pending

See PDF on the next page.

NONDISCRIMINATION STATEMENT FOR NUTRITION PROGRAMS

Note: As part of its instructions to all recipients of federal funds for child nutrition programs, the U.S. Department of Agriculture (USDA) requires that all forms of communication available to the public regarding program availability also contain information about that recipient's status as an equal opportunity provider and the address of the agency with responsibility to handle complaints made against the recipient. The following exhibit presents specific language provided by USDA for the notification, which must not be modified in any way.

The following statement shall be included, in a prominent location, on all forms available to the public regarding the availability of the district's child nutrition programs:

"In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: <https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov

This institution is an equal opportunity provider."

On pamphlets, brochures, and flyers, in the same print size as the rest of the text, the district may print a short version of the nondiscrimination statement, as follows:

"This institution is an equal opportunity provider."

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

Description

5 CCR 3080	Applicability of uniform complaint procedures to complaints regarding students with disabilities
5 CCR 4600-4670	Uniform complaint procedures
5 CCR 4900-4965	Nondiscrimination in elementary and secondary education programs
Ed. Code 200-262.4	Educational equity; prohibition of discrimination on the basis of sex - https://simbli.eboardsolutions.com/SU/ytTLslshoozWGUAAbNL6kKkgxQ==
Ed. Code 48985	Notices to parents in language other than English
Ed. Code 49060-49079	Student records
Ed. Code 49490-49590	Child nutrition programs
Pen. Code 422.6	Civil rights; crimes

Federal References

Description

20 USC 1400-1482	Individuals with Disabilities in Education Act
20 USC 1681-1688	Discrimination based on sex or blindness, Title IX
20 USC 1681-1688	Title IX, 1972 Education Act Amendments
28 CFR 35.101-35.190	Americans with Disabilities Act
28 CFR 36.303	Auxiliary aids and services
29 USC 794	Rehabilitation Act of 1973, Section 504
34 CFR 100.1-100.13	Nondiscrimination in federal programs, effectuating Title VI
34 CFR 104.1-104.39	Section 504 of the Rehabilitation Act of 1973
34 CFR 106.1-106.61	Discrimination on the basis of sex, effectuating Title IX
34 CFR 106.9	Dissemination of policy
42 USC 12101-12213	Americans with Disabilities Act
42 USC 2000d-2000d-7	Title VI, Civil Rights Act of 1964
42 USC 2000e-2000e-17	Title VII, Civil Rights Act of 1964, as amended
7 CFR 210.23	National School Lunch Program, district responsibilities
7 CFR 215.14	Special Milk Program, nondiscrimination
7 CFR 215.7	Special Milk Program, requirements for participation
7 CFR 220.7	School Breakfast Program, requirements for participation
7 CFR 225.3	Summer Food Service Program, administration
7 CFR 225.7	Summer Food Service Program, program monitoring

Management Resources References

Description

California Department of Education Publication	Civil Rights and Complaint Procedures for the U.S. Department of Agriculture Child Nutrition Programs, rev. November 2015
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U.S. DOE Office for Civil Rights Publication	Notice of Non-Discrimination, August 2010
USDA, Food & Nutrition Service Publication	Civil Rights Compliance and Enforcement - Nutrition Programs and Activities, FNS Instruction 113-1, November 2005
Website	U.S. Department of Agriculture, Office for Civil Rights - https://simbli.eboardsolutions.com/SU/J1WoJCyzrMoaKekNi26slshjw==
Website	U.S. Department of Agriculture, Food and Nutrition Service - https://simbli.eboardsolutions.com/SU/tslshsLNiLk4O4XqtNHLolX0g==
Website	California Department of Education, Nutrition Services Division - https://simbli.eboardsolutions.com/SU/O5xpn2rTFL2uz0BslshlorGXQ==
Website	U.S. Department of Education, Office for Civil Rights - https://simbli.eboardsolutions.com/SU/HrN4mDOsAx53TBZ2HPwBvQ==

Cross References

Description

0410	Nondiscrimination In District Programs And Activities - https://simbli.eboardsolutions.com/SU/fwomAXkSXlCjCV5FefkGPw==
1100	Communication With The Public - https://simbli.eboardsolutions.com/SU/slshQxIBCOJ8fkTYiUPG1TjpA==
1312.1	Complaints Concerning District Employees - https://simbli.eboardsolutions.com/SU/MppUel1WNr5xp42U7aZSpw==
1312.1	Complaints Concerning District Employees - https://simbli.eboardsolutions.com/SU/Ovzn0wdmslshnLMRciY0NKfJA==
3312	Contracts - https://simbli.eboardsolutions.com/SU/WrfR3GHsZq4NytXowagFLQ==
3550	Food Service/Child Nutrition Program - https://simbli.eboardsolutions.com/SU/COmKhtYWlyXByiQXDYg04w==
3550	Food Service/Child Nutrition Program - https://simbli.eboardsolutions.com/SU/OS8E36HK7veplusYrVI9QWEBg==
3551	Food Service Operations/Cafeteria Fund - https://simbli.eboardsolutions.com/SU/TEODP6YXlmB5t5EatzEYng==
3551	Food Service Operations/Cafeteria Fund - https://simbli.eboardsolutions.com/SU/pLN22xtDnWsA3IGpSaQotw==
3552	Summer Meal Program - https://simbli.eboardsolutions.com/SU/aJEtQ2BdPslshLJA1mDmboX3A==
3552	Summer Meal Program - https://simbli.eboardsolutions.com/SU/ngOCDfmegYzRcStHyCAFplusQ==
3553	Free And Reduced Price Meals - https://simbli.eboardsolutions.com/SU/Dw6ccnTFki7o6u4ypGOvYg==
3553	Free And Reduced Price Meals - https://simbli.eboardsolutions.com/SU/6gRIgksQru0aNEslshoWHlv3g==
4231	Staff Development - https://simbli.eboardsolutions.com/SU/Sw1IN4DYSF3T3eWPFYvkHQ==
5022	Student And Family Privacy Rights - https://simbli.eboardsolutions.com/SU/plustcUslshBvx7z1Y1hZErFclvg==
5022	Student And Family Privacy Rights - https://simbli.eboardsolutions.com/SU/Zz1FfcqQMjywh0Vslshaslh4UQQ==

- 5030 Student Wellness -
<https://simbli.eboardsolutions.com/SU/zgSaQNnp9OOWiMmf7cjjJw==>
- 5125 Student Records -
<https://simbli.eboardsolutions.com/SU/6Z8iCcq12hzQRFjyme7TOW==>
- 5125 Student Records -
<https://simbli.eboardsolutions.com/SU/IY2DRBLkPjkOKFgTVgcS3Q==>
- 5141.27 Food Allergies/Special Dietary Needs -
<https://simbli.eboardsolutions.com/SU/qsIsh3bHkplusQXwzdTo3BI3cYTg==>
- 5141.27 Food Allergies/Special Dietary Needs -
<https://simbli.eboardsolutions.com/SU/IsIMJTdcy6SdDWm5WC4rlw==>
- 5145.6-E(1) Parental Notifications -
<https://simbli.eboardsolutions.com/SU/OIIR63yHWACdrhjlN6XNVA==>
- 5145.6 Parental Notifications -
<https://simbli.eboardsolutions.com/SU/6twEMjNdhvA0qYiZNi9ucQ==>
- 6159 Individualized Education Program -
<https://simbli.eboardsolutions.com/SU/etUKIVpvpbSKJXjyZhY4fjg==>
- 6159 Individualized Education Program -
<https://simbli.eboardsolutions.com/SU/u5hOoFQdi9IcNNC0IEjsSg==>

Policy 3555: Nutrition Program Compliance

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 07/01/2020

The Governing Board recognizes the district's responsibility to comply with state and federal nondiscrimination laws as they apply to the district's nutrition programs. The district shall not deny any individual the benefits or service of any nutrition program or discriminate on any basis prohibited by law.

Compliance Coordinator

The Board shall designate a compliance coordinator for nutrition programs, who may also be the compliance officer(s) specified in AR 1312.3 - Uniform Complaint Procedures, to ensure compliance with the laws governing the district's nutrition programs.

The responsibilities of the compliance coordinator include, but are not limited to:

1. Providing the name of the compliance coordinator, and the Section 504 coordinator and Title IX coordinator if different from the compliance coordinator, to the California Department of Education (CDE) and other interested parties
2. Annually providing mandatory civil rights training to all frontline staff who interact with program applicants or participants and to those who supervise frontline staff

The subject matter of such training shall include, but not be limited to, collection and use of data, effective public notification systems, complaint procedures, compliance review techniques, resolution of noncompliance, requirements for reasonable accommodation of persons with disabilities, requirements for language assistance, conflict resolution, and customer service.

3. Establishing admission and enrollment procedures that do not restrict enrollment of students on the basis of race, ethnicity, national origin, or disability, including preventing staff from incorrectly denying applications and ensuring that such persons have equal access to all programs
4. Sending a public release announcing the availability of the child nutrition programs and/or changes in the programs to public media and to community and grassroots organizations that interact directly with eligible or potentially eligible participants
5. Communicating the program's nondiscrimination policy and applicable complaint procedures, as provided in the section "Notifications" below
6. Providing appropriate translation services when a significant number of persons in the surrounding population have limited English proficiency
7. Ensuring that every part of a facility is accessible to and usable by persons with disabilities and that participants with disabilities are not excluded from the benefits or services due to inaccessibility of facilities
8. Ensuring that special meals are made available to participants with disabilities who have a medical statement on file documenting that their disability restricts their diet
9. Implementing procedures to process and resolve civil rights (discrimination) complaints and program-related complaints, including maintaining a complaint log, working with the appropriate person to resolve any complaint, and referring the complainant to the appropriate state or federal agency when necessary
10. Developing a method, which preferably uses self-identification or self-reporting, to collect racial and ethnic data for potentially eligible populations, applicants, and participants

Notifications

The compliance coordinator shall ensure that the U.S. Department of Agriculture's (USDA) "And Justice for All" civil rights poster or a substitute poster approved by the USDA's Food and Nutrition Service is displayed in areas visible to the district's nutrition program participants, such as food service areas and school offices.

The compliance coordinator shall notify the public, all program applicants, participants, and potentially eligible persons of their rights and responsibilities and steps necessary to participate in the nutrition programs. Applicants, participants, and the public also shall be advised of their right to file a complaint, how to file a complaint, the complaint procedures, and that a complaint may be filed anonymously or by a third party.

In addition, the compliance coordinator shall ensure that all forms of communication available to the public regarding program availability shall contain, in a prominent location, a statement provided by USDA about the district's status as an equal opportunity provider and the address of the agency with responsibility to handle complaints made against the district.

Forms of communication requiring this nondiscrimination statement include, but are not limited to, web sites, public information releases, publications, and posters, but exclude items such as cups, buttons, magnets, and pens that identify the program when the size or configuration makes it impractical. The nondiscrimination statement need not be included on every page of program information on the district's or school's web site, but the statement or a link to the statement shall be included on the home page of the program information.

A short version of the nondiscrimination statement, as provided by USDA, may be used on pamphlets, brochures, and flyers in the same print size as the rest of the text.

Complaints of Discrimination

A complaint alleging discrimination in the district's nutrition program(s) on the basis of race, color, national origin, sex, age, or disability shall, within 180 days of the alleged discriminatory act, be filed or referred to USDA at: (5 CCR 15582)

U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, (866) 632-9992, (800) 877-8339 (Federal Relay Service - English, deaf, hard of hearing, or speech disabilities), (800) 845-6136 (Federal Relay Service - Spanish), fax (202) 690-7442, or email program.intake.usda.gov

Complaints of discrimination on any other basis shall be investigated by the district using the process identified in AR 1312.3 - Uniform Complaint Procedures.

Complaints Regarding Noncompliance with Program Requirements

Any complaint alleging that the district has not complied with program requirements pertaining to meal counting and claiming, reimbursable meals, eligibility of a child or adult, use of cafeteria funds and allowable expenses shall be filed with or referred to CDE. (Education Code 49556; 5 CCR 15584)

Complaints of noncompliance with any other nutrition program requirements shall be submitted to and investigated by the district using the following procedures.

Complaints may be filed by a student or the student's parent/guardian by phone, email, or letter. The complaint shall be submitted within one year from the date of the alleged violation and shall include the following: (5 CCR 15581)

1. A statement that the district has violated a law or regulation relating to its child nutrition program
2. The facts on which the statement is based
3. The name of the district or the school against which the allegations are made
4. The complainant's contact information
5. The name of the student if alleging violations regarding a specific student

The district shall investigate and prepare a written report pursuant to 5 CCR 4631. (5 CCR 15583)

Unless extended by written agreement with the complainant, the district's compliance coordinator shall investigate the complaint and prepare a written report to be sent to the complainant within 60 days of the district's receipt of the complaint. (5 CCR 15583; 5 CCR 4631)

If the complainant is not satisfied with the findings in the district's report, the complainant may appeal the decision

to CDE by filing a written appeal within 30 days of receiving the decision. (5 CCR 4632)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

5 CCR 3080

Description

Applicability of uniform complaint procedures to complaints regarding students with disabilities

5 CCR 4600-4670

Uniform complaint procedures

5 CCR 4900-4965

Nondiscrimination in elementary and secondary education programs

Ed. Code 200-262.4

Educational equity; prohibition of discrimination on the basis of sex - <https://simbli.eboardsolutions.com/SU/ytTLslshoozWGUAbNL6kKkgxQ==>

Ed. Code 48985

Notices to parents in language other than English

Ed. Code 49060-49079

Student records

Ed. Code 49490-49590

Child nutrition programs

Pen. Code 422.6

Civil rights; crimes

Federal References

20 USC 1400-1482

Description

Individuals with Disabilities in Education Act

20 USC 1681-1688

Discrimination based on sex or blindness, Title IX

20 USC 1681-1688

Title IX, 1972 Education Act Amendments

28 CFR 35.101-35.190

Americans with Disabilities Act

28 CFR 36.303

Auxiliary aids and services

29 USC 794

Rehabilitation Act of 1973, Section 504

34 CFR 100.1-100.13

Nondiscrimination in federal programs, effectuating Title VI

34 CFR 104.1-104.39

Section 504 of the Rehabilitation Act of 1973

34 CFR 106.1-106.61

Discrimination on the basis of sex, effectuating Title IX

34 CFR 106.9

Dissemination of policy

42 USC 12101-12213

Americans with Disabilities Act

42 USC 2000d-2000d-7

Title VI, Civil Rights Act of 1964

42 USC 2000e-2000e-17

Title VII, Civil Rights Act of 1964, as amended

7 CFR 210.23

National School Lunch Program, district responsibilities

7 CFR 215.14

Special Milk Program, nondiscrimination

7 CFR 215.7

Special Milk Program, requirements for participation

7 CFR 220.7

School Breakfast Program, requirements for participation

7 CFR 225.3

Summer Food Service Program, administration

7 CFR 225.7

Summer Food Service Program, program monitoring

Management Resources References

Description

California Department of Education Publication

Civil Rights and Complaint Procedures for the U.S. Department of Agriculture Child Nutrition Programs, rev. November 2015

U.S. DOE Office for Civil Rights Publication

Notice of Non-Discrimination, August 2010

USDA, Food & Nutrition Service Publication

Civil Rights Compliance and Enforcement - Nutrition Programs and Activities, FNS Instruction 113-1, November 2005

Website	U.S. Department of Agriculture, Office for Civil Rights - https://simbli.eboardsolutions.com/SU/J1WoJCyZrMoaKekNi26slshjw==
Website	U.S. Department of Agriculture, Food and Nutrition Service - https://simbli.eboardsolutions.com/SU/tslshsLNilk4O4XqtNHLolX0g==
Website	California Department of Education, Nutrition Services Division - https://simbli.eboardsolutions.com/SU/O5xpn2rTFL2uz0BslshlorGXQ==
Website	U.S. Department of Education, Office for Civil Rights - https://simbli.eboardsolutions.com/SU/HrN4mDOsAx53TBZ2HPwBvQ==

Cross References

Description

0410	Nondiscrimination In District Programs And Activities - https://simbli.eboardsolutions.com/SU/fwomAXkSXlCjCV5FefkGPw==
1100	Communication With The Public - https://simbli.eboardsolutions.com/SU/slshQxIBCOJ8fkTYiUPG1TjpA==
1312.1	Complaints Concerning District Employees - https://simbli.eboardsolutions.com/SU/MppUel1WNr5xp42U7aZSpw==
1312.1	Complaints Concerning District Employees - https://simbli.eboardsolutions.com/SU/OvznOwdmslshnLMRciY0NkfJA==
3312	Contracts - https://simbli.eboardsolutions.com/SU/WrfR3GHsZq4NytXowagFLQ==
3550	Food Service/Child Nutrition Program - https://simbli.eboardsolutions.com/SU/COmKhtYWlyXBYiQXDYg04w==
3550	Food Service/Child Nutrition Program - https://simbli.eboardsolutions.com/SU/0S8E36HK7veplusYrVI9QWEBg==
3551	Food Service Operations/Cafeteria Fund - https://simbli.eboardsolutions.com/SU/TEODP6YXImB5t5EatzEYng==
3551	Food Service Operations/Cafeteria Fund - https://simbli.eboardsolutions.com/SU/pLN22xtDnWsA3lGpSaQotw==
3552	Summer Meal Program - https://simbli.eboardsolutions.com/SU/aJEtQ2BdPslshLJA1mDmboX3A==
3552	Summer Meal Program - https://simbli.eboardsolutions.com/SU/ngOCDfmegYzRcStHyCAFplusQ==
3553	Free And Reduced Price Meals - https://simbli.eboardsolutions.com/SU/Dw6ccnTFki7o6u4ypGOvYg==
3553	Free And Reduced Price Meals - https://simbli.eboardsolutions.com/SU/6gRIgksQru0aNEslshoWHlv3g==
4231	Staff Development - https://simbli.eboardsolutions.com/SU/Sw1IN4DYSF3T3eWPFYvkHQ==
5022	Student And Family Privacy Rights - https://simbli.eboardsolutions.com/SU/plustcUslshBvx7z1Y1hZErFclvg==
5022	Student And Family Privacy Rights - https://simbli.eboardsolutions.com/SU/Zz1FfcqQMjywh0Vslshaslsh4UQQ==
5030	Student Wellness - https://simbli.eboardsolutions.com/SU/zgSaQNnp9OOWiMmf7cjiJw==
5125	Student Records - https://simbli.eboardsolutions.com/SU/6Z8iCcq12hzQRFjyme7TOw==
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5141.27	Food Allergies/Special Dietary Needs - https://simbli.eboardsolutions.com/SU/qlsh3bHkplusQXwzdTo3BI3cYTg==

- 5141.27 Food Allergies/Special Dietary Needs -
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- 5145.6-E(1) Parental Notifications -
<https://simbli.eboardsolutions.com/SU/OIIR63yHWACdrhjlN6XNVA==>
- 5145.6 Parental Notifications -
<https://simbli.eboardsolutions.com/SU/6twEMjNdhvA0qYiZNi9ucQ==>
- 6159 Individualized Education Program -
<https://simbli.eboardsolutions.com/SU/etUKIVpybSKJXjyZhY4fjg==>
- 6159 Individualized Education Program -
<https://simbli.eboardsolutions.com/SU/u5hOoFQdi9lcNNC0IEjsSg==>

Policy 3580: District Records

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 05/01/2016

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.

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.

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.

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.

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)

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)

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.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

Description

5 CCR 16020-16022	Records, general provisions
5 CCR 16023-16027	District records, retention and destruction
5 CCR 430	Individual student records; definition
5 CCR 432	Student records
CCP. 1985.8	Electronic Discovery Act - https://simbli.eboardsolutions.com/SU/18uDMWbz9B5rpSjjGu7hRw==
CCP. 2031.010-2031.060	Civil Discovery Act, scope of discovery demand - https://simbli.eboardsolutions.com/SU/xINv4klxKcElgqoCHUuHNA==

CCP. 2031.210-2031.320	Civil Discovery Act, response to inspection demand - https://simbli.eboardsolutions.com/SU/8tslshb1gQRCitVej3j91pUsw==
Civ. Code 1798.29	District records, specifically - breach of security - https://simbli.eboardsolutions.com/SU/LBkkDX8OIBFu9JplusO9hdW9w==
Ed. Code 35145	Public meetings
Ed. Code 35163	Official actions, minutes and journal
Ed. Code 35250-35255	Records and reports
Ed. Code 44031	Personnel file contents and inspection
Ed. Code 49065	Reasonable charge for transcripts
Ed. Code 49069	Absolute right to access
Gov. Code 12946	Fair employment and Housing Act: discrimination prohibited
Gov. Code 6205-6210	Confidentiality of addresses for victims of domestic violence, sexual assault or stalking
Gov. Code 6252-6265	Inspection of public records
Pen. Code 11170	Retention of child abuse reports

Federal References

20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
34 CFR 99.1-99.8	Family Educational Rights and Privacy Act

Management Resources References

Website	California Secretary of State - https://simbli.eboardsolutions.com/SU/slshUd8r0G1B6GmkfkmqmQslsh5w==
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Cross References

0440	District Technology Plan - https://simbli.eboardsolutions.com/SU/bxXF2CqiPP9fmbVd9IJMbg==
0440	District Technology Plan - https://simbli.eboardsolutions.com/SU/wNqKCvsTokMJviUZp8WhHA==
1100	Communication With The Public - https://simbli.eboardsolutions.com/SU/slshQxIBCQJ8fkTYiUPG1TjpA==
1112	Media Relations - https://simbli.eboardsolutions.com/SU/CZeYhOY3QsraN50zR35sXw==
1113-E(2)	District And School Web Sites - https://simbli.eboardsolutions.com/SU/OiH2slshRplus9gU0Ckx5Ra8GyGA==
1113	District And School Web Sites - https://simbli.eboardsolutions.com/SU/thuSslshFplusjqlwnlr1t7NTGKA==
1113	District And School Web Sites - https://simbli.eboardsolutions.com/SU/PsLybYZyQDbWreMAotaKGg==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/EZNBj9otDYDuEdjs42ZY3g==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/z7dplus15Yx2OsFoTU2SsLh7Q==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/jKjmvbybc5r0Tzq0yicklg==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/ouHfMY1Tt6GyjrKpUFEN5bQ==

2121 Superintendent's Contract -
<https://simbli.eboardsolutions.com/SU/wGuj1WneyCCG8TJhoOuPCw==>

3100 Budget -
<https://simbli.eboardsolutions.com/SU/MLg8BCb4nl9AF0ZDQbf1Nw==>

3100 Budget -
<https://simbli.eboardsolutions.com/SU/2qaolYeOl8w4xRplusvFVpSOA==>

3230 Federal Grant Funds -
<https://simbli.eboardsolutions.com/SU/g8lwVe5ZIANCEprFYEzuplusg==>

3230 Federal Grant Funds -
<https://simbli.eboardsolutions.com/SU/xHGUplusplusfwHON8dvKlv3spGQ==>

3280 Sale Or Lease Of District-Owned Real Property -
<https://simbli.eboardsolutions.com/SU/SIA79g2fGRAEp7QFCQNqew==>

3280 Sale Or Lease Of District-Owned Real Property -
<https://simbli.eboardsolutions.com/SU/seit7mplus2HRuCnUr03aPsDQ==>

3311 Bids -
<https://simbli.eboardsolutions.com/SU/Z3Amu76riOmrs7tOplussqAaQ==>

3311 Bids -
<https://simbli.eboardsolutions.com/SU/Nplus3XMZFeuVvs4plusNXhe9tAA==>

3440 Inventories -
<https://simbli.eboardsolutions.com/SU/kM8UW5NNPEkQZE7J607tWg==>

3452 Student Activity Funds -
<https://simbli.eboardsolutions.com/SU/MaB71S0AoPmnlSumV59usQ==>

3460 Financial Reports And Accountability -
<https://simbli.eboardsolutions.com/SU/T53K2qslshrEFuNGW64Cp453A==>

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<https://simbli.eboardsolutions.com/SU/FGBx43EdM3tHopAAvZZ3rw==>

3514 Environmental Safety -
<https://simbli.eboardsolutions.com/SU/a955xSb4B87M0XepeQ0TslshQ==>

3514 Environmental Safety -
<https://simbli.eboardsolutions.com/SU/tvzfEzdOLc74oNNyAsRXTw==>

3514.2 Integrated Pest Management -
<https://simbli.eboardsolutions.com/SU/p4Jscal1N80xOCZfHESShw==>

3516 Emergencies And Disaster Preparedness Plan -
<https://simbli.eboardsolutions.com/SU/7M2rQr2pkmKlbfRIFdjPg==>

3516 Emergencies And Disaster Preparedness Plan -
<https://simbli.eboardsolutions.com/SU/aUG1lcsGqN5iK8Wp1moJXA==>

3516.5 Emergency Schedules -
<https://simbli.eboardsolutions.com/SU/Raf764Va7cmCLTIbLUPhbg==>

3542 School Bus Drivers -
<https://simbli.eboardsolutions.com/SU/CcSyslshTetfUQVtAccosshJ1oA==>

3543 Transportation Safety And Emergencies -
<https://simbli.eboardsolutions.com/SU/eGwNsoQqidJSWdRAdm3nmw==>

3550 Food Service/Child Nutrition Program -
<https://simbli.eboardsolutions.com/SU/COMkhtYWlyXByiQXDYg04w==>

3550 Food Service/Child Nutrition Program -
<https://simbli.eboardsolutions.com/SU/OS8E36HK7veplusYrVI9QWEBg==>

3551 Food Service Operations/Cafeteria Fund -
<https://simbli.eboardsolutions.com/SU/TEODP6YXlmb5t5EatzEYng==>

3551 Food Service Operations/Cafeteria Fund -
<https://simbli.eboardsolutions.com/SU/pLN22xtDnWsA3lGpSaQotw==>

3552	Summer Meal Program - https://simbli.eboardsolutions.com/SU/aJEtQ2BdPslshLJA1mDmboX3A==
3552	Summer Meal Program - https://simbli.eboardsolutions.com/SU/ngOCDfmegYzRcStHyCAFplusQ==
4030	Nondiscrimination In Employment - https://simbli.eboardsolutions.com/SU/h2VMuJcSPvfJhvPPdxHUFg==
4030	Nondiscrimination In Employment - https://simbli.eboardsolutions.com/SU/mC41DWYq81hTWwOr3Fplus4qg==
4040-E(1)	Employee Use Of Technology - https://simbli.eboardsolutions.com/SU/eLW8r06jewXZqplusBDw9UFIA==
4040	Employee Use Of Technology - https://simbli.eboardsolutions.com/SU/e3WGNzIqfXapDldqjM8RUA==
4111.2	Legal Status Requirement - https://simbli.eboardsolutions.com/SU/qvOi9o5q2oXUa0oHnQnhug==
4111.2	Legal Status Requirement - https://simbli.eboardsolutions.com/SU/43KPNgcqslshseE1atxNzedpQ==
4112.2	Certification - https://simbli.eboardsolutions.com/SU/fmapxNeE7IIUCmIJ8IQISA==
4112.2	Certification - https://simbli.eboardsolutions.com/SU/7dME4rLK0kPuVvAkpluspktRQ==
4112.42	Drug And Alcohol Testing For School Bus Drivers - https://simbli.eboardsolutions.com/SU/cUo9zG6CAplusPIrWFhCwOWZg==
4112.42	Drug And Alcohol Testing For School Bus Drivers - https://simbli.eboardsolutions.com/SU/bv3wDhvoOIA5hBFQcUiNKw==
4112.5-E(1)	Criminal Record Check - https://simbli.eboardsolutions.com/SU/rZlyXjwGj5CGSptFf5ou8w==
4112.5	Criminal Record Check - https://simbli.eboardsolutions.com/SU/feT0jB9qdDOLjGxplusDh2Eg==
4112.6	Personnel Files - https://simbli.eboardsolutions.com/SU/plusYXkJhuc8gfplussIB4FNXFkg==
4112.9-E(1)	Employee Notifications - https://simbli.eboardsolutions.com/SU/AgIDQfjME7zbFxF9sTGx3Fw==
4112.9	Employee Notifications - https://simbli.eboardsolutions.com/SU/oLVcspS67eymQ9qeiTgOCg==
4113	Assignment - https://simbli.eboardsolutions.com/SU/yulDslshjTjs4WYjD1Oe9wgJw==
4113	Assignment - https://simbli.eboardsolutions.com/SU/aQslshplusk4NEV9ZEhwIbxKk4Nw==
4113.5	Working Remotely - https://simbli.eboardsolutions.com/SU/cyKtkculq4EwimhslshksszvA==
4119.21-E(1)	Professional Standards - https://simbli.eboardsolutions.com/SU/yAMslshyoa3M3gmkgjLDRIBsw==
4119.21	Professional Standards - https://simbli.eboardsolutions.com/SU/q514RrIEVFvYvIKkUvL3Ow==
4119.42-E(1)	Exposure Control Plan For Bloodborne Pathogens - https://simbli.eboardsolutions.com/SU/plusjBjV0HORwwOX7mXpilzNA==
4119.42	Exposure Control Plan For Bloodborne Pathogens - https://simbli.eboardsolutions.com/SU/YxkPdzlqwXINotX2mZoALg==
4119.42	Exposure Control Plan For Bloodborne Pathogens - https://simbli.eboardsolutions.com/SU/AmstZtMvSVwxLbVdGTIUpw==

4131 Staff Development -
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4151 Employee Compensation -
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4211.2 Legal Status Requirement -
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4212.42 Drug And Alcohol Testing For School Bus Drivers -
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4212.42 Drug And Alcohol Testing For School Bus Drivers -
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4212.5-E(1) Criminal Record Check -
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4212.5 Criminal Record Check -
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4212.6 Personnel Files -
<https://simbli.eboardsolutions.com/SU/Rum7AoBeG3XCHB3ypxvVbQ==>

4212.9-E(1) Employee Notifications -
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4212.9 Employee Notifications -
<https://simbli.eboardsolutions.com/SU/DfHlloG9PnF7kijX8nXJbQ==>

4213.5 Working Remotely -
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4217.11 Preretirement Part-Time Employment -
<https://simbli.eboardsolutions.com/SU/58AZTQ6uzhFw5VAplusplusFZdrQ==>

4219.21-E(1) Professional Standards -
<https://simbli.eboardsolutions.com/SU/nraFzslshdGbU7eZ2xh9N1WLA==>

4219.21 Professional Standards -
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4219.42-E(1) Exposure Control Plan for Bloodborne Pathogens -
<https://simbli.eboardsolutions.com/SU/X5qPa8RAPFvSHrfcpOd1KA==>

4219.42 Exposure Control Plan for Bloodborne Pathogens -
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4219.42 Exposure Control Plan for Bloodborne Pathogens -
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4231 Staff Development -
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4251 Employee Compensation -
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4311.2 Legal Status Requirement -
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4311.2 Legal Status Requirement -
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4312.42 Drug And Alcohol Testing For School Bus Drivers -
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4312.42 Drug And Alcohol Testing For School Bus Drivers -
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4312.5-E(1) Criminal Record Check -
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4312.5 Criminal Record Check -
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4312.6 Personnel Files -
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4312.9-E(1) Employee Notifications -
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4313.5 Working Remotely -
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4319.21-E(1) Professional Standards -
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4319.42-E(1) Exposure Control Plan for Bloodborne Pathogens -
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4319.42 Exposure Control Plan for Bloodborne Pathogens -
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4331 Staff Development -
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4351 Employee Compensation -
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5111.1 District Residency -
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5113.2 Work Permits -
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5113.2 Work Permits -
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5125 Student Records -
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5125 Student Records -
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5125.1-E(1) Release Of Directory Information -
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5125.1 Release Of Directory Information -
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5125.1 Release Of Directory Information -
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5141 Health Care And Emergencies -
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5141 Health Care And Emergencies -
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5143 Insurance -
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5143 Insurance -
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5145.6-E(1) Parental Notifications -
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5145.6 Parental Notifications -
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6145.2 Athletic Competition -
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6145.2 Athletic Competition -
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6158 Independent Study -
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6158 Independent Study -
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6159.2 Nonpublic, Nonsectarian School And Agency Services For Special Education -
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6159.2 Nonpublic, Nonsectarian School And Agency Services For Special Education -
<https://simbli.eboardsolutions.com/SU/2aowaZYJRslshnLmlXOPIVhnw==>

6171 Title I Programs -
<https://simbli.eboardsolutions.com/SU/LZtMrsWwplusxJYQEtjlrJYplusg==>

6171 Title I Programs -
<https://simbli.eboardsolutions.com/SU/rd5P2qLCVOzqWNz1Mk2LrA==>

7214 General Obligation Bonds -
<https://simbli.eboardsolutions.com/SU/qd84qsuVm4RypxaJ2esF2g==>

7214 General Obligation Bonds -
<https://simbli.eboardsolutions.com/SU/z6zYIGZhGAVCjwyw432plusHg==>

9011 Disclosure Of Confidential/Privileged Information -
<https://simbli.eboardsolutions.com/SU/rpXUDplusV0yHwWFC0hk1v8WQ==>

9012 Board Member Electronic Communications -
<https://simbli.eboardsolutions.com/SU/SGKpPOWu7gWJN1nK5XxlJQ==>

9324 Minutes And Recordings -
<https://simbli.eboardsolutions.com/SU/KSq8yZmMQEBk8A2y895kg==>

Regulation 3580: District Records

Status: DRAFT

Original Adopted Date: Pending | Last Revised Date: 05/01/2017

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)

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)

A student's cumulative record is a continuing record until the student ceases to be enrolled in the district. (5 CCR 16022)

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 Records

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 5 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:
 - i. Those containing information relating to property, activities, financial condition, or transactions
 - ii. Those declared by Governing Board minutes to be permanent

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

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.

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.

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 a 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.

Class 2 - Optional Records

Any records considered temporarily worth keeping, but which are not 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 by 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)

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.

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.

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.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

	Description
5 CCR 16020-16022	Records, general provisions
5 CCR 16023-16027	District records, retention and destruction
5 CCR 430	Individual student records; definition
5 CCR 432	Student records
CCP. 1985.8	Electronic Discovery Act - https://simbli.eboardsolutions.com/SU/18uDMWbz9B5rpSjjGu7hRw==
CCP. 2031.010-2031.060	Civil Discovery Act, scope of discovery demand - https://simbli.eboardsolutions.com/SU/xINv4klxKcElgqoCHUuHNA==
CCP. 2031.210-2031.320	Civil Discovery Act, response to inspection demand - https://simbli.eboardsolutions.com/SU/8tshb1gQRCitVej3j91pUsw==
Civ. Code 1798.29	District records, specifically - breach of security - https://simbli.eboardsolutions.com/SU/LBkkDX8OIBFu9JplusO9hdW9w==
Ed. Code 35145	Public meetings
Ed. Code 35163	Official actions, minutes and journal
Ed. Code 35250-35255	Records and reports
Ed. Code 44031	Personnel file contents and inspection
Ed. Code 49065	Reasonable charge for transcripts
Ed. Code 49069	Absolute right to access
Gov. Code 12946	Fair employment and Housing Act: discrimination prohibited
Gov. Code 6205-6210	Confidentiality of addresses for victims of domestic violence, sexual assault or stalking
Gov. Code 6252-6265	Inspection of public records
Pen. Code 11170	Retention of child abuse reports

Federal References

	Description
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
34 CFR 99.1-99.8	Family Educational Rights and Privacy Act

Management Resources References

	Description
Website	California Secretary of State - https://simbli.eboardsolutions.com/SU/slshUd8rOG1B6Gmkfkmqmqslsh5w==

Cross References

	Description
0440	District Technology Plan - https://simbli.eboardsolutions.com/SU/bxXF2CqiPP9fmbVd9IJMbg==
0440	District Technology Plan - https://simbli.eboardsolutions.com/SU/wNqKCvsTokMJviUZp8WhHA==
1100	Communication With The Public - https://simbli.eboardsolutions.com/SU/slshQxIBCOJ8fkTYiUPG1TjpA==

1112 Media Relations -
<https://simbli.eboardsolutions.com/SU/CZeYhOY3QSraN50zR35sXw==>

1113-E(2) District And School Web Sites -
<https://simbli.eboardsolutions.com/SU/OiH2slshRplus9gU0Ckx5Ra8GyGA==>

1113 District And School Web Sites -
<https://simbli.eboardsolutions.com/SU/thuSslshFplusjqlwnlr1t7NTGKA==>

1113 District And School Web Sites -
<https://simbli.eboardsolutions.com/SU/PsLybYZyQDbWreMAotaKGg==>

1312.3 Uniform Complaint Procedures -
<https://simbli.eboardsolutions.com/SU/EZNBj9otDYDuEdjs42ZY3g==>

1312.3 Uniform Complaint Procedures -
<https://simbli.eboardsolutions.com/SU/z7dplus15Yx2OoFoTU2SsLh7Q==>

1340 Access To District Records -
<https://simbli.eboardsolutions.com/SU/jKjmyvbc5r0Tzq0yicklg==>

1340 Access To District Records -
<https://simbli.eboardsolutions.com/SU/ouHfMY1Tt6GyjrKpUFN5bQ==>

2121 Superintendent's Contract -
<https://simbli.eboardsolutions.com/SU/wGuj1WneyCCG8TJhoOuPCw==>

3100 Budget -
<https://simbli.eboardsolutions.com/SU/MLg8BCb4nl9AF0ZDQbf1Nw==>

3100 Budget -
<https://simbli.eboardsolutions.com/SU/2qaolYeOl8w4xRplusvFVpSOA==>

3230 Federal Grant Funds -
<https://simbli.eboardsolutions.com/SU/g8lwVe5ZIANCEprFYEzuplusg==>

3230 Federal Grant Funds -
<https://simbli.eboardsolutions.com/SU/xHGUplusplusfwHON8dvKlv3spGQ==>

3280 Sale Or Lease Of District-Owned Real Property -
<https://simbli.eboardsolutions.com/SU/SIA79g2fGRAEp7QFCQNqew==>

3280 Sale Or Lease Of District-Owned Real Property -
<https://simbli.eboardsolutions.com/SU/seit7mplus2HRuCnUr03aPsDQ==>

3311 Bids -
<https://simbli.eboardsolutions.com/SU/Z3Amu76riOmrs7tOplussqAaQ==>

3311 Bids -
<https://simbli.eboardsolutions.com/SU/Nplus3XMZFeuVvs4plusNXhe9tAA==>

3440 Inventories -
<https://simbli.eboardsolutions.com/SU/kM8UW5NNPEkQZE7J607tWg==>

3452 Student Activity Funds -
<https://simbli.eboardsolutions.com/SU/MaB71S0AoPmnlSumV59usQ==>

3460 Financial Reports And Accountability -
<https://simbli.eboardsolutions.com/SU/T53K2qslshrEFuNGW64Cp453A==>

3460 Financial Reports And Accountability -
<https://simbli.eboardsolutions.com/SU/FGBx43EdM3tHopAAvZZ3rw==>

3514 Environmental Safety -
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<https://simbli.eboardsolutions.com/SU/tvzfezdOLc74oNNyAsRXTw==>

3514.2 Integrated Pest Management -
<https://simbli.eboardsolutions.com/SU/p4Jscal1N80xOCzfHESShw==>

3516 Emergencies And Disaster Preparedness Plan -
<https://simbli.eboardsolutions.com/SU/7M2rQr2pkmKlbfprIFdjPg==>

- 3516 Emergencies And Disaster Preparedness Plan -
<https://simbli.eboardsolutions.com/SU/aUG1lcsGqN5iK8Wp1moJXA==>
- 3516.5 Emergency Schedules -
<https://simbli.eboardsolutions.com/SU/Raf764Va7cmCLTibLUPhbg==>
- 3542 School Bus Drivers -
<https://simbli.eboardsolutions.com/SU/CcSyslshTetfUQVtAccoslshJ1oA==>
- 3543 Transportation Safety And Emergencies -
<https://simbli.eboardsolutions.com/SU/eGwNsoQqidJSWdRAdm3nmw==>
- 3550 Food Service/Child Nutrition Program -
<https://simbli.eboardsolutions.com/SU/COMkhtYWlyXByiQXDYg04w==>
- 3550 Food Service/Child Nutrition Program -
<https://simbli.eboardsolutions.com/SU/0S8E36HK7veplusYrVI9QWFBg==>
- 3551 Food Service Operations/Cafeteria Fund -
<https://simbli.eboardsolutions.com/SU/TEODP6YXlmb5t5EatzEYng==>
- 3551 Food Service Operations/Cafeteria Fund -
<https://simbli.eboardsolutions.com/SU/pLN22xtDnWsA3GpSaQotw==>
- 3552 Summer Meal Program -
<https://simbli.eboardsolutions.com/SU/aJEtQ2BdPslshLJA1mDmboX3A==>
- 3552 Summer Meal Program -
<https://simbli.eboardsolutions.com/SU/ngOCDfmegYzRcStHyCAFplusQ==>
- 4030 Nondiscrimination In Employment -
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- 4040-E(1) Employee Use Of Technology -
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- 4111.2 Legal Status Requirement -
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- 4112.42 Drug And Alcohol Testing For School Bus Drivers -
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9012 Board Member Electronic Communications -
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9324 Minutes And Recordings -
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Policy 3600: Consultants

Status: DRAFT

Original Adopted Date: Pending | Last Revised Date: 12/01/2019

The Governing Board authorizes the use of consultants and other independent contractors 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 independent contractors 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 that the individual, firm, or organization is properly classified as an independent contractor. A person, firm, or organization shall be considered an employee rather than an independent contractor unless the district is able to demonstrate that all of the following conditions have been met: (Labor Code 2750.3)

1. The person or entity is free from the control and direction of the district in connection with the performance of the work.
2. The person or entity is performing work that is outside the usual course of the district providing educational services.
3. The person or entity is customarily engaged in an independently established trade, occupation, or business of the same nature as the work to be performed.

Specific statutory exceptions to this analysis for the determination of whether a person, firm, or organization is an independent contractor may apply. (Labor Code 2750.3)

All consultant contracts shall be approved by the Superintendent/designee, unless over \$25,000 in which case they will be brought to the Board for approval.

All qualified independent contractors shall be accorded equal opportunity for contracts regardless of actual or perceived race, color, national origin, ancestry, age, religious creed, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, sex, sexual orientation, gender, gender identity, gender expression, immigration status, or association with a person or group with one or more of these actual or perceived characteristics. (Education Code 220; Government Code 12940)

Independent contractors 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 approval of the contract.

Any consultant hired by the district who is subject to the filing requirements in the district's conflict of interest code shall file a Statement of Economic Interests within the time period required by law. (Government Code 87302)

When employees of a public university, county office of education, or other public agency serve as consultants or independent contractors in other capacities for the district, they shall certify as part of the 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 the district.

The Board prohibits the harassment of an independent contractor by any district employee or by any other person with whom the independent contractor comes in contact during the course of employment with the district. Additionally, the Board prohibits the harassment of a district employee by an independent contractor. Any complaint of harassment shall be investigated and resolved in accordance with applicable district complaint procedures. (Government Code 12940)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

Description

2 CCR 18700-18760	Conflicts of Interest - https://simbli.eboardsolutions.com/SU/h6CnVsMHk2STR4xUUmlXdQ==
Ed. Code 10400-10407	Cooperative improvement programs - https://simbli.eboardsolutions.com/SU/7fvn0nUuu7rwqQI0ax6FRA==
Ed. Code 17596	Limit on continuing contracts
Ed. Code 220	Prohibition of discrimination
Ed. Code 35010	Control of district; prescription and enforcement of rules
Ed. Code 35172	Promotional activities
Ed. Code 35204	Contract with attorney in private practice
Ed. Code 44925	Part-time readers employed as independent contractors
Ed. Code 45103	Classified service in districts not incorporating the merit system
Ed. Code 45103.5	Contracts for management consulting services; restrictions
Ed. Code 45134-45135	Employment of retired classified employee
Ed. Code 45256	Merit system districts; classified service; positions established for professional experts on a temporary basis
Gov. Code 12940-12952	Unlawful employment practices
Gov. Code 53060	Special services and advice
Gov. Code 82019	Definition, designated employee - https://simbli.eboardsolutions.com/SU/zplus8Q3o2R2NLwPmnxGAmkxg==
Gov. Code 87300-87313	Conflict of interest code - https://simbli.eboardsolutions.com/SU/YaObxMYA749OVplusgURs6YDA==
Lab. Code 2750.3	ABC three-part test: employees and independent contractors
Unemp. Ins. Code 606.5	Determination of employment status - https://simbli.eboardsolutions.com/SU/vunJ6ZjAgfPAIsPuyTf9slshA==
Unemp. Ins. Code 621	Employer and employee defined - https://simbli.eboardsolutions.com/SU/OZhUQFP2kaV5yBqJXD8TgQ==

Management Resources References

	Description
Court Decision	Dynamex Operations West, Inc. v. Superior Court of Los Angeles (2018) 4 Cal. 5th 903
Court Decision	S.G. Borello & Sons, Inc. v. Department of Industrial Relations (1989) 48 Cal. 3d 341

Cross References

	Description
0410	Nondiscrimination In District Programs And Activities - https://simbli.eboardsolutions.com/SU/fwomAXkSXlCjCV5FefkGPw==
0415	Equity - https://simbli.eboardsolutions.com/SU/nOcGUkTqla6x9N49gzaxqg==
3312	Contracts - https://simbli.eboardsolutions.com/SU/WrfR3GHsZq4NytXowagFLQ==
3470	Debt Issuance And Management - https://simbli.eboardsolutions.com/SU/F4JPA5ILhnUplusP7o3Ci0Fg==
3515.6	Criminal Background Checks For Contractors - https://simbli.eboardsolutions.com/SU/plusQ4HslshWWgjtQMUHlxKaZZdA==
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4117.14	Postretirement Employment - https://simbli.eboardsolutions.com/SU/k5Ny5vY7Wcbvqlc6EqaRLw==
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4332	Publication or Creation of Materials - https://simbli.eboardsolutions.com/SU/P916O4X6q3CCY8Pqyz26MA==
9270-E(1)	Conflict Of Interest - https://simbli.eboardsolutions.com/SU/b6ScplusUdH6d8y0RliEIODhw==
9270	Conflict Of Interest - https://simbli.eboardsolutions.com/SU/GICMVIFPJHWNdBFgfBYdkg==