

**PALERMO UNION
SCHOOL DISTRICT**

POLICIES

REGULATIONS

BYLAWS

NOTE: The CSBA comprehensive index/table of contents is widely used by districts throughout the state. It provides a standard index system designed to accommodate future policies/regulations and at the same time provides a table of contents for this manual. This manual contains only those Board policies (BP), administrative regulations (AR) and exhibits (E) specified in the right-hand column.

	CODE			
0. Vision	0000	BP	AR	E
1. Philosophy.....	0100	BP		E
2. Goals for the School District.....	0200	BP		
A. Goals for Student Learning.....	0210			
B. Goals for School Operations.....	0220			
3. Objectives/Goal Indicators for School District.....	0300			
A. Objectives for Student Learning.....	0310			
B. Objectives for School Operations.....	0320			
4. Comprehensive Plans.....	0400	BP		
A. Nondiscrimination in District Programs and Activities.....	0410	BP		
B. School Plans/Site Councils.....	0420	BP	AR	
1. School-Based Program Coordination.....	0420.1	BP	AR	
2. School Improvement Program.....	0420.2	BP		
3. School-Based Student Motivation and Maintenance Program.....	0420.3			
4. Charter Schools.....	0420.4	BP	AR	
5. School-Based Decision Making.....	0420.5			
C. Comprehensive Local Plan for Special Education.....	0430	BP		
D. District Technology Plan.....	0440	BP	AR	
E. Comprehensive Safety Plan.....	0450	BP	AR	
5. Accountability.....	0500	BP		
A. School Accountability Report Card	0510	BP	AR	
B. Intervention for Underperforming Schools.....	0520			
C. Title I Improvement Schols.....	0520.2	BP	AR	

ARTICLE 1 COMMUNITY RELATIONS (Series 1000)

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	CODE		
0. Concepts and Roles.....	1000	BP	
A. Goals and Objectives.....	1010		
B. Youth Services.....	1020	BP	
1. Communication with the Public.....	1100	BP	E
A. Media	1110		
1. School-Sponsored Publications (cf. 1325).....	1111		
2. Media Relations.....	1112	BP	
B. Governing Board Meetings.....	1120		
C. Responsibility of School Personnel.....	1130		
D. Responsibility of the Governing Board.....	1140		
E. Commendations and Awards.....	1150	BP	AR
F. Political Processes.....	1160	BP	
2. Participation by the Public.....	1200		
A. School Community Associations.....	1210		
B. Citizen Advisory Committees.....	1220	BP	AR
C. School-Connected Organizations (includes parent/booster clubs).....	1230	BP	AR
D. Volunteer Assistance	1240	BP	
E. Visitors.....	1250	BP	AR
F. Educational Foundation.....	1260		
3. Public Activities Involving Staff, Students or School Facilities.....	1300		
A. Relations between Public and the Schools.....	1310		
1. Participation in Community Life	1311		
2. Complaints Concerning the Schools.....	1312		
a. Complaints Concerning District Employees.....	1312.1	BP	AR E
b. Complaints Concerning Instructional Materials.....	1312.2	BP	AR E
c. Uniform Complaint Procedures.....	1312.3	BP	AR
d. Williams Uniform Complaint Procedures.....	1312.4	AR	E
B. Relations between Public and Students (cf. 6145.5).....	1320		
1. Solicitation of Funds from and by Students.....	1321	BP	AR
2. Public Performances by Students.....	1322		
3. Contests for Students.....	1323		
4. Gifts to Students.....	1324		
5. Advertising and Promotion.....	1325	BP	AR
6. Voter Registration.....	1326		
C. Use of School Facilities.....	1330	BP	AR E
D. Access to District Records (includes procedures and materials, requests for information, reports, surveys).....	1340	BP	AR
4. Relations between Other Governmental Agencies and the Schools.....	1400	BP	
A. Local Agencies (includes law enforcement, fire, health, welfare, recreation).....	1410		

ARTICLE 1

COMMUNITY RELATIONS
-continued-

(Series 1000)

	CODE	
B. State Agencies.....	1430	
1. Waivers.....	1431	BP
C. Federal Agencies.....	1440	
5. Relations between Area, County, State, Regional and National Associations and the Schools.....	1500	
A. Western Association of Schools and Colleges (WASC) (see 6190).....	1510	
6. Relations between Other Education Organizations and the Schools.....	1600	
A. Colleges and Universities.....	1610	
B. Elementary and Secondary Schools (includes public, private correctional).....	1620	
1. Home-Based Schooling.....	1621	
7. Relations between Private Industry and the Schools.....	1700	

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	CODE		
0. Concepts and Roles.....	2000	BP	
A. Goals and Objectives.....	2010		
1. Administrative Staff Organization.....	2100	BP	
A. Organization Chart/Lines of Responsibility.....	2110	BP	
B. Superintendent of Schools.....	2120	BP	
1. Superintendent's Contract.....	2121	BP	
2. Superintendent of Schools: Responsibilities and Duties.....	2122	BP	E
3. Evaluation of the Superintendent.....	2123	BP	E
2. Administrative Operations.....	2200		
A. Administrative Leeway in Absence of Governing Board Policy.....	2210	BP	
B. Review of Administrative Decisions.....	2220		
C. Representative and Deliberative Groups.....	2230	BP	AR
D. Management and Communication Systems.....	2240		
E. Teacher-in-Charge/Principal's Designee.....	2250		

ARTICLE 3 BUSINESS & NONINSTRUCTIONAL OPERATIONS (Series 3000)

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	CODE		
0. Concepts and Roles.....	3000		BP
A. Goals and Objectives.....	3010		
B. Fiscal Policy Team	3020		
1. Budget (includes planning, preparation, proposal, budget, adoption, administration).....	3100	BP	AR
A. Transfer of Funds	3110		AR
2. Income (cf. 3430).....	3200		
A. Local Funds.....	3210		
B. State Funds.....	3220		
1. Lottery Funds.....	3220.1	BP	
2. Instructional Improvement and Accountability Funds.....	3220.2		
C. Federal Funds.....	3230		
D. Tuition Fees.....	3240		
E. Transportation Fees.....	3250		
F. Fees and Charges.....	3260	BP	AR
1. Rental of District Personal Property.....	3261		
G. Sale and Disposal of Books, Equipment and Supplies.....	3270	BP	AR
H. Sale, Lease, Rental of District-Owned Real Property.....	3280	BP	AR
I. Gifts, Grants and Bequests (does not include state or federal funds).....	3290	BP	
3. Expenditures/Expending Authority.....	3300	BP	
A. Purchasing Procedures.....	3310	BP	AR
1. Bids.....	3311	BP	AR
2. Contracts.....	3312	BP	
a. State Contract/Cooperative Purchasing.....	3312.1		
(1) State Allocation Board Contracts.....	3312.11		
b. Educational Travel Program Contracts.....	3312.2		
3. Leases and Agreements.....	3313		
4. Payment for Goods and Services.....	3314	BP	AR
a. Prepayment Fund.....	3314.1		
b. Revolving Funds.....	3314.2	BP	
5. Relations with Vendors.....	3315		
a. Minority and Women's Businesses.....	3315.1		
B. Claims and Actions Against the District.....	3320	BP	AR E
C. Tuition.....	3330		
D. Rental/Long-Term Leasing.....	3340		
1. Purchase, Lease, Rental of Neighboring District- Owned Property	3341		
E. Travel Expenses.....	3350	BP	

-continued-

		CODE		
4.	Management of District Assets/Accounts (includes systems, encumbering, audits).....	3400	BP	AR
A.	Depository.....	3410		
B.	Borrowing.....	3420		
C.	Investing.....	3430		
D.	Inventories.....	3440		AR
E.	Money in School Buildings.....	3450		
	1. Petty Cash Funds.....	3451		AR
	2. Student Activity Funds.....	3452	BP	
F.	Financial Reports and Accountability.....	3460	BP	AR
5.	Noninstructional Operations.....	3500		
A.	Operation and Maintenance of Plant (cf. 7000 et seq.).....	3510		
	1. Energy and Water Conservation.....	3511		
	2. Equipment (includes instructional equipment).....	3512		AR E
	3. Buildings and Grounds (cf. 1330).....	3513		
	a. Cellular Phone Reimbursement.....	3513.1	BP	AR
	b. Parking.....	3513.2		
	c. Tobacco-Free Schools.....	3513.3	BP	AR
	4. Environmental Safety.....	3514	BP	AR
	a. Hazardous Substances.....	3514.1	BP	AR
	b. Rideshare Program.....	3514.2		
	5. Campus Security.....	3515		AR
	a. Crime Data Reporting.....	3515.1		
	b. Disruptions.....	3515.2	BP	AR
	c. District Police Department.....	3515.3		
	d. Recovery for Property Loss or Damage.....	3515.4	BP	AR
	e. Sex Offender Notification.....	3515.5	BP	AR
	f. Criminal Background Checks for Contractors.....	3515.6		AR
	6. Emergencies and Disaster Preparedness Plan.....	3516	BP	AR
	a. Fire Drills and Fires.....	3516.1		AR
	b. Bomb Threats.....	3516.2		AR
	c. Earthquake Emergency Procedure System.....	3516.3		AR
	d. Air Pollution Episodes.....	3516.4		
B.	Office Services.....	3520		
	1. Data Processing/Word Processing (cf. 6162.6).....	3521		
	2. Mail and Delivery.....	3522		
C.	Risk Management/Insurance.....	3530	BP	AR
D.	Transportation (cf. 3250).....	3540	BP	AR
	1. Transportation Routes and Services.....	3541		AR
	a. Transportation for School-Related Trips.....	3541.1		AR E
	b. Transportation for Students with Disabilities.....	3541.2	BP	AR
	c. Nonpublic School Students.....	3541.3		
	2. School Bus Drivers.....	3542		AR
	3. Transportation Safety and Emergencies.....	3543		AR
	4. Equipment (includes maintenance and vandalism).....	3544		
	a. District-Owned.....	3544.1		
	b. Privately Owned.....	3544.2		

ARTICLE 3 BUSINESS & NONINSTRUCTIONAL OPERATIONS (Series 3000)

-continued-

		CODE		
E.	Food Service/Child Nutrition Program.....	3550	BP	
1.	Food Service Operations/Cafeteria Fund.....	3551	BP	AR
2.	Regular Lunch Programs.....	3552		
3.	Free and Reduced Price Meals.....	3553	BP	AR
4.	Other Food Sales.....	3554	BP	AR E
F.	Debt Service (includes bonds).....	3560		
G.	Capital Outlay.....	3570		
H.	District Records.....	3580	BP	AR
6.	Consultants.....	3600	BP	

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	CODE		
0. Concepts and Roles.....	4000	BP	
A. Goals and Objectives.....	4010		
B. Drug and Alcohol-Free Workplace.....	4020	BP	E
C. Nondiscrimination in Employment.....	4030	BP	AR
1. Complaints Concerning Discrimination in Employment.....	4031		AR
2. Reasonable Accommodation.....	4032		AR
D. Employee Use of Technology.....	4040	BP	AR
1. Certificated Personnel.....	4100	BP	
A. Permanent/Probationary.....	4110		
1. Recruitment and Selection.....	4111	BP	
a. Affirmative Action.....	4111.1		
b. Legal Status Requirement.....	4111.2	BP	AR
2. Appointment and Conditions of Employment.....	4112		
a. Contracts.....	4112.1		AR
b. Certification.....	4112.2	BP	AR
(1) District Interns.....	4112.21		AR
(2) Staff Teaching Students of Limited English Proficiency.....	4112.22	BP	AR
(3) Special Education Staff.....	4112.23	BP	AR
c. Oath or Affirmation.....	4112.3		AR E
d. Health Examinations.....	4112.4		AR
(1) Employee Drug Testing	4112.41	BP	AR
(2) Drug and Alcohol Testing for School Bus Drivers.....	4112.42	BP	E
e. Criminal Record Check.....	4112.5		AR
f. Personnel Files.....	4112.6	BP	AR
(1) Employment References.....	4112.61	BP	AR
(2) Maintenance of Criminal Offender Records.....	4112.62		AR E
g. Orientation.....	4112.7		
h. Employment of Relatives.....	4112.8	BP	
i. Employee Notifications.....	4112.9		AR
3. Assignment.....	4113	BP	AR E
a. Load/Scheduling/Hours of Employment.....	4113.1		
b. Promotion/Demotion.....	4113.2		
c. Work Year.....	4113.3		
d. Temporary Modified/Light-Duty Assignment.....	4113.4	BP	AR
4. Transfers.....	4114	BP	
5. Evaluation/Supervision.....	4115	BP	AR
6. Probationary/Permanent Status.....	4116	BP	AR
a. Seniority.....	4116.1		

PERSONNEL
 -continued-

		CODE		
7.	Separation.....	4117		
	a. Retirement.....	4117.1		
	(1) Preretirement Part-Time Employment.....	4117.11		
	(2) Retirement Consultancy Contracts.....	4117.12	BP	
	(3) Early Retirement Option.....	4117.13		AR
	(4) Retired Teachers/Class Size Reduction Program	4117.14		AR
	b. Resignation.....	4117.2	BP	
	c. Personnel Reduction.....	4117.3	BP	
	d. Dismissal.....	4117.4		AR
	e. Termination Agreements.....	4117.5		AR
	f. Decision Not to Rehire.....	4117.6		AR
8.	Suspension/Disciplinary Action.....	4118	BP	AR
9.	Rights, Responsibilities and Duties.....	4119		
	a. Civil and Legal Rights.....	4119.1	BP	
	(1) Sexual Harassment.....	4119.11	BP	AR
	b. Professional Responsibilities.....	4119.2		
	(1) Code of Ethics.....	4119.21	BP	E
	(2) Dress and Grooming.....	4119.22	BP	
	(3) Unauthorized Release of Confidential/ Privileged Information.....	4119.23	BP	
	(4) Academic Freedom.....	4119.24		
	(5) Political Activities of Employees.....	4119.25	BP	AR
	c. Duties of Personnel.....	4119.3		
	d. Infectious Disease.....	4119.4		
	(1) Employees with Infectious Disease.....	4119.41	BP	
	(2) Exposure Control Plan for Bloodborne Pathogens.....	4119.42	BP	AR E
	(3) Universal Precautions.....	4119.43	BP	AR
B.	Other Certificated Personnel.....	4120		
	1. Temporary/Substitute Personnel.....	4121		AR
	2. Student Teachers.....	4122		
	3. Home Teachers.....	4123		
	4. Summer School Teachers.....	4124		
	5. Adult Education Teachers.....	4125		
	6. Temporary Athletic Team Coaches.....	4127	BP	AR
	7. Shared Teaching Assignments.....	4128		
C.	Activities.....	4130		
	1. Staff Development.....	4131	BP	AR
	a. Exchange Teaching.....	4131.1		
	b. Contributions to Fields of Knowledge.....	4131.2		
	c. Inservice Education/Visitations; Conferences.....	4131.3		
	d. Independent Study.....	4131.4		
	e. Professional Growth.....	4131.5	BP	AR
	f. Professional Development Program.....	4131.6		
	2. Publication or Creation of Materials (includes copyrights and patents).....	4132	BP	
	3. [Future Topic].....	4133		
	4. Meetings.....	4134		

PERSONNEL
 -continued-

		CODE		
	5.	Soliciting and Selling.....	4135	BP
	6.	Nonschool Employment.....	4136	BP
	a.	Consulting.....	4136.1	
	7.	Tutoring.....	4137	
	8.	Mentor Teachers.....	4138	
	9.	Peer Review and Assistance.....	4139	BP AR
D.		Bargaining Units.....	4140	BP
	1.	Collective Bargaining Agreement.....	4141	BP
	a.	Recognition.....	4141.1	
	b.	Personnel Covered.....	4141.2	
	c.	Governing Board/District Rights.....	4141.3	
	d.	Association Rights.....	4141.4	
	e.	Savings Clause.....	4141.5	
	f.	Concerted Action/Work Stoppage.....	4141.6	BP AR
	g.	Organizational Security.....	4141.7	
	2.	Communications/Contacts.....	4142	
	3.	Negotiations/Consultation.....	4143	BP
	a.	Public Notice - Personnel Negotiations.....	4143.1	BP AR
	4.	Complaints.....	4144	BP AR
E.		Compensation and Related Benefits.....	4150	
	1.	Employee Compensation.....	4151	BP
	2.	Salary Checks and Deductions.....	4152	
	3.	Extra Pay for Extra Work.....	4153	
	4.	Health and Welfare Benefits.....	4154	BP AR
	5.	Retirement Compensation.....	4155	
	a.	Tax-Sheltered Annuities.....	4155.1	
	6.	Employment Amenities.....	4156	
	a.	Credit Union.....	4156.1	
	b.	Awards and Recognition.....	4156.2	BP
	c.	Employee Property Reimbursement.....	4156.3	BP
	7.	Employee Safety.....	4157	BP AR
	a.	Work-Related Injuries.....	4157.1	BP AR
	b.	Ergonomics.....	4157.2	
	8.	Employee Security.....	4158	BP AR
	9.	Employee Assistance Programs.....	4159	
F.		Leaves and Vacations.....	4160	
	1.	Leaves.....	4161	BP AR
	a.	Personal Illness/Injury Leave.....	4161.1	AR
	(1)	Industrial Accident/Illness Leave.....	4161.11	AR
	b.	Personal Leaves (includes bereavement, personal necessity, child's school activities, legal and civic, religious observance leaves).....	4161.2	AR
	c.	Professional Leaves (includes sabbatical).....	4161.3	AR
	d.	Association.....	4161.4	
	e.	Military Leave.....	4161.5	AR
	f.	[Future Topic].....	4161.6	
	g.	Political (includes elected office).....	4161.7	
	h.	Family Care and Medical Leave.....	4161.8	AR
	i.	Catastrophic Leave Program.....	4161.9	BP AR
	2.	Vacation/Holidays.....	4162	

PERSONNEL
 -continued-

		CODE		
2.	Classified Personnel.....	4200	BP	AR
A.	Permanent/Probationary.....	4210		
	a. Personnel Commission.....	4210.1		
1.	Recruitment and Selection.....	4211	BP	
	a. Affirmative Action.....	4211.1		
	b. Legal Status Requirement (see 4111.2).....	4211.2		
2.	Appointment and Conditions of Employment.....	4212		AR
	a. Contracts.....	4212.1		
	b. Certification or Licensing.....	4212.2		
	(1) Staff Teaching Students of Limited English Proficiency (see 4112.22).....	4212.22		
	c. Oath or Affirmation (see 4112.3).....	4212.3		
	d. Health Examinations (see 4112.4).....	4212.4		
	(1) Employee Drug Testing (see 4112.41).....	4212.41		
	(2) Drug and Alcohol Testing for School Bus Drivers (see 4112.42).....	4212.42		
	e. Criminal Record Check.....	4212.5		AR
	f. Personnel Files (see 4112.6).....	4212.6		
	(1) Employment References (see 4112.61).....	4212.61		
	(2) Maintenance of Criminal Offender Records (see 4112.62).....	4212.62		
	g. Orientation.....	4212.7		
	h. Employment of Relatives (see 4112.8).....	4212.8		
	i. Employee Notifications (see 4112.9).....	4212.9		
3.	Assignment/Classification.....	4213		
	a. Load/Scheduling/Hours of Employment.....	4213.1		
	b. Promotion/Demotion/Reclassification.....	4213.2		
	c. Work Year.....	4213.3		
	d. Temporary Modified/Light-Duty Assignment (see 4113.4).....	4213.4		
4.	Transfer/Reassignment.....	4214		
5.	Evaluation/Supervision.....	4215	BP	
6.	Probationary/Permanent Status.....	4216	BP	
	a. Seniority.....	4216.1		
7.	Separation.....	4217		
	a. Retirement.....	4217.1		
	(1) Preretirement Part-Time Employment.....	4217.11		
	(2) Early Retirement Consultancy Contracts.....	4217.12		
	b. Resignation (see 4117.2).....	4217.2		
	c. Layoff/Rehire.....	4217.3		
	d. Termination Agreements (see 4117.5).....	4217.5		AR
8.	Dismissal/Suspension/Disciplinary Action.....	4218		AR
9.	Rights, Responsibilities and Duties.....	4219		
	a. Civil and Legal Rights (see 4119.1).....	4219.1		
	(1) Sexual Harassment (see 4119.11).....	4219.11		
	b. Employment Responsibilities.....	4219.2		

PERSONNEL
 -continued-

	CODE	
(1) Code of Ethics (see 4119.21).....	4219.21	E
(2) Conduct and Dress.....	4219.22	
(3) Unauthorized Release of Confidential/ Privileged Information (see 4119.23).....	4219.23	
(4) Political Activities of Employees (see 4119.25).....	4219.25	
c. Duties of Personnel (see 4119.3).....	4219.3	
d. Infectious Disease.....	4219.4	
(1) Employees with Infectious Disease (see 4119.41).....	4219.41	
(2) Exposure Control Plan for Bloodborne Pathogens (see 4119.42).....	4219.42	
(3) Universal Precautions (see 4119.43).....	4219.43	
B. Other Classified Personnel.....	4220	
1. Substitutes.....	4221	
2. Instructional Aides.....	4222	BP AR E
3. Temporary Athletic Team Coaches (see 4127).....	4227	
C. Activities.....	4230	
1. Staff Development.....	4231	BP AR
a. Visitations; Conferences.....	4231.1	
b. Professional Development Program (see 4131.6).....	4231.6	
2. Publication or Creation of Materials (includes copyrights and patents) (see 4132).....	4232	
3. [Future Topic].....	4233	
4. Meetings (see 4134).....	4234	
5. Soliciting and Selling (see 4135).....	4235	
6. Nonschool Employment (see 4136).....	4236	
D. Bargaining Units (see 4140).....	4240	
1. Collective Bargaining Agreement (see 4141).....	4241	
a. Recognition.....	4241.1	
b. Personnel Covered.....	4241.2	
c. Governing Board/District Rights.....	4241.3	
d. Association Rights.....	4241.4	
e. Savings Clause.....	4241.5	
f. Concerted Action/Work Stoppage (see 4141.6).....	4241.6	
g. Organizational Security.....	4241.7	
2. Communications/Contacts (see 4142).....	4242	
3. Negotiations/Consultation (see 4143).....	4243	
a. Public Notice - Personnel Negotiations (see 4143.1).....	4243.1	
4. Complaints (see 4144).....	4244	
E. Compensation and Related Benefits.....	4250	
1. Employee Compensation (see 4151).....	4251	
2. Salary Checks and Deductions (see 4152).....	4252	
3. Overtime Pay/Compensatory Time Off.....	4253	
4. Health and Welfare Benefits (see 4154).....	4254	

PERSONNEL
 -continued-

	CODE		
5.	Retirement Compensation.....	4255	
a.	Tax-Sheltered Annuities.....	4255.1	
6.	Employment Amenities.....	4256	
a.	Credit Union.....	4256.1	
b.	Awards and Recognition (see 4156.2).....	4256.2	
c.	Employee Property Reimbursement (see 4156.3).....	4256.3	
7.	Employee Safety (see 4157).....	4257	
a.	Work-Related Injuries (see 4157.1).....	4257.1	
b.	Ergonomics (see 4157.2).....	4257.2	
8.	Employee Security (see 4158).....	4258	
9.	Employee Assistance Programs (see 4159).....	4259	
F.	Leaves and Vacations.....	4260	
1.	Leaves (see 4161).....	4261	
a.	Personal Illness/Injury Leave.....	4261.1	AR
(1)	Industrial Accident/Illness Leave.....	4261.1.1	AR
b.	Personal Leaves (includes bereavement, personal necessity, child's school activities, legal and civic, religious observance leaves)(see 4161.2).....	4261.2	
c.	Professional Leaves.....	4261.3	
d.	Association.....	4261.4	
e.	Military Leave (see 4161.5).....	4261.5	
f.	[Future Topic].....	4261.6	
g.	Political (includes elected office).....	4261.7	
h.	Family Care and Medical Leave (see 4161.8).....	4261.8	
i.	Catastrophic Leave Program (see 4161.9).....	4261.9	
2.	Vacation/Holidays.....	4262	
3.	Management, Supervisory and Confidential Personnel.....	4300	BP AR
A.	Permanent/Probationary.....	4310	
1.	Recruitment and Selection.....	4311	
a.	Affirmative Action.....	4311.1	
b.	Legal Status Requirement (see 4111.2).....	4311.2	
2.	Appointment and Conditions of Employment.....	4312	
a.	Contracts.....	4312.1	BP
b.	Certification.....	4312.2	
c.	Oath or Affirmation (see 4112.3).....	4312.3	
d.	Health Examinations (see 4112.4).....	4312.4	
(1)	Employee Drug Testing (see 4112.4.1).....	4312.4.1	
(2)	Drug and Alcohol Testing for School Bus Drivers (see 4112.4.2).....	4312.4.2	
e.	Criminal Record Check (see 4112.5).....	4312.5	
f.	Personnel Files (see 4112.6).....	4312.6	
(1)	Employment References (see 4112.6.1).....	4312.6.1	
(2)	Maintenance of Criminal Offender Records (see 4112.6.2).....	4312.6.2	
g.	Orientation.....	4312.7	
h.	Employment of Relatives (see 4112.8).....	4312.8	

PERSONNEL
 -continued-

	CODE		
3.	i. Employee Notifications (see 4112.9).....	4312.9	
	Assignment/Classification.....	4313	
	a. Load/Scheduling/Hours of Employment.....	4313.1	=
	b. Promotion/Demotion/Reassignment.....	4313.2	BP AR
	c. Work Year.....	4313.3	
	d. Temporary Modified/Light-Duty Assignment (see 4113.4).....	4313.4	
4.	Transfers.....	4314	BP AR
5.	Evaluation/Supervision.....	4315	BP
	a. Staff Evaluating Teachers.....	4315.1	BP
6.	Probationary/Permanent Status.....	4316	
	a. Seniority.....	4316.1	
7.	Separation.....	4317	
	a. Retirement.....	4317.1	
	(1) Preretirement Part-Time Employment (see 4117.11).....	4317.11	
	(2) Retirement Consultancy Contracts (see 4117.12).....	4317.12	
	(3) Early Retirement Option (see 4117.13).....	4317.13	
	(4) Retired Teachers/Class Size Reduction Program (see 4117.14).....	4317.14	
	b. Resignation (see 4117.2).....	4317.2	
	c. Personnel Reduction.....	4317.3	
	d. Dismissal	4317.4	
	e. Termination Agreements (see 4117.5).....	4317.5	
8.	Suspension/Disciplinary Action.....	4318	
9.	Rights, Responsibilities and Duties.....	4319	
	a. Civil and Legal Rights (see 4119.1).....	4319.1	
	(1) Sexual Harassment (see 4119.11)	4319.11	
	b. Professional Responsibilities.....	4319.2	
	(1) Code of Ethics (see 4119.21).....	4319.21	E
	(2) Conduct and Dress.....	4319.22	
	(3) Unauthorized Release of Confidential/ Privileged Information (see 4119.23).....	4319.23	
	(4) Academic Freedom (see 4119.24).....	4319.24	
	(5) Political Activities of Employees (see 4119.25).....	4319.25	
	c. Duties of Personnel (see 4119.3).....	4319.3	
	d. Infectious Disease.....	4319.4	
	(1) Employees with Infectious Disease (see 4119.41)	4319.41	
	(2) Exposure Control Plan for Bloodborne Pathogens (see 4119.42).....	4319.42	
	(3) Universal Precautions (see 4119.43).....	4319.43	
B.	Other Management Personnel.....	4320	
	1. Temporary Athletic Team Coaches (see 4127).....	4327	
C.	Activities	4330	
	1. Staff Development.....	4331	BP

PERSONNEL
 -continued-

	CODE
a. Administrator Training and Evaluation.....	4331.1
b. Contributions to Fields of Knowledge.....	4331.2
c. Inservice Training/Visitations; Conferences.....	4331.3
d. Independent Study.....	4331.4
e. Professional Development Program (see 4131.6).....	4331.6
2. Publication or Creation of Materials (includes copyrights and patents) (see 4132).....	4332
3. [Future Topic].....	4333
4. Meetings (see 4134).....	4334
5. Soliciting and Selling (see 4135).....	4335
6. Nonschool Employment (see 4136).....	4336
a. Consulting (see 4136.1).....	4336.1
D. Professional Organizations.....	4340
E. Complaints (see 4144).....	4344
F. Compensation and Related Benefits.....	4350
1. Employee Compensation (see 4151).....	4351
2. Salary Checks and Deductions (see 4152).....	4352
3. Extra Pay for Extra Work.....	4353
4. Health and Welfare Benefits (see 4154).....	4354
5. Retirement Compensation.....	4355
a. Tax-Sheltered Annuities.....	4355.1
6. Employment Amenities.....	4356
a. Credit Union.....	4356.1
b. Awards and Recognition (see 4156.2).....	4356.2
c. Employee Property Reimbursement (see 4156.3).....	4356.3
7. Employee Safety (see 4157).....	4357
a. Work-Related Injuries (see 4157.1).....	4357.1
a. Ergonomics (see 4157.2).....	4357.2
8. Employee Security (see 4158).....	4358
9. Employee Assistance Programs (see 4159).....	4359
G. Leaves and Vacations (see 4160).....	4360
1. Leaves.....	4361
a. Personal Illness/Injury Leave (see 4161.1).....	4361.1
(1) Industrial Accident/Illness Leave (see 4161.11).....	4361.11
b. Personal Leaves (includes bereavement, personal necessity, child's school activities, legal and civic, religious observance leaves)(see 4161.2).....	4361.2
c. Professional Leaves (includes sabbatical).....	4361.3
d. Association.....	4361.4
e. Military Leave (see 4161.5).....	4361.5
f. [Future Topic].....	4361.6
g. Political (includes elected office).....	4361.7
h. Family Care and Medical Leave (see 4161.8).....	4361.8
i. Catastrophic Leave Program (see 4161.9).....	4361.9
2. Vacation/Holidays.....	4362

BP

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		CODE		
0.	Concepts and Roles.....	5000	BP	
A.	Goals and Objectives.....	5010		
B.	Parent Rights and Responsibilities.....	5020	BP	AR
1.	Noncustodial Parents.....	5021	BP	
2.	Student and Family Privacy Rights.....	5022	BP	AR
C.	Student Wellness.....	5030	BP	E
1.	Elementary and Secondary.....	5100		
A.	Attendance.....	5110		
1.	Admission.....	5111	BP	AR
a.	District Residency.....	5111.1	AR	
(1)	Residency of Students With Caregiver.....	5111.11	AR	E
(2)	Residency Based on Parent/Guardian Employment.....	5111.12	AR	
(3)	Residency for Homeless Children.....	5111.13	AR	
b.	Nonresident Foreign Students.....	5111.2		
2.	Attendance and Exceptions.....	5112		
a.	Exemptions from Attendance.....	5112.1	BP	AR
b.	Exclusions from Attendance.....	5112.2		AR
c.	Student Leave of Absence.....	5112.3		
d.	Part-Time Employment.....	5112.4		
e.	Open/Closed Campus.....	5112.5	BP	
3.	Absences and Excuses (includes truancy).....	5113	BP	AR
a.	Work Permits.....	5113.1	BP	AR
4.	Attendance Records; Registers.....	5114		
5.	School Census.....	5115		
6.	School Attendance Boundaries.....	5116	BP	
a.	Intradistrict Open Enrollment.....	5116.1	BP	AR
7.	Interdistrict Attendance.....	5117	BP	
a.	Interdistrict Attendance Agreements.....	5117.1		AR
b.	Alternative Interdistrict Attendance Program.....	5117.2		
8.	Transfers.....	5118		AR
9.	Students Expelled from Other Districts.....	5119	BP	AR
B.	Progress.....	5120		
1.	Grades/Evaluation of Student Achievement.....	5121	BP	AR
2.	Academic Load.....	5122		
3.	Promotion/Acceleration/Retention.....	5123	BP	AR
4.	Communication with Parents/Guardians.....	5124		
5.	Student Records.....	5125	BP	AR
a.	Release of Directory Information.....	5125.1	BP	AR
b.	Withholding Grades, Diploma or Transcripts.....	5125.2		AR
c.	Challenging Student Records.....	5125.3		AR
6.	Awards for Achievement.....	5126	BP	AR
7.	Graduation Ceremonies and Activities.....	5127	BP	

STUDENTS
 -continued-

	CODE		
C. Activities.....	5130		
1. Conduct.....	5131	BP	
a. Bus Conduct.....	5131.1	BP	AR
b. Building and Grounds.....	5131.2		
c. Student Driving and Parking.....	5131.3		
d. Campus Disturbances.....	5131.4	BP	AR
e. Vandalism, Theft and Graffiti.....	5131.5	BP	
f. Alcohol and Other Drugs.....	5131.6	BP	AR
(1) Drug Testing	5131.61		
(2) Tobacco.....	5131.62	BP	AR
(3) Anabolic Steroids.....	5131.63	BP	AR
g. Weapons and Dangerous Instruments.....	5131.7	BP	AR
h. Student Activity Trips.....	5131.8		
i. Academic Honesty.....	5131.9		
2. Dress and Grooming.....	5132	BP	AR
3. Gifts to School Personnel.....	5133		
4. Student Production of Services and Materials	5134		
5. School Symbols.....	5135		
6. Gangs.....	5136	BP	AR
7. Positive School Climate.....	5137	BP	
8. Conflict Resolution/Peer Mediation.....	5138	BP	
D. Welfare.....	5140		
1. Health Care and Emergencies.....	5141	BP	AR
a. Accidents	5141.1		
b. Illness.....	5141.2		
(1) Administering Medication and Monitoring Health Conditions (includes anaphylactic injections).....	5141.21	BP	AR E
(2) Infectious Diseases.....	5141.22	BP	AR
(3) Infectious Disease Prevention (includes medical protocol).....	5141.23	BP	
(4) Specialized Health Care Services.....	5141.24		AR
(5) Availability of Condoms.....	5141.25		
(6) Tuberculosis Testing.....	5141.26	BP	AR
c. Health Examinations (cf. 6145.2).....	5141.3	BP	AR
(1) Immunizations.....	5141.31	BP	AR
(2) Child Health and Disability Prevention Program.....	5141.32		AR
(3) Head Lice.....	5141.33	BP	AR
d. Child Abuse Reporting Procedures.....	5141.4	BP	AR
(1) Child Abuse Prevention.....	5141.41		
e. Mental Health (cf. 6164.4).....	5141.5		
(1) [Future Topic]	5141.51		
(2) Suicide Prevention.....	5141.52		
f. School-Based Health and Social Services.....	5141.6	BP	AR
2. Safety.....	5142	BP	AR
a. Fingerprinting Program.....	5142.1	BP	
b. Crossing Guards.....	5142.2		
c. Student Use of Bicycles.....	5142.3		

STUDENTS
 -continued-

		CODE		
3.	Insurance.....	5143	BP	
4.	Discipline.....	5144	BP	AR
	a. Suspension and Expulsion/Due Process.....	5144.1	BP	AR
	b. Suspension and Expulsion/Due Process (Students with Disabilities).....	5144.2		AR E
5.	Rights and Responsibilities.....	5145		
	a. Privacy.....	5145.1		
	(1) Questioning and Apprehension.....	5145.11	BP	AR
	(2) Search and Seizure.....	5145.12	BP	AR
	(3) Research on Students.....	5145.13		
	(4) Photographing of Students (cf. 1112).....	5145.14		
	b. Freedom of Speech/Expression.....	5145.2		
	c. Nondiscrimination/Harassment.....	5145.3	BP	
	d. Exploitation.....	5145.4		
	e. Student Grievance Procedure.....	5145.5		
	f. Parental Notifications.....	5145.6	BP	E
	g. Sexual Harassment.....	5145.7	BP	AR
	h. Refusal to Harm or Destroy Animals.....	5145.8		
6.	Pregnant Minors.....	5146	BP	AR
7.	Dropout Prevention.....	5147		
8.	Child Care and Development.....	5148		
9.	At-Risk Students.....	5149	BP	

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	CODE		
0. Concepts and Roles.....	6000	BP	
A. Goals and Objectives.....	6010		
1. Academic Standards.....	6011	BP	
B. Parent Involvement.....	6020	BP	AR
C. Integrated Academic and Vocational Instruction.....	6030		
1. Elementary and Secondary.....	6100		
A. Schedules.....	6110		
1. School Calendar.....	6111	BP	
2. School Day.....	6112	BP	
3. Released Time.....	6113		
4. Ceremonies and Observances.....	6115	BP	AR
5. Classroom Interruptions.....	6116	BP	AR
6. Year-Round Schedules.....	6117		
7. Weather-Related Schedules.....	6118		
B. Instructional Plans.....	6120		
C. Organizational Plan.....	6130		
D. Curriculum.....	6140		
1. Curriculum Development and Evaluation.....	6141	BP	
a. Experimental/Innovative Programs.....	6141.1		
b. Recognition of Religious Beliefs and Customs.....	6141.2	BP	AR
c. [Future Topic].....	6141.3		
d. [Future Topic].....	6141.4		
e. Advanced Placement.....	6141.5	BP	AR
f. Multicultural Education.....	6141.6	BP	
2. Subject Fields.....	6142		
a. Family Life/Sex Education.....	6142.1	BP	AR
b. AIDS Prevention Instruction.....	6142.2		
c. [Future Topic].....	6142.3		
d. Learning Through Community Service.....	6142.4	BP	
e. Environmental Education.....	6142.5	BP	
f. Visual and Performing Arts Education.....	6142.6	BP	
g. Physical Education.....	6142.7	BP	AR
h. Health Education	6142.8	BP	
i. Core Curriculum.....	6142.9		
(1) Reading/Language Arts Instruction.....	6142.91	BP	
(2) Mathematics Instruction.....	6142.92	BP	
(3) Science Instruction.....	6142.93	BP	
3. Courses of Study.....	6143	BP	AR
4. Controversial Issues.....	6144	BP	AR E

INSTRUCTION
 -continued-

		CODE		
5.	Extracurricular and Cocurricular Activities	6145	BP	AR
a.	Intramural Competition.....	6145.1		
b.	Athletic Competition.....	6145.2	BP	AR
c.	Publications.....	6145.3		
d.	Public Performances and Exhibitions.....	6145.4		
e.	Student Organizations and Equal Access.....	6145.5		
f.	International Exchange.....	6145.6		
g.	Social Events/Meetings.....	6145.7		
h.	Assemblies and Special Events.....	6145.8	BP	
6.	Graduation Requirements/Standards of Proficiency.....	6146		
a.	High School Graduation Requirements/ Standards of Proficiency.....	6146.1		
	(1) Alternative Credits Toward Graduation.....	6146.11		
b.	Certificate of Proficiency/High School Equivalency.....	6146.2		
c.	Reciprocity on Standards of Proficiency/ Graduation Requirements.....	6146.3		
d.	Differential Graduation and Competency Standards for Individuals with Exceptional Needs.....	6146.4	BP	
e.	Elementary School Promotion/Standards of Proficiency.....	6146.5	BP	
f.	Academic and Vocational Standards of Proficiency.....	6146.6		
E.	Instructional Arrangements.....	6150		
1.	Class Size.....	6151	BP	AR
2.	Class Assignment.....	6152	BP	
3.	Assignment to Teachers and Classes.....	6152.1	BP	
4.	School-Sponsored Trips.....	6153	BP	AR
5.	Homework/Makeup Work.....	6154	BP	AR
6.	Challenging Courses by Examination.....	6155		
7.	Lesson Plans.....	6156		
8.	Tutoring.....	6157		
9.	Independent Study.....	6158	BP	AR
10.	Individualized Education Program (IEP).....	6159	BP	AR
a.	Procedural Safeguards and Complaints for Special Education.....	6159.1	BP	AR
b.	Nonpublic Nonsectarian School and Agency Services for Special Education.....	6159.2		
c.	Appointment of Surrogate Parent for Special Education Students.....	6159.3	BP	AR
d.	Behavioral Interventions for Special Education Students.....	6159.4		AR
F.	Instructional Services and Resources.....	6160		
1.	Equipment, Books and Materials.....	6161	BP	AR
a.	Selection and Evaluation of Instructional Materials.....	6161.1	BP	AR
	(1) Supplementary Instructional Materials.....	6161.11	BP	
b.	Damaged or Lost Instructional Materials.....	6161.2	BP	

INSTRUCTION
 -continued-

		CODE		
	c.	Toxic Art Supplies.....	6161.3	BP
	d.	[Future Topic].....	6161.4	
2.		Instructional Resources for Teachers.....	6162	
	a.	Audiovisual Materials.....	6162.1	
	b.	Curriculum Consultants.....	6162.2	
	c.	Teacher Aides/Paraprofessionals.....	6162.3	
		(1) Student Aides.....	6162.3.1	
	d.	Community Resources.....	6162.4	
	e.	Student Assessment.....	6162.5	BP AR
	f.	Use of Copyrighted Materials.....	6162.6	BP AR
	g.	Use of Technology in Instruction.....	6162.7	
	h.	Research.....	6162.8	BP AR
3.		Instructional Resources for Students.....	6163	
	a.	Library Media Centers.....	6163.1	BP
	b.	Animals at School.....	6163.2	BP AR
	c.	Learning Centers.....	6163.3	
	d.	Student Use of Technology.....	6163.4	BP AR
4.		Individual Services and Counseling	6164	
	a.	Health Services.....	6164.1	
	b.	Guidance/Counseling Services.....	6164.2	BP AR
	c.	Psychological Services.....	6164.3	
	d.	Identification of Individuals for Special Education.....	6164.4	BP AR
	e.	Student Study Teams.....	6164.5	BP AR
	f.	Identification and Education under Section 504.....	6164.6	BP AR
G.		Curriculum Extensions/Specialized Programs.....	6170	
	1.	Title I Programs.....	6171	BP AR
	2.	Gifted and Talented Student Program.....	6172	BP AR
	3.	Education for Homeless Children.....	6173	BP AR
	4.	Education for English Language Learners.....	6174	BP AR E
	5.	Migrant Education Program.....	6175	BP
	6.	Weekend/Saturday Classes.....	6176	BP AR
	7.	Summer School.....	6177	BP
	8.	Vocational Education.....	6178	
	a.	Work Experience Education.....	6178.1	
	9.	[Future Topic].....	6179	
H.		Program Adaptations/Alternative Arrangements.....	6180	
	1.	Alternative Schools.....	6181	
	2.	Opportunity School/Class/Program.....	6182	
	3.	Home and Hospital Instruction.....	6183	AR
	4.	Continuation Education.....	6184	
	5.	Community Day School.....	6185	BP AR
I.		Evaluation of the Instructional Program.....	6190	BP
		District Criteria for Annual Evaluation of Consolidated Programs..	6191	BP
	1.	Evaluation of Special Education Program.....	6192	
2.		Adult Education.....	6200	

(Policies and regulations for Adult Education normally are those which apply at all levels of the school system.)

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	CODE		
0. Concepts and Roles.....	7000		BP
A. Goals and Objectives.....	7010		
1. Planning and Design.....	7100		
A. Facilities Master Plan	7110	BP	AR
1. Evaluating Existing Buildings.....	7111		AR
2. Priorities for New Construction and Modernization.....	7112		
3. Temporary Facilities.....	7113		
B. Administrative and Legal Services.....	7120		
C. Relations with other Governmental Units	7130		
1. Relations with Local Agencies.....	7131	BP	
2. Relations with State Agencies.....	7132		
D. Architectural and Engineering Services.....	7140	BP	AR
E. Site Selection and Development.....	7150	BP	AR
2. Financing.....	7200		
A. Facilities Financing.....	7210	BP	
1. Developer Fees.....	7211	BP	
2. Mello-Roos Districts.....	7212	BP	
3. School Facilities Improvement Districts.....	7213	BP	
4. General Obligation Bonds.....	7214	BP	
B. Tax Levies.....	7220		
3. Acceptance/Dedication/Occupation.....	7300		
A. Naming of Facility.....	7310	BP	

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	CODE	
0. Role of the Board (Powers and Responsibilities).....	9000	BB
A. Public Statements.....	9010	BB
1. Disclosure of Confidential/Privileged Information.....	9011	BB
1. Organization.....	9100	BB
A. Terms of Office.....	9110	BB
B. Officers and Auxiliary Personnel.....	9120	
1. President.....	9121	BB
2. Secretary.....	9122	BB
3. Clerk.....	9123	BB
4. Attorney.....	9124	BB
C. Board Committees.....	9130	BB
D. Board Representatives.....	9140	BB
E. Student Board Members.....	9150	
2. Members (Limits of Authority).....	9200	BB
A. Qualifications.....	9210	
B. Governing Board Elections.....	9220	BB
1. Resignation.....	9222	BB
2. Filling Vacancies.....	9223	BB
3. Oath or Affirmation.....	9224	BB
C. Orientation.....	9230	BB
D. Board Development.....	9240	BB
E. Remuneration, Reimbursement, and Other Benefits.....	9250	BB
F. Legal Protection.....	9260	BB
G. Conflict of Interest (includes nepotism).....	9270	BB
1. Code of Ethics.....	9271	BB
3. Governance.....	9300	BB
A. Policy Manual.....	9310	BB
1. Board Policies.....	9311	
2. Board Bylaws.....	9312	
3. Administrative Regulations.....	9313	
4. Suspension of Policies, Bylaws, Administrative Regulations.....	9314	
B. Meetings and Notices (includes posting requirements).....	9320	BB
1. Closed Session Purposes and Agendas.....	9321	BB
a. Closed Session Actions and Reports.....	9321.1	BB
2. Agenda/Meeting Materials (includes construction, posting, advance delivery).....	9322	BB
3. Meeting Conduct.....	9323	BB
a. Order of Business.....	9323.1	
b. Actions by the Board.....	9323.2	BB

E

E

BYLAWS OF THE BOARD
-continued-

	CODE	
4. Minutes and Recordings.....	9324	BB
C. Membership in Associations.....	9330	
4. Board Self-Evaluation.....	9400	BB