

ARTICLE 0
Series 0000

**PHILOSOPHY, GOALS, OBJECTIVES
& COMPREHENSIVE PLANS**

	<u>BP #</u>	<u>AR</u>	<u>EX</u>
0 Vision	0	0	
1 Philosophy	100		
2 Goals for the School District	200		
3 Objectives/Goal Indicators for School District	300		
4 Comprehensive Plans	400		
A. Nondiscrimination to District Programs and Activities	410		
B. School Plans/Site Councils	420	420	
1. School Based Program Coordination	420.1	420.1	
2. School Improvement Program			
C. Comprehensive Local Plan for Special Education	430	430	
D. District Technology Plan	440	440	
E. Comprehensive Safety Plan	450	450	
F. Local Control and Accountability Plan	460	460	
5 Accountability	500		
A. School Accountability Report Card	510		
B. Intervention for Underperforming Schools	520	520	
C. High Priority Schools Grant Program	520.1	520.1	
D. Title I Program Improvement Schools	520.2	520.2	E
E. Title I Program Improvement Districts	520.3	520.3	

ARTICLE 1
Series 1000

COMMUNITY RELATIONS

	<u>BP #</u>	<u>AR</u>	<u>EX</u>
0 Concepts and Roles	1000		
A. Goals and Objectives			
B. Youth Services	1020		
1 Communication with the Public			
2 Participation by the Public			
A. School Community Associations			
B. Citizen Advisory Committees			
C. School-Connected Organizations	1230	1230	
D. Volunteer Assistance	1240	1240	

E. Visitors/Outsiders	1250	1250	
F. Educational Foundation			
3 Public Activities Involving Staff, Students, or School Facilities			
A. Relations between Public and the Schools			
1. Participation in Community Life			
2. Complaints Concerning the Schools	1312		
a. Complaints concerning District Employees	1312.1	1312.1	
b. Complaints Concerning Instructional Materials	1312.2	1312.2	E
c. Uniform Complaint Procedures	1312.3	1312.3	
d. Williams Complaint Procedures		1312.4	E
B. Relations between Public and Students			
1. Solicitation of Funds from and by Students	1321		
2. Public Performances by Students			
3. Contests for Students			
4. Gifts to Students			
5. Advertising and Promotion	1325		
6. Voter Registration			
C. Use of School Facilities	1330	1330	E
D. Access to District Records	1340	1340	E
4 Relations between Other Governmental Agencies and the Schools			
5 Relations/Area, County, State, Regional, National Associations and Schools			
6 Relations between Other Education Organizations and the Schools			
7 Relations between Private Industry and the Schools			

ARTICLE 2
Series 2000

ADMINISTRATION

	<u>BP #</u>	<u>AR</u>	<u>EX</u>
0 Concepts and Roles	2000		
A. Goals and Objectives			
1 Superintendent			
A. Superintendent Responsibilities and Duties	2110		
1. Superintendent Governance Standards	2111		
B. Superintendent Recruitments and Selection	2120		
1. Superintendent's Contract	2121		
C. Professional Development			
D. Evaluation of the Superintendent	2140		
2 Administrative Operations			
A. Administrative Leeway in Absence of Governing Board Policy	2210		
B. Administrative Staff Organization	2220		
C. Representative and Deliberative Groups	2230		
D. Management and Communication Systems			
D. Teacher-in-Charge/Principal's Designee			

ARTICLE 3
Series 3000

BUSINESS & NONINSTRUCTIONAL OPERATIONS

	<u>BP #</u>	<u>AR</u>	<u>EX</u>
0 Concepts and Roles	3000		
B. Goals and Objectives			
1 Budget	3100	3100	
A. Transfer of Funds		3110	
2 Income			
A. Local Funds			
B. State Funds			
1. Lottery Funds	3220.1		
2. Instructional Improvement Funds			
C. Federal Funds	3230	3230	E
D. Tuition Fees			
E. Transportation Fees			
F. Fees and Charges	3260	3260	
G. Sale and Disposal of Books, Equipment and Supplies	3270	3270	
H. Sale, Lease, Rental of District-Owned Real Property	3280	3280	
I. Gifts, Grants and Bequests	3290		
3 Expenditures/Expending Authority	3300		
A. Purchasing Procedures	3310	3310	
1. Bids	3311	3311	
a. Uniform Public Construction Cost Accounting Prcedures	3311.1	3311.1	
b. Lease-Leaseback Contracts		3311.2	
c. Design-Build Contracts		3311.3	
d. Procurement of Technology Equipment		3311.4	
2. Contracts	3312		
a. State Contract/Cooperative Purchasing			
b. Educational Travel Program Contracts	3312.2		
3. Leases and Agreements			
4. Payment for Goods and Services	3314	3314	
a. Prepayment Fund			
b. Revolving Funds	3314.2		
5. Relations with Vendors	3315		
a. Minority and Women's Business			
B. Claims and Actions against the District	3320	3320	E
C. Tuition			
D. Rental/Long-Term Leasing			
1. Purchase, Lease, Rental of Neighboring District Owned Property			
E. Travel Expenses	3350		

4 Management of District Assets/Accounts	3400	3400	
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B. Borrowing			
C. Investing	3430		
D. Inventories		3440	
E. Money in School Buildings			
1. Petty Cash Funds		3451	
2. Student Activity Funds	3452		
F. Financial Repots and Accountability	3460	3460	
5 Noninstructional Operations			
A. Operation and Maintenance of Plant			
1. Energy and Water Conservation			
a. Integrated Waste Management			
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3. Buildings and Grounds			
a. Telephone			
b. Parking			
c. Tobacco-Free Schools	3513.3	3513.3	
d. Drug and Alcohol Free Schools	3513.4		
4. Environmental Safety		3514	
a. Hazardous Substances	3514.1	3514.1	
b. Integrated Pest Management		3514.2	
5. Campus Security	3515	3515	
a. Crime Data Reporting			
b. Disruptions	3515.2	3512.2	
c. District Police/Security Department			
d. Recovery for Property Loss or Damage	3515.4	3515.4	
e. Sex Offender Notification	3515.5	3515.5	
f. Criminal Background Checks for Contractors		3515.6	
g. Firearms on School Grounds	3515.7		
6. Emergencies and Disaster Preparedness System	3516	3516	
a. Fire Drills and Fires		3516.1	
b. Bomb Threats		3516.2	
c. Earthquake Emergency Procedure System		3516.3	
d. Air Pollution Episodes			
e. Emergency Schedules	3516.5		
7. Facilities Inspection	3517		
B. Office Services			
C. Risk Management/Insurance			
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b. Transportation for Students with Disabilities	3541.2	3541.2	
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2. School Bus Drivers		3542	
3. Transportation Safety and Emergencies		3543	

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b. Privately Owned		
E. Food Service/Child Nutrition Program	3550	3550
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G. Capital Outlay		
H. District Records	3580	3580
6 Consultants	3600	

ARTICLE 4
Series 4000

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C. Nondiscrimination in Employment	4030	4030	
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2. Reasonable Accommodation		4032	
D. Employee Use of Technology	4040	4040	
1 Certificated Personnel	4100		
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b. Legal Status Requirement	4111.2		
2. Appointment and Conditions of Employment		4112	
a. Contracts		4112.1	
b. Certification	4112.2	4112.2	
(1) Interns	4112.21	4112.21	
(2) Staff Teaching Students of Limited English Proficiency		4112.22	
(3) Special Education Staff	4112.23	4112.23	
(4) Teacher Qualifications Under the No Child Left Behind Act	4112.24	4112.24	E
c. Oath or Affirmation		4112.3	E
d. Health Examinations		4112.4	
(1) Employee Drug Testing	4112.41		
(2) Drug and Alcohol Testing for School Bus Drivers	4112.42	4112.42	
e. Criminal Record Check		4112.5	
f. Personnel Files		4112.6	
(1) Employment References	4112.61	4112.61	
(2) Maintenance of Criminal Offender Records		4112.62	E

g. Orientation			
h. Employment of Relatives	4112.8		
i. Employee Notifications		4112.9	
3. Assignment	4113	4113	
a. Load/Scheduling/Hours of Employment			
b. Promotion/Demotion			
c. Work Year			
d. Temporary Modified/Light-Duty Assignment	4113.4	4113.4	
4 Transfers			
5. Evaluation/Supervision	4115	4115	
6. Probationary/Permanent Status	4116	4116	
a. Seniority			
7. Separation			
a. Retirement			
(1) Preretirement Part-Time Employment			
(2) Retirement Consultancy Contracts	4117.12		
(3) Early Retirement Option			
(4) Postretirement Employment		4117.14	
b. Resignation	4117.2		
c. Personnel Reduction	4117.3	4117.3	
d. Dismissal		4117.4	
e. Termination Agreements			
f. Decision Not to Rehire		4117.6	
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8. Suspension/Disciplinary Action	4118	4118	
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b. Professional Responsibilities			
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(2) Dress and Grooming	4119.22		
(3) Unauthorized Release of Confidential/Privileged Information	4119.23		
(4) Academic Freedom			
(5) Political Activities of Employees	4119.25	4119.25	
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(2) Exposure Control Plan for Blood borne Pathogens	4119.42	4119.42	E
(3) Universal Precautions	4119.43	4119.43	
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3. Home Teachers			
4. Summer School Teachers			
5. Adult Education Teachers			
6. Temporary Athletic Team Coaches	4127	4127	
7. Shared Teaching Assignments	4128	4128	

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1. Staff Development	4131	4131
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b. [Future Topic]		
c. [Future Topic]		
d. [Future Topic]		
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3. [Future Topic]		
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5. Soliciting and Selling	4135	
6. Non-school Employment	4136	
7. Tutoring	4137	
8. Mentor Teachers		
9. Peer Assistance and Review		
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b. Personnel Covered		
c. Governing Board/District Rights		
d. Association Rights		
e. Savings Clause		
f. Concerted Action/Work Stoppage	4141.6	4141.6
g. Organizational Security		
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2. Salary Checks and Deductions		
3. Extra Pay for Extra Work		
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5. Retirement Compensation		
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6. Employment Amenities		
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b. Awards and Recognition	4156.2	
c. Employee Property Reimbursement	4156.3	
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a. Work-Related Injuries	4157.1	
b. Ergonomics		
8. Employee Security	4158	
9. Employee Assistance Programs		
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1. Leaves		

a. Personal Illness/Injury Leave			
(1) Industrial Accident/Illness Leave			
b. Personal Leaves			
c. Professional Leaves			
d. [Future Topic]			
e. Military Leave			
f. [Future Topic]			
g. [Future Topic]			
h. Family Care and Medical Leave		4161.8	E
i. Catastrophic Leave Program	4161.9	4161.9	
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2 Classified Personnel			
A. Permanent/Probationary			
1. Recruitment and Selection			
2. Appointment and Conditions of Employment		4212	
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3. assignment/Classification			
4. Transfer/Reassignment			
5. Evaluation/Supervision		4215	
6. Probationary/Permanent Status		4216	
7. Separation			
8. Dismissal/Suspension/Disciplinary Action		4218	
9. Rights, Responsibilities, and Duties			
b. Employment Responsibilities			
(1) Professional Standards (see 4119.21)			E
B. Other Classified Personnel			
2. Teacher Aides/Paraprofessionals	4222	4222	E
C. Activities			
D. Bargaining Units (see 4140)			
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F. Leaves and Vacations			
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ARTICLE 5
Series 5000

STUDENTS

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1. Noncustodial Parents	5021		
2. Student and Family Privacy Rights	5022	5022	

C. Student Wellness	5030		
1 Elementary and Secondary			
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(1) [Future Topic]			
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(3) Residency for Homeless Children		5111.13	
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2. Attendance and Exceptions			
a. Exemptions from Attendance	5112.1	5112.1	
b. Exclusions from Attendance		5112.2	
c. Student leave of Absence	5112.3	5112.3	
d. Part-Time Employment			
e. Open/Closed Campus	5112.5		
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Truancy	5113.1	5113.1	
b. Work Permits	5113.2	5113.2	
4. Attendance Records: Registers			
5. School Census			
6. School Attendance Boundaries	5116		
a. Intradistrict Open Enrollment	5116.1	5116.1	E
7. Interdistrict Attendance	5117	5117	
8. Transfers			
9. Students Expelled from Other Districts	5119	5119	
B. Progress			
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2. Academic Load			
3. Promotion/Acceleration/Retention	5123	5123	
4. Communication with Parents/Guardians	5124		
5. Student Records	5125	5125	
a. Release of Directory Information	5125.1	5125.1	E
b. Withholding Grades, Diploma or Transcripts		5125.2	
c. Challenging Student Records		5125.3	
6. Awards for Achievement	5126	5126	
7. Graduation Ceremonies and Activities	5127		
C. Activities			
1. Conduct	5131		
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b. Bullying	5131.2		
c. Campus and School Bus Safety-Use of Security Cameras	5131.3	5131.3	
d. Campus Disturbances	5131.4	5131.4	
e. Vandalism, Theft and Graffiti	5131.5		
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(1) Drug Testing			
(2) Tobacco	5131.62	5131.62	

(3) Steroids	5131.63	5131.63	E
g. Weapons and Dangerous Instruments	5131.7	5131.7	
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2. Dress and Grooming	5132	5132	
3. Gifts to School Personnel	5133		
4. Student Production of Services and Materials			
5. School Symbols			
6. Gangs	5136	5136	
7. Positive School Climate	5137		
8. Conflict Resolution/Peer Mediation	5138		
D. Welfare			
1. Health Care and Emergencies	5141	5141	
a. Accidents			
b. Illness			
(1) Administering Medication and Monitoring Health Conditions	5141.21	5141.21	
(2) Infectious Diseases	5141.22	5141.22	
(3) Infectious Disease Prevention	5141.23	5141.23	
(4) Specialized Health Care Services	5141.24	5141.24	
(5) Availability of Condoms			
(6) Tuberculosis Testing	5141.26	5141.26	
c. Health Examinations	5141.3	5141.3	
(1) Immunizations	5141.31	5141.31	
(2) Health Screening for School Entry		5141.32	
(3) Head Lice	5141.33		
d. Child Abuse Prevention and Reporting	5141.4	5141.4	
e. Mental Health			
(1) [Future Topic]			
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f. Student Health and Social Services			5141.6 E
2. Safety	5142	5142	
a. Identification and Reporting of Missing Children			
b. Crossing Guards	5142.2		
c. Student Use of Bicycles			
3. Insurance	5143	5143	
4. Discipline	5144	5144	
a. Suspension and Expulsion/Due Process	5144.1	5144.1	
b. Suspension and Expulsion/Due Process (Students w/Disabilities)		5144.2	
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(2) Search and Seizure	5145.12	5145.12	
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(4) [Future Topic]			
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e. Student Grievance Procedure			
f. Parental Notifications	5145.6		E
g. Sexual Harassment	5145.7	5145.7	
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i. Hate-Motivated Behavior	5145.9		
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9. At-Risk Students	5149		

ARTICLE 6
Series 6000

INSTRUCTION

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0 Concepts and Roles	6000		
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B. Parent Involvement	6020		
C. Integrated Academic and Vocational Instruction	6030	6030	
1 Elementary and Secondary			
A. Schedules			
1. School Calendar	6111		
2. School Day	6112	6112	
3. Released Time			
4. Ceremonies and Observances	6115	6115	
5. Classroom Interruptions	6116	6116	
6. Year Round Schedules			
B. Instructional Plans			
C. Organizational Plan			
D. Curriculum			
1. Curriculum Development and Evaluation			
a. Experimental/Innovative Programs			
b. Recognition of Religious Beliefs and Customs	6141.2		
c. [Future Topic]			
d. [Future Topic]			
e. Advanced Placement	6141.5	6141.5	
f. Multicultural Education	6141.6		
2. Subject Fields			
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b. [Future Topic]			
c. [Future Topic]			
d. Learning Through Community Service	6142.4		
e. Environmental Education	6142.5		
f. Visual and Performing Arts Education			

g. Physical Education	6142.7	6142.7	
h. Comprehensive Health Education	6142.8	6142.8	
i. Core Curriculum			
(1) Reading/Language Arts Instruction	6142.91	6142.91	
(2) Mathematics Instruction	6142.92		
(3) Science Instruction	6142.93		
3. Courses of Study	6143	6143	
4. Controversial Issues	6144	6144	
5. Extracurricular and Cocurricular Activities	6145	6145	E
a. Intramural Competition			
b. Athletic Competition	6145.2	6145.2	
c. Publications			
d. Public Performances and Exhibitions			
e. Student Organizations and Equal Access	6145.5	6145.5	
f. International Exchange	6145.6	6145.6	
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h. Assemblies and Special Events	6145.8		
6. Graduation Requirement/Standards of Proficiency			
a. High School Graduation Requirements	6146.1	6146.1	
(1) Alternative Credits toward Graduation	6146.11	6146.11	
b. Certificate of Proficiency/High School Equivalency	6146.2	6146.2	
c. Reciprocity of Academic Credit	6146.3	6146.3	
d. Differential Graduation/Competency Standards for Stud w/Dis			
e. Elementary/Middle School Graduation Requirements			
E. Instructional Arrangements			
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2. Class Assignment	6152		
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3. School-Sponsored Trips	6153	6153	E
4. Homework/Makeup Work	6154	6154	
5. Challenging Course by Examination			
6. Lesson Plans			
7. Tutoring			
8. Independent Study	6158	6158	
9. Individualized Education Program (IEP)	6159	6159	
a. Procedural Safeguards and Complaints for Special Education	6159.1	6159.1	
b. Nonpublic Nonsectarian School and Agency Services for Specials			
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c. Appointment of Surrogate Parent for Special Education Students	6159.3	6159.3	
d. Behavioral Interventions for Special Education Students		6159.4	
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c. Toxic Art supplies	6161.3		
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a. Audiovisual Materials			
b. Curriculum Consultants			
c. Teacher Aides/Paraprofessionals			
(1) Student Aides	6162.31	6131.31	
d. Community Resources			
e. Student Assessment	6162.5		
(1) Standardized Testing and Reporting Program	6162.51	6162.51	
(2) High School Exit Examination	6162.52	6162.52	E
(3) [Future Topic]			
(4) Test integrity/Test Preparation	6162.54		
f. Use of Copyrighted materials	6162.6	6162.6	
g. Use of Technology in Instruction	6162.7	6162.7	
h. Research	6162.8	6162.8	
3. Instructional Resources for Students			
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b. Animals at School	6163.2	6163.2	
c. Learning Centers			
d. Student Use of Technology	6163.4	6163.4	
4. Individual Services and Counseling			
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b. Guidance/Counseling Services	6164.2	6164.2	
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d. Identification of Individuals for Special Education	6164.4	6164.4	
e. Student Success Teams	6164.5		
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G. Curriculum Extensions/Specialized Programs			
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3. Education for Homeless Children	6173	6173	E
4. Education for Foster Youth	6173.1	6173.1	
5. Education for English Language Learners	6174	6174	E
6. Migrant Education Program	6175	6175	
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8. Summer School	6177		
9. Vocational Education	6178		
a. Work Experience Education	6178.1	6178.1	
10. Supplemental Instruction	6179	6179	
H. Program Adaptions/Alternative Arrangements			
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5. Community Day School			
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3 Preschool/Early Childhood Education 6300

ARTICLE 7
Series 7000

FACILITIES

	<u>BP #</u>	<u>AR</u>	<u>EX</u>
0 Concepts and Roles	7000		
A. Goals and Objectives			
1 Planning and Design			
A. Facilities Master Plan	7110		
1. Evaluating Existing Buildings		7111	
B. Administrative and Legal Services			
C. Relations with other Governmental Units			
1. Relations with Local Agencies	7131		
D. Architectural and Engineering Services	7140	7140	
E. Site Selection and Development	7150	7150	
2 Financing			
A. Facilities Financing	7210		
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2. Mello-Roos Districts			
3. School Facilities Improvement Districts			
4. General Obligation Bonds	7214	7214	

ARTICLE 9
Series 9000

BYLAWS OF THE BOARD

	<u>BB #</u>	<u>AR</u>	<u>EX</u>
0 Role of the Board	9000		
A. Governance Standards	9005		
B. Public Statements	9010		
1. Disclosure of Confidential/Privileged Information	9011		
1 Organization	9100		
A. Terms of Office	9110		
B. Officers and Auxiliary Personnel			
1. President	9121		
2. Secretary	9122		
3. Clerk	9123		
4. Attorney	9124		
C. Board Committees	9130		
D. Board Representatives	9140		
E. Student Board Members	9150		9150

2 Limits of Board Member Authority	9200	
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B. Governing Board Elections		
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