

**ABC UNIFIED SCHOOL DISTRICT
POLICIES, ADMINISTRATIVE REGULATIONS
AND BOARD BYLAWS**

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**PHILOSOPHY-GOALS-OBJECTIVES
& COMPREHENSIVE PLANS**

Series 0000 contains policies, regulations and exhibits on the District's legal role in providing public education and the basic principles underlying school board governance. These policies provide a setting for all of the school board's other policies and regulations. Included in this section are policies on nondiscrimination, educational philosophy, and accountability.

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**PERSONNEL
(ALL PERSONNEL)**

Series 4000 contains policies, regulations and exhibits on all school employees. The category is divided into three subdivisions: **4000** contains policies applying to all employees or to general personnel matters; **4100** refers to certificated/teaching personnel; **4200** refers to classified personnel; **4300** refers to management personnel; and **4400** refers to personnel designated as confidential.

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**PERSONNEL
(ALL PERSONNEL)**

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**PERSONNEL
(CERTIFICATED PERSONNEL)**

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**PERSONNEL
(CLASSIFIED PERSONNEL)**

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CODE

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**PERSONNEL
(MANAGEMENT PERSONNEL)**

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**PERSONNEL
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(Certificated) Ref BP 4117.1B		
Dismissal/Non-Reemployment/Suspension	4317.4	BP
(Certificated) Ref BP 4117.4		
Cause (Certificated) Ref BP 4117.4A		
Development of Annual Pay Plans for Management/ Confidential Employees.....	4341	BP
	4341	AR
Development of Annual Pay Plans Management/ Confidential Employees..... Ref AR 4141		
Management/Confidential Compensation Committee.....	4341.1	AR
Management/Confidential Salary Guides.....	4341.2	BP
	4341.2	AR
Payroll Deductions Ref BP 4042		
Exclusion from Overtime Provisions (Exempt Employees) Classified Management	4342.1	BP
Seniority Compensation (Longevity).....	4342.2	BP
Classified Management/Confidential		
Fringe Benefits Program Ref AR 4044		
Tax Sheltered Annuity Plan Ref AR 4044.1		
Employee Protection Ref BP 4048		
General Leaves of Absence - Management/Confidential.....	4351	AR
Bereavement Leave of Absence (with pay)		
Management/Confidential.....	4351.1	AR
Critical Family Illness Leave of Absence (with pay)		
Management/Confidential.....	4351.2	AR
Illness or Accident (Sick Leave) Leave of Absence (with pay) - Certificated Management	4351.3A	AR
Illness or Accident (Sick Leave) Leave of Absence (with pay) - Classified Management/Confidential.....	4351.3B	AR
Industrial Accident and Illness Leave of Absence with pay - Management/Confidential.....	4351.4	AR
Jury Duty and Witness Leave of Absence with pay - Management/Confidential.....	4351.5	AR

**PERSONNEL
(MANAGEMENT PERSONNEL)**

	<u>CODE</u>	<u>BP/ AR</u>
Maternity Leave of Absence (with pay) Management/Confidential.....	4351.6	AR
Personal Necessity Leave of Absence (with pay) Management/Confidential.....	4351.7	AR
Sabbatical Leave of Absence (with half pay) Certificated Management	4351.8	AR
Personal Leave of Absence (without pay) Management/Confidential.....	4352.5	AR
Unauthorized Leave of Absence Management/Confidential	4352.10	AR

**PERSONNEL
(CONFIDENTIAL PERSONNEL)**

Series 4000 contains policies, regulations and exhibits on all school employees. The category is divided into three subdivisions: **4000** contains policies applying to all employees or to general personnel matters; **4100** refers to certificated/teaching personnel; **4200** refers to classified personnel; **4300** refers to management personnel; and **4400** refers to personnel designated as confidential.

	<u>CODE</u>	<u>BP/ AR</u>
Confidential Employees	4400	BP
	4400	AR
Employment of Permanent Personnel	Ref BP 4210	
Recruitment and Selection (Classified)	Ref BP 4211	
Affirmative Action	Ref BP 4011.1	
Qualifications Appraisal (Classified)	Ref AR 4211.2	
Eligibility Lists (Classified)	Ref AR 4211.3	
Appointments and Conditions of Employment (Classified)	Ref BP 4212)	
Oath	Ref BP 4012.3	
Examination for Tuberculosis	Ref BP 4012.4	
Tuberculosis Testing Report	Ref AR 4012.4A	
Fingerprints (Classified)	Ref BP 4212.5	
Personnel Records	Ref BP 4012.6	
Personnel File Contents and Inspection	Ref AR 4012.6A	
Employment of Members of the Same Family	Ref BP 4012.8	
Reinstatement (Classified)	Ref AR 4212.9	
Assignment	Ref BP 4213	
Temporary Assignment to Higher Classification (Classified)	Ref AR4213.2	
Evaluation of Classified Management/Confidential	Ref AR 4315.2	
Probationary/Permanent Status	Ref BP 4216	
Seniority (Classified)	Ref AR 4216.1	
Termination/Disciplinary Action	Ref BP 4217	
Retirement	Ref BP 4217.1	
Retirement/Continued Employment	Ref AR 4217.1A	
Early Retirement Benefit - Classified Management/ Management/Confidential	Ref AR 4317.1D	
Resignation	Ref BP 4017.2	
Reduction in Force/Reemployment	Ref BP 4217.3	
Dismissal/Demotion/Suspension (Classified) ..	Ref BP 4217.4	
Cause (Classified)	Ref BP 4217.4A	
Notice of Disciplinary Action (Classified) ..	Ref BP 4217.4B	
Right of Appeal (Classified)	Ref BP 4217.4C	
Hearing Procedure (Classified)	Ref BP 4217.4D	
Rights, Responsibilities and Duties	Ref BP 4018	
Civil and Legal Rights	Ref BP 4018.1	
Non-Discrimination	Ref BP 4018.1A	
Conflict of Interest	Ref 4 BP 018.2	
Acceptance of Gifts	Ref BP 4018.2A	

**PERSONNEL
(CONFIDENTIAL PERSONNEL)**

	<u>CODE</u>	<u>BP/ AR</u>
Duties of Personnel	Ref BP 4018.3	
Substitutes (Classified)	Ref BP 4221	
Limited-Term Employment	Ref BP 4222	
Conferences, Conventions, Workshops and Travel	Ref BP 4031.4	
Approval of Conference Attendance	Ref AR 4031.4A	
Conference Expense Allowances	Ref AR 4031.4B	
Inservice Growth Programs - Classified Management/ Confidential	Ref BP 4331.3	
Travel Expenses - Employees	Ref BP 4033	
Automobile Allowances	Ref BP 4033.1	
Problem Resolution Procedure - Classified Management/Confidential	Ref BP 4331.3	
Meetings	Ref BP 4036	
Compensation and Related Benefits	4440	BP
Exclusion from Overtime Provisions (Exempt Employee) Placement on the Salary Schedule (Classified)	Ref AR 4241	
Development of Annual Pay Plans for Management/ Confidential Employees	Ref BP 4341	
Management/Confidential Compensation Committee	Ref AR 4341.1	
Payroll Deductions	Ref BP 4042	
Classified Management	Ref BP 4342.1	
Seniority Compensation (Longevity) Classified Management/ Confidential	Ref BP 4342.2	
Fringe Benefits Program	Ref AR 4044	
Tax Sheltered Annuity Plan	Ref AR 4044.1	
Employee Protection	Ref BP 4048	
General Leaves of Absence - Management/ Confidential	Ref AR 4351	
Bereavement Leaves of Absence (with pay).....	4451.1	AR
Management/Confidential	Ref AR 4351.1	
Critical Family Illness Leave of Absence (with pay) Management/Confidential	Ref AR 4351.2	
Illness or Accident (Sick Leave) Leave of Absence (with pay) - Classified Management/Confidential	Ref AR 4381.35	
Industrial Accident and Illness Leave of Absence with pay - Management/Confidential.....	Ref AR 4351.4	
Jury Duty and Witness Leave of Absence with pay - Management/Confidential	Ref AR 4351.5	
Maternity Leave of Absence (with pay) Management/Confidential	Ref AR 4351.6	
Personal Necessity Leave of Absence (with pay) Management/Confidential	Ref AR 4351.7	

**PERSONNEL
(CONFIDENTIAL PERSONNEL)**

	<u>CODE</u>	<u>BP/ AR</u>
Personal Leave of Absence (without pay)		
Management Confidential	Ref AR 4352.5	
Unauthorized Leave of Absence Management/ Confidential	Ref AR 4352.10	

STUDENTS

Series 5000 contains policies, regulations and exhibits on students: admissions, attendance, rights and responsibilities, conduct, discipline, suspension and expulsion, health and welfare, records, publications, and school-related activities.

	<u>CODE</u>	<u>BP/ AR</u>
Concepts and Roles	5000	BP
Parent Rights and Responsibilities	5020	BP
	5020	AR
Noncustodial Parents	5021	BP
Student and Family Privacy Rights.....	5022	BP
	5022	AR
Student Wellness	5030	BP
	5030	E
Elementary and Secondary		
Attendance		
Admission.....	5111	BP
	5111	AR
District Residency.....	5111.1	AR
Residency of Students with Caregiver.....	5111.11	AR
	5111.11	E
Residency Based on Parent/Guardian Employment	5111.12	AR
Residency for Homeless Children	5111.13	AR
Nonresident Foreign Students.....	5111.2*	AR
Attendance and Exceptions		
Exemptions from Attendance	5112.1	BP
	5112.1	AR
Exclusions from Attendance	5112.2	AR
Student Leave of Absence	5112.3*	BP
	5112.3	AR
Open/Closed Campus	5112.5	BP
Absences and Excuses	5113*	BP
	5113*	AR
Truancy.....	5113.1	BP
	5113.1	AR
Work Permits.....	5113.2	BP
	5113.2	AR
School Attendance Boundaries	5116*	BP
Intradistrict Open Enrollment.....	5116.1	BP
	5116.1	AR
Procedures for Schools/Programs of Choice	5116.2	AR
Interdistrict Attendance.....	5117	BP
Interdistrict Attendance Agreements	5117.1	AR
Transfers	5118	AR
Student Transfer Committee	5118.1	AR
Enrollment Procedures for Whitney High School	5118.3	BP
Students Expelled from Other Districts.....	5119	BP
	5119	AR

STUDENTS
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	<u>CODE</u>	<u>BP/ AR</u>
Progress		
Grades/Evaluation of Student Achievement.....	5121*	BP
	5121	AR
Report Card Regulations	5121.2	AR
Promotion/Acceleration/Retention	5123*	BP
	5123	AR
	5123	E
Communication with Parents/Guardians	5124	BP
Reporting to Parents.....	5124	AR
Parent/Teacher/Student Conference.....	5124.1	AR
Student Records.....	5125*	BP
	5125	AR
Release of Directory Information.....	5125.1*	BP
	5125.1	AR
Withholding Grades, Diploma or Transcripts.....	5125.2*	AR
Challenging Student Records.....	5125.3	AR
Awards for Achievement.....	5126*	BP
	5126	AR
Graduation/Promotion Ceremonies and Activities	5127	BP
	5127	E
Activities		
Conduct	5131	BP
Bus Conduct	5131.1*	BP
	5131.1	AR
	5131.1	E
Bus/Conduct/Disciplinary Action.....	5131.11	AR
Campus Disturbances	5131.4	BP
	5131.4	AR
Vandalism, Theft and Graffiti.....	5131.5	BP
Alcohol and Other Drugs	5131.6*	BP
	5131.6	AR
Tobacco.....	5131.62	BP
	5131.62	AR
Steroids	5131.63	BP
	5131.63	AR
Weapons and Dangerous Instruments.....	5131.7*	BP
	5131.7	AR
Academic Honesty.....	5131.9	BP
Dress and Grooming	5132	BP
	5132	AR
Gangs	5136	BP
	5136	AR
Positive School Climate	5137	BP

STUDENTS

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	<u>CODE</u>	<u>BP/ AR</u>
Welfare		
Health Care and Emergencies	5141	BP
	5141	AR
Accidents	5141.1	BP
Administering Medication and Monitoring Health Conditions (includes anaphylactic injections)	5141.21	BP
	5141.21	AR
	5141.21	E
Infectious Diseases	5141.22	BP
	5141.22	AR
Infectious Disease Prevention (includes medical protocol)	5141.23	BP
	5141.23	AR
Specialized Health Care Services	5141.24	BP
	5141.24	AR
Tuberculosis Testing	5141.26	BP
	5141.26	AR
Health Examinations (cf. 6145.2)	5141.3*	BP
	5141.3	AR
Immunizations	5141.31	BP
	5141.31	AR
Child Health and Disability Prevention Program	5141.32	AR
Head Lice	5141.33	BP
	5141.33	AR
Child Abuse Prevention and Reporting	5141.4	BP
	5141.4	AR
	5141.4	E
Child Abuse Prevention	5141.41	BP
Mental Health		
Suicide Prevention	5141.52	BP
	5141.52	AR
School-Based Health and Social Services	5141.6	BP
	5141.6	AR
Safety	5142	BP
	5142	AR
Student Use of Bicycles	5142.3	BP
Insurance	5143	BP
Athletic Program Medical and Health Services	5143	AR
Discipline	5144*	BP
	5144	AR
Suspension and Expulsion/Due Process	5144.1*	BP
	5144.1	AR
Suspension and Expulsion/Due Process (Students with Disabilities)	5144.2*	AR
	5144.2	E
Student Evaluation Committee	5144.3	BP
	5144.3	AR

STUDENTS

(continued)

	<u>CODE</u>	<u>BP/ AR</u>
Procedures for Expulsion	5144.4	AR
Rights and Responsibilities		
Nondiscrimination in Instruction.....	5145	BP
Privacy.....	5145.1	BP
Questioning and Apprehension	5145.11	BP
	5145.11	AR
Search and Seizure	5145.12	BP
Freedom of Speech/Expression	5145.2*	BP
	5145.2	AR
Nondiscrimination/Harassment.....	5145.3	BP
Nonondiscrimination in Instruction.....	5145.31	BP
	5145.31	E
Parental Notification	5145.6	BP
	5145.6	E
Sexual Harassment	5145.7*	BP
	5145.7	AR
Refusal to Harm or Destroy Animals	5145.8	BP
	5145.8	AR
Hate-Motivated Behavior	5145.9	BP
Married/Pregnant/Parenting Students	5146	BP
	5146	AR
Dropout Prevention.....	5147	BP
Child Care.....	5148	BP
	5148	AR
Before/After School Programs	5148.2	AR
At-Risk Students.....	5149	BP
	5149	AR

INSTRUCTION

Series 6000 contains policies, regulations and exhibits on the instructional program. This section covers educational philosophy, goals, and objectives; curriculum; extra-curricular and co-curricular activities; graduation requirements; field trips; homework; books, materials and equipment; testing; technology in instruction; special education; driver education; school accreditation; continuation education; and adult education.

	<u>CODE</u>	<u>BP/ AR</u>
Philosophy - Goals - Objectives	6001	BP
Parent Involvement.....	6020	BP
.....	6020	AR
School Day	6112	BP
Standard School Day for Pupils.....	6112.1	BP
.....	6112.1	AR
Ceremonies and Observances	6115	BP
.....	6115	AR
Classroom Interruptions	6116	BP
Non-discrimination in Instruction	6123	BP
.....	6123	AR
AB65 District Master Plan.....	6124	BP
Grade Level Organization.....	6131	BP
Grade Level Organization - Middle School.....	6132	BP
Curriculum	6140	BP
.....	6140	AR
Articulated Curriculum Pre-K - Adult Sequence and	6140.1	AR
Responsibilities (District)		
Instructional Minutes/Balanced Curriculum	6141	BP
.....	6141	AR
Recognition of Religious Beliefs and Customs.....	6141.2	BP
Release of Pupils for Religious Instruction	6141.2A	BP
.....	6141.2A	AR
Bilingual - Bicultural Education	6141.3A	BP
.....	6141.3A	AR
Physical Education	6142.6	BP
.....	6142.6	AR
Visual and Performing Arts Education.....	6142.7	BP
Courses of Study.....	6143	BP
.....	6143	AR
Controversial Issues	6144	BP
Outside Speakers.....	6144.1	BP
.....	6144.1	AR
Controversial Books - Instructional Materials	6144.2	BP
.....	6144.2	AR
Academic Freedom of Responsibility	6144.3	BP
.....	6144.3	AR
Non-district Presentations and Publications	6144.4	BP
.....	6144.4	AR
Extra-curricular and Co-Curricular Activities.....	6145	BP
.....	6145	AR
Athletic Competition.....	6145.2	BP
.....	6145.2	AR
Organizations/Associations	6145.5	BP
.....	6145.5	AR

INSTRUCTION

	<u>CODE</u>	<u>BP/ AR</u>
Supervision of Student Activities and Athletics	6145.7A	BP
	6145.7A	AR
Contests	6145.10	BP
High School Graduation Requirements	6146	BP
	6146	AR
Private Instruction Credit - High School	6146.1	BP
	6146.1	AR
Graduation Requirements/Standards	6146.1	E
Exemption from Required P.E. in Grades 11 & 12	6146.2	BP
Differential Graduation and Competency Standards for Students with Disabilities	6146.4	BP
	6146.4	AR
Priorities for Use of Elementary School Classrooms	6150.1	BP
for Instructional Services		
Field Trips and Community Services	6153	BP
	6153	AR
Homework	6154	BP
	6154	AR
Independent Study	6158	BP
	6158	AR
Books, Materials and Equipment	6161	BP
	6161	AR
Use of Copyrighted Software	6161.1	BP
Disposal of Old Textbooks and Instructional Materials	6161.2A	BP
	6161.2A	AR
Research/Standardized Testing	6162.5	BP
	6162.5	AR
Testing Program	6162.5A	BP
	6162.5A	AR
Physical Performance Tests	6162.5B	AR
Research Studies	6162.6	BP
	6162.6	AR
Use of Technology in Instruction	6161.7	BP
Staff Development Program	6162.8	BP
Instructional Materials Center	6162.9	BP
Library/Resource Media Center	6163.1	BP
	6163.1	AR
Student Use of Technology	6163.4	BP
	6163.4	AR
Electronic Information Services Agreement	6163.4	E
Special Education	6171	BP
	6171	AR
Identification and Education under Section 504	6171.1	BP
	6171.1	AR
Remedial Physical Education	6171.4A	BP
Driver Education	6179	BP
	6179	AR

	<u>CODE</u>	<u>BP/ AR</u>
School Accreditation	6181	BP
	6181	AR
Opportunity Class/Program	6182	BP
	6182	AR
Continuation Education	6184	BP
	6184	AR
District Criteria for Annual Evaluation of	6191	BP
Consolidated Programs	6191	AR
Accommodations for English Learners in District Less than 12 Months.....	6191.1	BP
Continuation High School Program	6192	BP
Adult/Continuation Education	6200	BP
Enrollment in Adult School	6201	BP
	6201	AR
Adult Education - Graduation Requirements	6202	BP
Admission	6203	BP

FACILITIES

Series 7000 contains policies, regulations and exhibits on facility planning, financing, evaluating existing buildings, temporary facilities, architectural and engineering services, site selection and development, developer fees, and naming of a facility.

	<u>CODE</u>	<u>BP/ AR</u>
Concepts and Roles	7000	BP
	7000	AR
Planning and Design		
Facilities Master Plan.....	7110	BP
	7110	AR
Evaluating Existing Buildings.....	7111	AR
Guidelines for Placement of Portables	7113.1	AR
Relations with Local Agencies.....	7131	BP
	7131	AR
Architectural and Engineering Services.....	7140	BP
	7140	AR
Site Selection and Development	7150	BP
	7150	AR
Financing		
Facilities Financing	7210	BP
	7210	AR
	7210	E
Developer Fees	7211	BP
	7211	AR
Acceptance/Dedication/Occupation		
Inspection of Completed Projects.....	7300	BP
Naming of Facility	7310	BP
Assembling and Preserving Important Documents	7540	BP

BYLAWS OF THE BOARD

Series 9000 contains policies, regulations and exhibits about the school board, how it is elected; how it is organized; how it conducts meetings and how it operates. This section includes policies establishing the board's internal operating procedures as well as policies on board communications and policy adoption.

	<u>CODE</u>	<u>BP/ AR</u>
Role of the Board (Powers and Responsibilities)	9000	BB
Public Statements.....	9010	BB
Disclosure of Confidential/Privileged Information	9011	BB
Organization	9100	BB
Terms of Office.....	9110	BB
Officers and Auxiliary Personnel		
President	9121	BB
Secretary	9122	BB
Clerk	9123	BB
Attorney	9124	BB
Board Committees.....	9130	BB
	9130	AR
Board Representatives	9140	BB
Student Board Members	9150	BB
	9150	AR
	9150	E
Members (Limits of Authority).....	9200	BB
Governing Board Elections.....	9220	BB
Recruiting New Board Members.....	9221	BB
Resignation.....	9222	BB
Filling Vacancies.....	9223	BB
	9223	E
Oath or Affirmation	9224	BB
Orientation.....	9230	BB
Board Development.....	9240	BB
Remuneration, Reimbursement, and Other Benefits	9250	BB
	9250	E
Legal Protection.....	9260	BB
Conflict of Interest (includes nepotism)	9270	BB
	9270	E
Code of Ethics	9271	BB

BYLAWS OF THE BOARD

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	<u>CODE</u>	<u>BP/ AR</u>
Governance	9300	BB
Policy Manual	9310	BB
Board Policies.....	9311	BB
	9311	AR
Board Bylaws.....	9312	BB
Administrative Regulations	9313	BB
Suspension of Policies, Bylaws, Administrative Regulations.....	9314	BB
Meetings and Notices (includes posting requirements).....	9320	BB
	9320	E
Closed Session Purposes and Agendas	9321	BB
Closed Session Actions and Reports.....	9321.1	BB
Agenda/Meeting Materials (includes construction, posting, advance delivery).....	9322	BB
Meeting Conduct	9323	BB
Actions by the Board	9323.2	BB
	9323.2	E
Minutes and Recordings.....	9324	BB
	9324	E
Board Self-Evaluation.....	9400	BB