



**CLOVIS UNIFIED  
SCHOOL DISTRICT****BUSINESS AND NONINSTRUCTIONAL OPERATIONS****Risk Management****RECOVERY FOR PROPERTY LOSS OR DAMAGE**

**PURPOSE:** To establish requirements and process for recovery for losses of or damages to District property.

The Board desires to minimize acts of vandalism and damage to school property. When District property is damaged due to the willful misconduct of a student or other person, the District may seek reimbursement of damages, within the limitations specified in law, from the parent/guardian of a minor child or from any other responsible individual.

The District may collect debt owed by a student or former student as a result of vandalism or to cover the replacement cost of District books, supplies, or property loaned to a student that the student willfully fails to return or that is willfully cut, defaced, or otherwise injured. However, this policy shall not apply to a student who is a current or former homeless or foster child or youth. (Education Code 48904, 49014)

The Board authorizes the Superintendent or designee to offer and pay for information leading to the determination of the identity of, and the apprehension of, any person who willfully damages or destroys any District property. (Government Code 53069.5)

The Superintendent or designee shall disburse the reward when the guilt of the person responsible for the act has been established by a criminal conviction or other appropriate judicial procedure. If more than one person provides information, the reward shall be divided among them as appropriate.

Adopted: \_\_/\_\_/\_\_

**EDUCATION CODE**

19910 Libraries, malicious cutting, tearing, defacing, breaking or injuring

19911 Libraries, willful detention of property

44810 Willful interference with classroom conduct

48904 Liability of parent/guardian for willful misconduct

49014 Public School Fair Debt Collection Act

**CIVIL CODE**

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

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SCHOOL DISTRICT****GOVERNMENT CODE**

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

53069.6 Actions to recover damages

54951 Local agency, definition

**PENAL CODE**

484 Theft defined

594 Vandalism

594.1 Aerosol paint and etching cream

640.5 Graffiti; facilities or vehicles of governmental entity

640.6 Graffiti

Doc# 36443-3 (12/2019, 03/2019)



**CLOVIS UNIFIED  
SCHOOL DISTRICT****BUSINESS AND NONINSTRUCTIONAL OPERATIONS~~GENERAL SERVICES~~****Security, Safety, and-~~&~~ Emergency Procedures****NOTIFICATION OF REGISTERED SEX OFFENDERS (MEGAN'S LAW)**

**PURPOSE:** To provide ~~procedures for handling information a notification plan to be used as necessary when information is received from law enforcement~~ regarding registered sex offenders ~~who pose a risk to children or other persons within the District.~~

~~In order to protect students while they are traveling to and from school, attending school or at a school related activity, t~~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~~pose a risk to children~~ within the District boundaries.

The Superintendent or designee shall establish, ~~as appropriate,~~ an ongoing relationship with law enforcement officials to coordinate the receipt of such information. The Superintendent or designee also shall, ~~in accordance with applicable laws,~~ establish procedures for notifying appropriate staff as necessary, ~~disseminating registered sex offender information, and/or notifying parents/guardians of the availability of information about registered sex offender information.~~

Adopted: 08/06/1997

Reviewed: 02/05/2004, 04/10/2007, 10/03/2008

Amended: 12/10/1997, ~~\_\_\_/\_\_\_/\_\_\_~~ (BP 8205 renumbered as BP 3515.5)

**EDUCATION CODES**

32211– Threatened disruption or interference with classes; offense

35160– Authority of boards

35160.1– Board authority of school districts

48981 Parent/guardian notifications; methods

**PENAL CODES**

290– Registration of sex offenders

290.4– Sex offender registration; compilation of information; ~~“900” number~~

290.45– Release of ~~Ssex O~~ffender Iinformation

290.46 Making information about certain sex offenders available via the Internet

290.9 Addresses of persons who violate duty to register

290.95 Disclosure by person required to register as sex offender

626.8– Disruptive entry or entry of sex offender upon school grounds

626.81 Sex offender; permission to volunteer at school

830.32 School District and community college police

3003 Parole, geographic placement

**UNITED STATES CODE, TITLE 42**

14071– Jacob Watterling Crimes Against Children & Sexually Violent Offender Registration Program Act

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**ATTORNEY GENERAL OPINIONS  
82 Ops.Cal.Atty.Gen. 20 (1999)**

Doc# 37609-5 (02/2020, 05/2016)



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

Security, Safety, and Emergency Procedures

**FIREARMS ON SCHOOL GROUNDS**

**PURPOSE:** To prohibit the possession of firearms on school grounds except as specifically authorized by law.

Possession of a firearm on or within 1,000 feet of school grounds is prohibited, except under the limited circumstances specified in Penal Code section 626.9. A person who holds a license to carry a firearm pursuant to Penal Code section 26150 et seq. shall not possess a firearm in any area that is in or on school grounds. (Penal Code 626.9) School grounds include, but are not limited to, school buildings, fields, storage areas, and parking lots. (Penal Code 626.9) Firearm includes any devices set forth in Penal Code section 16520. (Penal Code 626.9, 16520)

Adopted: \_\_/\_\_/\_\_

**EDUCATION CODE**

35021.5 School police reserve corps

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



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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# 37565-4 (02/2020, 12/2017)



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

Operations, Conservation and Maintenance

**TRAFFIC AND PARKING ORDINANCES**

**PURPOSE:** To establish the rules and ~~conditions~~**regulations** governing the use, operation, and parking of vehicles on District properties ~~of the District pursuant to Section 21113 of the California Vehicle Code.~~

The Board, pursuant to provisions of the ~~California~~ Vehicle Code, establishes ~~the following~~ rules and ~~conditions~~**ordinances** governing the use, operation, and parking of ~~motor~~ vehicles, ~~licensed (including golf carts, global electric motorears, etc.) and unlicensed (including golf carts, all terrain vehicles, etc.)~~ on District properties ~~campuses of the District~~. All rules and regulations of the Vehicle Code as well as all rules that the Superintendent shall establish in the Administrative Regulation apply ~~are applicable~~ to the use, operation, and parking on District properties. A vehicle is a device by which any person or property may be propelled, moved, or drawn upon any way, place, or street, excepting a device moved exclusively by human power or used exclusively upon stationary rails or tracks. (Vehicle Code 670)

Roads on the District properties are not public thoroughfares and are subject to closure at the convenience of the District.

~~A. Ordinances for the Operation of Vehicles on the Campuses of the District:~~

- ~~1. All vehicles parked on campuses of the District in any designated parking area other than time limit zones are required to display a valid parking permit in the manner as prescribed for each type of permit and are to park only in those areas designated for each permit.~~
  - ~~a. Parking is specifically prohibited in handicap spaces except for vehicles displaying handicap decals, placards or license.~~
- ~~2. Parking is specifically prohibited, at all times, in areas listed below:~~
  - ~~a. In any zone marked with Red Curb;~~
  - ~~b. In any zone marked with Green Curb for longer than designated time;~~
  - ~~c. In any zone marked with Yellow Curb for longer than designated time for loading or unloading;~~
  - ~~d. Within fifteen (15) feet of any fire hydrant;~~
  - ~~e. On the roadside of any vehicle parked, stopped or standing at the curb or edge of any roadway (double parking);~~
  - ~~f. Employees and students shall not park in any temporary visitor area;~~

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- ~~g. To park, stop or leave standing a vehicle in any agriculture area, on or along any road or place which will impede or block the movement of any vehicle, farm machinery or equipment; and~~
- ~~h. In any zone marked with orange curbs and posted Restricted Parking, School Days between the hours of 7:00 a.m. 3:30 p.m.~~
- ~~3. Vehicles parked on the campus must comply with these regulations:~~
  - ~~a. Vehicles must be contained completely in the parking stalls, in areas designated for parking;~~
  - ~~b. Diagonally and perpendicularly parked vehicles must have one front wheel within eighteen (18) inches of the curb;~~
  - ~~c. Diagonally and perpendicularly parked vehicles shall not be backed into parking stalls; and~~
  - ~~d. All parking along roadways and areas not other wise marked must be parallel and facing the direction of traffic;~~
  - ~~e. Both inside wheels of parallel parked vehicles must be within eighteen (18) inches of the curb~~
- ~~4. It shall be unlawful to fail to obey any sign erected or posted to designate a No Parking Area, or to willfully fail or refuse to comply with any lawful order, signal or direction of any District Police Officer.~~
- ~~5. No person shall drive any vehicle or animal, nor shall any person stop, park or leave standing any vehicle or animal, whether attended or unattended, upon the driveways, sidewalks, landscape areas or areas not improved, paved or marked for parking or in any location which will impede, block, interrupt or alter the normal flow of traffic, except by special permission issued by the principal or designated representative or the Chief of the District Police Department.~~
- ~~6. It shall be unlawful to park any vehicle displaying or using an altered, substituted or unauthorized parking decal or permit.~~
- ~~B. Regulations for the Operation of Vehicles on the Campuses of the District are hereby established pursuant to provisions of the California Vehicle Code. In addition, all regulations of the California Vehicle Code, not herein augmented, are applicable to the operation of motor vehicles on the campuses of the District.~~
  - ~~1. School buses may load and unload passengers in Red Zones at any time, but must park in such areas as designated.~~



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- ~~2. District Police patrol vehicles are classified as Authorized Emergency Vehicles and are accorded all the exemptions of this classification as enumerated in the California Vehicle Code.~~
- ~~3. District owned service vehicles are classed as Emergency Repair Vehicles and are accorded all the exemptions of this classification as enumerated in the California Vehicle Code.~~
- ~~4. Roads on the District campuses are not public thoroughfares and are subject to closure at the convenience of the District Board. The Superintendent, the CUSD Chief of Police, and in their absence designated representatives, are authorized to close any campus to traffic in case of emergency so justifying and shall at the earliest convenience notify the President of the Board.~~

~~Principals may close any road on the school campuses to facilitate any school or District activities.~~

- ~~5. Violators of District Ordinances and Regulations are subject to citations, bail and fines as established by Fresno County Superior Courts.~~
  - ~~6. Vehicles owned or operated by violators of these ordinances or the California Vehicle Code may be barred from the school campuses at the discretion of the Board, Superintendent, Chief of CUSD Police, or their designated representatives.~~
  - ~~7. District Police patrol vehicles are authorized to use the sidewalks and walkways for the purpose of responding to normal service calls, as well as responding to emergency calls.~~
  - ~~8. District owned service vehicles are authorized to use sidewalks and walkways for the purpose of responding to normal service calls, as well as answering emergency calls.~~
- ~~C. Ordinances and Regulations established by the Board are effective as herein stipulated.~~

- ~~1. Permit Parking Regulations shall be in effect when day classes are in session.~~
- ~~2. Permit Parking Regulations shall not be in effect on days classes are not in session; i.e. weekends, school holidays, registration days, commencement, and such.~~
- ~~3. Parking enforcement may be relaxed for special guest parking. The relaxation may be for visiting groups or guest soliciting activities (such as drama, music, athletic events, etc.) held on the school campus. It shall be the responsibility of the activity sponsor to make arrangements through the school principal or designee with the District Chief of Police no less than ten (10) working days prior to the activity.~~

~~Visitor parking permits may be issued for limited time periods. Such permits may be issued by the school principal or the District Chief of Police or their designees.~~



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~~D. All areas on the school campus where cars may be parked legally are designated for students, staff, visitors, handicapped, and loading. The privilege to park elsewhere on campus is dependent upon the prior approval of the principal, the principal's designee or the District Chief of Police.~~

~~Time-limited zones for loading and unloading of materials marked yellow or white. Visitor parking is marked green. Motorcycles and other motorized vehicles shall be parked only in designated parking areas.~~

~~E. The high schools of the District may establish regulations and fee schedules governing the parking of student vehicles on campus.~~

~~F. The official parking citations issued by the District Police Department carry the full effect and obligations of citations issued by any police department. Compliance with the instructions on the citation becomes a matter between the individual and the Superior Court.~~

~~No person shall park and/or leave standing any vehicle on the grounds of the District at any time between the hours of 11:00 p.m. and 7:00 a.m. unless prior permission has been granted by the principal or the District Chief of Police or their designees.~~

~~The District reserves the right to tow or have towed any vehicle left between the hours of 11:00 p.m. and 7:00 a.m., without prior permission or additional notice, at the owner's expense.~~

~~G. Persons, including students and staff, park vehicles on school campus at their own risk. The District assumes no liability or responsibility for loss or damage of/to any vehicle or its contents. The District assumes no liability for damage to persons or property arising from the use of a parking decal, or permit.~~

~~H. The Board, in the best interest of campus motorists, offers the following advice:~~

- ~~1. Do not leave your keys in the ignition;~~
- ~~2. Always close all windows and lock all doors, including trunk, before leaving vehicle;~~
- ~~3. Do not leave valuables in unoccupied vehicles. If personal property must be left in the vehicle, it should be locked out of sight in the trunk, and~~
- ~~4. Report accidents, losses and suspicious occurrences or individuals to the school principal or the District police officer immediately.~~

Adopted: 07/27/1977

Reviewed: 04/10/2007, 10/03/2008

Amended: 05/13/1992, 03/93, 11/25/1996, 12/15/2004, \_\_/\_\_/\_\_\_\_ (BP 5203 renumbered as BP 3515.9)

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~~Legal Reference:~~

~~All Calif. Vehicle Code Sections, particularly 165, 21113, and 21055~~

**VEHICLE CODE**

111 All terrain vehicle defined

345 Golf cart defined

415 Motor vehicle defined

670 Vehicle defined

21113 Driving onto public grounds; special conditions or regulations

22500 et seq. Stopping, standing, and parking

Doc# 37610-5 (02/2020, None)





**CLOVIS UNIFIED  
SCHOOL DISTRICT****BUSINESS AND NONINSTRUCTIONAL OPERATIONS~~GENERAL SERVICES~~****Security, Safety & Emergency Procedures****EMERGENCY & DISASTER PREPAREDNESS PLAN**

**PURPOSE:** To establish ~~plans, rules and regulations necessary for an emergency and safe school environment including~~ disaster preparedness plan.

~~The Board has long maintained that excellence in the total educational environment can only be achieved in a school environment conducive to learning and free from fear for all participants. Further, that environment can exist only as a result of consistent implementation of a well-balanced discipline program based upon the philosophy of self-discipline, recognized student rights and responsibilities which provides proper due process procedures, and logical immediate consequences for inappropriate behavior.~~

~~The citizens of the State of California amended the California Constitution establishing that all students and staff of public primary, elementary, junior and senior high schools have the inalienable right to attend campuses which are safe, secure and peaceful. The California Supreme Court has upheld the validity of the amendment and succinctly stated that the schools must be "safe and welcoming." In order to maintain a safe school environment~~ The Board recognizes that all District staff and students must be prepared to respond quickly and responsibly ~~to in the event of an emergencyies, disasters, or threats of disasters on any a school or District sites.~~ Therefore, the Superintendent or designee shall develop and maintain a disaster preparedness plan that contains routine and emergency disaster procedures and complies with applicable laws. Such procedures shall be incorporated into the District's comprehensive school safety plan. (Education Code 32282) The Superintendent or designee shall provide such training to District employees as are required of the District relating to the District's disaster preparedness plan.

~~Emergency preparedness plans in the District will be developed in collaboration with local law enforcement and emergency response agencies including local public health administrators as necessary. Recognizing the need for standardized terminology, organizational structures, interoperable communications, consolidated action plans, unified command structures, and uniform standards for training, planning and exercising between federal, state and local agencies responsible for emergency response,~~ The District's ~~emergency~~ disaster preparedness plans shall also comply ~~are developed in accordance~~ with the National Incident Management System (NIMS) and ~~to the extent appropriate, integrated with~~ the Standardized Emergency Management System (SEMS) in California. Such compliance will meet federal or state requirements necessary to receive disaster relief funding.

~~Compliance with SEMS and NIMS mandates include but are not limited to establishing an emergency operations plan and completion of training sessions by District personnel, and be regularly updated. The emergency operations plan should also contain information regarding activation and chain of command responsibilities.~~

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In the event of a natural, manmade, or ~~war-caused civil defense~~ emergency, ~~school~~ District employees are considered disaster service workers, and are subject to disaster service activities assigned to them ~~as necessary~~. (Government Code 3100)

**A. Safe Schools**

The Superintendent, or ~~his~~ designee, is instructed to prepare and ensure the implementation of such regulations that will require each school principal to establish a School Site Council ~~and/or Safety Planning Committee (as defined by Education Code section 32281)~~ to assess the school climate on campus, in the community while the students are under school authority, during the lunch break, and going to and from school. Each School Site Council/~~Safety Planning committee~~ shall, in accordance with the law, develop and maintain Safe School Plans unique to the individual school climate. The Safe School Plan shall be adopted within one year of a school's opening, and annually updated thereafter according to the timeline set forth by the State of California.

The Superintendent, or ~~his~~ designee, shall review each Safe School Plan prior to its submittal to the ~~Board for approval~~ State to ensure student and staff safety and to ensure compliance with policies and regulations of the Board and statutes of the State of California. When such reviews establish that additional rules and regulations are required District wide, the Superintendent ~~or designee~~ shall make appropriate recommendations to the Board.

The School Site Council/~~Planning Committee~~ is to be particularly concerned with any conditions that exist that constitute a threat to the welfare of students and staff and to determine whether any additional rules, regulations or actions are necessary to correct such threats. When it is determined that additional rules or regulations are required, the ~~P~~principal shall review and consider for adoption and implementation such rules.

The Superintendent ~~or designee~~ shall establish procedures to ensure notification ~~of to~~ all continuing students at the beginning of each year and new enrollees upon enrollment of the District ~~and school's discipline rules and procedures~~.

**B. District-Level Crisis Readiness**

At certain times, District personnel will be challenged with situations that could potentially threaten the safety of students, employees, and/or community members. The ~~Superintendent or designee~~ District will ~~create~~ shall establish and implement District-wide emergency protocols to be followed ~~if in the event~~ such a situation occurs. To manage particularly grave situations, the District will enact the Respond and Assist Crisis Team (ReACT). The ~~ReACT Planning Group Associate Superintendent, Human Resources and Communications will serve as the leader of ReACT,~~ shall determine the need to implement ReACT and coordinate all ReACT activities. The Superintendent will serve as the ReACT Team Leader and the Deputy Superintendent will be the EOC Command Center Director. A ReACT oversight committee will meet regularly to update ReACT assignments, organize and implement ReACT drills, conduct

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training and maintain on-going communications with local agencies who would be critical partners in the face of a crisis (i.e. law enforcement, fire department, ~~and~~ emergency health services ~~etc~~).

**C. Communications**

The Board ~~recognizes that communications systems are an absolute necessity in any efficient security program, or in the event of a natural, man-made or civil defense incident, and~~ directs that the Superintendent ~~or designee~~ obtain and maintain for the District a multi-channel communications system, adequate to meet daily and emergency needs of the District.

The Superintendent or designee shall communicate the District's disaster preparedness plan to parents through various means, including but not limited to, ~~will receive annual notification of the District's Emergency Preparedness and Safe School Plans through the Student and Parent Rights and Responsibilities Handbook.~~

Adopted: 07/23/1975

Reviewed: 08/08/2007, 10/03/2008

Amended: 12/12/1979, 05/13/1987, 07/08/1992, 07/19/2006, 05/12/2010, \_\_/\_\_/\_\_\_\_ (BP 8202  
renumbered as BP 3516)

**EDUCATION CODE**

32001 Fire alarms and drills

32040 Duty to equip school with first aid kit

32280-32289 School safety plans

32290 Safety devices

39834 Operating overloaded bus

46390-46392 Emergency average daily attendance in case of disaster

49505 Natural disaster; meals for homeless students; reimbursement

**CIVIL CODE**

1714.5 Release from liability for disaster service workers and shelters

**GOVERNMENT CODE**

3100-3109 Public employees as disaster service workers; oath or affirmation

8607 Standardized emergency management system

**CALIFORNIA CONSTITUTION**

Article 20, Section 3 Oath or affirmation

**CODE OF REGULATIONS, TITLE 5**

550 Fire drills

560 Civil defense and disaster preparedness plans



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CODE OF REGULATIONS, TITLE 19

2400-2450 Standardized emergency management system

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

~~Education Code sections 32280-32289, 35291, 35291.5~~

~~California Constitution Article I, Section 28~~

~~5 California Code of Regulations section 560, 19 California Code of Regulations sections 2400-2450~~

~~Government Code 3100 & 8607~~

~~Executive Order S-2-05~~

Doc# 37611-6 (02/2020, 05/2018)



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

**PURPOSE:** To establish schedules when hazardous environmental or weather conditions or other emergencies warrant.

The Board authorizes the Superintendent or designee to close a school site, change the regular school day schedule, or take any necessary action when hazardous environmental or weather conditions or other emergencies warrant.

When an emergency condition causes a school closure, reduction in attendance, or change in schedule pursuant to Education Code section 41422 or 46392, thereby preventing the District from complying with the minimum number of instructional days or minutes required by law, the Superintendent or designee shall complete and submit to the Superintendent of Public Instruction the necessary forms for obtaining approval of the days of the closure, reduction in attendance, or change in schedule. The Superintendent or designee shall submit other relevant District records as may be required.

The Superintendent or designee shall establish a system for informing students and parents/guardians when school buses are not operating as scheduled, the school day schedule is changed, or the school is closed. The District's notification system may include, but is not limited to, notifying local television and radio stations, posting on District web site(s), sending email and text messages, and/or making telephone calls.

Whenever the school day schedule changes after students have arrived at school, the Superintendent or designee shall ensure that students are supervised in accordance with the procedures specified in the District's emergency and disaster preparedness plan.

The Superintendent or designee may provide a means to make up lost instructional time later during the year. Students and parents/guardians shall receive timely advanced notice of any resulting changes in the school calendar or school day schedule.

Adopted:   /  /  

**EDUCATION CODE**

41420 Required length of school term

41422 Schools not maintained for 175 days

46010 Total days of attendance

46100-46192 Attendance; maximum credit; minimum day

46390 Calculation of ADA in emergency

46391 Lost or destroyed ADA records

46392 Decreased attendance in emergency situation

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**VEHICLE CODE**

34501.6 School buses; reduced visibility

Doc# 37566-4 (12/2019, 07/2010)





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

Operations, Conservation and Maintenance

**FACILITIES INSPECTION/MAINTENANCE OF DISTRICT FACILITIES AND  
GROUNDS**

**PURPOSE:** To require the maintenance of District facilities and grounds in good repair and establish requirements for placement of signs on District property.

The Board recognizes that the fixed assets of the District represent a significant investment of the community, and the maintenance of these assets is a prime concern of the Board.

**A. Inspection of District Facilities**

The Board directs the Superintendent or designee to establish and conduct of a yearly facilities inspection system for the upkeep of District facilities in accordance with applicable laws all school buildings and equipment.

The primary purpose of the facilities inspection system is to ensure that the District's facilities schools are kept in good repair, working order and condition. The term "good repair" as used here is defined in Education Code section 17002(d).

The Superintendent or designee shall develop and implement the facilities inspection system, which shall include:

1. aA regular review to determine whether all school District facilities are in good repair as defined by Education Code section 17002(d),
2. aA regular program of facilities repair and conditioning,
3. an equipment replacement program, and
- 4.3. The establishment of a system of priorities among the requests for repairs received from buildings school principals and other designated District staff.

**B. Maintenance and Repair of Facilities and Grounds**

The Superintendent or designee shall develop and disseminate to designated the staff such rules as may be necessary for the ongoing maintenance and good repair order of District facilities the physical plant and for the expeditious repair of those conditions which threaten the safety of the occupants or the integrity of the plant.

The Superintendent or designee is authorized to act on behalf of the Board to approve all landscaping plans.

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In order to maintain good order and maintenance of District ~~facilities~~**property**, principals and/or site supervisors shall obtain the approval of the Assistant Superintendent-Facilities prior to purchasing all types of memorials, plaques, benches and/or plantings. Any such items, as well as the location for placement, must meet the specifications set forth by the Assistant Superintendent-Facilities. This includes any commemorative or memorial item requested by parent teacher clubs or community members and shall be appropriately marked. Following approval by the Assistant Superintendent-Facilities, a work order must be submitted to the Plant Operations Department for the proper installation or planting of the approved item.

~~If for any reason these items must be removed by the District, they will be replaced at District expense.~~

**C. ~~Damage to District Facilities~~**

~~Groups or persons using District facilities shall be liable for any property damages. In order to maintain the integrity of the physical plants, any major damage to painted surfaces, wood moldings, walls, backboards, ceilings, and/or other equipment caused by improper use of scotch tape, masking tape, or any other type of tape or adhesive, or by improper use of nails, tacks, thumbtacks, etc., shall be charged against the groups or persons found to be responsible for the damage or for authorizing actions that would result in damage. The Board shall charge the amount necessary to restore the damaged surface or equipment to its original condition and may deny the group or persons further use of District facilities.~~

**CD. ~~Signs on District Property~~**

1. The Superintendent or designee is authorized to cause suitable signs to be erected and placed in proper places in order to meet the requirements of applicable laws and codes.
2. Signs placed on District property by District personnel advertising co-curricular or other District-sponsored activities must be removed within five ~~(5)~~ days after the end of the event.
3. Placing signs on District property by outside organizations, groups, or other members of the public without the permission of the Superintendent or designee is considered a misdemeanor as defined by the Penal Code and shall not be permitted. The Board authorizes the ~~Superintendent or designee~~**principal or site supervisor** to remove any signs that are placed on District property without proper permission or that do not comply with any board policies. ~~(See Board Policy No. 3304 for the procedures for distributing advertising materials on school property.)~~

Adopted: 07/23/1975

Amended: 05/13/1992, 12/15/2004, 07/18/2007, 11/05/2008, \_\_/\_\_/\_\_\_\_ (BP 5202 renumbered as BP 3517)

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~~Education Code 17002(d) Definitions~~

~~, 17070.75 17070.10-17077.10 Leroy F. Green School Facilities Act of 1998~~

~~17565-17591 Property maintenance and control~~

~~17592.72 Urgent or emergency repairs, School Facility Emergency Repair Account~~

~~33126 School accountability report card~~

~~35186 Williams uniform complaint procedure~~

~~35292.5-35292.6 School maintenance~~

~~, 38134, 39292.5~~

~~5 Cal. Adm. Code 630, 630-1~~

~~Penal Code 556.1-556.4 Unlawful placing of signs on public and private property~~

~~Health & Safety Code 104420~~

**HEALTH AND SAFETY CODE**

~~116277 Lead testing in drinking water~~

**CODE OF REGULATIONS, TITLE 2**

~~1859.300-1859.330 Emergency Repair Program~~

**UNITED STATES CODE, TITLE 20**

~~6314 Title I schoolwide program~~

**UNITED STATES CODE, TITLE 42**

~~300f-300j-27 Safe Drinking Water Act~~

Doc# 33611-4 (12/2019, 12/2017)



**CLOVIS UNIFIED  
SCHOOL DISTRICT****BUSINESS AND NONINSTRUCTIONAL OPERATIONS~~FINANCIAL SERVICES~~****Risk Management/~~Insurance~~****RISK MANAGEMENT PROGRAM/INSURANCE**

**PURPOSE:** To establish requirements and **risk management** programs to insure the District.

The ~~Governing~~ Board supports a risk management program which protects District resources and promotes the safety of students, staff and the public. To this end, the Superintendent or designee shall establish a risk management program which uses effective safety, risk management and loss control practices. To minimize the District's exposure to liability, the Board shall adopt clear policies related to discrimination, harassment, and safety procedures. The Superintendent or designee shall ensure that these policies and related procedures are enforced fairly and consistently. In part, that program will evaluate available risk transfer mechanisms including the purchase of insurance.

It shall be the practice of the Board to **self-insure** or purchase, as appropriate, insurance coverage which will protect the District's exposures. **Self-insurance** or **insurance** ~~Coverage~~ shall be maintained in the following general categories:

- a. Workers' compensation coverage with at least statutory limits. (**Labor Code 3700**)
- b. General liability and automobile liability, including automobile physical damage. (**Education Code 35200-35214**)
- c. Property insurance, including, fire, boiler/machinery, theft and vandalism; property loss shall be insured on a cost of replacement new (CRN) basis. (**Education Code 17565**)
- d. ~~Crime (Fidelity bond insurance)~~. (**Education Code 41021**)
- e. Errors and omissions.

In order to assess the range of coverage and services available, the Board shall periodically review the District's options for obtaining coverage and may use a variety of resources to solicit proposals. These methods may include use of District personnel, consultants, insurance agents, or joint powers authority personnel; and programs evaluated may include commercial insurance, insurance through a joint power agency, self-insurance or a combination of these means. To be eligible to submit a quotation, a commercial carrier must hold a rating of A+VII in the current Best Insurance Rating (or a comparable rating agency) and must be licensed to do business in the State of California. Joint ~~P~~power ~~A~~authorities submitting quotations must have met the minimum accreditation standards set forth by the California Association of Joint Power Authorities (CAJPA) or comparable evaluation criteria. The District has the sole discretion to amend the existing requirements.

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The selection of any broker service for the District shall be at the sole discretion of the Board, and the Board reserves the right to remove an insurance agent of record whenever in the judgment of the Board that such action is in the District's best interest. The Board's selection of insurance shall be based on the coverage afforded, premium, the financial strength of the coverage provided, and ancillary services including risk management, loss control and claims services.

Adopted: 07/23/1975

Reviewed: 08/12/1992

Amended: 12/12/1979, 06/08/1992, 09/22/1993, 11/19/2003, 07/19/2006, 02/27/2008, \_\_/\_\_/\_\_  
(BP 4101 renumbered as BP 3530)

**EDUCATION CODE**

~~Education Code sections~~ 17029.5 Contract funding; board liability

÷ 17565-17592 Board duties regarding property maintenance and control

÷ 32350 Liability on equipment loaned to district

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

÷ 35200-35214 Liabilities, especially:

÷ 35208 Liability insurance

35211 Driver training civil liability insurance

35213 Reimbursement for loss, destruction or damage of personal property

35214 Liability self-insurance

35331 Medical or hospital service for students on field trip

÷ 39837 Transportation of pupils to places of summer employment

÷ 41021 Requirement for employees' indemnity bonds

÷ 44873 Qualifications for physicians (liability coverage)

÷ 49470-49474 District medical services and insurance

**GOVERNMENT CODE**

÷ ~~Government Code sections~~ 820.9 Board members not vicariously liable for injuries caused by district

÷ 989-991.2 Local public entity insurance

**LABOR CODE**

÷ ~~Labor Code sections~~ 3200-4855 Workers' compensation

Doc# 34609-4 (10/2019, 10/1995)





**CLOVIS UNIFIED  
SCHOOL DISTRICT****BUSINESS AND NONINSTRUCTIONAL OPERATIONS**~~GENERAL SERVICES~~**Student** Transportation Management**STUDENT TRANSPORTATION MANAGEMENT**

**PURPOSE:** To establish a student transportation program with effective rules and regulations for eligible students.

The Board, in accordance with the Education Code, directs the Superintendent or ~~his~~ designee to establish rules and regulations regarding:

- Ridership eligibility.
- Conduct of students while riding on school buses.
- Appropriate classroom instruction, emergency evacuation drills, and instruction in safe bus riding practices.

Transportation to and from school on buses owned, operated and contracted by the District shall be limited to students attending the ~~Clovis Unified School~~ District. Home-to-school transportation is a non-mandated program and is a privilege.

The Board may purchase, rent, or lease vehicles; contract with a common carrier or municipally owned transit system; contract with responsible private parties including the parent/guardian of the student being transported; and/or contract with the county superintendent of schools. (Education Code 35330, 39800, 39801)

In contracting for transportation services, the District shall comply with all applicable laws related to bids and contracts. (Education Code 39802-39803)

No student shall be required to be transported for any reason without the written permission of the student's parent/guardian, except in emergency situations involving illness or injury to the student pursuant to Education Code 35350 or the evacuation of students as necessary for their safety.

**A. General**

~~The general policy of the District is to make a transportation program available for students who live outside an established radius zone\* as outlined below and for those meeting the eligibility criteria for ridership.~~

~~1. The established radius zone distance for students shall be as follows:~~

- ~~a. For grades K-6, the radius zone will be drawn at a distance of one (1) mile from the school site.~~
- ~~b. For grades 7-12, the radius zone will be drawn at a distance of two and one half (2.5) miles from the school site.~~



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~~Students who live within the radius zones as defined above will not be provided transportation regardless of the distance to the assigned\*\* school.~~

- ~~2. Modifications to the radius zone distance may be for special pockets\*\*\* as outlined below. Students who live inside special pockets as defined may or may not be eligible for home-to-school transportation regardless of the distance to school.~~

~~\*Radius Zone: The area measured by drawing a circular radius from a central location established at the school site campus and around the school within the school's attendance boundary.~~

~~\*\*Assigned School: The school within the student's attendance area or the school where the student has been assigned.~~

~~\*\*\*Special Pockets: Areas of a neighborhood that are outside the radius zones but with similar walking conditions of students not receiving transportation, and areas which the~~

~~District Superintendent or designee has defined as critical to the academic success and attendance.~~

~~Consistent with the established radius zones, the following elementary schools are not eligible for home-to-school or recreation/intervention transportation:~~

<del>Cole</del>	<del>Copper Hills</del>	<del>Freedom</del>	<del>Ft. Washington</del>
<del>Garfield</del>	<del>Jefferson</del>	<del>Lincoln</del>	<del>Maple Creek</del>
<del>Mickey Cox</del>	<del>Miramonte</del>	<del>Mt. View</del>	<del>Red Bank</del>
<del>Tarpey</del>	<del>Weldon</del>		

- ~~3. Notwithstanding the established radius zones, transportation will be offered to students regardless of the distance to their school site who reside within areas where "adequate walking" pathways are not available while walking to and from school. It may be necessary for students to walk an indirect route or longer distance to a location where traffic control devices do exist for their safety. Adequate walking pathways shall be defined as follows:~~

- ~~• Urban: Traffic control devices are in place at major intersections (signalization). An all-weather surface is provided for the majority of pathway (concrete, asphalt, gravel). Pathways should be a minimum of three feet in width. Student should not be forced to walk into the roadway while walking.~~
- ~~• Suburban: Traffic control devices are in place at major intersections (signalization or stop sign). An all-weather surface is desirable for the majority of pathways (concrete, asphalt, gravel). Pathways should be a minimum of three feet in width. Students may need to utilize the roadway on occasions while walking to and from school or the bus stop.~~

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- ~~Rural: Limited traffic control devices are in place at major intersections. Pathway surfaces with concrete, asphalt, gravel or dirt may be utilized. Students may need to utilize the roadway on occasions while walking to and from school or the bus stop.~~
- 4. ~~The policy regarding walking and radius distances and adequate walking pathways shall be open for administrative interpretation, subject to approval of the Board, when factors such as safety, terrain, hardship, highway patrol recommendations, etc., enter into consideration.~~
- 5. ~~Bus stops shall not be established within radius zones, as set forth above, except by special order of the Board.~~

**B. Fees**

1. ~~An annual fee schedule shall be established by the Board for home to school transportation services. The Board will review the effectiveness of the fee-based home to school transportation program, appropriate radius parameters, and fee level on an annual basis~~
2. ~~Students living inside the radius zone parameters of one (1) mile for grades K-6, and two and one half (2.5) miles for grades 7-12 may walk to an existing bus stop and receive a ride to and from school provided they pay a fee as established in Administrative Regulation No. 8301. This fee will apply to all students living within the radius zones, and is obtainable on a space available basis which will be determined during the third week of the beginning of each school year.~~
3. ~~Students with special needs, as outlined in their "Individualized Educational Program (IEP)," who require home to school transportation will be provided transportation services at no cost.~~
4. ~~Students who meet the low income eligibility criteria as outlined in Administrative Regulation No. 8301 and live in excess of the established radius zone distance will be provided home to school transportation services at no cost.~~
5. ~~Summer school transportation will be provided at a daily cost per student as outlined in Administrative Regulation No. 8301. Passes will be sold only for the entire summer program. Pick up locations for summer school will be placed at elementary school sites located outside the established radius distance from the summer school site.~~

**C. Loading and Unloading**

- ~~The driver of a District or District contracted school bus shall escort grades K-12 students attending the schools of the District across the street or highway upon which the bus is stopped.~~



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~~— All authorized field trips are considered an extension of the school day and therefore governed by the same rules and regulations as apply for home-to-school transportation.~~

Adopted: 07/23/1975

Reviewed: 03/25/2009

Amended: 09/14/1977, 12/14/1977, 09/12/1979, 12/02/1981, 12/11/1985, 08/20/1988,  
06/08/1992, 09/09/1998, 02/12/2003, 09/28/2005, 01/19/2007, 08/11/2010,  
\_\_\_/\_\_\_/\_\_\_ (BP 8301 renumbered as BP 3540)

**EDUCATION CODE**

35330 Excursions and field trips

35350 Authority to transport pupils

39800-39860 Transportation, especially:

39800 Powers of Board to provide transportation for pupils to and from school; definition of "municipally owned transit system"

39801 Contract with county superintendent of schools to provide transportation

39802-39803 Bids and contracts for transportation services

39806 Payments to parents in lieu of transportation

39807 Food and lodging payments in lieu of transportation

39807.5 Transportation fees

39808 District transportation of private school students

41850-41854 Allowances for transportation

41860-41862 Supplemental allowances for transportation

45125.1 Criminal background checks for contractors

52311 Regional occupational centers, transportation

**GOVERNMENT CODE**

3540-3549.3 Educational Employment Relations Act

**PENAL CODE**

637.7 Electronic tracking devices

**VEHICLE CODE**

2807 School bus inspection

**CODE OF REGULATIONS, TITLE 5**

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

15240-15343 Allowances for student transportation, especially:

15253-15272 District records related to transportation

**CODE OF REGULATIONS, TITLE 13**

2025 Retrofitting of diesel school buses

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**COURT DECISIONS**

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

Doc# 36448-5 (11/2019, 05/2019)



**CLOVIS UNIFIED  
SCHOOL DISTRICT****BUSINESS AND NONINSTRUCTIONAL OPERATIONS****Student Transportation Management****TRANSPORTATION ROUTES AND SERVICES**

**PURPOSE:** To set forth procedures for establishing routes and transportation services for students.

The general policy of the District is to make a transportation program available for students who live outside an established Radius Zone, as ~~defined~~ **outlined** below, and for those meeting the eligibility criteria for ridership. **Assigned School and Special Pockets, as used in this Board Policy, shall be as defined below.**

- a. Radius Zone: The area measured by drawing a circular radius from a central location established at the school site **or educational center** campus and around the school/**campus** within the ~~school's~~ attendance boundary.
  - b. Assigned School: The school within the student's attendance area or the school where the student has been assigned.
  - c. Special Pockets: Areas of a neighborhood that are outside the radius zones but with similar walking conditions of students not receiving transportation, and areas which the District Superintendent or designee has defined as critical to the academic success and attendance.
1. The established Radius Zone distance for students shall be as follows:
    - a. For grades K-6, the Radius Zone will be drawn at ~~a distance of one (1)~~ mile from the **Assigned sSchool-site**.
    - b. For grades 7-12, the Radius Zone will be drawn at ~~a distance of two and one half (2.5)~~ miles from the **Assigned sSchool-site**.

Students who live within the Radius Zones, as defined above, ~~will not~~ may be provided transportation pursuant to Board Policy and Administrative Regulation No. 3250 – **Transportation Fees**~~regardless of the distance to the Assigned School.~~

2. Modifications to the Radius Zone distance may be for Special Pockets as outlined below.

Students who live inside Special Pockets as defined may or may not be eligible for home-to-school transportation regardless of the distance to **the Assigned sSchool**.

~~Consistent with the established Radius Zones, the following elementary schools are not eligible for home-to-school or recreation/intervention transportation:~~

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<del>Cole</del>	Copper Hills	Freedom	<del>Ft. Washington</del>
<del>Garfield</del>	Jefferson	Lincoln	<del>Maple Creek</del>
<del>Mickey Cox</del>	Miramonte	<del>Mt. View</del>	<del>Red Bank</del>
<del>Tarpey</del>	<del>Weldon</del>	<del>Fancher Creek</del>	<del>Oraze</del>
<del>Woods</del>	Reagan		

3. Notwithstanding the established Radius Zones, transportation will be offered to students regardless of the distance to their school site who reside within areas where “adequate walking” pathways are not available while walking to and from school. It may be necessary for students to walk an indirect route or longer distance to a location where traffic control devices do exist for their safety. Adequate walking pathways shall be defined as follows:
- a. Urban: Traffic control devices are in place at major intersections ~~(signalization)~~. An all-weather surface is provided for the majority of pathway (concrete, asphalt, gravel). Pathways should be a minimum of three feet in width. Student should not be forced to walk into the roadway while walking.
  - b. Suburban: Traffic control devices are in place at major intersections ~~(signalization or stop sign)~~. An all-weather surface is desirable for the majority of pathways (concrete, asphalt, gravel). Pathways should be a minimum of three feet in width. Students may need to utilize the roadway on occasions while walking to and from school or the bus stop.
  - c. Rural: Limited traffic control devices are in place at major intersections. Pathway surfaces with concrete, asphalt, gravel or dirt may be utilized. Students may need to utilize the roadway on occasions while walking to and from school or the bus stop.
4. The policy regarding walking and radius distances and adequate walking pathways shall be open for administrative interpretation, subject to Board approval ~~of the Board~~, when factors, such as safety, terrain, hardship, highway patrol recommendations, ~~etc.~~, enter into consideration.
5. Bus stops shall not be established within Radius Zones, as set forth above, except by ~~special order of the~~ Board approval.

Adopted: \_\_/\_\_/\_\_ (provisions moved from BP 8301)

Doc# 37426-5 (01/2020, None)