

WALNUT VALLEY USD

DECEMBER 2005

POLICIES

REGULATIONS

BYLAWS

PHILOSOPHY-GOALS-OBJECTIVES
 & COMPREHENSIVE PLANS

	CODE		
0. Vision	0000	BP	
1. Goals for the School District	0200	BP	
2. 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. Charter Schools.....	0420.4	BP	
3. Site-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	AR
3. Accountability	0500	BP	
A. School Accountability Report Card	0510	BP	AR
B. Intervention for Underperforming Schools	0520	BP	AR
1. High Priority Schools Grant Program.....	0520.1	BP	AR
C. Awards for School Performance.....	0530	BP	AR

COMMUNITY RELATIONS

		CODE		
0.	Concepts and Roles	1000	BP	
1.	Communication with the Public.....	1100	BP	E
	A. Media Relations.....	1112	BP	
	B. District and School Web Sites	1113	BP	AR
	C. Commendations and Awards.....	1150	BP	AR
	D. Political Processes	1160	BP	
2.	School-Connected Organizations (includes parent/booster clubs).....	1230	BP	AR
3.	Volunteer Assistance	1240	BP	AR
4.	Visitors/Outsiders.....	1250	BP	AR
5.	Educational Foundation	1260	BP	
6.	Complaints Concerning the Schools	1312	BP	
	A. Complaints Concerning District Employees.....	1312.1	BP	AR
	B. Complaints Concerning Instructional Materials	1312.2	BP	AR
	C. Uniform Complaint Procedures	1312.3	BP	AR
	D. Williams Uniform Complaint Procedures	1312.4	BP	AR
	E. Solicitation of Funds from and by Students	1321	BP	AR
	F. Advertising and Promotion	1325	BP	
	G. Use of School Facilities	1330	BP	AR
	H. Access to District Records (includes procedures and materials, requests for information, reports, surveys).....	1340	BP	AR
7.	Relations between Other Governmental Agencies and the Schools.....	1400	BP	
	A. Waivers	1431	BP	
8.	Relations between Private Industry and the Schools	1700	BP	

	CODE	
0.	Concepts and Roles	2000 BP
1.	Superintendent Responsibilities and Duties.....	2110 BP
A.	Superintendent Governance Standards	2111 BP
B.	Superintendent Recruitment and Selection	2120 BP
1.	Superintendent's Contract.....	2121 BP
C.	Evaluation of the Superintendent.....	2140 BP
2.	Administrative Leeway in Absence of Governing Board Policy	2210 BP
3.	Administrative Staff Organization	2220 BP
4.	Representative and Deliberative Groups	2230 BP

	CODE		
0. Concepts and Roles	3000	BP	
A. Fiscal Policy Team	3020	BP	
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. Lottery Funds	3220.1	BP	
3. Transportation Fees	3250	BP	AR
4. Fees and Charges.....	3260	BP	AR
5. Sale and Disposal of Books, Equipment and Supplies	3270	BP	AR
6. Sale, Lease, Rental of District-Owned Real Property	3280	BP	AR
7. Gifts, Grants and Bequests (does not include state or federal funds).....	3290	BP	AR
8. Expenditures/Expending Authority.....	3300	BP	
A. Purchasing Procedures.....	3310	BP	AR
1. Bids	3311	BP	AR
2. Contracts	3312	BP	
a. State Allocation Board Contracts	3312.11		AR
b. Educational Travel Program Contracts	3312.2	BP	AR
3. Payment for Goods and Services.....	3314	BP	AR
a. Revolving Funds	3314.2	BP	AR
4. Relations with Vendors	3315	BP	
B. Claims and Actions Against the District	3320	BP	AR
C. Travel Expenses	3350	BP	AR
9. Management of District Assets/Accounts (includes systems, encumbering, audits).....	3400	BP	AR
C. Investing.....	3430	BP	AR
D. Inventories	3440		AR
1. Petty Cash Funds	3451		AR
2. Student Activity Funds.....	3452	BP	AR
F. Financial Reports and Accountability.....	3460	BP	AR
10. Energy and Water Conservation	3511	BP	
11. Equipment (includes instructional equipment)	3512		AR
12. Parking	3513.2		AR

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13.	Tobacco-Free Schools	3513.3	BP	AR
14.	Display of Flags	3513.4		AR
15.	Hazardous Substances	3514.1	BP	AR
	A. Integrated Pest Management	3514.2		AR
16.	Campus Security	3515		AR
	A. Crime Data Reporting	3515.1		AR
	B. Disruptions	3515.2	BP	AR
	C. Security Department.....	3515.3	BP	AR
	D. Recovery for Property Loss or Damage.....	3515.4	BP	AR
	E. Sex Offender Notification.....	3515.5	BP	AR
	F. Criminal Background Checks for Contractors.....	3515.6		AR
17.	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. Emergency Schedules	3516.5	BP	
18.	Risk Management/Insurance	3530	BP	AR
	A. Compensation to Employees Who Suffer Loss or Damage to Personal Property	3531		AR
19.	Transportation (cf. 3250).....	3540	BP	AR
	A. Transportation Routes and Services	3541		AR
	1. Transportation for School-Related Trips	3541.1		AR
	2. Transportation for Students with Disabilities.....	3541.2	BP	AR
	B. School Bus Drivers.....	3542		AR
	C. Transportation Safety and Emergencies.....	3543		AR
20.	Food Service/Child Nutrition Program.....	3550	BP	
	A. Food Service Operations/Cafeteria Fund	3551	BP	AR
	B. Free and Reduced Price Meals	3553	BP	AR
	C. Other Food Sales.....	3554	BP	AR
21.	District Records.....	3580	BP	AR
22.	Consultants	3600	BP	

E

	CODE		
0. Concepts and Roles	4000	BP	
A. Drug and Alcohol-Free Workplace	4020	BP	E
B. Nondiscrimination in Employment	4030	BP	AR
1. Complaints Concerning Discrimination in Employment	4031		AR
2. Reasonable Accommodation	4032		AR
C. Lactation Accommodation	4033	BP	
D. Employee Use of Technology	4040	BP	AR
1. Certificated Personnel.....	4100	BP	
A. Recruitment and Selection	4111	BP	
1. Legal Status Requirement.....	4111.2	BP	AR
B. Appointment and Conditions of Employment.....	4112		AR
1. Contracts	4112.1		AR
2. Certification	4112.2	BP	AR
a. District Interns.....	4112.21	BP	AR
b. Staff Teaching Students of Limited English Proficiency.....	4112.22		AR
c. Special Education Staff.....	4112.23	BP	
3. Oath or Affirmation	4112.3		AR
4. Health Examinations	4112.4	BP	AR
a. Employee Drug Testing	4112.41	BP	AR
b. Drug and Alcohol Testing for School Bus Drivers	4112.42	BP	AR
5. Criminal Record Check	4112.5		AR
6. Personnel Files	4112.6		AR
a. Employment References	4112.61	BP	AR
b. Maintenance of Criminal Offender Records.....	4112.62		AR
7. Employment of Relatives	4112.8	BP	
8. Employee Notifications.....	4112.9		AR
C. Assignment	4113	BP	AR
1. Temporary Modified/Light-Duty Assignment	4113.4	BP	AR
D. Transfers.....	4114	BP	
E. Evaluation/Supervision.....	4115	BP	AR
F. Probationary/Permanent Status	4116	BP	AR
G. Pre-Retirement Part-Time Employment	4117.11	BP	AR
H. Independent Contractors	4117.12	BP	
I. Employment of Retired Teachers.....	4117.14		AR
J. Resignation	4117.2	BP	
K. Personnel Reduction	4117.3	BP	AR
L. Dismissal	4117.4		AR
M. Termination Agreements.....	4117.5		AR
N. Decision Not to Rehire	4117.6		AR
O. Employment Status Reports	4117.7		AR
P. Suspension/Disciplinary Action	4118	BP	AR
Q. Civil and Legal Rights	4119.1	BP	
1. Sexual Harassment	4119.11	BP	AR
R. Professional Standards	4119.21	BP	E
S. Dress and Grooming	4119.22	BP	

PERSONNEL
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	CODE			
T.	Unauthorized Release of Confidential/Privileged Information.....	4119.23	BP	
U.	Political Activities of Employees.....	4119.25	BP	AR
V.	Duties of Personnel.....	4119.3	BP	
W.	Employees with Infectious Disease.....	4119.41	BP	
X.	Exposure Control Plan for Bloodborne Pathogens.....	4119.42	BP	AR E
Y.	Universal Precautions.....	4119.43	BP	AR
Z.	Temporary/Substitute Personnel.....	4121		AR
AA.	Temporary Athletic Team Coaches.....	4127	BP	AR
BB.	Shared Teaching Assignments.....	4128	BP	AR
CC.	Staff Development.....	4131	BP	AR
	1. Professional Growth.....	4131.5	BP	AR
	2. Professional Development Program.....	4131.6	BP	AR
DD.	Publication or Creation of Materials (includes copyrights and patents).....	4132	BP	
EE.	Soliciting and Selling.....	4135	BP	
FF.	Nonschool Employment.....	4136	BP	
GG.	Tutoring.....	4137	BP	
HH.	Peer Assistance and Review.....	4139	BP	AR
II.	Bargaining Units.....	4140	BP	
	1. Collective Bargaining Agreement.....	4141	BP	
	a. Concerted Action/Work Stoppage.....	4141.6	BP	
	2. Negotiations/Consultation.....	4143	BP	
	a. Public Notice - Personnel Negotiations.....	4143.1	BP	AR
	3. Complaints.....	4144	BP	AR
JJ.	Employee Compensation.....	4151	BP	
KK.	Health and Welfare Benefits.....	4154	BP	AR
LL.	Awards and Recognition.....	4156.2	BP	
MM.	Employee Property Reimbursement.....	4156.3	BP	
NN.	Employee Safety.....	4157	BP	AR
	1. Work-Related Injuries.....	4157.1	BP	AR
	2. Ergonomics.....	4157.2		AR
OO.	Employee Security.....	4158	BP	AR
PP.	Employee Assistance Programs.....	4159	BP	
	1. Leaves.....	4161	BP	AR
	a. Personal Illness/Injury Leave.....	4161.1		AR
	(1) Industrial Accident/Illness Leave.....	4161.11		AR
	b. Personal Leaves.....	4161.2		AR
	c. Military Leave.....	4161.5		AR
	d. Continued Participation In Benefit Plans.....	4161.6	BP	
	e. Family Care and Medical Leave.....	4161.8		AR E
2.	Classified Personnel.....	4200	BP	AR
A.	Recruitment and Selection.....	4211	BP	
B.	Appointment and Conditions of Employment.....	4212		AR
	1. Criminal Record Check.....	4212.5		AR
C.	Assignment/Classification.....	4213	BP	
D.	Evaluation/Supervision.....	4215	BP	
E.	Probationary/Permanent Status.....	4216	BP	
F.	Layoff/Rehire.....	4217.3		AR

PERSONNEL
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		CODE		
G.	Dismissal/Suspension/Disciplinary Action.....	4218		AR
H.	Employment Responsibilities.....	4219.2	BP	
	1. Professional Standards (see 4119.21).....	4219.21		E
I.	Instructional Aides/Paraprofessionals.....	4222	BP	AR
J.	Staff Development.....	4231	BP	AR
K.	Overtime Pay/Compensatory Time Off.....	4253		AR
L.	Sick Leave.....	4261.1		AR
	1. Industrial Accident/Illness Leave.....	4261.11		AR
M.	Professional Leaves.....	4261.3		AR
3.	Management, Supervisory and Confidential Personnel.....	4300	BP	AR
A.	Recruitment and Selection.....	4311		AR
B.	Contracts.....	4312.1	BP	
C.	Load/Scheduling/Hours of Employment.....	4313.1	BP	
D.	Promotion/Demotion/Reassignment.....	4313.2	BP	AR
E.	Transfers.....	4314	BP	AR
F.	Evaluation/Supervision.....	4315	BP	
	1. Staff Evaluating Teachers.....	4315.1	BP	
G.	Personnel Reduction.....	4317.3		AR
H.	Professional Standards (see 4119.21).....	4319.21		E
I.	Staff Development.....	4331	BP	AR
J.	Leaves (see 4160).....	4361	BP	

	CODE		
0.	Concepts and Roles	5000	BP
A.	Parent Rights and Responsibilities.....	5020	BP AR
1.	Noncustodial Parents.....	5021	BP
B.	Student and Family Privacy Rights.....	5022	BP AR
C.	Student Wellness	5030	BP AR
D.	Organization and Plans	5110.1	BP
E.	Admission	5111	BP AR
1.	District Residency	5111.1	BP AR
a.	Residency of Students with Caregiver	5111.11	AR
b.	Residency Based on Parent/Guardian Employment	5111.12	AR
c.	Residency for Homeless Children	5111.13	AR
2.	Nonresident Foreign Students	5111.2	AR
F.	Exemptions from Attendance	5112.1	BP AR
1.	Exclusions from Attendance	5112.2	AR
2.	Student Leave of Absence	5112.3	BP AR
a.	Open/Closed Campus.....	5112.5	BP
G.	Absences and Excuses.....	5113	BP AR
1.	Truancy	5113.1	BP AR
2.	Work Permits.....	5113.2	BP AR
H.	School Attendance Boundaries	5116	BP
I.	Intradistrict Open Enrollment.....	5116.1	BP AR
J.	Interdistrict Attendance	5117	BP
1.	Interdistrict Attendance Agreements.....	5117.1	AR
2.	Alternative Interdistrict Attendance Program	5117.2	AR
K.	Transfers.....	5118	BP AR
L.	Students Expelled from Other Districts.....	5119	BP AR
M.	Grades/Evaluation of Student Achievement.....	5121	BP AR
N.	Promotion/Acceleration/Retention	5123	BP AR
O.	Communication with Parents/Guardians	5124	BP
P.	Student Records	5125	BP AR
1.	Release of Directory Information.....	5125.1	BP AR
2.	Withholding Grades, Diploma or Transcripts	5125.2	AR
3.	Challenging Student Records	5125.3	AR
Q.	Awards for Achievement	5126	BP AR
R.	Graduation Ceremonies and Activities	5127	BP
S.	Conduct.....	5131	BP
1.	Bus Conduct	5131.1	BP AR
2.	Bullying.....	5131.2	BP
3.	Vandalism, Theft and Graffiti	5131.5	BP
4.	Alcohol and Other Drugs	5131.6	BP AR
a.	Tobacco	5131.62	BP AR
b.	Anabolic Steroids.....	5131.63	BP AR
5.	Weapons and Dangerous Instruments	5131.7	BP AR
6.	Academic Honesty	5131.9	BP
T.	Dress and Grooming	5132	BP AR
U.	Gifts to School Personnel.....	5133	BP
V.	Gangs	5136	BP AR

STUDENTS
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		CODE		
W.	Positive School Climate	5137	BP	
X.	Electronic Signaling Devices	5139	BP	AR
Y.	Health Care and Emergencies	5141	BP	AR
	1. Accidents	5141.1	BP	
	2. Administering Medication and Monitoring Health Conditions (includes anaphylactic injections).....	5141.21	BP	AR
	3. Infectious Diseases	5141.22	BP	AR
	4. Infectious Disease Prevention (includes medical protocol)	5141.23	BP	AR
	5. Specialized Health Care Services	5141.24	BP	AR
	6. Tuberculosis Testing.....	5141.26	BP	AR
Z.	Health Examinations (cf. 6145.2).....	5141.3	BP	AR
	1. Immunizations	5141.31	BP	AR
	2. Child Health and Disability Prevention Program.....	5141.32		AR
	3. Head Lice.....	5141.33	BP	
AA.	Child Abuse Reporting Procedures.....	5141.4	BP	AR
BB.	Suicide Prevention	5141.52	BP	
CC.	Safety.....	5142	BP	AR
	1. Identification and Reporting of Missing Children.....	5142.1		AR
DD.	Student Use of Bicycles.....	5142.3	BP	
EE.	Insurance	5143	BP	AR
FF.	Discipline	5144	BP	AR
	1. Suspension and Expulsion/Due Process.....	5144.1	BP	AR
	2. Suspension and Expulsion/Due Process (Students with Disabilities)	5144.2		AR
	3. Privacy.....	5145.1	BP	
	a. Questioning and Apprehension	5145.11	BP	
	b. Search and Seizure	5145.12	BP	
	c. Response to Immigration Enforcement.....	5145.13	BP	
	4. Freedom of Speech/Expression.....	5145.2	BP	AR
	5. Nondiscrimination/Harassment.....	5145.3	BP	AR
	6. Parental Notifications.....	5145.6	BP	
	7. Sexual Harassment	5145.7	BP	AR
	8. Refusal to Harm or Destroy Animals.....	5145.8	BP	AR
	9. Hate-Motivated Behavior.....	5145.9	BP	
GG.	Married/Pregnant/Parenting Students.....	5146	BP	AR
HH.	Dropout Prevention	5147	BP	
II.	At-Risk Students	5149	BP	AR

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		CODE		
0.	Concepts and Roles	6000	BP	
A.	Academic Standards	6011	BP	
B.	Parent Involvement.....	6020	BP	
C.	Integrated Academic and Vocational Instruction.....	6030	BP	AR
D.	School Calendar	6111	BP	
E.	School Day	6112	BP	
F.	Ceremonies and Observances	6115	BP	AR
G.	Classroom Interruptions	6116	BP	
H.	Year-Round Schedules	6117	BP	
I.	Curriculum Development and Evaluation.....	6141	BP	
	1. Recognition of Religious Beliefs and Customs	6141.2	BP	AR
	2. Advanced Placement	6141.5	BP	
	3. Multicultural Education.....	6141.6	BP	
J.	Sexual Health and HIV/AIDS Prevention Instruction.....	6142.1	BP	AR
K.	AIDS Prevention Instruction	6142.2	BP	AR
L.	Physical Education.....	6142.7	BP	AR
M.	Reading/Language Arts Instruction.....	6142.91	BP	
N.	Mathematics Instruction	6142.92	BP	
O.	Science Instruction.....	6142.93	BP	
P.	Courses of Study	6143	BP	AR
Q.	Controversial Issues.....	6144	BP	AR
R.	Extracurricular and Cocurricular Activities	6145	BP	AR
	1. Athletic Competition	6145.2	BP	AR
	2. Student Organizations and Equal Access.....	6145.5	BP	AR
	3. International Exchange.....	6145.6	BP	AR
S.	High School Graduation Requirements.....	6146.1	BP	AR
	1. Alternative Credits Toward Graduation.....	6146.11	BP	AR
	2. Certificate of Proficiency/High School Equivalency.....	6146.2	BP	AR
	3. Reciprocity of Academic Credit	6146.3	BP	AR
	4. Differential Graduation and Competency Standards for Students with Disabilities	6146.4	BP	AR
T.	Dual Enrollment.....	6146.5	BP	
U.	Class Size	6151	BP	AR
V.	Class Assignment	6152	BP	
W.	School-Sponsored Trips.....	6153	BP	AR
X.	Homework/Makeup Work	6154	BP	
Y.	Challenging Courses by Examination	6155		AR
Z.	Independent Study.....	6158	BP	AR
AA.	Individualized Education Program (IEP).....	6159	BP	AR
	1. Procedural Safeguards and Complaints for Special Education	6159.1	BP	AR
	2. Nonpublic Nonsectarian School and Agency Services for Special Education	6159.2	BP	AR
	3. Appointment of Surrogate Parent for Special Education Students.....	6159.3	BP	AR
	4. Behavioral Interventions for Special Education Students	6159.4		AR

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		CODE		
BB.	Equipment, Books and Materials	6161		AR
	1. Selection and Evaluation of Instructional Materials	6161.1	BP	AR
	a. Supplementary Instructional Materials	6161.11	BP	
	2. Damaged or Lost Instructional Materials	6161.2	BP	
	3. Toxic Art Supplies	6161.3	BP	
CC.	Student Assessment.....	6162.5	BP	
	1. Standardized Testing and Reporting Program.....	6162.51	BP	AR
	2. High School Exit Examination	6162.52	BP	AR
	3. Test Integrity/Test Preparation	6162.54	BP	E
DD.	Use of Copyrighted Materials	6162.6	BP	AR
EE.	Use of Technology in Instruction	6162.7	BP	AR
FF.	Library Media Centers.....	6163.1	BP	
GG.	Animals at School.....	6163.2	BP	AR
HH.	Student Use of Technology	6163.4	BP	AR
II.	Guidance/Counseling Services.....	6164.2	BP	AR
JJ.	Identification of Individuals for Special Education	6164.4	BP	AR
KK.	Student Success Teams	6164.5	BP	AR
LL.	Identification and Education under Section 504	6164.6	BP	AR
MM.	Transitional Kindergarten	6170.1	BP	
NN.	Title I Programs	6171	BP	AR
OO.	Gifted and Talented Student Program.....	6172	BP	AR
PP.	Education for Homeless Children	6173	BP	AR
QQ.	Education for Foster Youth	6173.1	BP	AR
RR.	Education for English Language Learners.....	6174	BP	AR
SS.	Weekend/Saturday Classes	6176	BP	
TT.	Summer School	6177	BP	
UU.	Vocational Education.....	6178	BP	
VV.	Work-Based Learning	6178.1	BP	AR
WW.	Supplemental Instruction	6179	BP	AR
XX.	Alternative Schools	6181	BP	AR
YY.	Home and Hospital Instruction	6183		AR
ZZ.	Continuation Education	6184	BP	AR
AAA.	Community Day School.....	6185	BP	AR
BBB.	Evaluation of the Instructional Program.....	6190	BP	
1.	Adult Education	6200	BP	AR
	(Policies and regulations for Adult Education are normally those which apply at all levels of the school system.)			

FACILITIES

		CODE		
0.	Concepts and Roles	7000	BP	
A.	Facilities Master Plan	7110	BP	
	1. Evaluating Existing Buildings	7111		AR
B.	Relations with Local Agencies	7131	BP	
C.	Architectural and Engineering Services	7140	BP	AR
D.	Site Selection and Development	7150	BP	AR
E.	Charter School Facilities	7160		AR
F.	Facilities Financing	7210	BP	
	1. Developer Fees	7211	BP	AR
	2. General Obligation Bonds.....	7214	BP	AR
G.	Naming of Facility.....	7310	BP	AR

BYLAWS OF THE BOARD

	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. President	9121	BB
C. Secretary	9122	BB
D. Clerk.....	9123	BB
E. Attorney	9124	BB
F. Board Committees	9130	BB
G. Board Representatives.....	9140	BB
H. Student Board Members	9150	BB
2. Members (Limits of Authority).....	9200	BB
A. Governing Board Elections	9220	BB
1. Recruiting New Board Members.....	9221	BB
2. Resignation.....	9222	BB
3. Filling Vacancies	9223	BB
4. Oath or Affirmation	9224	BB
B. Orientation	9230	BB
C. Board Development	9240	BB
D. Remuneration, Reimbursement, and Other Benefits	9250	BB
E. Legal Protection	9260	BB
F. Conflict of Interest (includes nepotism)	9270	BB
G. Policy Manual.....	9310	BB
1. Board Policies.....	9311	BB
2. Board Bylaws	9312	BB
3. Administrative Regulations	9313	BB
4. Suspension of Policies, Bylaws, Administrative Regulations	9314	BB
H. Meetings and Notices (includes posting requirements).....	9320	BB
1. Closed Session Purposes and Agendas.....	9321	BB
a. Closed Session Actions and Reports	9321.1	BB
2. Agenda/Meeting Materials (includes construction, posting, advance delivery).....	9322	BB
3. Meeting Conduct.....	9323	BB
a. Actions by the Board.....	9323.2	BB
4. Minutes and Recordings	9324	BB
3. Board Self-Evaluation.....	9400	BB

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