

ARTICLE 0

PHILOSOPHY, GOALS, OBJECTIVES,
& COMPREHENSIVE PLANS

(Series 0000)

NOTE: The CSBA comprehensive index is a standard index system designed to provide a table of contents for this manual while at the same time accommodating future policies/regulations. This manual contains only those Board policies (BP), administrative regulations (AR) and/or exhibits (E) specified in the right-hand column.

	CODE	
0. Vision	0000	BP
1. Philosophy.....	0100	BP
2. Goals for the School District	0200	BP
4. Comprehensive Plans	0400	BP
A. Nondiscrimination in District Programs and Activities	0410	BP
B. School Plans/Site Councils	0420	BP AR
4. Charter School Authorization	0420.4	BP AR
a. Charter School Oversight	0420.41	BP
b. Charter School Renewal.....	0420.42	BP
c. Charter School Revocation.....	0420.43	BP
C. Comprehensive Local Plan for Special Education.....	0430	BP AR
D. District Technology Plan	0440	BP
E. Comprehensive Safety Plan	0450	BP AR
F. Local Control and Accountability Plan.....	0460	BP AR
5. Accountability	0500	BP
A. School Accountability Report Card	0510	BP

E

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		CODE	
0.	Concepts and Roles	1000	BP
A.	Concepts and Roles	1001	BP
C.	Youth Services	1020	BP
1.	Communication with the Public	1100	BP
A.	Media	1110	
	2. Media Relations	1112	BP
	3. District and School Web Sites	1113	BP AR
	4. District-Sponsored Social Media	1114	BP AR
B.	Commendations and Awards	1150	BP
C.	Political Processes	1160	BP
2.	Berryessa District Advisory Council	1200	BP
B.	Citizen Advisory Committees	1220	BP AR
C.	District English Learner's Advisory Committee (DELAC)	1223	BP AR
D.	English Learner's Advisory Committee (ELAC)	1225	BP
E.	School-Connected Organizations	1230	BP AR
F.	Volunteer Assistance	1240	BP AR
G.	Visitors/Outsiders	1250	BP AR
H.	Educational Foundation	1260	BP
3.	Public Activities Involving Staff, Students or School Facilities	1300	
	1. Community Relations Civility	1311	BP AR
	2. Complaints Concerning the Schools	1312	
	a. Complaints Concerning District Employees	1312.1	BP AR
	c. Uniform Complaint Procedures	1312.3	BP AR
	d. Williams Uniform Complaint Procedures	1312.4	AR E
B.	Relations between Public and Students	1320	
	1. Solicitation of Funds from and by Students	1321	BP AR
	2. Advertising and Promotion	1325	BP AR
C.	Use of School Facilities	1330	BP AR E
	1. Joint Use Agreements	1330.1	BP
D.	Access to District Records	1340	BP AR
E.	Educational Research Conducted in the District	1350	BP
4.	Relations Between Other Governmental Agencies and the Schools	1400	BP
C.	State Agencies	1430	
	1. Waivers	1431	BP
D.	Federal Agencies	1440	BP
E.	Proposition 98 Annual Report	1450	BP AR
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7.	Relations Between Private Industry and the Schools	1700	

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	CODE	
0. Concepts and Roles	2000	BP
1. Superintendent	2100	
A. Superintendent Responsibilities and Duties	2110	BP AR
1. Organization Chart/Lines of Responsibility	2110.1	BP
2. Superintendent Governance Standards	2111	BP
B. Superintendent Recruitment and Selection	2120	BP
1. Superintendent's Contract	2121	BP
D. Evaluation of the Superintendent	2140	BP
2. Administrative Operations	2200	
A. Administrative Discretion Regarding Board Policy	2210	BP
C. Representative and Deliberative Groups	2230	BP

ARTICLE 3 BUSINESS & NONINSTRUCTIONAL OPERATIONS (Series 3000)

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		CODE	
0.	Concepts and Roles	3000	BP
1.	Budget	3100	BP AR
	A. Transfer of Funds	3110	BP
	B. School Resources	3120	BP AR
2.	Income	3200	BP
	1. Lottery Funds	3220.1	BP
	C. Federal Grant Funds	3230	BP AR
	E. Transportation Fees	3250	BP
	F. Fees and Charges	3260	BP AR
	G. Sale and Disposal of Books, Equipment and Supplies	3270	BP AR
	H. Sale or Lease of District-Owned Real Property	3280	BP AR
	I. Gifts, Grants and Bequests	3290	BP
3.	Expenditures and Purchases	3300	BP
	A. Purchasing	3310	AR
	1. Bids	3311	BP AR
	a. Uniform Public Construction Cost Accounting Procedures	3311.1	BP AR
	b. Lease-Leaseback Contracts	3311.2	AR
	c. Design-Build Contracts	3311.3	AR
	d. Procurement of Technological Equipment	3311.4	AR
	2. Contracts	3312	BP
	b. Educational Travel Program Contracts	3312.2	BP AR
	4. Payment for Goods and Services	3314	BP AR
	b. Revolving Funds	3314.2	BP AR
	B. Claims and Actions Against the District	3320	BP AR
	D. Travel Expenses	3350	BP AR
	E. Automobile Allowance	3350.1	AR
4.	Management of District Assets/Accounts	3400	BP AR

ARTICLE 3 BUSINESS & NONINSTRUCTIONAL OPERATIONS (Series 3000)

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		CODE		
C.	Investing	3430	BP	AR
D.	Inventories	3440		AR
E.	Money in School Buildings	3450	BP	
	1. Petty Cash Funds	3451		AR
	2. Student Activity Funds	3452	BP	
F.	Financial Reports and Accountability	3460	BP	AR
G.	Payroll Accounting	3460.1	BP	AR
H.	General Ledger Accounting	3460.2	BP	AR
I.	Expense Accounting Operations	3460.3	BP	AR
J.	Expense Accounting Funds	3460.4	BP	AR
K.	Other Expense Accounting Functions	3460.5	BP	AR
L.	Attendance Accounting	3460.6	BP	AR
M.	Debt Issuance and Management	3470	BP	
5.	Noninstructional Operations	3500		
A.	Operations and Maintenance of Plant	3505		
	1. Green School Operations	3510	BP	
	2. Energy and Water Management	3511	BP	AR
	a. Integrated Waste Management	3511.1	BP	AR
	3. Equipment	3512		AR E
	4. Buildings and Grounds	3513		
	a. Cellular Phone Reimbursement	3513.1		AR
	c. Tobacco-Free Schools	3513.3	BP	AR
	d. Drug and Alcohol Free Schools	3513.4	BP	
	5. Environmental Safety	3514	BP	AR
	a. Hazardous Substances	3514.1	BP	AR
	b. Integrated Pest Management	3514.2		AR
	6. Campus Security	3515	BP	AR
	b. Disruptions	3515.2	BP	AR
	d. Risk Mgmt./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
	g. Firearms on School Grounds	3515.7	BP	
	7. 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
	e. Emergency Schedules	3516.5	BP	
	8. Facilities Inspection	3517		AR
C.	Transportation	3540	BP	AR
	1. Transportation Routes and Services	3541		AR

ARTICLE 3 BUSINESS & NONINSTRUCTIONAL OPERATIONS (Series 3000)

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		CODE	
	a.	Transportation for School-Related Trips.....	3541.1 AR
	b.	Transportation for Students with Disabilities.....	3541.2 BP
2.		School Bus Drivers.....	3542 AR
3.		Transportation Safety and Emergencies.....	3543 AR
E.		Food Service/Child Nutrition Program.....	3550 BP AR
1.		Food Service Operations/Cafeteria Fund.....	3551 BP AR
3.		Free and Reduced Price Meals.....	3553 BP AR
4.		Other Food Sales.....	3554 BP AR
5.		Nutrition Program Compliance.....	3555 BP
H.		District Records.....	3580 BP AR
6.		Consultants.....	3600 BP AR

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		CODE		
0.	Concepts and Roles	4000	BP	
A.	Goals and Objectives	4010		
1.	Sexual Harassment	4013		AR
B.	Drug and Alcohol-Free Workplace	4020	BP	
C.	Nondiscrimination in Employment	4030	BP	AR
2.	Reasonable Accommodation	4032		AR
3.	Lactation Accommodation	4033	BP	
D.	Employee Use of Technology	4040	BP	E
1.	Certificated Personnel	4100	BP	
A.	Permanent/Probationary	4110		
1.	Recruitment and Selection	4111	BP	
b.	Legal Status Requirement	4111.2	BP	AR
2.	Appointment and Conditions of Employment	4112		AR
a.	Contracts	4112.1		AR
b.	Certification	4112.2	BP	AR
(1)	Interns	4112.21	BP	AR
(2)	Staff Teaching English Learners	4112.22		AR
(3)	Special Education Staff	4112.23		AR
c.	Oath or Affirmation	4112.3		AR E
d.	Health Examinations	4112.4		AR
(1)	Employee Drug Testing	4112.41	BP	
(2)	Drug and Alcohol Testing for School Bus Drivers	4112.42	BP	AR
e.	Criminal Record Check	4112.5		AR E
f.	Personnel Files	4112.6		AR
(1)	Employment References	4112.61		AR
h.	Employment of Relatives	4112.8	BP	
i.	Employee Notifications	4112.9	BP	E
3.	Assignment	4113	BP	AR
4.	Transfers	4114	BP	
5.	Evaluation/Supervision	4115	BP	AR
6.	Probationary/Permanent Status	4116	BP	AR

PERSONNEL
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	CODE		
7.	Separation	4117	
a.	Retirement	4117.1	AR
	(3) Early Retirement Option	4117.13	BP
	(4) Postretirement Employment	4117.14	AR
b.	Resignation	4117.2	BP
c.	Personnel Reduction	4117.3	BP
e.	Termination Agreements	4117.5	AR
f.	Decision Not to Rehire	4117.6	AR
g.	Employment Status Reports	4117.7	AR
8.	Suspension/Disciplinary Action	4118	BP AR
9.	Rights, Responsibilities and Duties	4119	
a.	Civil and Legal Rights	4119.1	BP
	(1) Sexual Harassment	4119.11	BP AR
b.	Professional Responsibilities	4119.2	
	(1) Professional Standards	4119.21	BP E
	(2) Dress and Grooming	4119.22	BP
	(3) Unauthorized Release of Confidential/ Privileged Information	4119.23	BP
	(5) Political Activities of Employees	4119.25	BP AR
d.	Infectious Disease	4119.4	
	(1) Employees with Infectious Disease	4119.41	BP
	(2) Exposure Control Plan for Bloodborne Pathogens	4119.42	BP AR E
	(3) Universal Precautions	4119.43	BP AR
B.	Other Certificated Personnel	4120	
1.	Temporary/Substitute Personnel	4121	BP AR
6.	Temporary Athletic Team Coaches	4127	BP AR
C.	Activities	4130	
1.	Staff Development	4131	BP
a.	Teacher Support and Guidance	4131.1	BP AR
2.	Publication or Creation of Materials	4132	BP
5.	Soliciting and Selling	4135	BP
6.	Nonschool Employment	4136	BP
D.	Bargaining Units	4140	BP
1.	Collective Bargaining Agreement	4141	BP

PERSONNEL
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		CODE		
	f.	Concerted Action/Work Stoppage.....	4141.6	BP AR
3.		Negotiations/Consultation	4143	BP
	a.	Public Notice - Personnel Negotiations.....	4143.1	BP AR
4.		Complaints.....	4144	BP AR
E.		Compensation and Related Benefits	4150	
	1.	Employee Compensation	4151	BP
	4.	Health and Welfare Benefits.....	4154	BP AR
	6.	Employment Amenities	4156	
	b.	Awards and Recognition	4156.2	BP
	c.	Employee Property Reimbursement.....	4156.3	BP
	7.	Employee Safety.....	4157	BP AR
	a.	Work-Related Injuries	4157.1	AR
	b.	Ergonomics	4157.2	AR
	8.	Employee Security.....	4158	BP AR
F.		Leaves and Vacations	4160	
	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.	Professional Leaves.....	4161.3	AR
	e.	Military Leave	4161.5	AR
	h.	Family Care and Medical Leave.....	4161.8	AR
	i.	Catastrophic Leave Program	4161.9	BP AR
2.		Classified Personnel	4200	BP AR
A.		Permanent/Probationary.....	4210	
	2.	Appointment and Conditions of Employment	4212	AR
	5.	Evaluation/Supervision.....	4215	BP
	6.	Probationary/Permanent Status.....	4216	BP
	8.	Dismissal/Suspension/Disciplinary Action.....	4218	AR
	b.	Employment Responsibilities	4219.2	
		(1) Professional Standards (see 4119.21).....	4219.21	E
B.		Other Classified Personnel.....	4220	
	2.	Teacher Aides/Paraprofessionals.....	4222	BP AR
C.		Activities.....	4230	
	1.	Staff Development	4231	BP
F.		Leaves and Vacations	4260	
	1.	Leaves (see 4161)	4261	
	a.	Personal Illness/Injury Leave	4261.1	AR

PERSONNEL
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		CODE	
3.	Administrative and Supervisory Personnel	4300	BP AR
A.	Administrative Staff Organization	4301	BP
1.	Management Team	4304	BP
B.	Permanent/Probationary	4310	
2.	Appointment and Conditions of Employment	4312	BP AR
a.	Contracts	4312.1	BP
b.	Certification.....	4312.2	BP
3.	Assignment/Classification	4313	
b.	Demotion/Reassignment	4313.2	BP AR
4.	Transfers	4314	BP AR
5.	Evaluation/Supervision.....	4315	BP
b.	Professional Responsibilities.....	4319.2	
(1)	Professional Standards (see 4119.21).....	4319.21	E
D.	Activities	4330	
1.	Staff Development.....	4331	BP

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		CODE		
0.	Concepts and Roles	5000	BP	
A.	Goals and Objectives	5010		
B.	Parent Rights and Responsibilities	5020	BP	AR
1.	Noncustodial Parents	5021	BP	
2.	Student and Family Privacy Rights	5022	BP	AR
C.	Student Wellness.....	5030	BP	AR
D.	Social Emotional Learning (SEL).....	5031	BP	
1.	Elementary and Secondary	5100	BP	AR E
A.	Attendance	5110	BP	AR
1.	Berryessa District School Attendance and Review Board (SARB)..	5110.1	BP	AR
2.	Admission	5111	BP	AR
a.	District Residency	5111.1	BP	AR
3.	Attendance and Exceptions.....	5112		
a.	Exemptions from Attendance	5112.1	BP	AR
b.	Exclusions from Attendance	5112.2		AR
4.	Absences and Excuses	5113	BP	AR
6.	School Attendance Boundaries	5116	BP	
a.	Intradistrict Open Enrollment.....	5116.1	BP	AR
b.	Involuntary Student Transfers	5116.2	BP	
9.	Students Expelled from Other Districts	5119	BP	
B.	Progress	5120		
1.	Grades/Evaluation of Student Achievement	5121	BP	AR
3.	Promotion/Acceleration/Retention	5123	BP	AR
5.	Student Records	5125	BP	AR
a.	Release of Directory Information	5125.1	BP	AR
c.	Challenging Student Records	5125.3		AR
C.	Activities	5130		
1.	Conduct.....	5131	BP	
a.	Bus Conduct	5131.1	BP	AR
b.	Bullying	5131.2	BP	
e.	Vandalism and Graffiti.....	5131.5	BP	
f.	Alcohol and Other Drugs	5131.6		AR
g.	Weapons and Dangerous Instruments	5131.7	BP	AR
2.	Dress and Grooming	5132	BP	AR
6.	Gangs	5136	BP	
7.	Positive School Climate.....	5137	BP	

STUDENTS
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		CODE
D.	Welfare 5140	
1.	Health Care and Emergencies.....	5141 BP AR
	(1) Administering Medication and Monitoring	
	Health Conditions	5141.21 BP AR
	(2) Infectious Diseases.....	5141.22 BP AR
	(3) Asthma Management	5141.23 BP AR
	(4) Specialized Health Care Services.....	5141.24 AR
	(6) Tuberculosis Testing	5141.26 AR
	(7) Food Allergies/Special Dietary Needs	5141.27 BP AR
c.	Health Examinations	5141.3 BP AR
	(1) Immunizations.....	5141.31 BP AR
	(2) Health Screening for School Entry.....	5141.32 AR
	(3) Head Lice	5141.33 BP
d.	Child Abuse Prevention and Reporting	5141.4 BP AR
e.	Mental Health.....	5141.5
	(2) Suicide Prevention	5141.52 BP AR
f.	School Health Services.....	5141.6 AR
2.	Safety.....	5142 BP AR
a.	Identification and Reporting of Missing Children.....	5142.1 AR
3.	Insurance.....	5143 BP AR
4.	Discipline.....	5144 AR
	b. Suspension and Expulsion/Due Process	
	(Students with Disabilities)	5144.2 AR
	c. Required Parental Attendance	5144.4 BP AR
5.	Rights and Responsibilities.....	5145
a.	Privacy.....	5145.1
	(1) Questioning and Apprehension by	
	Law Enforcement	5145.11 BP
	(2) Search and Seizure	5145.12 BP
b.	Freedom of Speech/Expression	5145.2 BP AR
c.	Nondiscrimination/Harassment	5145.3 BP AR
f.	Parental Notifications	5145.6 BP
g.	Sexual Harassment	5145.7 BP AR
j.	Response To Immigration Enforcement.....	5145.13 BP
8.	Child Care and Development.....	5148
	b. Before/After School Programs	5148.2 BP

E

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	CODE	
0. Concepts and Roles	6000	BP
A. Goals and Objectives	6010	
1. Academic Standards	6011	BP
1. Elementary and Secondary	6100	
A. Schedules	6110	
1. School Calendar	6111	BP
2. School Day	6112	BP
4. Ceremonies and Observances	6115	BP AR
5. Classroom Interruptions	6116	AR
D. Curriculum	6140	
1. Curriculum Development and Evaluation	6141	BP AR
b. Recognition of Religious Beliefs and Customs	6141.2	BP AR
2. Subject Fields	6142	
a. Sexual Health and HIV/AIDS Prevention Instruction	6142.1	BP AR
e. Environmental Education	6142.5	BP
f. Visual and Performing Arts Education	6142.6	BP
g. Physical Education and Activity	6142.7	BP AR
h. Comprehensive Health Education	6142.8	BP AR
i. Core Curriculum	6142.9	
(1) Reading/Language Arts Instruction	6142.91	BP AR
(2) Mathematics Instruction	6142.92	BP
(3) Science Instruction	6142.93	BP
(4) History-Social Science Instruction	6142.94	BP
3. Courses of Study	6143	BP AR
4. Controversial Issues	6144	BP
5. Extracurricular and Cocurricular Activities	6145	BP AR
a. Intramural Competition	6145.1	
b. Athletic Competition	6145.2	BP AR
f. International Exchange	6145.6	BP
g. [Future Topic]	6145.7	
h. Assemblies and Special Events	6145.8	BP
6. Graduation Requirements/Standards of Proficiency	6146	
e. Elementary/Middle School Graduation Requirements	6146.5	BP AR
E. Instructional Arrangements	6150	
1. Class Size	6151	BP
2. Class Assignment	6152	BP
3. School-Sponsored Trips	6153	AR
4. Homework/Makeup Work	6154	BP
8. Independent Study	6158	BP AR

INSTRUCTION
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		CODE		
9.	Individualized Education Program	6159	BP	AR
a.	Procedural Safeguards and Complaints for Special Education	6159.1	BP	AR
b.	Nonpublic, Nonsectarian School and Agency Services for Special Education.....	6159.2	BP	AR
c.	Appointment of Surrogate Parent for Special Education Students	6159.3	BP	AR
d.	Behavioral Interventions for Special Education Students	6159.4		AR
F.	Instructional Services and Resources.....	6160		
1.	Equipment, Books and Materials.....	6161		
a.	Selection and Evaluation of Instructional Materials.....	6161.1		AR
	(1) Supplementary Instructional Materials	6161.11	BP	
b.	Damaged or Lost Instructional Materials	6161.2	BP	
c.	Toxic Art Supplies	6161.3	BP	
2.	Student Assessment	6162.5	BP	
a.	State Academic Achievement Tests	6162.51	BP	AR
3.	Use of Copyrighted Materials.....	6162.6	BP	AR
5.	Research	6162.8	BP	AR
6.	Instructional Resources for Students	6163		
b.	Animals at School	6163.2	BP	AR
d.	Student Use of Technology	6163.4	BP	E
7.	Individual Services and Counseling	6164		
b.	Guidance/Counseling Services.....	6164.2	BP	
d.	Identification and Evaluation of Individuals for Special Education	6164.4	BP	AR
	(1) Children with Disabilities Enrolled by Their Parents in Private School	6164.41	BP	AR
e.	Student Success Teams	6164.5	BP	AR
f.	Identification and Education Under Section 504.....	6164.6	BP	AR
G.	Curriculum Extensions/Specialized Programs	6170		
2.	Title I Programs	6171	BP	AR
3.	Gifted and Talented Student Program	6172	BP	AR
4.	Education for Homeless Children.....	6173	BP	AR
5.	Education for Foster Youth	6173.1	BP	
7.	Education for Juvenile Court School Students	6173.3		AR
8.	Education for English Learners	6174	BP	AR
13.	Supplemental Instruction	6179	BP	
H.	Program Adaptations/Alternative Arrangements	6180		
1.	Alternative Schools/Programs of Choice.....	6181	BP	
3.	Home and Hospital Instruction	6183		AR
I.	Evaluation of the Instructional Program	6190	BP	

FACILITIES

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	CODE	
0. Concepts and Roles	7000	BP
1. Planning and Design	7100	
A. Facilities Master Plan	7110	BP
1. Evaluating Existing Buildings	7111	AR
C. Relations with other Governmental Units	7130	
1. Relations with Local Agencies	7131	BP
D. Architectural and Engineering Services	7140	BP AR
E. Site Selection and Development	7150	BP AR
2. Financing.....	7200	
A. Facilities Financing.....	7210	BP
1. Developer Fees	7211	BP AR
3. School Facilities Improvement Districts.....	7213	BP
4. General Obligation Bonds	7214	AR
3. Acceptance/Dedication/Occupation	7300	
A. Naming of Facility	7310	BP

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		CODE	
0.	Role of the Board	9000	BB
	B. Governance Standards	9005	BB
	C. Public Statements.....	9010	BB
	1. Disclosure of Confidential/Privileged Information	9011	BB
	2. Board Member Electronic Communications	9012	BB
1.	Organization.....	9100	BB
	A. Terms of Office.....	9110	BB
	B. Officers and Auxiliary Personnel.....	9120	
	2. Secretary	9122	BB
	3. Clerk	9123	BB
	4. Attorney.....	9124	BB
	C. Board Committees	9130	BB
	D. Board Representatives	9140	BB
2.	Limits of Board Member Authority	9200	BB
	B. Governing Board Elections.....	9220	
	1. Recruiting New Board Members.....	9221	BB
	2. Resignation	9222	BB
	3. Filling Vacancies	9223	BB
	4. Oath or Affirmation	9224	BB
	D. Board Training	9240	BB
	E. Remuneration, Reimbursement, and Other Benefits.....	9250	BB
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