

Sequoia Union High SD

Board Policy

BP 3000

Business and Noninstructional Operations

Concepts And Roles

The Board of Trustees recognizes that money and money management comprise the foundational support of the entire school program. To make that support effective, the Board intends to:

1. Encourage planning through the best possible budget procedures.
2. Explore practical sources of dollar income.
3. Guide the expenditure of funds so as to derive the greatest possible educational returns.
4. Expect sound fiscal management from the administration.
5. Within fiscal constraints, maintain a level of per student expenditure sufficient to provide quality education.

The District shall maintain a healthy environment in support of the educational program, with high standards of safety in the operation and maintenance of facilities, equipment and services.

Role of Board of Trustees

The Board:

1. Approves and adopts the annual budget and approves transfers.
2. Is accountable for all district funds.
3. Adopts written policies governing the purchase of supplies and equipment.
4. Monitors all expenditures.
5. Selects an auditor and reviews the annual audit of district accounts and business procedures.
6. Selects an audit committee which will meet with auditor as needed.
7. Adopts an insurance program which complies with law and reflects prudent financial management.
8. Provides for long-range plans to acquire or dispose of sites and to add, maintain and staff new facilities.
9. Advocates and secures community support for additional financing when necessary.

Role of Superintendent

The Superintendent or designee:

1. Prepares the detailed annual budget and presents it to the Board for adoption.
2. Administers the budget and keeps expenditures within approved limits. Gives the Board information and recommendations regarding budget transfers.
3. Enforces requisition and purchase orders regulations.
4. Establishes control/inventory systems to account for district funds, supplies and equipment in accordance with law and Board policy.
5. Makes all financial reports required by law or Board policy and prepares reports for public release.
6. Analyzes the District's financial condition and presents the Board with proposals for meeting financial needs.
7. Recommends auditor(s) to prepare the annual audit of district accounts and business procedures.
8. Helps the Board to establish an adequate insurance program.
9. Maintains the District's noninstructional operations.

Working Relationships of the Board and Superintendent

The Superintendent or designee shall recommend financial plans in accordance with the District's goals and objectives. The Board desires to be informed whenever district programs may be endangered by a lack of funds or when the continuation of district programs may result in an overexpenditure of district funds.

The Board desires complete information from the Superintendent and staff on all matters relating to the District's financial operations. The Board shall closely scrutinize all District financial operations so that it may fully discharge its legal responsibilities with regard to school finance.

Legal Reference:

EDUCATION CODE

- 35035 Powers and duties of superintendent
- 35160 Authority of governing boards
- 35160.1 Broad authority of school district
- 35161 Powers and duties of governing boards

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT
adopted: December 10, 1997 Redwood City, California

Sequoia Union High SD

Administrative Regulation

AR 3100

Business and Noninstructional Operations

Budget

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

(cf. 3460 - Financial Reports and Accountability)

The budget shall show a complete plan and itemized statement of all proposed expenditures, cash balances, and all estimated revenues for the ensuing fiscal year, together with a comparison of revenues and expenditures for the existing fiscal year. The budget shall also include an estimate of the above figures, unaudited, for the existing fiscal year and the appropriations limit and the total annual appropriations subject to limitation as determined pursuant to Government Code 7900-7913. (Education Code 42103, 42122, 42123)

The Board of Trustees shall adopt the budget on or before July 1 and shall file it with the County Superintendent no later than five days after adoption or by July 1, whichever occurs first.

The Board shall respond to any recommendations made by the County Superintendent, revise the budget to reflect projected income and expenditure changes, adopt the revised budget, and file it with the County Superintendent of Schools on or before September 1. (Education Code 42127)

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

Before revising the budget, the Board shall hold a public hearing for the purpose of permitting any district resident to appear and speak to the budget or any item on the budget. The budget shall be available for public inspection at least three working days before this hearing. (Education Code 42103, 42127)

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

Any district resident may appear at the public hearing and object to the budget or any item on the budget. The hearing may conclude when all residents who so desire have had the opportunity to be heard. (Education Code 42103)

(cf. 9320 - Meetings)

(cf. 9323 - Meeting Conduct)

Regulation SEQUOIA UNION HIGH SCHOOL DISTRICT
approved: December 10, 1997 Redwood City, California

Sequoia Union High SD

Board Policy

BP 3100

Business and Noninstructional Operations

Budget

The District budget shall be prepared annually, from the best possible estimates that individual schools and District administrative staff can provide. The Superintendent or designee shall determine the manner in which the budget is prepared and shall schedule the budget adoption process in accordance with legal time requirements. Appropriate consolidation shall occur as the budget progresses through the various levels of review. Budget proposals shall be compatible with Board of Trustee's policy and long-range district goals.

The Board shall adopt the district budget by July 1. The Superintendent or designee shall subsequently revise this budget to reflect any projected income and expenditure changes and to respond to county recommendations. The Board shall hold a public hearing in accordance with law and shall adopt the revised budget within 60 days after the adoption of the state budget.

(cf. 3460 - Financial Reports and Accountability)

Legal Reference:

EDUCATION CODE

- 1620-1630 County office of education budget approval
 - 33127 Development of standards and criteria for local budgets and expenditures
 - 33128 Standards and criteria
 - 33129 Standards and criteria; use by local agencies
 - 35035 Powers and duties of superintendent
 - 35161 Powers and duties, generally, of governing boards
 - 42103 Public hearing on proposed budget; requirements for content of proposed budget; publication of notice of hearing
 - 42103.3 Public budget information; CDE sampling and suggested improvements
 - 42122-42129 Budget requirements
 - 42132 Resolutions identifying estimated appropriations limit
 - 42602 Use of unbudgeted funds
 - 42610 Appropriation of excess funds and limitation thereon
 - 45253 Annual budget of personnel commission
 - 45254 First year budget of personnel commission
- ##### GOVERNMENT CODE
- 7900-7914 Expenditure limitations
- ##### CODE OF REGULATIONS, TITLE 5
- 15440-15452 Criteria and standards for school district budgets
 - 15467-15479 Criteria and standards for county office of education budgets

Management Resources:

CDE MANAGEMENT ADVISORY

- 0203.92 Implementation of AB 1200, 92-03

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT
adopted: December 10, 1997 Redwood City, California

Sequoia Union High SD

Administrative Regulation

AR 3110

Business and Noninstructional Operations

Transfer Of Funds

Transfers may be made from the designated fund balance or the unappropriated fund balance to any expenditure classification or between expenditure classifications by the Board of Trustees on adoption of a resolution by a majority vote. The resolution must be filed with the County Superintendent of Schools and the county auditor. (Education Code 42600)

Temporary Transfers Between Classifications

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

End-of-the-Year Procedures

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

Special Reserve Funds

Any money in a special reserve fund that is maintained for purposes other than capital outlay must be transferred into the District's General Fund before it is expended. (Education Code 42842)

Adult Education Funds

Adult education funds expended for the operational cost of supporting the adult education program shall be transferred to the General Fund in accordance with Education Code 52616.4.

Legal Reference:

EDUCATION CODE

41301 Section A state school fund allocation schedule

42125 Designated and unappropriated fund balances

42600 District budget limitation on expenditure

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

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

42840-42843 Special reserve fund

52616.4 Expenditures from adult education fund

Regulation SEQUOIA UNION HIGH SCHOOL DISTRICT
approved: December 10, 1997 Redwood City, California

Sequoia Union High SD

Board Policy

BP 3260

Business and Noninstructional Operations

Material Fees

The Board of Trustees desires to furnish books, materials and instructional equipment as needed for the educational program. Because district needs must be met with limited available funds, the Board may charge fees when specifically authorized by law.

The District shall consider the student and parent/guardian's ability to pay when establishing fee schedules and granting exceptions.

Legal Reference:

EDUCATION CODE

17540 Sale purchasing of personal property or school supplies

35272 Educational and athletic material

38111 Purchases by district governing board

38118 Supplies furnished by district governing board

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT

adopted: December 10, 1997 Redwood City, California

Sequoia Union High SD

Board Policy

BP 3270

Business and Noninstructional Operations

Sale And Disposal Of Books, Equipment And Supplies (Personal Property)

The Board of Trustees recognizes that the District may own personal property which is unusable, too costly to repair, or no longer needed by the District. The Superintendent or designee shall arrange for the sale or disposal of district personal property in accordance with Board policy and the requirements of state law.

The Superintendent or designee shall identify to the Board all items not needed by the District and a recommended disposition.

(cf. 3440 - Inventories)

The Board may authorize the sale of the property by public auction or advertise for bids and either sell the property to the highest responsible bidder or reject all bids. A public auction may be conducted by employees of the District, employees of other public agencies, or by contract with a private auction firm. Timely notice for bids shall be posted or published as specified by law. Property for which no qualified bid has been received may be sold, without further advertising, by the Superintendent or designee. (Education Code 17545, 17546)

Without advertisement for bids, the Board may sell or lease the property to agencies of federal, state or local government, to any other school District, or to any agency eligible under the federal surplus property law (40 U.S.C., Section 484(j)(3)). In such cases, the sale price shall equal the cost of the property plus estimated cost of purchasing, storing, and handling. (Education Code 17540)

If Board members attending the 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 or may be disposed of by salvaging useable parts and dumping the remainder. (Education Code 17546)

(cf. 9323.2 Actions By Board)

Instructional Materials

Instructional materials may be considered obsolete or unusable when they:

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

Obsolete or unusable instructional materials will not be destroyed until they have been offered to other schools, students, charitable organizations, and made available to the general public.

Surplus or undistributed obsolete instructional materials may be donated or sold at a nominal price to organizations or individuals who will use them for educational purposes. (Education Code 60510)

Surplus or undistributed obsolete instructional materials which are unusable or which cannot be donated or sold at a normal price for educational purposes may be:

1. Mutilated so as not to be salable and sold for scrap at the highest obtainable price, or
2. Destroyed by any economical means at least 30 days after the Board has given notice to all persons who have requested such notice. (Education Code 60530)

At the end of any term, the District may offer to sell textbooks and supplementary books to high school students at prices not exceeding their actual value. No student shall be required to purchase such books. (Education Code 60413)

(cf. 6161 - Equipment, Books, Materials)

Legal Reference:

EDUCATION CODE

17540-17542 Sale or lease of personal property by one District to another (or certain other agencies)

17545-17555 Sale of personal property

60413 Sales to pupils; dispositions of proceeds

60420 Disposal of old textbooks

60500 Determination of obsolescence

60510-60513 Donation or sale

60520-60521 Disposition of sale proceeds

60530 (Methods of) destruction

GOVERNMENT CODE

25505 District property; disposition; proceeds

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT

adopted: December 10, 1997 Redwood City, California

Sequoia Union High SD

Board Policy

BP 3280

Business and Noninstructional Operations

Sale, Lease, Rental Of District-Owned Real Property

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

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

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

(cf. 5148 - Child Care)

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

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

Legal Reference:

EDUCATION CODE

8469.5 Use of school facilities or grounds for school age child care

17022 Approval of new facilities

17219 Acquisition of property not utilized as school site; nonuse payments; exemptions

17230 Surplus property

17385 Conveyances to and from school districts

17387-17391 Advisory committees for use of excess school facilities

17406 Right of district to lease property under lease providing for construction of building

17453 Lease of surplus district property

17455-17484 Sale or lease of real property

17515-17526 Joint occupancy

17527-17535 Joint use of district facilities

38134 Groups which may use school facilities without charge; charges for use by other groups

GOVERNMENT CODE

54222 Offer to sell or lease property

Sequoia Union High SD

Board Policy

BP 3290

Business and Noninstructional Operations

Gifts, Grants And Bequests

The Board of Trustees may accept on behalf of the District any bequest or gift of money or property in excess of \$100. The Superintendent may accept on behalf of the District any bequest or gift of money or property under \$100.

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

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

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

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

All gifts, grants and bequests shall become district property.

Legal Reference:

EDUCATION CODE

1834 Acquisition of materials and apparatus

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

41030 School district may invest surplus monies from bequest or gifts

41031 Special fund or account in county treasury

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

41035 Advisory committee

41036 Function of advisory committee

41037 Rules and regulations

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT
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Sequoia Union High SD

Board Policy

BP 3291

Business and Noninstructional Operations

Contracts For District Services

The Board of Trustees finds and acknowledges that the law authorizes, under specific circumstances, the District to enter into contracts with other public and private parties, under which the District provides services to or on behalf of the other party. The District Superintendent (or his/her designee) is authorized to participate in negotiations for such contracts, consistent with the best interests of the District, its students, and the public interest, subject to the following requirements:

1. No such contract shall have any validity, force, or effect until and unless approved by the Board.
2. No such contract shall be approved unless it meets at least the following conditions:
 - a. The contract must be authorized by and conform to applicable law;
 - b. The contract must provide for the appropriate allocation of risk and liability, including, but not limited to, indemnifying and holding the District harmless from liability for the acts and omissions of others;
 - c. The contract must provide for adequate insurance coverage based upon the recommendations of the District's insurance advisors;
 - d. The contract must clearly and specifically describe the services to be provided by the District and the consideration (payment, services, or goods) which the District is to receive;
 - e. Customer-provided labor, supplies, and equipment must adhere to prescribed district specifications; and
 - f. The contract must clearly and specifically describe when the parties are to perform their respective obligations.

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT
adopted: December 10, 1997 Redwood City, California

Sequoia Union High SD

Administrative Regulation

AR 3300

Business and Noninstructional Operations

Expenditures

Expending Authority

The power of contract invested in the Board of Trustees is delegated by the Board to the District Superintendent with the following limitations:

1. Such delegation of power shall be a blanket authorization in advance of its exercise and shall be limited to one fiscal year.
2. In purchasing procedures, legal requirements of bidding and the dictates of the best business practice shall be followed.

Expense Reimbursement - Non Conference

Personnel and officials who incur expenses in carrying out their authorized duties shall be reimbursed by the District upon their submission of a properly completed and approved district form and such supporting receipts as are required by the business office. Such expenses may be approved in accordance with budgetary allocations for specific types of expenses and with board policies and administrative regulations pertaining to travel.

In no instance will the District reimburse any individual using unrestricted general funds unless specifically authorized prior to the expenditure by the Superintendent or designee for:

1. Food or beverage for daily consumption during work hours.
2. Food or beverage expenses incurred with in-service workshops, or other district- sponsored or approved events.
3. Food or beverage expense reimbursement from restricted funds will be made in accordance with the programs' authorizations.
4. Any other reimbursement requires prior authorization from the Superintendent or designee.

Employees Travel Allowance

An employee of the Sequoia Union High School District staff will be reimbursed for the use of a private automobile, at a rate adjusted July 1 equal to the IRS rate, for mileage incurred in the course of performing services for the District when the following conditions prevail:

1. The travel is authorized by board policy or by the Superintendent's designee for a specific purpose.
2. The travel is over and above normal travel to and from the place of employment.

3. All travel outside the District, not specifically covered by adopted board policy, must be authorized in advance by the Superintendent or his/her designee prior to the time the travel is actually undertaken.

Claims for mileage reimbursement shall meet both of the following requirements:

1. The purpose of the trip shall be stated on the request form.
2. All related expenses must be verified by receipts or vouchers for the expense incurred.

The above requirements also will apply to the transportation of students by automobile in lieu of bus transportation.

Travel expense will not be allowed when the following circumstances prevail:

1. The employee is traveling from his/her home to his/her place of assignment within the Sequoia Union High School District.
2. The employee attends a meeting or assignment within the District, and returns to his/her home and is not required to return to his/her original place of assignment.
3. The employee undertakes travel for his/her purposes or pleasure even though it may relate to his/her work assignment.

Conference Expenses

Reimbursement to employees for travel outside of Sequoia Union High School District in performance of duty shall be in accordance with the following, unless exceptions are made on a case-by-case basis by the Superintendent:

Meals

Actual Cost - The actual cost of meals up to a total of \$35 per day is reimbursed based on the employee's statement that the meals were purchased (no receipt needed).

If meals cost more than the above, actual excess cost of meals required as part of a conference will be reimbursed. The expenditure must be verified by conference program, receipt, or other document.

Lodging

Actual Cost - Must be verified by receipt. Maximum reimbursement for lodging for any 24 hour period shall be \$150. Exceptions must be authorized by the Superintendent or designee in advance.

Transportation

Use of private automobile will be reimbursed at the current mileage rate; except that for any travel to and from a point more than 200 miles from the office, reimbursement shall not exceed the cost of air coach fare, if such service is available. Exceptions for the above must be authorized by the Superintendent or designee in advance.

Taxi or bus fares, bridge tolls, parking, etc. shall be reimbursed at actual cost with no receipt required for any such expenditures less than \$5. Necessary travel arrangements shall be consolidated whenever possible. Justification for auto rental must be submitted with claim for reimbursement.

Incidentals

Actual Cost - Conference registration, attendance fees, and other necessary expenses must be verified by receipt.

Outside

Whenever a claim for reimbursement of travel/conference expenses is reimbursable by another entity, such reimbursement shall be declared and deducted in its entirety from the claim submitted to the District.

(cf. 3350 - Travel Expenses)

Regulation SEQUOIA UNION HIGH SCHOOL DISTRICT
approved: December 10, 1997 Redwood City, California

Sequoia Union High SD

Board Policy

BP 3300

Business and Noninstructional Operations

Expenditures

Expending Authority

The Superintendent or designee may purchase supplies, materials, equipment, and services in accordance with board policy and administrative regulations. Such purchases shall not exceed the bid limits imposed by law.

(cf. 3310 - Purchasing Procedures)

(cf. 3311 - Bids)

The Superintendent or designee shall not authorize any proposed expenditure which exceeds the major budget classification allowance unless he/she obtains Board approval. Such approval may be granted if an amount sufficient to cover the purchase is available in the budget for transfer by the Board.

(cf. 3100 - Budget)

(cf. 3110 - Transfer of Funds)

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

Legal Reference:

EDUCATION CODE

17604 Delegation of powers to agents; liability of agents

17605 Delegation of authority to purchase supplies and equipment

32435 Prohibited use of public funds

35010 Control of district; prescription and enforcement of rules

35035 Powers and duties of superintendent

35272 Educational and athletic materials

38083 Purchase of perishable foodstuffs and seasonal commodities

41010 Accounting system

41014 Requirement of budgetary accounting

PUBLIC CONTRACT CODE

20111 Contracts over \$50,000; contracts for construction; award to lowest responsible bidder

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT
adopted: December 10, 1997 Redwood City, California

Sequoia Union High SD

Board Policy

BP 3310

Business and Noninstructional Operations

Purchasing Procedures

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

The Superintendent or designee is responsible for all purchases made by the District.

Each district employee shall keep in mind that the Purchasing Department is the only district agency authorized to negotiate a legal purchase. Items ordered in any manner other than that established by the department shall be paid for by the employee who ordered the item. No obligations, except those incurred through the Purchasing Department, will be honored.

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

The Superintendent or designee may issue and sign purchase orders and shall submit them for the Board of Trustees approval.

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

(cf. 3314.2 - Revolving Funds)

(cf. 3440 - Inventories)

Legal Reference:

EDUCATION CODE

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

17605 Delegation of authority to purchase supplies and equipment

35250 Duty to keep certain records and reports

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT

adopted: December 10, 1997 Redwood City, California

Sequoia Union High SD

Board Policy

BP 3311

Business and Noninstructional Operations

Bids

The District shall seek bids involving expenditures for work to be done, or for materials to be furnished, sold or leased to the District pursuant to the limitations prescribed in the Public Contract Code.

Bidding Requirements

The District will seek bids from diverse sources able to offer the best price for materials and supplies to be furnished, sold or leased to the District as set forth in Section 20111, et seq., of the Public Contract Code.

Prequalification of Bidders

1. Pursuant to Public Contract Code section 20111.5, the District may require prequalification of prospective bidders on public works projects subject to public bidding requirements with an estimated cost of \$1,000,000 or more. The District may also elect to prequalify prospective bidders on public works projects with an estimated cost of \$75,000 to \$999,999. Only prequalified bidders will be eligible to submit bids for the project(s) subject to prequalification, and the lowest among these will be selected as the "lowest responsible bidder."
2. The District may prequalify prospective bidders on a project by project basis or for a specific class of public works projects for a period of time not to exceed 12 months. In the latter case, the District may require prequalified bidders to present evidence of continuing qualification in the form of updated information during the prequalification period.
3. For prequalification, prospective bidders will be required to complete and submit a standardized questionnaire and financial statement in a form specified by the District, including a complete statement of the prospective bidder's financial ability and experience in performing public work projects. Bidder questionnaires and financial statements shall be verified under oath by the bidder. The questionnaire and financial statement are not public records and not open to public inspection.
4. The District shall adopt and apply a uniform system of rating prospective bidders on the basis of the standard questionnaires and financial statements. The district shall also adopt minimum requirements for financial status, public works experience and any other factors that the District deems necessary to determine a bidder's capability for completing projects. The District may prequalify prospective bidders for different sized projects based upon their financial data and experience.
5. If, in reviewing submittals, the district determines that a prospective bidder's submittal is "nonresponsive," the District will notify the bidder of the failure and an opportunity to respond to the determination.
6. If the District determines that a prospective bidder is not qualified, the District will notify the bidder of the grounds for the determination and give the bidder an opportunity to respond to the determination in a hearing before the Board of Trustees.

7. The District reserves the right to reject all prospective bidders.
8. The District reserves the right to disqualify a bidder during the term of prequalification if information that would impact the bidder's ability to perform is brought to the District's attention. In that event, the District shall afford the bidder the notice and opportunity to be heard as described in paragraph 6 above,
9. The Board authorizes the Superintendent to adopt regulations and procedures to implement this policy to the extent authorized by law.

Informal Bidding Policy

Informal Bid Procedures

Public projects, as defined by the Uniform Public Construction Cost Accounting Act, of \$75,000 or less may be let to contract by informal procedures as set forth in Section 22032, et seq., of the Public Contract Code.

List of Contractors

A list of contractors shall be developed and maintained in accordance with the provisions of Section 22034 of the Public Contract Code and criteria promulgated from time to time by the California Uniform Construction Cost Accounting Commission.

Notice Inviting Informal Bids

Where a public project is to be performed which is subject to the provisions of this policy, a notice inviting informal bids shall be mailed to all contractors qualified for the category of work to be bid, as shown on the list developed in accordance with Section II. Additional contractors and/or construction trade journals may be notified at the discretion of the District; provided however that:

1. If there is no list of qualified contractors maintained by the District for the particular category of work to be performed, the notice inviting bids shall be sent to the construction trade journals specified by the commission.
2. If the product or service is proprietary in nature such that it can be obtained only from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors.

Award of Contracts

The Assistant Superintendent, administrative services and director of maintenance are authorized to award informal contracts pursuant to this section.

Publication

This policy shall take effect and be in force 30 days from the date of its passage, and before the expiration of 15 days after its passage, it or a summary of it, shall be published once in a newspaper of general circulation published in the County of San Mateo.

Legal Reference:
EDUCATION CODE

17595 Purchases through Department of General Services
38083 Purchase of perishable foodstuffs and seasonable commodities
38110 Purchase of supplies through county superintendent
38111 Purchases by district governing board
38112 Purchases of necessary supplies
39801.5 Transportation bids and contracts for services

GOVERNMENT CODE

4330-4334 Preference of California-made materials
6252 Definitions for California Public Records Act
53060 Special services and advice

PUBLIC CONTRACT CODE

2000-2001 Responsive bidders
3400 Bids, specifications by brand or trade name not permitted
3410 United States produce and processed foods
12161 Definitions, recycled paper products
12168 Preference for purchase of recycled paper products
12169 Bidders to specify percentage of recycled paper product
12200 Definitions, recycled goods, materials and supplies
12210 Purchase of recycled products preferred
12213 Specification by bidder of recycled content
20107 Bidder's security
20111-20118.4 School districts especially:
20111 Contracts over \$53,900; contracts for construction; award to lowest responsible bidder
20189 Bidder's security, earthquake relief
22002 Definition of public project
22030-22045 Alternative procedures for public projects (UPCCAA), especially:
22032 Dollar amount limits for public projects
22050 Alternative emergency procedures

COURT DECISIONS

Konica Business Machines v. Regents of the University of California, (1988) 206
Cal.App.3d 449
City of Inglewood-Los Angeles County Civic Center Authority v. Superior Court,
(1972) 7 Cal.3d 861

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT
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Sequoia Union High SD Administrative Regulation

AR 3314

Business and Noninstructional Operations

Payment For Goods And Services

Payments Related to Construction

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

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Sequoia Union High SD

Board Policy

BP 3314

Business and Noninstructional Operations

Payment For Goods And Services

The District shall not be responsible for unauthorized purchases.

(cf. 3300 - Expenditures/Expending Authority)

(cf. 3314.2 - Revolving Funds)

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

The District shall not be responsible for any purchase except for petty cash unless prior approval from the District has been obtained.

Legal Reference:

EDUCATION CODE

42630-42651 General provisions - orders, requisitions and warrants

42800-42806 Revolving cash fund

42810 Alternative revolving fund

42820 Prepayment funds

GOVERNMENT CODE

5500 Definitions (facsimile signatures)

5501 Filing and certification of manual signature

5503 Unlawful use of facsimile signatures or seals

CODE OF CIVIL PROCEDURES

685.010 Rate of interest

PUBLIC CONTRACT CODE

7107 Retention proceeds; withholding; disbursement

20104.50 Construction progress payments

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT
adopted: December 10, 1997 Redwood City, California

Sequoia Union High SD

Board Policy

BP 3314.2

Business and Noninstructional Operations

Revolving Funds

District Revolving Fund

The Board of Trustees may establish by resolution a revolving cash fund for use by the Superintendent or designee in paying for goods, services and other charges.

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

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

Legal Reference:

EDUCATION CODE

35160 Authority of governing boards after January 1, 1976

41020 Audits of all district funds

42238 Local taxation by school districts

42800-42806 Revolving cash fund

42810 Revolving cash funds; use; administrators

45167 Error in salary

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT
adopted: December 10, 1997 Redwood City, California

Sequoia Union High SD

Board Policy

BP 3315

Business and Noninstructional Operations

Relations With Vendors

No district employee or Board of Trustees member shall accept personal gifts, commissions or personal expense-paid trips from individuals or companies selling equipment, materials or services required in the operation of district programs.

Legal Reference:

EDUCATION CODE

60071 Prohibited offers to influence adoption or purchase of instructional materials

60072 Acceptance of consideration or inducements by school official

60073 Penalties for violation of article

60074 Supplying sample copies

60075 Receiving sample copies

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

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT
adopted: December 10, 1997 Redwood City, California

Sequoia Union High SD

Exhibit

E 3320

Business and Noninstructional Operations

Claims Against the District

Exhibit A Notice Of Failure To File In A Timely Manner

TO: [Claimant]
[Address]

RE: Claim Filed [insert date]

The claim you presented to the Superintendent on _____ is being returned because it was not presented within six months after the event or occurrence as required by law. See Government Code 901, 911.2 and 935. Because the claim was not presented within the time allowed by law, no action was taken on the claim.

Your only recourse at this time is to apply without delay to the District for leave to present a late claim. See Sections 911.4 through 912.2 and Section 946.6 of the Government Code. Under some circumstances, leave to present a late claim will be granted. See Government Code 911.6.

You may seek the advice of an attorney of your choice in connection with this matter. If you desire to consult an attorney, you should do so immediately.

Please be advised that pursuant to Sections 128.5 and 1038 of the California Code of Civil Procedures, the District will seek to recover all costs of defense in the event an action is filed on this matter and it is determined that the action was not brought on good faith and with reasonable cause.

By Direction, (Name of School Board)
Name of School District
Signature
Title

Exhibit B

WARNING

IF YOU WISH TO FILE A COURT ACTION ON THIS MATTER, YOU MUST FIRST PETITION THE APPROPRIATE COURT FOR AN ORDER RELIEVING YOU FROM THE PROVISIONS OF GOVERNMENT CODE 945.4 (CLAIMS PRESENTATION REQUIREMENT). SEE GOVERNMENT CODE 945.6. SUCH PETITION MUST BE FILED WITH THE COURT WITHIN SIX MONTHS FROM THE DATE YOUR APPLICATION FOR LEAVE TO PRESENT A LATE CLAIM WAS DENIED.

YOU MAY SEEK THE ADVICE OF AN ATTORNEY OF YOUR CHOICE IN CONNECTION WITH THIS MATTER. IF YOU DESIRE TO CONSULT AN ATTORNEY, YOU SHOULD DO SO IMMEDIATELY.

Please be advised that pursuant to Sections 128.5 and 1038 of the California Code of Civil Procedures, the

District will seek to recover all costs of defense in the event an action is filed on this matter and it is determined that the action was not brought on good faith and with reasonable cause.

By Direction, (Name of School Board)
Name of School District
Signature
Title

Exhibit C

Notice Of Insufficiency

Dear: _____

Please notice that the claim presented by you on _____ date _____ fails to comply substantially with the requirements of Government Code Sections 910 and 910.2 [or with the requirements of Section 910.4, if a claim is presented on a general claim form provided by the State Board of Control.] Specifically, your claim is insufficient because of the following defects or omissions:

Therefore, the claim is being returned to you without further action or consideration. If you wish to pursue this further, you should consult the California Government Code or legal counsel.

The Board will not take any action on the claim for a period of 15 days from the date of this notice.

Please be advised that pursuant to Sections 128.5 and 1038 of the California Code of Civil Procedures, the District will seek to recover all costs of defense in the event an action is filed on this matter and it is determined that the action was not brought on good faith and with reasonable cause.

Dated:

By Direction, (Name of School Board)
Name of School District
Signature
Title

Exhibit D

Notice Of Action Taken On Claim

Dear: _____

Notice is hereby given that the claim you presented to the District on _____ was [rejected, allowed, allowed in the amount of \$ _____ and rejected to the balance, rejected by operation of law] on [date of action or rejection by operation of law].

WARNING

Subject to certain exceptions, you have only six months from the date this letter was personally delivered or deposited in the mail to file a court action on this claim. See Government Code Section 945.6.

You may seek the advice of an attorney of your choice in connection with this matter. If you desire to consult an attorney, you should do so immediately.

Please be advised that pursuant to Sections 128.5 and 1038 of the California Code of Civil Procedures, the District will seek to recover all costs of defense in the event an action is filed on this matter and it is determined that the action was not brought on good faith and with reasonable cause.

Dated:

By Direction, (Name of School Board)

Name of School District

Signature

Title

Exhibit SEQUOIA UNION HIGH SCHOOL DISTRICT

version: December 10, 1997 Redwood City, California

Sequoia Union High SD

Administrative Regulation

AR 3320

Business and Noninstructional Operations

Claims And Actions Against The District

Time Limitations

1. Claims for money or damages relating to a cause of action for death or for injury to person or personal property shall be presented to the Board of Trustees no later than six months after the accrual of the cause of action. (Government Code 905, 911.2) (See Exhibit 3320, a-d.)
2. Claims for money or damages as authorized in Government Code 905 and not included in paragraph #1 above shall be filed not later than one year after the accrual of the cause of action. (Government Code 905, 911.2)
3. Claims for money or damages specifically excepted from Government Code 905 shall be filed not later than six months after the accrual of the cause of action. (Government Code 905, 911.2, 935)

Late Claims

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

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

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

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

Delivery and Form of Claim

A claim, any amendment thereto, or an application for leave to present a late claim shall be deemed presented when delivered to the office of the Superintendent or deposited in a post office, subpost office, substation, or mail chute or other like facility maintained by the U.S.

Government in a sealed envelope properly addressed to the District office with postage paid. (Government Code 915, 915.2)

Claims may be submitted on the district claim form or as prescribed in Section 910 and 910.2 of the Government Code. (Government Code 910, 910.2, 910.4)

Notice of Claim Insufficiency

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

Amendments to Claim

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

Action on Claim

Within 45 days after the presentation or amendment of a claim, the Board (or Superintendent, if delegated this authority) shall take action on the claim. (Government Code 912.4) This time limit may be extended by written agreement before the expiration of the 45-day period or before legal action is commenced or barred by legal limitations. (Government Code 912.4) The Superintendent or designee shall transmit to the claimant a notice of action taken. The notice shall be in the form set forth in Exhibit D. (Government Code 913)

If no action is taken within the prescribed time limits, the claim shall be deemed to have been rejected and the claimant notified in accordance with Government Code 913. (Government Code 945.6)

Roster of Public Agencies

The Superintendent or designee shall annually verify that all information regarding the school District and the Board is filed accurately with the Roster of Public Agencies in the office of the Secretary of State and the County Clerk. The verified information shall include the name of the school District, the mailing address of the Board, and the names and addresses of the Board presiding officer, the Board clerk or secretary and other members of the Board. (Government Code 53051)

Regulation SEQUOIA UNION HIGH SCHOOL DISTRICT
approved: December 10, 1997 Redwood City, California

Sequoia Union High SD

Board Policy

BP 3320

Business and Noninstructional Operations

Claims And Actions Against The District

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

The Board delegates to the Superintendent or designee the authority to take action on claims of under \$10,000. (Government Code 935.4)

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

Legal Reference:

EDUCATION CODE

35200 Liability for debts and contracts

35202 Claims against districts; applicability of Government Code

GOVERNMENT CODE

800 Cost in civil actions

810-996.6 Claims and actions against public entities

53051 Information filed with secretary of state and county clerk

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

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT
adopted: December 10, 1997 Redwood City, California

Sequoia Union High SD

Board Policy

BP 3350

Business and Noninstructional Operations

Travel Expenses

The Board of Trustees shall pay for actual and necessary expenses, including travel, incurred by any employee performing authorized services for the District. The Superintendent or designee may authorize an advance of funds to cover necessary expenses for approved travel.

The Superintendent or designee may approve employee travel requests to attend meetings and conferences in accordance with the adopted budget.

Expenses shall be reimbursed within limits approved by the Board. The Superintendent or designee shall establish procedures for the submission and verification of expense claims.

The Board may establish an allowance on either a mileage or monthly basis to reimburse designated employees for the use of their own vehicles in the performance of assigned duties.

Federal mileage reimbursement rate will be used, adjusted each July 1.

In no instance will travel expenses be paid from District funds for any person other than an employee or officer of the District, unless specially authorized for reimbursement by the Board or its designee.

(cf. 3300 - Expenditures/Expending Authority)

(cf. 4131 - Staff Development)

Legal Reference:

EDUCATION CODE

44032 Travel expense payment

44033 Automobile allowance

44576 Remuneration of trainees in staff development projects

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT
adopted: December 10, 1997 Redwood City, California

Sequoia Union High SD

Administrative Regulation

AR 3400

Business and Noninstructional Operations

Management Of District Asset

Accounts

Accounts

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

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

(cf. 3110 - Transfer of Funds)

Audit

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

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

(cf. 3452 - Student Activity Funds)

(cf. 3551 - Food Service Operations)

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

Regulation SEQUOIA UNION HIGH SCHOOL DISTRICT
approved: December 10, 1997 Redwood City, California

Sequoia Union High SD

Board Policy

BP 3400

Business and Noninstructional Operations

Management Of District Assets

Accounts

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

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

(cf. 3100 - Budget)

(cf. 3300 - Expenditures/Expending Authority)

(cf. 3460 - Financial Reports and Accountability)

Legal Reference:

EDUCATION CODE

14500-14508 Financial and compliance audits, especially:

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

14504.2 Quality control reviews

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

35035 Powers and duties of superintendent

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

41010 Accounting system; requirements for Accounting Manual

41011 Accounting system requirements

41012 Uniform cost accounting procedure to determine allowances for handicapped minors

41013 Transfers from district general funds; accounting rules and regulations

41014 Requirement of budgetary accounting

41020 Requirement for annual audit

41020.3 Review of annual audit

41020.5 Audit not in conformance

42600 District budget limitation on expenditures

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

42603 Transfer of special or restricted funds moneys

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

GOVERNMENT CODE

53995-53997 Obligation of contract

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT
adopted: December 10, 1997 Redwood City, California

Sequoia Union High SD

Board Policy

BP 3430

Business and Noninstructional Operations

Investing

The Superintendent or designee may invest as permitted by law all or part of the Special Reserve Fund of the District or any surplus monies not required for immediate district operations. Such investments shall be limited to securities specified in Government Code 16430, 53601 and 53635.

Legal Reference:

EDUCATION CODE

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

GOVERNMENT CODE

- 16430 Eligible securities for investment of surplus moneys
- 27130-27137 County treasury oversight committees
- 53600-53609 Investment of surplus
- 53630-53684 Deposit of funds, especially
- 53635 Local agency funds; deposit or investment
- 53646 Treasurer reports and statements of investment policy
- 53852.5 Investment term for funds designated for repayment of notes
- 53859.02 Borrowing by local agency

CIVIL CODE

- 2261-2262 Obligations of trustees; investments

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT
adopted: December 10, 1997 Redwood City, California

Sequoia Union High SD

Administrative Regulation

AR 3440

Business and Noninstructional Operations

Inventories

Each site administrator or designee shall maintain an inventory of all equipment. The following information must be recorded:

1. Description (with manufacturer's name and/or model number).
2. Identification and/or serial number.
3. Date and cost of acquisition (estimate if unknown).
4. Funding source (grant source and grant title).
5. Current location.

The date of disposal of all equipment removed from the inventory shall also be recorded.

Copies of the inventory shall be kept at the District office and school site.

A physical inventory shall be conducted annually.

Regulation SEQUOIA UNION HIGH SCHOOL DISTRICT
approved: December 10, 1997 Redwood City, California

Sequoia Union High SD

Board Policy

BP 3440

Business and Noninstructional Operations

Inventories

In order to provide for the proper control and conservation of district property, the Superintendent or designee shall maintain an inventory in a manner authorized by the State Board of Education for all items currently valued in excess of \$500.

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

(cf. 3290 - Gifts, Grants and Bequests)

Legal Reference:

EDUCATION CODE

35168 Inventory of equipment

CODE OF REGULATIONS, TITLE 5

16023 Class 1 - Permanent records

16035-16036 Historical inventory of equipment

CARL D. PERKINS VOCATIONAL EDUCATION ACT, Public Law 98-524, 99-159

34 CODE OF FEDERAL REGULATIONS, 74.132-74.140

Office of Management and Budget, Circular A-102, Attachment N, Property Management Standards

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT
adopted: December 10, 1997 Redwood City, California

Sequoia Union High SD

Board Policy

BP 3452

Business and Noninstructional Operations

Student Activity Funds

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

(cf. 1321 - Solicitation of Funds from and by Students)

(cf. 3554 - Other Food Sales)

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

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

The Principal or designee shall be responsible for the proper conduct of all student organization financial activities. The Superintendent or designee shall periodically review the organizations' general financial structures and accounting procedures.

Legal Reference:

EDUCATION CODE

41020 Requirement for annual audit

48930-48938 Student body organization

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT
adopted: December 10, 1997 Redwood City, California

Sequoia Union High SD

Administrative Regulation

AR 3460

Business and Noninstructional Operations

Financial Reports And Accountability

Interim Reports

The Superintendent or designee shall submit two interim fiscal reports to the Board of Trustees, 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. (Education Code 35035, 42130)

Within 45 days after the close of the period reported, the Board shall approve these reports of the District's financial condition, and send the County Superintendent of Schools these reports and its certification of the District's financial status based on current projections, in accordance with the following: (Education Code 42131)

Qualified or negative certifications shall also be sent to the Superintendent of Public Instruction and State Controller, together with a copy of the fiscal report and a completed transmittal form provided by the Superintendent of Public Instruction. (Education Code 42131)

Annual Financial Report

On a form prescribed by the Superintendent of Public Instruction, the Superintendent or designee shall prepare a statement of all receipts and expenditures of the District for the preceding fiscal year. On or before September 15, the Board shall approve this statement and file it with the County Superintendent of Schools. (Education Code 42100)

Report of Appropriations Limit

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

(cf. 1340 - Access to District Records)

Report of Accrued Benefits and Claims

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 health and welfare benefits for retired employees after they turn 65. The Board shall disclose, as a separate agenda item, whether or not it will reserve in the budget sufficient amounts to fund the present value of the above benefits for existing retirees or the future cost of employees eligible for benefits in the current fiscal year, or both. The Board shall annually certify to the County Superintendent of Schools the amount, if any, that it has decided to reserve in the budget for any of these costs.

Investment Reports

The Superintendent or designee shall provide the Board with quarterly reports of district investments.
(Government Code 53646)

Regulation SEQUOIA UNION HIGH SCHOOL DISTRICT
approved: December 10, 1997 Redwood City, California

Sequoia Union High SD

Board Policy

BP 3460

Business and Noninstructional Operations

Financial Reports And Accountability

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

(cf. 3100 - Budget)

(cf. 3300 - Expenditures/Expending Authority)

(cf. 3430 - Investing)

(cf. 9000 - Role of the Board)

Legal Reference:

EDUCATION CODE

17850 Public disclosure of non-voter-approved debt

33127 Standards and criteria for local budgets and expenditures

33128 Standards and criteria; inclusions

33129 Standards and criteria; use by local agencies

35035 Powers and duties of superintendent

41010 Accounting system

41020 Requirement for annual audit by county superintendent of schools

41450 Assistance and guidance to local offices of education

41455 Examination of financial problems of local districts

42100 Requirement to prepare and file annual statement

42127.6 School district operations monitoring; financial obligation nonpayment

42130-42134 Financial reports and certifications

42140-42142 Public disclosure of fiscal obligations

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

GOVERNMENT CODE

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

16429.1 Local agency investment fund

53646 Reports of investment policy and compliance

CODE OF REGULATIONS, TITLE 5

15453-15466 Criteria and Standards for School District Interim Reports

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

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT
adopted: December 10, 1997 Redwood City, California

Sequoia Union High SD

Board Policy

BP 3512

Business and Noninstructional Operations

Equipment

School equipment may be used by staff members and/or students only for school-related tasks. District equipment may not be used for personal reasons.

The Superintendent or designee shall ensure that all employees are informed that personal use of district property is prohibited and that violation may be cause for disciplinary action.

When school equipment is not being used by students or staff, school-connected organizations may be granted reasonable use of the equipment for school-related matters.

The consent of the Superintendent or designee is required if district-owned equipment is removed from the school site. When any equipment is taken off-site, the borrower is responsible for its safe return and shall be fully liable for any loss or damage.

(cf. 3440 - Inventories)

Legal Reference:

EDUCATION CODE

35160 Authority of governing boards

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT
adopted: December 10, 1997 Redwood City, California

Sequoia Union High SD

Administrative Regulation

AR 3513.3

Business and Noninstructional Operations

Tobacco-Free Schools

Employee Notifications

The Superintendent or designee shall notify employees of the District's tobacco-free schools policy. The notification shall also inform them of:

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

Enforcement of the policy will be as follows:

1. Students - Students who violate the policy will be dealt with in accordance with Board Policy 5131.62.
2. Staff - Staff who violate the policy will be dealt with in accordance with Board Policy.
3. Community - Community members who are using tobacco products on district property during school-sponsored events shall be asked to refrain from doing so. If individuals fail to comply with the request, a school administrator or supervisory personnel responsible for the event should be notified. That person(s) shall make a decision regarding further action which may include a directive to the violator to leave campus. If deemed necessary, the local law enforcement agency may be called upon to assist with enforcement of this policy.
4. Community groups who use district facilities are expected to enforce this policy. Failure to do so will result in revocation of the group's permit to use the facility.
5. If the person repeatedly violates the tobacco-free schools policy, the Superintendent or designee may prohibit him/her from entering district property for a specified period of time.

(cf. 3515.2 - Disruptions)

Sequoia Union High SD

Board Policy

BP 3513.3

Business and Noninstructional Operations

Tobacco-Free Schools

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

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

This prohibition shall also apply to school-sponsored events held off of district property. These activities would include, but not be limited to, field trips, athletic events, and dances. It also applies to all meetings, events, and activities sponsored by community groups held in District facilities.

The Board further prohibits the use of tobacco products at all times on district grounds. This prohibition applies to all employees, students and visitors at any activity or athletic event on property owned, leased or rented by or from the District.

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

(cf. 4118 - Suspension/Disciplinary Action)

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

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

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

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

(cf. 4159/4259/4359 - Employee Assistance Programs)

The following policies and regulations are related to personnel: 3513.3, 3515, 3542, 3543, 5145.7.

Legal Reference:

EDUCATION CODE

48901 Smoking or use of tobacco; steps to discourage

HEALTH AND SAFETY CODE

39002 Control of air pollution from nonvehicular sources

104420 Implementation of tobacco use prevention program

LABOR CODE

6404.5 Occupational safety and health: use of tobacco products

UNITED STATES CODE, TITLE 20

6083 Nonsmoking policy for children's services

PERB RULINGS

CSEA #506 and Associated Teachers of Metropolitan Riverside v. Riverside Unified School District (1989)

PERB Order #750 (13 PERC 20147)

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

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT

adopted: December 10, 1997 Redwood City, California

Sequoia Union High SD

Administrative Regulation

AR 3514.1

Business and Noninstructional Operations

Hazardous Substances

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

Hazard Communication Program

In order to control the handling of hazardous substances and provide information to employees in accordance with California's Hazard Communication Regulation (Title 8, 5194), the Superintendent or designee shall ensure that the hazard communication program outlined below is carried out. The written hazard communication program shall be available upon request to all employees and their designated representatives. (Code of Regulations, Title 8, 5194)

The following materials are exempted from the Hazard Communication Program and this district regulation: hazardous wastes; tobacco products; wood and wood products; manufactured articles; food, drugs and cosmetics used by employees.

1. Container Labeling

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

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

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

2. Material Safety Data Sheets

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

The Superintendent or designee shall maintain copies of MSDS for all hazardous substances and ensure that they are available to all affected employees during working hours. He/she shall review incoming MSDS for new

and significant health or safety information and shall disseminate this information to affected employees.

3. Employee Information and Training

Employees shall receive inservice training on hazardous substances in their work area at the time of their initial assignment and whenever a new hazard is introduced into their work area. This training shall provide:

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

4. List of Hazardous Substances

For specific information about the hazardous substances known to be present in the District and schools, employees may consult the MSDS sheets maintained at the District office or at their sites

5. Hazardous Nonroutine Tasks

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

6. Informing Contractors

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

Sequoia Union High SD

Board Policy

BP 3514.1

Business and Noninstructional Operations

Hazardous Substances

The Board of Trustees recognizes that the daily operations of our schools entail the use of many potentially hazardous substances.

The Superintendent or designee shall insure that hazardous substances are inventoried, used, stored and regularly disposed of in a safe and legal manner.

Teachers shall instruct students as to the importance of proper handling, storage, disposal and protection with regard to all potentially hazardous substances.

(cf. 6161.3 - Toxic Art Supplies)

Insofar as possible, the Superintendent or designee shall minimize the quantities of hazardous substances stored on school property. The Board encourages staff to substitute less dangerous materials for hazardous ones whenever feasible.

The Superintendent or designee shall ensure that the schools are regularly inspected to identify potential sources of risk. When new environmental risks are discovered, the Superintendent or designee shall inform the Board and the community.

Hazard Communication Program

To ensure that employees are fully informed about the properties and potential hazards of substances to which they may be exposed, the Superintendent or designee shall develop, implement and monitor a written hazard communication program in accordance with state law.

Legal Reference:

EDUCATION CODE

49341 Legislative findings

49401.5 Legislative intent; consultation services

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

HEALTH AND SAFETY CODE

25163 Registration; exemptions; inspection (re transportation of hazardous wastes)

25500-25520 Hazardous materials; release response plans; inventory

LABOR CODE

6360-6363 Hazardous Substances Information and Training Act

CODE OF REGULATIONS, Title 8

5194 Hazard Communication

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT
adopted: December 10, 1997 Redwood City, California

Sequoia Union High SD

Administrative Regulation

AR 3515

Business and Noninstructional Operations

Campus Security

Procedures for campus security shall include strategies and methods to:

1. Secure the campus perimeter and school facilities in order to prevent criminal activity or disruptive behavior.
2. Secure buildings from outsiders and discourage trespassing. These procedures may include requiring visitor registration, requiring staff and student identification tags, and patrolling places used for congregating and loitering.

(cf. 1250 - Visitors/Outsiders)

(cf. 3515.2 - Disruptions)

(cf. 5112.5 - Open/Closed Campus)

3. Discourage vandalism and graffiti. These methods may include plans to immediately cover graffiti as well as campus beautification projects.

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

(cf. 5131.5 - Vandalism, Theft and Graffiti)

4. Control access to keys and other school inventory.

(cf. 3440 - Inventories)

5. Detect and intervene with school crime. These procedures may include the creation of a school watch program, an anonymous crime reporting system, analysis of school crime incidents, and collaboration and communication with local law enforcement agencies.

Designated staff shall receive training in building and grounds security procedures.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

These procedures shall be regularly reviewed and updated in order to reflect changed circumstances and to assess progress in achieving safe school objectives.

Keys

All keys used in a school shall be the responsibility of the Principal or designee. Keys shall be issued only to those employees who regularly need a key in order to carry out normal activities of their position.

The person issued a key shall be responsible for its safekeeping. If a key is lost, the person responsible shall report the loss to the Principal or designee immediately and shall pay for a replacement key. Costs associated with rekeying locks may also be assessed.

Keys shall be used only by authorized employees and shall never be loaned to students or any other person who is school or nonschool employed.

The master key shall not be loaned and the duplication of school keys is prohibited.

Regulation SEQUOIA UNION HIGH SCHOOL DISTRICT
approved: December 10, 1997 Redwood City, California

Sequoia Union High SD

Board Policy

BP 3515

Business and Noninstructional Operations

Campus Security

The Superintendent or designee shall ensure that campus security procedures are developed which are consistent with the goals and objectives of the District's comprehensive safety plan and site-level safety plans.

(cf. 0450 - Comprehensive Safety Plan)

Legal Reference:

EDUCATION CODE

32020 Access gates

32211 Threatened disruption or interference with classes

35294-35294.9 School safety plans

38000-38005 Security patrols

PENAL CODE

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

626-626.10 Disruption of schools

Management Resources:

CDE PUBLICATIONS

Safe Schools: A Planning Guide for Action, 1995

CSBA PUBLICATIONS

Protecting Our Schools: Governing Board Strategies to Combat School Violence, 1995

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT

adopted: December 10, 1997 Redwood City, California

Sequoia Union High SD

Administrative Regulation

AR 3515.1

Business and Noninstructional Operations

Crime Data Reporting

The Principal or designee at each school shall immediately record each incident of school crime on the California Safe Schools Assessment (CSSA) incident form and shall send these forms monthly to the Superintendent or designee. (Penal Code 628-628.2)

The Superintendent or designee shall report school crime information to the California Department of Education or its designee by February 1 of each year for the period of July 1 through December 31 and by August 1 of each year for the period of January 1 through June 30. (Penal Code 628.2)

Copies of CSSA incident forms and any districtwide aggregated data shall be made available to the public upon request. (Penal Code 628.2)

The schools and District shall retain copies of CSSA incident forms for three years or until a site validation visit, whichever occurs first.

(cf. 0510 - School Accountability Report Card)

(cf. 1340 - Access to District Records)

(cf. 3515 - Campus Security)

Legal Reference:

EDUCATION CODE

14044 Crimes committed on school grounds

PENAL CODE

628-628.6 Reporting of school crime

CODE OF REGULATIONS, TITLE 5

700-705 Safe schools assessment programs

Management Resources:

Understanding and Reporting School Crime, California Safe Schools Assessment, California Department of Education and Butte County Office of Education, 1995

Regulation SEQUOIA UNION HIGH SCHOOL DISTRICT
approved: December 10, 1997 Redwood City, California

Sequoia Union High SD

Administrative Regulation

AR 3515.2

Business and Noninstructional Operations

Disruptions

The Principal, designee or school security officer may direct an individual to leave school grounds if he/she has a reasonable basis for concluding that the person is committing an act that is likely to interfere with the peaceful conduct of school activities or that the person has entered the campus with the purpose of committing such an act. This shall not apply to students, Board of Trustees members or employees of the school, or others required by their employment to be on school grounds. (Penal Code 626.7)

(cf. 4158/4258/4358 - Employee Security)

When an individual is directed to leave under such circumstances, the Principal or designee shall inform the person that he/she will be guilty of a misdemeanor subject to a fine and/or imprisonment if he/she reenters any district facility within 30 days after being directed to leave, or within seven days if the person is a parent/guardian of a student attending that school. (Penal Code 626.7)

If an individual refuses to leave upon request or returns before the applicable period of time, the Principal or designee shall notify law enforcement.

The Principal or designee may direct any specified sex offender or drug offender to leave school grounds. This does not apply to a student, parent/guardian of a student attending that school, or an individual who has obtained prior written permission for entry from the Principal or designee. Upon directing the individual to leave, the Principal or designee shall inform the person that he/she will be guilty of a crime if he/she reenters the schools within seven days or otherwise establishes a pattern of unauthorized entry. (Penal Code 626.8, 626.85)

Possession of unauthorized dangerous instruments, weapons or devices is prohibited on school premises, on any public right-of-way immediately adjacent to school property, or any other place where a teacher and student(s) are required to be for assigned school activities. (Penal Code 626.9, 626.10)

Appeal Procedure

Any person who is asked to leave a public school building or grounds may appeal to the Superintendent or designee. This appeal shall be made no later than the second school day after the person has departed from the school building or grounds. The Superintendent or designee shall render his/her decision within 24 hours after the appeal is made, and this decision shall be binding. (Education Code 32211)

The decision of the Superintendent or designee may be appealed to the Board of Trustees. 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)

Regulation SEQUOIA UNION HIGH SCHOOL DISTRICT
approved: December 10, 1997 Redwood City, California

Sequoia Union High SD

Board Policy

BP 3515.2

Business and Noninstructional Operations

Disruptions

The Board of Trustees is committed to keeping the schools free from disruptions and to keeping unauthorized persons from entering school grounds. The Superintendent or designee shall provide for the prompt removal from school premises of any individual who disrupts or threatens to disrupt normal school operations, threatens the health and safety of students or staff, or causes property damage.

(cf. 1250 - Visitors/Outsiders)

Administrative regulations may be developed in collaboration with local law enforcement personnel.

(cf. 0450 - Comprehensive Safety Plan)

Legal Reference:

EDUCATION CODE

32210 Willful disturbance of public school or meeting: misdemeanor

32211 Threatened disruption or interference with classes; misdemeanor

35160 Authority of governing boards

44810 Willful interference with classroom conduct

44811 Disruption of classwork or extracurricular activities

51512 Prohibited use of electronic listening or recording device

PENAL CODE

243.5 Assault or battery on school property

415.5 Disturbance of peace of school

626 Definitions

626.4 Notice of withdrawal or consent; report; action on report; reinstatement of consent; hearing; unlawful entry upon campus or facility; punishment

626.7 Failure to leave campus or facility; wrongful return; penalties; notice; exceptions

626.8 Disruptive presence at schools

626.85 Drug offenders; presence on school grounds

626.9-626.10 Gun Free School Zone Act

627-627.10 Access to school premises

653g Loitering about schools or public places

In Re Jimmy A., (1989) 209 Cal. 3d 42

In Re Oscar R., (1984) 161 Cal. App. 3d 770

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT
adopted: December 10, 1997 Redwood City, California

Sequoia Union High SD

Board Policy

BP 3515.4

Business and Noninstructional Operations

Recovery For Property Loss Or Damage

The Board of Trustees shall seek reimbursement of damages and rewards from any individual or from the custodial parent/ guardian of any minor who commits any act of theft or vandalism.

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

(cf. 4158/4258/4358 - Employee Security)

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

(cf. 5131.5 - Vandalism, Theft and Graffiti)

Rewards

If the Superintendent or designee or law enforcement officials are unable to fix responsibility for the theft or vandalism, the Superintendent or designee is authorized to offer a reward in any amount he/she deems appropriate, not exceeding \$1,000, for information leading to the identification and apprehension of the guilty party. A reward in excess of \$1,000 must be authorized in advance by the Board.

A reward shall be paid only when the guilt of the person responsible for the crime has been established by a confession, criminal conviction, or other appropriate judicial procedures.

Legal Reference:

EDUCATION CODE

19910 Malicious cutting, tearing, defacing, breaking or injuring

19911 Willful detention of property

44810 Willful interference with classroom conduct

48904 Liability of parent or guardian for willful misconduct; withholding of grades, diplomas and transcripts

CIVIL CODE

1714.1 Liability of parent or guardian for act of willful misconduct by a minor

GOVERNMENT CODE

53069.5 Reward for information concerning person causing death, injury, or property damage; liability for reward

53069.6 Actions to recover damages

61601.1 Graffiti abatement district

PENAL CODE

484 Theft defined

594 Vandalism

640.5 Graffiti; facilities or vehicles of governmental entity

640.6 Graffiti

adopted: December 10, 1997 Redwood City, California

Sequoia Union High SD

Administrative Regulation

AR 3515.6

Business and Noninstructional Operations

Criminal Background Checks For Contractors

Whenever the District contracts for janitorial, administrative, landscape, transportation, food-related or other similar services, the Superintendent or designee shall ensure that the contracting entity certifies in writing to the Governing Board that any employees who may come into contact with students have not been convicted of a violent or serious felony. (Education Code 45125.1)

(cf. 3540 - Transportation)

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

(cf. 7140 - Architectural and Engineering Services)

The Superintendent or designee shall present the Board with a list, prepared by the contracting entity, of the names of any employees who may come into contact with students. The Superintendent or designee shall then distribute these lists to the appropriate school sites. (Education Code 45125.1)

These requirements shall not apply if the Superintendent or designee determines that the contracting entity is providing services in an emergency or exceptional situation, such as when student health or safety is endangered or when repairs are needed to make school facilities safe and habitable. (Education Code 45125.1)

In addition, these requirements shall not apply if the Superintendent or designee determines that the employees of the contracting entity will have limited contact with students. In determining whether a contract employee has limited contact with students, the Superintendent or designee shall consider the totality of the circumstances, including the following factors: (Education Code 45125.1)

1. The length of time the contractors will be on school grounds
2. Whether students will be in proximity with the site where the contractors will be working
3. Whether the contractors will be working by themselves or with others

Upon a determination that an employee shall have limited contact with students, the Superintendent or designee shall take appropriate steps to protect the safety of any student who may come in contact with this employee. (Education Code 45125.1)

These steps may include, but not be limited to, ensuring that the employee is working during nonschool hours, providing for regular patrols or supervision of the site from district security or personnel, ensuring that the employee is not working alone when students are present, limiting the employee's access to school grounds, and/or providing the employee with a visible means of identification.

Legal Reference:

EDUCATION CODE

41302.5 School districts, definition

45122.1 Classified employees, conviction of a violent or serious felony

45125.1 Criminal background checks for contractors

PENAL CODE

667.5 Prior prison terms, enhancement of prison terms

1192.7 Plea bargaining limitation

Regulation SEQUOIA UNION HIGH SCHOOL DISTRICT

approved: December 10, 1997 Redwood City, California

Sequoia Union High SD

Board Policy

BP 3516

Business and Noninstructional Operations

Emergencies And Disaster Preparedness Plan

In order to save lives and protect property, all district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and events which threaten to result in a disaster.

The Superintendent shall require school Principal or designee to develop and maintain a disaster preparedness plan which details provisions for handling all foreseeable emergencies and disasters. The Superintendent or designee may appoint a committee to regularly review the disaster preparedness plan and recommend changes.

District and site plans shall address at least the following situations:

1. Fire on or off school grounds which endangers students
2. Natural or man-made disasters

(cf. 3516.3 - Earthquake Emergency Procedure System)

3. Bomb threat or actual detonation
4. Attack or disturbance by individuals or groups

(cf. 0450 - Comprehensive Safety Plan)

(cf. 1400 - Relations between Other Governmental Agencies and the Schools)

(cf. 3515 - Campus Security)

(cf. 3515.2 - Disruptions)

(cf. 3530 - Risk Management/Insurance)

(cf. 5131.4 - Campus Disturbances)

The Principal should ensure that the plan includes:

1. Procedures for personal safety and security
2. Ways to ensure smooth administrative control of operations during a crisis
3. Procedures to establish a clear, effective communications system
4. Guidelines for law enforcement involvement, including specific steps for law enforcement intervention depending upon the intensity of the crisis

The Principal shall consult with city and/or county agencies so that District and site plans may provide the best possible way of handling each situation and also provide for emergency communications systems between these agencies and each district school.

(cf. 3543 - Transportation Safety and Emergencies)

Disaster preparedness exercises shall be held regularly at each school site and shall demonstrate how safety procedures may be applied to various types of emergencies. All students and employees shall receive instruction regarding emergency plans.

The Board encourages all employees to become proficient in first aid and cardiopulmonary resuscitation (CPR). The Superintendent or designee shall ascertain that at least one staff member at each school holds a valid certificate in these areas. The Superintendent or designee shall provide for CPR inservice training to be offered at least once a year for district staff.

Legal Reference:

EDUCATION CODE

32000-32004 Uniform fire signals (with requirement that every school building with capacity of 50 or more students be provided with a fire warning system)

32040 Duty to equip school with first aid kit

35295-35297 Earthquake emergency procedures

38051 Operating overloaded bus

38132 Mass care and welfare shelters

46390-46392 Emergency average daily attendance in case of disaster

49505 Natural disaster; meals for homeless students; reimbursement

GOVERNMENT CODE

3100 Public employees as disaster service workers

8607 Standard emergency management system

CODE OF REGULATIONS, TITLE 5

550 Fire drills

560 Civil defense and disaster preparedness plans

CODE OF REGULATIONS, TITLE 19

2400 et seq. Standardized Emergency Management System Regulations

Management Resources:

CDE PROGRAM ADVISORIES

0224.94 Contingency Planning for School Campus Emergencies, CIL: 93/94-04

GOVERNOR'S OFFICE OF EMERGENCY SERVICES

Standardized Emergency Management System (SEMS) Guidelines, March 1995

SEMS Approved Course of Instruction, March 1995

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT
adopted: December 10, 1997 Redwood City, California

Sequoia Union High SD

Administrative Regulation

AR 3516.3

Business and Noninstructional Operations

Earthquake Emergency Procedure System

When an earthquake occurs, the following actions shall be taken inside the school building and in individual classrooms:

1. The teacher or other person in authority shall implement the DROP action. Each student shall:
 - a. Get under equipment (desk, table, etc.) where available. Otherwise get next to an inside wall or under an inside doorway.
 - b. Drop to knees with back to the windows and knees together.
 - c. Clasp both hands firmly behind the head, covering the neck.
 - d. Bury face in arms, protecting the head. Close the eyes tightly.
 - e. Stay there until the procedure or emergency is over or until subsequent instructions are given. Such instructions will depend upon circumstances and the extent of damage to the buildings.
2. As soon as possible, teachers shall move students away from windows and out from under heavy suspended light fixtures.
3. Teachers shall implement action to LEAVE THE BUILDING when the earthquake is over. Teachers shall ensure that students do not run, particularly on stairways.

Earthquake While on School Grounds

When an earthquake occurs, the following actions shall be taken if teachers and students are on school playgrounds:

1. The teacher or other person in authority shall direct students to WALK away from buildings, trees, poles, or exposed wires.
2. Teachers and students shall stay in the open until the earthquake is over, or until further directions are given.

Subsequent Emergency Procedures

1. Teachers shall see that students avoid touching electrical wires that may have fallen.
2. Teachers or students shall not light any fires after the earthquake until the area is declared safe. Laboratory or shop teachers shall be watchful of students relighting burners or stoves.

3. Teachers shall render first aid if necessary.
4. Teachers shall take roll of their classes.
5. The Principal shall see that guards are posted at a safe distance from all building entrances to see that no one reenters for any reason until the buildings are declared safe. Guards may be custodians, teachers, or students.
6. The Principal shall direct a custodian to inspect and if appropriate shut off all pilot lights on water heaters or furnaces, as well as stoves in homemaking classrooms.
7. The Principal shall request assistance as needed, through appropriate channels, from the District office, county or city civil defense office or fire and police departments.
8. The District office and/or Principal shall notify utility companies of any break or suspected break in lines which may present an additional hazard.
9. The Principal shall contact the District office for further instructions.
10. The Superintendent/designee shall determine the advisability of closing the school.
11. Following the quake, the District Maintenance Department shall inspect all buildings for safety.
12. If the building is safe for use, the Principal/designee shall clear debris in order to resume educational activities as soon as possible.

General Procedures

Students shall be taught the following safety precautions to be taken during an earthquake in the event that adults are not present to give specific directions:

1. The safest place to be is in the open. Stay there.
2. Move away from buildings, trees, and exposed wires. DO NOT RUN!
3. After the earthquake, if you are on your way to school, continue on to school.
4. After the earthquake, if you are on your way home, continue home.

Inspection After Earthquake

1. District maintenance staff shall make a thorough inspection immediately after a severe earthquake.

Check points: Large cracks affecting buildings
Earth slippage affecting buildings
Water leaks
Gas leaks
Electrical breakages

Upon receiving the report on the condition of the building, the Superintendent/designee will determine if the building shall be occupied.

Earthquake While on the Bus

When students are on the school bus and an earthquake occurs, the following actions shall be taken:

1. The bus driver shall pull to the side of the road away from any buildings, poles, wires, overhead structures or bridges, if possible, and issue the DROP action.
2. The driver shall set the brakes and turn off the ignition.
3. The bus driver shall wait until the earthquake is over before proceeding on the route.
4. The bus driver shall contact the director of transportation for instructions.
5. If the bus driver continues on, he/she shall watch for hazards created by earthquakes, such as fallen electrical wires, cracked roads, or fallen poles.

Regulation SEQUOIA UNION HIGH SCHOOL DISTRICT
approved: December 10, 1997 Redwood City, California

Sequoia Union High SD

Board Policy

BP 3530

Business and Noninstructional Operations

Risk Management

The Board of Trustees strongly supports a risk management program that protects district resources and promotes the safety of students, staff and the public.

The Superintendent or designee shall establish a risk management program that uses effective safety and loss control practices. The District shall strive to keep its liability at a minimum and its insurance premiums as low as possible while maintaining adequate protection. To determine the most economical means of insuring the District is consistent with required services, the Superintendent or designee shall annually review the District's options for obtaining coverage, including qualified insurance agents, a joint powers agency, self-insurance, or a combination of these means.

The Board reserves the right to remove an insurance agent-of-record or a participating agent whenever, in the judgment of the Board, such action becomes desirable for the best interests of the District.

To attempt to minimize the District's exposure to liability, the Board shall adopt clear policies related to discrimination, harassment, safety procedures, and the timely handling of claims. The Superintendent or designee shall ensure that these policies and related procedures are enforced fairly and consistently.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 3320 - Claims and Actions Against the District)
(cf. 4030 - Nondiscrimination in Employment)
(cf. 4119.11/4219.11/4319.11- Sexual Harassment)
(cf. 4132/4232/4332- Publication or Creation of Materials)
(cf. 4157.1/4257.1/4357.1 - Work-Related Injuries)
(cf. 4158/4258/4358- Employee Security)
(cf. 5141.4 - Child Abuse Reporting Procedures)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)
(cf. 6162.6 - Use of Copyrighted Materials)
(cf. 9260 - Legal Protection)

Legal Reference:

EDUCATION CODE

17029.5 Contract funding; board liability
17565-17592 Board duties re property maintenance and control
32350 Liability on equipment loaned to district
35162 Power to sue, be sued, hold and convey property
35200-35214 Liabilities, especially:
35208 Liability insurance
35211 Driver training civil liability insurance
35213 Reimbursement for loss, destruction or damage of personal property

35214 Liability self-insurance
35331 Medical or hospital service for students on field trip
39837 Transportation of pupils to places of summer employment
41021 Requirement for employees' indemnity bonds
44873 Qualifications for physician (liability coverage)
49470-49474 District medical services and insurance

GOVERNMENT CODE

820.9 Board members not vicariously liable for injuries caused by district
989-991.2 Local public entity insurance

LABOR CODE

3200-4855 Workers' compensation

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT
adopted: December 10, 1997 Redwood City, California

Sequoia Union High SD

Board Policy

BP 3540

Business and Noninstructional Operations

Transportation

The extent to which the District provides student transportation depends upon student needs and a continuing assessment of financial resources.

(cf. 3250 - Transportation Fees)

The Board of Trustees desires to:

1. Provide maximum safety for students between home and school and on school-sponsored trips.
2. Promote desirable student behavior and respect for traffic safety.
3. Provide assistance and transportation for handicapped students.
4. Provide transportation for field trips.

Note: The District may lease buses or contract with a private carrier. (Education Code 35330)

(cf. 5131.1 - Bus Conduct)

Legal Reference:

EDUCATION CODE

35330 Excursions and field trips

35350 Authority to transport pupils

39800-39860 Transportation

41850-41854 Allowances for transportation

CODE OF REGULATIONS, TITLE 5

14100-14103 Use of school buses and school pupil activity buses

VEHICLE CODE

2807 School bus inspection

Arcadia Unified School Dist. v. State Dept of Education, 91 Daily Journal D.A.R. 4939

Salazar et al v. Honig et al, 88 Daily Journal D.A.R. 5882

Arcadia Unified School Dist. v. State Dept of Education and Salazar, 5 Cal. Rptr. 2d 545

Management Resources:

CDE MANAGEMENT ADVISORIES

0500.92 Implementation of Special Education Transportation Apportionment (#92-02)

0619.92 Fees for Pupil Transportation (#92-05)

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT
adopted: December 10, 1997 Redwood City, California

Sequoia Union High SD

Exhibit

E 3541.1

Business and Noninstructional Operations

Transportation for School-Related Trips

Sequoia Union High School District Use Of Private Vehicle

Insurance Information

This notice is to inform you, the student, parents/guardians and/or staff, that when you use your private vehicle for a District-approved sporting event and/or extracurricular activity, YOU are the primary insured responsibility carrier and NOT Sequoia Union High School District.

This notice also informs you that Sequoia Union High School District students shall not be transported in the back of a pickup truck or motor vehicle not designed for passenger seating. **THE NUMBER OF STUDENTS RIDING IN YOUR VEHICLE SHALL NOT EXCEED THE NUMBER OF SEAT BELTS IN YOUR VEHICLE AS THE USE OF SEAT BELTS IS REQUIRED.**

Guest statutes in California have been abrogated which means the registered owner can be sued for unlimited amounts.

We, the undersigned, have read and understand the above information.

Signature of Staff Member Print Name of Staff Member Date

I also hereby certify that I am a duly licensed driver in the state of California.

Signature of Vehicle Driver Print Name of Vehicle Driver Date

Driver's License #: _____ License Expiration Date

TO BE COMPLETED BY PRIVATE VEHICLE OWNER:

REQUIRED MINIMUM COVERAGE: Bodily Injury \$100,000/300,000 per accident
Property Damages: \$ 50,000 per accident
Medical Payments: \$ 5,000

Insurance Carrier: _____ Policy

I hereby certify that I am the registered owner of the vehicle to be used, that the insurance information above is correct and meets the listed minimum coverage limits, and that I understand I am the primary insured responsibility carrier.

Signature of Vehicle Owner Print Name of Vehicle Owner Date

Name/Description/Location of activity for which vehicle will be used:

Name of sponsoring school: _____ Date(s) of event:

Please return signed copies to school.

TRANSPORTATION USE ONLY

Trip Request #

Date Reviewed

School

Exhibit SEQUOIA UNION HIGH SCHOOL DISTRICT
version: December 10, 1997 Redwood City, California

Sequoia Union High School District School Driver Registration Form

Driver (circle one) Employee Parent/Guardian Volunteer

Name

Date of Birth

Address

Driver's License No.

Expiration Date

Telephone No. ()

VEHICLE INFORMATION

Name of Owner

Address

Year

Make

License Plate No.

Registration Expires

Seating Capacity:

INSURANCE INFORMATION

Insurance Company

Policy No.

Telephone No.

Expiration Date

Liability Limits of Policy

DRIVER STATEMENT

I certify that I have not been convicted of reckless driving or driving under the influence of drugs or alcohol within the past five years and that the information given above is true and correct. I understand that if an accident occurs, my insurance coverage shall bear primary responsibility for any losses or claims for damages.

Name

Date

Exhibit SEQUOIA UNION HIGH SCHOOL DISTRICT
version: December 10, 1997 Redwood City, California

Sequoia Union High School District Driver Instructions

When using your vehicle to transport students on field trips or other school activity trips, please:

1. Be sure that you have registered with the District for such purposes and have a valid driver's license and current liability insurance of at least \$100,000 per occurrence.
2. Check the safety of your vehicle: tires, brakes, lights, horn, suspension, etc.
3. Carry only the number of passengers for which your vehicle was designed. If you have a truck or pickup, carry only as many as can safely sit in the passenger compartment.
4. Require each passenger to use a safety belt.

In case of emergency, keep all the children together and call 369-1411

Exhibit SEQUOIA UNION HIGH SCHOOL DISTRICT
version: December 10, 1997 Redwood City, California

Sequoia Union High SD

Administrative Regulation

AR 3541.1

Business and Noninstructional Operations

School-Related Trips

Transportation by Private Vehicle

Before transporting students on any field trip or activity, drivers shall register with the District and have a copy of their driver's license on file in the Transportation Department under the pull notice program. Drivers shall receive safety and emergency instructions which shall be kept in their car. All student passengers shall provide permission slips signed by their parents/guardians.

Drivers shall be required to possess a valid California driver's license and liability insurance of at least \$100,000 per occurrence.

Owners, drivers and passengers shall be informed that the registered owner and his/her insurance company are responsible for any accidents which may occur. District personnel who frequently transport students in their private vehicles are urged to carry liability insurance of \$300,000 or more per occurrence.

All drivers and passengers shall wear seat belts in accordance with law. (Vehicle Code 27315)

Trucks and pickups may not transport more persons than can safely sit in the passenger compartment.

The number of passengers, including the driver, shall not exceed the capacity for which the vehicle was designed and should not in any case exceed 10. (Education Code 38045)

Regulation SEQUOIA UNION HIGH SCHOOL DISTRICT
approved: December 10, 1997 Redwood City, California

Sequoia Union High SD

Board Policy

BP 3541.1

Business and Noninstructional Operations

Transportation For School-Related Trips

The District may provide transportation in buses or other school or public transportation vehicles for field trips and excursions in connection with instruction or school-related social, educational, cultural, athletic or school band activities.

School-related organizations requesting transportation shall be fully responsible for the costs of their trips unless funding has been approved by the Board of Trustees.

(cf. 3250 - Transportation Fees)
(cf. 3542 - School Bus Drivers)
(cf. 3543 - Transportation Safety and Emergencies)
(cf. 6153 - School-Sponsored Trips)

Transportation by Private Vehicle

The Superintendent or designee may authorize the transportation of students by private automobile for school activities.

Legal Reference:

EDUCATION CODE

35330 Excursions and field trips
38045 School bus
38052 Use for community recreation
38054 Transportation of pupils to places of summer employment
38065 Transportation to special activities by district
44808 Liability when students not on school property

VEHICLE CODE

27315 Mandatory use of seat belts in private passenger vehicles
34501.6 School buses; reduced visibility
Castro v. Los Angeles (1976) 54 Cal.App.3d 232
Salcedo v. Monterey County Office of Education (1992) 1 Cal.Rptr.2d 868
Hanson v. Reedley School District (1941) 43 Cal.App.2d 643
Lehmuth v. Long Beach Unified School District (1960) 53 Cal.App.2d 544

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT
adopted: December 10, 1997 Redwood City, California

Sequoia Union High SD

Administrative Regulation

AR 3541.2

Business and Noninstructional Operations

Transportation For Students With Disabilities

When authorizing special transportation for students with disabilities, the individualized education program (IEP) team or Section 504 committee shall consider, at a minimum, all of the following:

1. The student's safety and health needs
2. The extent to which transportation arrangements may help the student develop independent mobility skills
3. The student's difficulty in using regular transportation services
4. The coordination of regular and special transportation

(cf. 6159 - Individualized Education Program (IEP))

Disabled students who do not meet any of the above criteria may use regular home-to-school transportation.

(cf. 3540 - Transportation)

When a disabled student is excluded from school bus transportation due to expulsion, the District shall provide alternative transportation at no cost to the student or parent/guardian. (Education Code 48915.5)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Individuals with Disabilities))

When contracting with a nonpublic, nonsectarian school or agency to provide special education services, the Superintendent or designee shall ensure that the contract includes general administrative and financial agreements related to the provision of transportation services specified in the student's IEP. (Education Code 56366)

(cf. 6159.2 - Nonpublic Nonsectarian School and Agency Services for Special Education)

Guide dogs, signal dogs and service dogs trained to provide assistance to disabled persons may be transported in a school bus when accompanied by disabled students, disabled teachers or persons training the dogs. (Education Code 39839)

Regulation SEQUOIA UNION HIGH SCHOOL DISTRICT
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Sequoia Union High SD

Board Policy

BP 3541.2

Business and Noninstructional Operations

Transportation For Students With Disabilities

The Board of Trustees shall ensure that appropriate transportation services are provided for students with disabilities as specified in their individualized education program (IEP) or accommodation plan. The District shall make home-to-school transportation available for students at no cost to parents/guardians as specified in the student's IEP.

(cf. 0430 - Comprehensive Local Plan for Special Education)

(cf. 3250 - Transportation Fees)

(cf. 6159 - Individualized Education Program (IEP))

(cf. 6159.2 - Nonpublic Nonsectarian School and Agency Services for Special Education)

(cf. 6164.4 - Identification of Individuals for Special Education)

(cf. 6164.6 - Identification and Education under Section 504)

The Superintendent or designee shall establish criteria and procedures for determining the most appropriate mode of transportation for an individual student based on identified needs as determined in the IEP or accommodation plan.

(cf. 3540 - Transportation)

The Superintendent or designee shall arrange transportation schedules so that students with disabilities do not spend an excessive amount of time on buses compared to other students. Arrivals and departures shall not reduce the length of the school day for these students except as may be prescribed on an individual basis.

The Superintendent or designee shall establish procedures to ensure compatibility between mobile seating devices and bus securement systems.

(cf. 3542 - School Bus Drivers)

Legal Reference:

EDUCATION CODE

39807.5 Payment of transportation cost

39839 Guide dogs, signal dogs and service dogs on bus

41850-41854 Allowances for transportation

48209-48209.16 Alternative interdistrict attendance program

48915.5 Expulsion of students with exceptional needs

56195.8 Adoption of policies

56327 Assessment for special education and related services

56345 Individualized education program

56366 Nonpublic nonsectarian schools or agencies

56366.1 Waiver of requirements under section 56365 and 56366

CODE OF REGULATIONS, TITLE 5

15050 Transfer of funds to child development fund and development center for handicapped pupils fund

15243 Physically handicapped minors

15271 Exclusion from report

UNITED STATES CODE, TITLE 20

1400-1491 Individuals with Disabilities Education Act

UNITED STATES CODE, TITLE 29

794 Section 504 of the Rehabilitation Act of 1973

CODE OF FEDERAL REGULATIONS, TITLE 34

104.4 Equal opportunity under the Rehabilitation Act of 1973, Section 504

CODE OF FEDERAL REGULATIONS, TITLE 49

571.222 Federal requirements for bus securement systems

Management Resources:

CDE MANAGEMENT ADVISORIES

0500.92 Implementation of Special Education Transportation Apportionment (#92-02)

CDE PROGRAM ADVISORIES

0609.95 School transportation fee exemption for handicapped children and pupils whose parents or guardians are indigent (LO: 2-95)

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT

adopted: December 10, 1997 Redwood City, California

Sequoia Union High SD

Administrative Regulation

AR 3542

Business and Noninstructional Operations

School Bus Drivers

Authority

Students transported in a school bus or in a 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. (Code of Regulations, Title 5, Section 14103)

(cf. 3540 - Transportation)

(cf. 5131.1 - Bus Conduct)

Bus drivers shall have the authority to discontinue the operation of school buses whenever the bus driver determines that it is unsafe to continue.

Administrative regulations related to bus driver authority shall be made available to parents, students, teachers and other interested parties. (Title 5, Section 14103)

Qualifications, Training and Monitoring

All drivers employed to operate a school bus or a student activity bus shall possess, at a minimum, both of the following documents issued by the state Department of Motor Vehicles: (Vehicle Code 12517)

1. A valid driver's license for the appropriate class of vehicle to be driven
2. A certificate which permits the driver to operate either school buses or student activity buses

(cf. 4200 - Classified Personnel)

(cf. 4211 - Recruitment and Selection)

A driver who possesses a valid certificate to drive a student activity bus shall not be entitled to drive a school bus unless he/she obtains the license and certificate required for that position. (Education Code 38046)

The Superintendent or designee shall ensure that school bus drivers receive training which includes:

1. Necessary first aid practices (Vehicle Code 12522)
2. The proper actions to be taken in the event that a school bus is hijacked (Education Code 38047)
3. The proper installation of mobile seating devices in the bus securement systems (Education Code 56195.8)

(cf. 3541.2 - Transportation for Students with Disabilities)

(cf. 4231 - Staff Development)

School bus drivers shall be subject to drug and alcohol testing in accordance with Governing Board policy and the requirements of federal law.

(4212.42- Drug and Alcohol Testing for Transportation Employees)

The Superintendent or designee shall notify the Department of Motor Vehicles within five days whenever any school bus driver has tested positive for drugs or alcohol, is dismissed for a cause related to student transportation safety, or whenever a driver so dismissed has been reinstated. (Vehicle Code 1808.8, 13376)

(cf. 4215 - Evaluation/Supervision)

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

Responsibilities

The school bus driver's major responsibility is to safely transport students to and from school and school activities. He/she shall follow procedures contained in the District's transportation safety plan.

(cf. 3543 - Transportation Safety and Emergencies)

Drivers shall not require any student to leave the bus en route between home and school or other destinations. (Title 5, Section 14103)

Drivers shall stop to load or unload students only at a school bus stop designated by the Superintendent or designee, or authorized by the Superintendent or designee for school activity trips. (Vehicle Code 22112)

Drivers shall activate the flashing amber light warning system, if the bus is so equipped, beginning 200 feet before any bus stop where students are loading or unloading. They shall operate the flashing red signal lights and stop signal arm at all times when the bus is stopped to load or unload students. The flashing amber warning lights, flashing red signal lights and stop signal arm shall not be operated at any other time, or at any place where traffic is controlled by a traffic officer. (Vehicle Code 22112)

The flashing red signal lights and stop signal arm requirements shall not apply to locations identified by the Superintendent or designee, in consultation with the California Highway Patrol, as presenting a unique traffic hazard due to roadway design or proximity to an intersection. In addition, these requirements shall not apply when special education students are loading or unloading, or students may require assistance to load or unload. (Vehicle Code 22112)

When the bus is stopped on a highway or private road to load or unload students, and traffic is not controlled by a traffic officer or official traffic control signal, the driver shall: (Vehicle Code 22112)

1. Check for approaching traffic in all directions and activate the flashing red light signal system and, if the bus is so equipped, the stop signal arm.
2. Before opening the door, ensure that the flashing red signal lights and stop signal arm are activated and that it is safe to exit the bus.
3. Escort all students in grades prekindergarten through 8 who need to cross the highway or private road, using an approved hand-held "STOP" sign while so doing.
4. Require all students to walk in front of the bus as they cross the road or highway.

5. Ensure that all students who need to cross the road or highway have crossed safely and that all other unloaded students and pedestrians are a safe distance from the bus before setting the bus in motion.

Drivers shall immediately report all school bus accidents to the California Highway Patrol, the Superintendent or designee, and the driver's employer. (Code of Regulations, Title 13, Section 1219)

School bus drivers also shall report the following to the Superintendent or designee:

1. Recurring and serious student misbehavior
2. Parental and student complaints
3. Traffic violations
4. Consistently late school dismissals which cause transportation delays
5. Overload runs
6. Mechanical or other problems with buses and equipment

Legal Reference:

EDUCATION CODE

38046 Drivers of school pupil activity buses

38047 Training in proper actions in event of hijacking

38050 Operating bus in violation of order or regulation or without operator's qualification

38155-38168 Training required to obtain or renew bus driver certificate

39831.3 Transportation safety plan

45125.1 Criminal background checks for contractors

56195.8 Adoption of policies

VEHICLE CODE

1808.8 Dismissal for safety-related cause

2570-2575 Transportation of students

12517 School bus and pupil activity bus driver qualifications; certificates; fees

12517.2 Medical report; physical examination

12522 First aid training for school bus drivers

13376 Driver certificates; revocation or suspension; sex offense prosecution

22112 School bus signals; roadway crossings

25257 School bus; flashing light signal system

25257.2 School bus used for transportation of developmentally disabled person

34501.6 School buses; reduced visibility

34508.5 Investigation of accidents

CODE OF REGULATIONS, TITLE 5

14103 Authority of the driver

14104 School bus driver instructor

CODE OF REGULATIONS, TITLE 13

1202 General provisions

1219 School bus regulations

1227 School bus stops

CODE OF FEDERAL REGULATIONS, TITLE 49

571.222 Federal motor vehicle safety standard # 222

Regulation SEQUOIA UNION HIGH SCHOOL DISTRICT
approved: December 10, 1997 Redwood City, California

Sequoia Union High SD

Administrative Regulation

AR 3543

Business and Noninstructional Operations

Transportation Safety And Emergencies

Transportation Safety Plan

The Superintendent or designee shall develop a transportation safety plan to address student safety which includes all of the following: (Education Code 39831.3)

1. Procedures for determining if students in grades prekindergarten through 8 require escort to cross a private road or highway at a bus stop pursuant to Vehicle Code 22112

(cf. 3542 - School Bus Drivers)

2. Procedures for all students in grades prekindergarten through 8 to follow as they board and exit the bus at their bus stops

3. Procedures for boarding and exiting a school bus at a school or other trip destination

A copy of the plan shall be kept at each school site and made available upon request to the California Highway Patrol. (Education Code 39831.3)

Safe Bus Operations

School bus operations shall be limited when atmospheric conditions reduce visibility on the roadway to 200 feet or less during regular home-to-school transportation service. Bus drivers for school activity trips shall have the authority to discontinue bus operation whenever they determine that it is unsafe to continue operation because of reduced visibility. (Vehicle Code 34501.6)

(cf. 3540 - Transportation)

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

(cf. 6118 - Weather-Related Schedules)

School buses and school student activity buses also shall not be operated whenever the number of passengers exceeds bus seating capacity, except when necessary in emergency situations which require that students be moved immediately to ensure their safety.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

The Superintendent or designee may place a notice at bus entrances that warns against unauthorized entry. The driver or another school official may order any person to disembark if that person enters a bus without prior authorization and has intent to commit a crime. (Code of Regulations, Title 13, Section 1256.5)

Each school bus shall be equipped with at least one fire extinguisher located in the driver's compartment which meets the standards specified in law. (Education Code 38056)

The Superintendent or designee shall review all investigations of bus incidents and accidents to develop preventative measures.

Student Instruction

All students who are transported in a school bus or student activity bus shall receive instruction in school bus emergency procedures and passenger safety. (Education Code 38048)

1. Each school year, the Superintendent or designee shall provide appropriate instruction in safe riding practices and emergency evacuation drills. Each student who receives home-to-school transportation in a school bus shall be required to receive this instruction. (Code of Regulations, Title 5, Section 14102)
2. At least once each school year, all students in grades prekindergarten through 8 who receive home-to-school transportation shall receive safety instruction which includes, but is not limited to: (Education Code 38048)
 - a. Proper loading and unloading procedures, including escorting by the driver
 - b. Proper passenger conduct

(cf. 5131.1 - Bus Conduct)

- c. Bus evacuation
- d. Location of emergency equipment

As part of this instruction, students shall evacuate the school bus through emergency exit doors. Instruction also may include responsibilities of passengers seated next to an emergency exit.

Each time the above instruction is given, the following information shall be documented:

- a. District name
- b. School name and location
- c. Date of instruction
- d. Names of supervising adults
- e. Number of students participating
- f. Grade levels of students
- g. Subjects covered in instruction
- h. Amount of time taken for instruction
- i. Bus driver's name
- j. Bus number

k. Additional remarks

This documentation shall be kept on file at the District office or the school for one year and shall be available for inspection by the California Highway Patrol.

3. Before departing on a school activity trip, all students riding on a school bus or student activity bus shall receive safety instruction which includes, but is not limited to: (Education Code 38048)

- a. Location of emergency exits
- b. Location and use of emergency equipment

This instruction also may include responsibilities of passengers seated next to an emergency exit.

Notifications

The Superintendent or designee shall provide written safety information to the parents/guardians of all students in grades prekindergarten through 6 who have not previously been transported in a school bus or school activity bus. This information shall be provided upon registration and shall include: (Education Code 38048)

- 1. A list of school bus stops near each student's home
- 2. General rules of conduct at school bus loading zones
- 3. Red light crossing instructions
- 4. School bus danger zone
- 5. Safety while walking to and from school bus stops

(cf. 5145.6 - Parental Notifications)

Legal Reference:

EDUCATION CODE

38045-38059 Transportation, school buses, especially:

38048 Student instruction in bus safety; notifications

38051 Excess of seating capacity

38056 Fire extinguisher on school buses

39831.3 Transportation safety plan

51202 Instruction in personal and public health and safety

VEHICLE CODE

34500 California Highway Patrol responsibility to regulate safe operation of school buses

34501.6 School buses; reduced visibility

34508.5 Investigation of accidents

CODE OF REGULATIONS, TITLE 5

14102 Instruction in bus safety and evacuation

14103 Authority of the driver

CODE OF REGULATIONS, TITLE 13

1256.5 Notice warning against unauthorized entry on school buses

Regulation SEQUOIA UNION HIGH SCHOOL DISTRICT
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Sequoia Union High SD

Board Policy

BP 3543

Business and Noninstructional Operations

Transportation: Emergency And Safety Procedures

The Board of Trustees recognizes the importance of insuring the safety of students being transported via district buses/vehicles and directs the Superintendent or designee to establish appropriate emergency and safety procedures for the transportation of students.

Legal Reference:

EDUCATION CODE

38020-38065 Transportation, school buses

51202 Instruction in personal and public health and safety

CODE OF REGULATIONS, TITLE 5

14102 Bus evacuation instructions

14103 Authority of the driver

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT
adopted: December 10, 1997 Redwood City, California

Sequoia Union High SD

Board Policy

BP 3550

Business and Noninstructional Operations

Food Service

The Board of Trustees recognizes that students need adequate, nourishing food in order to grow and learn and to give a good foundation for their future physical well-being. The Board believes that the primary purpose of the food services program is to provide nutritious food for students at the most reasonable cost possible.

The Board recognizes that the food services program is an important complement to the nutritional responsibilities of parents/guardians. Foods available on school premises should be considered as carefully as other educational support materials. Foods should be prepared in ways which will appeal to students while retaining nutritive quality and should be served in quantities appropriate to the needs of students in as pleasant and relaxed an atmosphere as possible.

(cf. 1330 - Use of School Facilities)

Legal Reference:

EDUCATION CODE

- 38080-38103 Cafeterias - establishment and use
- 49490-49493 School breakfast and lunch programs
- 49500-49504 School meals for pupils
- 49510-49519 Pupil nutrition
- 49530-49536 Child nutrition act of 1974

CODE OF REGULATIONS, TITLE 5

- 15500 et seq. Child nutrition programs
- 15510 et seq. Mandatory meals for needy pupils
- 15530 et seq. Nutrition education
- 15550 et seq. School lunch and breakfast programs

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT
adopted: December 10, 1997 Redwood City, California

Sequoia Union High SD

Board Policy

BP 3551

Business and Noninstructional Operations

Food Service Operations

Cafeteria Funds

The Food Services Department of the District shall be operated on a nonprofit basis and financed from the proceeds of the sale of food.

Adult meals may be offered to employees as a matter of convenience. Insofar as these meals may include federally donated food commodities, their price shall be set higher than that of student meals so as to reimburse the food service program for the total cost of providing adult meals.

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adopted: December 10, 1997 Redwood City, California

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Administrative Regulation

AR 3553

Business and Noninstructional Operations

Free And Reduced Price Meals

The District's plan for students receiving free or reduced-price meals shall set forth the following conditions: (Education Code 49557)

1. The names of the students shall not be published, posted, or announced in any manner, or used for any other purpose other than the National School Lunch and School Breakfast Programs.
2. There shall be no overt identification of any of the students by the use of special tokens or tickets or by any other means.
3. The students shall not be required to work for their meals or milk.
4. The students shall not be required to use a separate dining area, go through a separate entrance, or consume their meals or milk at a different time.
5. When more than one lunch, breakfast or type of milk is offered, the students shall have the same choice of meals or milk as is available to those students who pay the full price.

This plan shall be submitted to the California Department of Education for approval. (Education Code 49557)

Applications

An application form for free or reduced-price meals shall be distributed to all parents/guardians at the beginning of each school year, together with information about eligibility standards, application procedures and appeal procedures. This form and information shall also be provided whenever a new student is enrolled. (Education Code 49520, 48980)

(cf. 5145.6 - Parental Notifications)

Students

Students participating in the National School Lunch and School Breakfast Programs will not be overtly identified by the use of special tokens, special tickets, special serving lines, separate entrances, separate dining areas, or by any other means.

All applications and records related to eligibility for the free or reduced price meals program shall be confidential. They shall be open to examination only for purposes of this program. (Education Code 49558)

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

Regulation SEQUOIA UNION HIGH SCHOOL DISTRICT
approved: December 10, 1997 Redwood City, California

Sequoia Union High SD

Board Policy

BP 3553

Business and Noninstructional Operations

Free And Reduced Price Meals

The Superintendent or designee shall maintain a district program of free and reduced-price meals to students whose family income qualifies them as being eligible. The cost of free meals for eligible students will be provided by federal and/or state-supported programs. All families, including those of students entering during the year, shall be informed by letter of the program.

All students who are determined by school authorities to be eligible for free or reduced-price meals shall be furnished them. There shall be no discrimination in the furnishing of free or reduced-price meals because of race, religion, gender, source of family income, or for any other reason.

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

The Superintendent or designee shall formulate a plan in accordance with law which ensures that students eligible for free or reduced-price meals and milk shall not be treated differently from other students. The plan shall be approved by the Board of Trustees and submitted to the State Department of Education for its approval.

(cf. 5125 - Student Records)

Legal Reference:

EDUCATION CODE

49490-49493 School breakfast and lunch programs

49500-49504 School meals for pupils (needy pupils)

49530-49536 Child Nutrition Act of 1974

49550-49556 Mandatory school district and county superintendent of schools meals for needy pupils in kindergarten and grades 1-2

49557 Free or reduced-price meals

49558 Records

CODE OF REGULATIONS, TITLE 5

15510 et seq. Mandatory meals for needy pupils

15530 et seq. Nutrition education

15550 et seq. School lunch and breakfast programs

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT
adopted: December 10, 1997 Redwood City, California

Sequoia Union High SD

Exhibit

E 3554

Business and Noninstructional Operations

Other Food Sales

Code Of Regulations, Title 5

Food Sales By Student Organizations

15501. Sales in High Schools

The Board of Trustees of any district or a County Superintendent of Schools maintaining a high school may permit an organization consisting solely of pupils of such school to sell food items during or after the regular school day if the following conditions are met:

- (a) The specific nutritious food items are approved by the Food Service Director.
- (b) A student organization or organizations may be approved to sell food anytime during the school day, including the regularly scheduled food service period(s), as provided in (1) and/or (2):
 - (1) Only one such organization each school day selling no more than three types of food or beverage items such as confections, popcorn, nuts, fruit or soft drinks; and/or
 - (2) Any one or more student organizations may conduct no more than four food sales of any food items during a school year in each school, but such sales shall be held on the same four days for any or all organizations with prior approval of Food Service Director.
- (c) The sales during the regular school day are not of food prepared on the premises.
- (d) The food items sold during the regular school day are not those sold by the District in the food service program at that school during that school day.

Exhibit SEQUOIA UNION HIGH SCHOOL DISTRICT
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Code of Regulations, Title 5

Education Code 38085

Sale Of Specified Food Items

Other than foods reimbursed under 42 USC 1751 et seq. and 42 USC 1771 et seq., a minimum of 50 percent of the items offered for sale each school day at any school site by any entity or organization during regular school

hours shall be selected from the following list:

1. Milk and dairy products, including cheese, yogurt, frozen yogurt and ice cream
2. Full-strength fruit and vegetable juices and fruit drinks containing 50 percent or more full-strength fruit juice, and fruit nectars containing 35 percent or more full-strength fruit juice
3. Fresh, frozen, canned and dried fruits and vegetables
4. Nuts, seeds and nut butters
5. Nonconfection grain products, as defined by regulation of the United States Food and Drug Administration, including crackers, bread sticks, tortillas, pizza, pretzels, bagels, muffins and popcorn
6. Meat, poultry and fish, and their products, including beef jerky, tacos, meat turnovers, pizza, chili and sandwiches
7. Legumes and legume products, including bean burritos, chili beans, bean dip, roasted soy beans and soups
8. Any foods which would qualify as one of the required food components of the Type A lunch which is defined in and reimbursable under the National School Lunch Act (42 USC 1751 et seq.)

For the purposes of this section, "item" shall be defined as each separate kind of food offered for sale as a separate unit.

Exhibit SEQUOIA UNION HIGH SCHOOL DISTRICT
version: December 10, 1997 Redwood City, California

Code Of Federal Regulations, Title 7

Appendix B To Part 210

Categories of Foods of Minimal Nutritional Value

Soda Water

A class of beverages made by absorbing carbon dioxide in potable water. The amount of carbon dioxide used is not less than that which will be absorbed by the beverage at a pressure of one atmosphere and at a temperature of 60 degrees Fahrenheit. It either contains no alcohol or only such alcohol, not in excess of 0.5 percent by weight of the finished beverage, as is contributed by the flavoring ingredient used. No product shall be excluded from this definition because it contains artificial sweeteners or discrete nutrients added to the food such as vitamins, minerals and protein.

Water Ices

As defined by 21 CFR 135.160 Food and Drug Administration Regulations except that water ices which contain fruit or fruit juices are not included in this definition.

Chewing Gum

Flavored products from natural or synthetic gums and other ingredients which form an insoluble mass for chewing

Certain Candies

Processed foods made predominantly from sweeteners or artificial sweeteners with a variety of minor ingredients which characterize the following types:

Hard Candy

A product made predominantly from sugar (sucrose) and corn syrup which may be flavored and colored, is characterized by a hard, brittle texture, and includes such items as sour balls, fruit balls, candy sticks, lollipops, starlight mints, after dinner mints, sugar wafers, rock candy, cinnamon candies, breath mints, jaw breakers, and cough drops

Jellies and Gums

A mixture of carbohydrates which are combined to form a stable gelatinous system of jelly-like character, and are generally flavored and colored, and include gum drops, jelly beans, jellied and fruit-flavored slices

Marshmallow Candies

An aerated confection composed of sugar, corn syrup, invert sugar, 20 percent water, and gelatin or egg white to which flavors and colors may be added

Fondant

A product consisting of microscopic-sized sugar crystals which are separated by a thin film of sugar and/or invert sugar in solution, such as candy corn or soft mints

Licorice

A product made predominantly from sugar and corn syrup which is flavored with an extract made from the licorice root

Spun Candy

A product that is made from sugar that has been boiled at high temperature and spun at a high speed on a special machine

Candy Coated Popcorn

Popcorn which is coated with a mixture made predominantly from sugar and corn syrup

Sequoia Union High SD

Board Policy

BP 3554

Business and Noninstructional Operations

Other Food Sales

All foods offered for sale at any school on any school day by any student or adult entity or organization must be approved by the Food Service Director, and at least 50 percent of these foods shall be selected from the nutritious foods listed in Education Code 38085. (Education Code 38085, Title 5, Section 15500-15501.

Home-baked goods may be sold by an organization on no more than three occasions during any 90 day period. Any such sale must be conducted on school property. (Health and Safety Code 113785, 113825)

Fund-Raisers

When desiring to raise money for district schools or student groups by selling food items, organizations are encouraged to select items of good nutritional quality. All profits from such fund-raisers shall benefit the school or student groups sponsoring the sale. Sales must be approved by Food Service Department before taking place and each organization shall comply with Code of Regulations, Title 5.

All sanitation and safety procedures shall comply with the requirements of the law.

The Food Service Director with the support of the Principal and Vice Principal shall be responsible to make certain that all aspects of Board Policy related to organization food sales are enforced on all campuses in the District.

(cf. 1321 - Solicitations of Funds from and by Students)

Legal Reference:

EDUCATION CODE

38085 Sale of specified food items

48931 Authorization and sale of food

51520 School premises; prohibited solicitations

CODE OF REGULATIONS, TITLE 5

15500 Food sales in elementary schools

15501 Sales in high schools and junior high schools

HEALTH AND SAFETY CODE

113700-114455 California Uniform Retail Food Facilities Law, especially:

113785 Food facility

113825 Occasional event

UNITED STATES CODE, TITLE 42

1751 et seq. National School Lunch Act

1771 et seq. National School Breakfast Act

CODE OF FEDERAL REGULATIONS, TITLE 7

210, 220 National School Lunch Program and School Breakfast Program

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT
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Sequoia Union High SD

Board Policy

BP 3580

Business and Noninstructional Operations

District Records

School district records shall be developed, maintained and disposed of according to the requirements of law and the regulations of the State Department of Education.

The Superintendent or designee shall establish appropriate regulations so that District personnel will know which documents are records and which are not; which records are permanent, optional, or disposable; and how each type of record is to be maintained or destroyed. The Superintendent or designee shall ensure the confidentiality of each kind of record as permitted or required by law.

(cf. 1340 - Access to District Records)

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

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

Legal Reference:

EDUCATION CODE

35145 Public meetings

35163 Official actions, minutes and journal

35250-35255 Records and reports

44031 Personnel file contents and inspection

49065 Reasonable charge for transcripts

CODE OF REGULATIONS, TITLE 5

432 Varieties of pupil records

16020-16022 Records-general provisions

16023-16027 Retention of records

GOVERNMENT CODE

6252-6265 Inspection of public records

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT
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