

Property Liability Compliance Policies, Programs, Records, Permits, and Notices for Public School Districts



Program (A-Z)	Activity	Priority	Frequency	Documentation	Requirement
Administering Medications	There should be a structured policy in place that outlines the parameters for administering medicines to students.	Low	As Needed	Written Policy	Ed. Code Sections 49423,49480; CAC Title 5 Section 18170
	Student medication log and parent consent records			Log, Records	
Air Tank/Compressors	Permits should be obtained and posted under glass in a conspicuous place on or near the air tank or in a weatherproof container secured to the unit	Low	3 year - Mobile 5 Year - Stationary	Permit	California Code of Regulations, Title 8, Section 461, Permits to Operate
Americans with Disabilities Act	Review ADA Five-Step Action Plan: 1) Designate district ADA Coordinator 2) Publicly post ADA non-discrimination notice 3) Determine district ADA grievance procedure (typically Uniform Complaint Procedure) 4) Perform accessibility surveys at all school district facilities to create Transition Plan reports. 5) Ongoing self-evaluation of district programs, services and activities for appropriate access by persons with disabilities consistent with Program Accessibility	Medium	Initial	Written Policy, Survey and Plan	Americans with Disabilities Act Title II, 28 CFR Part 35 rules including Sections 35.107, 35.106, 35.150(3)(d), 35.105 and Subpart D Sections 35.149-151 (Program Accessibility)
	Annual review of compliance with ADA Five-Step Action Plan		Review Annually		
	Continual updating of the school Accessibility survey/Transition Plan reports to document corrective actions taken to address physical facility findings which are inconsistent with applicable federal and state accessible building standards		Ongoing	Written Plan	
Art Materials	Materials used in art and craft classes should be on the approved list from the Art and Creative Materials Institute. Safety Data Sheets should be available for all art, craft, and other chemicals.	Low	As Needed	ACMI Document SDS	Ed. Code 32060 CCR Title 8, Section 5194 (g))
Asbestos	The district should have a written management plan for asbestos on site that is in compliance with the Asbestos Hazard Emergency Response Act.	Low	Initial	Written Program	40 CFR Part 763
Automated External Defibrillators (AEDs)	When an AED is placed in a public or private K-12 school, then the following is required:	Medium	Initial	N/A	California Health and Safety Code, Section 1797.196, California Civil Code, Section 1714.21
	Notify an agent of the local EMS agency of the existence, location, and type of AED acquired			Written Notification	
	Ensure that the AED is maintained and tested according to the operation and maintenance guidelines set forth by the manufacturer		As Needed	Testing Log	
	Ensure that the AED is tested at least biannually and after each use		Bi-annually	Sign In Sheet	
	Ensure that an inspection is made of all AEDs on the premises at least every 90 days for potential issues related to operability of the device, including a blinking light or other obvious defect that may suggest tampering or that another problem has arisen with the functionality of the AED		90 Days	Inspection Checklist	
	Principal shall ensure that the school administrators and staff annually receive information that describes sudden cardiac arrest, the school's emergency response plan, and the proper use of an AED		Annual	Brochure	
	The principal shall also ensure that instructions, in no less than 14-point type, on how to use the AED are posted next to every AED		Initial	Sign In Sheet	
The principal shall, at least annually, notify school employees as to the location of all AED units on the campus	Annual	Written Program			
Backflow Protection	Testing of Backflow Device	Low	Annual	Maintain records of all tests, servicing, repairs and replacements.	T17, §7584 & 7605 Certified Inspector
Bleachers	Perimeter guardrails or enclosing walls or fencing shall be equipped on all portions of elevated seating facilities that are more than 30 inches above grade or floor.	Medium	As Needed	N/A	U.S. Consumer Product Safety Commission's Publication Number 330-000011, Guidelines for Retrofitting Bleachers
	Equip all bleachers that have three or more tiers with side railings beginning at the third tier to reduce the likelihood of falls.		As Needed	N/A	National Fire Protection Association (NFPA) 102, Standard for Grandstands, Folding and Telescopic Seating, Tents, and Membrane Structures
	Physical inspection and repairs made as necessary		Annual	Inspection Checklist	Best Risk Management Practices
Boiler	Current permit for the boiler should be obtained	Low	Annual	Permit	California Code of Regulations, Title 8, Section 770, Boilers Subject to Annual Inspection; 10 CFR, Part 55 - Operator's Licenses
	A qualified boiler inspector should inspect boilers				
Bullying Prevention & Student Interaction Policy	Develop a policy to provide additional specificity to the standards of conduct embodied in current school ethics-related rules and regulations so that staff members clearly understand the prohibitions and behavior boundaries which must govern their conduct.	High	Initial	Written Policy	Best Risk Management Practices
	Develop a formal Bullying Prevention Program which also addresses cyber bullying		Initial	Written Program	
Child Abuse & Neglect	Mandated Reporting	High	Per Occurrence	Report Documentation	California Penal Codes 11164 - -11174.3
	Employee Training		Annual	Sign In Sheet	
Child Care License/Permit	Child care licensing standards set the minimum acceptable health, safety and program standards for the legal operation of programs required to be licensed.	Low	Annual	License/Permit	California Code of Regulations, Title 22, Section 101156 and 101160, Posting of License
	A current copy of the Child Care Permit should be visibly and prominently posted				

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Claims Review	P&L Claims Review with a claims manager	Medium	Annual	Claims Review Report	Best Risk Management Practices
Comprehensive School Safety Program	Assessment of the Current Status of School Crime	Medium	Review and update on March 1st every year. In July of each year, the school should report on the status of its school safety plan including a description of its key elements in the annual school accountability report card.	Written Program	California Education Code, Sections 32280 - 32289 and Senate Bill 187/334
	Develop Programs and Strategies that Provide School Safety				
	Suspension and Expulsion Policies				
	School-wide Dress Code				
	Discipline Procedures				
	Hate Crime Policies and Procedures				
	Bullying Policies				
	Safe Ingress and Egress Procedures				
	Procedures for ensuring a Safe and Orderly Environment				
	Disaster Procedures for Lockdown				
Disaster Procedures for Student Release					
Include Standardized Emergency Management System (SEMS) in your disaster procedures					
Communication of the plan to Stakeholders					
Contracts & Insurance Requirements	Contracts should include language for hold harmless and indemnification	Medium	As Needed	Contract Template	Best Risk Management Practices
	The district should specifically designate those individuals with authority to sign contracts on behalf of the district.			Written Policy	
	Certificates of insurance should be required for all contractors/vendors/parties who contract with the district or use district facilities.			Certificates	
Cyber Liability/Data Breaches	Assess the risk, manage the threat, implement prevention measures, and protect from loss (Insurance)	High	As processes change or new equipment is added	N/A	CCC 1798.29
Drones	Develop and implement a drone policy.	Low	As Needed	Written Policy	FAA Reform Act of 2012
Eye Safety (Student)	Eye protective devices shall be worn in job activities or courses including, but not limited to, vocational or industrial arts shops or laboratories, and chemistry, physics or combined chemistry-physics laboratories, at any time at which the individual is engaged in, or observing, an activity or the use of hazardous substances likely to cause injury to the eyes. Create student contract and student safety test for the beginning of each school year.	Medium	Review Annually	N/A	Ed Code 32031, CCR, Title 8, Section 3203
Electronic Equipment and Internet Use Policy	Develop a policy for employee and student use of Electronic Equipment and Internet Use Policy	Low	Review Annually	Written Policy	Best Risk Management Practices
Elevator or Special Access Lift Permits	Add Policy to the Employee, Student and Volunteer Handbooks				
	Elevator or Special Access Lift Permits	The elevator should be inspected by the California Division of Occupational Safety and Health	Low	Annual	Permit
The permit or a copy thereof should be posted conspicuously and securely in the elevator car.					
EPI Pens - Administration of Emergency Epinephrine Auto-Injectors	Recruit and train volunteers - The California School Nurses Organization (CSNO) recommends that a minimum of 2 to 3 trained volunteers be available at each site.	Medium	Annual	Sign In Sheet	Education Code section 49414; 5B 1266
	The prescriptions shall be obtained by the school nurse, other qualified person designated by a physician that is employed or contracted by the district, a medical director of the local health department or the local emergency medical services director			Written Prescription	
	Obtain Epi Pens - The California School Nurses Organization (CSNO) recommends at least two Epi Pen's of varying dosages per site to cover all staff and student emergencies			System to track Pens and Expiration Dates	
	Distribute a notice at least once per school year to all staff with a description of the activities required of the volunteer and a description of the training provided to volunteers			Written Notice	
Event Guidelines	Develop formal written event guidelines	Low	Review Annually	Written Guidelines	Best Risk Management Practices
	When considering sponsoring special activities or events such as field trips, carnivals, fund raising events, the District should first evaluate the perceived benefits versus the potential risks.				
Field Trip Procedures	Parents should be notified in advance of field trips and are required to sign permission slips.	Medium	Annual	Form	Ed. Code 35330-35332
	Develop formal written field trip procedures			Written Procedures	Best Risk Management Practices
	Train Employees on field trip procedures			Sign-in Sheet	
Fingerprinting	School district shall not employ a person until DOJ completes criminal check including fingerprints.	Medium	As Needed	DOJ Documentation	Ed Code Section 45125
Fire Extinguisher Use	An educational program should be implemented to familiarize employees with the general principles of fire extinguisher use and the hazards involved with incipient stage firefighting.	Low	Annual	Sign In Sheet	California Code of Regulations, Title 8, Section 6151, Portable Fire Extinguishers
	Map of Fire Extinguisher Locations			Written Map	
	Monthly inspections			Inspector's initials on the back of the annual inspection tag	
	Annual Inspection				
Fire Prevention	A written Fire Prevention Plan should be developed.	Low	Annual	Written Program	California Code of Regulations, Title 8, Section 3221, Fire Prevention Plan
	The employer shall apprise employees of the fire hazards of the materials and processes to which they are exposed.			Sign In Sheet	
Fire Safety - Alarms	Check horns, sensors and lights on alarms. Check that monitoring station receives signal	Low	Monthly	In-house maintenance of records	NFPA 72
	Check Batteries		Quarterly	Inspection records	
Fire Safety - Alarms	Full Inspection	Low	Annual	Inspection and maintenance records by qualified state-licensed inspector	NFPA 72
			Tags noting dates of service and all other records must be kept at the site		
Fire Safety - Automatic Suppression Systems	Full Inspection of all Ansul-type systems	Low	Semi-Annually		T19, §904 HSC §13195 & 13196.5 Qualified state-certified inspector

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First Aid Kits	Equip each school with a first aid kit. A kit shall also be provided on field trips or when pupils are under the supervision or direction of any teacher, employee or agent of the school.	Low	Update Contents as Needed	First Aid Kit Inventory	Ed Code 32040
Food Safety	Develop food safety policies and procedures	Low	Update as Needed	Written Procedures	Child Nutrition and WIC Reauthorization Act of 2004 (Public Law 104-265); CA Department of Public Health; Health and Safety Code 114381
	County Health Inspections		Annual or Biannual	Inspection Report	
	Employee Training		Annual	Sign In Sheet	
	Certified Food Safety Manager Training		Every 5 Years	Certification	
	Post Public Health Department Permit - A food facility shall not be open for business without a valid permit.		Annual	Permit	
Fuel Dispensing Permit	The Permit to Operate for the fuel pumps should be obtained from the local Air Quality Management District and a copy posted at the fuel pumps	Low	Annual	Permit	Air Quality Management District, Rule 461, Gasoline Transfer and Dispensing
HVAC System Maintenance and Records	The HVAC system should be inspected and problems found during these inspections should be corrected within a reasonable time	Low	Ongoing/ Preventative	Inspection Report	California Code of Regulations, Title 8, Section 5142, Mechanically Driven Heating, Ventilating and Air Conditioning (HVAC) Systems to Provide Minimum Building Ventilation
Hazardous Materials Business Plan	A Hazardous Materials Business Plan must be developed and submitted when a facility meets or exceeds the criterion listed in the California Health and Safety Code	Low	Annual	Written Plan	California Health & Safety Code, Section 25500-25520, Business and Area Plans; 29 CFR 1910 Subpart H, Hazardous materials
	A Hazardous Materials Business Plan should be developed and submitted as required by the local administering agency. The local administering agency is usually the local fire authority			Online Submission	
	Hazardous Materials Inventory			Inventory Spreadsheet	
Hazardous Waste	There should be a structured program for the storage and disposal of hazardous waste. Waste manifests must be retained by generator and a copy sent to DTCS	Low	As Needed	Written Program Manifest	CCR Title 22 Section 66262.20, H&S Code 25123.3
Industrial Arts & Technology	Safety Data Sheets should be available for all art, craft, and other chemicals	Medium	As Needed	SDS Sheet	CCR Title 8, Section 5194 (g)
	Students should be supervised at all times			N/A	Ed. Code 44807
	Safety should be taught as part of the curriculum			Written Safety Rules	Best Risk Management Practices
	Students should be required to sign safety contracts, which are also signed by a parent/guardian		Prior to Class Commencing	Written Form/Contract	Best Risk Management Practices
Lead	The district should recognize that any school built before 1992 probably contains lead paint and therefore should treat all painted surfaces accordingly	Low	As Needed	N/A	California Code of Regulations, Title 8, Section 1532.1
	District shall follow the Lead-Pint Renovation, Repair and Painting Program (RRP) for child occupied facilities built before 1978			N/A	40 CRF Part 745, Subpart E
Lead Plumbing/Water Survey	Each site plumbing system should be surveyed for plumbing materials that contain lead	Low	As Needed	Initial	Safe Drinking Water Act of 1974; Lead Contamination and Control Act of 1988; Environmental Protection Act, Lead and Copper Rule
	If lead materials are discovered or lead levels in tested water exceed prescribed action levels, action should be taken based upon the determination made. This may include public education, water quality monitoring, supply source monitoring and/or treatment, and corrosion control treatment			Written Survey	
	Drinking water fixtures, plumbing, or other materials that contained excessive levels of lead should be replaced as needed		As Needed	Written Documentation	
Medical/Biohazardous Waste	A written Medical Waste Management Plan should be developed including permit and standards for uniformity in the safe handling, storage, minimization and disposal of medical waste.	Low	Annual	Written Program	29 CFR 1910.1030 Bloodborne pathogens; California Health and Safety Code, Sections 117600 through 118360, Medical Waste
	Only trained and authorized persons should handle and/or dispose of biohazardous waste; employee training required			Sign In Sheet	
Nutrition	Nutritional standards for school meals	Low	As Needed	Standards	Healthy, Hunger-Free Kids Act of 2010
	Training and professional standards for school nutrition professionals			Annually	
Parent Notification	Student-Family Handbook	Medium	Annual	Update as Needed	Best Risk Management Practices
	Volunteer Handbook			Written Handbook	
	Provide copies of each Handbook to the appropriate parties (Employees, Students-Families, Volunteers)				
	Handbooks reviewed by legal counsel				
Pesticide Handler Program/Healthy Schools Act	A written IPM shall be developed, implemented and posted on district's website	Medium	Annual	Review Annually	Ed Code 17608-17614, 48980.3, H&S Code 1596.794, 1596.845
	Annual Report of pesticides applied by district to Department of Pesticide Regulations			Written Report	
	Annual notification to parents			Letter	
	Post application signage			Signage	
	Training required for IPM coordinator, pesticide applicators (includes employees using disinfecting wipes, sanitizers, and weed-killers).		Annual	Sign In Sheet	
Playground Safety Program	Playground Audit conducted by a CPSI (Certified Playground Safety Inspector)	High	Annual	Initial	California Health and Safety Code, Sections 115725-115735; American Society for Testing and Materials; US Consumer Product Safety Commission
	Develop Playground Supervision and Inspection Procedures			Written Procedures	
	Daily Inspections of Playground and equipment			Checklist	
	Quarterly Inspections of Playground and equipment			Sign In Sheet	
	Playground Supervisor Training		Annual	Sign In Sheet	
Records Retention Program	Develop a written Records Retention Policy that addresses all types of records, including electronic data and media.	Low	Update as Needed	Written Policy	Best Risk Management Practices
	Train employees an Records Retention Policy			Sign-in Sheet	
Risk Management Evaluation	Conduct an evaluation of the districts overall Risk Management policies and procedures	Low	Initial	Recommendations	Best Risk Management Practices
	Chemicals used in science classes should be evaluated for safety, age appropriateness, and are purchased in the least amount required for one year's curriculum.			N/A	CDE Science Safety Handbook
	Safety Data Sheets should be available for all science chemicals.			Safety Data Sheet	CCR Title 8, Section 5194 (g)

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Science Safety & Chemical Use	Science experiments/labs should be evaluated and determined to be the least hazardous method of demonstrating the learning objective and are age-appropriate.	Medium	As Needed	N/A	CDE Science Safety Handbook
	Students should be supervised at all times.			N/A	Ed. Code 44807
	Safety should be taught as part of the curriculum.			N/A	CDE Science Safety Handbook
	The district should have a written chemical hygiene plan (grades K9 and above)		Review Annually	Written Program	CCR Title 8 Section 5191
	Students should be required to sign safety contracts, which are also signed by a parent/guardian.		Annual	Form/Contract	CDE Science Safety Handbook
Security Officer/Guard Training	All school security guards working 20 hours or more per week should complete a training course as required by the California Bureau of Security & Investigative Services	Low	Initial	Sign In Sheet	California Education Code, Section 38001.5, Security Departments
Site Security Assessment	Consider conducting a Site Security Assessment of all district sites to determine vulnerabilities, including vandalism and reduction recommendations	Medium	Initial	Recommendations	Best Risk Management Practices
Staff Termination Procedures	Review district's staff termination policies and practices	Low	Review Annually	Written Procedures	Best Risk Management Practices
Storm Water Pollution Prevention	Districts who operate and maintain vehicles that are used to transport students should develop a Storm Water Pollution Prevention Plan. A copy of the plan should be submitted to the authority having jurisdiction.	Low	Update as Needed	Written Program	California Code of Regulations, Title 23
Student Supervision	Evaluate current supervision practices	Medium	Update as Needed	Written Policy	Best Risk Management Practices
	Employee Training		Annual	Sign In Sheet	
Surveillance Camera	If security cameras are in use, a policy regarding the use should be developed. The policy should include the following components: an administrative review of the proposed camera use prior to purchase and installation; directions regarding the posting of warning or informational signage; identification of those persons authorized to use the camera equipment and review the footage; a description of prohibited locations for installation, such as restrooms and locker rooms; and procedures for reviewing, maintaining, and/or disposing of archived footage.	Low	Update as Needed	Written Policy	Best Risk Management Practices
Swimming Pool Safety	Ensure swimming pool complies with the Virginia Graeme Baker Pool and Spa Safety Act	Medium	Initial	Written Documentation	The Virginia Graeme Baker Pool and Spa Safety Act of 2007; California Code of Regulations, Title 22, Section 65501, 65523; Building code, Section 3120B (signage); California Department of Public Health for California Swimming Pool requirements; ADA - ADAAG 242 Swimming Pools, Wading Pools, and Spas
	The swimming pool permit issued by the local public health/environmental health agency should be obtained and conspicuously posted in the pool area		Annual	Permit	
	Swimming pool operators should keep a daily record of information regarding operation, including readings of disinfectant residual, pH and maintenance procedures such as cleaning of filters and quantity of chemicals used.		Daily	Log	
	Records of chemical testing should be maintained for at least one year and made readily available at the pool location for inspection by the authority having jurisdiction.		Annual	Testing Log	
	Employee Training		Annual	Sign-in Sheet	
	Emergency Action Plan posted		Review Annually	Written Plan	
	First Aid Kit		Daily Check	Inspection Checklist	
	Emergency equipment on pool deck: Shepard's crook and ring buoy		Daily Check		
	Emergency equipment requirements, i.e., backboard and head immobilizer		Daily Check		
	Diving board and platform placement and preventative maintenance		Initial		
	Accessibility requirements for swimming pool include an assisting device/lift (ADA 2010)		Initial		
	Signage posting requirements including capacity, no lifeguard on duty, etc.		Initial	Written Agreement	
	Markings on pool deck requirements		Initial		
Swim group use and facility use agreements	As Needed				
Lifeguard and lifeguard certification requirements for facility use groups	As Needed				
Transportation Safety Plan	Establish a written transportation safety plan containing procedures for school personnel to follow to ensure the safe transport of pupils	Medium	Review Annually	Written Program	California Education Code 39831.3 & 39831.5; CA Vehicle Code 22112
Underground (UST) and Above Ground Storage Tanks	The UST should be properly inspected, tested, registered, and permitted as required	Low	Annual	Permit	California Code of Regulations, Title 23, Chapter 16, Underground Tank Regulations; H&S Code 25284, 25292, 25288, 25293
Tree Inspection and Management Program	Develop and implement inventory of trees and arborist approved maintenance	Medium	Review Annually	Written Program	Best Risk Management Practices
Use of Facilities	Districts should draft, approve, and implement a Use of Facilities Policy.	Medium	Review Annually	Written Policy	Civic Center Act, Education Code Section 38130
Vehicle Use Policy	A formal Vehicle Usage Policy should be developed and implemented	High	Update as Needed	Written Policy	Best Risk Management Practices
	Implement a DMV Pull Notice Program			Sign-in Sheet	
Violence & Weapons Policy	Train employee on Vehicle Usage policy	Medium	Updated as Needed	Written Policy	Best Risk Management Practices
	A policy addressing violence and weapons should be developed			Written Procedures	
Visitor Identification Procedures	Develop procedures for visitor identification, check in and check out at all sites	Medium	Update as Needed	Written Procedures	Best Risk Management Practices
	Visitor/contractor access to facilities should be strictly controlled and monitored.			Policy/Sign In/ID Badge	Penal Code 627.2, 627.3, 627.6
	Visitors should sign in and wear a visitors badge.			Form	Best Risk Management Practices
	Train employees on visitor procedures			Sign-in Sheet	
Volunteers	There should be a formal process for accepting volunteer workers i.e., reference/referral, fingerprint, driving record, etc.	Medium	As Needed		Ed. Code Section 45125
	Develop and distribute a Volunteer Handbook to school volunteers defining volunteer roles and responsibilities.		Review Annually	Handbook	Best Risk Management Practices
	Volunteers should be supervised by a district employee.			N/A	Ed Code 35021, 44814, 44815

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	Volunteers should receive the same level of training as employees who do the same task/job. The district may want to consider volunteers to be deemed "employees" within the context of workers' compensation coverage		As Needed	Sign In Sheet Board Policy	CCR, Title 8, Section 3203 CA Labor Code 3364.5
Website Privacy/Terms of Use	Develop and implement privacy policy and terms of use	Low	Review Annually	Written Program	Business and Professional Code, 22575-22579
Wells / Well Water	All systems monitoring at affected sites Quality testing if used for domestic / drinking water	Low	Ongoing Monthly	Maintain written records Maintain written records	CCR, Title 17 and Title 22