

CHAPTER VIII – BUSINESS AND OPERATIONS

A. BUSINESS MANAGEMENT

1. **District Budget.** The Superintendent of Schools shall submit the annual district budget to the Board of Education for approval and adoption as authorized by law. The Superintendent shall recommend the allocation of resources for all funds, programs, services, and operational units in the district.

a. Property Fund

- (1) The district maintains a Property Fund (Capital Projects Fund), which has accumulated primarily from the sale of real properties. The Property Fund is one of the district's largest financial assets, second only to its inventory of buildings and grounds. Under State statute, the Property Fund is maintained separate from any and all other funds.
- (2) Property Fund income continues to accrue from lease purchase transactions, income from investments, and other allowable sources. The Property Fund may be used to record the income from future real property transactions. Property Fund principal and income may be used to fund capital outlay projects, such as the rehabilitation, modernization, and/or expansion of facilities; deferred maintenance projects; the acquisition of real property; and the acquisition of equipment and furniture.
- (3) As part of the approval of the Annual Budget, the Board shall consider any proposed use of Property Fund principal and income and shall take separate action to approve such uses.

b. Special Reserve Fund

- (1) The district maintains a Special Reserve Fund. It is the intention of the Board of Education to separate the Special Reserve Fund from any and all other funds.
- (2) Special Reserve Fund principal and income may be used to fund non-recurring expenses, such as instructional materials, and for capital outlay projects, such as the rehabilitation, modernization, and/or expansion of facilities; deferred maintenance projects; the acquisition of real property; and the acquisition of equipment and furniture.
- (3) Special Reserve Fund principal and income may be used as a resource to allow loans to the General Fund or other funds, as necessary, which shall be repaid under terms and conditions established by the Board at the time of each such loan.
- (4) As part of the approval of the Annual Budget, the Board shall consider any proposed use of Special Reserve Fund principal and income and shall take separate action to approve such uses.

c. Balanced Budget Requirement and Resolution of Compliance/Non-Compliance

- (1) The Adopted Budget shall be a balanced budget, which shall mean that the total of General Fund and Special Reserve Fund expenditures, transfers to/from other funds, and other sources/uses of resources does not require the transfer or expenditure of the Special Reserve Fund principal balance or of the General Fund reserve, except as provided for in paragraph A.1.b. above.
- (2) The General Fund reserve shall be as required by the California Department of Education's Standards and Criteria for Review of School District Budgets or as otherwise determined by the Board.
- (3) As part of the annual budget the Board shall adopt a Resolution of Compliance that states, "The adopted budget complies with the Board's policy requirement of a balanced budget," or, alternatively, a Resolution of Non-Compliance that states, "The adopted budget does not comply with the Board's policy requirement of a balanced budget."

(Education Code, Sections 42120-42128)
(Revised 9/91)
(Revised 5/96)

d. Investment Policy. 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.

The Governing Board recognizes that the Superintendent or designee has fiduciary responsibility and is subject to prudent investor standards for all investment decisions. As such, district investments must be made with skill, prudence and diligence, with the primary objective of safeguarding the principal of the funds and with the secondary objective of meeting the district's liquidity needs. In order to enhance investment return, the district's third investment objective shall be to generate an investment yield that attains or exceeds a market-average rate of return through economic cycles.

Any investment of funds by the district shall require specific approval by the Board of Education unless those funds are placed in the Santa Clara County Treasury pool, the State of California Local Agency Investment Fund Pool, or in segregated investments of treasury notes with either the Santa Clara County Treasury or the State of California Local Agency Investment Fund.

The Board recognizes the importance of overseeing investments made with district funds, including

investments by the county treasurer. The Superintendent or designee shall keep the Board informed about policies that guide the investment of these funds.

(2/98)

Administrative Procedure:

1. *School, department and/or instructional program budget requests shall be submitted annually in the format designated by the Business Manager.*
 2. *A budget calendar shall be prepared and presented to the Board annually by the Business Manager in order to provide accessibility to the budget making process for the Board, staff and public.*
 3. *The Business Manager, in collaboration with the Superintendent's staff, shall have responsibility for the following:*
 - a. *Estimating district income from state, local and federal sources.*
 - b. *Estimating assessed valuation.*
 - c. *Compiling the annual district budget.*
 - d. *Establishing budget accounting procedures.*
- 2. Accounting.** All phases of general and budgetary accounting shall follow procedures outlined by the Education Code and shall be in accordance with the California School Accounting Manual published by the California State Department of Education.

Administrative Procedure:

1. *Supplementary accounting procedures may be implemented by the Business Manager.*
2. *Resource allocations per unit of enrollment at the schools shall be established annually during the budget development process.*
 - a. *Once enrollment is established for a given year, the Superintendent or his designee shall adjust total allocations to reflect actual enrollment data as of the eleventh day of the new school year.*
 - b. *Funds may be transferred between sub-accounts within the major account in which the funds have been budgeted.*
 - c. *Unexpended base allotment funds may be carried over and expended in the following fiscal year for designated purposes as approved by the Superintendent or his designee.*
 - (1) *The Superintendent or his designee is authorized to stay the implementation of this procedure when, in his opinion, such implementation would not be in the best financial interest of the district.*
 - (2) *Requests for carryover projects shall be submitted to the Superintendent or his designee as part of budget requests for that year.*
3. *The Annual Financial Report shall be available to the public at each school and at local libraries.*
4. *Lottery revenues that are based on Adult Education ADA shall be allocated to the Adult Education Fund.*

(Revised 11/79)
(Revised 9/91)

- 3. Student Body Accounting.** A student body accounting and procedure system shall be established by the Superintendent in accordance with the Education Code.

(Education Code, Section 48937)

Administrative Procedure:

1. *A student body accounting and procedure manual shall be provided by the Business Office.*
 2. *The principal of each school shall be responsible to the Superintendent for all student organizations and activities and shall see that the financial aspects of student activities are handled in conformance with administrative procedures.*
- 4. Attendance Accounting.** Districtwide attendance accounting procedures shall be established by the Superintendent in conformance with the Education Code and as directed by the County Superintendent of Schools.
- Administrative Procedure:* *The Supervisor of Attendance Accounting shall implement all attendance accounting procedures and shall be responsible to the Associate Superintendent – Educational Services.*

- 5. District Insurance.** Insurance policies covering fire, theft, liability, and damaged property shall be in conformance with Education Code provisions and shall be reviewed annually.

Administrative Procedure: *All contacts with the insurance company shall be made by the Business Manager or his designated representative.*

- 6. Voluntary Student Insurance.** Voluntary student accident insurance shall be made available to all students in the district. All premiums shall be paid by the parents or guardians of the insured students.

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Administrative Procedure: The Business Manager shall annually review the various policies and shall be responsible for making appropriate information available to all parents and guardians of students in the district.

7. **Contracts.** All contracts between the district and outside agencies shall conform to legally prescribed standards and the Education Code and shall be reviewed and approved by the Superintendent or his designee.
8. **Affirmative Action.** It is the intent of the Board of Education of the Palo Alto Unified School District to further opportunities for minority persons to be gainfully employed in the performance of school district supply and service contracts.

Administrative Procedure: Criteria for determining which bidder qualifies as the "lowest responsible bidder" shall include but not be limited to price, ability, experience and reputation for performance; and whether or not the bidder has submitted as part of his bid a satisfactory Certificate of Non-Discrimination, if required.

(Revised 8/82)

9. **Disbursing Officer:** The Business Manager shall be the Disbursing Officer and shall have authority to complete and to release any and all disbursements and payments, including payroll warrants, vendor warrants, and wire transfers, and other financial transactions.

(Revised 7/92)

10. **School Impact Fees (Developer Fees).** The district shall collect School Impact Fees on residential and commercial/industrial development and shall use the proceeds from the collections in accordance with applicable State statutes. The Capital Facilities Fund (Impact Fees) will be used to record the income and expenses related to School Impact Fees.

a. Residential Development.

- (1) Fees shall be collected on assessable space of new residential construction. "Assessable space" shall mean all square footage within the perimeter of a residential structure, not including any carport, walkway, garage, overhang, patio, enclosed patio, detached accessory structure, or similar area. The amount of the square footage within the perimeter of the residential structure shall be calculated by the building department of the City of Palo Alto, the City of Los Altos Hills, or the County of Santa Clara, whichever issues the building permit, in accordance with the standard practice of the City or County and with State statutes.
- (2) The fee shall not apply to any residential construction or reconstruction which adds 500 square feet or less of assessable space as defined above. If more than 500 square feet of assessable space is added, the entire amount of new assessable space shall be charged the fee. The 500 square feet of assessable space shall be calculated by deducting the amount of any decreases in assessable space which are the result of the construction or reconstruction.

b. Commercial Development. Fees shall be imposed on chargeable space of commercial construction. "Chargeable space" shall mean the covered and enclosed space determined to be within the perimeter of a commercial or industrial structure, not including any storage areas incidental to the principal use of the development, garage, parking structure, unenclosed walkway, or utility or disposal area. Appeals for commercial developments will be submitted to the Business Manager.

c. Exemptions. Exemptions required by law shall be provided.

d. Use of Fees. School Impact Fees may be used for the construction and reconstruction of school facilities and may be used to pay bonds, notes, leases, loans or other financial obligations for permanent or temporary school facilities, or for other such purposes as may be provided for in statute.

e. Reserve for Refunds. The Business Manager shall establish a reserve adequate to provide for refunds to developers who pay fees but who do not construct the approved project on which the fee is collected.

Government Code Section 65995

Government Code Section 53080

(7/96)

B. PURCHASING AND MANAGING OF EQUIPMENT AND SUPPLIES

1. **Purchasing.** Centralized district purchasing procedures and guidelines shall be established under the direction of the Business Manager and in conformance with the Public Contract Code. The Board shall approve those contracts that exceed the specified bid limits as defined in Public Contract Code, Section 20111.

(Public Contract Code, Section 20111)

(Education Code, Sections 39656-39658)

(Revised 4/82)

(Revised 9/91)

(Revised 3/96)

Administrative Procedure:

1. *When the annual budget has been approved, the purchase of supplies and equipment and the awarding of contracts shall be an administrative function under procedures established by the Business Office, following*

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Board policies and other legal requirements. Preference to local merchants shall be given when there is no additional cost to the district and the experience, ability and reputation for performance of the bidder are satisfactory. Preference may be given for the purchase of recyclable and/or environmentally-safe supplies and materials if the marginal cost is not greater than 5%.

2. *The Purchasing Department shall maintain a liaison with county, regional and state cooperative purchasing groups so that the district may participate when time constraints, quality control and cost factors make it desirable to do so.*
3. *The Assistant Business Manager shall be responsible to the Business Manager for the management of all purchasing functions.*

(Revised 11/79)

(Revised 9/91)

2. **Warehousing and Inventory Control.** A central “stores” or warehouse shall be maintained to stock ordinary school and custodial supplies. A physical inventory shall be conducted at least annually.

Administrative Procedure: Inventory procedures and supply requisitions shall be in conformance with the Education Code and the California School Accounting Manual.

3. **Assignment of Equipment.** No equipment shall be removed from school or departments to which it has been assigned without authorization of the Business Manager.

Administrative Procedure: The Business Manager shall establish and maintain accounting procedures for describing the type and location of all equipment assigned throughout the district.

4. **Disposal of Personal Property.** Personal property belonging to the district that is not required for school purposes, or that needs to be disposed of for the purpose of replacement, or that is unsatisfactory or not suitable for school use, shall be disposed of in the following manner:

- a. Items with an estimated market value of \$15,000 or above shall be sold used the advertised sale or public auction processes specified in Education Code Section 17545. Board of Education approval of the sale is required.
- b. The Board of Education delegate to the Superintendent or his designee the authority to sell items with a value of less than \$15,000 using the advertised sale or public auction processes authorized in Education Code Section 17545.
- c. The Board of Education delegates to the Superintendent or his designee the authority to transfer the sole personal property.
- d. Private sale and disposal is governed by Education Code Section 17546. The district official empowered to make such sales in the Superintendent or his designee.

(Education Code, Section 39520)

(Revised 11/98)

C. MAINTENANCE AND OPERATIONS

1. **Plant Operations.** The operational services in school buildings shall be performed in an efficient manner to ensure the safety and cleanliness of school facilities.

Administrative Procedure: The head custodians, building custodians and the assistant custodians shall work under the immediate direction of the local school administration.

2. **Building and Grounds Maintenance.** The maintenance department shall perform the routine recurring work required to keep district buildings, ground facilities and utility systems in such a condition that they may be continuously utilized at original or designed capacity and efficiency for intended purposes.

Administrative Procedure:

1. *District maintenance shall consist of a series of scheduled activities such as inspecting, adjusting, lubricating, cleaning and making necessary minor repairs to the various parts and subassemblies to assure that they may serve their full life expectancy.*
 2. *Purchasing and contractual agreements shall be the responsibility of the Business Manager. Annual blanket contracts shall be established in all feasible categories of the maintenance operation.*
 3. *No alterations to buildings, including electrical systems and plumbing systems, shall be made by school or departmental personnel (teachers, custodians, etc.) without prior approval from the Business Manager.*
3. **Building and Site Improvements.** Building and site improvements for new and existing plant shall be under the direction of the Superintendent of Schools and shall be in accordance with the rules and regulations as set forth by the California State Division of Architecture.

Administrative Procedure: Building and site improvements, including the development of educational specifications, preparation of bids and contracts and the supervision of construction in collaboration with the

architect shall be the responsibility of the Business Manager.

- 4. Building Security and Property Protection.** A districtwide plan for building security and property protection shall be established by the Superintendent of Schools.

***Administrative Procedure:** Building security and property protection are the responsibility of the administrator in charge of each building. Accurate inventories of equipment are an important part of this responsibility. The Business Manager shall coordinate districtwide security and property protection programs, including security lighting, guard service, issuance of keys and re-keying, anti-intrusion systems and custodial staffing schedules.*

(Revised 9/79)

- 5. Motorized Vehicles – Parking.** District security personnel and local school administration shall issue parking citations to individuals who have parked a vehicle in any area clearly marked “NO PARKING,” in accordance with the provisions of Penal Code Section 1463.12, Vehicle Code Section 21113 and Education Code Section 39671.

(9/81)

- 6. Charges for Lost or Damaged Property.** All staff members shall have a responsibility for the safekeeping of equipment and facilities under their jurisdiction. They shall assist students in developing an understanding of the obligation involved in cases of lost or damaged school property. The Superintendent is authorized to establish reimbursement procedures for lost or damaged property.

(Education Code, Section 48904)

Administrative Procedure:

- 1. Personnel in charge of district facilities and programs shall bill parents for all chargeable losses or damages.*
- 2. Upon determination of costs for replacements or repairs, the Business Office shall bill parents for all chargeable losses or damages.*
- 3. Principals shall bill parents directly for the loss of chargeable materials or equipment. All payments shall be made to the individual school office and such funds shall be transmitted to the district's Business Office. Funds received shall be abated to the appropriate account.*
- 4. Every reasonable means, including withholding of transcripts, report cards, diplomas and other privileges, may be employed to collect the charges.*

D. FOOD SERVICES

The district Food Services Department may provide food service to any public school in the district. Such service shall be provided as requested by the local school administration and community. The Business Manager shall organize and administer the program.

The Board of Education establishes the following guidelines for the program:

1. To operate the program on a self-supporting basis.
2. To provide healthful and appetizing meals that reflect the Dietary Guidelines for Americans developed by the U.S. Department of Agriculture and the U.S. Department of Health and Human Services.
3. To participate in the National School Lunch Program, as appropriate.
4. To receive federal and state commodities and reimbursements.
5. To provide free and reduced priced meals to eligible students.

Free and Reduced Meals for Students. The Governing Board recognizes that adequate nutrition is essential to child development and learning, and that some families may be unable to provide breakfast and lunch for their children. In accordance with law, the district shall provide free and reduced price meals for students whose families meet federal eligibility criteria.

The Board of Education authorizes the Superintendent or designee to use individual records pertaining to student participation in any free and reduced price meal program solely for the purpose of desegregation of academic achievement data, as long as the following conditions are satisfied:

1. No individual indicators of participation in the free or reduced price meal program shall be maintained in the permanent records of any student.
2. Information regarding individual student participation in the free or reduced price meal program shall not be publicly released.

*(Education Code 49550, 49558)
(5/98)*

Administrative Procedure:

- 1. The Director of Food Services shall be responsible to the Business Manager.*
- 2. Staffing standards for food service programs at each school shall be determined by the Director of Food Services.*
- 3. Cafeteria managers at secondary schools shall be responsible to the Director of Food Services.*

E. AUTOMOBILE ALLOWANCES

Automobile allowances shall be paid to any employee of the district authorized to use his automobile on business of the school district. Compensation for the use of such automobile shall be made by payment of an automobile mileage allowance as established by the Board. The Superintendent is authorized to modify allowances during any fiscal year when in his judgment, such modification is justifiable.

F. TRANSPORTATION

Student Service. Student transportation shall be provided by the school district in accordance with the State of California regulations for those students who are determined eligible by the Board of Education at the time of budget and transportation decisions each year.

Because federal and state reimbursements do not fully cover the cost of the district’s transportation program, the Board considers regular home-to-school busing to be an optional service provided only when sufficient local funds are available. The regular home-to-school program provides busing for students for whom transportation is not required under federal or state statutes, regulations, or court orders. The regular home-to-school transportation program shall recover all related operating costs attributed to it. Beginning in the 1992-93 school year, a mandatory rider fee schedule shall be implemented that recovers 75% of the district’s anticipated unreimbursed operating costs. Beginning in the 1993-94 school year, the fee schedule shall recover 100% of the anticipated unreimbursed operating costs. The size of the existing vehicle fleet shall not be increased to expand the regular home-to-school busing program unless the acquisition costs can be fully recovered through reimbursements from other agencies and through fees.

Transportation by private carrier may be provided whenever such practice is more economical than using school district owned vehicles. Only private carriers requiring licensing and vehicle maintenance standards equal to those of the school district will be utilized. Parents may be reimbursed for transportation of eligible students whenever such practice is more economical or convenient.

At least twice during each school year, each student who is transported in a school bus shall receive appropriate instruction in safe riding practices and shall participate in emergency bus evacuation drills.

Student conduct while riding buses shall be in conformance with the Code of Conduct for School Bus Passengers of the California State Department of Education and the Rules and Regulations of the Palo Alto Unified School District.

(Education Code, Sections 39800-39808)

(Revised 9/79)

(Revised 6/92)

Administrative Procedure:

1. *The Supervisor of Transportation shall prepare bus schedules to handle anticipated student transportation requirements for the ensuing school year. Schedules shall be on hand before school starts each year.*
2. *The district shall maintain buses in a safe operating condition at all times. It shall be the duty of each driver to report any defect in a school bus to the Supervisor of Transportation immediately.*
3. *Safety shall always be the primary consideration in the operation of school buses and shall override all other considerations.*
4. *Every school bus driver shall hold a valid operator’s or chauffeur’s license issued by the Department of Motor Vehicles and a school bus driver’s certificate issued by the California Highway Patrol or as otherwise required. In addition, every school bus driver shall possess a valid first aid certificate*
5. *Applicants for original school bus driver certificates shall complete training as required.*
6. *Any student in violation of the provisions of rules and regulations of the Palo Alto Unified School District or the “Code of Conduct for Bus Passengers,” posted in every bus operated by the district, may be denied the privilege of bus transportation. This action shall be taken on recommendation of the bus driver, with the approval of the principal or his designee.*
7. *The Supervisor of Transportation shall be responsible to the Business Manager for student transportation and fleet maintenance.*
8. *The Business Manager shall develop and implement a fee schedule and shall review and modify it annually to recover the anticipated unreimbursed operating costs. The fee schedule shall be established each spring for the subsequent school year. The fee schedule for the 1992-93 school year shall not exceed:*

<i>One student with no transported siblings</i>	<i>\$180 per semester</i>
<i>Two or more students in the same family</i>	<i>\$215 per semester</i>

The fee shall be paid in full at the beginning of each semester or at the time the student registers, if after the beginning of the semester. Students whose fee is not received in full within 10 calendar days after the beginning of the semester or after registration shall be denied bus service for the semester. Fees shall not be charged or accepted on a less than semester basis except that the fee shall be prorated for a student who registers after the

beginning of the current school semester. The Business Manager shall develop and implement appropriate procedures to collect fees and to identify students who are eligible to ride the bus.

9. *Bus routes and schedules shall be changed as necessary to maximize operating efficiency and to minimize costs and fees. To minimize costs, bus service for each semester, including routes and schedules, shall be changed by the beginning of the subsequent semester to accommodate the number of students who subscribed to the service plus a modest allowance for projected enrollment growth.*
10. *The fee program shall provide for transporting indigent students without fee. The Business Manager shall establish a process for exemption from the fee based on family income and shall use the federal guidelines applicable to the National School Lunch Program.*

(Revised 9/91)

(Revised 6/92)

G. DISASTER PREPAREDNESS PLAN

The authority and responsibilities delegated to district personnel in the administration and operation of the district schools in an emergency shall be consistent with the authority, policies and responsibilities of the City of Palo Alto Office of Emergency Preparedness.

The Superintendent shall keep the Board of Education informed regarding disaster preparedness planning.

(Government Code, Sections 3100-3101)

Administrative Procedure:

1. *As executive officer of the Board of Education, the Superintendent of Schools is the director of disaster preparedness plans for the school district. By delegation of the Superintendent, the Business Manager shall serve as coordinator of the district's disaster preparedness program and shall be directly responsible to the Superintendent for all disaster preparedness activities undertaken by the district during natural disaster emergencies.*
2. *The principal shall organize and administer the program in his school in accordance with the Disaster Preparedness Manual.*
3. *All district personnel shall be under the direction of the Superintendent at the time of emergency. They shall be released only with his approval. They shall be expected to function in accordance with the directions in the Palo Alto Unified School District "Disaster Preparedness Manual" and should familiarize themselves with these directions.*
4. *A steering committee shall develop recommendations for the development and review of the district's disaster preparedness procedure plans.*
5. *Each building shall be provided with first aid supplies for use in case of disaster emergencies.*

(Revised 9/91)

H. EMERGENCY DRILLS

All district schools shall maintain procedures for conducting emergency drills as required by law.

(Administrative Code, Title V, Section 560)

Administrative Procedure:

1. *Drills shall be held early in the school year so that students and staff will be trained for their responsibilities as soon as possible.*
 2. *Fire drills shall be held at least once a month. In such drills, students and district employees shall leave the building as directed by the principal.*
 3. *At least two emergency preparedness drills shall be held each year in individual schools at the discretion of the principal. Such drills shall be limited to the school grounds.*
 4. *A record shall be kept in the principal's office of the date and hour of each emergency preparedness drill and the time consumed for: 1) drills requiring students to go to a shelter area on the school grounds, and 2) drills requiring the loading of students on school vehicles at customary loading areas for students in order to move them off the school grounds.*
1. **Bomb Scare Procedures.** The Superintendent of Schools, in cooperation with the police department, shall maintain plans and procedures to minimize the danger and confusion resulting from a bomb report.

Administrative Procedure:

1. *In all cases of bomb threat to a school, the principal shall see that the following measures are taken:*
 - a. *Notify the Palo Alto Police Department, telephone 911.*
 - b. *Take appropriate action according to his best judgment.*
 - c. *Notify one of the following in order:*
 - (1) *School district Risk Manager*

- (2) *Associate Superintendent – Human Resources /Administrative Services*
2. *In the event of a reasonable threat of a bomb within the school, the principal shall see that the following measures are taken:*
 - a. *If it is a telephone call, record the report as accurately as possible.*
 - b. *Sound the school fire alarm and evacuate the building.*
 - c. *Notify the Palo Alto Police Department, telephone 911.*
 - d. *Conduct a search of the building.*
 - e. *Take appropriate additional action according to his best judgment and the advice of police and fire officials.*
 - f. *Notify one of the following in order:*
 - (1) *School district Risk Manager.*
 - (2) *Associate Superintendent – Human Resources /Administrative Services.*

(Revised 4/82)
(Revised 9/91)

I. ENVIRONMENTAL EVALUATION OF SCHOOL DISTRICT PROJECTS

The Board of Education hereby adopts the procedures and guidelines set forth here and in the Environmental Quality Handbook for the environmental evaluation of projects which it may undertake. These procedures augment the California Environmental Quality Act of 1970 (CEQA), Public Resources Code Sections 21000 *et seq.* and the Regulations of the California Resources Agency Establishing Guidelines for Implementation of the California Environmental Quality Act of 1970 (Division 6, Title 14, California Administrative Code). The objective of these procedures and guidelines is to provide the district with a means of orderly compliance with the requirements of CEQA, thereby furthering the protection of environmental quality in California.

The Board shall review and consider all final Environmental Impact Reports and Negative Declarations prior to approving any project not exempt from the requirements of the California Environmental Quality Act, and shall make such findings as are required by law.

(Public Resources Code, Article 21000 *et seq.*;
 14 Cal. Admin. Code, Article 15000 *et seq.*, 15055)

Administrative Procedure:

The Superintendent, and staff designated by the Superintendent, shall be responsible for ensuring district compliance with the requirements of the California Environmental Quality Act (CEQA) and the Guidelines of the Department of Resources (14 Cal Admin. Code, Article 15000 et. seq.). They shall be responsible for functions that are set forth in detail in the district's Environmental Quality Handbook, including:

1. *Identification of projects which are exempt from CEQA, including:*
 - a. *Determination that there is no possibility that the project may have a significant effect on the environment.*
 - b. *Determination of exemption of ministerial projects, including but not limited to certain projects undertaken in compliance with laws relating to the handicapped, and certain transfers of property initiated by voter petition.*
 - c. *Determination of categorical exemption under one or more of the following categories, further detailed in the district's Environmental Quality Handbook, guideline 3.4:*
 - (1) *Existing facility modification*
 - (2) *Replacement or reconstruction*
 - (3) *New projects and equipment*
 - (4) *Minor alterations to land*
 - (5) *Information collection*
 - (6) *Accessory structures*
 - (7) *Minor additions to schools*
 - (8) *Education or training programs involving no physical changes*
 - (9) *Normal operations of facilities for public gatherings*
 - (10) *Sale of surplus governmental property*
2. *Conduct of initial studies*
3. *Preparation of Negative Declarations*
4. *Preparation of Environmental Impact Reports*
5. *Consultation with appropriate agencies and persons*
6. *Receiving, evaluating and responding to public comments on environmental documents*
7. *Filing all necessary documents and notices*

(2/79)

J. PEST CONTROL GUIDELINES

Palo Alto Unified School District will use those techniques of pest control that have the least adverse impact on the environment, and those techniques shall be reviewed and evaluated each year.

(3/80)
(Revised 9/91)

K. RISK MANAGEMENT POLICY

1. Purpose.

The Board of Education of the Palo Alto Unified School District recognizes its responsibility to establish a risk management program consistent with all legal requirements. The personal safety and health of students, staff and the public and the protection of the district property and assets are primary concerns. The Board is dedicated to providing leadership and financial support necessary to develop successful safety and loss prevention/control practices and maintain adequate insurance programs.

Risk management activities shall include identification, prevention, measurement, mitigation, and assumption or transfer of risks through purchase of insurance, pooling with other districts or other risk financing practices.

The Board reaffirms the district's objective to conduct all operations as safely and efficiently as possible within the framework of site-based management. Under the provisions of this policy, the Superintendent, or his designee, shall develop and maintain procedures, including rules and regulations, necessary to implement and administer all aspects of this policy.

Administrative procedure:

1. *Administrative procedures shall detail, by position, employee responsibilities with respect to risk management, and the responsibilities shall be included in job descriptions. This is to clarify that using safe work practices and reporting safety hazards are the responsibility of every employee. In addition, there are specific tasks for which employees in given job categories shall be held accountable.*
 - a. *Management, site administrators and supervisory staff shall be accountable for providing leadership and a continual evaluation of the district's risk management program. Risk management is a line responsibility and line managers at all levels shall be held accountable for safety to personnel within their individual area of operations.*
 - b. *The Business Manager shall:*
 - *have responsibility for the management and control of the district's property and liability exposure.*
 - *have authority to establish rules and procedures consistent with Board policy to insure the safety and well-being of students, employees and the public while on district property; to preserve real and personal property; and to safeguard continuity of operations.*
 - *report risk coverage requirements, together with all relevant information including costs and identification and quantification of areas of major uninsured exposure to the Superintendent who shall present such recommendations to the Board.*
 - *shall be responsible for maintaining the district's insurance program as mandated by law or Board policy.*
 - c. *The Site Administrator/School Principal shall:*
 - *be responsible for the safety of all personnel at her/his site by ensuring that personnel know, understand and follow established safety guidelines and that unsafe conditions and practices are corrected.*
 - *be responsible for compliance with all occupational safety and health regulations addressed in the District Policy and Procedure Manual as they pertain to personnel at her/his site.*
 - *educate employees concerning their responsibilities in the area of risk management and safety and health, and enlist their support in legal compliance and in minimizing risks.*
 - *be responsible for the safekeeping of all assets charged to the site, and with the security of the facility unless that duty has been specifically charged to another district employee.*
 - *be responsible for notification of new or proposed activities by community groups on district premises to the Business Manager.*
 - *designate a certificated staff member, who is on campus full time and who can act from a position of authority to serve as School Safety Officer as part of her/his other assigned duties.*
 - d. *The Department Manager or Supervisor shall:*
 - *be responsible for the safety of personnel in her/his individual department and ensure that unsafe conditions and practices are corrected, and that personnel know, understand and follow established safety guidelines.*
 - *actively participate in accident investigations at her/his location.*

- *participate in district safety committee activities, as appropriate.*
 - *conduct applicable safety orientation and training.*
 - e. *The School Safety Officer shall have the same responsibilities as the Department Manager or Supervisor and shall serve on the District Safety Committee and otherwise assist the site administrator in complying with occupational safety and health standards and all rules, regulations and orders required by law as addressed in the District Policy and Procedure Manual.*
 - f. *The employee shall:*
 - *perform specifically assigned tasks associated with risk management or loss prevention.*
 - *be expected not only to use safe work practices, but also to alert others, especially management, to any possible hazard and/or safer, better methods of operating.*
- 2. Dissemination of Policy.** *In order to ensure that all employees have knowledge of this policy and administrative procedure, the administration shall:*
- a. *Include the Risk Management Policy and Procedure in the Board Policy Manual, and*
 - b. *Include the Policy in the Injury/Illness Prevention Written Plan.*

2. Injury/Illness Prevention.

Pursuant to the requirements of Labor Code Section 6401.7 and General Industry Order Section 3203, the Palo Alto Unified School District establishes an Injury and Illness Prevention Program.

No employees shall be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety or well-being. Working conditions and equipment shall be maintained in compliance with standards prescribed by federal, state and local law and regulations.

The Board expects all employees to use safe work practices and to report and correct any unsafe conditions which may occur. Supervisors shall have the responsibility for developing proper attitudes toward safety and health and for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved. Supervisors shall correct any and all unsafe work practices through education, training and enforcement.

Administrative procedure:

The district shall maintain a written plan for the Injury and Illness Prevention Program which shall include the following: 1) identify the person responsible for implementing the program; 2) establish a system for identifying and evaluating workplace hazards; 3) establish a procedure to correct unsafe or unhealthy conditions; 4) provide for a safety training program; 5) establish a system to communicate health and safety matters to all employees; 6) have a program that ensures employees comply with safe and healthful work practices; 7) have a program to investigate all accidents; and 8) have a Supervisor Safety Training Program.

1. *Each principal shall have responsibility for implementation of this program at her/his school. In recognition of the inherent responsibility and the need to act from a position of authority, the principal may delegate this responsibility to a full-time certificated staff member who shall act as a School Safety Officer.*
2. *School Safety Officers and supervisory personnel shall have the authority and responsibility for safety to all personnel within their individual area of operation to ensure that safe work practices and safety standards, including the issuance of personal protective equipment, are met throughout the district.*
3. *Dissemination of Policy. In order to ensure that all employees have knowledge of this policy and administrative procedure, central administration shall:*
 - a. *Include the Injury and Illness Prevention Policy in the Board Policy Manual.*
 - b. *Provide all employees with written notice (IIPP Form 1) which shall include their rights and duties.*
 - c. *Distribute copies of the Injury/Illness Prevention Plan to all school principals who shall provide a suitable location for the plan to facilitate employee review; distribute copies of the plan to the following offices: Human Resources, Risk Manager and Corporation Yard Office.*
 - d. *Provide "Program Notice," "General Safe Work Practices," and pertinent "Specific Safe Work Practices by Job Category" to new employees at time of hire.*

3. Exposure Control of Bloodborne Pathogens.

Pursuant to the requirements of the Code of Regulations, Title 8, General Industrial Safety Order 5193, the Palo Alto Unified School District establishes that there be a written exposure control plan for bloodborne pathogens. Universal precautions shall be used by all employees to prevent contact with blood or other potentially infectious materials. According to the concept of universal precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV and other bloodborne pathogens.

Administrative procedure:

1. *Each principal shall have responsibility for implementation of this program at her/his school. In recognition of the inherent responsibility and the need to act from a position of authority, the principal may delegate this responsibility to a full-time certificated staff member who shall act as a School Safety Officer.*
2. *School Safety Officers and supervisory personnel shall have the authority and responsibility for safety to all*

personnel within their individual area of operation to ensure that safe work practices and safety standards, including the issuance of personal protective equipment, are met throughout the district.

The Governing Board has identified a category of employees who have occupational exposure to bloodborne pathogens. In accordance with the Exposure Control Plan, these employees shall be offered the hepatitis B vaccination at no cost: Health Technicians, Secondary School Health Clerks, Health Services Specialists, School Nurses, and Staff performing procedures prescribed by a physician for medically fragile students. This determination is made on the basis that rendering first aid/CPR and performing certain procedures for medically fragile students are primary job responsibilities.

Any employee not identified as having an occupational exposure, that is, an employee for whom the rendering of first aid/CPR is a collateral duty solely responding to injuries, may petition to be included in the district's hepatitis B vaccination program. The Superintendent or his designee may deny a request when there is no reasonable anticipation of contact with infectious material.

- 1. The employee shall report an exposure incident which occurs in the performance of work-related duties, to her/his supervisor who shall handle the matter as a Workers' Comp injury noting route of exposure and the source on the "Supervisor's Report of Injury" form.*
- 2. Staff training and providing for personal protective equipment shall be the responsibility of the site administrator or her/his safety officer and the department manager.*
- 3. Dissemination of Policy. In order to ensure that all employees have knowledge of this policy and administrative procedure, central administration shall:

 - a. Include the Exposure Control of Bloodborne Pathogens Policy in the Board Policy Manual.*
 - b. Provide all employees with written notice (BBP Addendum A).*
 - c. Distribute copies of the District Exposure Control to all school principals who shall provide a suitable location for the plan to facilitate employee review; distribute copies of the plan to the following offices: Human Resources, Health and Human Services, Special Education Coordinators, Risk Manager and Corporation Yard Office.*
 - d. Provide essential information on bloodborne pathogens to new employees at time of hire.*
 - e. Annually disseminate to employees information provided by the Center for Disease Control about infectious diseases, methods of preventing exposure to HIV and hepatitis B, and the availability of a vaccine to prevent contraction of hepatitis B.**

4. Hazardous Materials Communication

Pursuant to the requirements of California Code of Regulations, Title 8, General Safety Order 5194, the Palo Alto Unified School District establishes a written plan for hazardous materials communication. Employees shall be informed of hazardous materials known to be in the work place that may create a hazard if improperly or carelessly used. Safety procedures the district has adopted to protect employees against the health and physical risks of these hazardous materials shall be identified.

Pursuant to the requirements of California Code of Regulations, Title 8, General Safety Order 5533, the district has prepared a written chemical hygiene plan which requires school laboratories to meet certain requirements with respect to storage and handling of chemicals and design, construction and capacity of storage cabinets and rooms. Employees working in science laboratories, auto shops, ceramic and photography areas, and any other locations where hazardous chemicals are used shall be informed of general precautions to avoid exposure to hazardous chemicals. These general precautions, also known as chemical hygiene practices, shall be included in the written chemical hygiene plan.

Administrative procedure:

The district recognizes that at the K-8 level, chemicals used are primarily non-hazardous to ensure the safety of the student. No highly toxic chemicals are used. Small amounts of diluted acids and bases are used in demonstrations. Any activity involving the use of a hazardous chemical that is corrosive, flammable, toxic or reactive must be approved in writing by the School Principal or her/his designated School Safety Officer (see administrative procedure for Injury/Illness Prevention Program for additional reference and clarification of School Safety Officer responsibilities). Each chemical or solution used shall be identified or interpreted as being hazardous based on criteria established by CAL-OSHA and listed in California's General Industry Safety Order 5192, Title 8 of the California Administrative Code.

The Superintendent or her/his designee(s) shall act as Plan Administrator(s). The Plan Administrator(s) shall maintain and update as necessary, a list of hazardous materials and mixtures known to be present in district work places. The list shall identify each hazardous material and the work areas in which the chemical or mixture is used or stored.

Each principal shall have responsibility for implementation of the Hazard Communication Plan and enforcing the provisions of the Secondary School Chemical Hygiene Plan at her/his school. In no case may the duties or responsibilities associated with this program be assigned to anyone other than a full-time certificated staff person in recognition of the inherent responsibility.

BUSINESS AND OPERATIONS

1. *The employee shall report a chemical exposure incident that occurs in the performance of work-related duties, to her/his supervisor. The supervisor shall handle the matter as a Workers' Compensation injury noting the manner of exposure and the chemical involved on the "Supervisor's Report of Injury" form.*
2. *All employees who may be exposed to a hazardous chemical under normal working conditions, while performing non-routine tasks, or under foreseeable emergencies, shall receive training on how to use and handle safely all hazardous materials in their work areas. Additional training shall be provided by the supervisor whenever a new chemical is introduced into the work area.*
3. *Dissemination of Policy. In order to ensure that all employees have knowledge of this policy and administrative procedure, central administration shall:*
 - a. *Include the Hazardous Materials Communication Policy in the Board Policy Manual.*
 - b. *Distribute copies of the District Hazardous Materials Communication Plan, which consists of six binders, to all school principals who shall provide a suitable location for the plan to facilitate employee review; distribute copies of the plan to the Risk Manager and Corporation Yard Office; distribute copies of the Chemical Hygiene Plan to the School Safety Officer.*
 - c. *Provide general information on hazardous materials to new employees at time of hire and periodically update Material Safety Data Sheets.*

(4/96)