#### SAN BERNARDINO COUNTY SUPERINTENDENT OF SCHOOLS

#### **Human Resources Branch**

760 East Brier Drive, San Bernardino, CA 92408 (909) 386-9561

## **POLICIES & PROCEDURES**

# **ACCESS**

The San Bernardino County Superintendent of Schools office maintains Policies & Procedures that govern our operation. Employees have access to these policies through eNet. To access eNet, go to <a href="http://enet/sbcss.k12.ca.us">http://enet/sbcss.k12.ca.us</a>. Click on the link to *Policies and Procedures*. The index and the policy series files will be displayed. Simply select the item of interest and you can review, print, or save it to another file. Employees without computer access who would like to review any portion of the policies should contact their administrator or Human Resources at (909) 386-9572.

## **CONTENTS**

The summary below provides an overview of the topic areas included in the Policies & Procedures.

<b>POLICY</b>	PHILOSOPHY, GOALS AND COMPREHENSIVE PLANS
0000	Concepts and Roles of the Office of the County Superintendent of Schools
0001	Policies and Procedures Governing the Office
0002	Supplemental Official Publications
0003	Policy Development
0010	Relationship of County Superintendent of Schools to County Board of Education
0135	Solicitation and Selling
0200	Vision Statement
0300	Goals of the County Superintendent of Schools
0410	Nondiscrimination in Programs and Activities
0420.4	Charter School Appeals by a Review Panel
0430	Comprehensive Local Plans for Special Education
0500	Review and Evaluation in Planning
POLICY	COMMUNITY
1000	Communications
1100	Communication with the Public
1100.1	Brand Identity
1100.2	Procedure – Brand Identity
1112	Community Relations – Media Relations
1112	Procedure – Community Relations – Media Relations
1113	Community Relations – Websites
1113	Procedure – Community Relations – Media Relations
1114	Social Media
1114	Procedure – Social Media
1240	Volunteers
1250	School Visitors
1260	Parent Involvement
1312	Complaint Procedures
1312.1	Complaints Against Employees
1312.3	Uniform Complaint Policy
1312.3	Procedure – Uniform Complaint Policy
1312.4	Williams Uniform Complaint

1312.4	Procedure – Williams Uniform Complaint
1312.4	Williams Uniform Complaint Rights
1325	Distribution of Materials through Students
1340	Access to Records
1340	Procedure – Access to Records
<b>POLICY</b>	<u>ADMINISTRATION</u>
2000	Concepts of Administrative Organization
2100	Staff Organization Chart
2111	County Board of Education
2112	County Committee of School District Organization
2115	Special Education Local Planning Area (SELPA) Administration
2116	County Superintendent of Schools' Cabinet
2128	School Claims
2135	Conflict of Interest Reporting
2201	Submitting Items for County Board of Education Agenda
2401	Internal News Communication Policy
POLICY	BUSINESS AND NON-INSTRUCTIONAL OPERATIONS
3000	Concepts and Roles in Business Services
3100	Budget Process
3100.1	Procedure – Budget Development and Control
3230	Federal Grant Funds
3230	Procedure – Federal Grant Funds
3290	Gifts and Donations
3290.1	Procedure – Request of Donation Gifts
3290.2	Procedure – Acceptance of Gifts and Donations
3300	Expenditures and Purchases
3310	Purchasing
3310.1	Procedure – Centralized Purchasing System
3310.2	Procedure – Emergency Purchases
3311	Bids
3311	Procedure - Bids
3312	Contracts
3312	Procedure - Contracts
3313	Equipment Maintenance Agreements
3313	Procedure – Equipment Maintenance Agreements
3314.2	Revolving Cash Funds
3314.2	Procedure – Revolving Cash Funds
3314.3	Travel by County Board of Education and County Committee on School District
22144	Organization
3314.4	Procedure - Travel Authorization/Reimbursement
3315	Organizational Credit Cards
3316	Sponsorship of Events
3316	Procedure – Events-Meals and Refreshments
3320	Claims and Actions Against the Office of the County Superintendent of Schools
3411 3440	Returned Checks Inventory and Equipment Control
	Inventory and Equipment Control
3440.1 3440.2	Procedure – Inventory Control Procedure – Fixed Assets Management
3440.2 3465	Procedure – Fixed Assets Management Year-End Closing
3465	Procedure – Year-End Closing
3403 3512	Use of Equipment Off Premises
3512	Office Hours and Building Security
3513	Procedure - Office Hours and Building Security
3313	Procedure - Office flours and Dunding Security

3514.1	Telephones
3514.1	Procedure - Telephones
3514.2	Cellular Telephones
3515	Personal Injury
3515.1	Injury and Illness Prevention
3515.2	Temporary Duty Assignment
3516	Recovery for Property Loss or Damage
3522	School Express Mail and Delivery Services
3522	Procedure – School Express Mail and Delivery Services
3523	Copying, Printing and Publications
3523	Procedure – Copying, Printing and Publications
3530	Insurance and Risk Management
3530	Procedure – Insurance and Risk Management
3541.2	Student Transportation
3541.2	Procedure – Student Transportation
3541.3	Video/Audio Surveillance on School Buses
3544	County School Vehicles
3544	Procedure – County School Vehicles
3544.1	Procedure – Operating County Schools Vehicles
3570	Capital Outlay Budgeting
3571	Capital Outlay Threshold
3580	Records Retention and Destruction
3580.1	Procedure – Records Retention and Destruction
3580.2	Procedure – Temporary Storage of Items
3581	Leave Accounting
3590	Facilities Construction
3600	Retirement Services
3591	Resource Conservation
3371	Resource Conservation
3591	Procedure – Resource Conservation
3591	Procedure – Resource Conservation
3591 <b>POLICY</b>	Procedure – Resource Conservation  HUMAN RESOURCES
3591 <b>POLICY</b> 4000	Procedure – Resource Conservation  HUMAN RESOURCES  Concepts and Roles in Personnel Services
3591 <b>POLICY</b> 4000 4000	Procedure – Resource Conservation  HUMAN RESOURCES  Concepts and Roles in Personnel Services Special Organization of the 4000 Series
3591  POLICY 4000 4000 4001	Procedure – Resource Conservation  HUMAN RESOURCES  Concepts and Roles in Personnel Services Special Organization of the 4000 Series Duties of All Personnel
3591  POLICY 4000 4000 4001 4011	Procedure – Resource Conservation  HUMAN RESOURCES  Concepts and Roles in Personnel Services Special Organization of the 4000 Series
3591  POLICY 4000 4000 4001 4011 4111	Procedure – Resource Conservation  HUMAN RESOURCES  Concepts and Roles in Personnel Services Special Organization of the 4000 Series Duties of All Personnel
3591  POLICY 4000 4000 4001 4011 4111 4211	Procedure – Resource Conservation  HUMAN RESOURCES  Concepts and Roles in Personnel Services Special Organization of the 4000 Series Duties of All Personnel
3591  POLICY 4000 4000 4001 4011 4111 4211 4311	Procedure – Resource Conservation  HUMAN RESOURCES  Concepts and Roles in Personnel Services Special Organization of the 4000 Series Duties of All Personnel Recruitment and Selection
3591  POLICY 4000 4000 4001 4011 4111 4211 4311 4011.1	Procedure – Resource Conservation  HUMAN RESOURCES  Concepts and Roles in Personnel Services Special Organization of the 4000 Series Duties of All Personnel Recruitment and Selection  Personnel Staffing
3591  POLICY 4000 4000 4001 4011 4111 4211 4311 4011.1 4012	Procedure – Resource Conservation  HUMAN RESOURCES  Concepts and Roles in Personnel Services Special Organization of the 4000 Series Duties of All Personnel Recruitment and Selection  Personnel Staffing Conditions of Employment
3591  POLICY 4000 4000 4001 4011 4111 4211 4311 4011.1 4012 4012.1	Procedure – Resource Conservation  HUMAN RESOURCES Concepts and Roles in Personnel Services Special Organization of the 4000 Series Duties of All Personnel Recruitment and Selection  Personnel Staffing Conditions of Employment Electronic Network and Internet Use
3591  POLICY 4000 4000 4001 4011 4111 4211 4311 4011.1 4012 4012.1 4012.2	Procedure – Resource Conservation  HUMAN RESOURCES Concepts and Roles in Personnel Services Special Organization of the 4000 Series Duties of All Personnel Recruitment and Selection  Personnel Staffing Conditions of Employment Electronic Network and Internet Use Unemployment Insurance
3591  POLICY 4000 4000 4001 4011 4111 4211 4311 4011.1 4012 4012.1 4012.2 4012.3	Procedure – Resource Conservation  HUMAN RESOURCES Concepts and Roles in Personnel Services Special Organization of the 4000 Series Duties of All Personnel Recruitment and Selection  Personnel Staffing Conditions of Employment Electronic Network and Internet Use Unemployment Insurance Employee Identification Badges
3591  POLICY 4000 4000 4001 4011 4111 4211 4311 4011.1 4012 4012.1 4012.2 4012.3 4012.3	Procedure – Resource Conservation  HUMAN RESOURCES Concepts and Roles in Personnel Services Special Organization of the 4000 Series Duties of All Personnel Recruitment and Selection  Personnel Staffing Conditions of Employment Electronic Network and Internet Use Unemployment Insurance Employee Identification Badges Procedure – Employee Identification Badges
3591  POLICY 4000 4000 4001 4011 4111 4211 4311 4011.1 4012 4012.1 4012.2 4012.3 4012.3 4012.4	Procedure – Resource Conservation  HUMAN RESOURCES Concepts and Roles in Personnel Services Special Organization of the 4000 Series Duties of All Personnel Recruitment and Selection  Personnel Staffing Conditions of Employment Electronic Network and Internet Use Unemployment Insurance Employee Identification Badges Procedure – Employee Identification Badges Organizational E-Mail Policy
3591  POLICY 4000 4000 4001 4011 4111 4211 4311 4011.1 4012.2 4012.3 4012.3 4012.4 4013	Procedure – Resource Conservation  HUMAN RESOURCES Concepts and Roles in Personnel Services Special Organization of the 4000 Series Duties of All Personnel Recruitment and Selection  Personnel Staffing Conditions of Employment Electronic Network and Internet Use Unemployment Insurance Employee Identification Badges Procedure – Employee Identification Badges
3591  POLICY 4000 4000 4001 4011 4111 4211 4311 4011.1 4012 4012.1 4012.2 4012.3 4012.3 4012.4	Procedure – Resource Conservation  HUMAN RESOURCES Concepts and Roles in Personnel Services Special Organization of the 4000 Series Duties of All Personnel Recruitment and Selection  Personnel Staffing Conditions of Employment Electronic Network and Internet Use Unemployment Insurance Employee Identification Badges Procedure – Employee Identification Badges Organizational E-Mail Policy Consultant Services Charitable Events
3591  POLICY 4000 4000 4001 4011 4111 4211 4311 4011.1 4012 4012.1 4012.2 4012.3 4012.3 4012.4 4013 4013.1	Procedure – Resource Conservation  HUMAN RESOURCES Concepts and Roles in Personnel Services Special Organization of the 4000 Series Duties of All Personnel Recruitment and Selection  Personnel Staffing Conditions of Employment Electronic Network and Internet Use Unemployment Insurance Employee Identification Badges Procedure – Employee Identification Badges Organizational E-Mail Policy Consultant Services
3591  POLICY  4000  4000  4001  4011  4111  4211  4311  4011.1  4012.2  4012.3  4012.3  4012.4  4013  4013.1  4020	Procedure – Resource Conservation  HUMAN RESOURCES Concepts and Roles in Personnel Services Special Organization of the 4000 Series Duties of All Personnel Recruitment and Selection  Personnel Staffing Conditions of Employment Electronic Network and Internet Use Unemployment Insurance Employee Identification Badges Procedure – Employee Identification Badges Organizational E-Mail Policy Consultant Services Charitable Events Exhibit - Drug and Alcohol-Free Work Place Notice to Employees Tobacco Free Schools
3591  POLICY  4000  4000  4001  4011  4111  4211  4311  4011.1  4012.2  4012.3  4012.3  4012.3  4012.4  4013  4013.1  4020  4020.1	Procedure – Resource Conservation  HUMAN RESOURCES Concepts and Roles in Personnel Services Special Organization of the 4000 Series Duties of All Personnel Recruitment and Selection  Personnel Staffing Conditions of Employment Electronic Network and Internet Use Unemployment Insurance Employee Identification Badges Procedure – Employee Identification Badges Organizational E-Mail Policy Consultant Services Charitable Events Exhibit - Drug and Alcohol-Free Work Place Notice to Employees
3591  POLICY  4000  4000  4001  4011  4111  4211  4311  4011.1  4012.1  4012.2  4012.3  4012.3  4012.4  4013  4013.1  4020  4020.1  4030	Procedure – Resource Conservation  HUMAN RESOURCES Concepts and Roles in Personnel Services Special Organization of the 4000 Series Duties of All Personnel Recruitment and Selection  Personnel Staffing Conditions of Employment Electronic Network and Internet Use Unemployment Insurance Employee Identification Badges Procedure – Employee Identification Badges Organizational E-Mail Policy Consultant Services Charitable Events Exhibit - Drug and Alcohol-Free Work Place Notice to Employees Tobacco Free Schools Non-Discrimination In Employment
3591  POLICY 4000 4000 4001 4011 4111 4211 4311 4011.1 4012 4012.1 4012.2 4012.3 4012.3 4012.4 4013 4013.1 4020 4020.1 4030 4030.1	Procedure – Resource Conservation  HUMAN RESOURCES Concepts and Roles in Personnel Services Special Organization of the 4000 Series Duties of All Personnel Recruitment and Selection  Personnel Staffing Conditions of Employment Electronic Network and Internet Use Unemployment Insurance Employee Identification Badges Procedure – Employee Identification Badges Organizational E-Mail Policy Consultant Services Charitable Events Exhibit - Drug and Alcohol-Free Work Place Notice to Employees Tobacco Free Schools Non-Discrimination In Employment Complaints Concerning Discrimination in Employment
3591  POLICY 4000 4000 4001 4011 4111 4211 4311 4011.1 4012 4012.1 4012.2 4012.3 4012.3 4012.4 4013 4013.1 4020 4020.1 4030 4030.1 4031	Procedure – Resource Conservation  HUMAN RESOURCES Concepts and Roles in Personnel Services Special Organization of the 4000 Series Duties of All Personnel Recruitment and Selection  Personnel Staffing Conditions of Employment Electronic Network and Internet Use Unemployment Insurance Employee Identification Badges Procedure – Employee Identification Badges Organizational E-Mail Policy Consultant Services Charitable Events Exhibit - Drug and Alcohol-Free Work Place Notice to Employees Tobacco Free Schools Non-Discrimination In Employment Complaints Concerning Discrimination in Employment Reasonable Accommodation of Disabilities
3591  POLICY  4000  4000  4001  4011  4111  4211  4311  4011.1  4012.2  4012.3  4012.3  4012.3  4012.4  4013  4013.1  4020  4020.1  4030  4030.1  4031  4056.4	Procedure – Resource Conservation  HUMAN RESOURCES Concepts and Roles in Personnel Services Special Organization of the 4000 Series Duties of All Personnel Recruitment and Selection  Personnel Staffing Conditions of Employment Electronic Network and Internet Use Unemployment Insurance Employee Identification Badges Procedure – Employee Identification Badges Organizational E-Mail Policy Consultant Services Charitable Events Exhibit - Drug and Alcohol-Free Work Place Notice to Employees Tobacco Free Schools Non-Discrimination In Employment Complaints Concerning Discrimination in Employment Reasonable Accommodation of Disabilities Employee Suggestion Program

1011	
4211	
4111	Procedure – Teacher Recruitment Award Program
4211	
4111	Recruitment and Selection
4211	
4311	
4111.1	Affirmative Action
4211.1	
4311.1	
4111.2	Affirmative Action Resolution
4211.2	
4311.2	
4111.3	Affirmative Action Plan
4211.3	
4311.3	
4112.2	Credential Registration/Renewal Requirements
4312.2	Credential Registration Renewal Requirements
4112.3	Tuition Reimbursement, Certification in Speech/Language Pathology
4112.3	Procedure – Tuition Reimbursement, Certification in Speech/Language Pathology
	Procedure - Personnel Records
4112.6	Procedure - Personner Records
4212.6	
4312.6	N (' F 1 (/C ' ' CD 1
4112.8	Nepotism-Employment/Supervision of Personnel
4212.8	
4312.8	
4112.9	Child Abuse Reporting
4212.9	
4312.9	
4112.9	Exhibit – Child Abuse Reporting
4212.9	
4312.9	
4113	Inclement Weather
4213	
4313	
4117.2	Resignation
4217.2	
4317.2	
4117.2	Resignation Or Reemployment
4217.2	<u>8</u>
4317.2	
4118	Discipline
4218	Discipline
4119.11	Sexual and Other Harassment
4219.11	Sexual and Other Harassment
4319.11	
	Due and due Convert and Other Housesmant
4119.11	Procedure – Sexual and Other Harassment
4219.11	
4319.11	Manufaction in Occasional
4119.2	Memberships in Organizations
4219.2	
4319.3	
4119.21	Code of Ethics
4219.21	
4319.21	
4119.23	Unauthorized Release of Confidential/Privileged Information

4219.23	
4319.23	
4119.42	Bloodborne Pathogens Exposure Control Plan
4219.42	
4319.42	
4119.42	Exhibit B-1 – Statement of Declination of Hepatitis B Vaccine
4219.42	Exhibit B-2 – Hepatitis B Vaccine Consent Form
4319.42	Exposure Control Bloodborne Pathogens
4119.43	Universal Precautions
4219.43	
4319.43	
4119.43	Procedure - Universal Precautions
4219.43	
4319.43	
4120	Short Term/Temporary Employees
4220	r system
4320	
4120.2	Work Experience Student Employees
4220.2	
4121	Substitute/Hourly Employees
4221	
4321	
4131.3	Staff Inservice
4231.3	
4331.3	
4154.2	COBRA Insurance
4254.2	
4354.2	
4156.2	Awards for Employees
4256.2	<del></del>
4356.2	
4157	Employee Safety
4257	r
4357	
4157	Procedure - Employee Safety
4257	
4357	
4161.31	Jury Duty
4261.31	
4361.31	
4161.5	Military Leave
4261.5	·
4361.5	
4161.81	Blood Donations
4261.81	
4361.81	
4161.82	Parent/Teacher Conferences
4261.82	
4361.82	
4213.41	Position Reclassification – Classified
4219.22	Standards of Dress and Grooming
4319.22	č
4256.3	Personal Property Damage Reimbursement
4356.3	
4261	Leaves Personnel

4300	Management and Confidential Employees Defined
4312	Work Year - Management
4312.1	Procedure – Work Year Management
4313.1	Working Hours – Management
4313.11	Working Hours – Confidential
4313.12	Flextime Policy – Confidential
4313.21	Work Year – Confidential
4313.3	Promotion – Management
4313.31	Promotion and Longevity – Confidential
4313.41	Position Reclassification – Confidential
4314	Transfers and Reassignments
4315	Evaluation of Management Employees
4315.1	Evaluation of Principals
4315.2	Discipline: Classified Management and Confidential Employees
4315.21	Discipline: Certificated Management Employees
4316	Probationary and Permanent Status
4331	Attending Classes
4336	Teaching Classes
4350	Salary Schedules
4351	Salary Stipends
4352	Longevity - Confidential
4353	Tuition Reimbursement – Confidential Employees
4353.1	Procedure – Tuition Reimbursement – Confidential Employees
4354	Health and Welfare Benefits
4355	Employee Assistance Fund
4361	Leaves – Management and Confidential Personnel
4361.1	Confidential – Leaves of Absence, Vacations and Holidays
4361.2	Management – Leaves of Absence, Vacations and Holidays
4362	Vacation Benefits – Confidential Employees
4363	Holidays – Management/Confidential
	Tional jo Tranagomena Commonata
POLICY	
<b>POLICY</b> 5000	<u>STUDENTS</u>
5000	STUDENTS Concepts and Role of Student Services
5000 5020	STUDENTS Concepts and Role of Student Services Parent Rights and Responsibilities
5000 5020 5021	STUDENTS Concepts and Role of Student Services Parent Rights and Responsibilities Noncustodial Parents
5000 5020 5021 5100	STUDENTS Concepts and Role of Student Services Parent Rights and Responsibilities
5000 5020 5021	STUDENTS Concepts and Role of Student Services Parent Rights and Responsibilities Noncustodial Parents Release of Students
5000 5020 5021 5100 5112.2	STUDENTS Concepts and Role of Student Services Parent Rights and Responsibilities Noncustodial Parents Release of Students Exclusions from Attendance
5000 5020 5021 5100 5112.2 5112.2	STUDENTS  Concepts and Role of Student Services Parent Rights and Responsibilities Noncustodial Parents Release of Students Exclusions from Attendance Procedure – Exclusions from Attendance
5000 5020 5021 5100 5112.2 5112.2 5113	STUDENTS Concepts and Role of Student Services Parent Rights and Responsibilities Noncustodial Parents Release of Students Exclusions from Attendance Procedure – Exclusions from Attendance Absences and Excuses Procedure – Absences and Excuses
5000 5020 5021 5100 5112.2 5112.2 5113 5113	STUDENTS Concepts and Role of Student Services Parent Rights and Responsibilities Noncustodial Parents Release of Students Exclusions from Attendance Procedure – Exclusions from Attendance Absences and Excuses
5000 5020 5021 5100 5112.2 5112.2 5113 5113 5114	STUDENTS Concepts and Role of Student Services Parent Rights and Responsibilities Noncustodial Parents Release of Students Exclusions from Attendance Procedure – Exclusions from Attendance Absences and Excuses Procedure – Absences and Excuses Attendance Accounting
5000 5020 5021 5100 5112.2 5112.2 5113 5113 5114 5123	STUDENTS Concepts and Role of Student Services Parent Rights and Responsibilities Noncustodial Parents Release of Students Exclusions from Attendance Procedure – Exclusions from Attendance Absences and Excuses Procedure – Absences and Excuses Attendance Accounting Promotion/Acceleration/Retention
5000 5020 5021 5100 5112.2 5112.2 5113 5113 5114 5123 5125	STUDENTS Concepts and Role of Student Services Parent Rights and Responsibilities Noncustodial Parents Release of Students Exclusions from Attendance Procedure – Exclusions from Attendance Absences and Excuses Procedure – Absences and Excuses Attendance Accounting Promotion/Acceleration/Retention Student Records Procedure - Student Records
5000 5020 5021 5100 5112.2 5112.2 5113 5113 5114 5123 5125 5125	STUDENTS  Concepts and Role of Student Services Parent Rights and Responsibilities Noncustodial Parents Release of Students Exclusions from Attendance Procedure – Exclusions from Attendance Absences and Excuses Procedure – Absences and Excuses Attendance Accounting Promotion/Acceleration/Retention Student Records Procedure - Student Records Student Activity Projects and Awards
5000 5020 5021 5100 5112.2 5112.2 5113 5113 5114 5123 5125 5125 5126	STUDENTS Concepts and Role of Student Services Parent Rights and Responsibilities Noncustodial Parents Release of Students Exclusions from Attendance Procedure – Exclusions from Attendance Absences and Excuses Procedure – Absences and Excuses Attendance Accounting Promotion/Acceleration/Retention Student Records Procedure - Student Records
5000 5020 5021 5100 5112.2 5112.2 5113 5113 5114 5123 5125 5125 5126 5131	STUDENTS Concepts and Role of Student Services Parent Rights and Responsibilities Noncustodial Parents Release of Students Exclusions from Attendance Procedure – Exclusions from Attendance Absences and Excuses Procedure – Absences and Excuses Attendance Accounting Promotion/Acceleration/Retention Student Records Procedure - Student Records Student Activity Projects and Awards Special Education Student Behavior Management
5000 5020 5021 5100 5112.2 5113 5113 5114 5123 5125 5125 5126 5131 5131.2	STUDENTS Concepts and Role of Student Services Parent Rights and Responsibilities Noncustodial Parents Release of Students Exclusions from Attendance Procedure – Exclusions from Attendance Absences and Excuses Procedure – Absences and Excuses Attendance Accounting Promotion/Acceleration/Retention Student Records Procedure - Student Records Student Activity Projects and Awards Special Education Student Behavior Management Bullying
5000 5020 5021 5100 5112.2 5112.2 5113 5113 5114 5123 5125 5125 5126 5131 5131.2 5131.6	STUDENTS Concepts and Role of Student Services Parent Rights and Responsibilities Noncustodial Parents Release of Students Exclusions from Attendance Procedure – Exclusions from Attendance Absences and Excuses Procedure – Absences and Excuses Attendance Accounting Promotion/Acceleration/Retention Student Records Procedure - Student Records Student Activity Projects and Awards Special Education Student Behavior Management Bullying Alcohol and Other Drugs
5000 5020 5021 5100 5112.2 5112.2 5113 5113 5114 5123 5125 5125 5126 5131 5131.6 5131.6	STUDENTS  Concepts and Role of Student Services Parent Rights and Responsibilities Noncustodial Parents Release of Students Exclusions from Attendance Procedure – Exclusions from Attendance Absences and Excuses Procedure – Absences and Excuses Attendance Accounting Promotion/Acceleration/Retention Student Records Procedure - Student Records Student Activity Projects and Awards Special Education Student Behavior Management Bullying Alcohol and Other Drugs Procedure – Alcohol and Other Drugs
5000 5020 5021 5100 5112.2 5112.2 5113 5113 5114 5123 5125 5125 5126 5131 5131.2 5131.6 5131.6	STUDENTS  Concepts and Role of Student Services Parent Rights and Responsibilities Noncustodial Parents Release of Students Exclusions from Attendance Procedure – Exclusions from Attendance Absences and Excuses Procedure – Absences and Excuses Attendance Accounting Promotion/Acceleration/Retention Student Records Procedure - Student Records Student Activity Projects and Awards Special Education Student Behavior Management Bullying Alcohol and Other Drugs Procedure – Alcohol and Other Drugs Tobacco/Smoke Free Schools
5000 5020 5021 5100 5112.2 5112.2 5113 5113 5114 5123 5125 5125 5126 5131 5131.2 5131.6 5131.6 5131.62 5131.7	STUDENTS Concepts and Role of Student Services Parent Rights and Responsibilities Noncustodial Parents Release of Students Exclusions from Attendance Procedure – Exclusions from Attendance Absences and Excuses Procedure – Absences and Excuses Attendance Accounting Promotion/Acceleration/Retention Student Records Procedure - Student Records Student Activity Projects and Awards Special Education Student Behavior Management Bullying Alcohol and Other Drugs Procedure – Alcohol and Other Drugs Tobacco/Smoke Free Schools Weapons and Dangerous Instruments
5000 5020 5021 5100 5112.2 5112.2 5113 5113 5114 5123 5125 5125 5125 5126 5131.6 5131.6 5131.6 5131.7 5131.7	STUDENTS Concepts and Role of Student Services Parent Rights and Responsibilities Noncustodial Parents Release of Students Exclusions from Attendance Procedure – Exclusions from Attendance Absences and Excuses Procedure – Absences and Excuses Attendance Accounting Promotion/Acceleration/Retention Student Records Procedure - Student Records Student Activity Projects and Awards Special Education Student Behavior Management Bullying Alcohol and Other Drugs Procedure – Alcohol and Other Drugs Tobacco/Smoke Free Schools Weapons and Dangerous Instruments Procedure – Weapons and Dangerous Instruments
5000 5020 5021 5100 5112.2 5112.2 5113 5113 5114 5123 5125 5125 5126 5131.6 5131.6 5131.6 5131.6 5131.7 5132	STUDENTS Concepts and Role of Student Services Parent Rights and Responsibilities Noncustodial Parents Release of Students Exclusions from Attendance Procedure – Exclusions from Attendance Absences and Excuses Procedure – Absences and Excuses Attendance Accounting Promotion/Acceleration/Retention Student Records Procedure - Student Records Student Activity Projects and Awards Special Education Student Behavior Management Bullying Alcohol and Other Drugs Procedure – Alcohol and Other Drugs Tobacco/Smoke Free Schools Weapons and Dangerous Instruments Procedure – Weapons and Dangerous Instruments Dress and Grooming

F1.41	
5141	Serious Pupil Accident/Illness
5141.1	Accident Reports
5141.11	Student Emergency Cards
5141.21	Administration of Medication at School
5141.22	Infectious/Communicable Disease
5141.22	Procedure – Infectious/Communicable Disease
5141.31	Immunizations
5141.31	Procedure - Immunizations
5141.31	Exhibit – Student Immunization
5141.32	Health and Safety Hazards
5141.33	Head Lice
5141.33	Procedure – Head Lice
5141.4	Child Abuse
5141.52	Suicide Prevention
5141.52	Procedure – Suicide Prevention
5142	Student Play and Recreational Space
5142.1	Procedure – Student Play and Recreational Space Equipment Selection
5142.2	Procedure – Student Play and Recreational Space Community Use
5144	Discipline
5144.1	Suspension and Expulsion/Due Process
5144.1	Procedure - Suspension and Expulsion/Due Process
5144.2	Suspension and Expulsion/Due Process (Individuals with Exceptional Needs)
5145	Non-Discrimination In Student Programs, Activities and Practices
5145.12	Search and Seizure
5145.12	Procedure - Search and Seizure
5145.3	Procedure – Non-Discrimination Harassment
5145.6	Parent Notifications Required by Law
5145.7	Sexual Harassment
5145.7	Procedure – Sexual Harassment
5146	Married/Pregnant/Parenting Students
5147	Dropout Prevention
5148	Identification and Education Under Section 504
5149	Gender Identity and Access
5149	Procedure - Gender Identity and Access
<b>POLICY</b>	<u>INSTRUCTION</u>
6000	Concepts and Roles in Instruction
6020	Parent Involvement
6100	Emergencies and Disaster Preparedness Plan
6100	Procedure – Emergencies and Disaster Preparedness Plan
6120	Instructional Plans
6141.1	Core Curriculum
6141.3	Critical Skills Instruction
6143	Courses of Study
6143.3	Reciprocity of Academic Credit
6144	Controversial Issues
6144.1	Health Education Exemption
6146.1	High School Graduation Requirements
6146.1	Procedure – High School Graduation Requirements
6146.11	Alternative Credits Towards Graduation
6146.4	Differential Graduation and Competency Standards for Students with Disabilities
6153	Community-Based Instruction Study Tips
6159.1	Procedure - Complaints of Special Education Student IEP Due Process Violation
6161	County Board Policies on Instructional Materials
6161.1	Exhibit - Selection and Adoption of Instructional Materials

6161.1	Procedure – Selection and Adoption of Instructional Materials
6162.5	Student Assessment
6163.4	Internet Safety
6171	Title I Programs
6173	Education for Homeless Children
6173.1	Education for Foster Youth
6173.3	Education for Juvenile Court School Students
6174	Bilingual Program
6179.1	Parent/Infant Home Visits
6190	Evaluation of the Instructional Program
POLICY	OTHER
7501	Personal and Real Property Titles