DESERT SANDS UNIFIED SCHOOL DISTRICT

PRINCIPAL HANDBOOK FOR

BUSINESS SERVICES DEPARTMENTS

Updated on: August 24, 2018

Principal Handbook for Business Services Departments

Letter of Introduction

August 2018

Dear Principals,

The DSUSD Business Services Departments are pleased to present this <u>Principal Handbook</u> with the intent to provide valuable information to our school leaders. For our new principals, it will provide guidance on processes and procedures in Desert Sands. For our continuing principals, it will serve to be a quick guide to reinforce our systems.

There are nine departments under the "Business Services" Division, including:

- Facilities
- Fiscal Services
- Graphics Services
- Maintenance, Operations, Transportation

- Nutrition Services
- Purchasing and Warehouse
- Risk Management
- Security
- Technology

Principal Handbook for Business Services Departments

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SECTION 1 - BUSINESS SERVICES

Overview

Business Services provides the leadership for the nine departments within Business Services. Staff includes:

Name	Title	Ext	Cell Phone
Jim Novak	Assistant Superintendent	x 18508	760 408-4207
Pauline Elders	Executive Assistant	x 18509	N/A

Public Record Act - Business and Personal Use of Email, Files, Cell Phones

Every letter, email, note, document, etc. that a district employee produces or maintains is a public record. With certain exceptions, all public records are subject to public disclosure. It is important to understand this at all times, including non-work hours. All requests for public records should be forwarded to the Public Information Officer.

School-Connected Organizations

Every organization that raises money on behalf of a school must be recognized as a "qualified school connected organization" by the Board of Education. Forms are due by September 30 of each year to ensure compliance. Principals should be familiar with the School Connected Organizations Handbook, which is available at:

http://www.dsusd.us/sites/default/files/School%20Connected%20Organization%20Handbook%20%282%29.pdf

Permanent Additions to School Site (Murals, Landscaping Projects, etc.)

Schools must receive Cabinet approval before making any permanent additions to a school site. If you are interested in adding murals, landscaping, or any other permanent addition, send all appropriate information (including drawings, cost, funding, etc.) to Jim Novak. If your school receives an award (such as Blue Ribbon Schools), Cabinet may approve district funding of a distinction mural. Please contact Pauline Elders for further information.

Drone Use or Authorization

There are many legal and liability issues regarding the use of drones on school district property. Anyone desiring to purchase or use a drone on school district property must receive permission from the Assistant Superintendent of Business Services, and comply with all requirements of Board Policy 3515.7.

Please complete the District's Unmanned Aircraft System/Drone, form (10)-35, that is available through the Graphics Department. The form must be approved prior to submitting a requisition.

Student Fees

"A pupil enrolled in a school shall not be required to pay any
fee, deposit, or other charge not specifically authorized by law."
(California Code of Regulations, title 5, Section 350)

<u>Overview</u>

The California Education Code provides that a pupil enrolled in a public school shall not be required to pay a <u>pupil fee</u> for participation in an <u>educational activity</u>.

- "Educational activity" is defined as an activity offered by a school, school district, charter school or county office of education that constitutes an integral fundamental part of elementary and secondary education, including, but not limited to, curricular and extracurricular activities.

- "Pupil fee" is defined as a fee, deposit or charge imposed on pupils, or a pupil's parents or guardians, including but not limited to:
    A. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
    B. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, uniform, or other materials or equipment.
    C. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or uniforms associated with an educational activity.

    All of the following apply to the prohibition on pupil fees described above:

    - All supplies, materials and equipment needed to participate in educational activities shall be provided to pupils free of charge.
    - A fee waiver policy shall not make a pupil fee permissible.
    - School districts and schools shall not establish a two-tier educational system by requiring a minimal educational standard and also offering a second, higher educational standard that pupils may only obtain through payment of a fee or purchase of additional supplies that the school district or school does not provide.
    - A school district or school shall not offer course credit or privileges related to educational activities in exchange for money or donations of goods or services from a pupil or a pupil's parents or guardians, and a school district or school shall

not remove course credit or privileges related to educational activities, or otherwise discriminate against a pupil, because the pupil's parents or guardians did not or will not provide money or donations of goods or services to the school district or school.

Schools can solicit voluntary donations of funds or property, and voluntary participation in fundraising activities.

<u>Fees Allowed by Law</u>

California Education Code 49011(e) lists specific fees that are allowable. School may, but are not required to, charge the following fees (not a complete list – see Education Code for complete list):

Materials and equipment - Reimbursement for the direct cost of materials provided to a pupil for property the pupil has fabricated from such materials to take home for his/her own possession and use, such as wood shop, art, or sewing projects kept by the pupil.

Lost or Damaged Property - Payment for the replacement cost for district books, supplies or property loaned to a pupil that the pupil fails to return, or that are willfully cut, defaced or otherwise injured, up to an amount not to exceed $10,000, adjusted annually for inflation.

Field Trips - Fees for field trips and excursions in connection with courses of instruction or school-related social, educational, cultural, athletic, or school band activities so long as no pupil is prevented from making the field trip or excursion because of lack of sufficient funds.

Duplication of Records - Fees for the actual cost of duplicating public records, pupil records, or a prospectus of the school curriculum. However, no charge shall be made for furnishing up to two transcripts of former pupils' records or up to two verifications of various records of former pupils. Finally, if the cost would effectively prevent the parent of a special education pupil from exercising the right to receive copies of pupil records, the copies shall be reproduced at no cost.

Specialized Examinations - Fees for Advanced Placement and International Baccalaureate Diploma examinations for college credit, so long as (1) taking the exam is not a course requirement and (2) the exam results have no impact on a pupil's grade or credit in a course. An LEA may fund all or part of the cost of the AP test fee for an economically disadvantaged pupil or the IB test fee for a pupil in need of financial assistance.

<u>Fees Specifically Not Allowed</u>

Cap and Gown for high school graduation ceremony - A school district cannot require students to purchase or pay for a cap and gown if wearing a cap and gown is a condition of participation in a graduation ceremony.

Parent Service Hours – Education Code bars a school district or school, including a charter school, from requiring parents to perform "volunteer hours" as a condition of allowing their child admission, enrollment, continued enrollment, sibling preference, attendance, participation in educational activities or receipt of credit or privileges related to educational activities. Education Code permits a school district or school, including a charter school, to request that parents volunteer a specific number of hours per school year, and to identify the benefits to the school district or school as a result of these truly volunteer services; however, such requests may not be coercive or imply a negative consequence to a student or parent.

Miscellaneous Fees - The Opinions of the Attorney General indicate that charges may not be levied for the following:

- A deposit in the nature of a guarantee that the district would be reimbursed for loss to the district on account of breakage, damage to, or loss of school property;
- An admission charge to an exhibit, fair, theater or similar activity for instruction or extracurricular purposes when a visit to such places is part of the district's educational program;
- A tuition fee or charge as a condition of enrollment in any class or course of instruction, including a fee for attendance in a summer or vacation school, a registration fee, a fee for a catalog of courses, a fee for an examination in a subject, a late registration or program change fee, a fee for the issuance of a diploma or certificate, or a charge for lodging.
- Membership fees in a student body or any student organization as a condition for enrollment or participation in athletic or other curricular or extracurricular activities sponsored by the school;
- Charges for textbooks and workbooks (except for classes for adults).
- Fees to process an interdistrict transfer request by a pupil residing in another district.
- Reimbursement for lost Average Daily Attendance revenue for absences from school.
- Clothing that includes a school logo.

School Supplies

- Writing and drawing paper, pens, inks, blackboard erasers, crayons, lead pencils, and other necessary supplies for the use of the schools shall be furnished under direction of the governing board of the school district.
- The Attorney General has issued an opinion that all of the following are "necessary supplies" and therefore, if the school district requires that pupils use such items, the school district must provide them to pupils for free in order to participate in regular classroom work in the particular subjects involved.
    - Art material for art classes and mechanical drawing sets;
    - Cloth to be used in dressmaking classes and wood for carpentry classes;
    - Gym suits for physical education classes;

- Bluebooks in which to write a final examination; and
- Paper on which to write a theme or report when such theme or report is a required assignment.

Voluntary Donations and Fundraising

A school or school district can solicit <u>voluntary</u> donations of funds or property, and <u>voluntary</u> participation in fundraising activities. Donations and fundraising cannot be made mandatory for participation. It is allowable to ask for donations, as long as it is clear that any donations are purely voluntary, and in no way a prerequisite to participation in the program or activity.

- Students cannot be required to donate or fundraise any amount of money in order to participate in an educational activity (including extracurricular activities).
- Tracking of donations and/or fundraising to specific students and/or accounts is not allowable.
- Students may be required to attend a fundraising event (much in the same way as attendance at games, rehearsals, and performance may be required), but cannot be required to raise any funds.
- Parents may never be billed for their child's participation in an educational activity (including extracurricular activities).

SECTION 2 - FACILITIES

Overview of Department

Facilities Services oversees the planning and construction of new school facilities and modernization of existing facilities. Facilities Services is responsible for budgeting, monitoring, and reporting the expenditures of the capital funds that include General Obligation Bonds, State School Building funds, developer fees, and redevelopment pass-thru.

Facilities Services manages the architectural and engineering firms, construction management firms and other consultants including the DSA Inspector, geotechnical engineers, testing, and special inspection laboratories, environmental consultants, and civil engineers.

Facilities Services works closely with the following State agencies on modernization and new construction projects:

- · Department of Education - CDE
- · Division of State Architect - DSA
- · Office of Public School Construction - OPSC

Facilities Services also monitors enrollment projections, recommends boundaries for new schools, boundary changes, collects developer fees, and works with developers to identify developments and impacts for new school facilities.

Facilities staff includes:

Name	Title	Ext	Cell Phone
Patrick Cisneros	Director	x 18516	760 453-6350
Jacob Barrios	Project Manager	x 18518	760 532-8550
Patricia Barbuzza	Administrative Assistant	x 18520	N/A
Yolanda Garcia	Budget Technician	x 18519	N/A
Rodney Slagle	Accounting Technician	x 18525	N/A
Arianne Catano	Office Specialist	x 18515	N/A

Facility Projects – Current Projects

Measure K Bond Measure
Measure K is a $450 million general obligation bond approved by the voters in November 2001 with an 80.7% approval. Indio High School Reconstruction project is the only project remaining and in progress under Measure K. This project is anticipated to be completed in 2018.

<u>Measure KK Bond Measure</u>
On November 5, 2014, voters residing within the Desert Sands Unified School District approved Measure KK, a bond measure that will generate $225 million to renovate/update our schools, improving safety/security, enhancing energy-efficiency, equipping classrooms for 21st century teaching and learning, and strengthening pathways for student success in college and career.

Facility Projects - Long Range Facilities Master Plan

A Long Range Facilities Master Plan (Master Plan) was prepared in 2014. The Master Plan indicates the overall facilities needs of the District identified during the development of the document, and the estimated costs for said needs indicated within the Master Plan document. A copy of the Master Plan can be viewed at: https://www.dsusd.us/sites/default/files/07-22-2014 Board Study Session - Facilities Master Plan %281%29.pdf

It is important to note, that the Master Plan does not indicate actual work that will take place at a school site. The work at a school site is prioritized by the Board of Education and then further defined during the design of the project. Currently, the Board of Education has identified the following projects to be completed as part of Measure KK from 2015 through 2021:

- Richard R. Oliphant Elementary School (Gore Street, North of Avenue 42 in Indio, CA)
- Hoover Elementary School Modernization/Addition
- La Quinta Middle School Modernization/Addition
- Energy Efficiency Projects
- Safety and Security Projects
- Roosevelt Elementary School Seismic Repairs
- Madison Elementary School Modernization
- Kennedy Elementary School Modernization
- Indio Middle School Modernization

Facility Projects - Maintenance vs. Modernization/New Construction Requests

Maintenance repairs and modernization or new construction work are different and requests should be addressed to the appropriate department.

<u>Maintenance and Repairs</u>
For regular maintenance and repairs, please contact the Maintenance and Operations Department through the standard work order procedures.

<u>Modernization and New Construction</u>
Modernization and new construction projects are typically part of the bond projects. If the principal has a request for modernization or a new construction project at a school site, please forward the request to Patrick Cisneros, Director of Facilities Services. The request will be reviewed and a response will be provided based on the type of work, estimated costs, and funding resources available.

Facility Projects - Requests for Portable Classrooms

To determine if a school site is at or over capacity to house enrollment, please contact Patrick Cisneros, Director, Facilities Services to review the following:

- Current enrollment
- Classroom count at the school site including portables (if applicable)
- Utilization of classroom spaces and all other spaces being used on campus for instruction and support programs

Other Small Projects and Specialty Projects

If you have a request for a small project or specialty project that is not part of a larger modernization project planned for your site, please review the following matrix and contact the appropriate department for assistance. Most projects will require the Division of the State Architect (DSA) review and approval. If DSA review and approval is required, this information must be considered and factored into the timeline of the project. All requests will be reviewed and a response will be provided based on the type of work, estimated costs, and funding resources available.

Small Project and Specialty Project Matrix

Description	Facilities	M&O	Purchasing	DSA Required
Shade Shelter		x		x
Greenhouse	x		x	x
Play Structures	x			x
Marquee		x		x

Note, if the matrix above does not identify a specific project of interest, please contact Patrick Cisneros, Director, Facilities Services for further assistance.

Boundaries - Attendance Boundaries

A copy of each school site's attendance boundaries can be viewed on the District web-page. You can search for your school boundary at https://www.dsusd.us/Boundaries

If you have any questions regarding a specific school site boundary, please contact Arianne Catano in Facilities Services for assistance.

Boundaries - My School Location

"My School Location" is the web based program used at all school sites and at the District Office to assist with the identification of school attendance based on a student's residence. Type in an address in the search bar below the "Find Your School" section and the system will identify the school of attendance.

For assistance with the program, please contact Arianne Catano in Facilities Services.

My School Location web-page can be viewed at
http://www.myschoollocation.com/desertsandsusd1819v2/

SECTION 3 - FISCAL SERVICES

Overview of Department

The District currently maintains 12 funds with a total operating budget of $382 million. Fiscal Services provides support to all school sites and departments, providing accurate and timely financial data to assist managers and program coordinators with the task of budget monitoring. The Fiscal Services Director oversees the department which is organized into six functional units:

- Accounts Payable
- Accounts Receivable
- Associated Student Body
- Budget
- Payroll
- Student Attendance

Fiscal Services is dedicated to serving the students, staff, and community members of Desert Sands Unified School District. The Department is also responsible for the coordination and training of school sites and department staff on the use of the county financial system (Galaxy).

Fiscal Services staff includes:

Name	Title	Ext	Cell Phone
Yara Pacheco	Director	x 18525	619 866-3276
Sonya Melendez	Supervisor	x 18530	760 574-3110
Taffeta Hunter	Administrative Assistant	x 18525	N/A
Patty Leon	Budget Specialist – Discretionary	x 18710	N/A
Tracey Quarto	Accounting Technician	x 18532	N/A
Kelly Perlo	Student Attendance Specialist	x 18537	N/A
Kathie Miller	Payroll Specialist (A-C)	x 18536	N/A
Lea Barela	Payroll Specialist (D-He)	x 18541	N/A
Susan Palmer-Rodriguez	Payroll Specialist (Hi-Me)	x 18535	N/A
Nicholas Rose	Payroll Specialist (Mi-R)	x 18527	N/A
Melissa Franco	Payroll Specialist (S-Z)	x 18538	N/A
Marlene Aceves	Budget Technician – Categorical	x 18544	N/A
Araceli Summerlee	Accounting Specialist – HS ASB	x 18531	N/A
William Leach	Accounting Specialist – MS ASB	x 18533	N/A
Christopher Niece	Accounts Payable (A-K)	x 18539	N/A
Christi Mazzilli	Accounts Payable (L-Z)	x 18528	N/A
Erika Flores	Accounting Technician	x 18561	N/A

Accounts Payable

The Accounts Payable Division is responsible for the payment of purchase orders, contracts, direct payments, and processing travel and conference request and reimbursements.

The following are some general guidelines to use to ensure expedient payment of invoices. Vendors frequently withhold services or purchasing privileges for the entire District for outstanding invoices over 30 days or amounts that exceed the established credit limit. Desert Sands Unified School District's policy is to pay within 30 days.

Purchase Order Payments

- Submit all packing slips to the Warehouse for materials checked in at the site.
    - Review the packing slip and indicate the date received.
    - Check mark all items received. Indicate 0 (zero) for items not received.
    - Sign and date the packing slip to approve payment of items received.
- Forward all invoices received at the site to Fiscal Services for payment processing.
    - Review the invoice and indicate the date received.
    - Approve payment with the "Approved for Payment" stamp and sign the invoice in ink to approve payment.
    - Process a Direct Payment Requisition, form (25)-74, if a purchase order was not used (see Direct Payment Procedures section, if necessary).
    - Tape small receipts to an 8 ½" by 11" sheet of paper prior to submitting to Fiscal Services. Do not tape over numbers.
- Indicate purchase order number on all receipts submitted to Fiscal Services.
- The auditors look for a district employee signature on all invoices and/or packing slips.
- Make sure all authorization to pay meet the following requirements:
    - In ink
    - Original invoice
    - Timely

Prepaid Expense

Occasionally, a payment will need to be processed to a vendor for supplies, fees, or other services when the vendor does not accept a purchase order.

The following process should be followed for prepaid expenses:

1. The Director of Fiscal Services must approve all prepayment requests.
2. Prepayment check requests must be generated through a purchase order in Galaxy. The check will be sent to the Purchasing Department for handling.
3. School site staff are responsible for submitting adequate support documentation (Itemized invoice, original receipt or packing slip) to Accounts Payable Office as soon as received.

Direct payments are processed in-lieu of purchase orders when payment needs to be issued without an order being placed. The following are some examples of items processed using a Direct Payment Requisition process:

- Membership fees or dues
- Subscriptions
- Entry fees
- Complete/Items received

All equipment purchases and building repairs should not be processed on a direct payment requisition, and must be processed through a Galaxy purchase order. Building repairs _must_ be cleared through the Maintenance Department.

In order to process payment using a Direct Payment Requisition, Form (25)-14, complete as follows:

1. School or Department – Enter your school or administrative office.
2. Contact Person – Who to call if there is a question regarding the request.
3. Vendor Name – Who should the payment be payable to? One vendor per requisition.
4. Vendor Address – The payment mailing address.
5. Type of Request – Check appropriate box. If Other, please explain.
6. Description of payment request – List all the details of the purchase or expenditure.
7. Special Instructions – Will be considered on a case-by-case basis.
8. Dollar amount must equal amount of request and backup.
9. School site/department staff MUST sign all support documentation
10. Approvals – Requisition will not be processed without proper approvals based on funding.
11. Attach support documentation.
    a. Itemized invoice or original receipt. Payment cannot be processed from a statement.
    b. If food will be purchased, attach a list of attendees and a copy of an agenda or event flyer.

The completed Direct Payment Requisition form and attachments should be forwarded to Fiscal Services for processing.

Conferences and Conference Reimbursements

Before an employee attends a conference it is important that certain processes happen in order to ensure reservations, administrative approval, and proper funding are in place.

- Complete a Request to Attend Conference (RAC), form (10)-227, for each employee. This form can be ordered from the Graphics Department.
- Submit all conference information including the conference flyer and registration with the RAC at least 15 days in advance of the conference (30 days for out of state conferences). If hotel stays are necessary, make sure to include the hotel reservation information.
- Obtain appropriate signature approvals prior to submitting RAC form to Fiscal Services. This is an important step as it is required before Fiscal Services can process an RAC for payment. Signatures required will always include the immediate supervisor, and the applicable

assistant superintendent. Additional signatures may include categorical authorization if categorical funds are being used, the Superintendent if the attendee is a principal, and Cabinet approval for out-of-state conferences.

When a staff member attends a conference they may incur expenses that will need to be reimbursed. Return the RAC to Fiscal Services IMMEDIATELY AFTER TRAVEL IS COMPLETE (no later than 30 days or subject to denial). For a complete list of reimbursable charges, reference the conference brochure available on the District's website for current per diem rates.

- Complete the bottom portion of the attendee's RAC for any reimbursable expenses. Meal receipts are no longer required. All other reimbursements require a receipt. Expenses may be for mileage, meals, luggage, and parking.
- Taxi/Uber services are reimbursable for airport-to-hotel or hotel-to-conference transportation.
- If a hotel check was requested, include the hotel folio with the reimbursement request. It will not be processed otherwise.
- Obtain appropriate signature approvals. This is an important step as it is required before Fiscal Services can process the reimbursement. Generally, whatever signatures were required for the RAC are also required for the reimbursement.

Expense reimbursement claims WILL NOT be honored for trips made without prior authorization on the Request to Attend Conference form.

Petty Cash Fund
The District has approved the use of a Petty Cash Fund (PCF) at the school sites and departments for emergency expenses. These funds are not intended to replace the regular ordering and delivery procedures. The items purchased with these monies are generally low in cost and are purchased on a walk-in basis at a local source. All petty cash funds must be returned to Fiscal Services by June 25.

Establishing a Petty Cash Fund
The site administrator/department head has full responsibility for the Petty Cash Fund issued for his/her site. He/she remains the custodian of the funds, even when another staff member is designated for this task. For complete petty cash procedures, please visit our website: https://www.dsusd.us/Fiscal

1. The PCF ranges from $100 to $300 for most sites.
2. The site administrator/department head must sign the completed direct payment requisition form. A Revolving Cash Fund (RCF) check will be issued to the designated administrator/department head and sent to the site by intra-district mail.

Petty Cash Fund Expenses

- Only emergency expenses (e.g. postage due, supplies) may be purchased with the PCF.
- No district travel expenses or reimbursements are allowed.
- No equipment purchases are allowed.

- No credit card purchases will be reimbursed with the PCF.
  - If an extraordinary event requires an out-of-pocket purchase by credit card, the employee must obtain prior approval from their site administrator/department head. After paying with a credit card, a Monthly Expense Claim Form must be submitted through a purchase requisition accompanied by a full explanation describing the reason why the regular ordering and delivery procedures were bypassed.
- No salaries are allowed.
- No consultant services are allowed.
- No membership fees or conference registrations are allowed.

Accounts Receivable

Accounts Receivable processes the receipt of donations, payments/reimbursements for services, school site abatements, state/federal/local grant revenues, and employee expense claim reimbursements.

Abatements for the month are due to Fiscal Services during the first week of the following month.

Abatement Procedures

When receiving money from a student/parent:

- Complete a triplicate receipt (one copy to the student, one copy for the school's records, and one copy to attach to the Abatement Transmittal Report, form (25)-64) or an alternate receipt process using available software.
- Place money in a secure (locked) area until money is abated.

Submitting the abatement:

- Each school site is provided a locking security bag for submitting money to Fiscal Services. This bag should be used to transport all funds from the school site to Fiscal Services for abatement purposes.
- Abatements for the month are due to Fiscal Services during the first week of the following month.
- Fill out an Abatement Transmittal Report. If no money was collected for the month, fill out the form and write "NO ABATEMENT" across the form and send it to Fiscal Services.
- Attach receipts, if receipts are not in consecutive order, please state reason.
- Provide a separate calculator tape for cash, coins, and checks.
- When sending more than one transmittal, place individual abatements in separate envelopes, and place in the locking security bag.
- When there are refunds or missing receipts, complete the section on the Abatement Transmittal Report for discrepancies (A-B=Difference).
- Place the checks, currency, coins, and the Abatement Transmittal Report in an envelope, and put this envelope in the locking security bag.
- Push down the lock.
- Verify the bag is closed and secure.
- Log the deposit information on your Abatement Transmittal Log sheet.
- Keep bag in a secure (locked) area until shortly before the security agent is expected to pick up your site money. Please check with your administrative assistant regarding designated area for

pickup. Never keep large sums of money at the school site. The bag and a receipt from Fiscal Services will be returned to the site within one week.

- All money received at the site should be logged on the Abatement Transmittal Report and submitted to Fiscal Services on a monthly basis. If you need a copy of the log form, please contact Fiscal Services.

Refunds

When requesting a refund for lost library or textbooks, complete a Direct Payment Requisition form, attach a copy of the receipt, **and** a copy of the Abatement Transmittal Report receipt, and send to Fiscal Services.

- Refunds for lost library or textbooks will be issued only when books are returned within 1 year.
- A 20% restocking fee will be withheld for textbooks.
- Refunds will be made payable to the parents.

Monthly Expense Claim

If an employee uses their personal vehicle for district related travel or the employee receives authorization to purchase work place materials, they may be reimbursed through the monthly expense claim process. Submit prior month expenses by the 10th of the following month or the claim is subject to denial. Some examples of items processed using the Monthly Expense Claim, form (25)-87:

- Travel between school sites.
- Food reimbursements require the following:
  - Meeting agenda
  - Food reimbursement is only allowed for training sessions. Staff luncheons or celebrations are not an allowable expenses and will not be reimbursed. A list of attendees and meeting agenda is required.
- Instructional materials/office supplies – emergency purchases only. Expense reimbursements for instructional materials cannot exceed $300 monthly.
- Art supplies should only be purchased through the purchase requisition process.
- Monthly expense claim maximum is $300 per month.

When submitting an expense reimbursement:

- Complete the Monthly Expense Claim Form.
- Attach support documentation.
- **Original itemized** receipt or invoice indicating date purchased and proof of payment.
- Packing slip signed and dated showing receipt of merchandise. Proof of receipt of goods is required prior to reimbursement.
- For mileage reimbursement, submit an Activity and Mileage Log, form (25)-66.

Deliveries should never be shipped directly to a personal address. These expenses will be subject to denial for reimbursement.

If reimbursement is required for mileage purposes, an Activity & Mileage Log should be attached to the claim. Mileage expense claim forms do **not** require mileage verification (i.e., MapQuest).   Fill in the appropriate portions of the expense claim, i.e.: transportation expense, other expense, and the budget code to be charged for these expenses. Submit through the approval process.

Associated Student Body

The Associated Student Body financial processing for middle and high schools is centralized within the Fiscal Services Department. In addition to internal district procedures provided to each advisor, the Fiscal Crisis & Management Assistance Team (FCMAT) Associated Student Body Accounting Manual and Desk Reference are used to develop procedures. The following is a guide to be used by school administrators to ensure proper procedures are followed.

Principal/School Administrator

The principal/school administrator is the primary manager and responsible person at the school site. This is where the ultimate responsibility lies for all activities on campus, from test scores and athletic events to parental satisfaction with teachers in the classroom. Many principals/school administrators delegate the responsibility and authority for ASB coordination and management to others, such as a vice principal, ASB advisor, club advisor and/or a teacher or other staff. This varies by school level and school size.

Some items listed as internal control questions for the principal/school administrator are equally important for the ASB advisor with delegated responsibilities.

Questions below that are more relevant to secondary schools or to schools with organized ASBs contain the notation [Secondary].

		YES	NO	N/A	Comments
1.	At the beginning of each year, do you spend some time at a staff meeting discussing ASB issues, operations and internal controls at the school (e.g., what is allowed and what are the procedures)?	❏	❏	❏	_____
2.	Do you spend time each month discussing ASB activities with the ASB bookkeeper, particularly problems that are developing?	❏	❏	❏	_____
3.	Do you report any questionable or suspicious activities to the district's business office for investigation?	❏	❏	❏	_____
4.	Do you verify that only ASB funds are maintained in ASB bank accounts? ASB bank accounts should not include PTA or booster club money, donations to non-ASB entities, or faculty charitable funds.	❏	❏	❏	_____
5.	Is a formal application required from any students who want to establish a new club at the school? [Secondary]	❏	❏	❏	_____
6.	Is each club advisor a certificated staff member of the district?	❏	❏	❏	_____
7.	Do the student council and all clubs have a constitution that establishes the policies and rules for student governance of the council or club? [Secondary]	❏	❏	❏	_____
8.	Are all clubs required to prepare and maintain minutes of all club meetings, with all necessary items noted? [Secondary]	❏	❏	❏	_____
9.	Are the student council and each club required to prepare, adopt and monitor a budget for the fiscal year? [Secondary]	❏	❏	❏	_____

	YES	NO	N/A	Comments
10. Do you ensure that only allowable expenses are paid from ASB funds?	❏	❏	❏	_____
11. Do you use a purchase order form with one required approval signature (unorganized) or three required approval signatures? [Secondary]	❏	❏	❏	_____
12. Are purchase orders dated and approved before the item is purchased?	❏	❏	❏	_____
13. Do you ensure that students are approving expenditures and that adults (teachers, advisors or coaches) are not making the decisions? [Secondary]	❏	❏	❏	_____
14. If food is sold in the student store, has it been approved by the director of food services? [Secondary Only. Primary grades cannot sell food daily.]	❏	❏	❏	_____
15. Do you verify that all ASB bank accounts are reconciled within two weeks of receipt of the bank statement?	❏	❏	❏	_____
16. If bank account reconciliations are not performed within two weeks of receipt of the bank statement, is a reconciliation completion promise date obtained and followed up to ensure the bank reconciliation is completed?	❏	❏	❏	_____
17. Are you one of the individuals authorized to sign ASB checks? Who are the other approved signers?	❏	❏	❏	_____
18. Do you know whom the board has approved to sign contracts? Up to what amount?	❏	❏	❏	_____
19. Do you review the bank reconciliations each month and initial the bank statement as well as the reconciliation as evidence of your review?	❏	❏	❏	_____
20. If you clearly delegated specific responsibilities and authority to an ASB advisor or advisors, do you meet regularly to coordinate and collaborate regarding school site needs and activities?	❏	❏	❏	_____
21. Is there a safe at the school with limited access that is adequate to hold all cash receipts until deposit?	❏	❏	❏	_____
22. Are bank deposits made within a few days of receipt, but at least weekly?	❏	❏	❏	_____
23. Do you review ASB financial reports monthly?	❏	❏	❏	_____

Signature _____   Date _____

Month End Reports

- Organized ASB's: Monthly reports are sent to the principals by the 15th of each month. Principals are reponsible for reviewing and following up on any concerns.
- Unorganized ASB's: Provided with bank statements the first week of each month and the site is responsible for reconciling the account and submitting the reconciliation to the district office by the 15th of each month.

Contracts

- All contracts must be signed/approved by the Director of Purchasing prior to issuing a purchase order. Please send contracts to Fiscal Services and Fiscal Services will forward to the Purchasing Department.
- All contracts require Board approval.
- Provide proof of Board approval and all documentation to the Fiscal Services Department

Risk Management

- Any event onsite/offsite that could potentially cause harm or puts students at risk must have prior approval from Risk Management.

Vendors

- All new vendors must complete a W-9.
- Food Vendors-
    - Please see the Nutrition Services section of this handbook for specific state, federal, and local guidelines. For additional information please contact the district's nutritionist at 760 771-8765.

Allowable Use of Student Funds

For expenditures to qualify as an allowable use of student funds, they must meet the following criteria:
- They must be in compliance with applicable laws and district policy.
- They must directly promote and benefit the general welfare, morals, and educational experience of the students.
- They must not be used for expenses that are the District's responsibility, or expenses that have been paid for from the District's own funding sources in the past.
- They must benefit a group of students (with few exceptions).
- Students must be involved in decisions regarding how the ASB funds are to be spent (organized ASB).
- The most important question that should be asked is, "Is this something the District should provide, or is it really an 'extra' that the students want?"
    - Other questions to ask include:
        - Will this purchase cause any foreseeable liabilities? If yes, contact Risk Management prior to purchase.

- Will this purchase require any input from the Maintenance Department? If yes, contact Maintenance staff prior to purchase.
  - All purchases of technology items over $500 or Amazon purchases should go through the Galaxy purchasing system. This ensures that items purchased are within applicable laws and district policy and often times can get you the best price.

Grants versus Donations

Correct classification and process of external funds are an important part of Fiscal Services' responsibilities. Below are some of the criterion that distinguishes a donation versus a grant. The Request to Make a Donation form can be found on the Purchasing Department's website.

Donations: Money given by an individual or company as a gift. Some donations may have stipulations that need to follow the request of the donor.

Donation Characteristics:
- Irrevocable transfer of funds
- Use of funds is unrestricted
- No additional reporting requirements expected by the donor.

When receiving donations:
- Fill out the Request to Make a Donation form (10)-17. Submit the form along with check to Fiscal Services.
- Enter the appropriate funding source for each donation.
- Each donation should have a Request to Make a Donation form attached.
- Once Fiscal Services receives the donation form, it will be submitted to the Board for approval.

Grants: Money that is requested in a form of an application.

Grant Characteristics:
- Partial or full revocable transfer of funds
- Application submitted which includes budget and scope of work
- Time period defined
- Specific requirements
- Financial reports required

When applying for a grant:
- Complete grant application and the grant application checklist (contact Educational Services)
- Submit grant application for approval by the appropriate assistant superintendent (grant applications over $5,000 require Cabinet approval).
- Submit grant application to grantor
- School site receives award letter
- If application is granted, the grantee must submit a board item for Board approval
- Submit abatement form to Fiscal Services with the following:

- o Grant application with Board approval date
- o Award letter
- o Check

Budget

Budget development for the following fiscal year begins in February. Fiscal Services provides preliminary enrollment projections to principals that will be used to develop school budgets. Fiscal Services is available to assist principals in the budget development process. Principals are encouraged to meet with Fiscal Services staff between March and April to review and finalize their budgets. Prior to the meeting, principals should review their school's financial reports and be prepared with your expected expenditures for the following year.

The district operates on a modified accrual basis, which means, revenues are recognized in the period when they become available and measurable, and expenditures are recognized when a liability is incurred, regardless of when the receipt or payment of cash takes place.

Carryover

Discretionary funds: 5% of your allocation is allowed to be carried over to the next fiscal year. Any carryover will be posted in September of each year in Galaxy to Resource 0001.

Supplemental/Concentration funds: No carryover is allowed.

Vehicle Request/Replacement

Submit a vehicle/major equipment replacement form to the Transportation Department (found on the Transportation website) when requesting a vehicle replacement. Once it is approved by transportation, the request will be routed to Fiscal Services for approval of funds to be used for the purchase. After Fiscal Services approves the purchase, transportation will work with the District's Purchasing Department to select the appropriate vehicle.

Equipment Request/Replacement

If a school has unique new equipment or equipment replacement requests that cannot be met with site funds, principals can make a request for district funding, using the District's Budget Request Form (25)-5. There are limited funds available for such requests, and will only be funded in extraordinary situations.

Transportation for Special Events Funded by District Funds

Orientation-Elementary and Middle

The district covers costs for 5th graders to visit their designated middle school and 8th graders visiting their designated high school for orientation purposes. When setting up transportation in TransTraks select option "orientation" and it will be coded to a district-funded account.

California Interscholastic Federation (CIF)
The District covers the cost for participants traveling to CIF playoffs. In TransTraks, select option "CIF" and it will be coded to a district-funded account.

Other District Funded Expense - Accreditation

The costs associated with full self-study accreditation years will be paid by the district, but must be tracked and accounted for by the site.

The District funds cost of a teacher 1/7th, and $10,000 for visiting WASC Team accommodations, supplies, printing, grounds and custodial staff extra duty.

The budget codes to be used are as follows: 03 xxx 0012 0 1623 xxxx xxxx

Payroll

Pay Dates
Desert Sands' employees are paid on a monthly cycle.

Employees hired in Board approved positions or regular assignments are paid on the last working day of the month, with the exception of December pay for certificated employees. Payment for certificated employees for December is usually processed the first working day in January.   A payroll schedule is published on the Fiscal Services website annually for monthly regular pay dates.

Employees in temporary assignments, specialists, and substitutes pay date schedule can be found under the substitute/guest teacher payroll schedule on the District website: http://www.dsusd.us/Payroll.

Attendance Sheets
Salaried employee attendance sheets are due to payroll by the 15th of every month.

Time Sheets

Monthly employee time sheets are to be submitted to the Payroll Office on a monthly basis, by the fifth working day of each month. Payment for time sheets with dates prior to the current pay period may be delayed due to the additional processing time needed to verify that hours have not been previously paid. Additionally, late time sheets will result in the District incurring penalties for late reporting to the CalPERS/CalSTRS retirement agencies.

Tax Sheltered Annuities ("TSA")

403(b) and 457(b) plans are optional retirement savings plans that allow employee contributions to grow tax-deferred until withdrawn in retirement. The contributions made come directly from the employee's pay check. For additional information and forms, please visit the District's website: http://www.dsusd.us/Fiscal or contact Taffeta Hunter in Fiscal Services at 760 771-8525. Tax Sheltered Annuities ("TSA") forms are due to the Payroll Office by the 15th of the month to be processed for the next pay date.

Agents employed by investment companies are not to solicit our employees or hold group meeting anywhere on campus. These agents are allowed to meet with current clients if they have a scheduled appointment before work, during lunch, or after work. Any advisor from FBC (Fringe Benefits Consortium), our third party administrator is the only plan advisor allowed to be on campus and hold group educational meetings for retirement purposes. Please refer to the Protocol for Outside Vendors located on our website for additional information. https://www.dsusd.us/Fiscal

Student Attendance

Attendance accounting serves two purposes; it enables the District (and by extension the state) to verify compliance with compulsory attendance law, and it is method used to calculate the District's primary funding source (referred to as apportionment) in the form of Average Daily Attendance (ADA). Attendance is every staff member's responsibility at a school site, and the student attendance specialist's role is to help facilitate that process.

The role of the principal is to ensure that attendance is taken and in compliance with our rules and regulations.

Teachers must electronically take and submit attendance EACH SCHOOL DAY. For middle and high schools, teachers must take attendance for every period. Teachers will have access to the attendance for each school day up until 11:59 p.m. of that day. At some point during the school day, office staff and the principal will be sent an email of all the teachers that have not taken attendance that day. Teachers will be reminded to take attendance before they leave for the day. Guest teachers will be provided a temporary login and are expected to take electronic attendance by the end of the school day.

In the instance where a teacher (or guest teacher) does not take electronic attendance, the teacher of record will be required to manually approve and sign the attendance roster for the day.

Below are some of the processes and procedures to ensure student attendance compliance:

- Warm Body and Daily Counts – Student counts are collected from every site and calculated on a spreadsheet and sent out daily for the first 16 days of school to ensure accurate enrollment numbers.
- Minutes are calculated to ensure state and district compliance. This includes minimum day requirements and annual minute requirements. Submit your school's bell schedule at the end of the fiscal year for the following school year.

- The Student Attendance Calendar is created and sent out annually for the following school year.
- Monthly enrollment and attendance percentages are calculated, compiled, and compared on a monthly basis. Reports can be requested as needed.
- Monthly Class Size Report (Elementary) – This report is calculated monthly for elementary schools. This ensures that the requirements for class sizes are met. It is also a useful tool for placing new students in appropriate homerooms. Reports can be requested as needed.
- Monthly attendance summary and detail reports – School sites are required to run these reports monthly in the Student Information System (SIS). A copy is sent to Fiscal services and reviewed for accuracy.
- Internal Audits – Any time a site wants to ensure that their attendance procedures are compliant, an internal audit can be requested. Procedures and documentation are reviewed and any necessary changes are discussed with in-depth training.
- Home and Hospital – When a student is placed on Home and Hospital Instruction, their attendance is recorded on a Home and Hospital Daily Attendance Record form (25)-95. This form is reviewed to ensure the student's placement is accurate and then the ADA is manually calculated.
- Independent Study – All school sites can offer short term independent study, if a student qualifies. The Independent Study Agreement form (135) -14 must be completed and signed prior to the student starting their independent study assignment. The contract must be for a minimum of five consecutive school days per California Ed Code. All work must be completed by the date the student returns to class, and no work may be accepted after that date for attendance credit. An Independent Study Daily Attendance Record form (25)-100 must be submitted. This form should be routed to the site's attendance clerk before forwarding to Fiscal so that the attendance can be properly recorded in Synergy. School staff are to verify that all independent study students are coded correctly in Synergy to ensure accurate ADA collection. A ten percent sampling of the student's independent study work along with the signed and dated agreement must be kept on site for auditors to review. The work sample must have the teacher's evaluation (credit/no credit), the date, and teacher's signature. Independent study is a focal point for the auditors, and they will review these items thoroughly.

SECTION 4 - GRAPHIC SERVICES

Overview of Department

The Graphic Services Department provides site support in all areas of hard copy printing, copying, and finishing services, as well as graphic design and document management. The department is the full service, year-round, in-house print and graphics provider for the District.   Orders for Graphic Services are managed through the use of a web-based order entry system. This allows for site control over who can submit orders and which account codes should be used, and has an electronic routing and approval process.

Graphic Services staff includes:

Name	Title	Ext	Cell Phone
Jane Yoshimura	Director	x 18625	760 567-5072
Roger Isabell	Reprographics Specialist	x 18626	N/A
Vacant	Reprographics Specialist	x 18624	N/A
Tom Aguirre	Offset Operator	x 18623	N/A
Tony Fernandez	Offset Operator	x 18623	N/A
Joe Hernandez	Offset Operator	x 18623	N/A
Tommy Maestas	Offset Operator	x 18623	N/A
Tania Gonzalez	Reprographics Technician	x 18623	N/A

Use of Services

Graphic Services' primary purpose is to support students, schools, departments, and staff, and to support clubs, PTOs, boosters, and extra-curricular organizations. The department is also authorized to provide products and services to other school districts, municipalities, non-profits, and employees.

The department is positioned to provide the District with the most affordable printing services available. Charging only for the variable costs associated with the printing of custom, instructional and informational materials, Graphic Services is the best option for controlling these types of costs throughout the district. Work performed for external organizations and employees is charged at higher rates to capture fixed and overhead costs.

When considering unique reprographic services, Graphic Services should be contacted first, before any third-party service is considered. Graphics personnel will make an assessment to direct how the project should proceed for best quality, value, and results. If/when it's determined that the product or service is not a cost-efficient offering of Graphic Services, department staff can assist with outsourcing the job to a commercial provider.

Order Types

Orders fall into three main categories: Quick Copy, Printing Orders, and Store Orders.

1. Quick Copy orders are for instructional materials only. It is intended to save teachers time spent at the copier producing material they need in the classroom. Quick Copy is for basic black and white copies, and options are limited in paper type and finishing. Because the orders are straight-forward and quick to reproduce, they are returned in 2 – 4 days. Originals that are not uploaded electronically with the online order must be sent with a copy of the job ticket attached and placed in a Quick Copy envelope. Only Quick Copy originals should be placed in these envelopes. The mailroom delivers Quick Copy orders to the school sites daily.

2. Printing Orders are for everything else. Some examples include informational and administrative copies, large format printing, color copies, and any job requiring special finishing. Originals that are not uploaded electronically must be sent with a copy of the job ticket attached and placed in an interoffice envelope. The distribution of printed materials is handled by the District Warehouse daily. Small packages are usually delivered to sites and departments with the intra-district mail, while large orders and boxed goods are shipped per the Warehouse's weekly schedule.

3. Store Orders are for forms and other standardized documents with a form number on the bottom (i.e., tardy slips, attendance verification, extra duty time sheets, etc.). General use administrative and operational forms are provided to sites and departments at no charge and many are maintained on-hand as "standard" items. Customized instructional and informational materials can be added to the store catalog and are charged back at their variable costs. The store catalog allows for easy ordering of these materials since print specifications are pre-defined.

Turn Around and Lead Times

Quick Copy orders are turned around in 2 – 4 days. Store Orders of common district forms are usually available for shipment on a per order basis. Other Store Catalog items are usually received within 10 working days. Printing orders are produced in response to client needs and require lead time. The department usually has several weeks' worth of work on hand at any given time, and while most basic copy work is produced in a few days, detailed and color printing may take 5 to 10 days. Please plan ahead, as seasonal highs can affect turnaround time frames.

Job Quotes and Ordering

The department utilizes a Web-based order entry system for quoting, submitting, processing, and tracking orders. This system is managed by Graphic Services and is available to all school site and district department personnel. Registration is required to use the system. However, individual use of the order system is determined at the direction and discretion of the director or principal. Each school and department has an order system site administrator who manages user registrations, account access, and order approvals.

Graphic Services does not have a published price list due to the wide variety of printing specifications. To determine the cost of a print request, users are able to enter job specifications into the Graphic Services Web Order System and generate a quote prior to submitting the order. All orders provide a calculated total prior to order submission**.**

Instructions for using the Graphics Services Web Order System can be located on the Graphic Services website under "Quick Links," or by going to: https://dsusd.webdeskprint.com.

A quick start quide for administrators can be accessed here:
http://www.dsusd.us/sites/default/files/Getting%20Started%20Guide%20-%20Administrators.pdf

A Quick Copy tutorial for teachers can be found here:
http://docs.google.com/presentation/d/1uqhZFL4TmKfujUz5KzaPOrCpfQKWDXcxvYU0KX5yEgU/pub?start=false&loop=false&delayms=10000

"Quick Copy" and Site Copier Use

The Director of Graphic Services oversees the copier fleet utilized by all school sites and district departments. Graphic Services can be contacted with regard to general questions or concerns and should be informed when a copier is experiencing ongoing maintenance issues after 2-3 service calls for the same problem.

Graphic Services is also responsible for providing annual Quick Copy credit allocations and school sites' copier allotments. The credit allocations and copier allotments are equitably determined based on school site populations. Notification letters with detailed allocation and allotment calculations are provided to school site administrators at the beginning, middle, and the end of each fiscal year. Any excessive use of the allocations and allotments are charged to the school site. There is no carry-over for any unused amounts.

As a "rule of thumb," a site or department should consider utilizing Graphic Services when they require more than 30 copies of any document or any job consisting of 100 total copies. Although convenience and time constraints of utilizing site copiers may be over-riding factors, the true costs associated with operating smaller copiers and duplicators should not be overlooked.

Desktop printers are the most costly print resource available to district personnel. School site and department administrators should inform staff of this fact and encourage the use of Graphic Services, or at minimum, redirect as much print output to a copier when possible.

Posters, Banners, and Custom Stickers

Graphic Services can provide large format media and specialty items to promote special events, informational messages, or signage. A versatile offering and service, special media products range from light paper to card stock posters and vinyl banners to custom shaped pennants and stickers.

School Mailings

Graphic Services can print letters, flyers, postcards, and newsletters for school mailings, and can use variable data processing to print mailing addresses directly onto the mailing pieces. A printing order with a file attached for the mailer artwork, as well as an Excel file with the mailing addresses, can be placed with instructions to deliver to the mailroom.

When the order is complete, Graphic Services will deliver the mailing pieces to the district mailroom for final processing: folding and inserting into envelopes, applying postage, etc.

If the mailer requires envelopes, these should be ordered in advance as a "store order" item. Window envelopes can have a production lead time of about 10 days.

Document "How to" File Conversion

Graphic Services can process most document file formats (Microsoft Office and Adobe Creative Suite) and image files. However, PDF files are preferable.

For documents created as a Google file, the file can be downloaded as a pdf and attached to a Graphic Services Web order as a pdf (go to File/Download as…PDF and then choose the file from the "Downloads" folder).

Computer Applications Supported - File Types

The following are computer applications and file types that Graphic Services interfaces with:

- Google docs (downloaded as pdfs)
- Microsoft Suite (Publisher, Word, Excel), and
- Adobe Suite (InDesign, Photoshop, Illustrator).

Some proprietary desktop publishing software applications such as Test Maker or Broderbund Print Shop do not allow for outside or shared printing.

List of Services

Print and hard copy services include:

- Quick Copy - Reproduction of instructional materials delivered to school sites in 2-4 working days.
- Copying - Single or multiple sets copying of administrative and informational materials.
- District Forms - A store catalog is maintained for standardized general use of administrative and operational forms, including business cards and window envelopes.
- Digital Duplicating - High-speed black and white reproduction of journal and workbook grade documents with in-line finishing such as stapling, booklet folding, and perfect binding.
- Digital Color - Full color reproductions utilizing high-speed printing in sizes up to 13" x 19".
- Perfect Binding - Finishing of journals, workbooks, curriculum guides, yearbooks, and other high quality bound documents.
- Offset Printing - Large volume reproduction of documents with various single or spot colored inks available.
- Large-format Printing - Scaled reproduction on media 36" wide or 53" wide x "any length" suitable for indoor or outdoor use, or display stands.
- Specialty Items - Event wristbands, magnets, name badges, and door hangers.

- Finishing Services - Laminating of print materials up to 36" wide, folding, coil binding, gluing and padding, cutting, perforating, numbering, 24" x 36" poster mounting, vinyl banner hemming, and grommets.

Graphic design, document management and soft copy services include:

- Electronic file preparation
- Variable data processing
- Scanning and digitizing artwork and hard copy originals
- Document revision and typesetting
- Layout for specialty items
- Banner and poster design
- Logo work, typesetting, and brand image support.

SECTION 5 - MAINTENANCE, OPERATIONS, TRANSPORTATION

Overview of Department

Maintenance, Operations, Transportation (MOT) is responsible for the overall leadership and oversight of the operational functions in the District.

MOT staff includes:

Name	Title	Ext	Cell Phone
Gabriel De La O	Director	x 18553	760 871-5544
Juan Alvarez	Quality Assurance Facilitator (QAF)	x 18131	760 702-7151
Chuck Lavrusky	Quality Assurance Facilitator (QAF)	x 18638	909 419-9101
Sylvia Quintana	Administrative Assistant	x 18549	N/A
Crystal Scott	Office Specialist	x 18807	N/A

Quality Assurance Facilitators

Desert Sands Unified has two Quality Assurance Facilitators (QAFs) which report to the Director of Maintenance, Operations, and Transportation (MOT). The QAFs are administrators; however, they do not evaluate staff. The QAFs inspect school sites to ensure consistent maintenance and custodial services across the district, schedule training to support constant growth of employees, and ensure our departments comply with the various demands from a range of regulatory agencies. Quarterly inspection reports are communicated to the site administration, custodial supervisor, and director of MOT. Most importantly, the QAFs are a valuable resource to promote the safe, clean learning environments of all district facilities.

Maintenance Department

Overview of Department

The Maintenance Department is responsible for maintaining all facilities across the entire school district. The Maintenance Department is equipped to address a wide range of building systems from locksmith and plumbing to electrical work and general maintenance. When the scope of the required maintenance is beyond our resources, we work with contractors to complete the needed repairs. While the Maintenance Department is solely budgeted to handle maintenance issues, they also assist schools with discretionary projects. To support the safe operation of each facility, we work with sites to prioritize and schedule larger projects. The Maintenance Department is always available to consult with sites as it relates to specific maintenance concerns.

Maintenance management staff includes:

Name	Title	Ext	Cell Phone
John Vallesillo	Maintenance Manager	x 18709	760 851-6193

Work Orders

Generating a work order is the first step that a school site must initiate when considering maintenance or improvement work on their campus. The Maintenance Department will work to ensure that all work completed on campuses meets compliance regulations set by a variety of agencies. For example, public schools in California must provide prevailing wages when contracting work to outside companies. Additionally, school districts must acquire at least three bids when construction work exceeds $15,000, and must be registered with the Department of Industrial Relations (DIR). These brief examples highlight the important role that the Maintenance Department serves; and generating a work order is the first step towards engaging the Maintenance Department.

[THE FOLLOWING PROCESSES CAN BE FOUND ON THE MAINTENANCE WEBPAGE UNDER *MAINTENANCE RESOURCES*.]

The Process

The following steps are followed for requesting repairs or construction:
1. The school site- typically the administrative assistant, generates a work order. *(Admin. assts. receive annual training on the work order system entitled,* School Dude*.)*
2. The Maintenance Department receives the work order; assigns the work to the appropriate trade (plumbing, electrical, HVAC, etc.); and the job is placed into the following status: Work in progress

3. The worker assigned completes the job and transfers the job status to "Completed" and includes notes under *Action Taken*. The *Action Taken* section contains the follow-up notes for the requestor.

Alerts/Updates

School sites have the ability to receive immediate email alerts every time someone interacts with an existing work order. For example, a school site generates a work order to have tiles repaired. Once the work order is created, our maintenance office will assign the work order to a maintenance worker or related trade. At the moment the work order is assigned, the site will receive an email alert. When the maintenance staff assigned enters notes and/or closes the work order, the school site will receive an email alert.

Please use the following process to ensure the e-mail alert feature is activated:

1. Log-in to your *SchoolDude* account
2. Click settings
3. This screen verifies what account you are changing - click submit
4. This screen shows all the available email preferences - make the necessary changes
5. It will require you to verify/re-enter your password
6. Click submit.

If you have questions or problems with SchoolDude, call 760 771-8807.

Contracting Work

If the job requires an outside contractor, the Maintenance Department acquires three bids/quotes and typically contracts with the lowest bid.

Work Orders - Purchasing Materials and Equipment

When a school site or department wishes to purchase materials that require installation/assembly or equipment that requires special infrastructure upgrades, there must be coordination with the school site and the Maintenance Department staff.   There may be additional considerations that impact the installation, which could result in additional costs and/or the inability to install the materials or equipment as desired.

In order to avoid potential problems, a work order is required that includes both the purchase of the material or equipment and the work that will be performed by the Maintenance Department.

Work Order Prioritization Matrix

The Maintenance and Operations Department is tasked with the unique responsibility of maintaining safe facilities where teachers can teach and students can learn. Furthermore, the facilities entrusted to our care are one of the largest assets belonging to the school district making proper maintenance essential. In order to minimize cost and maximize facility use, the following matrix is designed to assist a requestor in prioritizing work orders. It is important to note that constant communication with

immediate supervisors as well as school sites is critical for high-quality, customer service. The following matrix does not account for the length of time that a work order is *in progress*.

DSUSD Work Order Prioritization Matrix		
	Priority (High to Low)	**Definition**
1	**Emergency**	Addressing an immediate threat to life, health, and safety to property or to the occupants. *Examples: gas leak; broken/clogged sewer line; hazardous electrical system; chemical exposure/spill*
2	**Life Safety**	Addressing job or site hazards. *Examples: uneven surface; slip/trip hazards; large surface roots; missing safety guards on equipment*
3	**High**	Addressing an item that severely limits the targeted operation of a facility; potential to cause property damage or damage to building systems (plumbing, electrical, HVAC, etc.) if not addressed immediately. *Examples: main line break; non-function elevator; time sensitive work orders (sometimes due to employee or student accommodations)*
4	**Medium**	Addressing items that will affect operation over time if left unattended. *Examples: non-functioning toilet; replace LCD projector; preventative maintenance; signage; leaking hose bib*
5	**Low**	Addressing work orders designed for general improvement of the facility. *Examples: Projects requested by the school site; discretionary in nature-- e.g. remove a counter from a classroom*

Donations/Volunteer Work

There are times when well-intentioned outside groups would like to support "facility improvements." Please remember the following when entering into these conversations:

    a) Many projects on a school campus are subject to Division of State Architect (DSA) requirements

    b) Board policy must be referenced to ensure all such items meet district standards

    c) Board policy states that all such facilities must be formally "donated" to the district

Enlisting an architect to provide an estimate of costs is often sufficient in determining the real cost. These efforts should be fully-funded, not requiring participation by a district's facility maintenance services group.

Any contemplated facility improvements by donations or volunteers must be discussed with and given approval by the director of maintenance, operations, and transportation.

Maintenance Emergencies

There are a variety of high priority maintenance issues. For example, an irrigation valve may begin to leak causing flooding on your grounds; or, a door will not secure leaving your campus vulnerable to property theft. In these cases, the school site should submit a work order and follow-up with a call to the Maintenance Office (760) 771-8550.

Inevitably, your site will experience a maintenance emergency during "off" hours. A maintenance emergency arises when a problem occurs that will cause property damage or loss if not immediately resolved. In this scenario, the school should call the 24-hour security number (760 578-2677) and notify the agent of the concern. Security will then make contact will the assigned, on-call manager for maintenance. The on-call manager will work to resolve the issue. Do not directly contact the maintenance manager. The Maintenance Department has a rotating on-call manager list which is shared with the Security Department.

On-Call Process

Maintenance needs can happen at any time, day or night. The Maintenance Department has a manager assigned to on-call duties year-around. When a school site has an after-hours emergency, the administrator or designee should contact the 24-hour security number (760 578-2677) to report the emergency (please do not directly contact the supervisor). The security patrol agent will then contact the on-call manager for the Maintenance Department.

The following times are considered "after-hours":

- Weekends
- Holidays
- Weekdays before 7:00 a.m.
- Weekdays after 3:30 p.m.

If a school site requests after-hours maintenance for a "non-emergency," the school site will be charged a minimum of two hours (as required by the CSEA contract). An example of a "non-emergency" is a school site's failure to place a work order to schedule HVAC services.

Report of Unsafe Work Conditions

If a hazard is discovered which poses an imminent danger to employees or building occupants, a Report of Unsafe Work Conditions Form (10)-50 is completed and provided to the site administrator. The site administrator will retain a copy and send the original to Risk Management. The school site will also submit a maintenance work order to have the unsafe condition addressed.

Annual Fire Inspections

The fire department conducts annual inspections of school sites. Please provide the Maintenance Office with copies of all reports submitted by the fire inspector (these typically go straight to the school site). There is a strict timeline for remediating any deficiencies noted on the report. The MOT staff will input the required work orders.

Chargebacks: Maintenance versus Discretionary

The Maintenance Department is budgeted to maintain the existing buildings. Maintenance items typically include the various building systems critical to all facilities from plumbing and electrical to paint and general maintenance. At times, school sites will request work that is not maintenance, rather discretionary in nature. To provide some point of reference, discretionary items may include, but are not limited to, moving the location of a projection screen; removing or modifying a classroom counter; or, applying window film. Discretionary items are completed at the cost of the school site requesting the work. When discretionary items are submitted, the Maintenance Office will require a funding code which should be included in the description area of the work request.

Please remember that public funds are subject to prevailing wages. Consequently, a given contractor may be able to quote a job for less, but prevailing wages and subsequent filing procedures with the Department of Industrial Relations (DIR) will drive the cost.

Maintenance Schedules

Description	Responsibility	Date
Clear floor drains	Grounds	Quarterly
Clear roof drains & downspouts	Maintenance	Quarterly
Fire System Inspection	Certified Fire Systems Inspector	Annually
High School Pool Systems	Certified Inspector	Quarterly
Bleacher Inspections	Certified Inspector	Annually

IMPACT Team

The Desert Sands Unified School District Maintenance IMPACT (Individualized Maintenance Practices Achieving Collaborative Targets) Team is comprised of dedicated professionals with a commitment to quality customer service through effective collaboration combined with a strong working knowledge relevant to a number of trades to ensure a safe environment for students, parents, and staff. The IMPACT Team works closely with school site administrators to respond to the unique needs of each given campus in a timely manner.

This is a five-member team consisting of a lead maintenance worker, two general maintenance workers, one maintenance painter, and one groundskeeper. The IMPACT team is scheduled to be at each school site for consecutive days to address a range of work orders. School administrators are provided with a shared folder through Google Drive which contains a range of specific information relative to the IMPACT team. The lead maintenance worker will contact site administration prior to the scheduled dates to properly plan work for the school. The IMPACT schedule is available in the shared folder. Additionally, there is an IMPACT Team survey on the maintenance webpage under maintenance resources. Please complete the survey subsequent to a visit from the team.

Emergency Preparedness

Natural disasters are extreme, sudden events caused by environmental factors that injure people and damage property. Earthquakes, windstorms, floods, and disease all strike anywhere, often without warning.

Our primary function as school district team members is to ensure the safety of our students. If maintenance and/or grounds team members are currently working at a school site when a natural

disaster occurs, they will stay at the site and report to the incident command center. (The incident command center is a location designated by each school site.)

Each school site is provided with a pallet of sandbags covered with a tarp. Site custodians should periodically inspect the condition of the sandbags and notify maintenance when the bags have deteriorated.

Contractors

All work begins with a work order. At this point, the Maintenance Department will communicate with contractors, if needed. School sites should not contact contractors directly. Additionally, the Maintenance Department may work with a contractor to perform work for a specific request. School sites may not make requests directly to the contractor which will add items to the scope of work. For example, an industrial hygienist may be on-site to perform an analysis of the air quality of a specific room. While on-site, a teacher or school administrator asks the contractor to analyze the air in two more rooms. This is not an acceptable practice. It adds cost and confusion.

Key Policy

The Board of Education has a well-articulated administrative regulation relative to key control (AR 3515).

This AR underlines the critical need for each school site to have explicit guidelines for assigning and tracking keys. The following highlights from this policy should be noted:

Keys
If a key is lost, the person responsible shall immediately report the loss to the principal or designee and shall pay for a replacement key.

Site Masters
Site masters are issued to each principal, assistant principal, department heads, and project managers as needed. They may be issued to contractors and/or consultants upon the completion of a key policy form. All costs resulting from the loss of keys will be paid by the contractor and/or consultant, whether from contract retention or other necessary means.

Lost or Stolen Keys
Lost or stolen keys not reported IMMEDIATELY will subject the possessor to financial responsibility for any loss incurred. The employee responsible for loss shall be subject to disciplinary action. The replacement of lost or missing keys will require site reimbursement for costs, in adherence with "Lost or Stolen Keys" policy.

If a site requests extra keys, the site is charged for the cost of the key and is responsible for accurately tracking all keys issued to the site.

<u>Reporting Lost Keys</u>

Sites and departments will use the following process when a key is reported missing. The following applies:

1. Employee immediately notifies site administration when they are unable to locate their keys.
2. School site will contact security; security will complete a report.
3. School site will submit a work order to report the missing key.
4. **Site will follow-up work order with a call to the Maintenance Office.**
5. Maintenance staff will determine the number of locks that need to be rekeyed.
6. The District locksmith will be dispatched immediately to the worksite.

<u>Turning in Site Master or Grand Master Keys</u>

Administrators are issued a site master or a grand master key depending on their position and need. All master keys are directly managed by the District locksmith. When issuing a master key, administrators will use the following process:

1. The administrative assistant (or assigned office personnel) for the given site/department will submit a work order requesting a master for the incoming administrator.
2. The locksmith will report to the given site or department with the requested master.
3. The locksmith will record the relevant information for the master key assigned.
4. The administrator will sign for the master key(s).

When an administrator leaves his or her current assignment, the administrator will use the following process for returning master keys:

1. The administrative assistant (or assigned office personnel) for the given site/department will submit a work order to turn-in the master key.
2. The locksmith will report to the given site or department to collect the master key.
3. The locksmith will ensure the master key being collected matches the records for the master key assigned.

Grounds Department

Overview of Department

The Grounds Department is responsible for maintaining all grounds and irrigation related tasks at each school site. Groundskeepers are hired by the School District and assigned to either the central headquarters or a high school. The grounds supervisor or director of maintenance, operations, and transportation may transfer groundskeepers for the good of the District. The groundskeepers at the high school report directly to the high school administration. The high school administration approves employee leaves, purchases equipment, and schedules work. The grounds supervisor is available to collaborate on a range of grounds related topics, including creating or refining processes and developing work schedules. The grounds supervisor is also responsible for managing the centrally assigned groundskeepers and sprinkler system specialists. The centrally-assigned groundskeepers maintain the grounds at all elementary and middle schools. The centrally-assigned sprinkler system specialists are responsible for maintaining the irrigation systems at all sites, including high schools. The grounds supervisor is responsible for evaluating groundskeepers and sprinkler system specialists. They are also available to collaborate with high school administrators in completing evaluations for groundskeepers assigned to the high schools.

Grounds management staff include:

Name	Title	Ext	Cell Phone
Enrique Leon	Grounds Supervisor	x 18462	760 443-5050

Work Orders

School sites may submit work orders for grounds-related issues using SchoolDude. The grounds supervisor will direct the work order to the appropriate grounds crew or sprinkler specialist. If there are any questions, the grounds supervisor will contact the requestor.

Grounds Schedules

Description	Responsibility	Date
Tree Trimming	Contractor Grounds/High Schools	Annually (fall/winter)
High School Football Fields and Practice Areas • Aerate • Top Dress and Drag Mat (field leveling) • Fertilize	Grounds/High Schools	Spring Break

High School Fields, Practice Fields, Quad Areas, PE Fields • Core Aeration • Top Dress and Drag Mat (field leveling) • Fertilize	Grounds/High Schools	Summer Break
High School Athletic Fields • Over-seeding	Grounds/High Schools	Fall

NOTE: Tree trimming takes place between the months of October and January of each year. The grounds supervisor prioritizes tree trimming services based on a variety of criteria ranging from proximity to structures to size and tree type.

Integrated Pest Management (IPM)

Please refer to the information relative to IPM in the Operations section of this handbook. The Grounds Department has a staff member dedicated to addressing weeds and pest control. Additionally, our district works with contracted pest control services to manage large scale issues.

Special Events/Projects

Schools events are a significant aspect of creating community and celebrating students. If there is a special event requiring specific attention by the Grounds Department, please contact the grounds supervisor to collaborate. The regularly scheduled duties can be augmented to meet the needs of a site.

Similarly, school sites planning to facilitate a grounds related project must contact the grounds supervisor prior to initiating the project. The grounds supervisor is an important resource in determining a range of items-- *type of vegetation; impact on irrigation; material needed; labor required; etc.*

Chemical Application (Fertilizers, Pesticides, and Herbicides)

The grounds supervisor will institute a turf management program to promote healthy and safe playing surfaces. Other district personnel or outside agencies, unless approved by the grounds supervisor, MAY NOT apply pesticides, herbicides, fertilizers, or other chemicals. This process will ensure that the District is compliant with the various requirements governed by California regulatory agencies-- *e.g. California Department of Pesticide Regulations (DPR)* and *Healthy Schools Act (HSA) of 2000.*

Operations (Custodial) Department

Overview of Department

The Operations Department is responsible for supporting a high-quality, consistent level of custodial services for all sites. Custodians are hired by the District and assigned to school sites. The custodial supervisor or director of maintenance, operations and transportation may transfer custodians for the good of the District.

Managing and supporting a competent team of custodians is a shared responsibility between the custodial supervisor and the site administration. The Operations Department communicates the essential duties of all site custodians while making recommendations for how these duties are completed (e.g., daily schedules). The feedback from site administration is critical in making sure the timing of custodial schedules accurately reflects the needs of the site. Site custodians report to the site principal and receive approval for leave requests. The custodial supervisor works collaboratively with site administration to complete custodial evaluations. Additionally, the custodial supervisor schedules trainings for custodians and facilitates conversations with the site staff relative to equipment needs.

Operations management staff include:

Name	Title	Ext	Cell Phone
Joel Parks	Supervisor	x 18552	760 578-3095

Integrated Pest Management (IPM)

Before 2001, the kinds and amounts of pesticides (products designed to kill insects and pest, from anti-bacterial soap to Round-up) used in public schools were mysteries to many Californians. For parents, this was a concerning thought.

California lawmakers aimed to address these concerns by passing the Healthy Schools Act of 2000 (HSA), which established right-to-know requirements for pesticide use in public schools and required all school districts to designate an integrated pest management (IPM) coordinator.   In DSUSD's case, the custodial supervisor is our designated IPM Coordinator.

We are all familiar with the annual parent packets, which include a right-to-know form as a result of the aforementioned legislation. The school district is responsible for posting a pesticide use notice 24 hours prior to application. Additionally, parents that check "yes" on the pesticide notification form must be personally notified by the school site 72 hours in advance-- automated calling system, mail, etc. [**NOTE**: *Please make sure your office staff is recording this information into the SIS System; otherwise, it would be next to impossible to notify parents requesting this information personally*.]

Integrated pest management is a behavioral approach to limiting pests. IPM begins with <u>all</u> school site employees consistently following practices that keep pests from intruding into buildings. This includes keeping all doors closed; not storing food or eating food in the classrooms; emptying trash bins regularly; and maintaining a clean cafeteria. When these behavioral patterns are consistently implemented, we can greatly reduce pests. Our custodial staff plays a major role in IPM as well. They can help by making sure outside trash receptacles are covered and emptied regularly, ensure the lunch area is thoroughly cleaned daily, and notify the school office to submit a work order when they observe a broken door sweep which leaves a gap for pests to enter.

Why is it important for school sites to understand IPM? Many employees might not understand that the use of certain chemicals may subject the District, the school, and the employee to compliance, legal, or health issues. Consider the following: A teacher innocently brings Clorox wipes to clean desks. Unfortunately, Clorox wipes are not an allowable pesticide in school settings. Since Clorox wipes are not in the SDS binder, they should never be allowed to be in a school setting. Even if a chemical is allowed to be in a school site, only trained personnel are allowed to use them. Since teachers are not trained, they cannot use anything classified as a pesticide.

Hopefully, this background information explains why teachers cannot bring Clorox wipes from home or spray Raid in their classrooms. It should empower you with facts to calm teachers when they hear that they cannot squirt hand sanitizer on their students' hands as they leave for lunch. Most importantly, this should help put the focus where it belongs, which is on the health and safety of our students by reducing pesticide use.

For assistance with pest control issues, please place a work order noting the specific concern. The supervisor of custodial services leads the District's IPM efforts. For more detail about Desert Sands USD IPM program please call 760 771-8552.

The law also directed the California Department of Pesticide Regulation (DPR) to collect certain pesticide-use information from schools, such as the amount of pesticides used in eating areas or in classrooms, and to support schools in their IPM efforts, emphasizing pest prevention instead of more hazardous pesticide spraying. All pesticides used at a school district facility must be recorded and made available through a Safety Data Sheet (SDS) binder. This binder must be available for inspection upon request. The legislation also requires all staff members applying pesticides to attend an annual training. If the item has an EPA or California Registration number, it is considered a pesticide.

1. Company name and address	Produced for: **ARYSTA LIFESCIENCE NORTH AMERICA, LLC** 15401 Weston Parkway, Suite 150 Cary, NC 27513
2. EPA registration number	EPA Reg. No. 66330-367
3. EPA establishment number	EPA Est. No. 51036-GA-001 AD121008 102332 **NET WEIGHT: 40 LBS**
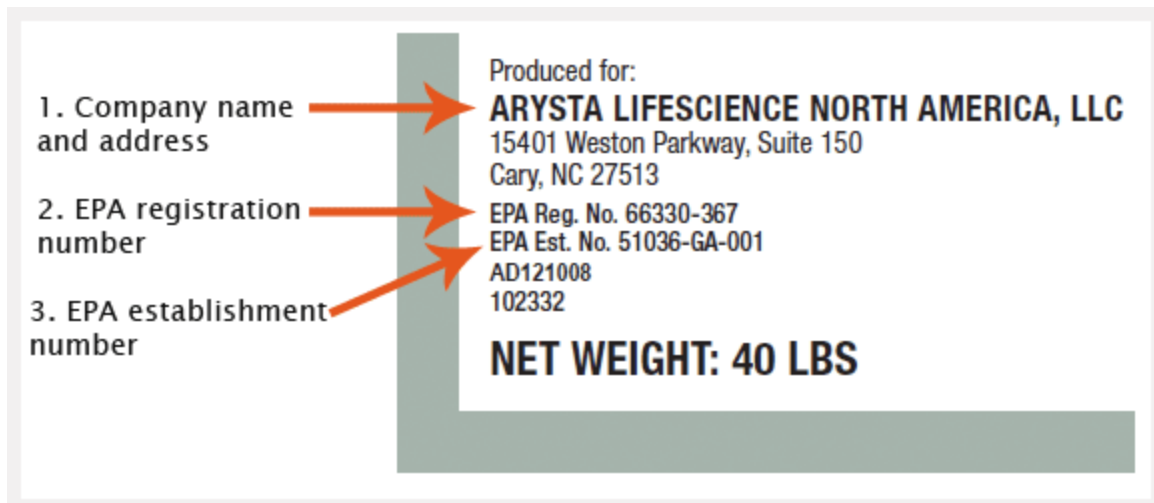
The DPR and county agricultural commissioners have implemented a new regulation regarding agricultural pesticide applications near schools and day care centers. Affected principals will be notified by growers by April 20 of each year regarding the agricultural pesticides expected to be used within ¼ mile of the school. Principals can access CALSchoolNotify.org to verify contact information, pesticide notification from growers, and view any current notifications. Principals can also coordinate with the District custodial supervisor if they have a conflict or concern regarding the scheduled pesticide application dates. The District custodial supervisor will keep appraised of all notifications and will assist principals if notification to families are necessary.

Safety Data Sheets (SDS)

A Safety Data Sheet (SDS) is a document that contains information on the potential health effects of exposure to chemicals, or other potentially dangerous substances, and on safe working procedures when handling chemical products. SDSs are compiled in a binder, which is updated regularly by the custodial supervisor.

It is quite possible that your site will get a visit from the Environmental Protection Agency (or some related department) relative to hazardous chemicals on-site. **This information is located in the SDS binder, which is maintained in the office and the custodial closet at each school site.**

Please contact the custodial supervisor if you have any questions regarding your site's SDS binder. The SDS binder will list the type of hazardous material, but auditors may also want to see where the material is physically located and stored. The principal and/or office staff should also be familiar with where hazardous materials are located and stored.

Electric Panel and Fire Riser Rooms

At times, teachers and PTOs may wish to store items in these rooms. However, the electric panel and fire riser rooms cannot be used for storage. Site custodians are responsible for ensuring that these spaces stay cleared of any item that is not related to the electric panel and fire riser. Failure to do so may result in a fine from the fire inspector or damage to facilities.

Expectations for Custodial Staff

The process of educating students involves not only the teacher, but support staff and parents whose services contribute directly and indirectly to their educational growth and success. The work of the custodian directly contributes to factors that influence the learning process, such as indoor air quality, mold remediation, and asthma trigger awareness.

How well custodians do their job will affect not only the health and safety of the students, but the morale and atmosphere of the entire facility. The positive impression that is created through custodial services will be extended to the overall facilities management organization. The appearance of the building spaces will represent to most building users and visitors an assumption of the quality of facilities services provided comprehensively. A filter in an HVAC system that is left dirty may eventually become apparent only to users of that individual space, but a dirty restroom fixture will be observable to the users of the facility immediately.

Custodians are primarily responsible for cleaning the facilities, equipment, and grounds in your care. Operations and preventive maintenance include security to prevent vandalism and theft. The community, teachers, and students take pride in a well-kept, attractive facility and will help you keep it that way.

In order for the District to support consistent standards at every school, the Custodial Department has defined how it will assist schools and their custodians to maintain such standards, as follows:

1. Provide quality training to develop housekeeping knowledge, safety awareness, task performance skills, and techniques in the custodial program.
2. Provide quality cleaning products (chemicals), equipment, and supplies to support the custodial program.
3. Constant and consistent improvement to the condition of the assets entrusted to the custodian's care.
4. Provide opportunities for the administration, faculty, students, and community to gain knowledge of their supportive roles in the custodial program.
5. Provide continuous monitoring for quality assurance and an avenue for feedback and communication from each work site to the appropriate employee.

<u>DEFINING "CLEAN"</u>
Having a common language to define cleanliness is important when delivering services to customers, evaluating efficacy of operations, training employees, and inspecting condition of facilities. Since there is a direct connection between cleaning results (appearance levels) and custodial staffing, it is important to use common language when considering "how clean" buildings are. Appearance levels are defined for major appearance items such as floors, restroom fixtures, and horizontal surfaces. The five appearance levels are designed to provide a clearly defined assessment of how clean each space is. Desert Sands uses the following appearance levels:

> Level 1- Orderly Spotlessness
> Level 2- Ordinary Tidiness
> Level 3- Casual Inattention
> Level 4- Moderate Dinginess
> Level 5- Unkempt Neglect

Custodial Schedules

It is very important that custodians have a defined schedule. Effective custodial schedules create an order and a flow to the school site's operations. Proper scheduling allows a supervisor to determine what work is supposed to be accomplished, how well the work gets done, and by whom.

The custodial supervisor will work collaboratively with school sites to develop a schedule that meets the needs of your school site. Custodians are expected to follow the implemented schedule.

Custodial Training

Better training leads to better processes and more efficient work. By providing a safe working environment and complying with safety laws and regulations, the organization can promote a safer workplace and ensure the safety and well-being of staff. Desert Sands USD provides mandatory custodial training both annually and monthly. The monthly custodial meeting schedule is found on the Maintenance and Operations webpage under operations resources. These trainings ensure proper procedures for handling chemicals and cleaning school sites. Though these trainings create a minor inconvenience for school sites, please work with your custodians to ensure they attend.

Quality Assurance Facilitators

Quality assurance is a program for systematic monitoring and evaluation of the various aspects of facility management. We have two quality assurance facilitators (QAFs) that report directly to the director of

maintenance, operations, and transportation (MOT). Among a number of services, the QAF provides quarterly inspections of facilities to ensure they are safe, clean, and in good repair. These quarterly reports are provided to the director of MOT, custodial supervisor, and the site administrator. Additionally, QAFs assist sites with conducting route audits and scheduling training. Upon completing the site inspection, the QAFs will provide a list of work orders which need to be inputted by the school site in a timely manner.

Evaluations

The evaluation is an important tool for communicating progress and setting future goals. Custodial evaluations must be completed annually prior to the end of May. Site administrators should use personal observations; information from quarterly site inspections conducted by the QAF; and, any other available documentation. The custodial supervisor is available to collaborate with site administrators in completing evaluations and can be a co-evaluator on annual evaluations. Please be sure to reach out to the custodial supervisor for any questions or concerns.

Scheduling Substitutes

When custodians are off work (vacation, sick, etc.), site administrators must ensure proper coverage, which is critical in facilitating a properly functioning campus. The collective bargaining agreement (CBA) notes that leave requests (i.e. vacation, sick, etc.) require prior notice to the employee's immediate supervisor. Vacation requests must be made 10 days prior to the requested date, and vacation schedules for the entire school year should be submitted to the site administrator by March 1. This prior notice is essential in planning for substitutes. Custodians receive annual training on how to submit a request for a substitute using the AESOP system managed by personnel. Additionally, custodians are required to submit an Employee Leave Request form (25)-79 to their site administrator.

Special Events

Special events may require varying levels of custodial support. During the planning phase of special events, site administrators should consider the impact on regularly scheduled custodial duties. If there is a significant impact on scheduled duties, the school site should schedule a substitute custodian(s), using discretionary funds, to support the event.

Non-instructional Days

Throughout the calendar year, there are a number of non-instructional days-- *summer break, Thanksgiving break, winter break, and spring break, to name a few*. These non-instructional days are

critical for custodial staff relative to deep cleaning. To ensure that time is maximized on critical tasks, there are several items to consider.

- Ensure all equipment is in good repair *(carpet extractor; extract-o-mop; vacuum; etc.).*
- Develop a schedule of duties *(the QAFs and/or custodial supervisor will provide specifics upon request)*
- Ensure proper coverage with respect to staffing

Transportation Department

Overview of Department

The Transportation Department provides home-to-school transportation; special education transportation; and a range of field trips. Home-to-school transportation is governed by board policy relative to walking distance between home and school. Special education transportation is articulated through the Individualized Educational Plan (IEP) facilitated by the Special Education Department. School trips are scheduled at the discretion of each school site or department. Additionally, the Transportation Department works with sites to schedule charter buses under qualifying criteria as noted in CSEA article 12.3. The Transportation Department has a highly qualified team of mechanics responsible for maintaining all district buses and vehicles.

Transportation staff includes:

Name	Title	Ext	Cell Phone
Danny Pizan	Manager	x 18587	760 421-3616
Kurt Jandt	Vehicle Maintenance Supervisor	x 18590	760 578-2665
Janette Berube	Administrative Assistant, Bilingual	x 18063	N/A
Patti Wright	Transportation Specialist	x 18460	N/A
Teresa Trujillo	Transportation Technician	x 18059	N/A
Susan Lopez	Transportation Dispatcher Bilingual	X 18589	N/A
Jose "Tony" Medina	Transportation Dispatcher	x 18589	N/A
Kelly La Ponsey	Driver/Trainer	x 18591	N/A
Jayme Perales	Driver/Trainer	x 18722	N/A
DISPATCH OFFICE	760 771-8588		
MECHANICS' SHOP	760 238-9794 (after hours: 760 535-5816)		

Bus Loading Zones

There are several key factors for maintaining punctual routes to ensure students do not miss instructional time. One of these key factors hinge on the ability of our buses to expeditiously enter, unload, and exit school sites allowing the bus to travel or continue to the next stop without delay.

Unfortunately, there are a number of bus loading zones across the District that are congested with parent/guardian vehicles. The student drop-off and dismissal times are very busy, and sometimes tense, times of the day. Parents are asked to be patient as they navigate through the process of picking up their children. At times, patience can be a rare commodity, and parents resort to entering the bus loading zones. Please work with your community to keep parent pick-up and drop-off separate from the bus loading zone, unless otherwise specified by the Transportation Department.

Aside from the safety aspect, the California Code of Regulations, Title 5, Division 14 reads:

Parent drop-off area, bus loading areas, and parking are separated to allow students to enter and exit the school grounds safely.

1. *Buses do not pass through parking areas to enter or exit school site, unless a barrier is provided that prevents vehicles from backing directly into the bus loading area.*
2. *The parent drop-off area is adjacent to school entrance and separate from bus area and parking.*
3. *Vehicle traffic pattern does not interfere with foot traffic patterns. Foot traffic does not have to pass through entrance driveways to enter school.*
4. *Parking stalls are not located so vehicles must back into bus or loading areas. Island fencing or curbs are used to separate parking areas from loading/unloading areas.*
5. *Bus drop-off area for handicapped students is in the same location as for regular education students, unless otherwise specified by the Transportation Department.*

This structure will allow Transportation to better serve every school site. Additionally, this request has a real safety component as well. During drop off/pick up, students and parents should not be walking between buses. The bus loading zone, by design, prevents this unsafe practice.

Field Trips

The school field trip has a long history in American public education. For decades, students have piled into yellow buses to visit a variety of cultural institutions, including art, natural history, and science museums, as well as theaters, zoos, and historical sites. These experiences are central to our educational mission: schools exist not only to provide economically useful skills in numeracy and literacy, but also to produce civilized young men and women who would appreciate the arts and culture. With field trips, public schools are the great equalizer in terms of access to our cultural heritage. With our current transportation data management system, known as TransTraks, scheduling field trips has never been easier. Principals can find the process for scheduling a trip on the transportation webpage under transportation resources in a document entitled *Field Trips*.

Please note that all trips must be scheduled well in advance. Failure to submit trips in a timely manner may result in an inability to schedule the trip. This is especially important for athletic events. Because athletic calendars are provided to school sites prior to the given season, the following deadlines apply for scheduling athletic trips:

CALENDAR FOR SCHEDULING HIGH SCHOOL ATHLETIC TRIPS	
Deadline	**Season**
June 30	Fall
September 30	Winter
December 31	Spring

BUS CAPACITY	
Grades	**Max Passengers per bus**
K-5	70
6-12	60

- Charter buses have either 27 or 56 maximum passengers per bus

The resources available to the Transportation Department are limited. Therefore, trips may be denied if there is no availability. When a trip is denied, school sites should reschedule the trip for another date/time, as soon as possible.

CANCELLATION POLICY: [NOTE: The cancellation policy is posted on the transportation webpage under *Transportation Resources.*]

The school site is responsible for notifying transportation dispatch when a trip is cancelled. The following policies apply with respect to cancellations.

- Instructional Days (school is in session): These trips REQUIRE a minimum of a 24-hour notice.
  - Trips that are NOT canceled within 24 hours will REQUIRE the school to compensate for a minimum show-up time of two hours.

- Non-instructional Days (school is not in session): These trips REQUIRE a 48-hour cancellation notice (**excludes** non-school days).
  - Trips that are NOT canceled within the specified time frame will REQUIRE the school to compensate for a minimum show-up time of two hours paid at the overtime rate.

Field Trip Changes

All changes to planned field trips must be sent via email to the transportation dispatchers and must include the trip, number, and the new destination, date, or time.

Students Choosing Not to Return on Bus

Occasionally, students wish to take alternative transportation from a field trip or sporting event (such as a parent or neighbor driving them home in their personal car). In these instances, a release form must be completed, approved, and submitted to the Transportation Department at least 24 hours (school day) prior to the event.

Charter Bus Procedures

The collective bargaining agreement (CBA) between Desert Sands Unified School District and the California School Employees Association articulates in article 12.3 the manner in which charter buses are scheduled. This language is a result of a Public Employment Relations Board (PERB) settlement and must be strictly followed.

All charter trips are to be scheduled by the Transportation Department. Under no circumstances should a site employee schedule any transportation through any charter company.

Authority of the Bus Driver

Desert Sands Unified School District Administrative Regulation 3542 states the following:

> *Students transported in a school bus or student activity bus shall be under the authority of, and responsible directly to, the driver of the bus. The driver shall be held responsible for the orderly conduct of the students while they are on the bus or being escorted across a street, highway, or road. The driver shall have the authority to discontinue the operation of a school bus or student activity bus whenever he/she determines that it is unsafe to continue. The driver's primary responsibility is to safely transport students to and from school and school activities. He/she shall follow procedures contained in district plans and regulations pertaining to transportation safety.*

The bus driver is the authority of the bus regardless of location-- public streets or private property (including district property). Nobody is allowed to board a school bus without the prior permission of the bus driver. This includes parents/guardians, teachers, paraeducators, assistant principals and principals. This procedure is explicitly found in the training manual (*Instructor's Manual for California's Bus Driver's Training Course)* used during monthly in-services and supported by the California Highway Patrol.

Bus Accidents

Bus drivers receive on-going training relative to proper procedures during a school bus accident. If there are students onboard when an accident occurs, the bus driver will keep passengers in the bus unless safety hazards or injuries warrant evacuation. The CHP agency will be notified and will conduct an investigation.

When there is a bus accident, the principal is responsible to:
- Collect health information from enrollment cards for all students on the bus

- Notify the superintendent, public information officer, director of risk management, and the director of transportation
- Appoint a staff member to go to the accident site to report any special health considerations to the medical staff present
- In the event of a serious injury or fatality, the principal should go to the accident site and hospital
- Appoint staff to contact parents and provide updates as information is available, as follows:
    - Inform parents that their child is either injured or uninjured, and to what extent
    - Name of the medical facility to which the child(ren) have been taken
    - Inform the parents they should contact the hospital directly
- Refer all media calls to the public information officer
- Inform school staff

Bus Schedules

Home-to-school transportation is governed by administrative regulation 3541, which dictates the following walking distances for pupil transportation eligibility:
- Kindergarten- Second Grade: .75 mile
- Third - Fifth Grade: 1.5 miles
- Sixth - Eighth Grade: 3 miles
- Ninth - Twelfth Grade: Home-to-school transportation is not provided.

REGULAR EDUCATION HOME-TO-SCHOOL: The transportation staff uses the following metrics when routing home-to-school transportation:
1. Morning Pick-up: Students must be at the bus stop location 5 minutes prior to the scheduled pick-up time.
2. Morning Drop-off: The bus will drop students at the school site 15 to 30 minutes prior to the start of school.
3. Afternoon Pick-up: The bus will arrive 5 minutes prior to, and depart from the school site 6 minutes after, the school's dismissal time.
4. Afternoon Drop-off: Kindergarten students must be met by an adult. If a Kindergarten student is not met, he or she will be returned to their school.

HOME-TO-SCHOOL TRANSPORTATION STOP ASSIGNMENT: Transportation-eligible students will be assigned the stop nearest to their home address. Students will be required to have their school ID or tag indicating they are transportation-eligible to board the bus (**Pilot Program**).
- Stops are assigned based on the student's address listed in the student information system (not sitter, grandparent address, etc.)
- If a student's home address changes, the school office will follow procedures for obtaining a new bus tag for the student.

SPECIAL EDUCATION TRANSPORTATION: Transportation requests for special education students begin with an IEP. The IEP team determines eligibility as well as transportation requirements (*i.e. wheelchair required, star seat, car seat, seizure prone, nurse required to accompany a given student, etc.)*. Changes to transportation of special education students are not made by the Transportation Department; changes will only be made through the Special Education Department using the IEP process. Special education students are not released from the bus on their own. There must be an adult present to receive the student(s).

1. Morning Pick-Up: Parents of special education students are notified of their child's pick-up and drop-off time. These times can change throughout the year. Parents are always notified by the Transportation Department when these changes occur. Students must be waiting at the curb 5 minutes prior to the scheduled time.
2. Morning Drop-Off: Special education students are dropped off at the school site 15 minutes prior to the start of school. School staff must be ready to receive students at this time.
3. Afternoon Pick-Up: Special education buses arrive at the school site 5 minutes prior to the school's dismissal time. Special education students should not board the bus prior to dismissal. Special education buses depart from the school site 6 minutes after dismissal.
4. Afternoon Drop-Off: Students must be met and received by an adult. Should a student not be met by an adult ("undeliverable student"), the student will be returned to their school.

Late Buses

There are a range of issues that may arise that would make a bus late on any given day. However, school sites are encouraged to call the Transportation Department if a bus is systemically late. To assist the Transportation Department in avoiding systemic issues, please make sure your site follows the aforementioned metrics for loading, unloading, and receiving students.

Lost Items on Bus

If any items are believed to have been lost on a bus, the school site should contact dispatch. In addition, the parent may visit the Transportation Department and check the lost and found box. The Transportation Department is not liable for any lost items on the bus.

Bus Citations

The document entitled *DSUSD Transportation-Misconduct Citation Procedures* is found on the Transportation Webpage under *Transportation Resources*. Please note that these procedures are designed to support the student in making wise choices while creating a dialogue with the school and parent. Upon issuing a bus citation, the bus driver will provide the school administration with a copy. A school administrator should speak with the student and parent regarding the issue noted on the citation. On a rare occasion, a given student may, after multiple offenses, be removed from the bus for a specified period of time as noted on the procedural document referenced. The Transportation

Department is solution-oriented and willing to meet collaboratively with the school and parents to create a support structure.

Vehicle Mileage and Repair Request

DSUSD employees must input mileage every time they drive a district vehicle by accessing the Transportation website.

The vehicle repair request form can be found on the Transportation website.

Purchasing & Replacing Vehicles

Prior to purchasing a vehicle, schools and departments must contact the transportation manager. The Transportation Department maintains a vehicle replacement list. The vehicle replacement list is used to make recommendations relative to vehicle replacement timelines.

When replacement of a vehicle is needed and site funds are available, the site administrators must submit a completed vehicle/major equipment replacement form, located on the Transportation website, to the transportation manager. The vehicle replacement procedure consists of submitting a completed vehicle replacement form and requires a vehicle to be surplused/retired.

SECTION 6 - NUTRITION SERVICES

Overview of Department

The Desert Sands Unified Nutrition Services Department is made up of a team of nutrition professionals dedicated to student health and their ability to learn. Learning is supported by promoting life-long nutrition and wellness practices.

Meals, foods, and beverages sold or served at schools meet state and federal requirements, which are based on USDA Guidelines. Nutrition Services provides students with access to a variety of affordable and appealing foods that meet the health and nutritional needs of students.

Nutrition Services staff includes:

Name	Title	Ext	Cell Phone
Daniel Cappello	Director	x 18559	213 278-5913
Jodi Schneider	Nutritionist	x 18802	760 443-3985
Leticia Flores	Site Manager (PreK – Grade 5)	x 12151	760 578-2124
Marta Shand	Site Manager (Grades 6-12)	x 12150	760 578-2392
Carlos Montiel	Central Kitchen Chef Manager	X 18765	760 443-2834
Jose Gonzalez	Accounting Specialist	x 18529	N/A
Bertha Celedon	Catering Services	x 18140	N/A
Aida Obregon	Meal Applications	x 18563	N/A

Free and Reduced Price Meal Applications

Students can use their meal eligibility from the previous school year for the first month of the new school year. After the 30th day, those who have not submitted a new meal application must pay for their meals. If a student had a "paid" status, they must pay for their meals starting on the first day of school.

The meal application counts are used by State & Federal Programs Office and Fiscal Services to determine Local Control Funding Formula (LCFF) eligibility and other funding sources. Meal applications determine a significant portion of your school's funding. Due to this, we must get as many applications from parents as possible.

The new application is a single page document with the year clearly noted. Do not use previous years' applications. All students living in the household should be listed on the meal application regardless of the school they attend.

Per Federal Meal Program Regulations, you must send applications to Nutrition Services as they are completed.   Nutrition Services must process them within 10 business days of the parents' submission to the school. Applications will be processed according to the date received.

On-line meal applications are available in English and Spanish. Nutrition Services also uses an online application service that is quick and easy. The online application can be found on the Desert Sands Nutrition Services website.

If for any reason, parents decline to complete an eligibility application and the principal is aware that the student is eligible for free or reduced-price meals, the principal may complete an application on behalf of the student. Written justification must be made on the application as to the reason the student should be receiving free or reduced meals. Please contact the Director of Student Nutrition for details.

If you have questions or need applications, you may contact the Nutrition Services Office at 760 771-8563 or the site manager assigned to your site.

Direct Certification

Nutrition Services automatically qualifies students for free meals if their names appear on the District's Direct Certification listing from Riverside County Social Services and CalPADS. In addition, Nutrition Services' staff works with the Child Welfare and Attendance Office to qualify students eligible for free meals. These students WILL NOT have to submit applications, and will be eligible for free meals for the entire school year.

Community Eligibility Program

Community Eligibility Program (CEP) is an option that allows districts to provide breakfast and lunch to all students at no cost. Schools with high rates of directly certified students are eligible. Desert Sands will be participating in Community Eligibility at the following schools:
- Hoover Elementary
- Jackson Elementary
- Kennedy Elementary
- Lincoln Elementary
- Roosevelt Elementary
- Van Buren Elementary
- Jefferson Middle
- La Quinta Middle
- Amistad High
- Indio Middle

The benefits of direct certification are:
1. Parents with children at Community Eligibility Schools will no longer be required to complete meal applications. However, a simplified application will be required to be completed by parents. This application is required so the District receives full funding from the Local Control Funding Formula (LCFF).
2. All students at Community Eligibility Schools are free. There will be no need to collect unpaid meal charges because parents have not completed a lunch application in a timely manner.

3. Head counts can be used for meal counts during the first year eliminating the need for computerize points of sale and student rosters (some exceptions apply . . . for example, terminals may be required at some schools to identify students with severe allergies).
4. There is no renewal process. The program is in place until the District elects to discontinue.

We anticipate this program to be a great success and more schools with high direct certification rates will be included in the program in the future years.

Student Wellness (Board Policy 5030)

The Governing Board recognizes the link between student health and learning and desires to provide a comprehensive program promoting healthy eating and physical activity for district students. The Superintendent or Director of Student Nutrition shall build a coordinated school health system that supports and reinforces health literacy through health education, physical education, health services, nutrition services, psychological and counseling services, health promotion for staff, a safe and healthy school environment, and parent/guardian and community involvement. Please see Board Policy 5030 for further details.

Competitive Food Sales

Competitive Food Sales are sponsored by groups outside of the Nutrition Services program before and during school. Principals and other appropriate school officials must be familiar with California Department of Education Regulations regarding competitive food sales. These regulations can be found at:

http://www.cde.ca.gov/ls/nu/he/compfoodsrefpub.asp

All school sites must adhere to the same regulations as the Nutrition Services Department.

Please note: Candy and soda are NOT ALLOWED to be sold to students during the school day.

ELEMENTARY SCHOOL – STUDENT ORGANIZATIONS
- A student organization is defined as a group of students that are NOT associated with the curricula or academics of the school or district.
- Regulations are effective from midnight to one-half hour after the end of the official school day.

Student organization sales must comply with all food and beverage standards AND all of the following:
1. Only one food or beverage item per sale.
2. The food or beverage item must be pre-approved by the governing board of the school district.
3. The sale must occur after the last lunch period has ended.
4. The food or beverage item cannot be prepared on campus**.**
5. Each school is allowed four sales per year.

6. The food or beverage item cannot be the same item sold in the food service program at that school during the same school day.

Applies to ALL foods sold to students by any entity.

<u>MIDDLE/HIGH SCHOOLS – STUDENT ORGANIZATIONS</u>

- Student organization is defined as a group of students that are NOT associated with the curricula or academics of the school or district.
- Regulations are effective from midnight to one-half hour after the end of the official school day.

Student organization sales must comply with all food and beverage standards AND all of the following:

1. Up to three categories of foods or beverages may be sold each day (e.g., chips, sandwiches, juices, etc.).

2. Food or beverage item(s) must be pre-approved by the governing board of the school district.

3. Only one student organization is allowed to sell each day.

4. Food(s) or beverage(s) cannot be prepared on campus.

5. The food or beverage categories sold cannot be the same as the categories sold in the food service program at that school during the same school day.

6. In addition to one student organization sale each day, any and all student organizations may sell on the same four designated days per year. School administration may set these dates.

Nutrition regulations are complex. Please contact the nutritionist at 760 771-8802 with regulatory questions.

Meal Serving Times

Please confirm any changes to serving times with the Nutrition Services operator or specialist as early as possible. Keeping the cafeteria staff informed of any changes helps eliminate confusion and delays in service and prevent loss of food and funds.

Nutrition Services provides staffing based on the typical number of meals (breakfast, lunch & snack) served at your school. We will make every effort to support your meal times.

If your schedule does not follow the published district calendars, it is imperative that you notify site Nutrition Service staff. We plan the menu, food orders, and staffing according to district calendars. We can accommodate your change in scheduling, but we need to know at least two weeks in advance. It would be helpful for the Nutrition Services staff at your school to receive a monthly schedule of planned minimum days, assembly schedule days, and field trips.

Changes in Meal Service

The Nutrition Service specialists and operators order food a week in advance. If you have special needs such as field trips or need to change the serving area to the classroom or playground, please let Nutrition Services staff know as soon as possible. This will decrease the waste and expense of discarded meals.

K-12 Lunch Program

It is mandatory that all school sites with free and reduced students provide lunch service. Desert Sands meets this requirement.

During lunch we provide multiple entrees and sides (all five food groups) for students to choose from. In order for the Nutrition Services to receive reimbursement for the meals served, each student participating in lunch must take a complete meal, in other words, at least three food groups one of which must be ½ cup of fruit or vegetables. For example, a complete meal can be milk, carrots, & bread. Entrees generally count as two food groups. However, cafeteria employees encourage children to take other items, but this cannot be mandatory. Students can take up to one entrée and one of each side. Federal regulations require that students be allowed to make their own choices. Students must be allowed to make their own choices as much as possible and not the teacher or aide, unless there is a special diet request from a licensed physician.

Field Trips & BBQ's

Because Desert Sands participates in the National School Lunch Program, school sites must provide lunches for free & reduced price students while on field trips scheduled during regular lunch service.

To accommodate this need, Nutrition Services prepares sack lunches for field trips. Sack lunches should be ordered at least two weeks in advance through your school's cafeteria staff. Arrangements for pick-up should also be discussed. A class roster of students attending the field trip should be provided to the cafeteria.   Nutrition Services staff will record all meals. Free and reduced priced student meals will be reimbursed through Nutrition Services. A bill for non-reimbursable meals will be sent to the school site administration for payment.

Nutrition Services can also provide alternative meals like BBQ's for special occasions. Similar to sack lunches, orders should be made with your cafeteria staff.

Meal Prices (as of July 1, 2018)

	Breakfast	Lunch
ELEMENTARY STUDENTS		
Full Price	$1.75	$2.75
Reduced Price	No charge	No charge
Milk w/o Meal	$0.50	$0.50

SECONDARY STUDENTS		
Full Price	$1.75	$3.00
Reduced Price	No charge	No charge
Milk w/o Meal	$0.50	$0.50
ADULT MEALS	$2.50	$3.50

Menu Distribution

Menus are updated monthly. Menus are posted on the Desert Sands Nutrition Services website. Also available at this site are carbohydrate counts, food allergen information, and nutritional information.

Special Meal/Diets

All sponsors of child nutrition programs are required to offer meals to children with disabilities and children with special dietary needs whenever meals are served. Whenever a child is unable to eat or drink one or more of required meal components, we must have a medical statement signed by a physician to make substitutions. For participants with food allergies and food intolerance, we will make substitutions on an individual basis. A Request for Special Diet form is available on the Nutrition Services website.

Meals Consumed in the School Cafeteria/ECE Site/On School Grounds

School meals are intended to be consumed in the meal service area during the established meal service period. However, due to the limited amount of time students may receive to consume their meals, and the increased amount of fruits and vegetables required in reimbursable meals, students may wish to save some food items to eat at a later time.

The USDA allows students to save food items for consumption outside of a meal service area as long as the food items do not require cooling or heating. Examples of acceptable food items to consume later are a whole piece of fruit or a bag of baby carrots.

There is also a food safety issue when meals are taken off site to be consumed at a later time. The district will not and cannot be responsible for meals improperly handled once taken off site.

EXCEPTION: School sponsored field trips.

Parents in the School Cafeteria

California Education Code (ECS) 38082 and Title 7 of the Code of Federal Regulation for the National School Lunch Program and School Breakfast Program-Part 210 states that parents are not allowed in the cafeteria during meal service. The codes also state that meals can be served or sold only to students enrolled in the school and only to adults who work for the District.

Catering

Nutrition Services provides catering services for several types of events. Information is available on the Nutrition Services website.

For more information, contact: Bertha.Celedon@desertsands.us.

SECTION 7 - PURCHASING AND WAREHOUSE

Overview of Department

Purchasing Services is responsible for obtaining requested supplies, equipment, and services for the District at the best prices, consistent with the quality of goods required, and as required by law and good ethical practices.

Purchasing and Warehouse staff includes:

Name	Title	Ext	Cell Phone
Nancy Lavrusky	Director	x 18568	909 855-0450
Jimmy Hampton	Warehouse Supervisor	x 18595	760
Mary Hendricks	Administrative Assistant	x 18567	N/A
Laura Rodriguez	Office Specialist	x 18596	N/A
Analisa Magglio	Senior Buyer	x 18569	N/A
Randy Corwin	Buyer	x 18571	N/A
Vickie Haddox	Buyer	x 18575	N/A
Sandee Ross	Buyer	x 18306	N/A
Adeline Carrasco	Purchasing Technician	x 18572	N/A

General Information and Procedures

Attachment and Back-up Requirements

Back-up information (attachment lists, flyers, paperwork, etc.) for a requisition must be sent to Purchasing Services as soon as the requisition is entered. Indicate on the requisition "attachment/s to follow." The attachment/s <u>must</u> include the requisition number and the buyer's name, so that it can be referenced to the requisition. Be aware that if the requisition indicates attachment to follow and it is not received, the requisition will not be processed. **Attachments are required when a requisition has eleven or more line items.** The template can be downloaded from the DSUSD Purchasing website:

For **book orders**, if the vendor has provided a printed copy of a quote, or a printed list of books including S&H, taxes, and totals, that paperwork should be submitted as the attached list; even if is for less than 11 line items. A handwritten list or a school requisition form will not be accepted as an attached list.

Attached List Requirements

Our inventory scanning system is directly linked to Galaxy using the requisition data for the line description. Therefore, any "Per Attached List" line items over $500 will require individual entry. For example: if there are 25 lines and 3 of them are priced over $500 each; those three items will require entry as a separate line item, with specific item description and price. All remaining items can be listed as a one-line item with the description - "as per attached list."

Bid Limits
Public Contract Code (PCC) Section 20111(a) requires school district governing boards to competitively bid and award any contracts involving an expenditure of more than $50,000, adjusted for inflation, to the lowest responsible bidder. Contracts subject to competitive bidding include:
1.   Purchase of equipment, materials, or supplies to be furnished, sold, or leased to the school district.
2.   Services that are not construction services.
3.   Repairs, including maintenance as defined in PCC Section 20115, that are not public projects as defined in PCC Section 22002(c).

The current annual Bid Limits can be found on the DSUSD Purchasing website.

Contracts (Agreements)
DSUSD employees should never sign a contract supplied by a vendor. If the vendor requires a signed contract, the Director of Purchasing can review the contract for district compliance. **All contracts (including non-monetary contracts) require Board of Education approval**. Only the Superintendent and the Assistant Superintendent of Business Services is authorized to sign contracts for the purchase of goods and services.

Forward Board of Education approval and all backup to the appropriate purchasing buyer, and include the requisition number on the document backup.

Contracts with technology vendors – reference Technology Section, page 96

Deadlines
Purchasing's annual deadlines for Galaxy and One Source requisitions can be found on the DSUSD Purchasing website.

Donations
Sites receiving proposals for donations shall follow the following procedure:

- The principal or department head shall determine if the item(s) is desired and appropriate for their site. (Computers over three years old are usually considered obsolete.) The site must complete the Request to Make a Donation form (10)-17, which can be found on the DSUSD Purchasing website.

- The donation form should be submitted to the administrative assistant in Purchasing Services. **All** information must be completed on the form including the complete description, age of the item(s), serial numbers when applicable, and the value of the item(s). If the form is not complete, it will be returned to the site and the donation will not be accepted.

- After the item has been inspected by the appropriate district personnel and found suitable for acceptance by the District, Purchasing Services will submit a summary for Board approval. If not

accepted by the Board, the principal or department manager will be notified and will be required to notify the prospective donor.

- The appropriate thank you letter and donation receipt will be processed by Purchasing Services and sent to the donor upon Board approval.

Emergency Requisitions

If the need arises for an emergency rush order, contact the appropriate buyer or purchasing technician in Purchasing Services with the requisition number and the reason for the emergency. Make sure the requisition has been approved at all levels before contacting the Purchasing Department.

Employee Pick-ups

All employee pick-ups must have the name of the person authorized to pick up the items. A vendor will not release the material to anyone who is not listed on the purchase order.

Employees as Vendors

To be in compliance with district policy, the Desert Sands Unified School District will not utilize the service of any district employee as a vendor.

Expense Reimbursements

Monthly Expense Claim form (25)-87 should be completed, fully approved and forwarded to Fiscal Services. **A Galaxy requisition is no longer required**.

However, purchases for the following should be handled through Purchasing Services via the submittal of a Galaxy requisition and are not reimbursable:

- art supplies
- gift cards
- toner cartridges
- equipment
- items that are available through the District Warehouse.

Fiscal Year End

The fiscal year end is June 30. To assure payment in the current year, please note the following deadlines:
- All internal purchase requisitions must be entered and approved by the annual deadline.
- Personal reimbursement and mileage claim forms must be received in the Fiscal Services Department by June 1.
- Invoices (receipts, tags) must be received in the Fiscal Services Department by the last day of school.
- All purchase orders in Galaxy are disencumbered June 30 and new requisitions must be created for the new fiscal year.

Fixed Asset Retirement
To have items removed that are no longer useful at the site, a Fixed Asset Retirement form (30)-33 shall be submitted, complete with **District tag #, PO #, and serial number** (if applicable) for each item. Once the form is complete, forward it to Purchasing Services for review. Purchasing Services will forward the list to the Warehouse to schedule a pick up date. A minimum of two weeks should be allowed for this process. Items that are declared as surplus at a site, but can be used elsewhere in the District, will be offered to other sites as feasible. Employee *personal items* brought on site that are no longer needed, will not be picked up and disposed of by the Warehouse/District.

Open Purchase Orders
An open purchase order should not be used except for miscellaneous supplies that will be purchased over a period of time (e.g. current fiscal year). If an open purchase order is requested, indicate the type of items that will be purchased and who will be authorized to pick up the items from the vendor. Please note: Open purchase orders are not to be used to purchase equipment, toner cartridges, art supplies, any type of gift cards or for items available through our District Warehouse.

The following vendors require a credit card along with the PO when shopping (these cards must be picked up in Purchasing Services):
- Albertsons/Vons
- Costco
- Hobby Lobby
- Office Depot
- Ralphs
- Walmart.

The original receipt must be sent to accounts payable within five (5) working days of picking up the item(s). If a site/department fails to turn in the receipts and an account is put on a credit hold, the open purchase order privileges for that site/department will be suspended for six months.

Pre-Pay a Vendor
If a vendor requires pre-payment with your order, you may request a pre-pay form of payment along with the submittal of your requisition in Galaxy. Please keep in mind that the pre-pay process takes approximately 5 – 7 days.

Support documentation will be required as backup for all prepaid orders. Additional prepayment requests will not be processed for school sites and/or departments not providing support documentation in a timely manner.

Preview of Merchandise

If a vendor offers the option to preview merchandise, the following procedure applies:

Submit a requisition indicating in the description area that this is a "preview only." Please note that the District will not be invoiced until the trial period has passed. If you decide to keep the merchandise, send the packing slip or backup to the buyer or purchasing technician. The packing slip or backup must be stamped with the "okay to pay" stamp as approved by the Fiscal

Services Department. If you decide you do not wish to keep the preview merchandise, you must complete and process a Report of Good Returned form (30)-67.

Printer Repairs
HEWLETT PACKARD PRINTER WARRANTY REPAIR PROCEDURES:
Almost all Hewlett Packard desk jet printers have a one-year warranty at the time of purchase and repairs must be done by Hewlett Packard (not a local authorized HP repair person). If you do not know if the printer is still under warranty, call the Buyer, Sandra Ross in the Purchasing Services Department at 760 238-9675.

If warranty coverage is confirmed, write down the serial number and the model number of your printer and call the HP technical support center at 1 800 474-6836. The HP technician will walk the user through some tests and try to do the repair over the telephone. If the problem cannot be corrected through telephone testing, the HP representative will assign a service number to the case. Prepare a Report of Goods Returned form (30)-67, noting the case number from HP. Complete the top of this form entirely and forward the form to the buyer in Purchasing Services for processing. Retain the goldenrod for your records.

Repairs (for all NON-PRINTER equipment)
Contact Purchasing Services to verify if the item is under warranty. If not, proceed to submit a requisition.

Recycling/Surplus
If a site/department has usable inventory item(s) that are no longer needed, please contact Sandra Ross. She will send out a notice via email to all principals with a quantity count, brief description of the item(s), and the name of the contact person. Please call the originating site/department with questions regarding the surplus supplies.

If your site principal/department head determines that his/her site can use the item(s), email the buyer who will schedule pick-up/delivery of the item(s) with the Warehouse personnel. These requests are handled on a first come, first served basis.

It is estimated that the amount of time required to complete this cycle would be approximately two weeks.

Records Retention
A records retention schedule describes one or several records series, shows the length of time the records should be retained, and indicates their final disposition. The schedules list permanently valuable records, which should be properly protected for future use, and they also supply a timetable that will allow records custodians to regularly and legally dispose of records of non-permanent value.

You can find the Records Retention Manual (prepared by the Southern Section of the California Association of School Business Officials and approved by CASBO) on the DSUSD Purchasing Services website.

Report of Goods Returned

The site/department completes the top section and submits Report of Goods Returned form (30)-67 to Purchasing Services for processing, keeping the goldenrod copy for their records. **Purchasing Services will make the contact with the vendor for the return of merchandise arrangements. The site/department should not make any return arrangements with the vendor.** Warehouse will pick up the merchandise to be returned from your site/department on your scheduled delivery date and return the merchandise to the vendor, per Purchasing Services instructions.

Special note regarding large book orders sent directly to the site: Note any problems with the shipment indicating what the discrepancy is; send the packing slip to the warehouse, and email Purchasing Technician, Randall Corwin, with specific details of the problem. This is very important so that discrepancies can be corrected and payment can be submitted in a timely manner.

Service Agreements/Repair Service

When entering the requisition for service agreements or repair services, include the model number and District tag number of the equipment.

Software Licenses

Purchase Orders for software are routed through the Technology Department for approval. Software licenses purchased with a District credit card requires prior approval from the Chief Innovation and Information Officer. All software run on district computers must have current licensing. The site is responsible for maintaining licensing records for all computers at the site. This information should be available to the Technology Department.

Software License Requests **which contain Pupil Records**

AB 1584 requires that we have signed contract language on file for any vendor with whom we share identifiable student information. This applies to vendors with whom we have entered into an agreement via contract, purchase order, or service agreement. Administrators and directors have been given a link to a Google Form that needs to be filled out anytime AB 1584 language is required. The form requests that the AB 1584 agreement be uploaded into the form for review by our CIIO. Please, DO NOT send AB 1584 contract language to the Board for approval or to the assistant superintendent of business for signature, without filling out this form. There are monitoring points associated with the responses to this form that people across the district rely on. Once the AB 1584 language has been received and reviewed, you will receive an email letting you know if it is ready to go to the board (for contracts) or to the assistant superintendent of business for his signature (for purchase orders). If you need the AB 1584 contract language for a vendor to fill in, contact the CIIO.

Link to form when submitting AB 1584 contract language:

<div align="center">

https://goo.gl/forms/yuPoD4Q5TgDsdqXe2

</div>

Surplus vs Trash
- *Surplus* - anything that still has value and can be sold at auction, or recycled for use in the District.

- *Trash* - anything that has no value or broken. If not a district asset and appropriate, trash should be disposed of at the site level and not picked up by Warehouse.

Travel
The site/department calls the travel agency to prepare the itinerary and then enters the requisition with the information. Since the travel agency will only hold ticket prices for 24 hours, the requisitioner must email the requisition number to the buyer immediately. Scan copies of the itinerary, a flyer from the conference, the signed conference request form and, if travel will be out of state, Cabinet approval to the buyer. Put the requisition number on all backup items. Payment cannot be processed to the travel agency confirming the ticket(s) without ALL required back-up documents.

Unauthorized Orders
No individual at any site or department is authorized to place an order or sign a contract on behalf of the District. Proper procedure requires submission of a valid requisition through Galaxy with all approvals and the issuance of a district purchase order. This is in accordance with established purchasing procedures and board policy.

NOTE: Ordering directly from a vendor without going through the approval process is a violation of Board Policy!

Vendor Numbers
All vendors must be set up in Galaxy before the District can issue a purchase order. If you have a vendor that is not in the vendor list, select *District Choice* (vendor number 30362-01) as the vendor, and input the new vendor information in the "Internal Notes" to include the full name, address, email, telephone, and fax number. Forward the completed and signed W-9 form from the vendor to Purchasing. When the requisition is processed in Purchasing Services, the new vendor will be added to Galaxy. Please keep in mind that we will not assign a vendor number if we are not provided with a W-9 *(can be found at: http://www.dsusd.us/sites/default/files/W-9.pdf)* and vendor telephone number.

For independent contractors, a copy of the Board approval and back-up (agreement, proposal, contract, etc.) must be sent to Purchasing along with a completed and signed W-9 form. The contractor's name and tax ID number must match the IRS records. A vendor number cannot be assigned without this information.

Website
Purchasing Services maintains a website dedicated to providing DSUSD schools and departments information to assist in purchasing the products and services they need, in a timely and cost-effective manner.

Website address: http://www.dsusd.us/Purchasing

The website includes the following documents:
- Art and Craft Materials Hazards - OEHHA

- Art Smarts! Safe Use of Art and Craft Materials
- Attached List for Requisitions
- Bid Limits
- Bid/RFP Postings
- Categories Guide
- Cell Phone Request Form
- Contracting Insurance Requirements
- Donation Inspection Form
- Galaxy Purchasing Instructions
- Independent Contractor Agreement
- Independent Contractor Agreement (fillable form)
- Mezzanine Archive Label (fillable form)
- One-Source Instructions (Warehouse)
- Public Speaking Services Contract 30-43e
- Purchase Order Terms & Conditions
- Records Retention Manual (CASBO 2016 Edition)
- Request to Issue Bid/Piggyback, RFP, RFQ, Contract Transmittal Form
- Request to issue Bid/Piggyback, RFP, RFQ, or Contract - Transmittal (fillable form)
- Request to Make a Donation Form
- Request to Make a Donation Form (fillable form)
- Room Inventory Checklist
- W-9 Blank
- Year End Deadlines

Workshops and Conferences – Purchase Orders

If the vendor will accept a purchase order, enter a requisition in Galaxy. Then send the registration form and the Request to Attend Conference form (10)-227 to the buyer, who will fax the signed PO and registration form to the vendor for you. Be sure to include the purchase order number in the registration area of the required Request to Attend a Conference form.

Warehouse Orders and Functions

Deliveries

Warehouse drivers will deliver packages to one designated area, unless the delivery is heavy equipment or so large in size or weight that two individuals are required to move it. In such case, the Warehouse driver will deliver that particular item to its final site destination.

For normal deliveries, it is the site's responsibility to unpack and verify contents.

Recycling - Cardboard/plastic:

Each school site has 2-3 white crates (bins) staged in designated area outside of the cafeteria. All sites have been instructed to place their recycled cardboard or plastic inside the (bins). The District Warehouse have scheduled weekly pick up at each site.

If you notice that your cardboard recycle bins are full and need to be picked up, please call or e-mail the warehouse supervisor at (760) 771-8595.

Recycling - Batteries:
Each school site/department is required to recycle batteries. When a large amount has been collected, please contact Warehouse for pick up and to have them properly recycled (free service).

Recycling - American Flags
When replacing an American flag due to being worn, faded or torn, please contact Warehouse/Mail Services for it to be picked up and retired in order for it to be properly disposed of.

Warehouse Stock Orders
It is necessary for each site to designate one or two employees to be responsible for receiving and checking packages for discrepancies as soon after receipt as possible. Order discrepancies must be reported to Laura Rodriguez in the Warehouse, within 24 hours of a delivery.

Delivery Schedule
Buy-out and stock orders will be delivered to each site weekly, per the schedule provided by the District Warehouse which can be found on the DSUSD Purchasing Services website.

Signatures
Drivers may not leave packages that have not been signed for as acknowledgment of their delivery. Signature does not mean that goods have been accounted for but merely that the shipment was received. Cooperation from the sites/departments is greatly appreciated.

Site Delivery Contact
Each site must designate a primary contact person and back up person to receive and sign for deliveries. Ideally, the designated individual should also be the site requisitioner in OneSource.

Special Delivery
Special deliveries may be made for certain types of orders, such as live specimens or large furniture or equipment orders that cannot be in the Warehouse due to size constraints or that require more than one individual for delivery. The Warehouse staff will schedule these deliveries accordingly.

Warehouse Stock Order Returns
In order to be eligible for return and credit, warehouse items must have been ordered during the current fiscal year. Items must be in unused and undamaged condition and must be a currently stocked item.

A Warehouse Return for Credit form (30)-65 is to be completed and sent with the returned merchandise. The warehouse will pick the returned merchandise up on your regularly scheduled delivery day. All returns must be in the same fiscal year.

Fixed Asset Retirement

To have items removed that are no longer useful at the site, a Fixed Asset Retirement form (30)-33 shall be submitted, complete with district tag #, PO #, and serial number (if applicable) for each item. Once the form is complete, forward it to Purchasing Services for review. Purchasing Services will forward the list to the Warehouse to schedule a pick up date. A minimum of two weeks should be allowed for this process. Items that are declared as surplus at a site, but can be used elsewhere in the District, will be offered to other sites as feasible.

Live Specimen

Live specimen orders may not be combined with any other items and must be shipped directly to the site to insure that the orders are alive when received.

Moves

Moves within a site are to be handled by the school custodian(s). Requests to have an individual's office/room moved from one site to another may be made directly with the warehouse supervisor. The supervisor will schedule; please plan ahead and allow several weeks prior to the desired move date.

Telephone Calls

Contact the warehouse office if you have questions regarding warehouse orders at 760 771-8596. If you are calling to check the status of a Galaxy buy-out order, contact the buyer in Purchasing Services that processed your order. The buyer's name will be on your site copy of the purchase order.

District Mail and U.S. Postal Regulations

General Information
1. Separate JET mail from U.S. mail
2. Separate pre-stamped mail
3. Band each group together

Daily Schedule
1. Desert Sands Unified School District's U.S. Mail is picked up daily, from the Post Office, by Warehouse staff and delivered to school sites, per the schedule posted on the Warehouse/Mailroom website.
2. All mail in the warehouse is delivered and picked up from schools by Warehouse staff between 7:30 a.m. and 2:00 p.m.
3. All District Office mail is picked up throughout the day until 3:00 p.m.
4. All U.S. Mail is delivered to the Post Office at 3:00 p.m.

5. Jet Mail (mail handled through Riverside County Office of Education) picked up before 11:00 a.m. will go out the same day.

Bulk Mail

1. The District has a bulk mail permit, which allows schools and departments to mail 200 or more like-items in a single mailing at the non-profit organization rate.
2. Envelopes are printed by Graphic Services with the bulk mail permit. Each school can purchase bulk mail stamps. District Office departments may borrow a bulk mail stamp from the Mail Room.
3. Graphic Services can also print flyers with the bulk mail permit on the outside of the flyer, which can then be folded and sealed with round dot self-adhesive labels.

Processing Bulk Mail:

a) The initiating school or office must complete a Direct Payment requisition indicating the exact number of pieces to be mailed. The requisition must also list ALL pieces by zip code in order and number of pieces (Example: 92201-50, 92202-3, etc.). The requisition is sent with the Bulk Mail to the mail room. The Warehouse staff will fill in the cost of the mailing and forward the requisition to accounting.
b) If a parent or booster club uses the District's bulk mail permit, be sure to include this on the requisition so they can be billed.
c) The initiating school site is responsible for sorting, stamping, and bundling bulk mail according to the following U.S. Post Office requirements:
   - Each envelope must be identical in size, weight, and number of enclosures. Individually addressed letters, report cards or other personalized material may not be sent via bulk mail. (Generic correspondence only)
   - Envelopes must contain the zip code, District return address, and bulk mail stamp (if not using the pre-printed bulk envelopes). The bulk mail stamp must be located on the upper right-hand corner of the envelope flyer.
   - Envelopes must be sorted by zip code and "rubber banded" in groups of 25 or 50.
   - All bulk mail envelopes must be sealed or flaps tucked in.
   - Bulk mail may be (and is) opened by the Postal Service and inspected to determine if the proper rate has been charged.
   - Bulk mail must be in the District mailroom early in the morning or a day before it is to be mailed.

NOTE: Desert Sands Unified School District must be on return address heading.

Certified Mail

1. Fill out a U.S. Postal Service Certified Mail Receipt Form. Attach it to the front side of your mail.
2. Fill out a Domestic Return Receipt Form, Complete Items 1, 2, and 3. Also, complete Item 4 if restricted delivery is desired. Print your name and address on the reverse side of the

form, so that the mailroom can return the card to you as verification. Attach this card to the back of the piece of mail, or on the front if space permits.
3. If site chooses to use Certified Mail Electronic Return Receipt, it eliminates the need to fill out the traditional (green) receipt and there is a substantial discount.

NOTE: If you have any questions please contact the mailroom at (760) 771-8599.

SECTION 8 - RISK MANAGEMENT

Overview of Department

The Risk Management Department operates under the direction of the Assistant Superintendent in the Business Services Division. It is comprised of the director, an administrative assistant, two benefit specialists, a benefits/risk technician, and a workers' compensation coordinator.

The department manages the District's exposure to risk, including workers' compensation, property and liability insurance, health and welfare benefits, use of facilities agreements, and student and staff safety.

The department administers a $38 million annual health & welfare program for employees and eligible retirees. It manages all property and liability claims for the District, and manages litigation which may result from these types of claims.

The department is responsible for the coordination of workers' compensation benefits and overseeing our third party administrator. It directs the employee Return-to-Work Program and is involved in all interactive process meetings to ensure we are providing reasonable accommodations to our employees and applicants.

Risk Management provides information and training to district employees and departments concerning injury, illness and accident prevention, makes recommendations for student safety, and reviews agreements to limit the District's liability. The department develops employee training programs and schedules third party safety presentations and ergonomic evaluations, and oversees the Safety Credit Fund.

Risk Management is the liaison to such agencies as the Department of Environmental Health, Cal-OSHA, and the Department of Agriculture. It maintains many of the required environmental permits and plans regulated by these agencies. It also provides the sites with required compliance plans and business plans.

The Department administers the Use of Facilities program for the District, whereby outside agencies and organizations can utilize the District's facilities for the purpose of holding meetings and other events. It also coordinates the use of facilities by internal staff.

The director facilitates the District Employee Safety Committee and the District Health Insurance Committee. The department is involved in staff wellness and along with the annual health fair has overseen many employee fitness and lecture programs.

Risk Management staff includes:

Name	Title	Ext	Cell Phone
Barbara Sasser	Director	x 18511	760 578-2679
Jennifer Morgan	Administrative Assistant	x 18511	N/A

Jennie Wiesenhutter	Accounting Technician	x 18542	N/A
Julie Schmid	Accounting Specialist	x 18513	N/A
Sophai Simok	Accounting Specialist	x 18501	N/A
Albert Pimentel	Coordinator, Workers' Compensation	x 18545	N/A

Student Injuries

While working at a school site, there is always the potential for a student injury. All injuries must be reported to Risk Management. Please complete the Student Accident Report forms (10)-159 and (10)-159A and scan, fax, or send via district mail the completed accident report to Risk Management. For serious injuries, please call Risk Management and report as soon as possible. Here is information to remember when completing the form:

1. MEDICAL TREATMENT**:** Providing medical treatment to the injured student is the most important first step. **CALL 9-1-1 and in some offices 9-9-1-1** in the event of a **serious injury** or accident. You are not required to have administrative approval to make an emergency phone call from any site. All 9-1-1 calls should be reported to Security, Risk Management, and the Superintendent's Office. This can be done via email as time permits. See separate section titled "EMERGENCY MEDICAL PROCEDURES" for additional guidance

2. STUDENT ACCIDENT FORM: Once the student has been assisted, employees witnessing or supervising the student at the time of the accident or injury must complete the Student Accident Report forms. There are two parts to the report. The first part is the Student Accident report and it is numbered. List the student's name, grade, and pertinent information of how the injury occurred. List as much detail as you can and indicate if the child was picked up, and name the person that picked up the child (complete name), if the parent/guardian was contacted by phone, or if the student went back to class. This is the District's official record of the event and may be needed at a future date to recall important details of the incident. Only pertinent information should be recorded on the Student Accident Report. Do not list opinions on how or why the event occurred, only facts. **If a student sustains a head injury, a Head Injury form (45)-25 must also be completed and a copy provided to the parent/guardian.**

3. ADDITIONAL INFORMATION: If additional information develops after the report is completed, notify the Risk Management Department immediately.

4. POSSIBLE LITIGATION: If the student or parent/guardian indicates they will be pursuing a claim, requesting reimbursement for medical treatment, or requesting documentation regarding the injury, refer them to Risk Management.

5. CONFIDENTIAL INFORMATION: The Student Accident Reports are confidential and have attorney/client privileges. The Student Accident Report is not a public record. If a student, parent/guardian, or any other person requests copies of Student Accident Report, **refer the request to Risk Management. NOTE: DO NOT PUT A COPY OF THE STUDENT ACCIDENT REPORT IN THE STUDENT'S CUM FILE.**

6. <u>DO NOT DISCUSS THE INCIDENT:</u> Make no public statements as to your opinion regarding cause, fault or liability. Refer all media requests to the District's Public Information Office.

7. <u>ADDITIONAL QUESTIONS</u>: If you have any questions regarding the procedure, call the Risk Management Department at (760) 771-8511, or email jennifer.morgan@desertsands.us or barbara.sasser@desertsands.us.

Workplace Injuries

<u>What to do when an employee is injured:</u>

- Serious medical injury/situation
    - o If the injury is serious, the injured person should be transported to the closest medical facility or CALL 9-1-1 (some phones need to dial 9 before dialing 9-1-1).   Notify Risk Management immediately.
    - o See separate section titled "EMERGENCY MEDICAL PROCEDURES" for additional guidance.
    - o Risk Management will provide a Report of Employee Injury or Illness form (10)-56 which will need to be completed.
- Less serious injury, but requires medical attention
    - o If medical treatment is required and the injured worker is able to drive, they need to report to Risk Management to complete forms prior to going to a treatment facility.
    - o Risk Management will provide a Report of Employee Injury or Illness form, which will need to be completed.
- Non-serious injury, with no medical treatment required
    - o If the injury is a "Report Only" (no medical treatment required) the employee or Administrative Assistant should immediately complete a Report of Employee Injury or Illness form and have the supervisor complete an investigation and conference with the injured worker.
    - o The completed report should be sent to Risk Management.

<u>APPOINTMENTS: Doctors Appointment and Physical Therapy</u>

- Both doctor and physical therapy appointments are to be scheduled after the employee's normal working hours if possible! This would be reported as a "MODIFIED DAY" on the employee's attendance record.
- If this is not possible, they are to report to work, go to their doctor appointment, and return to work. This should be reported as "INDUSTRIAL."
- After each <u>doctor appointment</u>, (not physical therapy appointments), the employee must submit medical status reports directly to Risk Management. Copies of report will be provided to their supervisor for review.
- If you are not sure if an appointment is "Industrial" please feel free to call or email Risk Management Workers' Compensation Coordinator to verify if the appointment is industrial.

MODIFIED DAYS (MD)

Employees receive up to 65 days of modified duty per injury. For additional time, modified duty must be approved by Risk Management. Modified duty exists when an injured employee is given work restrictions from the physician and the employee cannot fulfill his or her usual or customary job duties without accommodations or who are placed in a temporary limited alternative workplace. In addition,

- while working modified duty the employee is _**NOT**_ authorized to work extra duty/overtime, and
- if an employee is working modified duty and requests a day off due to their injury, it must be accompanied by a doctor's note from their treating physician; otherwise it will be charged to the employee's own time.

INDUSTRIAL LEAVE

Employees receive up to 60 days of industrial leave per injury. Industrial leave is approved only with written confirmation from the physician requesting the employee be taken off work. Employees may also use industrial leave for authorized medical appointments, but only for the time of the medical appointment and travel. Any time taken beyond the medical appointment and travel will be charged against the employee's personal time. In addition,

- industrial leave can be full or partial days,
- injured employees **CANNOT** be on campus or involved in any work activities if they are off work on industrial leave.

Unsafe Conditions

- All unsafe conditions should be reported to the supervisor and/or Risk Management!
- Reports may be made to Risk Management anonymously.
- An Employee Report of Unsafe Condition form (10)-50 can be found at www.dsusd.us/Risk.

Emergency Medical Procedures

If a medical emergency occurs on your campus, will you be prepared? Is your staff trained in First Aid and CPR? Do you have a district security agent on-site to respond to all emergencies? Do you know when 911 should be called? This last question is easy, always error on the side of caution. If you are not sure the injured party needs emergency treatment or transportation, then most likely they do. "When in doubt, call them out!" 911 is there for a reason; to save lives.

If the injury or illness is not life threatening, the front office or district security should be called first. If you are not sure whether the situation is a true emergency, it is recommended that you call 911 and let the call-taker determine whether you need emergency help.

For life threatening injuries, such as someone who is unconscious, gasping for air or not breathing, experiencing an allergic reaction, having chest pain, having uncontrollable bleeding, or any other symptoms that require immediate medical attention 911 should be called immediately. Do not wait for your site administrator's approval. In some offices you will be required to call 9-9-1-1.

When you call 911, be prepared to answer the call-taker's questions, which may include:

- Location of the emergency, including the street address
- Nature of the emergency
- Details about the emergency, such as a description of injuries or symptoms being experienced by the person having the medical emergency
- Do not hang up until the call-taker instructs you to hang up

The call-taker's questions are important to get the right kind of help to you quickly. Be prepared to follow any instructions the call-taker gives you. Many 911 centers can tell you exactly what to do to assist in an emergency until help arrives, such as providing step-by-step instruction to aid someone who is choking or needs first aid or CPR. An improperly handled medical emergency cannot only cost us a precious life, but it can also cost financially. All 9-1-1 calls are to be reported to the Security Services Department and the Superintendent's Office as soon as feasible.

For student incidents follow your site's protocol with regard to notifying guardians. If the guardian is not available and site staff is asked to travel with a student to the hospital, the first option is to have an administrator or supervisor. After the incident has been handled, complete the Student Incident Report and send to Risk Management. For head injuries there is a second form that must be completed and sent home to the guardian.

For incidents where the employee requires hospital care, supervisors have a duty to contact Risk Management as soon as possible after the incident and provide hospital information. Risk will contact the hospital and employee directly to obtain additional required information. If the incident occurs after normal working hours, please send an email to barbara.sasser@desertsands.us with all pertinent information including employee's name, type of incident, and which hospital the employee was taken for treatment.

Procedures for Receiving Subpoenas

(This is not in all-inclusive list of documents that can be served upon the District. The information below is to be used as a guideline and not construed as legal advice. For specific questions, contact Risk Management.)

There are various types of subpoenas, complaints, and summons. These documents are time sensitive and should be handled accordingly. The following types are commonly served upon the District: 1) Subpoenas for employee records including wages, medical records, absences and employment records; 2) Subpoenas for student records; 3) Liability claims, summons and complaints against the District; 4) Individual employee summons, claims and complaints; 5) Personnel complaints regarding

discrimination, harassment, etc., and complaints about employees 6) OSHA citations and notice of violations.

GENERAL TYPES OF DOCUMENTS THE DISTRICT WILL RECEIVE

1. Subpoenas for Employee Records – These are received by mail or personal delivery. Any person delivering this type of subpoena or any subpoena received by mail should be directed first to Risk Management.

   Risk Management will review and handle the request if it pertains to a workers' compensation claim. If it does not, the person delivering the subpoena or the mailed copy will be sent to Personnel.

2. Student Records – These subpoenas, and any person serving the District with a subpoena for student records, should be forwarded to the Child Welfare and Attendance Office at DEC North.

3. Liability Claims, Summons and Complaints against the District – These are to be delivered in person or by mail to the Risk Management Department. Risk Management will be responsible for handling.

4. Summons, Claims, Complaints and Subpoenas served upon an Individual Employee – The District is NOT authorized to accept service on behalf of an individual employee nor is the District, nor any department/school site staff, authorized to release personal information to anyone without a legal subpoena, including releasing the work location of any employee. Administrators and supervisors do not have to pull an employee away from their job duties in order to be served. The servicer may wait for the employee to exit at lunch or at the end of the work shift to serve the employee. However, the District is not obligated to assist. Also, the department/school site should neither confirm nor deny that the person works at a particular site, but may share the sites usual operating hours.

5. Employee Discrimination, Harassment, etc. Complaints & Citizens Complaints – These are typically served upon the District through Personnel. Personnel will be responsible for handling and responding to these actions. However, Risk Management should be informed of these claims as there may be liability insurance coverage available, including defense costs, depending upon the wording and the nature of the allegation.

6. OSHA Citations and Notice of Violations – These are typically sent by mail and should be directed to Risk Management for handling. If an OSHA inspector visits your site, please notify Risk Management as soon as possible so that a Risk Management representative may be present during the site inspection.

- Employee information may be released only to individuals or entities who are working on behalf of the District and with authorization from Risk Management or Personnel, such as an investigator investigating a workers' compensation or liability claim. It is the responsibility of Risk Management and Personnel to inform appropriate staff of the name and company of the entities working on behalf of the District.

- The District is currently working with local authorities on a case-by-case basis in matters involving criminal investigations and assistance in producing witnesses.

- Risk Management can accept claims and summons on behalf of an individual employee when the employee is being sued while performing their usual and customary job duties, the District is also being sued, and the District is indemnifying the employee.

Please note: *All documents listed in this procedure are time sensitive and should be sent to the correct department <u>immediately</u>. Please call to notify the department the documents have been sent or are available for pick up.*

Property & Vehicle Damage

When property damage or a district vehicle incident occurs the damage must be reported to Risk Management. There may be coverage under the District's program of insurance.

For property damage the site can contact Risk Management directly or complete the District Property Damage Form which can be found at www.dsusd.us/Risk. The District has a $5,000 deductible for all covered damage. Risk Management can provide additional information.

For vehicle accidents the District driver completes the Auto Accident Report Pamphlet which is in all District vehicles. For additional copies of the pamphlet, please contact Risk Management.

District Drivers
All District employees and volunteers who drive a District vehicle and/or District students must be approved drivers. An automobile Insurance Verification & Authorization to Obtain DMV Report form (10)-65 must be completed and submitted to Risk Management. The forms can be obtained through Personnel and each school site. This includes all walk-on coaches. Drivers are not permitted to drive District vehicles or drive students without approval through this process. If drivers use their personal vehicles, their personal automobile liability insurance is primary in the case of any incident.

Use of Facilities – Use Agreements

When an outside organization requests to use a school site or meeting room the use is regulated by the Education Code, DSUSD Board Policy 1330, and Administrative Regulation 1330.

Procedures for outside third party use agreements:
- Application for Use of School Facilities for Public Purposes form (10)-61 is obtained from site and approved by principal.
- The form is sent to Risk Management for review and second approval.
- Site's responsibilities: Obtains staffing, e.g., custodian, security if necessary, and places work orders for A/C and requested equipment.
- Risk's responsibilities: Obtains additional forms for pool and theatre use, obtains insurance certificate and endorsement, obtains proof of non-profit 501(c)(3) status, if necessary, and invoices the use. Fees are determined by Risk according to type of use.
- For DEC North meeting rooms and the DEC multi-purpose room use, please contact Risk Management. For Board Room use, please contact the Superintendent's Office.

Procedures for District staff requests:
- Go to www.dsusd.us/Risk - Meeting Room Requests – STAFF ONLY

Site Inspections (Monthly)

Monthly site inspections are an important part of the District's overall inspection program. Inspection of the site are to be conducted by district personnel at least monthly per the District's Injury and Illness Prevention Program (IIPP).

1. District personnel conducting inspections will be designated by the principal or his or her designee. Side note: The District's custodians are provided annual inspection training.
2. Inspections will be accomplished using appropriate check-off forms. Safety Inspection Checklist form (10)-277A for grades 6-12 and form (10)-277 for grades K-5.
3. Copies of the completed form are to be sent to Risk Management.
4. Per the IIPP, personnel designated to perform workplace inspections may be subjected to disciplinary procedures for not completing assigned inspections or for deliberately falsifying reports.

SECTION 9 - SECURITY

Overview of Department

The District Safety and Security Control Center is located at the District Education Center. The center provides a central hub for district security and emergency communications. The Control Center receives and relays information to district school sites. The Control Center dispatches campus security agents and district patrol agents for incidents such as criminal activity, medical assistance, and critical incidents.   Agents respond to assist campus administrators in mitigation, response, investigation, and recovery. The Control Center coordinates with other entities, such as emergency services or public utilities, during incidents, emergencies or disasters. This allows school sites to focus on incident management and a single contact point to request additional resources, assistance or help.

The Control Center monitors intrusion detection alarms, access control, fire alarms, closed circuit television, and software analytics as part of DSUSD's comprehensive security plan. The Center provides safety, support and most of all, security to all students, parents/guardians, staff, and visitors.

Contact us if you need help with the following:

- Patrol Services
- Missing Student
- Graffiti
- Vehicle Accidents
- Theft
- Vandalism
- Trespassing
- Police or Fire Activity Updates
- Incident Command System Training
- Event Security

The Safety and Security Control Center provides information and updates of incidents occurring in the community such as police or fire activity near school sites.

Security staff includes:

Name	Title	Ext	Cell Phone
24/7 AFTER HOURS SECURITY: 760 578-2677			
Ed Nacua	Director of Security & Safety Services	x 18646	760 644-2269
Sylvia Damelio	Administrative Assistant/Bilingual	x 18645	N/A

Patrol Agents

Desert Sands Unified School District patrol agents provide security services district wide. The Patrol Division provides protection for the District 24 hours, 365 days a year.

Contacting Patrol Agents
- Patrol agents can be reached by radio on the District's emergency channel "1 SEC."
- The District Safety and Security Control Center can dispatch a patrol agent for a call for service.
- To contact a Patrol Agent directly, call the Patrol phone (760) 578-2677. A patrol agent is assigned the patrol phone at all times.

What are Patrol Agents Roles and Responsibilities?
Patrol agents are often utilized to patrol elementary school sites and assist at other campuses within the District. When working a school site, the responsibilities and authority of the patrol agent are the same as a school site security agent.

Security Agents

The Desert Sands Unified School District security agents are assigned to middle school and high school campuses within the district. Campus security agents perform a variety of campus security functions including but not limited to; prevention, observation, and reporting. All campus security agents are trained in the roles and responsibilities of a school safety officer and have completed state mandated SB 1626 training.   Campus security agents are trained in:

- Security Awareness in an Educational Environment
- Disaster and Emergency Preparedness & Management
- Laws and Liability
- Mediation/Conflict Resolution
- Dynamics of Student Behavior
- Search and Seizure
- CPR & First Aid

It is very important that District security agents work very collaboratively and develop close relationships with school site administration.   During daily operations, the school administration directs the activities of the agents. While agents are assigned to school sites, their direct supervisor is the Director of Security and Safety Services. The Security Department manages agents' assignments and schedules, and approves leaves of absences (and provides substitutes to school sites). Evaluations are conducted by the director, with input from school administration.

School Resource Officers

The Desert Sands Unified School District partners with our local law enforcement agencies to provide schools within the District's boundaries with full-time School Resource Officers (SRO). They are responsible for the protection of students and staff and investigate crimes that occur on campus. The SRO program provides a much needed partnership between schools, staff members, and students.

In their unique positions, the SROs work side-by-side with district personnel. They have a shared responsibility to investigate and resolve school-related crimes. SROs help with obtaining witness, victim, and suspect statements. The school site must provide the SRO with an office, per our agreement with our law enforcement partners. In addition, the SRO must be provided with a school radio and have access to the school information system.

SROs are under the supervision and direction of their respective law enforcement agencies' Chief or Sheriff.

Extra Patrol

When a school site needs extra security to ensure the safety and security of its students, staff or visitors; district patrol agents are assigned to provide directed patrol for specific times and locations. Contact the District Security office if you wish to request extra patrol.

Examples of Extra Patrol Request
- At a district bus stop before or after school where a safety and security concern has been identified.
- During passing periods or lunch breaks, where extra supervision is needed.
- Before or after school to ensure safe paths to and from school.

Patrol Agent's Responsibilities
The patrol agent will inform the requesting school site administrator and Director of Security of the actions taken and the results of their extra patrol request.

- The patrol agent providing extra patrol will notify the District Security Office and the respective school site by radio when they start and complete the assignment.
- The patrol agent will notify the respective school site by broadcasting on the school site's radio channel. The agent will contact the school administrator with updates and results of the extra patrol provided.

Money Pick-Up

The procedures for all money pick-ups at the school sites with the exception of deposit transactions transmitted directly to Wells Fargo using armored service, is as follows:

1. DSUSD Security must pick up all money from school sites. This ensures appropriate chain of custody and safety in the transfer of funds to the Fiscal Services Department.
2. Nutrition Services money is picked up from the schools by the Security staff on a regularly scheduled basis.
3. School sites with ASB or abatement money (library, petty cash, refunds, donations, etc.) should e-mail or call Security Services Administrative Assistant Sylvia Damelio (760) 771-8645 to schedule a pick up from the school site.
4. Funds should be prepared for transfer to Fiscal Services and secured in either the properly sealed Wells Fargo approved deposit bag or a locked security bag.
5. Log funds to be transferred on the Monthly Site Money Pick-Up Log.

6. Keep funds secured in a locked area until the scheduled pick-up time.
7. Send completed Monthly Site Money Pick-Up Logs to Fiscal Services at the end of each month.

* Money (checks or cash) should never be sent via district interdepartmental mail.

Requesting Security for School Events

Requesting Security Agents for High School and Middle School
Each middle and high school has a designated security agent who schedules security for special events. Notify the designated security agent of the school's events, dates, times, and the number of agents needed to cover the event.

Requesting Security for Elementary Schools
The school site principal or the principal's designee will email the District Security and Safety administrative assistant with the school's event dates, times, and the number of agents needed to cover the event.

Deadline for Scheduling
The principal or designee should email the Security and Safety administrative assistant by the 28th day of the month one month prior to the event with the details of the request.

Note: If District security is unable to fill a request the person who made the request will receive an email notification.

Student Search and Seizure

As a school administrator, you will need to conduct searches as part of your investigation. Searches by school officials are based on constitutional and case law. Campus Security Agents assist in these searches. Agents are responsible for their actions including establishing reasonable suspicion prior to a search. Further information on search and seizure can be obtained from District board policy 5145.12 and the District Security Handbook. To obtain a copy of the Security Handbook contact the District Security Department.

Request Drug Detection Dogs

Security & Safety Services contracts with Metro K-9 for drug detection services. The drug detection dog is trained and certified.   It is important to note that the detection dog cannot come into contact with students while conducting a search.

Metro dogs are trained to alert their handler when they detect the odor of specific drugs. The handler will allow the dog to work to a point as close as training allows. The dog will give the final stage of alert by sitting and staring in the direction of the source.

The dogs are trained to detect:

- Cocaine
- Heroin
- Marijuana
- Methamphetamine
- Ecstasy
- Speed

- Vicodin
- Adderall
- Xanax
- Hydrocodone
- Oxycontin
- Percocet

To request the services of a drug detection dog for your school please contact Security & Safety Services Administrative Assistant Sylvia Damelio.

Investigations: School Threat Assessment Response (STAR)

The School Threat Assessment Response (STAR) is designed to address young people who are found to be in possession of a firearm either on campus or in the community. This protocol should be applied to anyone that is arrested with firearms on campus, but is discretionary in regards to those arrested with firearms off campus. When a firearm arrest is made off campus, the arresting officer may apply this protocol if they have reason to believe that the firearm was possessed to create a violent incident on a campus. In other words, there should be a nexus between the possession of the firearm and the intent to use it on campus. Those persons arrested with firearms on their way to school or returning directly from school are considered to be on campus for the purposes of this protocol.

In this protocol, each agency (schools, courts, law enforcement, District Attorney, Probation, Behavioral Health, and Human Services systems) accepts certain responsibilities. The following is a summary of those responsibilities:

- *Schools* will initiate the protocol. School administrators will:

    o Detain the student (if safe to do so)
    o Contact local law enforcement or the SRO
    o Notify the Director of Security
    o Prepare assessment data and provide to Juvenile Hall
    o Obtain statements on behalf of the school
    o Prepare suspension/expulsion paperwork

- *District Security & Safety Services* will assist school administration with the investigation.
    o The Director of Security & Safety Services will serve as the liaison to law enforcement.
    o District Security & Safety Services will provide additional security as needed.
    o Assist with the threat assessment as needed.

- *Law Enforcement* will investigate each instance of a minor caught in possession of a firearm. Their investigation will include contact with the parents or legal guardian at the minor's home and an attempt to gain a consent search of the minor's room.

- *Probation* will detain the minor in Juvenile Hall at least through the Detention Hearing. Probation Intake will notify Behavioral Health staff that there is a minor in custody who needs to be evaluated.

- The *County Office of Education* will make available information about the minor to any appropriate agency and serve as a liaison between the schools and outside agencies.

- *Behavioral Health* will provide a profile, which will be used by agencies working with the minor to assess the danger that the minor presents to himself or others. The results of the profile will be used in determining the best course of action with the minor.

- *Human Services Systems* will research its database to determine if there is an open case on the minor or his/her family. Should the agency have a file, information will be shared with the appropriate agencies.

Violence Threat Risk Assessment

Per the School Threat Assessment and Response, schools will develop an adjunct protocol to deal with threats of violence made by students that do not immediately involve firearms. DSUSD conducts Threat Assessments when an individual is identified as engaging in threat-making or worrisome behavior. A school threat assessment analyzes communication and behavior to determine whether or not a student, staff, or other person may pose a threat. All DSUSD Patrol Agents are trained in threat assessment. Agents are trained in determining if a threat-maker actually poses a risk to a target or targets they have threatened.

Contact the District Safety and Security Control Center to request assistance with a threat assessment.

Security Reports

Campus Security Agents investigate school rules, education, and penal code violations. Agents are required to document their actions during an investigation. These reports are used in school hearings, civil, and criminal courts. Site administration and law enforcement often need copies of reports for administrative and criminal proceedings. Security Agents will submit all reports to the Chief of Security. Unapproved copies of reports cannot be released. If an unapproved report is released, it ruins the accountability of the document and may damage credibility when used in subsequent proceedings. The Chief of Security will review all reports and if corrections are needed return the report to the Agent for corrections. Copies of approved reports can only be released through the District Security Office or the District Child Welfare and Attendance Office. Security Agents will not release copies of reports or statements to a student or parent for any reason.

All copies of an original report will be stamped "Copy" in red on each page of the report. To obtain a copy of a report contact Security & Safety Services Administrative Assistant Sylvia Damelio.

School Safety Plans

The Comprehensive School Safety Plan (CSSP) is required by Education Code to be reviewed and updated annually. The procedures to adopt/update a CSSP are:

- Security and Safety Services will email an updated CSSP Template (incorporating all applicable changes in laws and regulations) to each principal by October 15.
- The School Site Safety Committee should adopt/update all pertinent sections of their CSSP.
- The School Site Safety Committee must approve the updated template at a public meeting on or before March 1.
- An electronic copy of the final approved CSSP must be sent to Security and Safety Services.

Burglar Alarms

Burglar Alarm Basics

Every school in DSUSD is equipped with a burglar alarm. When triggered, it sends a message to the District Safety & Security Control Center which then notifies Patrol Agents someone is in the building. DSUSD Security Patrol Agents monitor and respond to the alarms 24 hours a day, 7 days a week, 365 days of the year.

Weekdays the schools are set to auto disarm at a specific time in the morning and auto arm at a specific time at night, unless the custodian arms/disarms prior. On weekends, school recess and holidays, ALL schools are armed 24 hours a day unless a request is made prior to the weekend, school recess or holiday by the principal to disarm.

When entry is made into any part of the school building, a motion sensor picks up the movement and sends an alarm notification to the District Safety and Security Control Center. Items that are hanging from the ceiling, wall, and doors can trigger an alarm notification. When the air conditioning turns on, it moves the items hanging which then causes the motion sensors to trigger.

A six-digit code may be issued to district employees, which is entered into the panel followed by the "enter" button. The panel should read "Ready" or "Disarmed" if entered correctly. **NOTE** The staff member that enters the code should always read the panel first to confirm that the school is not already disarmed.

All employees must have an alarm code in order to access the building after hours and/or on holidays. At the principal's request, a work order is submitted by the administrative assistant to the Maintenance Department requesting an alarm code to arm or disarm be issued to the staff member specified in the work order.

A key to unlock the alarm panel box must also be issued. The staff member can unlock the panel box and access the alarm.

Principals can either issue a limited access code within their respective campus, which is the more common procedures for teachers, or they can issue a school-wide access code.

NOTE: School-wide access is only recommended for the principal, designee, custodian, and security.

Disarming/Arming Alarms Outside of Normal Operating Hours
If a school's alarm needs to be disarmed/armed outside of normal operating hours, contact the District Security office via a phone call and an email. Notify Security of important information, including the type of event, day(s), times, and the buildings to be disarmed/armed.

NOTE: Patrol agents do NOT unlock any doors. Employees are expected to have keys issued to them.

All Desert Sands Unified School District employees who enter a building belonging to Desert Sands Unified School District must be in possession of a valid security code and key to the building being occupied by the employee. The employee must also be in possession of their Desert Sands Unified School District identification card.

Notifications
The principal will receive notifications from DSUSD patrol agents:

- Depending on the circumstances of the incident, an email or phone call notification will be made to the principal regarding an incident at the school site.
- Alarms generated by burglaries, vandalism, or any situation requiring immediate attention, will be notified via phone call to the school principals cell phone.
- Other alarms will be notified via email to the site principal, designee, administrative assistant, and Security Director.

Online Anonymous Reporting Tool: PSST World

Studies of incidents that have occurred on school campuses have shown students often had information prior to an incident occurring, but often chose not to report the information to school authorities. Online anonymous reporting gives students who are reluctant to report information to school authorities an easy option to use.

PSSTWorld
PSSTWorld is a secure and confidential online area where students can share information about anything that concerns them at school. PSSTWorld provides students with a quick, safe and anonymous way for students to report bullying, cyberbullying, abuse, weapons/drugs/sex crimes, self-harm thoughts, vandalism, discrimination of any kind, threats of school attacks, and any other safety concerns. Students only need to provide their name and contact details if they would like someone to call them directly.

After the reporting person sends the "tip," PSSTWorld sends the report to District Security. A member of the District Security Team is on duty 24 hours a day. The Security Team member reviews the report and makes the proper notifications.

During school operation hours, the school principal and school assistant principals will receive an email notification from District security with the information from the tip received. However, if an incident needs immediate attention District security will make contact by phone or by school radio.

Many PSSTWorld tips are handled during the school day. However, there are times a critical incident is reported after hours. District Security will take appropriate action at that time. This action may include contacting law enforcement after hours. District Security or the Director of Security will contact a member of the school site administration and provide necessary updates.

For example, a PSSTWorld tip of a student threatening self-harm is received late in the evening. District security will contact law enforcement and make notifications to the Director of Security and a member of the school administration.

Information about PSSTWorld is included in the DSUSD Parent/Student Handbook. Schools may also choose to inform students, staff, and parents about PSSTWorld in the following examples:
- Include a link for PSSTWorld on the school's website.
- Provide PSSTWorld information in the school's annual information packet.
- Request District Security to make a presentation to students, staff or parents.

Surveillance System

School site Administrators and Security Agents should have access to view the district's surveillance system.   In consultation with relevant staff, the Director of Security will identify appropriate locations for the placement of surveillance cameras. Cameras shall not be placed in areas where students, staff, or community members have a reasonable expectation of privacy. Any audio capability on the district's surveillance equipment shall be disabled so that sounds are not recorded.

Signs must be posted at conspicuous locations at affected school buildings and grounds to inform students, staff, and visitors that surveillance may occur. Schools must also provide prior written notice to students and parents/guardians about the district's surveillance system explaining that the recordings may be used in disciplinary proceedings, and that matters captured by a camera may be referred to local law enforcement, as appropriate.

Installation of Surveillance System Software

- Send an email to the Security and Safety Service Administrative Assistant requesting software installation on your computer to view the surveillance system.
- The Director of Security will review all request to access the surveillance system.
- Upon approval, Security and Safety Service Administrative Assistant will submit a work order requesting installation of the surveillance system software.

Obtaining Access to the Security System

- Send an email to the Security and Safety Service Administrative Assistant requesting access to the surveillance system.
- The Director of Security will review the request and determine the requestor's level of access to the surveillance system.
- The Security and Safety Service Administrative Assistant will create a work order requesting a access code and specifying the level of access to be granted.
- The requesting person will then receive an email notification with their access code.

Digital Monitoring: Gaggle

Gaggle monitors inappropriate content in students' school district accounts. Gaggle filters and reviews content found on students emails to include inbound/outbound emails and email attachments.

GAGGLE DIGITAL MONITORING INCLUDES:	**TYPES OF INAPPROPRIATE AND CONCERNING CONTENT:**
- Emails: inbound & outbound - Email attachments - Website links - Files stored in student's digital account	- Drug and alcohol use - Intentions of violence - Sexual content - Self-harm - Hate speech - Pornography

When Gaggle detects a violation, the filters block inappropriate content and a Gaggle safety team member reviews the content. Gaggle then categorizes the content into three types of incidents.   The incidents are differentiated by seriousness or severity of the inappropriate content.

Types of Incidents

- User Violations
- Questionable Content
- Possible Student Situations

Gaggle Notifications

All listed as emergency contacts receive email notifications of incidents. In cases of emergencies, such as preservation of human life, Gaggle will call a member on the notification list. If Gaggle determines the call is not critical to preservation of human life, they will hold the call to the next morning.

District patrol agents monitor Gaggle notifications 24 hours a day for proper response.

Possible Student Situations

If there is no acknowledgement by the school site administration they have received the email, the District Safety & Security Control Center will call the school site administration team to alert them of the possible student situation.

After Hours Possible Student Situations

When there is no school site administrator on duty, law enforcement response is required. The Patrol Agent will notify law enforcement, a school site administrator, and the Director of Security of the possible student situation. The Patrol Agent will request law enforcement provide them with the results of the investigation. The agent will notify the school principal and/or designee and the Director of Security with the results of the investigation.

SECTION 10 - TECHNOLOGY

Overview of Department

Technology is playing an ever increasing role in education. It is our desire to support every DSUSD classroom in the effective integration of educational technology as well as supporting sites and staff with the necessary technology tools to effectively perform their job duties. Research shows that the effective implementation of technology into lesson design can have an impact on student achievement.

In order to support you, our staff offers on-site computer workstation support, technicians, and specialists, dedicated to the design and maintenance of the network infrastructure, and cloud support technicians to assist via our help line and with onsite troubleshooting and repair of classroom technology.

In addition to maintaining the network and devices throughout the District, our department is here to support you with numerous forms of training. Our cloud support technicians host several classes a year designed to help all classified employees learn how to use technology tools to improve work production and efficiency. Our teachers on special assignment (TOSAs) are also available for full staff or individual teacher training on gradebook, ParentVUE, lesson design, technology tools, and digital citizenship. The student information system (SIS) team is also available to provide training for your office staff or any users wishing to improve their efficiency when using the District student information system.

Monthly newsletters are distributed to all principals, assistant principals, and AAs to ensure that you have up to date information. These newsletters can also be accessed on our webpage at: https://sites.google.com/desertsands.us/dsusdtech/ed-tech/from-the-director

Our website also houses information on all of our services and instructional material. Please visit the site and acquaint yourself with the information available to you: https://www.dsusd.us/Technology

Technology staff includes:

Name	Title	Ext	Cell Phone
Kelly May-Vollmar	Chief Innovation & Information Officer (CIIO)	x 18577	760 275-6503
Chuck King	Manager, Computer Network Services	x 18579	760 578-2207
Angelica Vaca	Manager, Student Information Services	x 18610	760 835-4525
Helen Estrin	Administrative Assistant	x 18582	N/A
Katie Stephens	Technology TOSA – Elem. Schools	x 18005	N/A
Sally Adams	Technology TOSA – Middle Schools	x 18015	N/A
Cindi Furr	Technology TOSA – High Schools	x 18173	N/A
TECH HELP - Internal Technical Support Call Center: 760 771-8833			

Policies and Procedures- Request for Repairs

Chromebook/Tablet Work Orders
If you are having issues with a chromebook, please see your school librarian. The library staff will file a work order through Destiny and once the chromebook has been repaired, it will be returned to that site. Most basic repairs can be attended to on site at the technology department and chromebooks will be returned within 2 weeks. There are some times when the return time will take a bit longer due to large roll outs of technology. Sites will not be charged for basic repairs (i.e. screen replacement, fixing keys, and/or a broken touch pad). Tablet work orders should also be filed by the library staff through Destiny.

Desktop Computer Support
There are four support technicians assigned to various schools across the District. If you are experiencing issues with your desktop workstation please use the following link to fill out a work order.

Use this link for desktop computer support: http://techwo.dsusd.k12.ca.us/portal

Policies and Procedures- Request for Support

Quick Guide - Whom to contact
Wondering whom to contact for various technology needs?

Use this link to see who to contact for various tech help needs: **https://goo.gl/n7HJwN**

Reporting Internet/Connectivity Issues
If you are experiencing issues with internet connectivity, please call our support desk to report the issue. The number to call is: 760 771-8833.

Connecting to DSUSD Wireless
Use this link for directions on connecting to DSUSD wireless: http://bit.ly/DSUSDTech

Scheduling Professional Development with TOSAs
Technology TOSAs are available to work with individual teachers or to deliver staff development during one of your staff meetings.

Use this link to schedule an appointment with one of our TOSAs: http://bit.ly/DSUSDTech
(or dial 760 771-8833 option 4.)

Substitute Teacher Attendance Login Information: A login is provided by the school site AA.
Substitute Teacher LFD Login Information: Each site has a generic login. See the site AA.
Substitute Teacher Desktop Login Information: Each site has a generic login. See the site AA.

Policies and Procedures - District-Supplied Equipment

The District supplies teachers with a desktop workstation.

The District supplies TK - 1st grade students with Samsung Tablets and 2nd - 12th grade students with Chromebooks to be used in their classrooms. The District also supplies MiFi hotspots to students that do not have WiFi access at home.

Teacher Desktop Replacement Plan
Please fill out a work order if you have a new teacher needing a workstation installation or if you believe that a teacher's computer needs to be replaced.

Chromebook Replacement Plan
The Technology Department has a sustainability plan for district chromebooks in grades 2 through 12. Each year sites will receive ⅙ of their total chromebooks for replacement and upgrades. The Technology Department will communicate with each site what their allocated number of chromebooks for the refreshment plan will be by October of each school year. At this time, we will also discuss what should be done with old chromebooks. During a fiscal crisis the ⅙ allocation will be postponed until the following year. The following year only ⅙ of the site allotment will be provided. We will not make up the amount that were not provided during the fiscal crisis.   Chromebooks for staff will still need to be ordered out of site funds.

Tablets Replacement Plan
Tablets are provided for all students in grades TK-1st. Tablets will be provided by the district on a 5-year refreshment cycle. Please contact the Technology Department before you purchase more tablets. The Technology Department will communicate with each site what their allocated number of tablets for the refreshment plan will be by October of each school year.

Policies and Procedures - Request for Site Purchased Equipment

Sites wishing to procure equipment not purchased by Technology should find a device in the following standards catalogue and order through the Purchasing Department.

Standard Equipment Recommendations

- Large Format Displays (LFDs)

  The following is the current cost of an LFD (as of July 1, 2018), which includes the display and all the required additional items:

Size of LFD	TOTAL COST
75"	$5,679.29
65"	$4,081.25
55"	$1,957.08
49"	$1,554.33
43"	$1,329.54

The following are the required components for each LFD:

Description	Cost	75"	65"	55"	49"	43"
75" Samsung Display, QB75H-TR, includes touch overlay	$3,784.27	X				
65" Samsung Display, QB65H-TR, includes touch overlay	$2,308.23		X			
55" Samsung Display, PM55H	$1,308.75			X		
49" Samsung Display. PM49H	$906.00				X	
43" Samsung Display, PM43H	$681.21.00					X
HP Elite Slice G1- PC to run overlay, X9U63UT#ABA	$678.40	X	X			
Magic Interactive whiteboard software 4.0, BW-EDS40WWA	$386.40	X	X			
Peerless AV Smart Mount Flat Panel Cart, SR598	$528.00	X				
Peerless Smart Mount TV Cart, SR560M	$429.00		X	X	X	X
Electronic waste recycling fee, per display	$7.00	X	X	X	X	X
Samsung Sound Bar	$287.00	X	X			
Technology Dept Charge (cables and surge protector)	$41.22	X	X			
Technology Dept Charge (cables and surge protector)	$46.86			X	X	X

- If Airtame Wireless is going to be used, the following items are required:

Description	Cost
Airtame Wireless, HDMI Adapter, AT-DG1 (1 per side LFD needed)	$221.47

- Teacher Tablet w/SPEN:

Description	Cost
Knox License	$7.62
Samsung Knox Customization Toolkit	$2.63
Samsung Galaxy Tab A w/S Pen (16 GB – 9.7")	$341.24

- Student Tablet:

Description	Cost
Knox License	$7.62
Samsung Knox Customization Toolkit	$2.63
Samsung Galaxy Tab A (16 GB)	$203.00

- Chromebook:

Description	Cost
Google Chrome Management Console License	$24.50
Samsung Chromebook 3 (11.6" – 4GB RAM – 16 GB SSD)	$176.00

- Laptops

Description	Cost
HP SB ProBook 650 G2 (15.6", webcam, 8 GB, DVD)	$850.00

- Licenses

Description	Cost
Office 2016	$53.32
BackOffice	$6.00
California Recycling Fee on all LCD Monitors & Laptops	$4.00

If the equipment you wish to order is not on this list, please contact Technology prior to ordering to ensure the device is compatible in our environment.

Policies and Procedures – Email

New Employees:
All individuals that receive an email account must sign the Acceptable Use Policy (AUP). The following are examples of practices for assigning an email account.

When an individual is hired by the District, Personnel notifies Technology so that an email and Student Information Systems (SIS) account can be created. Accounts cannot be created until Personnel notifies Technology that the individual is a cleared hire.

Staff Transfers to Different Sites:
When SIS receives a request from an AA for an individual's Synergy account to be adjusted so that they have site access at their new site the following will occur:
- SIS will respond to the email and will "cc" Catarina Marron (Synergy access adjuster) and Rolando Maldonado (gmail administrator), and the new site's AA.
- The response email will inform the requestor that Catarina will adjust the individual's Synergy access and that the receiving site's AA will need to add the individual to any group emailing lists for that site. The AA from the employee's previous site will need to remove the employee from that site's group email list.

Each AA is responsible for maintaining the school site's group email lists. They are also responsible for removing employees that no longer work at the site and adding those who are new to the site.

Substitute office personnel at each site should use the site issued substitute SIS log in. Permanent log in credentials will not be created for substitutes.

Walk on coaches' email accounts must be requested by the site principal. This request should be sent to the CIIO.

AVID tutors that are employed by the District will be issued email accounts. The accounts are only open for one year and then they are closed. The AA must ask for accounts annually.

Student teachers will get generic/temporary district accounts so that they will not resemble district employees to outside agencies. Their access will only exist during their stay as a student teacher.

Termination of Gmail accounts
- The **last day to access to Gmail**, Drive, and all other Google-suite extensions and applications (Google, keep, Google photos, etc) will be either the last day of employment or one week following the Board of Education meeting where the discontinued employment was approved (depending upon which coincides with the departure date).
- If the employee has emails that he or she needs out of their Gmail folders, he or she should forward those to a personal email account.
- If the employee has items in their Drive that he or she wants, they should be exported for use in a personal account: https://goo.gl/vB3wYD
   - Please remember that if you remove items that you have authored from a shared folder that others that share the folder will no longer have access to the document.
   - You will need to transfer ownership of items that you want to leave for others to continue to have access to. See how here: https://goo.gl/Rbynul
- Please return any technology equipment issued to you to your site librarian. This includes items such as chromebooks, tablets, etc.
- Access can be removed earlier than is indicated above, as directed by the Personnel Department.

If you have any questions, please feel free to contact us at Tech Help 760-771-8833 (x18833)

High School Seniors Gmail Account Termination
- Email accounts for graduating seniors will be suspended 6 months after graduation, they will be deleted one year from graduation.
- The following are instructions if students would like to retain any of their files:
   https://goo.gl/a6Nkkx
- **Please make sure seniors are aware of this policy:**
   https://goo.gl/ydsc7s

Policies and Procedures – Contracts/Purchases with Technology Vendors

Data security is a very important topic, and we take the issue very seriously. There are numerous laws that relate to security of student data. At times, we share student information with online service vendors because we have deemed the service to be of educational value. Students do not make these choices; we make them on their behalf. Therefore, we have an obligation and a responsibility to ensure that the information we enter is protected. The Family Educational Rights and Privacy Act (FERPA) and AB 1584 were written for precisely this reason. Please familiarize yourself with these laws and educate your staff as well.

Departments and school sites entering into a contract or purchase order with a third party vendor where student information will be shared should have the site administrator or AA check the shared Pupil Records: Privacy and 3rd Party Contracts/Software Purchases shared spreadsheet to see if AB 1584 contract language is on file from the vendor. If the vendor is not listed the AB 1584 template must be sent to the vendor for signature. Once the site receives the template back from the vendor it should be uploaded to the Pupil Records: Privacy and 3rd Party Contracts/Software Purchases for at https://goo.gl/forms/yuPoD4Q5TgDsdqXe2

Please reference Purchasing section (page 62) for further instructions regarding contract/agreement procedures.

Family Educational Rights and Privacy Act ("FERPA")

The Family Educational Rights and Privacy Act ("FERPA") is a Federal law that protects the privacy of student education records. The law applies to all entities that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Parents or eligible students also have the right to request that a school correct records which they believe to be inaccurate or misleading.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

- School officials/vendors with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific state law.

Appendix A of the Parent and Student Rights and Responsibilities Handbook provides annual notification of parents/guardians and students over 18 years of age certain rights with respect to a student's educational records. Included in this notification are the exceptions to which DSUSD is permitted by FERPA to disclose personally identifiable information contained in a student's educational records.

In Order to Avoid FERPA Violations, Staff Should Not (except for when it is allowed by FERPA - see above):
- Use the SSN/Student ID to post grades
- Use the SSN/Student ID to post class lists
- Leave graded tests for students to sort through.
- Circulate electronically or in print, class lists with the student name and student ID or SSN on them.
- Provide anyone with student schedules.
- Provide anyone with lists of students enrolled in classes.
- Print lanyard ID cards with student ID numbers printed on the card.

AB 1584 - Pupil records: privacy: 3rd-party contracts: digital storage services and digital educational software

The following link provides information about data privacy requirements for contracts with technology providers and a sample compliance checklist for technology service agreements: https://goo.gl/7YuTHP

Student Information System (SIS)

We are here to help with support and training for all your SIS needs. To support the important work that you do, we have developed a web site that houses resources regarding support personnel, helpful tutorials, and information regarding training. Please visit the site and familiarize yourself with the information available to you.

SIS/Synergy Help Desk: Ext 18197

Use this link to find Synergy Handouts and FAQ's on the new SIS System!:
http://bit.ly/DSUSDSIS

Need data or Synergy support? Send an email to: TSIS@desertsands.us

Teachers needing Synergy support should see their site level Synergy Trainers. Site level trainers receive the following training and should be given adequate time with your staff to pass along the training they receive.
- Monthly face to face trainings
- Weekly conference calls

Elementary Report Cards

Report card window dates for 2018-2019:
https://docs.google.com/spreadsheets/d/12q09BXE5iGzflNskOs696d9H8OOifjHZt1dKqFH0ycE/edit?usp=drive_web&ouid=112769528167692476956

There are no changes to the report card after 30 days from the close of each trimester. The link to the Grade Change Request form is https://goo.gl/GWJkHg

Both cum and parent copies of the report cards for Tri 1 and Tri 2 will be printed and also loaded to ParentVUE.

Principals will receive an electronic copy of both the cum and home language report cards. If you would like another person at your site to receive an electronic copy please email Katie Stephens.

Only the cum copy of the report card will be printed for Tri 3 and the loaded to ParentVUE. Principals will receive an electronic copy of both the cum and home language copy of the report cards. If you would like another person at your site to receive an electronic copy please email Katie Stephens.

Middle School and High School Report Cards

Middle school and high school report card windows are set to be open for teachers to enter grades seven days before the end of the semester and seven days after. If you would like this adjusted, please contact your Technology TOSA.

MS/HS Interim Progress Dates for 2018/19

MID QUARTER PROGRESS REPORTS
(at 4-5 weeks into the quarter)
IHS, LQHS, PDHS, SHHS, CMPMS, DRA, LQMS, PDCMS, TJMS
September 21, 2018
October 26, 2018 (end of Quarter 1)
December 7, 2018
January 24, 2019 (end of Quarter 2)
March 1, 2019
April 5, 2019 (end of Quarter 3)
May 10, 2019
June 11, 2019 (end of Quarter 4)

3-WEEK PROGRESS REPORTS
IMS, JGMS
September 14, 2018
October 15, 2018
October 26, 2018 (end of Quarter 1)

November 16, 2018
December 14, 2018
January 24, 2019 (end of Quarter 2)
February 15, 2019
March 8, 2019
April 5, 2019 (end of Quarter 3)
May 3, 2019
May 10, 2019 (JGMS to do 1 PR)
May 24, 2019
June 11, 2019 (end of Quarter 4)

ParentVUE

If parents have not yet created an account they can find directions for creating an account at https://goo.gl/VF4zXH. They will need to ask the front office at the school for an access code in order to complete the account creation process.

Creating ParentVUE Activation Key Letter

PVU—ParentVUE Activation Key Letter

Synergy SIS > Parent > Reports > Individual

The PVU202 report creates an activation key and letter for parents to create a ParentVUE account and view their children's information. The report can be run for an individual student or for the entire site. The generated letter, including the activation key, should be given to parents to create their ParentVUE account.

Report Options Tab:

- **Perm ID:** Enter student ID number to run for select student**.** Leave blank to run activation key for all parents.
- **Last Name:** Enter student last name(s) to run for select student(s)**.** Leave blank to run activation key for all parents.
- **First Name:** Enter student first name(s) to run for select student(s)**.** Leave blank to run activation key for all parents.
- **Grade:** Select a grade level to run for one grade at a time. Leave blank to run activation key for all parents.

IMPORTANT: To generate activation keys for all parents at your school site, leave all above listed fields blank. Focus to "Show Active Only" OR got to the Sort/Output tab and change the Show/Inactive field to **Active Only.**

- **Parent Relationship:** Select Mailings Allowed to provide each parent/guardian with an activation key
- **Report Options:** Select Show Student Name and Show Perm ID.
  - o Exclude Activated Parents options: Select this option after first run in order to avoid creating a new activation key for parents who have already created account.
- **Create Parent Activation Keys:** Check this box to generate the activation keys.
- **Distribution Options:**
  - o Elementary Sites:
    - ▪ Sort Option: Teacher, Student
    - ▪ Period: 0 to sort by homeroom teachers (Date field Blank)
  - o MS/HS: Select Period in which activation keys will be distributed to students.

Report Sort/Output Tab:

Recommended Settings:

Name: **Parent Activation Key Letter** Number: **PVU202** Page Orientation: **Portrait**

Options	Sort / Output	Conditions	Selection

⊡ Output

File Type	Prompt for download	Show Active/Inactive
PDF ▼	☐	Active Only ▼

⊡ Label Options

Display "Confidential"	Display "Printed by" User ID
Footer ▼	▼

⊡ Phone Number Options

Mask Phone Numbers

Mask unlisted phone numbers ▼

PVU401 – Parent/Student Portal Activity Report

Synergy SIS > Parent > Reports > List > PVU401 – Parent/Student Portal Activity

The PVU401 report tracks parent and student activity in the ParentVUE/StudentVUE portal.

PVU401 - Parent/Student Portal Activity Report Interface Screen

Report Options:

Select the filters to use:

- **Date** - To print activity for a specific date
- **SectionID** - To print activity for a specific section or range of sections
- **Grade** - To print activity for a grade range
- **Teacher** - To print activity for a specific teacher

PVU401 - Parent/Student Portal Activity Output

Digital Citizenship

DSUSD is a "Digital Citizenship District." Digital Citizenship lessons must be taught annually by the end of September. For your convenience we have created a graphics store order for those of you that wish to order hard copies of lessons. You can also locate all the lessons at: https://goo.gl/GmMFPs

Google

Google Training is provided annually to classified staff.   The updated training calendar is published by September of each year.

Google Forms are useful when trying to gather information from staff, students, and parents. For easy access to information on how to use Google Forms, please follow this link: https://goo.gl/xkAQCo

Google Suite for Education training can be scheduled for a site/department level training or for one on one. Please schedule a time with one of the Technology TOSAs at this link: http://bit.ly/DSUSDTech   or dial ext. 18833 option 4.

Chrome Apps & Extensions
Google has a very large selection of applications and extensions. However, not all of them are appropriate for students to use, and are blocked.

If you wish to have an application or extension unblocked, please check the approved application list at: http://bit.ly/DSUSDGAFE.   If you don't see the application listed, please complete a form to have a Chrome App or Extension made available for your students. The form is available at on the same site as the approved application list. The request will be reviewed for security purposes by the Application Review Committee.

Chrome Wars

Chrome Wars was designed to be Professional Development that gives you options. You have the option of when and where you would like to complete the tasks but you also have the option of what types of things you want to learn. In each level of the game there are a certain number of points required to "complete" the level. There are more points available in each level than are required for completion. The game was designed this way so that you could complete a level without completing tasks that you already know how to do. We hope you are enjoying the game. Just to keep it fun, we have developed some incentives - bit.ly/ChromeWars

For more information about Chrome Wars, please see: https://www.chromewarrior.net/

If you would like your school to participate in Chrome Wars email Kelly May-Vollmar or your TOSA.

Growing Up Digital

Our students are growing up in a digital age. That means that they live in a digitally-enhanced world in their learning spaces. Information today is accessible 24/7. Students are accustomed to instant access

to people, ideas, and information that is possible with digital technologies. As parents and educators, it is our duty to ensure that our students understand how to stay safe and behave responsibly in this digital world. It is critical that we, as educational partners, provide guidance as they learn to navigate a highly digital world. Please visit our "Growing Up Digital" Web Resource Page at:

https://sites.google.com/desertsands.us/growingupdigital/home

GoToMeeting

If you are interested in hosting a virtual GoToMeeting, please contact the CIIO for account creation. Upon
the creation of the account the CIIO will reach out with pertinent training information.

Webcam for GoToMeeting - Logitech HD Pro Webcam C920, Widescreen Video Calling and Recording, 1080p Camera, Desktop or Laptop Webcam. This can be purchased from Amazon and runs about $51.00.

Connect

The DSUSD Connect resource web page can be accessed at:
https://sites.google.com/desertsands.us/connect/home

On this site you will find the following resources:
- Chromebook Handbook
- Student Expectations
- Chromebook How To Videos
- Frequently Asked Questions
- Responsible Use Policy

Connect Initiative Information for Library Staff

As we continue to prepare students to be College and Career Ready in the 21st Century, we will now be assigning students a DSUSD Chromebook to take home with them daily. Understanding that learning

does not stop when the bell rings, this digital device is a tool that will help accelerate learning for our students. As with textbooks, DSUSD Chromebooks are to be used as an instructional resource. The DSUSD Library and Media Staff members are vital to this important initiative.

For more information regarding DSUSD Chromebooks and our technology initiative, please visit bit.ly/DSUSDConnect.

Chromebooks Received by the Site:
New Chromebooks being purchased will be enrolled by the Technology Cloud Support team, and transferred to the site in Destiny. Chromebooks will need to be marked received by library staff through the Transfer Resources component in Destiny. If you have any questions about how to mark resources as received, or if there is a discrepancy in your Chromebook shipment, please contact Cloud Support at (760) 771-8833 option 3.

Existing Chromebooks at the Site:
If an existing Chromebook at your site is not cataloged in Destiny, the item will need to be added to the correct Chromebook record in Destiny. For additional information on adding a Chromebook item record in Destiny, please see the Chromebook Cataloging Destiny Help Guide.

Distributing the Chromebook and Mifi Device:
DSUSD Chromebooks will be distributed at the beginning of the school year. Parents & Students must sign a Responsible Use Policy. The Responsible Use Policy will need to be collected and recorded as received in the Patron Record section of Destiny by library staff before a Chromebook can be issued. The RUP can then be kept on file in the library or office. DSUSD Chromebooks are checked out to students in the same manner as student textbooks.

Students that do not have access to the internet at home will receive a district issued MiFi device. This will allow students to connect to the internet using their DSUSD Chromebook. This access is designed for educational purposes only and not entertainment purposes. There will only be enough high speed connection for students to watch short videos assigned by their teacher as they relate to curriculum. If students use the device for entertainment purposes, they will exceed their high speed connection allotment and will not be able to use the device for the purpose for which it was issued. MiFi devices will be distributed and returned at the same time as Chromebooks.

Collecting the Chromebook and Mifi Device:
Students who transfer or withdraw out of DSUSD will be required to return their DSUSD Chromebook and accessories. If a DSUSD Chromebook and accessories are not returned, the parent/guardian will be held responsible for payment in full. If payment is not received, a hold will be placed on the student's records. If you or a student have any questions or issues with their device during the summer, please contact DSUSD Technology Cloud Support at (760) 771-8833 option 3.

Chromebooks Undergoing Repair:
When a Chromebook needs to be repaired, the damaged device will be checked back into the school library and a new device will be checked out to the student so as not to disrupt learning.

The library will be the first point of contact to request repair of the DSUSD Chromebooks through a help ticket request in Destiny.

For additional information on submitting a help ticket, please refer to the Destiny Chromebook/Tablet Help Ticket Guide.

Repairing or Replacing the Chromebook:
There will be a fee for a lost charger, lost Chromebook, or any damages beyond repair to the DSUSD Chromebook. Lost (or damaged beyond repair) DSUSD Chromebooks will require a full replacement charge of $170. Lost (or damaged beyond repair) charger cables will require a full replacement charge of $50. Lost (or damaged beyond repair) MiFi devices will require a full replacement charge of $70.

Common Repair Issues:
● Chromebooks with a broken/cracked screen can be replaced and should not be considered damaged beyond repair. The cost of a replacement screen is $50.
● Chromebooks with a damaged keyboard (keys pulled up) cannot be repaired and should be considered damaged beyond repair.
● Chromebooks with liquid damage cannot be repaired and should be considered damaged beyond repair.

Common Warranty Repair Issues:
Manufacturer defects will be covered under warranty at no cost. Common warranty Issues are:
● Chromebooks with a missing/damaged OS (operating system).
● Chromebooks with a defective video cable (blinking screen).

Retiring Damaged Chromebooks:
If a Chromebook is damaged beyond repair, the help ticket will be closed and Cloud Support staff will update the status of the Chromebook to "Retired."

Lost or Stolen Chromebooks:
Chromebooks marked lost or stolen in Destiny will be disabled by the Technology Department. Disabled Chromebooks display the message "Please return this device to your school site library staff." If a Chromebook is returned or located, please send the serial number of the device to cloud.support@desertsands.us so that the device can be re-enabled.

Storing the Chromebook:
Students need to take their DSUSD Chromebook home with them every night. As with textbooks, the DSUSD Chromebook is not to be stored in their PE lockers or anywhere else at school overnight. The DSUSD Chromebook should be charged **each night** at the student's home. DSUSD Chromebooks should never be stored in a vehicle.

Chromebooks Left in Unsupervised/Unsecured Areas:
Under no circumstance should a DSUSD Chromebook be stored in unsupervised areas. Unsupervised DSUSD Chromebooks will be confiscated and taken to the library.

Chromebook Storage Over Summer:
Chromebooks checked out to returning students can be kept by the student over summer break at the *discretion of school administration*. Chromebooks checked out to a grade level leaving the school should

be collected and stored in the library over summer so that they can be distributed to the incoming class of students.

Digital Citizenship
In Desert Sands Unified School District, we recognize the importance of teaching our students to be safe, secure, and responsible when using technology for learning or for fun. Students in K-12 are provided with direct instruction on these topics at the beginning of each school year. For more information on digital citizenship please visit the Common Sense Media website.

We believe that with parents and guardians as our partners, we can help our students to gain skills, understandings, and dispositions that will enable them to be responsible and safe in these digital environments.

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by following the DSUSD Responsible Use Policy