

**LAKESIDE JOINT SCHOOL DISTRICT**  
**BUSINESS AND NONINSTRUCTIONAL OPERATIONS**  
**Section 3000**

**INDEX**

3000	Basic Policy
3100	Budget System
3100.1	Purposes of the Budget
3100.2	Planning
3100.3	Adoption of Budget
3100.4	Operating Budget
3100.5	Transfer of Funds Between Categories; Amendments
3100.6	Budget As A Spending Plan
3200	Income
3200.1	District Funds
3200.2	Federal Funds
3200.3	Materials Fees
3200.4	Sales and Disposal of Books, Equipment, and Supplies
3200.5	Sales and Rental of Property
3200.6	Borrowing
3200.7	Investing
3300	Expenditures/Expending Authority
3310	Purchasing Practices
3310.1	Quality of Goods and Services
3310.2	Quantity Purchasing
3310.3	Standardization of Supplies and Equipment

Regulation is indicated by (r).

**LAKESIDE JOINT SCHOOL DISTRICT**  
**Business and Noninstructional Operations - Section 3000**  
**Index – Page 2**

3320	Purchasing Procedures
3320.1	Requesting Goods and Services Purchase Orders
3320.2	Soliciting Prices (Bids and Quotations)
3320.2	Regulations Relative to the Bidding Activity (r)
3320.3	Ordering Goods and Services (Purchase Orders)
3320.4	Paying for Goods and Services
3320.5	Revolving Cash Fund
3320.6	Signatures/Facsimiles
3320.7	Authorized Checks
3330	Payment of Judgment/Settlement of Claims
3400	Accounts
3400.1	System of Accounts
3400.2	Periodic Financial Reports
3400.3	Periodic Audit
3400.4	Inventories
3400.4	Inventories (r)
3400.5	Money in School Buildings
3500	Maintenance and Operation of Facilities and Equipment
3500.1	Facilities
3500.2	Utilities
3500.2	Utilities (r)
3500.3	Equipment

Regulation is indicated by (r).

**LAKESIDE JOINT SCHOOL DISTRICT**  
**Business and Noninstructional Operations - Section 3000**  
**Index – Page 3**

3500.4	Facilities Use
3500.5	Facilities Security
3500.5	Facilities Security (r)
3514	Hazardous Substances
3514	Hazardous Substances (r)
3515	Sex Offender Information
3515	Sex Offender Information (r)
3530	Fixed Charges
3530.1	Insurance
3545	Transportation
3546	Transportation for Students With Disabilities
3560	Food Services
3560.1	Free and Reduced Price Lunch Program
3560.2	Other Food Sales
3561	Wellness Policy
3562	Americans With Disabilities Act (ADA)
3562.1	Definition of ADA Policy
3562.2	ADA Communications

Regulation is indicated by (r).

# LAKESIDE JOINT SCHOOL DISTRICT

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Policy No.: 3000

### Basic Policy - Page 1

Board Adopted: 1/18/06

---

Business services and the operation of the business department shall be the responsibility of the Superintendent/Principal who may delegate to the Administrative Assistant the authority to conduct all business operations for the Lakeside Joint School District. The Administrative Assistant shall be accountable to the Superintendent/Principal. Operation of the business department and all business services shall be in accordance with the Board policy and include:

1. Budget
2. Income
3. Expenditures
4. Accounting
5. Purchasing
6. Inventory
7. Insurance
8. Food Services
9. Plant Management
10. Construction/Maintenance
11. Transportation Services

The Board of Trustees shall do the following with respect to business and noninstructional operations:

1. Approve and adopt the annual budget
2. Provide for the establishment of necessary procedures to assure proper accounting of receipts, disbursements, and balances
3. Provide for annual audit of funds of the District as required by law, including those of student organizations, and other funds under the supervision of the District
4. Authorize expenditures of funds and approve payment of authorized purchases

# LAKESIDE JOINT SCHOOL DISTRICT

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Policy No.: 3000

### Basic Policy - Page 2

Board Adopted: 1/18/06

---

5. Seek to accrue to the District all available revenue from all appropriate sources
6. Seek to promote by state and federal legislation adequate financial support of the public schools
7. Require and consider reports of business transactions of the District and of the financial condition of the District

The Superintendent/Principal shall delegate the following responsibilities to the Administrative Assistant in charge of fiscal accounts:

1. Assist in preparing the annual budget and interpret it for the Board
2. Administer the budget after it is adopted and keep expenditures within its limits
3. Provide economies that do not endanger the educational program and its results
4. Supervise the general business procedures of the District to secure the proper accounting of funds, supplies, and equipment
5. Seek to secure materials and supplies best suited to the educational needs of the District
6. Make proper reports to the Board, keeping the Board fully advised as to the financial status of the District

### Working Relationships of Board and Superintendent/Principal

The Board desires complete information from the Superintendent/Principal and staff on all matters relating to the financial operations of the District.

<u>Legal Reference:</u>	<u>Education Code</u>	
	35035	Additional Powers and Duties of Superintendent
	42120-42129	Budget Requirements
	52000 <u>et seq.</u>	Improvement of Elementary and Secondary Education

# LAKESIDE JOINT SCHOOL DISTRICT

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Policy No.: 3100

### Budget System - Page 1

Board Adopted: 1/18/06

---

The Board of Trustees recognizes that money and money management provide the foundation and support of the entire instructional program. Accordingly, the Board intends to:

1. Encourage advance planning through the budget procedure
2. Explore practical sources of income
3. Require that expenditures extract the intended educational return
4. Expect accurate accounting and reporting procedures
5. Expect expenditures to provide high quality education

The budget shall reflect the requirements of the educational program, consistent with funding availability, and shall be prepared and administered according to state law and Board policy.

#### 3100.1      Purposes of the Budget

The Board shall outline revenue, expenditures, and reserves for the fiscal year. It shall conform to structural requirements of the State of California, the Santa Clara County Office of Education, and the District. The budget shall provide for:

1. Proper allocation of funds for District programs
2. Equal opportunity for all students
3. Maximum value for money expended

#### 3100.2      Planning

The Board shall study the instructional program in its relation to the present and future needs of the students and the community. Every effort will be made to delineate the financial needs of the District in the budget. The Superintendent will develop and implement budgetary planning upon the formal approval of the Board.

Within its budgeted resources, the Board will support activities aligned with its adopted goals and vision.

# LAKESIDE JOINT SCHOOL DISTRICT

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Policy No.: 3100

### Budget System - Page 2

Board Adopted: 1/18/06

---

#### Adoption

Prior to or concurrent with the adoption of the annual budget, the Board shall adopt the following:

1. Salary schedules for certificated and classified personnel if negotiations have been completed
2. Allotment of personnel to school, office, and departments
3. Allotment per pupil for classroom and custodial supplies
4. Maintenance and capital outlay list
5. The budget shall provide for reserves or budgeted amounts to meet unforeseen or emergency needs in the amount equal to a minimum of 5%. As part of the reserve requirement, a risk analysis will be presented with the annual budget, which accurately reflects the District's current fiscal status

#### 3100.3

#### Adoption of Budget

1. On or before July 1, hold public meeting on proposed budget and adopt a budget.
2. Five (5) days after adoption or by July 1, file adopted budget with the Santa Clara County Superintendent of Schools.
3. On or before August 15, the Santa Clara County Superintendent of Schools shall approve or disapprove the adopted budget.
4. Should the County Superintendent of Schools disapprove the budget s/he must notify the governing board of his/her disapproval by August 15, including his/her recommendations for revision. The County Superintendent of Schools may assign a fiscal advisor to assist the District to develop a budget in compliance with the County Superintendent of School's recommendations for revision.
5. The District shall follow all requirements of Santa Clara County Office of Education regarding Lakeside's budget revisions.

# LAKESIDE JOINT SCHOOL DISTRICT

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Policy No.: 3100

### Budget System – Page 3

Board Adopted: 1/18/06

---

#### 3100.4      Operating Budget

Until the District receives approval of its budget, the District shall operate on the basis of either the last adopted budget for the prior fiscal year or the unapproved budget for the current fiscal year. The determinative factor being which one contains a lower total spending authority.

#### 3100.5      Transfer of Funds Between Categories; Amendments

Transfers may be made from the undistributed reserve to any expenditure classification at any time by the Board by adoption of a resolution by a majority vote, when it is filed with the County Superintendent of Schools. Transfers may be made at any time between major expenditure classifications by a majority vote of the members of the Board approving a resolution when it is approved by the County Superintendent of Schools.

At the close of the school year, the District may, with the consent of the Board previously given, request the County Superintendent of Schools to make transfers between the unappropriated funds and expenditure classification or classifications or balance any expenditure classifications of the budget as are necessary to permit the payment of obligations of the District incurred during the school year.

The Board may, by written resolution and majority vote, transfer funds between major expenditure classifications.

#### Temporary Transfers Between Classifications

The Board may direct that monies held in any fund or account be temporarily transferred from one or more of these accounts to another fund to be used for the payment of obligations of the District, with limitations as set by Education Code Section 42603.

#### 3100.6      Budget As A Spending Plan

A system of fiscal control shall be established to govern the administration of the budget and the expenditure of funds.

# LAKESIDE JOINT SCHOOL DISTRICT

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Policy No.: 3100

### Budget System - Page 4

Board Adopted: 1/18/06

---

The Administrative Assistant shall not permit expenditures of funds to exceed the major budget classification allowances. The Administrative Assistant shall set up and operate budget controls for all schools and departments and administer the budget in conformity with legal requirements and the actions of the Board.

The Administrative Assistant shall check the legality of all expenditures and shall ascertain that all expenditures recommended for approval are legal expenditures.

#### Budgeted Items

The final Annual Budget, as adopted by the Board, shall authorize the Administrative Assistant under the supervision of the Superintendent/Principal to proceed with the procurement of items specifically enumerated in the budget with the available funds.

<u>Legal Reference:</u>	<u>Education Code</u>	
	35035	Additional Powers and Duties of Superintendent
	35161	Powers and Duties, Generally, of Governing Board
	42103	Proposed Budget; Public Hearing; Public Inspection; Publication
	42120-42128	Budget Requirements
	42600	District Budget Limitation on Expenditure
	42601	Transfer Between Funds to Permit Payment of Obligations at Close of Year
	42603	Transfer of Special or Restricted Fund Monies
	42840 <u>et seq.</u>	Special Reserve Fund
	52000 <u>et seq.</u>	Improvement of Elementary and Secondary Education

# LAKESIDE JOINT SCHOOL DISTRICT

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Policy No.: 3200

### Income - Page 1

Board Adopted: 1/18/06

---

All income, accrued funds, all gifts, grants, and bequests shall become the property of the District.

#### 3200.1      District Funds

District funds shall be the income which accrues from any or all of the following:

1.      Property taxes (including bond taxes, parcel tax)
2.      State apportionments
3.      Federal funds
4.      Sales of bonds
5.      State loans for buildings
6.      Tuition fees
7.      Sale of real property
8.      Interest
9.      Lease of property
10.     Donations, other funds such as grants, gifts.

#### 3200.2      Federal Funds

Each year when the District is eligible for federal assistance under the provisions of Public Laws, application for said assistance may be submitted, so long as acceptance of the funds does not include conditions contrary to Board policy.

The Board will authorize execution of assurances of compliance and any other legally required documents set forth as conditions for the receipt of federal funds.

# LAKESIDE JOINT SCHOOL DISTRICT

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Policy No.: 3200

Income - Page 2

Board Adopted: 1/18/06

---

### 3200.3      Materials Fees and Parent Liabilities

The Board will make every effort to provide all instructional equipment, books, and materials needed to maintain the desired instructional program to ensure that teachers, pupils, parents, parent organizations or school fund-raising activities are not needed to provide such items.

In accordance with Board policy, no fees, deposits or other charges not specifically authorized by law shall be charged students for purchase of books, supplementary materials, supplies or use of school equipment such as musical instruments, uniforms, etc., nor shall students be charged for admission to any recognized school function including athletic contests, plays, musical events or similar activities during the school hours.

The parent or guardian of any minor who willfully cuts, defaces or otherwise injures in any way any property, real or personal, belonging to the District or personal property of any school employee shall be liable for all such damages so caused by the minor. The liability of the parent or guardian shall not exceed the legal threshold as prescribed by law. The parent or guardian of a minor shall be liable to the District for all property belonging to the District loaned to the minor and not returned upon demand of an employee of the District authorized to make the demand.

### 3200.4      Sales and Disposal of Books, Equipment, and Supplies

The Governing Board recognizes that the District may own personal property which is unusable, obsolete or no longer needed by the District. The Superintendent/Principal shall arrange for the sale or disposal of District personal property in accordance with Board Policy and the requirements of state law.

The Superintendent/Principal shall identify to the Board all items not needed by the District, together with their estimated value and a recommended disposition.

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

# LAKESIDE JOINT SCHOOL DISTRICT

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Policy No.: 3200

### Income - Page 3

Board Adopted: 1/18/06

---

3. Contain demeaning, stereotyping or patronizing references to either sex, to members of racial, ethnic, religious, 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

The Board may dispose of District property by any of the following methods:

1. The Board may advertise for bids and either sell the property to the highest responsible bidder or reject all bids. Timely notice for bids shall be posted or published as specified in Education Code Section 39520. Property for which no qualified bid has been received may be sold, without further advertising, by the Superintendent/Principal.
2. The Board may authorize the sale of the property by public auction. This auction may be conducted by employees of the District or another public agency or by contract with a private firm.
3. 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.
4. If Board members attending a meeting to address surplus items unanimously agree that the property is worth no more than two thousand five hundred dollars (\$2,500), the Board may designate any District employee to sell the property without advertising.
5. 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 deemed appropriate by the Board or may be disposed of in the local public dump.

# LAKESIDE JOINT SCHOOL DISTRICT

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Policy No.: 3200

Income - Page 4

Board Adopted: 1/18/06

---

6. 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, as specified in the Education Code.
7. Surplus or undistributed obsolete instructional materials which are unusable or which cannot be distributed as specified in item 6 above may be:
  - a. Mutilated so as not to be salable and sold for scrap at the highest obtainable price or
  - b. Destroyed by any economical means at least thirty (30) days after the Board has given notice to all persons who have requested such notice

Money received from the sale of instructional materials shall be used to purchase instructional materials.

### 3200.5      Sales and Rental of Property

Sale or lease of real property shall be in accordance with the advertising and public bidding procedures as prescribed by law.

Sale and/or rental of real property shall require approval of the Board.

### 3200.6      Borrowing

#### Short-Term Loans

When income for current operations has not been received, the Administrative Assistant, with Board approval, shall borrow from the District's TRAN, or request the Santa Clara County Board of Supervisors for short-term use of County funds against anticipated tax revenue, to be effected upon Board approval.

### 3200.7      Investing

As a matter of sound fiscal practice, the Board authorizes the Superintendent/Principal to invest all or part of the special reserve fund of the District or any surplus monies not required for the immediate necessities, in such fashion as the law permits.

# LAKESIDE JOINT SCHOOL DISTRICT

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Policy No.: 3200

Income - Page 5

Board Adopted: 1/18/06

---

The District will attempt to obtain the highest yield possible when selecting investments after due consideration has been given to cash flow management, safety, liquidity, diversification, and applicable law. The Superintendent/Principal in making investment decisions shall:

1. Inquire about the financial strength, experience, and management of all institutions prior to the commitment of District funds with said institutions
2. Not speculate or deal in futures or options
3. Obtain the approval of the Board of Trustees prior to committing to investments with a maturity of more than one year
4. Determine that maturities are consistent with Government Code Section 53601 and the cash flow needs of the District
5. Determine whether more favorable returns can be obtained in the Local Agency Investment Fund (State Investment Pool) or County Investment Pool
6. Report to the Board of Trustees the investment results on a quarterly basis

The report to the Board shall show the amount of all current investments, including the amount on deposit in the County and State Investment Pools, the name of the issuer, the amount of accrued interest shown on the County Treasurer's last report, and the maturity date of the investments.

<u>Legal Reference:</u>	<u>Education Code</u>	
	12033	Powers of State Treasurer
	12400	Authority to Receive and Expend Funds
	12401	No Prior Approval Needed from State Board of Education
	33332	Gifts and Bequests
	35162	Power to Sue, be Sued, Hold and Convey Property
	35272	Educational and Athletic Materials
	39305	Right of District to Lease Property Under Lease
	39333	Lease of Surplus District Property
	39360 <u>et seq.</u>	Sale or Lease of Real Property
	39510-39512	Sale or Lease of Personal Property by One District to Another (or Certain Agencies)
	39520-39529	Sale of Personal Property

# LAKESIDE JOINT SCHOOL DISTRICT

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Policy No.: 3200

Income - Page 6

Board Adopted: 1/18/06

---

Legal Reference:

Education Code (cont.)

40011 Supplies Furnished by District Governing Board  
41015 Authorization of and Limitation Investment of District Funds  
41030 School District May Invest Surplus Moneys from Bequest or Gifts  
42840 et seq. Special Reserve Fund  
48904 Liability of Parent or Guardian for Willful Pupil Misconduct  
60413 Sales to Pupils; Disposition of Proceeds  
60500 Determination of Obsolescence  
60510-60511 Donation or Sale  
60520-60521 Disposition of Sale Proceeds  
60530 (Methods of) Destruction

Government Code

25505 District Property; Disposition; Proceeds (Purchasing Agent May Sell, etc., District Personal Property)  
53600 et seq. Investment of Surplus

# LAKESIDE JOINT SCHOOL DISTRICT

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Policy No.: 3300

### Expenditures/Expending Authority

Board Adopted: 1/18/06

---

All expenditures of District funds for any purpose shall be under control of the Board which by policy, recognizes that the prime function of the District is to educate children. Procedures for purchasing shall be established which result in the lowest possible cost to the District consistent with the District's specifications of quality and service. Further, purchasing procedures must guarantee probity and facilitate accounting.

The Board directs the administration to strictly observe the letter and the spirit of all laws and regulations relating to purchases by the District and to the control of its finances and property.

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

<u>Legal Reference:</u>	<u>Education Code</u>	
	35010	Control of District; Prescription and Enforcement of Rules
	35035	Additional Powers and Duties of Superintendent
	35250	Duty to Keep Certain Records and Reports
	35272	Educational and Athletic Materials
	41010	Accounting System
	41014	Requirement of Budgetary Accounting

# LAKESIDE JOINT SCHOOL DISTRICT

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Policy No.: 3310

### Purchasing Practices - Page 1

Board Adopted: 1/18/06

---

It is the policy of the Board to support the concepts set forth in the Purchasing Code of Ethics (California Association of School Business Officials Handbook of Public School Purchasing):

1. To regard public service as a sacred trust, giving primary consideration to the interests of the District
2. To purchase without prejudice, seeking to obtain the maximum benefit for each tax dollar expended
3. To avoid unfair practices
4. To respect our obligation and to require that obligations to our District be respected
5. To accord vendor representatives the same courteous treatment we would like to receive
6. To strive constantly for improvement in our purchasing methods and of the materials we buy
7. To counsel and assist fellow purchasing officers in the performance of their duties
8. To conduct ourselves with fairness and dignity, avoiding any conflict of interest
9. To demand honesty and truth in buying and selling
10. To cooperate with all organizations and individuals engaged in enhancing the development of the purchasing profession
11. To remember that we act as a representative of the District and to govern those actions accordingly

#### 3310.1      Quality of Goods and Services

The Superintendent/Principal and staff are directed to develop an ordering procedure, which will ensure that goods and services purchased by the District meet the needs of the District. This shall be accomplished through the research and analysis, resulting in the best quality for the lowest cost to the District.

# LAKESIDE JOINT SCHOOL DISTRICT

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Policy No.: 3310

### Purchasing Practices - Page 2

Board Adopted: 1/18/06

---

#### 3310.2      Quantity Purchasing

Quantity buying shall be effected whenever practicable and feasible in order to achieve the resulting scale of economies.

#### 3310.3      Standardization of Supplies and Equipment

The Administrative Assistant shall prepare standardized lists of equipment and supplies to be purchased by the District. No substitute item/supply shall be purchased without valid cause for substitution and approval by the Superintendent/Principal.

#### Legal Reference:

#### Education Code

35250	Duty to Keep Certain Records and Reports
39656	Delegation of Powers to Agents; Approval or Ratification of Contracts by Governing Board
39657	Delegation of Authority to Purchase Supplies and Equipment
40000	Purchase of Standard Supplies and Equipment
40002	Direct Purchases by District

# LAKESIDE JOINT SCHOOL DISTRICT

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Policy No.: 3320

### Purchasing Procedures - Page 1

Board Adopted: 1/18/06

---

The procurement function is one of the major business responsibilities of the Board.

The Administrative Assistant and Superintendent/Principal shall conduct all purchase transactions for the District.

The purchaser shall be familiar with and perform all purchasing activities within the limitations prescribed by law, legal opinions, and Board policies.

Every transaction between a buyer and seller involving the transfer of property, equipment or supplies shall be by purchase order, invoice, written proposal, or formal contract.

The Administrative Assistant may sign purchase orders and the Superintendent/Principal shall sign other purchase obligations.

#### 3320.1 Requesting Goods and Services Purchase Orders

Purchase requisitions for budgeted items shall originate from the key personnel directly responsible for their use. The Superintendent/Principal shall arrange appropriate administrative reviewing channels whereby all purchase requisitions will be examined and approved or disapproved, for purchasing.

The Administrative Assistant shall receive and process requisitions in a manner most beneficial to the overall purposes of the Lakeside Joint School District.

#### 3320.2 Soliciting Prices (Bids and Quotations)

##### Nonperishables (Letting Contracts to Lowest Bidder)

Whenever the Superintendent/Principal believes that it would be to the advantage of the District to advertise for bids on supplies, materials or services to be furnished, sold or leased to the District, the invitation to bid shall be advertised at least two weeks in advance in a regularly established newspaper or approved publication. Such bids shall be opened publicly at a point designated by the Superintendent/Principal and award shall be made to the lowest responsible and responsive bidder. In the event of identical bids, the awards may be made by lot. Award of bids shall only be made by the Board.

# LAKESIDE JOINT SCHOOL DISTRICT

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Policy No.: 3320

### Purchasing Procedures - Page 2

Board Adopted: 1/18/06

---

#### 3320.3      Ordering Goods and Services (Purchase Orders)

##### Contracts

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

All contracts between the District and outside agencies shall be prepared under the supervision of the Superintendent/Principal, and where appropriate, subject to approval of the legal adviser of the District.

##### Affirmative Action - Equal Opportunity

This District shall not enter into any contract with a person, agency or organization if it has knowledge that such person, agency or organization discriminates on the basis of race, color, creed, sex, religion, ancestry, national origin, age or non-job-related handicap or disability, either in employment practices or in the provision of benefits or services to students or employees.

#### 3320.4      Paying for Goods and Services

The Board shall approve all purchases and payments at a regularly called meeting, except in the few instances allowed by law.

The Board will authorize payment for goods and services under the following conditions:

1.      Contracted for within budgetary limits
2.      Purchased according to relevant purchasing policies and regulations
3.      Certified by the purchaser as having been received in acceptable condition

#### 3320.5      Revolving Cash Fund

The Board, by resolution may establish a revolving cash fund in the amount not to exceed one thousand dollars (\$1,000.00.)

The administration shall establish proper procedures for the control of this fund.

# LAKESIDE JOINT SCHOOL DISTRICT

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Policy No.: 3320

### Purchasing Procedures - Page 3

Board Adopted: 1/18/06

---

This fund shall be audited by the District auditor in the same manner and at the same time as other District funds and accounts are audited.

The Administrative Assistant shall be named the officer of this fund, and is bonded more than double the amount of the revolving cash fund under the Employees' Blanket Bond.

#### 3320.6      Signatures/Facsimiles

All payments made from the funds of this District shall be made by written order of the Board on forms prescribed by the County Superintendent of Schools. Each such order must be signed by at least a majority of the members of the Board or by the person or persons authorized by the Board to sign orders in its name.

The Board shall, on request of the Superintendent/Principal, authorize one or more officers or employees of the District to sign orders in the name of the Board, and directs the Superintendent/Principal to file or cause to be filed with the County Superintendent of Schools the verified signature of each person, including members of the Board, who is so authorized. No order on the funds of the District shall be approved by the County Superintendent of Schools unless the signatures are on file in his/her office and he/she is satisfied that the signatures on the order are those of the persons authorized to sign the order.

#### 3320.7      Authorized Checks

Any checks, including student body funds, issued by the District shall have two (2) written signatures by authorized persons. Individuals authorized to sign checks on behalf of the District include the following:

Administrative Assistant and the Superintendent/Principal.

<u>Legal Reference:</u>	<u>Education Code</u>	
	39643-39657	Contracts; Bids
	39873	Purchase of Perishable Foodstuffs and Seasonable Commodities
	40000	Purchase of Standard Supplies and Equipment
	41020	Requirement for Annual Audit
	42630 <u>et seq.</u>	General Provisions - Orders, Requisitions and Warrants
	42647	Drawing of Warrants by District on County Treasurer; Form of Warrant: Application and Approval

# LAKESIDE JOINT SCHOOL DISTRICT

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Policy No.: 3320

### Purchasing Procedures - Page 4

Board Adopted: 1/18/06

---

Legal Reference:

Education Code (cont.)

42650 Warrants for Payment of Expenses  
42800-42806 Revolving Cash Fund  
42810 Alternative Revolving Cash Fund  
42820 Prepayment Funds  
42821 Drawing; Reports, Refunding

Government Code

4331-4334 Preference for California-made Materials  
5500(d) Definitions (Facsimile Signatures)  
5501 Filing and Certification of Manual Signatures;  
Execution of Public Securities (Requires at Least One  
Manual Signature) and Instruments of Payment with  
Facsimile Signature  
5503 Unlawful Use of Facsimile Signatures or Seals

Title VII, Civil Rights Act, as amended by Title IX, Equal Employment  
Opportunity Act

Title IX of the Education Amendments of 1972

# LAKESIDE JOINT SCHOOL DISTRICT

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Regulation No.: 3320

### Purchasing Procedures

Board Adopted: 1/18/06

---

#### 3320.2

#### Regulations Relative to the Bidding Activity

1. The Administrative Assistant shall periodically estimate requirement of standard items or classes of items and make quantity purchases, thereby effecting economies. Whenever storage facilities or other conditions make it impractical to receive all of any item at one time, the total quantity should be bid and staggered delivery dates made a part of the bid specifications or estimated quantities bid with deliveries to be made as requested.
2. Bid instructions and specification should be clear and complete, setting forth all necessary conditions conducive to competitive bidding.
3. Business services shall seek bids from those sources able to offer the best prices, consistent with quality, delivery, and service.
4. The bids shall be opened in public at the prescribed time and place and tabulated for study. Whether or not bid opening occurs exactly at the time advertised, no bids may be accepted after said advertised time.
5. After the bids have been opened and tabulated, they will be available for those interested to copy or study. They shall not, however, be removed from the District office.

# LAKESIDE JOINT SCHOOL DISTRICT

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Policy No.: 3330

### Payment of Judgment/Settlement of Claims

Board Adopted: 1/18/06

---

All claims against the Board, the District, its officers or employees for money or damages will be handled by the procedure below unless a statute or regulation expressly related to the claim being made governs the procedures:

1. A claim must be presented to and be acted upon by the Board prior to any suit developing from the claim.
2. Any such claim must be presented not later than one (1) year following the occurrence of the cause of action.
3. The Board shall act upon the claim no later than 45 (forty-five) days after presentation of the claim.
4. A claim shall be deemed presented when delivered to the office of the Superintendent/Principal or sent by registered or certified mail and properly received by the District.
5. Should the Board fail to act on a claim within the specified 45 (forty-five) days, it shall be deemed that the Board has rejected the claim.

Legal Reference:

Education Code

35200

Liability for Debts and Contracts

35202

Claims Against Districts; Applicability of Government Code

Government Code

900 et seq.

Claims Against Public Entities

# LAKESIDE JOINT SCHOOL DISTRICT

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Policy No.: 3400

### Accounts - Page 1

Board Adopted: 1/18/06

---

All phases of general and budgetary accounting shall be as prescribed by the Education Code and in accordance with the California School Accounting Manual published by the California State Department of Education and furnished by the Superintendent of Public Instruction.

#### 3400.1 System of Accounts

The accounting system shall be based on an encumbering system coupled with a double-entry bookkeeping system and shall provide all information needed to construct a balance sheet and to make a revenue and expenditure statement. Supplementary accounting procedures may be directed by the Superintendent/Principal or the Administrative Assistant. It is understood by the Board that support for the purposes of the school shall be a prime objective of the accounting systems and procedures.

#### 3400.2 Periodic Financial Reports

The Superintendent/Principal shall be responsible for maintaining the books and records of the District in auditable form. The Superintendent/Principal shall prepare or cause to be prepared all fiscal reports, keep necessary records to control adequately the financial transactions of the District, and prepare financial statements.

Financial statements will be prepared under the direction and supervision of the Superintendent/Principal and submitted to the Board on a regular basis.

The Superintendent/Principal shall be responsible for the filing of all fiscal reports with the county, state or federal agencies, as required.

The Superintendent/Principal and staff shall prepare and keep on file for public inspection a statement of all receipts and expenditures of the District for the preceding fiscal year, and an estimate of the total expenses for the District for the current fiscal year.

#### 3400.3 Periodic Audit

An audit of all accounts of the District shall be made annually by a certified public accountant or by a public accountant licensed by the State of California, selected by the Board on recommendation of the Superintendent/Principal. The audit examination shall be conducted in accordance with the requirements of the Department of Finance audit procedures.

# LAKESIDE JOINT SCHOOL DISTRICT

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Policy No.: 3400

### Accounts - Page 2

Board Adopted: 1/18/06

---

The audit shall include all funds of the District under the control or jurisdiction of the District or pursuant to a joint powers agreement. The audit shall identify all expenditures by source of funds and shall contain (1) a statement that the audit was conducted pursuant to standards and procedures developed in accordance with Education Code Chapter 3 of Part 9 of Division 1 of Title 1; and (2) a summary of audit exceptions and management recommendations. To the extent possible, a plan of correction shall be incorporated in the audit report.

The Superintendent/Principal shall arrange for the audit by April 1 of each year and be completed not later than December 15. A report of the audit for the preceding fiscal year shall be filed with the Santa Clara County Superintendent of Schools, the Department of Education and the Controller (Education Code Section 41020).

By January 31 of each year the annual audit shall be placed on the agenda of the Board at a regularly scheduled public meeting and shall be reviewed by the Board (Education Code Section 41020.3).

### 3400.4

#### Inventories

##### Equipment

An inventory of equipment shall be maintained in a manner authorized by the State Board of Trustees. All items whose current value exceeds \$500.00 (five-hundred dollars) shall be included in the inventory, with the exception of equipment permanently fixed in a building. The equipment inventory shall serve both the functions of control and observation. The inventory shall include at least the description, name, date of acquisition, identification numbers, original cost, and location of use of all items. A record of the date and mode of disposal of all equipment removed from the inventory shall also be kept.

##### Supplies - Warehouse

An inventory of supplies which are warehoused shall be maintained for the instruction, maintenance, and operation departments. A physical inventory shall be taken as necessary for annual planning.

The inventory system shall be under the supervision of the administrative assistant.

# LAKESIDE JOINT SCHOOL DISTRICT

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Policy No.: 3400

### Accounts – Page 3

Board Adopted: 1/18/06

---

#### 3400.5 Money in School Buildings

Money collected by District employees and by student organizations shall be handled with prudent business procedures both to demonstrate the ability of school system employees to operate in that fashion and to teach such procedures to the students.

All money collected shall be receipted and accounted for and directed without delay to the proper location of deposit.

<u>Legal Reference:</u>	<u>Education Code</u>	
	35035	Additional Powers and Duties of Superintendent
	35168	Inventory of Equipment
	35250	Duty to Keep Certain Records and Reports (Accurate Account of Expenditures and Receipts)
	41010	Accounting System
	41012	Uniform Cost Accounting Procedure to Determine Allowances for Handicapped Minors
	41013	Transfers from District General Funds; Accounting Rules and Regulations
	41014	Requirements of Budgetary Accounting
	41020	Requirements for Annual Audits
	41020.3	District Governing Board to Review Annual Audit
	41020.5	Audit Report Information
	42100	Requirement to Prepare and File Annual Statement
	42647	Drawing of Warrants by District on County Treasurer; Form of Warrant
	48933	Deposits or Investment of Student Funds
	48936	Additional Uses of Student Funds
	48937	Supervision and Audit of Student Funds
	48938	Trustee for Funds of Unorganized Student Body

# LAKESIDE JOINT SCHOOL DISTRICT

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Regulation No.: 3400

### Accounts – Regulation

Board Adopted: 1/18/06

---

#### 3400.4 Inventories

The Administrative Assistant, acting as Business Manager, shall:

1. Establish procedures for recording, checking, and disposing of property and require cooperation of custodians of equipment relative to these procedures in the interest of perpetuating an acceptable property record system
2. Designate school and district personnel to become custodians for property at given locations to be accountable for property at these locations
3. Require accountability of property by the designated custodians
4. Conduct period inventories of property assigned to custodians and compare these inventories with the property record. All discrepancies will be traced and reconciled

#### Legal Reference:

#### Education Code

35035	Additional Powers and Duties of Superintendent
35168	Inventory of Equipment
41020	Requirements for Annual Audit
42600	District Budget Limitations on Expenditures
42601	Transfers Between Funds to Permit Payment of Obligation at Close of Year
42603	Transfer of Special or Restricted Fund Moneys

# LAKESIDE JOINT SCHOOL DISTRICT

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Policy No.: 3500

### Maintenance and Operation of Facilities and Equipment

Board Adopted: 1/18/06

#### - Page 1

---

The Superintendent/Principal shall be responsible for the operation and maintenance of facilities of the District in accordance with state laws, Board policies, and administrative directives. Annual and long-range maintenance programs shall be adopted to maintain the school plant, grounds, facilities, and equipment at District standards within budgetary allotments and availability of funds.

The Board expects operation and maintenance of the school and equipment to set high standards of safety to protect the health of pupils and staff, and to support the efforts of the staff to provide a good education.

#### 3500.1      Facilities

##### Maintenance and Operation of School Plants

Operation of the school plant or the maintenance work performed in school buildings shall be administered according to established practice under the direction of the Superintendent/Principal.

#### 3500.2      Utilities

Every attempt shall be made by employees and students to reduce utility costs in the District.

#### 3500.3      Equipment

The responsibility for maintenance and repair of equipment shall fall within the responsibilities of the Facilities Manager, and/or Administrative Assistant under the supervision of the Superintendent/Principal. Every attempt shall be made to maintain equipment in such condition to serve staff and students in a safe and effective manner.

#### 3500.4      Facilities Use

The use of all school facilities shall be the responsibility of the Superintendent/Principal and shall be in accordance with Board policies and state, federal, and Education Code requirements.

# LAKESIDE JOINT SCHOOL DISTRICT

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Policy No.: 3500

### Maintenance and Operation of Facilities and Equipment

Board Adopted: 1/18/06

– Page 2

---

#### Safety

It shall be the responsibility of all school personnel acting individually or through their designated organizations to be alert to any hazard within or outside school buildings which may jeopardize the safety of school children, school employees or the public.

It shall be the responsibility of all school personnel to report promptly to the nearest school authority any condition, incident or suspicion which in their judgment warrants investigation. Nothing stated herein is intended to conflict with the jurisdiction of teachers in supervision of pupils in implementing policies of the Board.

Precautionary measures in the event of fire, explosion or other hazards shall be established, which shall include appropriate instructions and drills for pupils and other school personnel in the event of potential emergencies.

Precautionary measures for safety of pupils on streets and walkways in the vicinity of school buildings shall be established and observed.

Precautionary measures for safety of pupils within the school building shall be established and observed.

#### 3500.5

#### Facilities Security

Buildings constitute one of the greatest investments of the District. It is in the best interest of pupils and taxpayers to diligently protect that investment.

Security means more than having locks and being sure that they are locked at the proper times. Security also means:

1. Minimizing fire hazards
2. Reducing the probability of faulty equipment
3. Guarding against the chance of electrical shock
4. Keeping records and funds in a safe place

# LAKESIDE JOINT SCHOOL DISTRICT

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Policy No.: 3500

### Maintenance and Operation of Facilities and Equipment

Board Adopted: 1/18/06

– Page 3

---

5. Protecting against vandalism and burglary
6. Safeguarding the physical well-being of students and employees

The Superintendent/Principal is directed to establish such rules and regulations as may be needed to provide for security in the manner outlined above.

Legal Reference:

Education Code

32020

Access Gates

39211

Legislative Intent (Fitness of Buildings for Occupancy)

39670-39673

Security Patrols

# LAKESIDE JOINT SCHOOL DISTRICT

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Regulation No.: 3500

### Maintenance and Operation of Facilities and Equipment - Regulation

Board Adopted: 1/18/06

---

3500.2

#### Utilities

##### Energy Conservation

Energy conservation efforts shall be followed as appropriate, including turning lights and machines off when they are not needed.

Employees and students are requested to cooperate with the energy conservation program, and to cut power consumption in the District to the lowest reasonable level.

# LAKESIDE JOINT SCHOOL DISTRICT

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Regulation No.: 3500

### Maintenance and Operation of Facilities and Equipment - Regulation

Board Adopted: 1/18/06

---

#### 3500.5      Facilities Security

Incidents of illegal entry, theft of school property, vandalism or damage to school property from other causes must be reported by telephone to the office of the Superintendent/Principal or Facilities Manager as soon after discovery as possible. A written report of the incident must be made within 24 (twenty-four) hours of discovery.

#### Keys

All keys used in a school shall be the responsibility of the Facilities Manager. Requests for permanent issuance of keys shall be made only in those instances where the employee regularly needs a key in order to carry out normal activities necessitated by the position, which the employee holds.

The person issued a key shall be responsible for its safekeeping and shall pay for a duplicate key if lost. The Board prohibits the duplication of school keys not authorized by the Facilities Manager. If a key is lost or stolen, the responsible party shall be charged for the cost of rekeying, should it be deemed necessary.

Keys shall be used only by authorized employees and shall never be loaned to pupils.

The greatest care shall be given to master and sub-master keys. Master keys shall never be loaned.

Legal Reference:      Penal Code  
469

(Makes it a Misdemeanor for Any Person to Make or Have Duplicate Keys for any Public School Building Without Authorization)

# LAKESIDE JOINT SCHOOL DISTRICT

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Policy No.: 3514

### Hazardous Substances

Board Adopted: 1/18/06

---

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

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

#### Hazard Communication Program

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

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

#### Legal Reference:

##### Education Code

49341	Legislative Findings
49401.5	Legislative Intent; Consultation Services
49411	Chemical Listing; Compounds Used in School Programs; Determination of Shelf Life; Disposal

##### Food and Agriculture Code

12981	Regulations Re Pesticides and Worker Safety
-------	---

##### Health and Safety Code

25163	Transportation of Hazardous Wastes; Registration; Exemptions; Inspection
25500-25520	Hazardous Materials Release Response Plans; Inventory

##### Labor Code

6360-6363	Hazardous Substances Information and Training Act
-----------	---

##### Code of Regulations, Title 8

5194	Hazard Communication
------	----------------------

# LAKESIDE JOINT SCHOOL DISTRICT

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Regulation No.: 3514

### Hazardous Substances – Page 1

Board Adopted: 1/18/06

---

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

#### Hazard Communication Program

The written hazard communication program shall be available upon request to all employees and their designated representatives.

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

#### 1. Container Labeling

Except for consumer products, pesticides, alcoholic beverages, and food, drug and additive products which are already labeled in compliance with federal law, no container of hazardous substance shall be accepted by 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/Principal 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/Principal 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.

# LAKESIDE JOINT SCHOOL DISTRICT

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Regulation No.: 3514

### Hazardous Substances – Page 2

Board Adopted: 1/18/06

---

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

### 3. Employee Information and Training

Employees shall receive inservice training on hazardous substances in their work area at the time of their initial assignment and whenever a new hazard is introduced into their work area. This training shall include but is not limited to:

- a. An overview of the requirements of California's Hazard Communication Regulation, 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 employee's 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. Instructions on how to read labels and review the MSDS for appropriate information
- i. Emergency and first aid procedures to follow if exposed to the hazardous substance(s)

# LAKESIDE JOINT SCHOOL DISTRICT

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Regulation No.: 3514

### Hazardous Substances - Page 3

Board Adopted: 1/18/06

---

4. List of Hazardous Substances

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

5. Hazardous Nonroutine Tasks

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

6. Hazardous Substances in Unlabeled Pipes

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

7. Informing Contractors

To ensure that outside contractors and their employees work safely in District buildings, the Facilities Manager under the supervision of the Superintendent/Principal 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.

# LAKESIDE JOINT SCHOOL DISTRICT

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Policy No.: 3515

### Sex Offender Information

Board Adopted: 1/18/06

---

In order to provide additional protection to students while they are traveling to and from school, attending school or at a school-related activity, the Governing Board believes it is important that the District respond appropriately when a law enforcement agency contacts the District about registered sex offenders who may reside or work within District boundaries.

The Superintendent or designee shall establish an ongoing relationship with law enforcement officials to coordinate the receipt of such information. The Superintendent/Principal also shall establish procedures for notifying appropriate staff as necessary.

The Superintendent/Principal shall annually notify parents/guardians of the District's planned response to this possible situation in the District's Annual Notification to Parents.

<u>Legal Reference:</u>	<u>Education Code</u>	
	32211	Threatened Disruption or Interference With Classes; Offense
	35160	Authority of Boards
	35160.1	Board Authority of School Districts
	<u>Penal Code</u>	
	290	Registration of Sex Offenders
	290.4	Sex Offender Registration; Compilation of Information; "900" Number
	626.8	Disruptive Entry or Entry of Sex Offender Upon School Grounds
	<u>United States Code, Title 42</u>	
	14071	Jacob Watterling Crimes Against Children and Sexually Violent Offender

# LAKESIDE JOINT SCHOOL DISTRICT

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Regulation No.: 3515

### Sex Offender Information

Board Adopted: 1/18/06

---

The Superintendent/Principal shall develop a plan for receiving and communicating information about registered sex offenders residing within District boundaries. He/she shall ensure, at a minimum, that the following components are part of the plan:

1. The Superintendent/Principal shall serve as liaison with law enforcement regarding these matters.
2. The Superintendent/Principal shall, at the beginning of each school year, contact local law enforcement to coordinate the receipt of information. Law enforcement shall be informed that all notifications and correspondence should be directed to the District liaison as well as the individual school sites. A letter shall be sent annually, giving the name, phone number and address of the District liaison.
3. The Superintendent/Principal shall, at the beginning of each school year, notify parents/guardians of the District's willingness and intention to work with law enforcement on this matter and explain the appropriate roles and responsibilities of the two agencies.

This communication also shall explain:

- a. The reporting requirements of law enforcement according to state law, including the fact that it is law enforcement's responsibility to assess the relative danger of an offender and to notify the public upon determination of a risk
  - b. The ability of the parent/guardians to contact law enforcement for additional information
  - c. The District's policy and how the District plans to handle the information received from the law enforcement agency
4. If and when law enforcement notifies the District of the residency or employment of a sex offender within District boundaries, the Superintendent/Principal shall determine which staff need to be notified. This determination shall be done on a case-by-case basis.
  5. If an identified sex offender is seen on or nearby school grounds or around any student, staff shall immediately contact the District liaison. At his/her discretion, a staff member may also immediately inform local law enforcement about the presence of the sex offender.
  6. A staff member who receives any information directly from law enforcement regarding registered sex offenders shall immediately contact the Superintendent/Principal.

# LAKESIDE JOINT SCHOOL DISTRICT

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Policy No.: 3530

### Fixed Charges

Board Adopted: 1/18/06

---

All fixed charges shall be the responsibility of the Administrative Assistant, under the direction of the Board of the Lakeside Joint School District in accordance with state and federal laws.

#### 3530.1 Insurance

The insurance coverage of the District should provide the broadest, most complete coverage available, but should be secured at the most economical cost to the District consistent with sound insurance principles. Since good service is vital to an effective insurance program, the insurance company which is awarded any part of the District's insurance business must be able to provide prompt and efficient service. Types of insurance shall include:

- Fire and Sprinkler
- Money and Securities
- Fidelity
- Vandalism
- Comprehensive Liability
- Travel Accident for Superintendent, Other
- Errors and Omissions
- Personal Liability for Negligence
- Workers' Compensation
- Insurance on Motor Vehicles
- Physical Damage
- HVAC Insurance
- Floater Policy
- Mercantile, Open Stock

#### Legal Reference:

#### Education Code

32350	Liability on Equipment Loaned to District
35208	Liability Insurance
35213	Reimbursement for Loss, Destruction or Damage of Personal Property
39601	Furnishing, Repairing, Insuring, and Renting of School Property
41021	Requirement for Employees' Indemnity Bond

# LAKESIDE JOINT SCHOOL DISTRICT

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Policy No.: 3545

### Transportation

Board Adopted: 1/18/06

---

When the District provides transportation for students in grades kindergarten through 8 it will be in compliance with State law and regulation. The Superintendent/Principal shall administer the operation so as to:

1. Provide for maximum safety of pupils
2. Supplement and reinforce desirable pupil behavior patterns
3. Assist handicapped pupils appropriately

All transportation of students to and from school, on study trips, student activities trips or any other group activity under the control of the District shall be in school buses as defined in Education Code Section 39830, unless private transportation has been approved by the Superintendent/Principal. Such buses may be publicly or privately owned, but must be serviced and maintained as required by the Vehicle Code and regulations of the California Highway Patrol.

Individual children may be transported to and from school or part way by their parents under provisions of Education Code Section 39806, and students may be transported home in vehicles owned by members of the staff under emergency conditions or upon approval of the site administrator. In no case may staff be directed to transport students home against the staff member's will.

In schools where transportation is needed but is not considered feasible to furnish a bus, contracts may be established between parents or other appropriate drivers and the District.

School buses shall be used only to transport pupils to and from school, and for other school activities that have approval of the Board and are permitted by law. School buses may also provide the transportation of employees of the District and to the parents of pupils of the District to and from educational activities as authorized by the Board. Variation from this policy requires specific approval by the Board.

# LAKESIDE JOINT SCHOOL DISTRICT

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Policy No.: 3546

### Transportation for Students With Disabilities

Board Adopted: 1/18/06

---

The Board shall ensure that appropriate transportation services are provided for students with disabilities. The Superintendent/Principal shall make home-to-school transportation available for these students at no cost to parents/guardians in accordance with the federal Individuals with Disabilities Education Act and/or Section 504 of the federal Rehabilitation Act of 1973.

The Superintendent/Principal 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 should not reduce the length of the school day for these students except as may be prescribed on an individual basis.

The Superintendent/Principal shall establish administrative regulations setting forth criteria for determining the most appropriate mode of transportation for an individual student.

Students shall not be transported in any mobile seating device that is not compatible with the bus securement system. The Superintendent/Principal shall provide procedures for ensuring this compatibility before the District initiates the student's transportation.

When a student receiving special education or Section 504 services is excluded from school bus transportation, the Superintendent/Principal shall provide alternative transportation at no cost to the student or parent/guardian.

# LAKESIDE JOINT SCHOOL DISTRICT

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Policy No.: 3560

### Food Services - Page 1

Board Adopted: 1/18/06

---

#### 3560.1 Free and Reduced Price Lunch Program

National School Lunch Program regulations require that lunches be provided for needy students when family income is insufficient to provide the basic necessities, including food of the proper quality and amount for good nutrition.

Eligibility for free or reduced price meals shall be based on federal regulations as provided by the State Department of Education.

Parents/guardians shall be informed of the District policy concerning free or reduced price meals. A letter and application form shall be distributed to all parents/guardians during the first few weeks of school. The letter shall contain information on eligibility standards, application procedures and appeal procedures. This information and an application form shall be provided whenever a new student is enrolled.

Applications for free or reduced price meal programs shall be available to students at all times during the regular school day. (Education Code Section 49557)

Such applications shall contain the following statements:

1. Applications for free and reduced price meals may be submitted at any time.
2. Children participating in the National School Lunch Program 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 meal program shall be confidential. Such records shall only be open to examination for those purposes specified in Education Code Section 49558.

A public news release containing information and eligibility standards for free or reduced price meals shall be made available to local news media early in the school year. Copies of this public release shall be made available upon request to any interested party. Subsequent changes in the District eligibility standards during the school year, which are approved by the state agency, shall also be announced publicly.

# LAKESIDE JOINT SCHOOL DISTRICT

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Policy No.: 3560

### Food Services - Page 2

Board Adopted: 1/18/06

---

The Board shall formulate a plan which ensures that children eligible for free or reduced price meals and milk shall not be treated differently from other children. The plan shall be submitted to the State Department of Education for its approval.

The plan shall ensure that:

1. The names of the children shall not be published, posted or announced in any manner or used for any other purpose other than the National School Lunch Program.
2. There shall be no overt identification of any of the children by the use of special tokens or tickets or by any other means.
3. The children shall not be required to work for their meals or milk.
4. The children 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 by the District, the children shall have the same choice of meals or milk that is available to those children who pay the full price.

### 3560.2

#### Other Food Sales

The Board may permit food sales by student or adult entities or organizations provided that these sales are in compliance with state and federal regulations so as to ensure optimum student participation in the school food service program.

Sanitation and safety procedures shall comply with the requirements of the California Uniform Retail Food Facilities Law as set forth in Health and Safety Code Sections 27500 et seq.

#### Legal Reference:

#### Education Code

39870 <u>et seq.</u>	Cafeterias - Establishment and Use
39876	Sale of Specified Food Items
39891	Expenditures from Cafeteria Fund Restricted
39900	Cost Chargeable Against School District Funds
39902	Employment of Persons, Cost of Wages; Reimbursement to General Funds
48931	Authorization and Sale of Food

# LAKESIDE JOINT SCHOOL DISTRICT

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Policy No.: 3560

### Food Services - Page 3

Board Adopted: 1/18/06

---

#### Legal Reference:

##### Education Code (cont.)

49490-49493	School Breakfast and Lunch Programs
49500-49504	School Meals for Pupils
49510-49519	Pupil Nutrition
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

15500 <u>et seq.</u>	Child Nutrition Programs, Food Sales in Elementary Schools
15501 <u>et seq.</u>	Sales in High Schools and Junior High Schools
15510 <u>et seq.</u>	Mandatory Meals for Needy Pupils
15530 <u>et seq.</u>	Nutrition Education
15550 <u>et seq.</u>	School Lunch and Breakfast Programs

##### Health and Safety Code

27500	California Uniform Retail Food Facilities Law
-------	---

National School Lunch Program and School Breakfast Program;  
Competitive Foods (7 CFR Parts 210.11 and 220.)

# LAKESIDE JOINT SCHOOL DISTRICT

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Policy No.: 3561

### Wellness Policy - Page 1

Board Adopted:

---

The Governing Board recognizes the important connection between a healthy diet and a student's ability to learn effectively. The Board also acknowledges that schools play a vital role in childhood nutrition and fitness, and as part of the larger community, schools have a responsibility to promote family health and provide a strong foundation for the future health and well-being of its students. It further recognizes that significant research indicates a positive relationship between adequate nutrition and learning, resulting in academic success.

The District will provide whatever adequate resources are necessary (personnel, equipment, ongoing maintenance, technology) to implement this Wellness Policy.

The implementation of the Wellness Policy and related Health and Physical Education policies will be supported by all employees of the District. The Superintendent/Principal shall designate at least one person that is charged with the operational responsibility for ensuring that the site implements and measures the implementation of the Wellness Policy.

The Board may utilize existing school health councils or other committees, or may establish an advisory committee to discuss nutrition and physical activity related topics of concern in the school community, and to develop school district policies on nutrition and physical activity for recommendation to and approval by the Board. The Board encourages the involvement of parents, students, school food service personnel and community members in development and support of the Wellness Policy.

#### Nutrition Education

Age appropriate, skill-building nutrition education focused on behavioral change will be taught in all grades that are served on the Lakeside site.

#### Physical Education and Physical Activity

The Board desires to provide a physical education program which builds interest and proficiency in movement skills and encourages students' lifelong fitness through physical activity. Besides promoting high levels of personal achievement and a positive self-image, physical education activities should teach students how to cooperate in the achievement of common goals and be based on the State Department of Education's physical education content standards.

The Board recognizes the positive benefits of physical activity for student health and academic achievement and encourages each student to take advantage of the various opportunities for physical activity offered by the District.

# LAKESIDE JOINT SCHOOL DISTRICT

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Policy No.: 3561

### Wellness Policy – Page 2

Board Adopted:

---

Physical education will be delivered by a teacher credentialed to teach physical education, students will participate in a fitness test in accordance with Lakeside JSD Board policy 6163.3, and receive individual fitness test results during or after completion of the test.

The District shall provide all students the opportunity, support and encouragement to be physically active on a regular basis through physical education and activity.

All students in grades one through the highest grade served on the Lakeside site will receive physical education for a minimum of 200 minutes for every 10 school days.

Physical education staff shall take special care to ensure that excessive physical exertion is not required of students who have informed staff of a heart or respiratory condition or other physical disability that may restrict such activity. An appropriate alternative shall be provided for these students.

Physical education staff shall appropriately limit the amount or type of physical exercise required of students during air pollution episodes, hot weather, or other inclement conditions.

With the consent of the student, the Superintendent/Principal may grant temporary exemption from physical education under either of the following conditions:

1. A student is enrolled for one-half time or less.
2. A student is ill or injured and a modified program to meet his/her needs cannot be provided.

Physical activity will not be used or withheld as punishment.

### Posting Requirements

The District shall post the District's policies and regulations on nutrition and physical activity in public view in the school entry hallway and on the school website.

### Maintenance of a Healthy Environment

The District will provide an environment where healthful eating behaviors are the norm and are modeled and reinforced. Adequate space in a pleasant surrounding will be provided to eat meals. Students shall have a minimum of 30 minutes to eat lunch.

The Superintendent/Principal will ensure practices are in place to foster mutual respect between service providers, school personnel and students.

# LAKESIDE JOINT SCHOOL DISTRICT

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Policy No.: 3561

### Wellness Policy – Page 3

Board Adopted:

---

The District shall develop curriculum goals for increasing student's awareness of and participation in healthy eating habits both at school and away from school.

The District shall strive to promote playtime that supports positive nutrition habits.

#### Food Guidelines

##### Meals

If the District participates in the National School Meal Programs, the Superintendent/Principal shall ensure meals offered by the District's food service program meet all legal requirements for participation in the National School Lunch and School Breakfast Programs. To the extent permitted under the National School Lunch and School Breakfast Programs, students in all grades shall be allowed to decline a certain number of meal items they do not intend to consume. The only food that shall be sold during breakfast and lunch periods is food that is sold as a full meal through federal reimbursable meal programs. If the District does not participate in the National School Meal Programs, the meals provided to eligible students will be in compliance with the law. In both cases, meal programs must meet or exceed the nutrition recommendation of the United States Dietary Guidelines including:

1. No more than 30 percent of total calories from fat (averaged over a week)
2. No more than 10 percent of total calories from saturated fat (averaged over a week)

All foods during school hours shall be:

1. Selected so as to contribute to student's nutritional well-being and the prevention of disease
2. Prepared in ways that will appeal to students, retain nutritive quality and foster lifelong healthful eating habits
3. Provided to give a variety of healthy choices at all sites including ethnic and cultural favorites

A production system will be developed and implemented to reduce the use of prepackaged foods and increase the use of basic fresh foods that emphasize fruits, vegetables, whole grains and dairy foods which are low in fat, added sugars and sodium.

The use of fresh fruit and vegetables will be encouraged as well as promoting the intake of 5 servings of fruits and vegetables per day.

# LAKESIDE JOINT SCHOOL DISTRICT

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Policy No.: 3561

### Wellness Policy – Page 4

Board Adopted:

---

Annual training will be provided for food service staff in food safety, marketing, preparation and service of health menu items.

#### Food and Beverage outside the school meal program

Any individual food items sold outside the federal reimbursable meal programs shall also meet local, state, and federal requirements. The term “sold” refers to any food or beverages provided to students on school grounds in exchange for money, coupons or vouchers. The term does not refer to food brought from home by students for individual consumption.

All food sold on school campuses during school hours must be from one of more of the following categories:

1. Milk (2% or less fat, soy, rice or nondairy) 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 with no added sweeteners. Water with no added sweeteners may also be sold. The middle school may sell electrolyte replacement beverages with no more than 42 grams of added sweeteners per 20 ounce serving
3. Fresh, frozen, canned, and dried fruits and vegetables
4. Nuts, seeds, and nut butters
5. Non-confection grain products including crackers, breadsticks, tortillas, pizza, pretzels, bagels, muffins and popcorn
6. Any food receiving prior approval by the Lakeside Joint School District Food Services Department

Individually sold food items must meet the following criteria:

1. Not more than 35 percent of the total calories of the food item, excluding nuts or seeds is from fat
2. Not more than 10 percent of its total calories shall be from saturated fat and trans fat combined (excluding eggs and cheese)
3. Not more than 35 percent of the total weight of the food item, excluding fruits or vegetables, is composed of sugar

# LAKESIDE JOINT SCHOOL DISTRICT

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Policy No.: 3561

### Wellness Policy – Page 5

Board Adopted:

---

Individually sold portions of nuts, nut butters, seeds, eggs, cheese packaged for individual sale, fruit, vegetables that have not been deep fried and legumes may also be sold. Individually sold dairy items and whole grain food items may be sold provided they meet the 35/10/35 guideline above and do not exceed 175 calories per individual food item.

During school hours, home-prepared products will not be allowed to be sold at school due to the potential of food-borne illness. The District will provide to parents information on safe and healthy food that would be acceptable for special events (i.e. classroom celebrations). However, Superintendent/Principal approval may be requested for special occasions involving foods that may not meet these nutritional standards.

Sanitation and safety procedures shall comply with the requirements of the California Uniform Retail Food Facilities Law as set forth in Health and Safety Code 113700-114455.

### Free and Reduced Priced Meals

The Governing Board recognizes that adequate nutrition is essential to child development and learning and that some families may be unable to provide adequate nutrition for their children. In accordance with law, if the District does not participate in the National and/or State Meal Program, it shall provide nutritionally adequate free lunch for students whose families meet federal free or reduced eligibility criteria. And, if the District does participate in the National and/or State Lunch Program, it will provide nutritionally adequate free and reduced price meals for students whose families meet federal eligibility criteria. In addition, the District will provide additional nutrition on a case-by-case basis as recommended by the Superintendent/Principal.

The Superintendent shall recommend for Board approval a plan that ensures that students eligible to receive free or reduced price meals and milk are not treated differently from other students or easily identified by their peers. Upon approval of the Board, this plan shall be submitted to the California Department of Education for approval.

The Board recognizes that Education Code 49558 authorizes the Board to allow District employees to use individual records of students participating in the free and reduced price meal program for the purpose of disaggregation of academic achievement data. However, federal guidelines allow the sharing of such records only for purposes of applying for Title I funding and in responding to the National Assessment of Educational progress (NAEP). When there is a difference between federal and state regulations governing school meal programs, the District will comply with the more restrictive regulation. The District is aware that free and reduced price meal records may be shared “for the purpose of disaggregation of academic achievement data” only when it is in connection with either Title I or NAEP. In California, since Title I data are collected via the Standardized Testing and Reporting Program (STAR), the CDE will be using participation in this program to disaggregate data for Title I purposes. The Board notes that only information pertaining to a student’s eligibility for the program to disaggregate data for

# LAKESIDE JOINT SCHOOL DISTRICT

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Policy No.: 3561

### Wellness Policy – Page 6

Board Adopted:

---

Title I purposes; that only information pertaining to a student's eligibility for the program may be shared and information regarding a student's participation in the program (e.g., the record of meals served to that student) is confidential.

The Board authorizes designated employees to use individual records pertaining to student eligibility for any free and reduced price meal program for the purpose of disaggregation of academic achievement data in accordance with federal and state law and regulation.

### Fundraising

1. Food or beverages sold for fundraising on campus during the school day must meet the nutrition guidelines identified above.
2. Food or beverages that do not meet the nutrition standards above may be sold by pupils if the sales takes place off and away from school campus. If the sales take place on school grounds, the sales may not occur prior to 30 minutes after the end of the school day.
3. Access to fundraising through food sales will be equitable for all classes and/or student organizations.

### Legal Reference:

#### Education Code

38080-38103	Cafeteria, Establishment and Use
44203	Teacher Credential
45103.5	Contracts for Management Consulting Services: Restrictions
49430-49436	Pupil Nutrition, Health, and Achievement Act of 2001
49490-49493	School Breakfast and Lunch Programs
49500-49505	School Meals
49510-59520	Nutrition
49530-49536	Child Nutrition Act
49540-49546	Child Care Food Program
49547-48548.3	Comprehensive Nutrition Services
49550-49560	Meals for Needy Students
49570	National School Lunch Act
51210	Areas of Study
51222-51223	Physical Education
51241	Temporary or Permanent Exemption from Physical Education

# LAKESIDE JOINT SCHOOL DISTRICT

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Policy No.: 3561

### Wellness Policy – Page 7

Board Adopted: \_\_\_\_\_

---

Legal Reference: (cont.)

Code of Regulations, Title 5

10060	Criteria for Physical Education
15500-15501	Food Sales by Student Organizations
15110	Mandatory Meals for Needy Students
15530-15535	Nutrition Education
15550-15565	School Lunch and Breakfast Programs

Code of Federal Regulations, Title 7

210.1-210.31	National School Lunch Program
220.1-220.21	National School Breakfast Program

Health and Safety Code

113700-114455	Sanitation and Safety
---------------	-----------------------

# LAKESIDE JOINT SCHOOL DISTRICT

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Policy No.: 3562

### Americans With Disabilities Act (ADA) - Page 1

Board Adopted: 1/18/06

---

#### 3562.1      Definition of ADA Policy

The Lakeside Joint School District, in compliance with the Americans with Disabilities Act, is committed to maintaining employment, facilities, communications, and transportation practices that provide equity to disabled persons in all phases of the District's programs, services, and activities.

The District will provide reasonable accommodations for the known disabilities of all applicants for positions and current employees upon request and with appropriate advance notice. Primary consideration will be given to the requests of the disabled person in the selection of appropriate auxiliary aids and services.

Reasonable accommodations provided must not present an undue hardship for the District; must not be unduly costly, extensive or disruptive nor present a direct threat to the health and safety of employees.

#### 3562.2      ADA Communications

Communications, programs, services and activities will be non-discriminatory and readily accessible to and usable by individuals with disabilities. The District will ensure:

1. Communications will be provided for individuals with disabilities that are as effective as communications with others. In order to provide equal access, the District will make available appropriate aids and services as necessary that may include:
  - a. Qualified interpreters, notetakers, computer-aided transcription services, written materials, telephone handset amplifiers, assistive listening systems, telephone handset amplifiers, assistive listening systems, telephones compatible with hearing aids, telecommunications devices for deaf persons (TDD's), videotext displays and/or exchange of written notes for individuals who are deaf or hard of hearing
  - b. TDD's, computer terminals and/or communications boards for individuals with speech impairments
  - c. Qualified readers, taped texts, audio recordings, Brailled materials, large print materials and assistance in locating items for individuals with vision impairments

# LAKESIDE JOINT SCHOOL DISTRICT

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Policy No.: 3562

### Americans With Disabilities Act (ADA) - Page 2

Board Adopted: 1/18/06

---

- d. Telephone accessibility to enable individuals to seek immediate assistance from police, fire, ambulance and other emergency services
  - e. Other equally effective communications devices, services and actions
2. Equipment will be acquired and/or redesigned, aids assigned or services provided at alternate sites as appropriate.
3. Methods chosen will provide program access. Priority will be given to the one that results in the most integrated setting to encourage interaction among all users, including those with disabilities.

Legal Reference:      Department of Justice  
28 CFR Parts 35 and 36