

TUOLUMNE COUNTY  
SUPERINTENDENT OF SCHOOLS  
OFFICE  
September 2008

POLICIES

REGULATIONS

BYLAWS

ARTICLE 0

PHILOSOPHY-GOALS-OBJECTIVES  
& COMPREHENSIVE PLANS

(Series 0000)

		CODE	
0.	Vision .....	0000	BP
1.	Philosophy.....	0100	BP
2.	Goals for the County Office .....	0200	BP
3.	Comprehensive Plans		
	Nondiscrimination in County Office Programs and Activities .....	0410	BP
	Charter Schools.....	0420.4	BP AR
	Charter School Appeals .....	0420.41	AR
	Comprehensive Local Plan for Special Education.....	0430	AR
	Technology Plan .....	0440	BP AR
	Comprehensive Safety Plan .....	0450	BP AR
4.	Accountability .....	0500	BP
	School Accountability Report Card .....	0510	BP

		CODE		
0.	Concepts and Roles .....	1000	BP	
	Youth Services .....	1020	BP	
1.	Communication with the Public .....	1100	BP	
	County Schools Directory .....	1111.1	BP	
	Media Relations .....	1112	BP	
	County Office Web Site .....	1113	BP AR	
	Political Processes .....	1160	BP	
2.	Participation by the Public			
	Citizen Advisory Committee .....	1220	BP AR	
	School/Program Site-Connected Organizations .....	1230	BP AR	
	Volunteer Assistance .....	1240	BP AR	
	Visitors/Outsiders .....	1250	BP AR	
3.	Complaints			
	Complaints Concerning District Employees .....	1312.1	BP AR	E
	Complaints Concerning Instructional Materials .....	1312.2	BP AR	E
	Uniform Complaint Procedures .....	1312.3	BP AR	
	Williams Uniform Complaint Procedures .....	1312.4	BP AR	E
4.	Relations between Public and Students			
	Solicitation of Funds from and by Students .....	1321	BP AR	
	Advertising and Promotion .....	1325	BP	
	Use of County Office Facilities .....	1330	BP AR	E
	Access to District Records .....	1340	BP AR	
5.	Relations Between Other Governmental Agencies and the Schools .....	1400	BP	
	Waivers .....	1431	BP	
6.	Relations Between Private Industry and the Schools .....	1700	BP	

ARTICLE 2 ADMINISTRATION

(Series 2000)

CODE

- 0. County Superintendent of Schools, Compensation ..... 2112 BP
- 1. Administrative Leeway in Absence of Governing Board Policy ..... 2210 BP

ARTICLE 3 BUSINESS & NONINSTRUCTIONAL OPERATIONS (Series 3000)

		CODE		
0.	Concepts and Roles .....	3000	BP	
1.	County Budget Adoption and Revision.....	3100	BP	AR
	Transfer of Funds .....	3110	BP	
	Deferred Maintenance Funds .....	3111	BP	
2.	Income			
	Lottery Funds.....	3220.1	BP	
	Federal Funds.....	3230	BP	
	Fees and Charges .....	3260	BP	AR
	Sale and Disposal of Books, Equipment and Supplies.....	3270	BP	AR
	Sale or Lease of District-Owned Real Property .....	3280	BP	AR
	Gifts, Grants and Bequests.....	3290	BP	
3.	Expenditures and Purchasing .....	3300	BP	
	Purchasing Procedures .....	3310	BP	AR
	Bids .....	3311	BP	AR
	Contracts.....	3312	BP	
	Payment for Goods and Services .....	3314	BP	AR
	Rewards of Special Recognition.....	3315	BP	
	Claims and Actions Against the District.....	3320	BP	AR
	Travel Expenses.....	3350	BP	
4.	Management of County Office Assets/Accounts .....	3400	BP	AR
	Investing .....	3430	BP	AR
	Inventories .....	3440		AR
	Petty Cash Funds .....	3451		AR
	Student Activity Funds .....	3452	BP	
	Financial Reports and Accountability.....	3460	BP	AR
	Financial Aid to Districts .....	3465	BP	
5.	Noninstructional Operations			
	Operation and Maintenance of Plant.....	3510	BP	
	Equipment.....	3512		AR
	Cellular Phone Reimbursement .....	3513.1	BP	AR
	Tobacco-Free Schools.....	3513.3	BP	AR
	Environmental Safety.....	3514	BP	AR
	Hazardous Substances .....	3514.1	BP	AR
	Integrated Pest Management.....	3514.2		AR
	Campus Security .....	3515		AR
	Disruptions.....	3515.2	BP	AR
	Recovery for Property Loss or Damage.....	3515.4	BP	AR
	Sex Offender Notification.....	3515.5	BP	AR
	Criminal Background Checks for Contractors .....	3515.6		AR

ARTICLE 3 BUSINESS & NONINSTRUCTIONAL OPERATIONS (Series 3000)  
 -continued-

6.	Emergencies and Disaster Preparedness Plan .....	3516	BP	AR
	Fire Drills and Fires .....	3516.1		AR
	Bomb Threats .....	3516.2		AR
	Earthquake Emergency Procedure System .....	3516.3		AR
	Emergency Schedules .....	3516.5	BP	
	Facilities Inspection .....	3517	BP	
7.	Risk Management/Insurance .....	3530	BP	AR
8.	Transportation			
	Transportation for School-Related Trips .....	3541.1		AR
	Transportation for Students with Disabilities .....	3541.2	BP	AR
	Bus Drivers .....	3542		AR
9.	Food Service/Child Nutrition Program .....	3550	BP	AR
	Free and Reduced Price Meals.....	3553	BP	AR
	Other Food Sales.....	3554	BP	AR
10.	District Records .....	3580	BP	AR
11	Consultants.....	3600	BP	

ARTICLE 4

PERSONNEL

(Series 4000)

	CODE	
0. Concepts and Roles .....	4000	BP
Drug and Alcohol-Free Workplace .....	4020	BP
Nondiscrimination in Employment .....	4030	BP AR
Complaints Concerning Discrimination in Employment .....	4031	AR
Reasonable Accommodation.....	4032	AR
Employee Use of Technology .....	4040	BP AR
1. Certificated Personnel .....	4100	BP
Recruitment and Selection .....	4111	BP
Legal Status Requirement .....	4111.2	BP AR
A. Appointment and Conditions of Employment		
Contracts.....	4112.1	AR
Certification.....	4112.2	BP AR
Interns .....	4112.21	BP
Staff Teaching Students of Limited English Proficiency.....	4112.22	AR
Oath or Affirmation .....	4112.3	AR
Health Examinations.....	4112.4	AR
Drug and Alcohol Testing for School Bus Drivers.....	4112.42	BP
Criminal Record Check .....	4112.5	AR
Employment References.....	4112.61	BP AR
Maintenance of Criminal Offender Records.....	4112.62	AR
Employment of Relatives .....	4112.8	BP
Employee Notifications .....	4112.9	AR
Assignment .....	4113	BP
Temporary Modified/Light-Duty Assignment .....	4113.4	BP
Employment of Retired Teachers .....	4117.14	BP AR
Resignation .....	4117.2	BP
Personnel Reduction .....	4117.3	BP AR
Dismissal .....	4117.4	AR
Termination Agreements .....	4117.5	AR
Employment Status Reports .....	4117.7	AR
B. Rights, Responsibilities and Duties		
Civil and Legal Rights.....	4119.1	BP
Sexual Harassment .....	4119.11	BP AR
Professional Standards.....	4119.21	BP
Dress and Grooming.....	4119.22	BP
Unauthorized Release of Confidential/Privileged Information.....	4119.23	BP
Political Activities of Employees .....	4119.25	BP AR
C. Infectious Disease		
Employees with Infectious Disease .....	4119.41	BP
Exposure Control Plan for Bloodborne Pathogens .....	4119.42	BP
Universal Precautions .....	4119.43	BP AR
D. Other Certificated Personnel		
Temporary/Substitute Personnel.....	4121	AR

		CODE		
E.	Activities			
	Staff Development.....	4131	BP	AR
	Publication or Creation of Materials.....	4132	BP	
	Soliciting and Selling.....	4135	BP	
	Nonschool Employment .....	4136	BP	
	Tutoring .....	4137	BP	
F.	Bargaining Units .....	4140	BP	
	Collective Bargaining Agreement .....	4141	BP	
	Concerted Action/Work Stoppage.....	4141.6	BP	AR
	Negotiations/Consultation .....	4143	BP	
	Public Notice - Personnel Negotiations .....	4143.1	BP	AR
G.	Compensation and Related Benefits			
	Health and Welfare Benefits.....	4154	BP	
H.	Employee Safety			
	Work-Related Injuries .....	4157.1	BP	
	Ergonomics.....	4157.2		AR
	Catastrophic Leave .....	4161.9		AR
2.	Classified Personnel.....	4200	BP	AR
A.	Appointment and Conditions of Employment .....	4212		AR
	1.0 Criminal Record Check .....	4212.5		AR
3.	Management, Supervisory and Confidential Personnel .....	4300	BP	AR
	1. Certificated Management Employees.....	4300.1		AR
	2. Classified Managers .....	4300.2		AR
A.	Permanent/Probationary			
	1. Certificated Management Employees – Terms of Employment .....	4310.1		AR
	2. Classified Management Employees – Terms of Employment.....	4310.2		AR
	3.			
	4. Assignment/Classification			
	a. Hours of Employment for Certificated Management Employees .....	4313.11		AR
	b. Hours of Employment for Classified Management Employees .....	4313.12		AR
	c. Promotion/Demotion/Reassignment.....	4313.2	BP	
	5. Evaluation/Supervision.....	4315	BP	
	6. Personnel Reduction.....	4317.3		AR
B.	Management			
	1. Employee Security .....	4358	BP	

ARTICLE 5

STUDENTS

(Series 5000)

		CODE	
0.	Concepts and Roles .....	5000	BP
	Parent Rights and Responsibilities .....	5020	BP AR
	Noncustodial Parents .....	5021	BP
	Student and Family Privacy Rights.....	5022	BP AR
1.	Admission .....	5111	BP
	Residency for Homeless Children.....	5111.13	AR
	Attendance and Exceptions		
	Exemptions from Attendance .....	5112.1	BP AR
	Exclusions from Attendance.....	5112.2	AR
	Open/Closed Campus .....	5112.5	BP
	Absences and Excuses .....	5113	BP AR
	Truancy .....	5113.1	BP AR
	Work Permits.....	5113.2	BP AR
	Interdistrict Attendance Appeals .....	5117	BP
	Students Expelled from Other Districts .....	5119	BP
2.	Progress		
	Grades/Evaluation of Student Achievement .....	5121	BP AR
	Promotion/Acceleration/Retention.....	5123	BP AR
	Reporting to Parents/Guardians .....	5124	BP
	Student Records .....	5125	BP AR
	Release of Directory Information .....	5125.1	BP AR
	Withholding Grades, Diploma or Transcripts.....	5125.2	AR
	Challenging Student Records .....	5125.3	AR
	Awards for Achievement .....	5126	BP AR
3.	Conduct .....	5131	BP
	County Office Van-Student Conduct.....	5131.1	BP AR
	Student Disturbances .....	5131.4	BP AR
	Vandalism, Theft and Graffiti.....	5131.5	BP
	Alcohol and Other Drugs .....	5131.6	BP AR
	Tobacco.....	5131.62	BP AR
	Steroids .....	5131.63	BP AR
	Weapons and Dangerous Instruments.....	5131.7	BP AR
	Academic Honesty.....	5131.9	BP
	Dress and Grooming .....	5132	BP AR
	Gangs .....	5136	BP AR
	Positive School Climate.....	5137	BP
	Conflict Resolution/Peer Mediation.....	5138	BP

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		CODE		
4.	Welfare			
	Health Care and Emergencies .....	5141	BP	AR
	Administering Medication and Monitoring Health Conditions .....	5141.21	BP	AR
	Asthma Management .....	5141.23	BP	AR
	Specialized Health Care Services .....	5141.24		AR
	Availability of Condoms .....	5141.25	BP	
	Health Examinations .....	5141.3	BP	AR
	Immunizations .....	5141.31	BP	AR
	Child Abuse Prevention and Reporting .....	5141.4	BP	AR
	Safety .....	5142	BP	AR
5.	Discipline .....	5144	BP	
	Suspension and Expulsion/Due Process .....	5144.1	BP	AR
	Suspension and Expulsion/Due Process (Students with Disabilities).....	5144.2		AR
	Student Expulsion Appeals.....	5144.3	BP	AR
6.	Rights and Responsibilities			
	Questioning and Apprehension .....	5145.11	BP	AR
	Search and Seizure .....	5145.12	BP	AR
	Freedom of Speech/Expression.....	5145.2	BP	AR
	Nondiscrimination/Harassment.....	5145.3	BP	
	Parental Notifications.....	5145.6	BP	
	Sexual Harassment.....	5145.7	BP	AR
	Refusal to Harm or Destroy Animals.....	5145.8	BP	AR
	Hate-Motivated Behavior.....	5145.9	BP	
7.	Student Services			
	Married/Pregnant/Parenting Students .....	5146	BP	AR
	Child Care and Development.....	5148	BP	
	Child Care Services for Parenting Students.....	5148.1		AR
	At-Risk Students .....	5149	BP	AR

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		CODE	
0.	Concepts and Roles .....	6000	BP
	Academic Standards.....	6011	BP
	Parent Involvement .....	6020	BP AR
1.	Schedules		
	School Calendar.....	6111	BP
	School Day.....	6112	BP AR
	Ceremonies and Observances .....	6115	BP AR
	Classroom Interruptions.....	6116	BP AR
2.	Curriculum		
	Curriculum Development and Evaluation.....	6141	BP
	Recognition of Religious Beliefs and Customs.....	6141.2	BP AR
	Sexual Health and HIV/AIDS Prevention Instruction .....	6142.1	BP AR
	Civic Education .....	6142.3	BP
	Environmental Education.....	6142.5	BP
	Visual and Performing Arts Education .....	6142.6	BP
	Physical Education.....	6142.7	BP AR
	Comprehensive Health Education .....	6142.8	BP AR
	Reading/Language Arts Instruction .....	6142.91	BP
	Mathematics Instruction.....	6142.92	BP
	Science Instruction.....	6142.93	BP
	Courses of Study.....	6143	BP AR
	Controversial Issues.....	6144	BP AR
	Assemblies and Special Events.....	6145.8	BP
3.	Graduation Requirements/Standards of Proficiency		
	Alternative Credits Toward Graduation.....	6146.11	BP AR
	Certificate of Proficiency/High School Equivalency .....	6146.2	BP AR
	Reciprocity of Academic Credit .....	6146.3	BP AR
4.	Instructional Arrangements		
	School-Sponsored Trips.....	6153	BP AR
	Independent Study .....	6158	BP AR
5.	Instructional Services and Resources		
	Instructional Multimedia Services, Resources and Tools .....	6161	BP
	Selection and Evaluation of Instructional Materials .....	6161.1	BP AR
	Supplementary Instructional Materials.....	6161.11	BP
	Damaged or Lost Instructional Materials .....	6161.2	BP
	Toxic Art Supplies.....	6161.3	BP
	Student Assessment .....	6162.5	BP
	Standardized Testing and Reporting Program .....	6162.51	BP AR
	High School Exit Examination .....	6162.52	BP AR
	Test Integrity/Test Preparation .....	6162.54	BP
	Use of Copyrighted Materials.....	6162.6	BP AR

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		CODE		
	Instructional Media Services.....	6163.1	AR	
	Animals at School.....	6163.2	BP AR	
	Student Use of Technology.....	6163.4	BP AR	
6.	Individual Services and Counseling			
	Identification and Education Under Section 504 .....	6164.6	BP AR	
7.	Curriculum Extensions/Specialized Programs			
	Gifted and Talented Student Programs .....	6172	BP AR	
	Education for Homeless Children .....	6173	BP AR	E
	Education for Foster Youth.....	6173.1	BP AR	
	Education for English Language Learners .....	6174	BP AR	E
	Work Experience Education .....	6178.1	BP AR	
	Alternative Schools .....	6181	BP	
	Home and Hospital Instruction .....	6183	AR	
	Community Day School .....	6185	BP AR	
8..	Evaluation of the Instructional Program .....	6190	BP	

		CODE	
0.	Concepts and Roles .....	7000	BP
1.	Planning and Design		
	Facilities Master Plan .....	7110	BP
	Evaluating Existing Buildings .....	7111	AR
2.	Relations with other Governmental Units		
	Relations with Local Agencies .....	7131	BP
3.	Architectural and Engineering Services .....	7140	BP AR
4.	Site Selection and Development .....	7150	BP AR
5.	Financing		
	Facilities Financing .....	7210	BP
	General Obligation Bonds.....	7214	BP AR
6.	Naming of Facility .....	7310	BP

		CODE	
0.	Role of the Board .....	9000	BB
A.	Governance Standards .....	9005	BB
B.	Public Statements.....	9010	BB
1.	Disclosure of Confidential/Privileged Information .....	9011	BB
2.	Board Member Electronic Communications .....	9012	BB
1.	Organization.....	9100	BB
	Terms of Office.....	9110	BB
	Trustee Areas .....	9110.1	BB
2.	Officers and Auxiliary Personnel		
	Executive Officer: County Superintendent of Schools .....	9120.1	BB
	President .....	9121	BB
	Secretary .....	9122	BB
	Clerk .....	9123	BB
	Attorney .....	9124	BB
3.	Board Committees.....	9130	BB
4.	Limits of Board Member Authority .....	9200	BB
5.	Governing Board Elections .....	9220	BB
	Resignation .....	9222	BB
	Filling Vacancies .....	9223	BB
	Oath or Affirmation .....	9224	BB
6.	Remuneration, Reimbursement, and Other Benefits .....	9250	BB
7.	Conflict of Interest .....	9270	BB
A.	Board Policies .....	9310	BB
B.	Meetings and Notices.....	9320	BB
	Closed Session Purposes and Agendas.....	9321	BB
	Agenda/Meeting Materials .....	9322	BB
	Meeting Conduct .....	9323	BB
	Actions by the Board.....	9323.2	BB
	Minutes and Recordings .....	9324	BB