



**CLOVIS UNIFIED  
SCHOOL DISTRICT****BUSINESS AND NONINSTRUCTIONAL OPERATIONS FACILITIES**

Operations, Conservation, and Maintenance

**ENERGY AND WATER MANAGEMENT/CONSERVATION PROGRAM**

**PURPOSE:** To establish energy and water **management and** conservation measures in the District.

The ~~Governing~~ Board is committed to reducing the District's demand for electricity and water ~~in order~~ to help conserve natural resources ~~and~~ to save money to support other District needs. To that end, the Board shall establish goals to help reduce the District's consumption of energy and water.

There shall be established in the District a program to develop awareness among employees and students of the need to conserve energy and water, ~~to~~ monitor energy and water consumption, and develop procedures to conserve energy and water. The program shall include specific strategies designed to help the District use energy and water more efficiently and to help ensure that funds intended for student learning are not diverted to cover energy and water costs. Such a program shall comply with the requirements of the United States Department of Energy and the California Energy Commission, **this policy**, and any **administrative** regulations **adopted by the Superintendent of the Board**.

The implementation of this policy is the joint responsibility of the ~~Governing~~ Board, **the Superintendent**, administrators, teachers, students and support personnel and its success is based on cooperation at all levels.

The District will maintain accurate records of energy consumption and cost of energy and will provide information to the local media on the goals and progress of the energy conservation program.

The principal/department supervisor will be accountable for energy management at his/her campus/department with energy audits being conducted and conservation program outlines being updated. Judicious use of the various energy systems of each campus/department will **be** the joint responsibility of the principal/department supervisor and head custodian to ensure that an efficient energy posture is maintained on a daily basis.

To ensure the overall success of the energy management program and water conservation, the following specific areas of emphasis will be adopted:

1. All District personnel will be expected to contribute to energy efficiency in ~~the our~~ District. Every person will be expected to be an "energy saver" as well as an "energy consumer."
2. Energy management at his/her campus or for his/her department will be a part of the annual evaluation of the principal/department supervisor.

**CLOVIS UNIFIED  
SCHOOL DISTRICT**

As part of the energy and water efficiency program, the Superintendent or designee shall:

1. Analyze the effect of a utility rate increase on the District's budget and develop and implement any necessary contingency plans.
2. Regularly inspect District facilities and operations and make recommendations for maintenance and capital expenditures which may help the District reach its energy and water conservation goals.
3. Make every effort to identify funding opportunities and cost reducing incentive programs to help the District achieve its conservation goals.
4. Develop and implement a preventive maintenance and monitoring plan for District facilities and systems, including HVAC, building envelope and moisture management in order to maintain a safer and healthier learning environment and to complement the energy management program.
5. Receive input from staff, students, and parents/guardians related to District usage of energy and water.
6. Develop strategies designed to ensure cooperation from students and staff in all conservation efforts. Curriculum will be developed to ensure that every student will participate in the energy management program of the District.
7. Recognize those who reduce use of energy and water.
8. Periodically report to the Board on the District's progress in meeting energy and water use reduction goals.

**Storm Water Management**

To the maximum extent practicable, the District shall reduce the discharge of pollutants into the water system in order to minimize the threat to water quality from storm water runoff.

The Superintendent or designee shall ensure that the District complies with storm water discharge standards specified by any applicable General Permit coverage required by law, including all requirements of the Construction General Permit issued by the State Water Resources Control Board for any project that disturbs one acre or more of soil. (40 CFR 122.34)

The Superintendent or designee shall develop a storm water management plan that complies with the provisions of the applicable permit and describes best management practices, design strategies, measurable goals, and timetables for implementation. The plan and a resolution authorizing its implementation shall be submitted to the Board for approval. (40 CFR 122.34)

For all projects, the District shall comply with any city or county ordinance that regulates drainage improvements and conditions. (Government Code 53097)

**CLOVIS UNIFIED  
SCHOOL DISTRICT**

Adopted: 08/12/1980

Reviewed: 09/24/2008

Amended: 05/06/1992, 06/08/1992, 07/19/2006, 09/26/2007,      /      /      (BP 5201 renumbered as BP 3511)

**EDUCATION CODE**

17213.1 School sites

17280 Construction of school buildings

35275 Coordination of new facilities with recreation and park authorities

41422 School term or session length, failure to comply due to disaster

46392 Emergency conditions; ADA estimate

**GOVERNMENT CODE**

53097 Local agencies

**PUBLIC RESOURCES CODE**

25410-25421 Energy conservation assistance

**WATER CODE**

189.3 Recommendations for best design and use practices

13383 Compliance with the federal Water Pollution Control Act

13383.5 Storm water discharge monitoring requirements

**CODE OF REGULATIONS, TITLE 23**

490-495 Model Water Efficient Landscape Ordinance

2200 Discharge permit fees

**UNITED STATES CODE, TITLE 33**

1342 National pollutant discharge elimination system

**CODE OF FEDERAL REGULATIONS, TITLE 40**

122.1-122.64 National pollutant discharge elimination system

Doc# 33610-5 (02/2020, 05/2019)



**CLOVIS UNIFIED  
SCHOOL DISTRICT****BUSINESS AND NONINSTRUCTIONAL OPERATIONS~~GENERAL SERVICES~~****Risk Management****EQUIPMENT/POWERED INDUSTRIAL TRUCKS~~/GOLF CARTS~~**

**PURPOSE:** To establish an inspection system for the upkeep of District equipment and procedures for the training and operation of powered industrial trucks (PITs).

The Board directs the Superintendent or designee to establish an inspection system for the upkeep of District equipment in accordance with applicable laws. The inspection program shall include an equipment replacement program.

**Powered Industrial Trucks**

A PIT is defined by the Occupational Safety and Health Administration (OSHA) as any mobile power-propelled truck or cart (LPG, gas, or electric powered) used to carry, push, pull, lift, stack or tier materials. Examples include personal burden carriers, utility carts, golf carts, fork-lifts, pallet jacks, ~~etc.~~ or all low-speed vehicles with an operating speed of less than 35 miles per hour used to transport people or equipment.

The ~~Governing~~ Board recognizes that PITs are used daily by certain District personnel in the operations of the ~~school~~ District. The Board directs the Superintendent or ~~his~~ designee to establish procedures for the operation of PITs and to establish guidelines and training for the safe operation of PITs.

The Superintendent or designee ~~District administration~~ shall insure that only trained, authorized employees, ~~contractors and/or volunteers~~ shall be permitted to operate a District-owned PIT. District-owned PITs shall only be operated on District property.

The operation of a privately owned PIT on District property is not allowed without permission of the Superintendent or designee. If permission is given, the criteria in ~~Board this P~~ policy and Administrative Regulation No. 35128501 and the CUSD PIT Driver Handbook shall be met.

Adopted: 07/20/2005

Reviewed: 11/22/2006

Amended: 03/11/2009,    /    /    (BP 8501 renumbered as BP 3512)

~~8 California Code of Regulations section 3203, 3650~~

Doc# 37507-5 (02/2020, None)





**CLOVIS UNIFIED  
SCHOOL DISTRICT****~~FINANCIAL SERVICES~~ BUSINESS AND NONINSTRUCTIONAL OPERATIONS****Accounting and Reporting****DISTRICT MOBILE DEVICE USE/REIMBURSEMENT**

**PURPOSE:** To establish a procedure for mobile device service and allowance for designated or approved District employees.

The ~~Governing~~ Board recognizes that at times it may be necessary for certain District employees to conduct District--~~related~~ business while away from their job sites or otherwise without access to the regular telephone system or computer workstation. To enhance the efficiency of operations, the ~~Governing~~ Board has approved the support of a mobile device service for designated employees for the purpose of conducting District--~~related~~ business. When a District employee's position requires the frequent use of a mobile device to conduct District business, the Superintendent or designee may approve that a District-provided mobile device be issued to the employee for his/her use to conduct District business or that an allowance be paid to the employee for use of his/her personally owned mobile device to conduct District business. District-provided ~~mobile devices or mobile service allowances--service~~ may only be provided to employees whose positions are listed on Exhibit 3513.1(1) or upon Associate Superintendent or Deputy Superintendent approval based on a completed and signed Allowance Agreement for Mobile Device Service (Exhibit 3513.1(2)). Mobile device services include cellular phones, ~~PDAs, pocket PCs, smartphones~~ or any other handheld electronic device used for voice and/or data communication.

~~The Internal Revenue Service considers mobile devices "listed property" because they lend themselves easily to personal use.~~ District--provided mobile devices should be used only as a means for conducting District business. The ~~Superintendent or designee~~ ~~Administration~~ shall take appropriate action to address the personal use of District-provided--~~owned~~ mobile devices.

The Superintendent or designee shall establish an administrative regulation to this policy which shall outline employee obligations and responsibilities related to the use of District--~~provided~~ ~~issued~~ mobile devices or allowances provided to employees. He/she may also establish guidelines and limits on the use of District-provided mobile devices. In determining the amount of the allowance, the Superintendent or designee may consider various factors, including but not limited to, the rates of available mobile device service plans, the cost-savings to the District by employees using their own mobile devices for District business instead of the District purchasing or leasing such devices, and the benefits and services to the District in having employees communicate and conduct District business while away from their offices, and before and after normal business hours.

Employees are expected to abide by all laws regarding the use of a mobile device when driving a motor vehicle.

All employees who use District-provided mobile devices or receive an allowance for the use of their personal mobile devices shall comply with this policy. ~~The Superintendent or designee shall~~



**CLOVIS UNIFIED  
SCHOOL DISTRICT**

~~provide a copy of Board Policy No. 4204 and the related the Administrative Regulation and Exhibits to all employees who use District provided mobile devices or receive a reimbursement. Employees shall be asked to acknowledge in writing that they have read and understand these documents.~~

Adopted: 05/14/2008

Reviewed: 12/20/2010

Amended: 01/28/2009, \_\_/\_\_/\_\_\_\_ (BP 4204 renumbered as BP 3513.1)

**EDUCATION CODE**

~~Education Code sections~~ 35160-35160.1 Authority of governing boards,  
35161 Powers and duties of governing boards generally  
44032 Expense payment

**VEHICLE CODE**

23132 Wireless telephones in vehicles

23125 Wireless telephones in school business

**UNITED STATES CODE, TITLE 26**

~~Tax and Revenue Code IRC section 280F(d)(4)~~ Limitation on depreciation for luxury automobiles, etc.

**CODE OF FEDERAL REGULATIONS, TITLE 26**

1.132-5 Working conditions fringe benefit

Doc# 34616-4 (12/2019, None)



**CLOVIS UNIFIED  
SCHOOL DISTRICT****BUSINESS AND NONINSTRUCTIONAL OPERATIONSSTUDENT SERVICES RIGHTS &  
RESPONSIBILITIES****Health and Welfare****TOBACCO-FREE SCHOOLS**

**PURPOSE:** To establish tobacco-free schools.

The ~~Clovis Unified School District (CUSD) Governing~~ Board recognizes that the use of tobacco and nicotine products in any form and secondhand smoke present a health risk. The Board is dedicated to an ~~healthful, comfortable and productive~~ environment for staff, students, and the community that is consistent ~~with its mission of~~ in providing services and activities that support the ~~best in~~ mind, body, and spirit.

~~Beginning January 1, 1995, the following policy shall be in force in CUSD:~~

~~1. No Smoking and/or using tobacco and nicotine products are prohibitedmay be used~~ anywhere, anytime in District-owned or leased buildings, on District property, and in District vehicles. (Health and Safety Code 104420, 104559)

District employees and students, and visitors shall not smoke or use any tobacco and/or nicotine products at any District-sponsored instructional program, activity, or athletic event, whether held on or off District property.

Smoking means vaping, inhaling, exhaling, burning, or carrying of any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco or plant product intended for inhalation, whether natural or synthetic, in any manner or form, and includes the use of an electronic smoking device that creates aerosol or vapor, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking. (Business and Professions Code 22950.5; Education Code 48901)

Tobacco products include: (Business and Professions Code 22950.5; Education Code 48901)

1. Any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, or snuff
2. An electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah
3. Any component, part, or accessory of a tobacco product, whether or not sold separately

**CLOVIS UNIFIED  
SCHOOL DISTRICT**

This policy does not prohibit the use or possession of prescription products and other cessation aids that have been approved by the U.S. Department of Health and Human Services, Food and Drug Administration, such as nicotine patch or gum.

Smoking or use of any tobacco product or disposal of any tobacco product waste is prohibited within 25 feet of any playground, except on a public sidewalk located within 25 feet of the playground. (Health and Safety Code 104495)

~~1.—The Superintendent or designee shall establish Enforcement procedures for this policy will be in place. A person shall not intimidate, threaten any reprisal, or effect any reprisal, for the purpose of retaliating against another person who seeks to attain compliance with this policy. (Health and Safety Code 104495)~~

~~2.—Information about the policy and enforcement procedures will be clearly communicated to school personnel, parents, students and the community.~~

~~3.—Signs stating prohibition of tobacco use shall be prominently displayed at all entrances to District property.~~

Adopted: 08/03/94

Reviewed: 03/13/06, 10/10/07

Amended: 11/11/04, \_\_/\_\_/\_\_ (BP 2405 renumbered as BP 3513.3)

~~E.C. 48900(h), (r)~~

~~5 Code Cal.Regs. 5531~~

EDUCATION CODE

48900 Grounds for suspension/expulsion

48901 Prohibition against tobacco use by students

BUSINESS AND PROFESSIONS CODE

22950.5 Stop Tobacco Access to Kids Enforcement Act; definitions

HEALTH AND SAFETY CODE

39002 Control of air pollution from nonvehicular sources

104350-104495 Tobacco use prevention, especially:

104495 Prohibition of smoking and tobacco waste on playgrounds

104559 Tobacco use prohibition

119405 Unlawful to sell or furnish electronic cigarettes to minors

LABOR CODE

3300 Employer, definition

6304 Safe and healthful workplace

6404.5 Occupational safety and health; use of tobacco products

**CLOVIS UNIFIED  
SCHOOL DISTRICT****UNITED STATES CODE, TITLE 20**

6083 Nonsmoking policy for children's services

7111-7122 Student Support and Academic Enrichment Grants

**CODE OF FEDERAL REGULATIONS, TITLE 21**

1140.1-1140.34 Unlawful sale of cigarettes and smokeless tobacco to minors

**PUBLIC EMPLOYMENT AND RELATIONS BOARD RULINGS**

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

CSEA #506 and Associated Teachers of Metropolitan Riverside v. Riverside Unified School District (1989) PERB Order #750 (13 PERC 20147)

Doc# 37607-5 (02/2020, 07/2016)



**CLOVIS UNIFIED  
SCHOOL DISTRICT****BUSINESS AND NONINSTRUCTIONAL OPERATIONS****Health and Welfare****DRUG AND ALCOHOL — FREE SCHOOLS**

**PURPOSE:** To establish requirements for drug-free and alcohol-free schools.

The Board recognizes the need to keep District schools free of drugs and alcohol to provide an environment that is conducive to learning and promote student health and well-being. The Board prohibits the possession, use, or sale of drugs and alcohol at any time in District-owned or leased buildings, on District property, and in District vehicles, unless otherwise permitted by law.

The following substances are prohibited on all District property:

1. Any substance which may not lawfully be possessed, used, or sold in California.
2. Cannabis or cannabis products. (Health and Safety Code 11362.3; 21 USC 812, 844)
3. Alcoholic beverages.

Prescription medication, except for prescribed cannabis, may be administered at school in accordance with law, District policy and regulations, and written statements by the parent/guardian and the student's authorized health care provider as applicable. No person shall possess, smoke, or ingest cannabis or cannabis products in or upon the grounds of a school while children are present. (Health and Safety Code 11362.3) No person shall smoke cannabis or cannabis products within 1,000 feet of a school while children are present at the school. (Health and Safety Code 11362.3)

**Enforcement/Discipline**

The Superintendent or designee shall take appropriate action to eliminate the possession, use, or sale of alcohol and other drugs and related paraphernalia in District facilities, on District property, in District vehicles, or at school-sponsored activities. As appropriate, he/she may direct anyone violating this policy to leave school property and/or refer the matter to law enforcement.

Students and employees who violate the terms of this policy may be subject to discipline and/or referred to assistance programs in accordance with law and Board policy.

Adopted:     /     /    

**EDUCATION CODE**

44940 Compulsory leave of absence for certificated persons

44940.5 Procedures when employees are placed on compulsory leave of absence

45123 Employment after conviction of controlled substance offense

45304 Compulsory leave of absence for classified persons

48900 Suspension or expulsion (grounds)



**CLOVIS UNIFIED  
SCHOOL DISTRICT**

48900.5 Suspension, limitation on imposition; exception

48901 Smoking or use of tobacco prohibited

48901.5 Prohibition of electronic signaling devices

48902 Notification of law enforcement authorities; civil or criminal immunity

48909 Narcotics or other hallucinogenic drugs

48915 Expulsion; particular circumstances

**BUSINESS AND PROFESSIONS CODE**

25608 Alcohol on school property; use in connection with instruction

**GOVERNMENT CODE**

8350-8357 Drug-free workplace

**HEALTH AND SAFETY CODE**

11053-11058 Standards and schedules

11353.6 Juvenile Drug Trafficking and Schoolyard Act

11362.1 Possession and use of cannabis, persons age 21 and over

11362.3 Limitations on possession and use of cannabis

11362.79 Limitations on medical use of cannabis

104559 Tobacco use prohibition

**PENAL CODE**

13860-13864 Suppression of drug abuse in schools

**VEHICLE CODE**

13202.5 Drug and alcohol related offenses by person under age of 21, but aged 13 or over;

**UNITED STATES CODE, TITLE 20**

7101-7122 Student Support and Academic Enrichment Grants

**UNITED STATES CODE, TITLE 21**

812 Schedules of controlled substances

844 Penalties for possession of controlled substance

**UNITED STATES CODE, TITLE 41**

8101-8106 Drug-Free Workplace Act

**COURT DECISIONS**

Ross v. RagingWire Telecommunications, Inc., 42 Cal. 4th 920 (2008)

Doc# 37540-4 (02/2020, 10/2017)



**CLOVIS UNIFIED  
SCHOOL DISTRICT****BUSINESS AND NONINSTRUCTIONAL OPERATIONSSTUDENT SERVICES RIGHTS-  
AND RESPONSIBILITIES**

Health &amp; Welfare

**ENVIRONMENTAL SAFETY/AIR QUALITY PRECAUTIONS**

**PURPOSE:** To establish ~~regulations and~~ procedures that protect the health of students and employees during episodes of poor air quality as defined by the San Joaquin Valley Air Pollution Control District.

The Board recognizes that a safe and healthy environment at District facilities is important. The Superintendent or designee shall inspect District facilities to maintain them in good repair in accordance with applicable laws. The Superintendent or designee shall provide notification regarding any environmental hazards that are discovered at District facilities in accordance with applicable laws.

**Air Quality Precautions**

The Board recognizes its responsibility to restrict physical activities in school or at school-sponsored activities during episodes of poor air quality. The Board also recognizes the importance of working with the San Joaquin Valley Air Pollution Control District to monitor the quality of air for the benefit of our students and employees.

The Board authorizes the Superintendent ~~or designee~~ to develop and implement regulations and procedures to meet protocols set forth by the San Joaquin Valley Air Pollution Control District.

Adopted: 10/14/1992

Reviewed: 01/25/2007, 01/21/2009

Amended: 10/24/2001, 01/04/2006,    /    /    (BP 2403 renumbered as BP 3514)**EDUCATION CODE**

17002 Definition of "good repair"

17070.75 Facilities inspection

17582 Deferred maintenance fund

17590 Asbestos abatement fund

17608-17614 Healthy Schools Act of 2000, least toxic pest management practices

32080-32081 Carbon monoxide devices

32240-32245 Lead-Safe Schools Protection Act

48980.3 Notification of pesticides

49410-49410.7 Asbestos materials containment or removal

**FOOD AND AGRICULTURAL CODE**

11401-12408 Pest control operations and agricultural chemicals

13180-13188 Healthy Schools Act of 2000, least toxic pest management practices

**GOVERNMENT CODE**

3543.2 Scope of representation; right to negotiate safety conditions

**CLOVIS UNIFIED  
SCHOOL DISTRICT****HEALTH AND SAFETY CODE**

105400-105430 Indoor environmental quality

113700-114437 California Retail Food Code, sanitation and safety requirements

116277 Lead testing of potable water at schools and requirements to remedy

**CODE OF REGULATIONS, TITLE 5**

14010 Standards for school site selection

**CODE OF REGULATIONS, TITLE 8**

337-339 Hazardous substances list

340-340.2 Occupational safety and health, rights of employees

1528-1537 Construction safety orders; exposure to hazards

5139-5223 Control of hazardous substances

**CODE OF REGULATIONS, TITLE 13**

2025 Retrofitting of diesel school buses

2480 Vehicle idling

**CODE OF REGULATIONS, TITLE 17**

35001-36100 Lead abatement services

**CODE OF REGULATIONS, TITLE 22**

64670-64679 Lead and copper in drinking water

**CODE OF REGULATIONS, TITLE 24**

915.1-915.7 California Building Standards Code; carbon monoxide devices

**UNITED STATES CODE, TITLE 7**

136-136y Use of pesticides

**UNITED STATES CODE, TITLE 15**

2601-2629 Control of toxic substances

2641-2656 Asbestos Hazard Emergency Response Act

**UNITED STATES CODE, TITLE 42**

1758 Food safety and inspections

**CODE OF FEDERAL REGULATIONS, TITLE 40**

141.1-141.723 Drinking water standards

745.61-745.339 Lead-based paint standards

763.80-763.99 Asbestos-containing materials in schools

763.120-763.123 Asbestos worker protections



**CLOVIS UNIFIED  
SCHOOL DISTRICT****BUSINESS AND NONINSTRUCTIONAL OPERATIONS**~~GENERAL SERVICES~~Security, Safety, and ~~&~~ Emergency Procedures**CAMPUS SECURITY - ~~SECURITY~~ (KEY CONTROL) AND CLOSED-CIRCUIT  
TELEVISION****PURPOSE:** To outline procedures for security of District ~~campuses and facilities~~ keys.

The Board recognizes the importance of safety of persons on school grounds and the protection of District property, facilities, and equipment from vandalism and theft.

**A. Key Control - Employee Responsibility**

~~The e~~Employees who are issued a District key or keys shall comply with ~~read the key policy and agree as the~~ followings:

1. ~~To permit no one to~~ Never duplicate a District key.;
2. ~~To n~~Never lend or give the key to any person including visitors and other employees.;
3. ~~To n~~Notify the Pprincipal or Ssupervisor of any key loss immediately after the occurrence but no later than four hours following the loss.;
4. ~~To b~~Be personally and monetarily responsible for the key or keys received as a District employee and, ~~if necessary,~~ reimburse the District in accordance with rates established by the Superintendent or designee. ~~in accordance with the following schedule:~~

Room keys .....	\$25.00
Sub-master keys .....	\$100.00
School master keys .....	\$250.00
District master keys .....	\$500.00
5. ~~To~~Reimburse the District ~~forever~~ the cost of material and ~~overtime~~ labor to re-keying locks if the loss of a key is judged by the Superintendent or designee to place rooms, buildings, or campuses at risk. ~~; and~~
6. ~~To r~~Return all keys to the Pprincipal or Ssupervisor during year-end clearance, upon request by the Superintendent or designee, or before leaving~~during the end of~~ his or her employment with the District~~procedure~~. An employee who is leaving his or her employment with the District shall pay ~~A~~all unpaid obligations regarding loss of keys or re-keying locks ~~will be cleared~~ before his or her last date of employment with the District~~at that time~~. If an employee fails to pay such costs, the District may deduct the costs from the employee's last salary payment or seek payment from the employee.
7. ~~Employees issued a District key agree to~~Limit access to District facilities and equipment for ~~Districtschool~~-related activities only. This limited access prohibits use of any District

**CLOVIS UNIFIED  
SCHOOL DISTRICT**

facility or equipment for personal use, including but not limited to, the gymnasium and swimming pool.

~~District Employees~~ wishing to use District facilities or equipment for non-District~~school~~ related purposes must follow the procedures set forth in applicable policies~~Board Policy No. 5301.~~

**B. Closed Circuit Television (CCTV) Camera Security Systems**

It shall be the policy of the District to implement CCTV camera security systems at school and administrative sites throughout the District as such need may arise. The implementation of such systems is for the protection of District property and assets from theft and vandalism through deterrence and video documentation as well as for use as an additional campus management tool during the school day. The CCTV system is not designed or intended to protect individuals from being the victims of violent or property-related crimes, or to detect other potentially illegal or undesirable activities which may occur, although any video information obtained by such methods may be used as evidence in such cases.

The CCTV camera systems shall not be utilized to monitor areas where persons have a reasonable expectation of privacy. The CCTV camera systems shall be used in accordance with applicable laws.

The CCTV camera systems shall not replace the need for the ongoing vigilance of the District's Police Department or supervision and security staff. District ~~A~~administrators shall use due diligence in maintaining general campus security.

The District's CCTV system shall not be represented at any time as enhancing or ensuring the personal safety of any individual under any circumstances.

Adopted: 10/23/1975

Reviewed: 08/15/2007, 08/20/2008, 08/05/2010

Amended: 12/12/1979, 05/13/1987, 06/08/1992, 06/09/1993, 11/25/1996, 07/19/2006,  
\_\_\_/\_\_\_/\_\_\_ (BP 8201 renumbered as BP 3515, all contents of BP 8203 moved into  
renumbered BP 3515)

~~Education Code 35291, 35291.5~~

EDUCATION CODE

32020 Access gates

32211 Threatened disruption or interference with classes

32280-32288 School safety plans

35160 Authority of Boards

35160.1 Broad authority of school Districts

38000-38005 Security patrols

49050-49051 Searches by school employees

49060-49079 Student records



**CLOVIS UNIFIED  
SCHOOL DISTRICT**

**PENAL CODE**

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

626-626.10 Disruption of schools

**CALIFORNIA CONSTITUTION**

Article 1, Section 28(c) Right to Safe Schools

**UNITED STATES CODE, TITLE 20**

1232g Family Educational Rights and Privacy Act

**COURT DECISIONS**

New Jersey v. T.L.O. (1985) 469 U.S. 325

**ATTORNEY GENERAL OPINIONS**

83 Ops.Cal.Atty.Gen. 257 (2000)

75 Ops.Cal.Atty.Gen. 155 (1992)

Doc# 37608-4 (02/2020, 03/2007)



**CLOVIS UNIFIED  
SCHOOL DISTRICT****BUSINESS AND NONINSTRUCTIONAL OPERATIONS****Security, Safety, and Emergency Procedures****DISRUPTIONS**

**PURPOSE:** To establish procedures for addressing disruption on District property or at of school activities by non-students.

The Board recognizes the importance of providing a safe and orderly environment for students, staff, and others on District property or while engaged in school activities, whether on or off District property.

The Superintendent or designee shall remove any individual who, by his/her presence or action, disrupts or threatens to disrupt normal operations at a school campus or any other District facility, threatens the health or safety of anyone on District property, or causes or threatens to cause damage to District property or to any property on school grounds.

The Superintendent or designee shall establish, as appropriate, a plan describing staff responsibilities and actions to be taken when an individual is causing or threatening to cause a disruption. The plan may address, as appropriate, visitor registration procedures; campus security measures; evacuation procedures; lock-down procedures; possible responses to an active shooter situation; communications within the school and with parents/guardians, law enforcement, and the media in the event of an emergency; and crisis counseling or other assistance for students and staff after a disruption. In developing such a plan, the Superintendent or designee may consult with law enforcement to create guidelines for law enforcement support and intervention when necessary.

The Superintendent or designee shall provide training, as appropriate, to school staff on how to identify and respond to actions or situations that may constitute a disruption.

Any employee who believes that a disruption may occur may contact the principal or designee. The principal or designee shall notify law enforcement in accordance with Education Code 48902 and 20 USC 7961 and in other situations, as appropriate.

Adopted:   /  /  

**EDUCATION CODE**

32210 Willful disturbance of public school or meeting, misdemeanor

32211 Threatened disruption or interference with classes; misdemeanor

35160 Authority of Boards

44810 Willful interference with classroom conduct

44811 Disruption of classwork or extracurricular activities

48902 Notification of law enforcement authorities

51512 Prohibited use of electronic listening or recording device

**CLOVIS UNIFIED  
SCHOOL DISTRICT****PENAL CODE**

243.5 Assault or battery on school property

415.5 Disturbance of peace of school

626-626.11 Schools, crimes, especially:

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

626.8 Disruptive presence at schools

626.81 Misdemeanor for registered sex offender to come onto school grounds

626.85 Misdemeanor for specified drug offender presence on school grounds

626.9 Gun Free School Zone Act

627-627.10 Access to school premises

653b Loitering about schools or public places

12556 Imitation firearms

30310 Prohibition against ammunition on school grounds

**UNITED STATES CODE, TITLE 20**

7961 Gun-Free Schools Act

**COURT DECISIONS**

Reeves v. Rocklin Unified School District (2003) 109 Cal.App.4th 652

In Re Joseph F. (2000) 85 Cal.App.4th 975

In Re Jimi A. (1989) 209 Cal.App.3d 482

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

**ATTORNEY GENERAL OPINIONS**

79 Ops.Cal.Atty.Gen. 58 (1996)

Doc# 37543-4 (02/2020, 04/2016)



**CLOVIS UNIFIED  
SCHOOL DISTRICT****BUSINESS AND NON-OPERATIONAL FINANCIAL SERVICES****Risk Management****UNMANNED AIRCRAFT SYSTEMS (DRONES)**

**PURPOSE:** To establish policies and procedures for unmanned aircraft (drone) use over District property.

The ~~Governing~~ Board recognizes that unmanned aircraft or aerial systems (drones) may be a useful tool to enhance the instructional program and assist with district operations. In order to avoid disruption and maintain the safety, security, and privacy of students, staff, and visitors, any person or entity desiring to use a drone on or over ~~d~~District property shall submit a written request for permission to the Superintendent or designee.

A small unmanned aircraft system or drone is an aircraft weighing less than 55 pounds that is operated remotely without the possibility of direct human intervention from within or on the aircraft and the associated elements, including communication links and controls, required for the pilot to operate the aircraft safely and efficiently. It does not include model aircraft or rockets such as those which are radio controlled and used only for hobby or recreational purposes. (49 USC 40101 Note; 14 CFR 107.3)

The Superintendent or designee may grant permission to district employees and students for the use of drones only if the planned activity supports instructional, co-curricular, extracurricular, athletic, or operational purposes. Such uses may include, but are not limited to, instruction in science, technology, engineering, and math (STEM), the arts, or other subjects; maintenance of grounds and facilities; and campus security. When used for instructional purposes, there shall be a clear and articulable connection between drone technology and the course curriculum. Students shall only operate a drone on or over ~~d~~District property under the supervision of a ~~d~~District employee as part of an authorized activity.

The Superintendent or designee may grant permission to other persons or entities under terms and conditions to be specified in a memorandum of understanding.

Any person or entity requesting to operate a drone on or over ~~d~~District property, including a ~~d~~District employee, shall provide a description of the type of operation requested, flight location, date and time of the planned flight, anticipated duration, and whether photos and/or video will be taken. As applicable, the applicant shall also present a copy of his/her Certificate of Waiver or Authorization or exemption issued by the Federal Aviation Administration.

Any person or entity, other than a ~~d~~District employee or student, who is requesting or operating a drone on or over ~~d~~District property shall agree to hold the ~~d~~District harmless from any claims of harm to individuals or property resulting from the operation of the drone and provide proof of adequate liability insurance covering such use.

**CLOVIS UNIFIED  
SCHOOL DISTRICT**

In determining whether to grant permission for the requested use of a drone, the Superintendent or designee shall consider the intended purpose of the activity and its potential impact on safety, security, and privacy. The decision of the Superintendent or designee shall be final.

Any person authorized to use a drone on **d**District property shall sign an acknowledgment that he/she understands and will comply with the terms and conditions of the **d**District's policy, federal law and regulations, state law, and any local ordinances related to the use of drones.

When any use of drones is authorized, the Superintendent or designee shall notify the drone operator of the following conditions:

1. The operator is responsible for complying with applicable federal, state, and/or local laws and regulations, including federal safety regulations pursuant to 14 CFR 107.15-107.51 which include, but are not limited to, requirements that the drone not be flown at night, above 400 feet in altitude, or over any people unless they are in a covered structure or stationary vehicle. The operator shall maintain the visual line of sight with the drone at all times.
2. The drone shall be kept away from any area reasonably considered private, including, but not limited to, restrooms, locker rooms, and individual homes.
3. The **d**District reserves the right to rescind the authorization for use of drones at any time.

The Superintendent or designee may remove any person engaged in unauthorized drone use on **d**District property and/or may confiscate the drone. He/she may also shut down the operation of any authorized drone use whenever the operator fails to comply with the terms of the authorization or the use interferes with **d**District activity, creates electronic interference, or poses unacceptable risks to individuals or property.

Any student or staff member violating this policy shall be subject to disciplinary action in accordance with **d**District policies and procedures.

Adopted: 10/10/2018

Amended: \_\_/\_\_/\_\_ (BP 4103 renumbered as BP 3515.21)

**~~Legal Reference:~~**

UNITED STATES CODE, TITLE 49  
40101 Note Unmanned aircraft systems

CODE OF FEDERAL REGULATIONS, TITLE 14

107.1-107.205 Small unmanned aircraft systems, especially:  
107.12 Requirement for a remote pilot certificate with a small UAS rating  
107.15-107.51 Operating rules; safety  
107.53-107.79 Remote pilot certification



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SCHOOL DISTRICT**

**Management Resources:**

**FEDERAL AVIATION ADMINISTRATION PUBLICATIONS**

**Educational Use of Unmanned Aircraft Systems (UAS), Memorandum, May 4, 2016**

**WEB SITES**

**Federal Aviation Administration: <http://www.faa.gov/uas>**

Doc# 34611-4 (12/2019, 07/2018)



**CLOVIS UNIFIED  
SCHOOL DISTRICT****BUSINESS AND NONINSTRUCTIONAL OPERATIONS****Security, Safety, and Emergency Procedures****DISTRICT POLICE/SECURITY DEPARTMENT**

**PURPOSE:** To set forth provisions regarding the District's police/security department.

The Board shall maintain a District police and/or security department. The District has established and is maintaining a police department.

Duties of District police officers or security officers shall be delineated in a job description developed by the Superintendent or designee.

**Police Department**

Persons employed as members of the District police department, when appointed and duly sworn, are peace officers for the purposes of carrying out their duties pursuant to Penal Code 830.32. (Education Code 38001)

The Board expects District police or security officers to cooperate and regularly communicate with local law enforcement agencies, and to work collaboratively with other District staff and community members to develop long-term, proactive approaches that address the conditions affecting school safety.

**Security Department**

Persons employed or assigned as school security officers shall serve as watchpersons, security guards, or patrolpersons on or about District premises to protect persons or property, prevent the theft or unlawful taking of District property, or report unlawful activity to the District and local law enforcement agencies. (Education Code 38001.5)

When District security officers are unable to perform their duties because of an emergency, including, but not be limited to, war, epidemic, fire, flood or work stoppage, or when the emergency necessitates additional security services, the Board may contract with a private licensed security agency. In such cases, the Board shall make a specific finding that an emergency exists and shall include this finding in the Board minutes. (Education Code 38005)

**Firearms**

The Board authorizes District police or security officers to carry firearms in accordance with law, Board policy, and administrative regulations.

Adopted:    /   /   

EDUCATION CODE  
35021.5 School police reserve corps

**CLOVIS UNIFIED  
SCHOOL DISTRICT**

38000-38005 Security and police departments

39672 School peace officers, fingerprinting

45122.1 Classified employees, conviction of a violent or serious felony

49079 Notification to teacher; student who has engaged in acts constituting grounds for suspension or expulsion

**BUSINESS AND PROFESSIONS CODE**

7583-7583.46 Private patrol operators

**FAMILY CODE**

6240-6274 Emergency protective orders

**GOVERNMENT CODE**

3300-3312 Public safety officers, rights and protections

8597-8598 Peace officers

**PENAL CODE**

290.45 Sex offenders, authority of peace officers

646.91 Emergency protective order for stalking

830-832.9 Peace officers, especially:

830.32 School District and community college police

830.6 Reserve police officers, powers and duties

832 Course of training prescribed by Commission on Peace Officer Standards and Training

832.2 School peace officers; training

832.7 Disclosure of personnel files in criminal or civil proceedings

836 Peace officers; warrants

12028.5 Taking custody of weapons

13510-13519.9 Standards for recruitment and training

13700-13702 Response to domestic violence

**WELFARE AND INSTITUTIONS CODE**

707 List of crimes

828-828.1 Disclosure of information re minors by law enforcement agency

**COURT CASES**

San Diego Police Officers Association et al. v. City of San Diego Civil Service Commission et al.,  
104 Cal.App.4th 275 (2002)

Doc# 37546-4 (02/2020, 11/2003)