

YREKA UNION SCHOOL DISTRICT

POLICIES

REGULATIONS

BYLAWS

NOTE: The CSBA comprehensive index is a standard index system designed to provide a table of contents for this manual while at the same time accommodating future policies/regulations. This manual contains only those Board policies (BP), administrative regulations (AR) and/or exhibits (E) specified in the right-hand column.

	CODE	
0. Vision	0000	BP AR
1. Philosophy.....	0100	BP
2. Goals for the School District.....	0200	BP
3. Objectives/Goal Indicators for School District	0300	
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	
3. [Future Topic].....	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 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.....	0520	
C. High Priority Schools Grant Program.....	0520.1	
D. Title I Program Improvement Schools	0520.2	BP AR E
E. Title I Program Improvement Districts	0520.3	BP AR
F. Quality Education Investment Schools	0520.4	

ARTICLE 1

COMMUNITY RELATIONS

(Series 1000)

NOTE: The CSBA comprehensive index is a standard index system designed to provide a table of contents for this manual while at the same time accommodating future policies/regulations. This manual contains only those Board policies (BP), administrative regulations (AR) and/or exhibits (E) specified in the right-hand column.

	CODE	
0. Concepts and Roles	1000	BP
A. Goals and Objectives	1010	
B. Youth Services	1020	
1. Communication with the Public	1100	BP
A. Media	1110	
1. School-Sponsored Publications	1111	
2. Media Relations	1112	BP
3. District and School Web Sites	1113	BP AR
4. District-Sponsored Social Media	1114	BP AR
B. Commendations and Awards	1150	BP
C. 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	1230	BP AR
D. Volunteer Assistance	1240	BP AR
E. Visitors/Outsiders	1250	BP AR
F. Educational Foundation	1260	BP
3. Public Activities Involving Staff, Students or School Facilities	1300	
A. Relations between Public and the Schools	1310	
1. Complaints Concerning the Schools	1312	
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
B. Relations between Public and Students	1320	
1. Solicitation of Funds from and by Students	1321	BP AR
2. Advertising and Promotion	1325	BP
C. Use of School Facilities	1330	BP AR
1. Joint Use Agreements	1330.1	BP
D. Access to District Records	1340	BP AR
4. Relations Between Other Governmental Agencies and the Schools	1400	BP
A. Local Agencies	1410	
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	
6. Relations Between Other Education Organizations and the Schools	1600	

ARTICLE 1

COMMUNITY RELATIONS
-continued-

(Series 1000)

	CODE	
A. Colleges and Universities	1610	
B. Elementary and Secondary Schools	1620	
1. Home-Based Schooling	1621	
7. Relations Between Private Industry and the Schools	1700	BP

NOTE: The CSBA comprehensive index is a standard index system designed to provide a table of contents for this manual while at the same time accommodating future policies/regulations. This manual contains only those Board policies (BP), administrative regulations (AR) and/or exhibits (E) specified in the right-hand column.

		CODE	
0.	Concepts and Roles	2000	BP
	A. Goals and Objectives	2010	
1.	Superintendent	2100	
	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	2130	
	D. Evaluation of the Superintendent	2140	BP
2.	Administrative Operations	2200	
	A. Administrative Discretion Regarding Board Policy	2210	BP
	B. [Future Topic]	2220	
	C. Representative and Deliberative Groups	2230	BP
	D. Management and Communication Systems	2240	
	E. Teacher-in-Charge/Principal's Designee	2250	

ARTICLE 3 BUSINESS & NONINSTRUCTIONAL OPERATIONS (Series 3000)

NOTE: The CSBA comprehensive index is a standard index system designed to provide a table of contents for this manual while at the same time accommodating future policies/regulations. This manual contains only those Board policies (BP), administrative regulations (AR) and/or exhibits (E) specified in the right-hand column.

	CODE	
0. Concepts and Roles	3000	BP
A. Goals and Objectives	3010	
1. Budget	3100	BP AR
A. Transfer of Funds	3110	BP
B. Deferred Maintenance Funds	3111	BP
2. Income.....	3200	
A. Local Funds.....	3210	
B. State Funds.....	3220	
1. Lottery Funds.....	3220.1	BP
2. Instructional Improvement 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 or Lease of District-Owned Real Property	3280	BP AR
I. Gifts, Grants and Bequests.....	3290	BP
3. Expenditures and Purchases	3300	BP
A. Purchasing.....	3310	
1. Bids.....	3311	BP AR
2. Contracts.....	3312	BP
a. State Contract/Cooperative Purchasing	3312.1	
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
C. Rental/Long-Term Leasing	3340	
1. Purchase, Lease, Rental of Neighboring District-Owned Property	3341	
D. Travel Expenses.....	3350	BP
4. Management of District Assets/Accounts	3400	BP AR
A. Depository.....	3410	
B. Borrowing	3420	

ARTICLE 3 BUSINESS & NONINSTRUCTIONAL OPERATIONS (Series 3000)
 -continued-

		CODE		
C.	Investing	3430	BP	
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.	Operations and Maintenance of Plant	3505		
	1. Green School Operations	3510		
	2. Energy and Water Management	3511	BP	AR
	a. Integrated Waste Management	3511.1		
	3. Equipment	3512	AR	E
	4. Buildings and Grounds	3513		
	a. Cellular Phone Reimbursement	3513.1		
	b. Parking	3513.2		
	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	E
	6. Campus Security	3515	BP	AR
	a. Crime Data Reporting	3515.1		
	b. Disruptions	3515.2	BP	AR
	c. District Police/Security Department	3515.3		
	d. Recovery for Property Loss or Damage	3515.4		
	e. Sex Offender Notification	3515.5	BP	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	3516.4		
	e. Emergency Schedules	3516.5	BP	
	8. Facilities Inspection	3517	BP	
B.	Office Services	3520		
	1. Data Processing/Word Processing	3521		
	2. Mail and Delivery	3522		
C.	Risk Management/Insurance	3530	BP	AR
D.	Transportation	3540	BP	AR
	1. Transportation Routes and Services	3541		
	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		
	3. Transportation Safety and Emergencies	3543	AR	
	4. Equipment	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 AR
1.	Food Service Operations/Cafeteria Fund.....	3551	BP AR
2.	Summer Meal Program.....	3552	
3.	Free and Reduced Price Meals	3553	BP AR
4.	Other Food Sales	3554	BP AR
5.	Nutrition Program Compliance.....	3555	BP
F.	Debt Service.....	3560	
G.	Capital Outlay	3570	
H.	District Records	3580	BP AR
6.	Consultants.....	3600	BP

NOTE: The CSBA comprehensive index is a standard index system designed to provide a table of contents for this manual while at the same time accommodating future policies/regulations. This manual contains only those Board policies (BP), administrative regulations (AR) and/or exhibits (E) specified in the right-hand column.

	CODE	
0. Concepts and Roles	4000	BP
A. Goals and Objectives	4010	
B. Drug and Alcohol-Free Workplace.....	4020	BP
C. Nondiscrimination in Employment	4030	BP
1. Complaints Concerning Discrimination in Employment.....	4031	AR
2. Reasonable Accommodation	4032	AR
3. Lactation Accommodation.....	4033	BP
D. Employee Use of Technology.....	4040	BP AR
1. Certificated Personnel	4100	BP
A. Permanent/Probationary.....	4110	
1. Recruitment and Selection.....	4111	BP
a. [Future Topic]	4111.1	
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 English Language Learners	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	4112.41	
(2) Drug and Alcohol Testing for School Bus Drivers	4112.42	
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.....	4112.7	
h. Employment of Relatives	4112.8	BP
i. Employee Notifications.....	4112.9	AR
3. Assignment.....	4113	BP AR
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
4. Transfers	4114	BP
5. Evaluation/Supervision.....	4115	BP AR
6. Probationary/Permanent Status.....	4116	BP AR
a. Seniority	4116.1	

	CODE	
7.	Separation	4117
a.	Retirement	4117.1
	(1) Preretirement Part-Time Employment	4117.11
	(2) [Future Topic]	4117.12
	(3) Early Retirement Option	4117.13 BP
	(4) Postretirement Employment	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	4119
a.	Civil and Legal Rights	4119.1 BP
	(1) Sexual Harassment	4119.11 BP AR
b.	Professional Responsibilities	4119.2
	(1) Professional Standards	4119.21
	(2) Dress and Grooming	4119.22
	(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
C.	Activities	4130
1.	Staff Development	4131 BP AR
a.	Beginning Teacher Support/Induction	4131.1
2.	Publication or Creation of Materials	4132 BP
3.	[Future Topic]	4133
4.	Meetings	4134
5.	Soliciting and Selling	4135 BP
6.	Nonschool Employment	4136 BP
7.	Tutoring	4137
8.	Mentor Teachers	4138
9.	Peer Assistance and Review	4139
D.	Bargaining Units	4140
1.	Collective Bargaining Agreement	4141 BP

	CODE	
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
g.	Organizational Security	4141.7
2.	Communications/Contacts	4142
3.	Negotiations/Consultation	4143
a.	Public Notice - Personnel Negotiations.....	4143.1
4.	Complaints.....	4144
E.	Compensation and Related Benefits	4150
1.	Employee Compensation	4151
2.	Salary Checks and Deductions	4152
3.	Extra Pay for Extra Work	4153
4.	Health and Welfare Benefits.....	4154
5.	Retirement Compensation	4155
a.	Tax-Sheltered Annuities	4155.1
6.	Employment Amenities	4156
a.	[Future Topic]	4156.1
b.	Awards and Recognition	4156.2
c.	Employee Property Reimbursement.....	4156.3
7.	Employee Safety.....	4157
a.	Work-Related Injuries	4157.1
b.	Ergonomics	4157.2
8.	Employee Security.....	4158
9.	Employee Assistance Programs.....	4159
F.	Leaves and Vacations	4160
1.	Leaves	4161
a.	Personal Illness/Injury Leave	4161.1
(1)	Industrial Accident/Illness Leave.....	4161.11
b.	Personal Leaves.....	4161.2
c.	Professional Leaves.....	4161.3
d.	[Future Topic]	4161.4
e.	Military Leave.....	4161.5
f.	[Future Topic]	4161.6
g.	[Future Topic]	4161.7
h.	Family Care and Medical Leave.....	4161.8
i.	Catastrophic Leave Program	4161.9
2.	Vacation/Holidays	4162
2.	Classified Personnel	4200
A.	Permanent/Probationary.....	4210
a.	Personnel Commission.....	4210.1
1.	Recruitment and Selection (see 4111)	4211
a.	[Future Topic]	4211.1
b.	Legal Status Requirement (see 4111.2).....	4211.2
2.	Appointment and Conditions of Employment	4212
a.	Contracts	4212.1

	CODE		
b.	Certification or Licensing.....	4212.2	
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	AR
	(2) Early Retirement Consultancy Contracts.....	4217.12	
	b. Resignation (see 4117.2).....	4217.2	
	c. Layoff/Rehire.....	4217.3	AR
	d. Termination Agreements (see 4117.5).....	4217.5	
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	
	(1) Professional Standards (see 4119.21).....	4219.21	E
	(2) Dress and Grooming (see 4119.22).....	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.....	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	

		CODE		
	(3) Universal Precautions (see 4119.43).....	4219.43		
B.	Other Classified Personnel.....	4220		
	1. Substitutes.....	4221		
	2. Teacher Aides/Paraprofessionals.....	4222	BP	AR E
	3. Temporary Athletic Team Coaches (see 4127)	4227		
C.	Activities.....	4230		
	1. Staff Development.....	4231	BP	AR
	2. Publication or Creation of Materials (see 4132).....	4232		
	3. [Future Topic].....	4233		
	4. Meetings	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.....	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	4252		
	3. Overtime Pay/Compensatory Time Off.....	4253		
	4. Health and Welfare Benefits (see 4154).....	4254		
	5. Retirement Compensation	4255		
	a. Tax-Sheltered Annuities.....	4255.1		
	6. Employment Amenities	4256		
	a. [Future Topic]	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.....	4261.11		AR
	b. Personal Leaves (see 4161.2).....	4261.2		
	c. Professional Leaves.....	4261.3		
	d. [Future Topic]	4261.4		

	CODE		
e.	Military Leave (see 4161.5)	4261.5	
f.	[Future Topic]	4261.6	
g.	[Future Topic]	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.	Administrative and Supervisory Personnel	4300	BP AR
A.	Administrative Staff Organization	4301	
B.	Permanent/Probationary.....	4310	
1.	Recruitment and Selection (see 4111)	4311	
a.	[Future Topic]	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 4112.41).....	4312.41	
(2)	Drug and Alcohol Testing for School Bus Drivers (see 4112.42).....	4312.42	
e.	Criminal Record Check (see 4112.5)	4312.5	
f.	Personnel Files (see 4112.6).....	4312.6	
(1)	Employment References (see 4112.61).....	4312.61	
(2)	Maintenance of Criminal Offender Records (see 4112.62).....	4312.62	
g.	Orientation.....	4312.7	
h.	Employment of Relatives (see 4112.8)	4312.8	
i.	Employee Notifications (see 4112.9)	4312.9	
3.	Assignment/Classification	4313	
a.	Load/Scheduling/Hours of Employment	4313.1	
b.	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
5.	Evaluation/Supervision.....	4315	BP
a.	Staff Evaluating Teachers	4315.1	
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)	[Future Topic]	4317.12	
(3)	Early Retirement Option (see 4117.13).....	4317.13	
(4)	Postretirement Employment (see 4117.14)	4317.14	
b.	Resignation (see 4117.2)	4317.2	
c.	Personnel Reduction.....	4317.3	

	CODE
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) Professional Standards (see 4119.21)	4319.21
(2) Dress and Grooming (see 4119.22)	4319.22
(3) Unauthorized Release of Confidential/ Privileged Information (see 4119.23)	4319.23
(4) Academic Freedom	4319.24
(5) Political Activities of Employees (see 4119.25) ..	4319.25
c. Duties of Personnel	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
C. Other Management Personnel	4320
1. Temporary Athletic Team Coaches (see 4127)	4327
D. Activities	4330
1. Staff Development	4331
2. Publication or Creation of Materials (see 4132)	4332
3. [Future Topic]	4333
4. Meetings	4334
5. Soliciting and Selling (see 4135)	4335
6. Nonschool Employment (see 4136)	4336
E. Professional Organizations	4340
F. Complaints (see 4144)	4344
G. Compensation and Related Benefits	4350
1. Employee Compensation (see 4151)	4351
2. Salary Checks and Deductions	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. [Future Topic]	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
b. Ergonomics (see 4157.2)	4357.2
8. Employee Security (see 4158)	4358
9. Employee Assistance Programs (see 4159)	4359
H. Leaves and Vacations	4360

E

BP AR

	CODE
1. Leaves (see 4161)	4361
a. Personal Illness/Injury Leave (see 4161.1).....	4361.1
(1) Industrial Accident/Illness Leave (see 4161.11)..	4361.11
b. Personal Leaves (see 4161.2)	4361.2
c. Professional Leaves	4361.3
d. [Future Topic]	4361.4
e. Military Leave (see 4161.5)	4361.5
f. [Future Topic]	4361.6
g. [Future Topic]	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

ARTICLE 5

STUDENTS

(Series 5000)

NOTE: The CSBA comprehensive index is a standard index system designed to provide a table of contents for this manual while at the same time accommodating future policies/regulations. This manual contains only those Board policies (BP), administrative regulations (AR) and/or exhibits (E) specified in the right-hand column.

		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
1.	Elementary and Secondary.....	5100	
A.	Attendance	5110	
1.	Admission.....	5111	BP AR
a.	District Residency	5111.1	AR
(1)	[Future Topic]	5111.11	
(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	
3.	Absences and Excuses	5113	BP AR
a.	Chronic Absence and Truancy	5113.1	BP AR
b.	Work Permits.....	5113.2	
4.	Attendance Records; Registers.....	5114	
5.	School Census	5115	
6.	School Attendance Boundaries.....	5116	
a.	Intradistrict Open Enrollment.....	5116.1	
7.	Interdistrict Attendance	5117	BP AR
8.	Open Enrollment Act Transfers.....	5118	
9.	Students Expelled from Other Districts	5119	BP
B.	Progress	5120	
1.	Grades/Evaluation of Student Achievement.....	5121	BP AR
2.	Academic Load.....	5122	
3.	Promotion/Acceleration/Retention	5123	BP AR
4.	[Future Topic].....	5124	
5.	Student Records.....	5125	BP AR
a.	Release of Directory Information.....	5125.1	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.....	5130	

		CODE		
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.	Student Disturbances	5131.4	BP	AR
e.	Vandalism 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) Steroids	5131.63	BP	AR
g.	Weapons and Dangerous Instruments	5131.7	BP	AR
h.	[Future Topic]	5131.8		
i.	Academic Honesty	5131.9	BP	
2.	Dress and Grooming	5132	BP	AR
3.	Gifts to School Personnel	5133		
4.	[Future Topic]	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	5141.21	BP	AR
	(2) Infectious Diseases.....	5141.22	BP	AR
	(3) Asthma Management	5141.23	BP	AR
	(4) Specialized Health Care Services.....	5141.24		
	(5) Availability of Condoms.....	5141.25		
	(6) Tuberculosis Testing.....	5141.26		AR
	(7) Food Allergies/Special Dietary Needs	5141.27		
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		
d.	Child Abuse Prevention and Reporting.....	5141.4	BP	AR
e.	Mental Health.....	5141.5		
	(1) [Future Topic]	5141.51		
	(2) Suicide Prevention	5141.52		
f.	School Health Services.....	5141.6	BP	AR
g.	Sun Safety	5141.7		
2.	Safety	5142	BP	AR
a.	Identification and Reporting of Missing Children.....	5142.1		AR
b.	Safe Routes to School Program.....	5142.2		
c.	Student Use of Bicycles	5142.3		
3.	Insurance.....	5143	BP	AR

		CODE		
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		
5.	Rights and Responsibilities.....	5145		
	a. Privacy.....	5145.1		
	(1) Questioning and Apprehension by Law Enforcement.....	5145.11	BP	
	(2) Search and Seizure	5145.12	BP	AR
	b. Freedom of Speech/Expression	5145.2	BP	AR
	c. Nondiscrimination/Harassment	5145.3	BP	
	d. [Future Topic]	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		AR
	i. Hate-Motivated Behavior	5145.9		
6.	Married/Pregnant/Parenting Students	5146		
7.	Dropout Prevention.....	5147		
8.	Child Care and Development.....	5148		
	a. Child Care Services for Parenting Students	5148.1		
	b. Before/After School Programs	5148.2		AR
	c. Preschool/Early Childhood Education.....	5148.3		
9.	At-Risk Students.....	5149		

NOTE: The CSBA comprehensive index is a standard index system designed to provide a table of contents for this manual while at the same time accommodating future policies/regulations. This manual contains only those Board policies (BP), administrative regulations (AR) and/or exhibits (E) specified in the right-hand column.

		CODE	
0.	Concepts and Roles	6000	BP
A.	Goals and Objectives	6010	
1.	Academic Standards	6011	BP
B.	Parent Involvement	6020	BP AR
1.	Elementary and Secondary	6100	
A.	Schedules	6110	
1.	School Calendar	6111	BP
2.	School Day	6112	BP AR
3.	Released Time	6113	
4.	Ceremonies and Observances	6115	BP AR
5.	Classroom Interruptions	6116	AR
6.	Year-Round Schedules	6117	
B.	Response to Instruction and Intervention	6120	
C.	Organizational Plan	6130	
D.	Curriculum	6140	
1.	Curriculum Development and Evaluation	6141	BP AR
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	
f.	Multicultural Education	6141.6	
2.	Subject Fields	6142	
a.	Sexual Health and HIV/AIDS Prevention Instruction	6142.1	BP AR
b.	World/Foreign Language Instruction	6142.2	
c.	Civic Education	6142.3	BP
d.	Service Learning/Community Service Classes	6142.4	
e.	Environmental Education	6142.5	
f.	Visual and Performing Arts Education	6142.6	
g.	Physical Education and Activity	6142.7	BP AR
h.	Comprehensive Health Education	6142.8	
i.	Core Curriculum	6142.9	
(1)	Reading/Language Arts Instruction	6142.91	BP AR
(2)	Mathematics Instruction	6142.92	BP
(3)	Science Instruction	6142.93	BP
(4)	History-Social Science Instruction	6142.94	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	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	

		CODE		
	f.	International Exchange.....	6145.6	
	g.	[Future Topic]	6145.7	
	h.	Assemblies and Special Events	6145.8	BP
6.		Graduation Requirements/Standards of Proficiency.....	6146	
	a.	High School Graduation Requirements.....	6146.1	
		(1) Alternative Credits Toward Graduation	6146.11	
	b.	Certificate of Proficiency/High School Equivalency	6146.2	
	c.	Reciprocity of Academic Credit	6146.3	
	d.	Differential Graduation and Competency Standards for Students with Disabilities.....	6146.4	
	e.	Elementary/Middle School Graduation Requirements.....	6146.5	BP
E.		Instructional Arrangements.....	6150	
	1.	Class Size.....	6151	BP AR
	2.	Class Assignment	6152	BP
	3.	School-Sponsored Trips	6153	BP AR E
	4.	Homework/Makeup Work.....	6154	BP AR E
	5.	Challenging Courses by Examination.....	6155	
	6.	Lesson Plans	6156	
	7.	Tutoring	6157	
	8.	Independent Study	6158	BP AR
	9.	Individualized Education Program	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	
F.		Instructional Services and Resources.....	6160	
	1.	Equipment, Books and Materials.....	6161	BP
	a.	Selection and Evaluation of Instructional Materials.....	6161.1	BP AR E
		(1) Supplementary Instructional Materials	6161.11	BP
	b.	Damaged or Lost Instructional Materials	6161.2	BP
	c.	Toxic Art Supplies	6161.3	BP
	2.	Student Assessment	6162.5	BP
	a.	Standardized Testing and Reporting Program.....	6162.51	BP AR
	b.	High School Exit Examination.....	6162.52	
	c.	[Future Topic]	6162.53	
	d.	Test Integrity/Test Preparation.....	6162.54	BP
	3.	Use of Copyrighted Materials.....	6162.6	BP AR
	4.	Use of Technology in Instruction	6162.7	
	5.	Research	6162.8	BP AR
	6.	Instructional Resources for Students	6163	
	a.	Library Media Centers.....	6163.1	BP
	b.	Animals at School	6163.2	
	c.	Learning Centers	6163.3	
	d.	Student Use of Technology	6163.4	BP AR
	7.	Individual Services and Counseling	6164	

		CODE	
	a.	[Future Topic]	6164.1
	b.	Guidance/Counseling Services.....	6164.2 BP
	c.	[Future Topic]	6164.3
	d.	Identification and Evaluation of Individuals for Special Education	6164.4 BP AR
	(1)	Children with Disabilities Enrolled by Their Parents in Private School	6164.41
	e.	Student Success 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
	a.	Concurrent Enrollment in College Classes.....	6172.1
	3.	Education for Homeless Children.....	6173 BP
	4.	Education for Foster Youth	6173.1 BP AR
	5.	Education of Children of Military Families.....	6173.2 BP AR
	6.	Education for English Language Learners.....	6174 BP AR E
	7.	Migrant Education Program	6175 AR
	8.	Weekend/Saturday Classes.....	6176 BP
	9.	Summer School	6177 BP
	10.	Career Technical Education.....	6178 BP
	a.	Work Experience Education.....	6178.1
	b.	Regional Occupational Center/Program.....	6178.2
	11.	Supplemental Instruction	6179 BP AR
H.		Program Adaptations/Alternative Arrangements	6180
	1.	Alternative Schools/Programs of Choice.....	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
	1.	Evaluation of Special Education Program	6192
2.		Adult Education	6200

ARTICLE 7

FACILITIES

(Series 7000)

NOTE: The CSBA comprehensive index is a standard index system designed to provide a table of contents for this manual while at the same time accommodating future policies/regulations. This manual contains only those Board policies (BP), administrative regulations (AR) and/or exhibits (E) specified in the right-hand column.

		CODE	
0.	Concepts and Roles	7000	BP
	A. Goals and Objectives	7010	
1.	Planning and Design	7100	
	A. Facilities Master Plan	7110	BP
	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
	F. Charter School Facilities.....	7160	
2.	Financing.....	7200	
	A. Facilities Financing.....	7210	BP
	1. Developer Fees	7211	BP AR
	2. Mello-Roos Districts.....	7212	
	3. School Facilities Improvement Districts.....	7213	
	4. General Obligation Bonds	7214	BP AR
	B. Tax Levies	7220	
3.	Acceptance/Dedication/Occupation	7300	
	A. Naming of Facility	7310	BP

NOTE: The CSBA comprehensive index is a standard index system designed to provide a table of contents for this manual while at the same time accommodating future policies/regulations. This manual contains only those Board policies (BP), administrative regulations (AR) and/or exhibits (E) specified in the right-hand column.

		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.....	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.	Limits of Board Member Authority	9200	BB
	A. Qualifications.....	9210	
	B. Governing Board Elections.....	9220	BB
	1. Recruiting New Board Members	9221	
	2. Resignation	9222	BB
	3. Filling Vacancies	9223	BB
	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	9300	
	A. Board Policies.....	9310	BB
	B. Meetings and Notices.....	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
	3. Meeting Conduct	9323	BB
	a. Order of Business	9323.1	
	b. Actions by the Board.....	9323.2	BB E
	4. Minutes and Recordings	9324	BB
	C. Membership in Associations.....	9330	
4.	Board Self-Evaluation.....	9400	BB