

VACAVILLE UNIFIED SCHOOL DISTRICT

April 2011

**GOVERNING BOARD
POLICIES**

REGULATIONS

BYLAWS

NOTE: The CSBA comprehensive index/table of contents provides a standard index system designed to accommodate future policies/regulations and 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
1. Philosophy.....	0100	BP	
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B. Middle School Education.....	0120	BP	
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F. Finance.....	0140	BP	
G. Public Relations.....	0150	BP	
H. Special Education.....	0160	BP	
I. Student Personnel Services.....	0170	BP	
J. Health Services.....	0180	BP	
K. District Libraries.....	0190	BP	
L. Staff Development.....	0195	BP	
2. Goals for the School District.....	0200	BP	
3. Objectives/Goal Indicators for School District			
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2. School Improvement Program			
3. School-Based Student Motivation and Maintenance Program			
4. Charter Schools	0420.4	BP	AR
a. Buckingham Charter Magnet High School	0420.41		AR
5. School-Based Decision Making	0420.5	BP	AR
C. Comprehensive Local Plan for Special Education.....	0430	BP	AR
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	
B. Intervention for Underperforming Schools.....			
1. High Priority Schools Grant Program.....	0520.1	BP	AR
2. Title I Program Improvement Schools	0520.2	BP	AR E
3. Title I Program Improvement Districts.....	0520.3	BP	AR
4. Quality Education Investment Schools.....	0520.4	BP	AR
C. Awards for School Performance.....	0530	BP	AR

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		CODE		
0.	Concepts and Roles	1000	BP	
A.	Goals and Objectives			
B.	Youth Services	1020	BP	
1.	Communication with the Public	1100	BP	
A.	Media			
1.	School-Sponsored Publications (cf. 1325).....			
2.	Media Relations	1112	BP	
3.	District and School Web Sites	1113	BP	AR
B.	Governing Board Meetings			
C.	Responsibility of School Personnel			
D.	Responsibility of the Governing Board			
E.	Commendations and Awards	1150	BP	
F.	Political Processes.....	1160	BP	
2.	Participation by the Public			
A.	Advisory Committees.....	1205	BP	AR
1.	Citizen’s Oversight Committee.....	1206	BP	E
B.	School Community Associations			
C.	Parent/Guardian Involvement.....	1216	BP	
1.	Volunteer Assistance	1218	BP	AR
D.	Citizen Advisory Committees.....	1220	BP	AR
E.	School-Connected Organizations (includes parent/booster clubs).....	1230	BP	AR
F.	Volunteer Assistance	1240		AR
G.	Visitors/Outsiders			
H.	Educational Foundation	1260	BP	
3.	Public Activities Involving Staff, Students or School Facilities			
A.	Visits to the Schools.....	1305	BP	AR
B.	Relations between Public and the Schools.....			
1.	Participation in Community Life			
2.	Complaints Concerning the Schools.....			
a.	Complaints Concerning District Employees	1312.1	BP	AR
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
C.	Relations between Public and Students (cf. 6145.5).....			
1.	Solicitation of Funds from and by Students.....			
2.	Public Performances by Students			
3.	Contests for Students			
4.	Gifts to Students			
5.	Advertising and Promotion.....	1325	BP	
6.	Voter Registration.....			
D.	Use of School Facilities	1330	BP	AR E
E.	Access to District Records	1340	BP	AR

		CODE
4.	Relations Between Other Governmental Agencies and the Schools	1400 BP
	A. Local Agencies	
	B. State Agencies.....	
	1. Waivers.....	1431 BP
	C. Federal Agencies.....	
5.	Relations Between Area, County, State, Regional and National Associations and the Schools	
	A. Western Association of Schools and Colleges (WASC) (see 6190)	
6.	Relations Between Other Education Organizations and the Schools	
	A. Colleges and Universities	
	B. Elementary and Secondary Schools	
	1. Home-Based Schooling	
7.	Relations Between Private Industry and the Schools	1700 BP

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		CODE	
0.	Concepts and Roles	2000	BP
	A. Goals and Objectives		
1.	Superintendent		
	A. Superintendent Responsibilities and Duties	2110	BP
	1. Superintendent Governance Standards	2111	BP
	B. Superintendent Recruitment and Selection	2120	BP
	1. Superintendent’s Contract	2121	BP
	C. Professional Development		
	D. Evaluation of the Superintendent	2140	BP
2.	Administrative Operations		
	A. Administrative Leeway in Absence of Governing Board Policy	2210	BP
	B. Administrative Staff Organization		
	C. Representative and Deliberative Groups.....	2230	BP
	D. Management and Communication Systems		
	E. Teacher-in-Charge/Principal's Designee.....		
3.	Administrative Transfer	2310	BP

ARTICLE 3 BUSINESS & NONINSTRUCTIONAL OPERATIONS (Series 3000)

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		CODE	
0.	Concepts and Roles	3000	BP
	A. Goals and Objectives		
1.	Budget	3100	BP AR
	A. Transfer of Funds	3110	BP
	B. Deferred Maintenance Funds	3111	BP
2.	Income		
	A. Local Funds		
	B. State Funds		
	1. Lottery Funds	3220.1	BP
	2. Instructional Improvement Funds		
	C. Federal Funds		
	D. Tuition Fees		
	E. Transportation Fees	3250	BP AR
	F. Fees and Charges	3260	BP AR
	1. Rental of District Personal Property		
	G. Sale and Disposal of Books, Equipment and Supplies	3270	BP AR
	H. Payment for Lost or Damaged Property	3271	BP AR E
	I. Sale, Lease, Rental of District-Owned Real Property	3280	BP AR
	J. Gifts, Grants and Bequests	3290	BP
3.	Expenditures/Expending Authority	3300	BP
	A. Reimbursement of Conference Expenses	3305	AR
	B. Purchasing Procedures		
	1. Bids	3311	BP AR
	2. Contracts	3312	BP
	a. State Contract/Cooperative Purchasing		
	b. Educational Travel Program Contracts		
	3. Leases and Agreements		
	4. Payment for Goods and Services	3314	BP AR
	a. Prepayment Fund		
	b. Revolving Funds	3314.2	BP
	5. Relations with Vendors		
	a. Minority and Women's Businesses		
	C. Claims and Actions Against the District	3320	BP AR E
	D. Tuition		
	E. Rental/Long-Term Leasing		
	1. Purchase, Lease, Rental of Neighboring District-Owned Property		
	F. Travel Expenses	3350	BP AR
4.	Management of District Assets/Accounts	3400	BP AR
	A. Depository		
	B. Borrowing		

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		CODE		
C.	Investing	3430	BP	AR
D.	Inventories	3440		AR
E.	Money in School Buildings	3450		AR
	1. Petty Cash Funds	3451		AR
	2. Student Activity Funds	3452	BP	
F.	Financial Reports and Accountability	3460	BP	AR
5.	Noninstructional Operations			
A.	Transportation	3501	BP	
B.	Operation and Maintenance of Plant			
	1. Green School Operations	3510	BP	
	2. Energy and Water Conservation	3511	BP	AR
	a. Integrated Waste Management			
	3. Equipment (includes instructional equipment)	3512		AR
	4. Buildings and Grounds			
	a. Cellular Phone Reimbursement	3513.1	BP	AR
	b. Use of Cellular Phones	3513.2	BP	AR
	c. Tobacco-Free Schools	3513.3	BP	AR
	5. Environmental Safety	3514	BP	AR
	a. Hazardous Substances	3514.1	BP	AR
	b. Integrated Pest Management	3514.2		AR
	6. Campus Security	3515	BP	AR
	a. Crime Data Reporting			
	b. Disruptions	3515.2	BP	AR
	c. District Police/Security Department			
	d. Recovery for Property Loss or Damage	3515.4	BP	AR
	e. Sex Offender Notification	3515.5		AR
	f. Criminal Background Checks for Contractors	3515.6		AR
	7. 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			
	e. Emergency Schedules	3516.5	BP	
	f. Facilities Inspection	3517	BP	
C.	Office Services			
	1. Data Processing/Word Processing			
	2. Mail and Delivery			
D.	Risk Management/Insurance	3530	BP	AR
E.	Transportation	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			
	2. School Bus Drivers	3542		AR
	3. Transportation Safety and Emergencies	3543		AR
	4. Equipment (includes maintenance and vandalism)			
	a. District-Owned			
	b. Privately Owned			

ARTICLE 3 BUSINESS & NONINSTRUCTIONAL OPERATIONS
 -continued-

(Series 3000)

		CODE		
F.	Food Service/Child Nutrition Program	3550	BP	AR
1.	Food Service Operations/Cafeteria Fund.....	3551	BP	AR
2.	Summer Meal Program.....	3552	BP	AR
3.	Free and Reduced Price Meals	3553	BP	AR
4.	Other Food Sales	3554	BP	AR
5.	Nutrition Program Compliance.....	3555	BP	
G.	Debt Service.....			
H.	Capital Outlay			
I.	District Records	3580	BP	AR
6.	Consultants.....	3600	BP	
A.	Use of School Facilities.....	3605	BP	AR

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	CODE	
0. Concepts and Roles	4000	BP
A. Goals and Objectives		
B. Drug and Alcohol-Free Workplace	4020	BP
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		
1. Recruitment and Selection	4111	BP
a. [Future Topic]		
b. Legal Status Requirement	4111.2	BP AR
2. Appointment and Conditions of Employment	4112	AR
a. Contracts	4112.1	AR
b. Certification	4112.2	BP AR
(1) Interns	4112.21	BP AR
(2) Staff Teaching Students of Limited English Proficiency	4112.22	AR
(3) Special Education Staff	4112.23	AR
(4) Teacher Qualifications Under the No Child Left Behind Act	4112.24	BP AR E
c. Oath or Affirmation	4112.3	AR E
d. Health Examinations	4112.4	AR
(1) Employee Drug Testing		
(2) Drug and Alcohol Testing for School Bus Drivers	4112.42	BP
e. Criminal Record Check	4112.5	AR
f. Personnel Files	4112.6	AR
(1) Employment References	4112.61	BP AR
(2) Maintenance of Criminal Offender Records	4112.62	AR E
g. Orientation		
h. Employment of Relatives	4112.8	BP
i. Employee Notifications	4112.9	AR
3. Assignment	4113	BP AR
a. Load/Scheduling/Hours of Employment		
b. Promotion/Demotion		
c. Work Year		
d. Temporary Modified/Light-Duty Assignment	4113.4	BP
4. Transfers	4114	BP AR
5. Evaluation/Supervision	4115	BP AR
6. Probationary/Permanent Status	4116	BP AR
a. Seniority		

		CODE	
7.	Separation.....		
a.	Retirement.....		
	(1) Preretirement Part-Time Employment.....	4117.11	AR
	(2) Retirement Consultancy Contracts.....		
	(3) Early Retirement Option.....	4117.13	BP
	(4) Employment of Retired Teachers.....	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
g.	Employment Status Reports.....	4117.7	AR
8.	Suspension/Disciplinary Action.....	4118	BP AR
9.	Rights, Responsibilities and Duties.....		
a.	Civil and Legal Rights.....	4119.1	BP
	(1) Sexual Harassment.....	4119.11	BP AR
b.	Professional Responsibilities.....		
	(1) Professional Standards.....	4119.21	BP E
	(2) Dress and Grooming.....	4119.22	BP
	(3) Unauthorized Release of Confidential/ Privileged Information.....	4119.23	BP
	(4) Academic Freedom.....		
	(5) Political Activities of Employees.....	4119.25	BP AR
c.	Duties of Personnel.....		
d.	Infectious Disease.....		
	(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.....		
1.	Temporary/Substitute Personnel.....	4121	AR
2.	Student Teachers.....		
3.	Home Teachers.....		
4.	Summer School Teachers.....		
5.	Adult Education Teachers.....		
6.	Temporary Athletic Team Coaches.....	4127	BP AR
7.	Shared Teaching Assignments.....		
C.	Activities.....		
1.	Staff Development.....	4131	BP AR
a.	Beginning Teacher Support/Action.....	4131.1	BP
b.	Contributions to Fields of Knowledge.....		
c.	Inservice Education/Visitations; Conferences.....		
d.	Independent Study.....		
e.	Professional Growth.....		
f.	Professional Development Plan.....		
2.	Publication or Creation of Materials.....	4132	BP
3.	[Future Topic].....		

		CODE	
	4. Meetings		
	5. Soliciting and Selling.....	4135	BP
	6. Nonschool Employment	4136	BP
	7. Tutoring		
	8. Mentor Teachers	4138	BP AR
	9. Peer Assistance and Review	4139	BP AR
D.	Bargaining Units	4140	BP
	1. Collective Bargaining Agreement	4141	BP
	a. Recognition		
	b. Personnel Covered.....		
	c. Governing Board/District Rights.....		
	d. Association Rights.....		
	e. Savings Clause		
	f. Concerted Action/Work Stoppage.....	4141.6	BP AR
	g. Organizational Security		
	2. Communications/Contacts		
	3. Negotiations/Consultation	4143	BP
	a. Public Notice - Personnel Negotiations.....	4143.1	BP AR
	4. Complaints.....	4144	BP AR
E.	Compensation and Related Benefits		
	1. Employee Compensation	4151	BP
	2. Salary Checks and Deductions		
	3. Extra Pay for Extra Work		
	4. Health and Welfare Benefits.....	4154	BP AR
	5. Retirement Compensation		
	a. Tax-Sheltered Annuities.....		
	6. Employment Amenities		
	a. Credit Union		
	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
	b. Ergonomics	4157.2	AR
	8. Employee Security.....	4158	BP AR
	9. Employee Assistance Programs.....	4159	BP
F.	Leaves and Vacations	4160	BP
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	a. Personal Illness/Injury Leave	4161.1	AR
	(1) Industrial Accident/Illness Leave.....	4161.11	AR
	b. Personal Leaves.....	4161.2	AR
	c. Professional Leaves (includes sabbatical).....	4161.3	AR
	d. Association.....		
	e. Military Leave.....	4161.5	AR
	f. [Future Topic]		
	g. Political		
	h. Family Care and Medical Leave.....	4161.8	AR E
	i. Catastrophic Leave Program		
	2. Vacation/Holidays		

		CODE		
2.	Classified Personnel	4200	BP	AR
A.	Permanent/Probationary			
	a. Personnel Commission			
1.	Recruitment and Selection (see 4111)			
	a. [Future Topic]			
	b. Legal Status Requirement (see 4111.2).....			
2.	Appointment and Conditions of Employment	4212		AR
	a. Contracts			
	b. Certification or Licensing.....			
	c. Oath or Affirmation (see 4112.3)			
	d. Health Examinations (see 4112.4).....			
	(1) Employee Drug Testing (see 4112.41).....			
	(2) Drug and Alcohol Testing for School Bus Drivers (see 4112.42).....			
	e. Criminal Record Check	4212.5		AR
	f. Personnel Files (see 4112.6).....			
	(1) Employment References (see 4112.61).....			
	(2) Maintenance of Criminal Offender Records (see 4112.62).....			
	g. Orientation.....			
	h. Employment of Relatives (see 4112.8).....			
	i. Employee Notifications (see 4112.9)			
3.	Assignment/Classification			
	a. Load/Scheduling/Hours of Employment			
	b. Promotion/Demotion/Reclassification			
	c. Work Year			
	d. Temporary Modified/Light-Duty Assignment (see 4113.4)			
4.	Transfer/Reassignment			
5.	Evaluation/Supervision.....	4215	BP	
6.	Probationary/Permanent Status.....	4216	BP	
	a. Seniority			
7.	Separation			
	a. Retirement			
	(1) Preretirement Part-Time Employment			
	(2) Early Retirement Consultancy Contracts			
	b. Resignation (see 4117.2)			
	c. Layoff/Rehire			
	d. Termination Agreements (see 4117.5)			
8.	Dismissal/Suspension/Disciplinary Action.....	4218		AR
9.	Rights, Responsibilities and Duties			
	a. Civil and Legal Rights (see 4119.1)			
	(1) Sexual Harassment (see 4119.11).....			
	b. Employment Responsibilities.....			
	(1) Professional Standards (see 4119.21).....	4219.21		E
	(2) Dress and Grooming (see 4119.22).....			
	(3) Unauthorized Release of Confidential/ Privileged Information (see 4119.23).....			
	(4) Political Activities of Employees (see 4119.25).....			

		CODE		
	c.	Duties of Personnel (see 4119.3).....		
	d.	Infectious Disease		
	(1)	Employees with Infectious Disease (see 4119.41)		
	(2)	Exposure Control Plan for Bloodborne Pathogens (see 4119.42)		
	(3)	Universal Precautions (see 4119.43).....		
B.		Other Classified Personnel.....		
	1.	Substitutes.....		
	2.	Teacher Aides/Paraprofessionals/Student Teachers	4222	BP AR E
	3.	Temporary Athletic Team Coaches (see 4127)		
C.		Activities.....		
	1.	Staff Development.....	4231	BP AR
	a.	Visitations; Conferences.....		
	b.	Professional Development Plan (see 4131.6).....		
	2.	Publication or Creation of Materials (see 4132)		
	3.	[Future Topic].....		
	4.	Meetings (see 4134).....		
	5.	Soliciting and Selling (see 4135).....		
	6.	Nonschool Employment (see 4136).....		
D.		Bargaining Units (see 4140)		
	1.	Collective Bargaining Agreement (see 4141).....		
	a.	Recognition		
	b.	Personnel Covered.....		
	c.	Governing Board/District Rights.....		
	d.	Association Rights.....		
	e.	Savings Clause		
	f.	Concerted Action/Work Stoppage (see 4141.6)		
	g.	Organizational Security		
	2.	Communications/Contacts (see 4142)		
	3.	Negotiations/Consultation (see 4143).....		
	a.	Public Notice - Personnel Negotiations (see 4143.1)		
	4.	Complaints (see 4144)		
E.		Compensation and Related Benefits		
	1.	Employee Compensation (see 4151)		
	2.	Salary Checks and Deductions (see 4152).....		
	3.	Overtime Pay/Compensatory Time Off.....	4253	AR
	4.	Health and Welfare Benefits (see 4154)		
	5.	Retirement Compensation		
	a.	Tax-Sheltered Annuities.....		
	6.	Employment Amenities		
	a.	Credit Union.....		
	b.	Awards and Recognition (see 4156.2).....		
	c.	Employee Property Reimbursement (see 4156.3)		

		CODE		
7.	Employee Safety (see 4157)			
a.	Work-Related Injuries (see 4157.1)			
b.	Ergonomics (see 4157.2)			
8.	Employee Security (see 4158)			
9.	Employee Assistance Programs (see 4159)			
F.	Leaves and Vacations			
1.	Leaves (see 4161)			
a.	Personal Illness/Injury Leave	4261.1		AR
(1)	Industrial Accident/Illness Leave	4261.11		AR
b.	Personal Leaves (see 4161.2)			
c.	Professional Leaves	4261.3		AR
d.	Association			
e.	Military Leave (see 4161.5)			
f.	[Future Topic]			
g.	Political (includes elected office)			
h.	Family Care and Medical Leave (see 4161.8)			
i.	Catastrophic Leave Program (see 4161.9)			
2.	Vacation/Holidays			
3.	Management, Supervisory and Confidential Personnel	4300		BP AR
A.	Permanent/Probationary			
1.	Recruitment and Selection (see 4111)			
a.	Administrative Staff Organization	4301		BP
b.	Legal Status Requirement (see 4111.2)			
2.	Appointment and Conditions of Employment			
a.	Contracts	4312.1		BP
b.	Certification			
c.	Oath or Affirmation (see 4112.3)			
d.	Health Examinations (see 4112.4)			
(1)	Employee Drug Testing (see 4112.41)			
(2)	Drug and Alcohol Testing for School Bus Drivers (see 4112.42)			
e.	Criminal Record Check (see 4112.5)			
f.	Personnel Files (see 4112.6)			
(1)	Employment References (see 4112.61)			
(2)	Maintenance of Criminal Offender Records (see 4112.62)			
g.	Orientation			
h.	Employment of Relatives (see 4112.8)			
i.	Employee Notifications (see 4112.9)			
3.	Assignment/Classification			
a.	Load/Scheduling/Hours of Employment			
b.	Promotion/Demotion/Reassignment	4313.2		BP AR
c.	Work Year			
d.	Temporary Modified/Light-Duty Assignment (see 4113.4)			
4.	Transfers	4314		AR

		CODE	
5.	Evaluation/Supervision.....	4315	BP
a.	Staff Evaluating Teachers	4315.1	BP
6.	Probationary/Permanent Status.....		
a.	Seniority		
7.	Separation		
a.	Retirement		
(1)	Preretirement Part-Time Employment (see 4117.11)		
(2)	Retirement Consultancy Contracts (see 4117.12).....		
(3)	Early Retirement Option (see 4117.13).....		
(4)	Employment of Retired Teachers (see 4117.14) ..		
b.	Resignation (see 4117.2)		
c.	Personnel Reduction.....		
d.	Dismissal		
e.	Termination Agreements (see 4117.5)		
8.	Suspension/Disciplinary Action		
9.	Rights, Responsibilities and Duties		
a.	Civil and Legal Rights (see 4119.1)		
(1)	Sexual Harassment (see 4119.11)		
b.	Professional Responsibilities.....		
(1)	Professional Standards (see 4119.21).....	4319.21	E
(2)	Dress and Grooming (see 4119.22).....		
(3)	Unauthorized Release of Confidential/ Privileged Information (see 4119.23).....		
(4)	Academic Freedom (see 4119.24).....		
(5)	Political Activities of Employees (see 4119.25) ..		
c.	Duties of Personnel (see 4119.3).....		
d.	Infectious Disease		
(1)	Employees with Infectious Disease (see 4119.41)		
(2)	Exposure Control Plan for Bloodborne Pathogens (see 4119.42)		
(3)	Universal Precautions (see 4119.43).....		
B.	Other Management Personnel.....		
1.	Temporary Athletic Team Coaches (see 4127)		
C.	Activities		
1.	Staff Development.....	4331	BP AR
a.	[Future Topic]		
b.	Contributions to Fields of Knowledge		
c.	Inservice Training/Visitations; Conferences.....		
d.	Independent Study.....		
e.	Professional Development Plan (see 4131.6).....		
2.	Publication or Creation of Materials (see 4132).....		
3.	[Future Topic].....		
4.	Meetings (see 4134).....		
5.	Soliciting and Selling (see 4135).....		

	CODE
6. Nonschool Employment (see 4136).....	
a. Consulting (see 4136.1).....	
D. Professional Organizations	
E. Complaints (see 4144)	
F. Compensation and Related Benefits	
1. Employee Compensation (see 4151)	
2. Salary Checks and Deductions (see 4152).....	
3. Extra Pay for Extra Work	
4. Health and Welfare Benefits (see 4154)	
5. Retirement Compensation	
a. Tax-Sheltered Annuities.....	
6. Employment Amenities	
a. Credit Union	
b. Awards and Recognition (see 4156.2).....	
c. Employee Property Reimbursement (see 4156.3)	
7. Employee Safety (see 4157)	
a. Work-Related Injuries (see 4157.1)	
b. Ergonomics (see 4157.2).....	
8. Employee Security (see 4158)	
9. Employee Assistance Programs (see 4159)	
G. Temporary Athletic Team Coaches.....	4360 BP AR
H. Leaves and Vacations	
1. Leaves	
a. Personal Illness/Injury Leave (see 4161.1).....	
(1) Industrial Accident/Illness Leave (see 4161.11) ..	
b. Personal Leaves (see 4161.2)	
c. Professional Leaves.....	
d. Association	
e. Military Leave (see 4161.5)	
f. [Future Topic]	
g. Political	
h. Family Care and Medical Leave (see 4161.8)	
i. Catastrophic Leave Program (see 4161.9).....	
2. Vacation/Holidays	

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		CODE		
0.	Concepts and Roles	5000	BP	
A.	Goals and Objectives			
B.	Parent Rights and Responsibilities	5020	BP	AR
1.	Noncustodial Parents	5021	BP	
2.	Student and Family Privacy Rights	5022	BP	AR
3.	Student Wellness	5030	BP	
1.	Elementary and Secondary			
A.	Attendance			
1.	Admission	5111	BP	AR
a.	District Residency	5111.1	AR	E
(1)	[Future Topic]			
(2)	Residency Based on Parent/Guardian Employment	5111.12	AR	
(3)	Residency for Homeless Children	5111.13	AR	
b.	Nonresident Foreign Students	5111.2	AR	
2.	Attendance and Exceptions			
a.	Exemptions from Attendance	5112.1	BP	AR
b.	Exclusions from Attendance	5112.2	AR	
c.	Student Leave of Absence	5112.3	BP	AR
d.	Part-Time Employment			
e.	Open/Closed Campus	5112.5	BP	AR
3.	Absences and Excuses	5113	BP	AR
a.	Chronic Absence and Truancy	5113.1	BP	AR
b.	Work Permits	5113.2	BP	AR
4.	Attendance Records; Registers			
5.	School Census			
6.	School Attendance Boundaries	5116	BP	
a.	Intradistrict Open Enrollment	5116.1	BP	AR
7.	Interdistrict Attendance	5117	BP	AR E
8.	Transfers			
9.	Students Expelled from Other Districts	5119	BP	AR
B.	Progress			
1.	Grades/Evaluation of Student Achievement	5121	BP	AR
2.	Academic Load			
3.	Promotion/Acceleration/Retention	5123	BP	AR
4.	Communication with Parents/Guardians			
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	
C.	Activities			
1.	Conduct	5131	BP	
a.	Bus Conduct	5131.1	BP	AR

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	b. Building and Grounds	
	c. Student Driving and Parking	
	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	
	(2) Tobacco.....	5131.62 BP AR
	(3) Anabolic Steroids.....	5131.63 BP AR E
	g. Weapons and Dangerous Instruments	5131.7 BP AR
	h. Student Activity Trips (see 6153, 3541.2).....	
	i. Academic Honesty	5131.9 BP
2.	Dress and Grooming	5132 BP
3.	Gifts to School Personnel	
4.	Student Production of Services and Materials	
5.	School Symbols	
6.	Gangs.....	5136 BP AR
7.	Positive School Climate.....	5137 BP
8.	Conflict Resolution/Peer Mediation	5138 BP
D.	Welfare	
1.	Health Care and Emergencies.....	5141 BP AR
	a. Accidents	5141.1 BP
	b. Illness	
	(1) Administering Medication and Monitoring Health Conditions	5141.21 BP AR
	(2) Infectious Diseases.....	5141.22 BP AR
	(3) Infectious Disease Prevention (includes medical protocol)	
	(4) Specialized Health Care Services.....	5141.24 AR E
	(5) Availability of Condoms.....	
	(6) Tuberculosis Testing	5141.26 BP AR
	(7) Food Allergies/Special Dietary Needs	5141.27 BP AR
	c. Health Examinations	5141.3 BP AR
	(1) Immunizations.....	5141.31 BP AR
	(2) Health Screening for School Entry	5141.32 AR
	(3) Head Lice.....	5141.33 BP
	d. Child Abuse Prevention and Reporting.....	5141.4 BP AR
	e. Mental Health.....	
	(1) [Future Topic]	
	(2) Suicide Prevention	5141.52 BP AR
	f. Student Health and Social Services.....	5141.6 BP AR E
	g. Sun Safety	5141.7 BP
2.	Safety.....	5142 BP AR
	a. Identification and Reporting of Missing Children.....	5142.1 BP AR
	b. Safe Routes to Schools Program	5142.2 BP AR
	c. Student Use of Bicycles	5142.3 BP
3.	Insurance.....	5143 BP AR
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

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5.	Rights and Responsibilities.....			
	a. Privacy.....			
	(1) Questioning and Apprehension	5145.11	BP AR	
	(2) Search and Seizure	5145.12	BP AR	
	(3) Research on Students (cf. 6162.8).....			
	(4) Photographing of Students (cf. 1112)			
	b. Freedom of Speech/Expression	5145.2	BP AR	
	c. Nondiscrimination/Harassment	5145.3	BP	
	d. Exploitation			
	e. Student Grievance Procedure			
	f. Parental Notifications	5145.6	BP	E
	g. Sexual Harassment	5145.7	BP AR	
	h. Refusal to Harm or Destroy Animals	5145.8	AR	
	i. Hate-Motivated Behavior	5145.9	BP	
6.	Married/Pregnant/Parenting Students	5146	BP AR	
7.	Dropout Prevention.....	5147	BP	
8.	Child Care and Development.....	5148	BP AR	
	a. Child Care Services for Parenting Students			
	b. Before/After School Programs	5148.2	BP AR	
	c. Preschool/Early Childhood Education	5148.3	BP AR	
9.	At-Risk Students.....	5149	BP AR	

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		CODE		
0.	Concepts and Roles	6000	BP	AR
A.	Goals and Objectives			
1.	Academic Standards	6011	BP	
B.	Parent Involvement	6020	BP	
C.	Integrated Academic and Vocational Instruction.....			
1.	Elementary and Secondary.....			
A.	Schedules			
1.	School Calendar.....	6111	BP	
2.	School Day	6112	BP	AR
3.	Released Time			
4.	Ceremonies and Observances	6115	BP	AR
5.	Classroom Interruptions	6116	BP	AR
6.	Year-Round Schedules	6117	BP	AR
7.	[Future Topic].....			
B.	Instructional Plans.....			
C.	Organizational Plan.....			
D.	Curriculum			
1.	Curriculum Development and Evaluation	6141	BP	AR
a.	Experimental/Innovative Programs			
b.	Recognition of Religious Beliefs and Customs	6141.2	BP	AR
c.	[Future Topic]			
d.	[Future Topic]			
e.	Advanced Placement	6141.5	BP	AR
f.	Multicultural Education.....	6141.6	BP	
2.	Subject Fields			
a.	Sexual Health and HIV/AIDS Prevention Instruction	6142.1	BP	AR
b.	Family Life Education.....	6142.2	BP	AR
c.	Civic Education			
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.	Comprehensive Health Education	6142.8	BP	AR
i.	Core Curriculum			
(1)	Reading/Language Arts Instruction	6142.91	BP	AR
(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
5.	Extracurricular and Cocurricular Activities	6145	BP	AR
a.	Intramural Competition			
b.	Athletic Competition	6145.2	BP	AR
c.	Sportsmanship, Code of Ethics			
d.	Publications	6145.3	BP	

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	e.	Public Performances and Exhibitions.....		
	f.	Student Organizations and Equal Access	6145.5	BP AR
	g.	International Exchange.....	6145.6	BP AR
	h.	[Future Topic]		
	i.	Assemblies and Special Events	6145.8	BP
6.		Graduation Requirements/Standards of Proficiency.....		
	a.	High School Graduation Requirements.....	6146.1	BP AR
	(1)	Alternative Credits Toward Graduation	6146.11	BP AR
	b.	Certificate of Proficiency/High School Equivalency	6146.2	BP AR
	c.	Reciprocity of Academic Credit	6146.3	BP AR
	d.	Differential Graduation and Competency Standards for Students with Disabilities.....	6146.4	BP
	e.	Elementary/Middle School Graduation Requirements	6146.5	BP
E.		Instructional Arrangements.....		
	1.	Class Size.....	6151	BP AR
	2.	Class Assignment	6152	BP AR E
	3.	School-Sponsored Trips	6153	BP AR E1-4
	a.	Out of State and Overnight Education Trips	6153.1	BP AR
	4.	Homework/Makeup Work.....	6154	BP AR
	5.	Challenging Courses by Examination.....		
	6.	Lesson Plans		
	7.	Tutoring.....		
	8.	Independent Study	6158	BP AR
	9.	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	BP
	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 Materials	6160	AR
	1.	Equipment, Books and Materials.....	6161	BP
	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
	c.	Toxic Art Supplies	6161.3	BP
	2.	Instructional Resources for Teachers.....		
	a.	Audiovisual Materials		
	b.	Curriculum Consultants.....		
	c.	Teacher Aides/Paraprofessionals.....		
	(1)	Student Aides.....		
	d.	Community Resources		
	e.	Student Assessment.....	6162.5	BP
	(1)	Standardized Testing and Reporting Program.....	6162.51	BP AR
	(2)	High School Exit Examination.....	6162.52	BP AR E
	(3)	[Future Topic]		
	(4)	Test Integrity/Test Preparation.....	6162.54	BP

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	f.	Use of Copyrighted Materials	6162.6	BP AR
	g.	Use of Technology in Instruction		
	h.	Research	6162.8	BP AR
3.		Instructional Resources for Students		
	a.	Library Media Centers.....	6163.1	BP AR
	b.	Animals at School	6163.2	BP AR
	c.	Learning Centers		
	d.	Student Use of Technology	6163.4	BP AR
4.		Individual Services and Counseling		
	a.	[Future Topic]		
	b.	Guidance/Counseling Services.....	6164.2	BP AR
	c.	Psychological Services.....		
	d.	Identification of Individuals for Special Education.....	6164.4	BP AR
	(1)	Children with Disabilities Enrolled by Their Parents in Private School.....	6164.41	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		
	1.	Title I Programs	6171	BP AR
	2.	Gifted and Talented Student Program	6172	BP AR
	3.	Concurrent Enrollment in College Classes	6172.1	BP AR
	4.	Education for Homeless Children.....	6173	BP AR E
	5.	Education for Foster Youth	6173.1	BP AR
	6.	Education for Children of Military Families	6173.2	BP AR
	7.	Education for English Language Learners.....	6174	BP AR E1-5
	8.	Migrant Education Program	6175	BP AR
	9.	Weekend/Saturday Classes.....	6176	BP AR
	10.	Summer School	6177	BP
	11.	Vocational Education	6178	BP AR
	a.	Work Experience Education.....	6178.1	BP AR
	b.	Regional Occupational Center/Program.....	6178.2	BP
	12.	Supplemental Instruction	6179	BP AR
H.		Integrated Service Learning	6180	AR
	1.	Alternative Schools.....	6181	BP AR
	2.	Spanish-English Dual Language Immersion Program.....	6181.1	BP
	3.	Alternative Cooperative Education (ACE).....	6181.2	AR
	4.	Opportunity School/Class/Program		
	5.	Home and Hospital Instruction.....	6183	AR
	6.	Continuation Education	6184	BP AR
	7.	Community Day School	6185	BP AR
I.		Evaluation of the Instructional Program	6190	BP
	1.	Evaluation of Special Education Program		
2.		Adult Education	6200	BP AR

(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		
1.	Planning and Design		
	A. Facilities Master Plan	7110	BP
	1. Evaluating Existing Buildings	7111	AR
	2. Priorities for New Construction and Modernization.....		
	3. Temporary Facilities		
	B. Administrative and Legal Services		
	C. Relations with other Governmental Units		
	1. Relations with Local Agencies	7131	BP
	2. Relations with State Agencies		
	D. Architectural and Engineering Services.....	7140	BP AR
	E. Site Selection and Development	7150	BP AR
	F. Charter School Facilities.....	7160	BP AR
2.	Financing.....		
	A. Facilities Financing.....	7210	BP
	1. Developer Fees	7211	BP AR
	2. Mello-Roos Districts.....	7212	BP
	3. School Facilities Improvement Districts.....	7213	BP
	4. General Obligation Bonds	7214	BP AR
	B. Tax Levies		
	1. Developer Contributions.....	7300	BP
3.	Acceptance/Dedication/Occupation		
	A. Naming of Facility	7310	BP

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		CODE	
0.	Role of the Board	9000	BB
	A. Governance Standards	9005	BB
	B. Public Statements.....	9010	BB
	1. Disclosure of Confidential/Privileged Information	9011	BB
	2. Board Member Electronic Communications	9012	BB
1.	Organization.....	9100	BB
	A. Terms of Office.....	9110	BB
	B. Officers and Auxiliary Personnel.....		
	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	BB
2.	Limits of Board Member Authority	9200	BB
	A. Qualifications.....		
	B. Governing Board Elections.....	9220	BB
	1. Recruiting New Board Members		
	2. Resignation	9222	BB
	3. Filling Vacancies	9223	BB E
	4. 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	9270	BB E
3.	Board Operations		
	A. Policy Manual	9310	BB AR
	1. Board Policies.....		
	2. Board Bylaws		
	3. Administrative Regulations		
	4. Suspension of Policies, Bylaws, Administrative Regulations		
	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	9322	BB

		CODE	
3.	Meeting Conduct	9323	BB
	a. Order of Business		
	b. Actions by the Board.....	9323.2	BB E
4.	Minutes and Recordings	9324	BB
C.	Membership in Associations.....		
4.	Board Self-Evaluation.....	9400	BB