

# BIG LAGOON UNION SCHOOL DISTRICT

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. The far right column indicates the date of the most current policy.

## ARTICLE 0

### PHILOSOPHY-GOALS-OBJECTIVES & COMPREHENSIVE PLANS

(Series 0000)

	CODE		UPDATED
0. Vision .....	0000	BP AR	11/17
1. Philosophy .....	0100	BP	
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	BP AR	
C. Comprehensive Local Plan for Special Education.....	0430	BP	
D. District Technology Plan.....	0440	BP AR	
E. Comprehensive Safety Plan	0450	BP	
5. Accountability .....	0500	BP	
A. School Accountability Report Card.....	0510	BP AR	
B. Intervention for Underperforming Schools.....	0520		
1. High Priority Schools Grant Program.....	0520.1		
C. Awards for School Performance.....	0530	BP AR	

# BIG LAGOON UNION SCHOOL DISTRICT

## ARTICLE 1

### COMMUNITY RELATIONS

(Series 1000)

	CODE	
0. Concepts and Roles.....	1000	BP
A. Goals and Objectives.....	1010	
B. Youth Services.....	1020	BP
1. Communication with the Public.....	1100	BP
A. Media.....	1110	
1. School-Sponsored Publications (cf. 1325).....	1111	
2. Media Relations.....	1112	BP
3. District and School Web Sites.....	1113	BP AR
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 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. Participation in Community Life.....	1311	
2. Complaints Concerning the Schools.....	1312	BP
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

# BIG LAGOON UNION SCHOOL DISTRICT

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
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		
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 School	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	BP	

# BIG LAGOON UNION SCHOOL DISTRICT

## ARTICLE 2

### ADMINISTRATION

(Series 2000)

	CODE	
0. Concepts and Roles.....	2000	BP
A. Goals and Objectives.....	2010	
1. Superintendent.....	2100	
A. Superintendent/Principal Responsibilities and Duties.....	2110	BP
1. Superintendent/Principal Governance Standards.....	2111	BP
B. Superintendent/Principal Recruitment and Selection.....	2120	BP
1. Superintendent/Principal's Contract.....	2121	BP
D. Professional Development.....	2130	
E. Evaluation of the Superintendent/Principal.....	2140	BP
2. Administrative Operations.....	2200	
A. Administrative Leeway in Absence of Governing Board Policy.....	2210	BP
B. Administrative Staff Organization.....	2220	
C. Representative and Deliberative Groups.....	2230	BP
D. Management and Communication Systems.....	2240	
E. Teacher-in-Charge/Principal's Designee.....	2250	

# BIG LAGOON UNION SCHOOL DISTRICT

## ARTICLE 3

### BUSINESS & NONINSTRUCTIONAL OPERATIONS

(Series 3000)

	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
B. Deferred Maintenance Funds.....	3111	BP	
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		
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		AR
b. Educational Travel Program Contracts.....	3312.2	BP	AR
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	BP	
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		

# BIG LAGOON UNION SCHOOL DISTRICT

1. Purchase, Lease, Rental of Neighboring District-Owned Property.....	3341			
E. Travel Expenses.....	3350	BP		
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			
E. Money in School Buildings.....	3450			
1. Petty Cash Funds.....	3451			
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	BP	AR	
a. Integrated Waste Management.....	3511.1	BP	AR	
2. Equipment (includes instructional equipment).....	3512	BP		E
3. Buildings and Grounds (cf. 1330).....	3513			
a. Cell Phone Allowance .....	3513.1		AR	8/17
b. Parking.....	3513.2			
c. Tobacco-Free Schools.....	3513.3	BP	AR	8/17
4. Environmental Safety.....	3514	BP	AR	
a. Hazardous Substances.....	3514.1	BP	AR	
b. Integrated Pest Management.....	3514.2		AR	
5. Campus Security.....	3515	BP		
a. Crime Data Reporting.....	3515.1		AR	
b. Disruptions.....	3515.2	BP	AR	
c. District Police/Security 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	BP		
6. Emergencies and Disaster Preparedness Plan.....	3516	BP	AR	
a. Fire Drills and Fires.....	3516.1	BP		
b. Bomb Threats.....	3516.2	BP		
c. Earthquake Emergency Procedure System.....	3516.3	BP		
d. Air Pollution Episodes.....	3516.4			
e. Emergency Schedules.....	3516.5	BP	AR	
B. Office Services.....	3520			
1. Data Processing/Word Processing (cf. 6162.6).....	3521			
2. Mail and Delivery.....	3522			

## BIG LAGOON UNION SCHOOL DISTRICT

C. Risk Management/Insurance.....	3530	BP	AR	
D. Transportation (cf. 3250).....	3540	BP	AR	
1. Transportation Routes and Services.....	3541	BP		
a. Transportation for School-Related Trips.....	3541.1	BP		E
b. Transportation for Students with Disabilities.....	3541.2	BP	AR	
c. Nonpublic School Students.....	3541.3			
2. School Bus Drivers.....	3542	BP		
3. Transportation Safety and Emergencies.....	3543	BP		
4. Equipment (includes maintenance and vandalism).....	3544			
a. District-Owned.....	3544.1			
b. Privately Owned.....	3544.2			
E. Food Service/Child Nutrition Program.....	3550	BP		
1. Food Service Operations/Cafeteria Fund.....	3551	BP	AR	9/17
2. Regular Lunch Programs.....	3552			
3. Free and Reduced Price Meals.....	3553	BP	AR	9/17
4. Other Food Sales.....	3554	BP	AR	
F. Debt Service (includes bonds).....	3560			
G. Capital Outlay.....	3570			
H. District Records.....	3580	BP	AR	
6. Consultants.....	3600	BP		

# BIG LAGOON UNION SCHOOL DISTRICT

## ARTICLE 4

### PERSONNEL

(Series 4000)

	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			AR
a. Contracts.....	4112.1			AR
b. Certification.....	4112.2	BP		AR
(1) District Interns.....	4112.21	BP		AR
(2) Staff Teaching Students of Limited English Proficiency.....	4112.22	BP		
(3) Special Education Staff.....	4112.23	BP		
c. Oath or Affirmation.....	4112.3	BP		E
d. Health Examinations.....	4112.4	BP		AR
(1) Employee Drug Testing.....	4112.41	BP		
(2) Drug and Alcohol Testing for School Bus Drivers.....	4112.42	BP		AR
e. Criminal Record Check.....	4112.5	BP		
f. Personnel Files.....	4112.6	BP		
(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		AR
4. Transfers.....	4114			
5. Evaluation/Supervision.....	4115	BP		AR



## BIG LAGOON UNION SCHOOL DISTRICT

6.	Probationary/Permanent Status.....	4116	BP	AR
	a. Seniority.....	4116.1		
7.	Separation.....	4117		
	a. Retirement.....	4117.1		
	(1) Preretirement Part-Time Employment.....	4117.11		
	(2) Retirement Consultancy Contracts.....	4117.12	BP	AR
	(3) Early Retirement Option.....	4117.13		AR
	(4) Employment of Retired Teachers.....	4117.14		AR
	b. Resignation.....	4117.2	BP	
	c. Personnel Reduction.....	4117.3	BP	AR
	d. Dismissal.....	4117.4	BP	
	e. Termination Agreements.....	4117.5	BP	
	f. Decision Not to Rehire.....	4117.6	BP	
	g. Employment Status Reports.....	4117.7	BP	
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	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	BP	
	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	BP	
	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	BP	AR
C.	Activities.....	4130		
	1. Staff Development.....	4131	BP	AR
	a. Exchange Teaching.....	4131.1		
	b. Contributions to Fields of Knowledge.....	4131.2		

## BIG LAGOON UNION SCHOOL DISTRICT

c. Inservice Education/Visitations; Conferences.....	4131.3		
d. Independent Study.....	4131.4		
e. Professional Growth.....	4131.5	BP	AR
f. Professional Development Plan.....	4131.6		
2. Publication or Creation of Materials (includes copyrights and patents).....	4132		
3. [Future Topic].....	4133		
4. Meetings.....	4134		
5. Soliciting and Selling.....	4135	BP	
6. Nonschool Employment.....	4136	BP	
a. Consulting.....	4136.1		
7. Tutoring.....	4137	BP	
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		AR
8. Employee Security.....	4158	BP	AR
9. Employee Assistance Programs.....	4159	BP	

# BIG LAGOON UNION SCHOOL DISTRICT

F.	Leaves and Vacations.....	4160		
1.	Leaves.....	4161	BP	AR
a.	Personal Illness/Injury Leave.....	4161.1	BP	
	(1) Industrial Accident/Illness Leave.....	4161.11	BP	
b.	Personal Leaves.....	4161.2	BP	
c.	Professional Leaves (includes sabbatical).....	4161.3	BP	
d.	Association.....	4161.4		
e.	Military Leave.....	4161.5	BP	
f.	[Future Topic].....	4161.6		
g.	Political (includes elected office).....	4161.7		
h.	Family Care and Medical Leave.....	4161.8	BP	E
i.	Catastrophic Leave Program.....	4161.9	BP	AR
2.	Vacation/Holidays.....	4162		
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.....	4211.2		
2.	Appointment and Conditions of Employment.....	4212	BP	
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).....	4212.42		
	(2) Drug and Alcohol Testing for School Bus Drivers (see 4112.42).....	4212.42		
e.	Criminal Record Check.....	4212.5	BP	
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	BP	
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		

# BIG LAGOON UNION SCHOOL DISTRICT

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		BP
	d. Termination Agreements (see 4117.5).....	4217.5		
8.	Dismissal/Suspension/Disciplinary Action.....	4218		BP
9.	Rights, Responsibilities and Duties.....	4219		
	a. Civil and Legal Rights (4119.1).....	4219.1		
	(1) Sexual Harassment (see 4119.11).....	4219.11		
	b. Employment Responsibilities.....	4219.2		BP
	(1) Professional Standards (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. Teacher Aides/Paraprofessionals.....	4222		BP
	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 Plan (see 4131.6).....	4231.6		
	2. Publication or Creation of Materials (includes copyrights and patents) (see 4132).....	4232		
	3. Meetings (see 4134).....	4234		
	4. Soliciting and Selling (see 4135).....	4235		
	5. Nonschool Employment (see 4136).....	4236		

# BIG LAGOON UNION SCHOOL DISTRICT

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	BP
	4. Health and Welfare Benefits (see 4154).....	4254	
	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	BP
	(1) Industrial Accident/Illness Leave.....	4261.11	BP
	b. Personal Leaves (see 4161.2).....	4261.2	
	c. Professional Leaves.....	4261.3	AR
	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	

# BIG LAGOON UNION SCHOOL DISTRICT

2.	Vacations/Holidays.....	4262		
3.	Management, Supervisory and Confidential Personnel.....	4300	BP	AR
	A. Permanent/Probationary.....	4310		
	1. Recruitment and Selection.....	4311		AR
	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 4112.41).....	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	BP	
	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		
	5. Evaluation/Supervision.....	4315		
	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) Retirement Consultancy Contracts (see 4117.12).....	4317.12		
	(3) Early Retirement Option (see 4117.13).....	4317.13		
	(4) Employment of Retired Teachers (see 4117.14).....	4317.14		
	b. Resignation (see 4117.2).....	4317.2		

# BIG LAGOON UNION SCHOOL DISTRICT

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) Professional Standards (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	
a. [Future Topic].....	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 Plan (see 4131.6).....	4331.6	
2. Publication or Creation of Materials (includes copyrights and patents) (see 4132).....	4332	
3. Soliciting and Selling (see 4135).....	4335	
4. 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	

## BIG LAGOON UNION SCHOOL DISTRICT

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
b. 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 (see 4161.2).....	4361.2
c. Military Leave (see 4161.5).....	4361.5
d. Family Care and Medical Leave (see 4161.8).....	4361.8
e. Catastrophic Leave Program (see 4161.9).....	4361.9
2. Vacation/Holidays.....	4362



# BIG LAGOON UNION SCHOOL DISTRICT

## ARTICLE 5 STUDENTS

(Series 5000)

	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		
C Student Wellness	5030	BP		9/17
1. Elementary and Secondary.....	5100			
A. Attendance.....	5110			
1. Admission.....	5111	BP	AR	
a. District Residency.....	5111.1	BP		
(1) Residency of Students With Caregiver.....	5111.11	BP		E
(2) Residency Based on Parent/Guardian Employment.....	5111.12	BP		
(3) Residency for Homeless Children.....	5111.13	BP		
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	BP		
c. Student Leave of Absence.....	5112.3	BP	AR	
d. Part-Time Employment.....	5112.4			
e. Closed Campus.....	5112.5	BP	AR	
3. Absences and Excuses.....	5113	BP	AR	11/17
a. Chronic Absence and Truancy.....	5113.1	BP	AR	11/17
b. Work Permits.....	5113.2			
4. Attendance Records; Registers.....	5114			
5. School Census.....	5115			
6. School Attendance Boundaries.....	5116	BP		
a. Intradistrict Open Enrollment.....	5116.1			
7. Interdistrict Attendance.....	5117	BP	AR	1/18
a. Interdistrict Attendance Agreements.....	5117.1			
b. Alternative Interdistrict Attendance Program.....	5117.2			
8. Transfers.....	5118	BP		
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. Communication with Parents/Guardians.....	5124	BP		

## BIG LAGOON UNION SCHOOL DISTRICT

5.	Student Records.....	5125	BP	AR
a.	Release of Directory Information.....	5125.1	BP	AR
b.	Withholding Grades, Diploma or Transcripts.....	5125.2	BP	
c.	Challenging Student Records.....	5125.3	BP	
6.	Awards for Achievement.....	5126	BP	AR
7.	Graduation Ceremonies and Activities.....	5127	BP	
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	BP	AR
2.	Dress and Grooming.....	5132	BP	AR
3.	Gifts to School Personnel.....	5133	BP	
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	BP	
b.	Illness.....	5141.2		
(1)	Administering Medication and Monitoring Health Conditions (includes anaphylactic injections).....	5141.21	BP	AR
(2)	Infectious Diseases.....	5141.22	BP	AR
(3)	Infectious Disease Prevention (includes medical protocol).....	5141.23	BP	AR
(4)	Specialized Health Care Services.....	5141.24	BP	AR
(5)	Availability of Condoms.....	5141.25		
(6)	Tuberculosis Testing.....	5141.26	BP	AR

## BIG LAGOON UNION SCHOOL DISTRICT

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	BP		
	(3) Head Lice.....	5141.33	BP		
d.	Child Abuse Reporting Procedures.....	5141.4	BP	AR	
	(1) Child Abuse Prevention.....	5141.41	BP		
e.	Mental Health (cf. 6164.4).....	5141.5			
	(1) [Future Topic].....	5141.51			
	(2) Suicide Prevention.....	5141.52	BP	AR	
f.	Student Health and Social Services.....	5141.6	BP	AR	E
2.	Safety.....	5142	BP	AR	
	a. Identification and Reporting of Missing Children.....	5142.1	BP	AR	E
	b. Crossing Guards.....	5142.2			
	c. Student Use of Bicycles.....	5142.3	BP		
3.	Insurance.....	5143		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	BP		
5.	Rights and Responsibilities.....	5145			
	a. Privacy.....	5145.1	BP		
	(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	BP	AR	
	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	BP	AR	
	i. Hate-Motivated Behavior.....	5145.9	BP		
6.	Married/Pregnant/Parenting Students.....	5146	BP		
7.	Dropout Prevention.....	5147		AR	
8.	Child Care and Development.....	5148	BP	AR	
9.	At-Risk Students.....	5149	BP	AR	

# BIG LAGOON UNION SCHOOL DISTRICT

## ARTICLE 6

### INSTRUCTION

(Series 6000)

	CODE		
0. Concepts and Roles.....	6000	BP	
A. Goals and Objectives.....	6010	BP	
1. Academic Standards.....	6011	BP	
B. Parent Involvement.....	6020	BP	
C. Integrated Academic and Vocational Instruction.....	6030	BP	AR
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		
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		
f. Multicultural Education.....	6141.6		
2. Subject Fields.....	6142		
a. Family Life/Sex Education.....	6142.1	BP	AR
b. Aids Prevention Instruction.....	6142.2	BP	AR
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. Comprehensive Health Education.....	6142.8	BP	
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	
3. Courses of Study.....	6143	BP	AR
4. Controversial Issues.....	6144	BP	AR

## BIG LAGOON UNION SCHOOL DISTRICT

5.	Extracurricular and Cocurricular Activities.....	6145	BP	AR
	a. Intramural Competition.....	6145.1		
	b. Athletic Competition.....	6145.2	BP	AR
	c. [Future Topic].....	6145.3		
	d. Public Performances and Exhibitions.....	6145.4		
	e. Student Organizations and Equal Access.....	6145.5	BP	AR E
	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.....	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 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
	4. Homework/Makeup Work.....	6154	BP	AR
	5. Challenging Courses by Examination.....	6155		
	6. Lesson Plans.....	6156		
	7. Tutoring.....	6157		
	8. Independent Study.....	6158	BP	AR
	9. Individualized Education Program (IEP) (See SELPA)....	6159		
	a. Procedural Safeguards and Complaints for Special Education.....	6159.1		
	b. Nonpublic Nonsectarian School and Agency Services for Special Education.....	6159.2		
	c. Appointment of Surrogate Parent for Special Education Students.....	6159.3		
	d. Behavioral Interventions for Special Education Students.....	6159.4		
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	

## BIG LAGOON UNION SCHOOL DISTRICT

b.	Damaged or Lost Instructional Materials.....	6161.2	BP	
c.	Toxic Art Supplies.....	6161.3	BP	
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.....	6162.31	BP	
d.	Community Resources.....	6162.4		
e.	Student Assessment.....	6162.5	BP	AR
(1)	Standardized Testing and Reporting Program.....	6162.51	BP	AR
(2)	High School Exit Examination.....	6162.52		
(3)	Golden State Examination.....	6162.53		
(4)	Test Integrity/Test Preparation.....	6162.54	BP	
f.	Use of Copyrighted Materials.....	6162.6	BP	AR
g.	Use of Technology in Instruction.....	6162.7	BP	AR
h.	Research.....	6162.8	BP	
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		
e.	Student Study Teams.....	6164.5	BP	AR
f.	Identification and Education under Section 504.....	6164.6		
G.	Curriculum Extensions/Specialized Programs.....	6170		
1.	Title I Programs.....	6171	BP	AR
2.	Gifted and Talented Student Program.....	6172	BP	AR
3.	[Future Topic].....	6173		
4.	Education for English Language Learners.....	6174	BP	AR E
5.	Migrant Education Program.....	6175		
6.	Weekend/Saturday Classes.....	6176	BP	AR
7.	Summer School.....	6177	BP	
8.	Vocational Education.....	6178		
a.	Work Experience Education.....	6178.1		
9.	Supplemental Instruction.....	6179	BP	AR

# BIG LAGOON UNION SCHOOL DISTRICT

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	AR
I. Evaluation of the Instructional Program.....	6190	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.)

BIG LAGOON UNION SCHOOL DISTRICT

ARTICLE 7  
FACILITIES

(Series 7000)

	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	AR
2. Mello-Roos Districts.....	7212		
3. School Facilities Improvement Districts.....	7213	BP	AR
4. General Obligation Bonds.....	7214	BP	AR
B. Tax Levies.....	7220		
3. Acceptance/Dedication/Occupation.....	7300		
A. Naming of Facility.....	7310	BP	



# BIG LAGOON UNION SCHOOL DISTRICT

## ARTICLE 9

### BYLAWS OF THE BOARD

(Series 9000)

	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
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	BB
2. Members (Limits of Authority).....	9200	BB
A. Qualifications.....	9210	
B. Governing Board Elections.....	9220	BB
1. Recruiting New Board Members.....	9221	BB
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     E
F. Legal Protection.....	9260	BB
G. Conflict of Interest (includes nepotism).....	9270	BB
3. Board Operations.....	9300	
A. Policy Manual.....	9310	BB
1. Board Policies.....	9311	BB   AR
2. Board Bylaws.....	9312	BB
3. Administrative Regulations.....	9313	BB
4. Suspension of Policies, Bylaws, Administrative Regulations.....	9314	BB
B. Meetings and Notices (includes posting requirements).....	9320	BB     E
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

BIG LAGOON UNION SCHOOL DISTRICT

3. Meeting Conduct.....	9323	BB
a. Order of Business.....	9323.1	
b. Actions by the Board.....	9323.2	BB
4. Minutes and Recordings.....	9324	BB
C. Membership in Associations.....	9330	
4. Board Self-Evaluation.....	9400	BB