

EL RANCHO UNIFIED SCHOOL DISTRICT

BOARD POLICIES & ADMINISTRATIVE REGULATIONS

Series 0000:	PHILOSOPHY-GOALS-OBJECTIVES & COMPREHENSIVE PLANS
Series 1000:	COMMUNITY RELATIONS
Series 2000:	ADMINISTRATION
Series 3000:	BUSINESS & NON-INSTRUCTIONAL OPERATIONS
Series 4000:	PERSONNEL
Series 5000:	STUDENTS
Series 6000:	INSTRUCTION
Series 7000:	NEW CONSTRUCTION
Series 9000:	BYLAWS OF THE BOARD

TABLE OF CONTENTS

[PRINTABLE
VERSION](#)

REVISED

Series 0000 – PHILOSOPHY-GOALS-OBJECTIVES & COMPREHENSIVE PLANS

Concepts and Roles	0000	
Philosophy	0100	
Goals for the School District	0200	
Comprehensive Plans		
Nondiscrimination in District Programs and Activities	0410	2/14/2013
School Plans/Site Councils	0420	6/28/2007
School-Based Program Coordination	0420.1	6/28/2007
School Improvement Program	0420.2	
Charter Schools	0420.4	
Comprehensive Local Plan for Special Education	0430	6/28/2007
District Technology Plan	0440	
Comprehensive Safety Plan	0450	5/10/2012
Review and Evaluation	0500	
Intervention for Underperforming Schools	0520	

Series 1000 – COMMUNITY RELATIONS

Concepts and Roles	1000	
Youth Services	1020	
Communication with the Public	1100	
Media Relations	1112	9/13/2007
Participation by the Public		
Citizen Advisory Committees	1220	
School-Connected Organizations (includes parent/booster clubs)	1230	
Volunteer Assistance	1240	
Visits to the Schools	1250	9/10/2002
Public Activities Involving Staff, Students or School Facilities		
Civility	1311	12/13/2007
Complaints Concerning the Schools	1312	
Complaints Concerning District Employees	1312.1	
Complaints Concerning Instructional Material	1312.2	

TABLE OF CONTENTS

	PRINTABLE VERSION	REVISED
Uniform Complaint Procedures	1312.3	3/15/2012
Williams Uniform Complaint Procedures	1312.4	4/16/2009
Solicitation of Funds from and by Students	1321	
Public Performances by Students	1322	
Advertising and Promotion	1325	6/14/2012
Use of School Facilities	1330	
Access to District Records	1340	
Relations between Other Governmental Agencies and the Schools	1400	
Waivers	1431	
Relations Between Other Education Organizations and the Schools		
Home-Based Schooling	1621	
Relations Between Private Industry and the Schools	1700	
 Series 2000 – ADMINISTRATION		
Concepts and Roles	2000	
Superintendent of Schools	2120	
Superintendent of Schools: Responsibilities and duties	2122	
Evaluation	2123	
Administrative Operations		
Administrative Leeway in Absence of Governing Board Policy	2210	
Administrative Staff Organization	2220	
Representative and Deliberative Groups	2230	1/17/2008
Teacher-in-Charge/Principal Designee	2250	
 Series 3000 – BUSINESS AND NON-INSTRUCTIONAL OPERATIONS		
Concepts & Roles	3000	
Budget	3100	
Budgetary Control	3100.1	
General Reserve	3100.2	
District Budget Advisory Committee	3100.3	5/10/2007
Transfer of Funds	3110	
Income		
Lottery Funds	3220.1	
Sale & Disposal of Books, Equipment & Supplies	3270	
Gifts, Grants & Bequests (does not include state or federal funds)	3290	
Foundation, State and Federal Grants	3290.1	
Expenditures/Expending Authority	3300	
Purchasing Procedures	3310	
Bids	3311	
Contracts	3312	
State Allocation Board Contracts	3312.11	
Payment for Goods & Services	3314	
Revolving Funds	3314.2	
Relations with Vendors	3315	
Claims and Actions Against the District	3320	
Management of District Assets/Accounts (includes systems, encumbering, audits)	3400	7/9/2009
Inventories	3440	
Student Activity Funds	3452	
Periodic Financial Reports	3460	
Non Instructional Operations		

TABLE OF CONTENTS

	<u>PRINTABLE VERSION</u>	REVISED
Operation & Maintenance of Plant x 7000	3510	
Energy Management Conservation	3511	9/14/2004
Tobacco-Free Schools/Smoking	3513.3	
Environmental Safety x 5142	3514	
Hazardous Substances	3514.1	10/26/2004
School Safety and Security	3515	
Intruders on Campus	3515.2	
Recovery for Property Loss or Damage	3515.4	
Risk Management/Insurance (includes liability, property, employee bonds)	3530	
Transportation	3540	
School-Related Trips	3541.1	
Transportation for Students with Disabilities	3541.2	
Nonpublic School Students	3541.3	
Transportation for Outside Groups	3541.4	
School Bus Drivers	3542	
Transportation Safety and Emergencies	3543	
Food Service/Child Nutrition Program	3550	
Food Service Operations/Cateteria Funds x 3310	3551	
Free & Reduced Lunch Program	3553	
Other Food Sales	3554	
District Records	3580	
Consultants	3600	6/23/2011
 Series 4000 – PERSONNEL		
Concepts and Roles	4000	
Drug and Alcohol-Free Workplace	4020	
Nondiscrimination in Employment	4030	4/18/2013
Complaints Concerning Discrimination In Employment	4031	8/27/2009
Reasonable Accommodation	4032	9/13/2007
Employee Use of Technology	4040	3/15/2012
Certificated Personnel		
Recruitment and Selection	4111	4/18/2013
Affirmative Action	4111.1	
Legal Status Requirement	4111.2	
Certification	4112.2	
Staff for Limited-English Proficiency Programs	4112.22	
Special Education Staff	4112.23	2/14/2008
Teacher Qualifications Under The No Child Left Behind Act	4112.24	9/13/2007
Oath or Affirmation	4112.3	
Health Examinations	4112.4	
Criminal Record Check	4112.5	9/13/2007
Personnel Records	4112.6	
Employment References	4112.61	
Employment of Relatives	4112.8	
Signed Statements	4112.9	
Assignment	4113	2/14/2008
Temporary Modified and Alternative Duties Return to Work Program	4113.4	
Transfers	4114	
Evaluation/Supervision	4115	2/14/2008
Probationary/Permanent Status	4116	

TABLE OF CONTENTS

	PRINTABLE VERSION	REVISED
Resignation	4117.2	
Personnel Reduction	4117.3	
Dismissal	4117.4	10/13/2011
Decision Not to Rehire	4117.6	
Suspension/Disciplinary Action	4118	
Rights, Responsibilities and Duties	4119	
Civil and Legal Rights	4119.1	9/13/2007
Sexual Harassment	4119.11	12/7/2004
Duties of Personnel	4119.13	
Codes of Ethics	4119.21	
Unauthorized Release of Confidential/Privileged Information	4119.23	
Political Activities of Employees	4119.25	10/13/2011
Employees with Infectious Disease	4119.41	
Exposure Control Plan for Bloodborne Pathogens	4119.42	
Universal Precautions	4119.43	
Temporary and Part-time Personnel	4120	
Substitute Teachers	4121	
Temporary Athletic Team Coaches	4127	
Staff Development	4131	
Inservice Education/Visitations; Conferences	4131.3	
Professional Growth	4131.5	
Publication or Creation of Materials (includes copyrights and patents)	4132	
Travel Expenses	4133	
Soliciting and Selling	4135	
Nonschool Employment	4136	
Tutoring	4137	
Mentor Teachers	4138	
Peer Assistance and Review Program	4139	
Agreement	4141	
Concerted Action/Work Stoppage	4141.6	
Negotiations/Consultation	4143	
Public Notice — Personnel Negotiations	4143.1	
Complaints	4144	
Salary Guides	4151	
Salary Checks and Deductions	4152	
Health and Welfare Benefits	4154	
Awards and Recognition	4156.2	
Employee Property Reimbursement	4156.3	
Employee Safety	4157	
Work Related Injuries	4157.1	
Employee Security	4158	
Leaves	4161	
Classified Personnel	4200	
Recruitment and Selection	4211	4/18/2013
Affirmative Action	4211.1	
Legal Status Requirement	4211.2	
Qualifications Appraisal/Examination	4211.21	1/17/2008
Eligibility Lists	4211.3	
Selection Interviews	4211.4	
Refusals of Employment and Withholding of Names	4211.5	
Appointment and Conditions of Employment	4212	

TABLE OF CONTENTS

[PRINTABLE
VERSION](#)

REVISED

Staff for Limited-English Proficiency Programs	4212.22	
Oath or Affirmation	4212.3	
Health Examinations	4212.4	
Security/Credit Check	4212.5	
Personnel Records	4212.6	
Employment References	4212.61	
Employment of Relatives	4212.8	
Signed Statements	4212.9	
Assignment/Classification	4213	
Promotion/Demotion/Reclassification	4213.2	1/17/2008
Temporary Modified and Alternative Duties Return to Work Program	4213.4	
Transfer/Reassignment	4214	
Evaluation/Supervision	4215	1/17/2008
Probationary/Permanent Status	4216	
Retirement	4217.1	
Resignation	4217.2	
Layoff/Rehire	4217.3	
Dismissal/Suspension/Disciplinary Action	4218	10/13/2011
Civil and Legal Rights	4219.1	9/13/2007
Sexual Harassment	4219.11	12/7/2004
Duties of Personnel	4219.13	
Codes of Ethics (see 4119.21)	4219.21	
Unauthorized Release of Confidential/Privileged Information	4219.23	
Political Activities of Employees	4219.25	10/13/2011
Employees with Infectious Disease	4219.41	
Exposure Control Plan for Bloodborne Pathogens	4219.42	
Universal Precautions	4219.43	
Substitutes	4221	
Limited-Term Employment	4221.1	
Short-Term Employees	4221.2	
Emergency Appointments	4221.3	
Civic Center Assignments	4221.4	
Teacher Aides/Paraprofessionals	4222	9/13/2007
Summer School Assignments	4224	
Temporary Athletic Team Coaches	4227	
Inservice Education/Visitations; Conferences	4231.3	
Publication or Creation of Materials (includes copyrights and patents)	4232	
Travel Expenses	4233	
Soliciting and Selling	4235	
Nonschool Employment	4236	
Agreement	4241	
Concerted Action/Work Stoppage	4241.6	
Negotiations/Consultation	4243	
Public Notice — Personnel Negotiations	4243.1	
Complaints	4244	
Salary Guides (see 4151)	4251	
Salary Checks and Deductions	4252	
Health and Welfare Benefits	4254	
Awards and Recognition	4256.2	
Employee Property Reimbursement	4256.3	
Employee Safety	4257	

TABLE OF CONTENTS

[PRINTABLE
VERSION](#)

REVISED

Employee Security	4258	
Leaves	4261	
Management, Supervisory & Confidential Personnel	4300	
Recruitment and Selection	4311	1/17/2008
Affirmative Action	4311.1	
Legal Status Requirement	4311.2	
Oath or Affirmation	4312.3	
Health Examinations	4312.4	
Criminal Record Check	4312.5	9/13/2007
Personnel Records	4312.6	
Employment References	4312.61	
Employment of Relatives	4312.8	
Signed Statements	4312.9	
Load/Scheduling/Hours of Employment	4313.1	
Promotion/Demotion/Reclassification	4313.2	
Temporary Modified and Alternative Duties Return to Work Program	4313.4	
Transfer/Reassignment	4314	
Evaluation/Supervision	4315	
Staff Evaluating Teachers	4315.1	
Early Retirement Consultancy Contract	4317.12	1/17/2008
Resignation	4317.2	
Personnel Reduction (Layoff/Rehire)	4317.3	
Civil and Legal Rights	4319.1	9/13/2007
Sexual Harassment	4319.11	12/7/2004
Duties of Personnel	4319.13	
Codes of Ethics (see 4119.21)	4319.21	
Unauthorized Release of Confidential/Privileged Information	4319.23	
Political Activities of Employees	4319.25	10/13/2011
Employees with Infectious Disease	4319.41	
Exposure Control Plan for Bloodborne Pathogens	4319.42	
Universal Precautions	4319.43	
Temporary Athletic Team Coaches	4327	
Staff Development	4331	
Inservice Education/Visitations; Conferences	4331.3	
Publication or Creation of Materials (includes copyrights and patents)	4332	
Travel Expenses	4333	
Soliciting and Selling	4335	
Nonschool Employment	4336	
Complaints	4344	
Compensation and Related Benefits	4350	
Salary Guides	4351	
Salary Checks and Deductions	4352	
Extra Pay for Extra Work	4353	
Health & Welfare Benefits (see 4154)	4354	
Tax-sheltered Annuities	4355.1	
Awards and Recognition	4356.2	
Employee Property Reimbursement	4356.3	
Employee Safety	4357	
Employee Security	4358	
Leaves	4361	
Vacation/Holidays	4362	

TABLE OF CONTENTS

[PRINTABLE
VERSION](#)

REVISED

Series 5000 – STUDENTS

Concepts and Roles	5000	10/13/2011
Parent Rights and Responsibilities	5020	
Noncustodial Parents	5021	11/8/2012
Student and Family Privacy Rights	5022	11/8/2012
Student Wellness	5030	11/8/2012
Elementary and Secondary		
Admission	5111	5/9/2013
District Residency x 5117	5111.1	5/9/2013
Residency Based on Parent/Guardian Employment		4/19/2012
Residency for Homeless Children	5111.13	
Exemptions from Attendance	5112.1	11/8/2012
Exclusions from Attendance	5112.2	11/8/2012
Student Leave of Absence	5112.3	
Open/Closed Campus	5112.5	
Absences and Excuses	5113	11/8/2012
Chronic Absence & Truancy	5113.1	4/14/2011
Work Permits	5113.2	
School Attendance Boundaries	5116	4/18/2013
Intradistrict Open Enrollment	5116.1	4/18/2013
Interdistrict Attendance x 5111.1	5117	5/9/2013
Open Enrollment Act Transfers	5118	12/9/2010
Students Expelled from Other Districts	5119	
Grades/Evaluation of Student Achievement	5121	3/9/2004
Promotion/Acceleration/Retention	5123	4/14/2011
Communications with Parents/Guardians		8/23/2012
Student Records	5125	5/9/2013
Release of Directory Information	5125.1	9/13/2012
Withholding Grades, Diploma or Transcripts	5125.2	
Challenging Student Records	5125.3	
Awards for Achievement	5126	
Graduation Ceremonies and Activities	5127	12/13/2012
Conduct	5131	
Bus Conduct	5131.1	
Bullying	5131.2	
Campus Disturbances	5131.4	
Vandalism, Theft and Graffiti	5131.5	
Alcohol and Other Drugs	5131.6	12/7/2004
Tobacco	5131.62	
Anabolic Steroids	5131.63	
Weapons and Dangerous Instruments	5131.7	9/13/2012
Cell Phone and Personal Electronic Signaling Devices	5131.8	7/12/2007
Academic Honesty	5131.9	
Dress & Grooming	5132	8/28/2008
Mandatory Uniforms	5132.1	
Gangs	5136	2/10/2004
Positive School Climate	5137	5/10/2012
Health Care and Emergencies	5141	
Accidents		8/23/2012
Administering Medication	5141.21	3/15/2012

TABLE OF CONTENTS

	PRINTABLE VERSION	REVISED
Infectious Diseases	5141.22	
Infectious Disease Prevention (medical protocol)	5141.23	
Specialized Health Care Services	5141.24	11/8/2012
Health Examinations x 6145.2	5141.3	3/10/2011
Immunizations	5141.31	2/10/2011
Health Screening for School Entry	5141.32	7/12/2007
Head Lice	5141.33	5/9/2013
Child Abuse Prevention and Reporting	5141.4	6/23/2011
Child Abuse Prevention	5141.41	10/11/2012
Suicide Prevention	5141.52	
School Health Services	5141.6	
Safety x 3514	5142	
Insurance	5143	
Discipline	5144	
Suspension and Expulsion/Due Process	5144.1	3/15/2012
Suspension and Expulsion/Due Process (Individuals with Exceptional Needs)	5144.2	2/14/2013
Rights and Responsibilities		
Questioning and Apprehension	5145.11	2/24/2004
Search and Seizure	5145.12	
Photographing of Students	5145.14	
Freedom of Speech/Expression: Publications Code	5145.2	
Nondiscrimination/Harassment	5145.3	1/17/2013
Parental Notifications	5145.6	4/14/2011
Sexual Harassment	5145.7	7/26/2012
Refusal to Harm or Destroy Animals	5145.8	
Hate Motivated Behavior	5145.9	
Married/Pregnant/Parenting Students	5146	
Dropout Prevention	5147	
Child Care	5148	
Preschool/Early Childhood Education	5148.3	
At Risk Students	5149	
Series 6000 – INSTRUCTION		
Concepts and Roles	6000	
Parent Involvement	6020	1/15/2009
Elementary and Secondary		
Emergencies and Disaster Preparedness Plan	6114	
Fire Drills and Fires	6114.1	
Bomb Threats	6114.2	
Earthquake Emergency Procedure System	6114.3	
Smog Alert	6114.5	
Ceremonies and Observances	6115	7/12/2007
Flying of Flags	6115.1	
Classroom Interruptions	6116	6/14/2012
Curriculum Development and Evaluation	6141	
Recognition of Religious Beliefs and Customs	6141.2	
Advanced Placement	6141.5	
Multicultural Education	6141.6	
Family Life/Sex Education	6142.1	
AIDS Instruction	6142.2	

TABLE OF CONTENTS

	PRINTABLE VERSION	REVISED
Science Instruction	6142.3	
Environmental Education	6142.5	
Physical Education	6142.7	7/10/2008
Comprehensive Health Education	6142.8	
Courses of Study	6143	
Controversial Issues	6144	
Extracurricular and Co-curricular Activities	6145	
Interscholastic Competition	6145.2	2/14/2013
Sportsmanship	6145.21	
Student Organizations	6145.5	
Assemblies and Special Events	6145.8	
High School Graduation Requirements	6146.1	12/13/2012
Certificate of Proficiency/High School Equivalency	6146.2	
Reciprocity on Standards of Proficiency/Graduation Requirements	6146.3	
Differential Graduation and Competency Standard for Students with Disabilities	6146.4	
Elementary School Promotion/Standards of Proficiency	6146.5	9/13/2012
Alternative Credits Toward Graduation	6146.11	
Class Assignment	6152	
School-Sponsored Trips	6153	10/14/2010
Homework/Makeup Work	6154	
Class Examinations/Challenging Courses by Examination	6155	
Independent Study Program	6158	2/8/2005
Individualized Education Program (IEP)	6159	2/14/2013
Procedural Safeguards & Complaints for Special Education	6159.1	12/7/2004
Nonpublic, Nonsectarian School & Agency Services for Special Education	6159.2	
Appointment of Surrogate Parent for Special Education Students	6159.3	
Behavioral Interventions for Special Education Students	6159.4	
Selection and Evaluation of Instructional Materials	6161.1	
Supplementary Instructional Materials	6161.11	
Damaged or Lost Instructional Materials	6161.2	
Toxic Art Supplies	6161.3	
Student Assessment	6162.5	11/9/2004
Use of Copyrighted Materials	6162.6	
Use of Technology in Instruction		
Libraries/Media Centers	6163.1	
Student Use of Technology	6163.4	5/10/2012
Guidance Services	6164.2	
Identification of Individuals for Special Education	6164.4	2/14/2013
Student Study Teams	6164.5	
Identification and Education Under Section 504	6164.6	
Transitional Kindergarten	6170.1	
Chapter I Programs	6171	
Identification of Gifted and Talented Students	6172	10/26/2004
Education for Homeless Children	6173	5/27/2003
Education for Foster Youth	6173.1	6/23/2011
Education for Students of Limited English Proficiency	6174	
Migrant Children Program	6175	
Weekend/Saturday Classes	6176	
Summer School	6177	

TABLE OF CONTENTS

[PRINTABLE
VERSION](#)

REVISED

Vocational Education	6178	
Work Experience Education	6178.1	
Child Care and Development Programs	6179	
Home and Hospital Instruction	6183	
Continuation Education	6184	
Evaluation of the Instructional Program	6190	
Criteria for Evaluation of Consolidated Programs	6191	
Adult/Continuing Education	6200	12/7/2004
 Series 7000 – NEW CONSTRUCTION		
Concepts and Roles	7000	
Planning (Master Plans)	7100	
Facilities Master Plan	7110	
Participation in Planning	7120	
Site Selection and Development	7150	
Relations with the City/County Regarding Land Development	7151	
Designing		
Site Selection and Development (Environment Impact Considerations)	7220	
Financing		
Methods of Financing	7310	
 Series 9000 – BOARD BYLAWS		
Role of Board and Members (includes powers, purposes, duties)	9000	11/10/2011
Governance Standards	9005	6/14/2005
Public Statements	9010	
Disclosure of Confidential/Privileged Information	9011	6/14/2005
Organization	9100	
Terms of Office	9110	
President	9121	
Secretary	9122	
Clerk	9123	
Attorney	9124	10/26/2006
Board Committees	9130	
Board Representatives (includes negotiators, other representatives)	9140	
Student Board Members	9150	
Limits of Board Member Authority	9200	11/10/2011
Governing Board Elections	9220	3/9/2006
Resignation	9222	
Filling Vacancies	9223	6/14/2005
Oath or Affirmation	9224	
Orientation	9230	
Development in Service	9240	
Remuneration, Reimbursement, Other Benefits	9250	8/23/2012
Legal Protection	9260	6/14/2005
Conflict of Interest	9270	6/14/2007
Governance		
Policy Manual	9310	
Board Policies	9311	
Board Bylaws	9312	
Administrative Regulations	9313	
Suspension of Policies, Bylaws, Administrative Regulations	9314	

TABLE OF CONTENTS

	PRINTABLE VERSION	REVISED
Meetings and Notices (includes posting requirements)	9320	9/13/2007
Closed Session Purposes and Agendas	9321	6/14/2005
Closed Session Conduct and Reports	9321.1	
Agenda/Meeting Materials (includes construction, posting, advance delivery)	9322	1/11/2007
Meeting Conduct	9323	6/14/2005
Actions by the Board	9323.2	6/14/2005
Minutes and Recordings	9324	
Board Self-Evaluation x0500	9400	