

# **EL MONTE UNION HIGH SCHOOL DISTRICT**

**Revised  
AUGUST 2009**

**POLICIES**

**REGULATIONS**

**EXHIBITS**

**BYLAWS**

NOTE: The CSBA comprehensive index/table of contents is widely used by districts throughout the state. It provides a standard index system designed to accommodate future policies/regulations and at the same time provides a table of contents for this manual. This manual contains only those Board policies (BP), administrative regulations (AR) and exhibits (E) specified in the right-hand column.

		CODE			
<b>Section 1</b>		0000	Vision .....	BP	AR
		0100	Philosophy .....	BP	
		0200	Goals for the School District .....	BP	
		0400	Comprehensive Plans.....	BP	
		0410	Nondiscrimination in District Programs and Activities.....	BP	
		0420	School Plans/Site Councils .....	BP	AR
		0420.4	Charter Schools.....	BP	AR
		0430	Comprehensive Local Plan for Special Education .....	BP	AR
		0440	District Technology Plan .....	BP	AR
		0450	Comprehensive Safety Plan.....	BP	AR
<b>Section 2</b>		0500	Accountability.....	BP	
		0510	School Accountability Report Card .....	BP	AR
		0520.1	High Priority Schools Grant Program.....	BP	AR
		0520.2	Title I Program Improvement Schools .....	BP	AR E
		0520.3	Title I Program Improvement Districts.....	BP	AR
		0520.4	Quality Education Investment Schools.....		

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CODE

Section 3

1000	Concepts and Roles.....	BP	
1020	Youth Services .....	BP	
1100	Communication with the Public .....	BP	
1112	Media Relations .....	BP	
1113	District and School Web Sites .....	BP	AR
1150	Commendations and Awards.....	BP	AR
1160	Political Processes .....	BP	
1220	Citizen Advisory Committees.....	BP	AR
1230	School-Connected Organizations .....	BP	AR
1240	Volunteer Assistance .....	BP	AR
1250	Visitors/Outsiders .....	BP	AR
1260	Educational Foundation.....	BP	

Section 4

1312.1	Complaints Concerning District Employees .....	BP	AR
1312.2	Complaints Concerning Instructional Materials.....	BP	AR E
1312.3	Uniform Complaint Procedures.....	BP	AR E
1312.4	Williams Uniform Complaint Procedures .....		AR E
1321	Solicitation of Funds from and by Students .....	BP	AR
1325	Advertising and Promotion.....	BP	
1330	Use of School Facilities .....	BP	AR
1340	Access to District Records .....	BP	AR

1400	Relations between Other Governmental Agencies and the Schools.....	BP	
1431	Waivers .....	BP	
1700	Relations between Private Industry and the Schools.....	BP	

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CODE

Section 5

2000	Concepts and Roles .....	BP
2110	Superintendent Responsibilities and Duties .....	BP
2111	Superintendent Governance Standards.....	BP
2120	Superintendent Recruitment and Selection .....	BP
2121	Superintendent’s Contract .....	BP
2140	Evaluation of the Superintendent .....	BP
2210	Administrative Leeway in Absence of Board of Trustees Policy .....	BP
2220	Administrative Staff Organization .....	BP
2230	Representative and Deliberative Groups.....	BP

ARTICLE 3 BUSINESS & NONINSTRUCTIONAL OPERATIONS (Series 3000)

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	CODE			
	3000	Concepts and Roles.....	BP	
	3100	Budget .....	BP	AR
	3110	Transfer of Funds .....		AR
	3111	Deferred Maintenance Funds .....	BP	
	3220.1	Lottery Funds.....	BP	
	3250	Transportation Fees .....	BP	AR
	3260	Fees and Charges .....	BP	AR
	3270	Sale and Disposal of Books, Equipment and Supplies .....	BP	AR
	3280	Sale, Lease, Rental of District-Owned Real Property .....	BP	AR
	3290	Gifts, Grants and Bequests .....	BP	
	<hr/>			
	3300	Expenditures/Expending Authority .....	BP	
	3311	Bids .....	BP	AR
	3312	Contracts.....	BP	
	3312.2	Educational Travel Program Contracts.....	BP	AR
	3314	Payment for Goods and Services.....	BP	AR
	3314.2	Revolving Funds.....	BP	
	3320	Claims and Actions Against the District .....	BP	AR E
	3350	Travel Expenses.....	BP	
	3400	Management of District Assets/Accounts .....	BP	AR
	3430	Investing .....	BP	AR
	3440	Inventories .....		AR
	3451	Petty Cash Funds .....		AR
	3452	Student Activity Funds .....	BP	AR
	3460	Financial Reports and Accountability .....	BP	AR

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

CODE

Section 8

3511	Energy and Water Management .....	BP	AR
3511.1	Integrated Waste Management .....	BP	AR
3512	Equipment .....		AR E
3513.1	Cellular Telephone Reimbursement .....	BP	AR
3513.3	Tobacco-Free Schools .....	BP	AR
3514	Environmental Safety .....	BP	AR
3514.1	Hazardous Substances .....	BP	AR
3514.2	Integrated Pest Management.....		AR
3515	Campus Security .....	BP	AR
3515.2	Disruptions.....	BP	AR
3515.3	District Police/Security Department .....	BP	AR
3515.4	Recovery for Property Loss or Damage .....	BP	AR
3515.5	Sex Offender Notification.....	BP	AR
3515.6	Criminal Background Checks for Contractors .....		AR
3516	Emergencies and Disaster Preparedness Plan.....	BP	AR
3516.1	Fire Drills and Fires .....		AR
3516.2	Bomb Threats.....		AR
3516.3	Earthquake Emergency Procedure System.....		AR
3516.5	Emergency Schedules .....	BP	
3517	Facilities Inspection .....	BP	

Section 9

3530	Risk Management/Insurance .....	BP	AR
3540	Transportation .....	BP	AR
3541	Transportation Routes and Services .....		AR
3541.1	Transportation for School-Related Trips .....		AR E
3541.2	Transportation for Students with Disabilities .....	BP	AR
3542	School Bus Drivers .....		AR
3543	Transportation Safety and Emergencies .....		AR
3550	Food Service/Child Nutrition Program.....	BP	AR
3551	Food Service Operations/Cafeteria Fund.....	BP	AR
3553	Free and Reduced Price Meals .....	BP	AR
3554	Other Food Sales.....	BP	AR
3580	District Records .....	BP	AR
3600	Consultants .....	BP	

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CERTIFICATED PERSONNEL

CODE

Section 10

4000	Concepts and Roles.....	BP		
4020	Drug and Alcohol-Free Workplace .....	BP		
4030	Nondiscrimination in Employment.....	BP	AR	
4031	Complaints Concerning Discrimination in Employment .....		AR	
4032	Reasonable Accommodation .....		AR	
4040	Employee Use of Technology .....	BP	AR	
4100	Certificated Personnel.....	BP		
4111	Recruitment and Selection .....	BP		
4111.2	Legal Status Requirement.....	BP	AR	
4112	Appointment and Conditions of Employment .....		AR	
4112.1	Contracts .....		AR	
4112.2	Certification .....	BP	AR	
4112.21	Interns .....	BP	AR	
4112.22	Staff Teaching Students of Limited English Proficiency .....		AR	

Section 11

4112.23	Special Education Staff.....		AR	
4112.24	Teacher Qualifications Under The No Child Left Behind Act.....	BP	AR	E
4112.3	Oath or Affirmation .....		AR	E
4112.4	Health Examinations.....		AR	
4112.41	Employee Drug Testing .....	BP	AR	
4112.42	Drug and Alcohol Testing for School Bus Drivers .....	BP		
4112.5	Criminal Record Check .....		AR	
4112.6	Personnel Files.....		AR	
4112.61	Employment References.....	BP	AR	
4112.62	Maintenance of Criminal Offender Records.....		AR	E
4112.8	Employment of Relatives .....	BP		
4112.9	Employee Notifications .....		AR	
4113	Assignment .....	BP	AR	
4113.4	Temporary Modified/Light-Duty Assignment .....	BP		
4114	Transfers .....	BP		

Section 12

4115	Evaluation/Supervision.....	BP	AR	
4116	Probationary/Permanent Status.....	BP	AR	
4117.11	Preretirement Part-Time Employment.....		AR	
4117.13	Early Retirement Option.....	BP		
4117.14	Postretirement Employment .....		AR	
4117.2	Resignation .....	BP		
4117.3	Personnel Reduction .....	BP		
4117.4	Dismissal.....		AR	
4117.5	Termination Agreements .....		AR	
4117.6	Decision Not to Rehire .....		AR	
4117.7	Employment Status Reports .....		AR	

CODE

Section 13

4118	Suspension/Disciplinary Action .....	BP	AR
4119.1	Civil and Legal Rights .....	BP	
4119.11	Sexual Harassment.....	BP	AR
4119.21	Professional Standards.....	BP	E
4119.22	Dress and Grooming.....	BP	
4119.23	Unauthorized Release of Confidential/Privileged Information .....	BP	
4119.25	Political Activities of Employees .....	BP	AR
4119.41	Employees with Infectious Disease .....	BP	
4119.42	Exposure Control Plan for Bloodborne Pathogens.....	BP	AR E
4119.43	Universal Precautions .....	BP	AR

Section 14

4121	Temporary/Substitute Personnel.....		AR
4127	Temporary Athletic Team Coaches .....	BP	AR
4131	Staff Development .....	BP	AR
4131.1	Beginning Teacher Support/Induction.....	BP	
4132	Publication or Creation of Materials .....	BP	
4135	Soliciting and Selling.....	BP	
4136	Nonschool Employment .....	BP	
4138	Mentor Teachers .....	BP	AR
4139	Peer Assistance and Review .....	BP	AR

Section 15

4140	Bargaining Units.....	BP	
4141	Collective Bargaining Agreement .....	BP	
4141.6	Concerted Action/Work Stoppage.....	BP	AR
4143	Negotiations/Consultation .....	BP	
4143.1	Public Notice - Personnel Negotiations.....	BP	AR
4144	Complaints.....	BP	AR
4151	Employee Compensation .....	BP	
4154	Health and Welfare Benefits.....	BP	AR
4156.2	Awards and Recognition.....	BP	
4156.3	Employee Property Reimbursement.....	BP	
4157	Employee Safety.....	BP	AR
4157.1	Work-Related Injuries .....	BP	
4157.2	Ergonomics.....		AR

Section 16

4158	Employee Security.....	BP	AR
4159	Employee Assistance Programs.....	BP	
4161	Leaves .....	BP	AR
4161.1	Personal Illness/Injury Leave .....		AR
4161.11	Industrial Accident/Illness Leave .....		AR
4162.2	Personal Leaves .....		AR
4161.3	Professional Leaves .....		AR
4161.5	Military Leave .....		AR
4161.8	Family Care and Medical Leave.....		AR E
4161.9	Catastrophic Leave Program.....	BP	AR

CLASSIFIED PERSONNEL

CODE

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4200	Classified Personnel.....	BP	AR
4211	Recruitment and Selection (see 4111).....	BP	
4211.2	Legal Status Requirement (see 4111.2).....	BP	AR
4212	Appointment and Conditions of Employment.....		AR
4212.3	Oath or Affirmation (see 4112.3).....		AR E
4212.4	Health Examinations (see 4112.4).....		AR
4212.41	Employee Drug Testing (see 4112.41).....	BP	AR
4212.42	Drug and Alcohol Testing for School Bus Drivers (see 4112.42).....	BP	
4212.5	Criminal Record Check.....		AR
4212.6	Personnel Files (see 4112.6).....		AR
4212.61	Employment References (see 4112.61).....	BP	AR
4212.62	Maintenance of Criminal Offender Records (see 4112.62).....		AR E
4212.8	Employment of Relatives (see 4112.8).....	BP	
4212.9	Employee Notifications (see 4112.9).....		AR
4213.4	Temporary Modified/Light-Duty Assignment (see 4113.4).....	BP	
4215	Evaluation/Supervision.....	BP	
4216	Probationary/Permanent Status.....	BP	
4217.11	Preretirement Part-Time Employment.....		AR
4217.2	Resignation (see 4117.2).....	BP	
4217.3	Layoff/Rehire.....		AR
4217.5	Termination Agreements (see 4117.5).....		AR
4218	Dismissal/Suspension/Disciplinary Action.....		AR
4219.1	Civil and Legal Rights (see 4119.1).....	BP	
4219.11	Sexual Harassment (see 4119.11).....	BP	AR
4219.21	Professional Standards (see 4119.21).....	BP	
4219.21	Professional Standards.....		E
4219.22	Dress and Grooming (see 4119.22).....	BP	
4219.23	Unauthorized Release of Confidential/Privileged Information (see 4119.23).....	BP	
4219.25	Political Activities of Employees (see 4119.25).....	BP	AR
4219.41	Employees with Infectious Disease (see 4119.41).....	BP	
4219.42	Exposure Control Plan for Bloodborne Pathogens (see 4119.42).....	BP	AR E
4219.43	Universal Precautions (see 4119.43).....	BP	AR
4222	Teacher Aides/Paraprofessionals.....	BP	AR E
4227	Temporary Athletic Team Coaches (see 4127).....	BP	AR
4231	Staff Development.....	BP	AR
4232	Publication or Creation of Materials (includes copyrights and patents) (see 4132).....	BP	
4235	Soliciting and Selling (see 4135).....	BP	
4236	Nonschool Employment (see 4136).....	BP	
4240	Bargaining Units (see 4140).....	BP	
4241	Collective Bargaining Agreement (see 4141).....	BP	
4241.6	Concerted Action/Work Stoppage (see 4141.6).....	BP	AR
4243	Negotiations/Consultation (see 4143).....	BP	
4243.1	Public Notice - Personnel Negotiations (see 4143.1).....	BP	AR
4244	Complaints (see 4144).....	BP	AR
4251	Employee Compensation (see 4151).....	BP	
4254	Health and Welfare Benefits (see 4154).....	BP	AR

Section 17

CODE			
4256.2	Awards and Recognition (see 4156.2).....	BP	
4256.3	Employee Property Reimbursement (see 4156.3) .....	BP	
4257	Employee Safety (see 4157) .....	BP	AR
4257.1	Work-Related Injuries (see 4157.1).....	BP	
4257.2	Ergonomics (see 4157.2) .....		AR
4258	Employee Security (see 4158).....	BP	AR
4259	Employee Assistance Programs (see 4159).....	BP	
4261	Leaves (see 4161) .....	BP	AR
4261.1	Personal Illness/Injury Leave .....		AR
4261.11	Industrial Accident/Illness Leave .....		AR
4261.2	Personal Leaves (see 4161.2) .....		AR
4261.3	Professional Leaves .....		AR
4261.5	Military Leave (see 4161.5).....		AR
4261.8	Family Care and Medical Leave (see 4161.8).....		AR E
4261.9	Catastrophic Leave Program (see 4161.9).....	BP	AR

ADMINISTRATIVE AND SUPERVISORY PERSONNEL

Section 18

CODE			
4300	Administrative and Supervisory Personnel .....	BP	AR
4301	Administrative Staff Organization.....	BP	
4311	Recruitment and Selection (see 4111) .....	BP	
4311.2	Legal Status Requirement (see 4111.2).....	BP	AR
4312.1	Contracts.....	BP	
4312.3	Oath or Affirmation (see 4112.3) .....		AR E
4312.4	Health Examinations (see 4112.4).....		AR
4312.41	Pre-Employee Drug/Alcohol Testing (see 4112.41) .....	BP	AR
4312.42	Drug and Alcohol Testing for School Bus Drivers (see 4112.42).....	BP	
4312.5	Criminal Record Check (see 4112.5).....		AR
4312.6	Personnel Files (see 4112.6).....		AR
4312.61	Employment References (see 4112.61).....	BP	AR
4312.62	Maintenance of Criminal Offender Records (see 4112.62).....		AR E
4312.8	Employment of Relatives (see 4112.8).....	BP	
4312.9	Employee Notifications (see 4112.9) .....		AR
4313.2	Demotion/Reassignment.....	BP	AR
4313.4	Temporary Modified/Light-Duty Assignment (see 4113.4).....	BP	
4314	Transfers .....	BP	AR
4315	Evaluation/Supervision.....	BP	
4315.1	Staff Evaluating Teachers.....	BP	
4317.11	Preretirement Part-Time Employment (see 4117.11).....		AR
4317.13	Early Retirement Option .....	BP	
4317.14	Postretirement Employment .....	AR	
4317.2	Resignation (see 4117.2) .....	BP	
4317.5	Termination Agreements (see 4117.5) .....		AR
4319.1	Civil and Legal Rights (see 4119.1).....	BP	
4319.11	Sexual Harassment (see 4119.11) .....	BP	AR

CODE			
4319.21	Professional Standards (see 4119.21) .....	BP	
4319.21	Professional Standards .....		E
4319.22	Dress and Grooming (see 4119.22) .....	BP	
4319.23	Unauthorized Release of Confidential/Privileged Information (see 4119.23) .....	BP	
4319.25	Political Activities of Employees (see 4119.25).....	BP	AR
4319.41	Employees with Infectious Disease (see 4119.41) .....	BP	
4319.42	Exposure Control Plan for Bloodborne Pathogens (see 4119.42) .....	BP	AR E
4319.43	Universal Precautions (see 4119.43) .....	BP	AR
4327	Temporary Athletic Team Coaches (see 4127) .....	BP	AR
4331	Staff Development .....	BP	AR
4332	Publication or Creation of Materials (see 4132).....	BP	
4335	Soliciting and Selling (see 4135).....	BP	
4336	Nonschool Employment (see 4136).....	BP	
4344	Complaints (see 4144) .....	BP	AR
4351	Employee Compensation (see 4151) .....	BP	
4354	Health and Welfare Benefits (see 4154).....	BP	AR
4356.2	Awards and Recognition (see 4156.2).....	BP	
4356.3	Employee Property Reimbursement (see 4156.3) .....	BP	
4357	Employee Safety (see 4157) .....	BP	AR
4357.1	Work-Related Injuries (see 4157.1).....	BP	
4357.2	Ergonomics (see 4157.2) .....		AR
4358	Employee Security (see 4158).....	BP	AR
4359	Employee Assistance Programs (see 4159).....	BP	
4361.1	Personal Illness/Injury Leave (see 4161.1).....		AR
4361.11	Accident/Illness Leave (see 4161.11).....		AR
4361.2	Personal Leaves (see 4161.2) .....		AR
4361.5	Military Leave (see 4161.5).....		AR
4361.8	Family Care and Medical Leave (see 4161.8).....		AR E
4361.9	Catastrophic Leave Program (see 4161.9).....	BP	AR

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CODE				
	5000	Concepts and Roles.....	BP	
	5020	Parent Rights and Responsibilities .....	BP	AR
	5021	Noncustodial Parents .....	BP	
<b>Section 19</b>	5022	Student and Family Privacy Rights .....	BP	AR
	5030	Student Wellness .....	BP	AR
	5111	Admission .....	BP	AR
	5111.1	District Residency.....		AR
	5111.11	Residency of Students with Caregiver.....		AR E
	5111.13	Residency for Homeless Children .....		AR
	5111.2	Nonresident Foreign Students.....		AR
	5112.1	Exemptions from Attendance .....	BP	AR
	5112.2	Exclusions from Attendance.....		AR
	5112.5	Open/Closed Campus .....	BP	AR
	5113	Absences and Excuses .....	BP	AR
	5113.1	Truancy .....	BP	AR
	5113.2	Work Permits .....	BP	AR
	<b>Section 20</b>	5116	School Attendance Boundaries.....	BP
5116.1		Intradistrict Open Enrollment .....	BP	AR E
5117		Interdistrict Attendance .....	BP	AR
5118		Transfers .....		AR
5119		Students Expelled from Other Districts.....	BP	AR
5121		Grades/Evaluation of Student Achievement.....	BP	AR
5123		Promotion/Acceleration/Retention .....	BP	
5124		Communication with Parents/Guardians .....	BP	
5125		Student Records .....	BP	AR
5125.1		Release of Directory Information .....	BP	AR
5125.2	Withholding Grades, Diploma or Transcripts .....		AR	
5125.3	Challenging Student Records .....		AR	
<b>Section 21</b>	5126	Awards for Achievement.....	BP	AR
	5127	Graduation Ceremonies and Activities.....	BP	
	5131	Conduct.....	BP	
	5131.1	Bus Conduct.....	BP	AR
	5131.4	Student Disturbances .....	BP	AR
	5131.5	Vandalism, Theft and Graffiti.....	BP	
	5131.6	Alcohol and Other Drugs.....	BP	AR
	5131.62	Tobacco.....	BP	
	5131.63	Anabolic Steroids.....	BP	AR E
	5131.7	Weapons and Dangerous Instruments .....	BP	AR
5131.9	Academic Honesty.....	BP		

CODE

Section 22

5132	Dress and Grooming.....	BP	AR
5133	Gifts to Personnel .....	BP	
5136	Gangs.....	BP	AR
5137	Positive School Climate.....	BP	
5138	Conflict Resolution/Peer Mediation .....	BP	
5141	Health Care and Emergencies.....	BP	AR
5141.21	Administering Medication and Monitoring Health Conditions .....	BP	AR
5141.22	Infectious Diseases .....	BP	
5141.23	Infection Disease Prevention .....	BP	AR
5141.24	Specialized Health Care Services .....	BP	AR
5141.26	Tuberculosis Testing.....	BP	AR
5141.3	Health Examinations .....	BP	AR
5141.31	Immunizations .....	BP	AR
5141.32	Health Screening for School Entry .....		AR
5141.33	Head Lice.....	BP	
5141.4	Child Abuse Prevention and Reporting.....	BP	AR
5141.41	Child Abuse Prevention.....	BP	
5141.52	Suicide Prevention .....	BP	AR
5141.6	School Health Services .....	BP	AR E

Section 23

5142	Safety.....	BP	AR
5142.1	Identification and Reporting of Missing Children.....	BP	AR
5143	Insurance.....	BP	AR
5144	Discipline.....	BP	AR
5144.1	Suspension and Expulsion/Due Process.....	BP	AR
5144.2	Suspension and Expulsion/Due Process (Students with Disabilities) .....		AR
5145.11	Questioning and Apprehension.....	BP	AR
5145.12	Search and Seizure.....	BP	AR

Section 24

5145.2	Freedom of Speech/Expression .....	BP	AR
5145.3	Nondiscrimination/Harassment .....	BP	
5145.6	Parental Notifications .....	BP	E
5145.7	Sexual Harassment.....	BP	AR
5145.8	Refusal to Harm or Destroy Animals .....	BP	AR
5145.9	Hate-Motivated Behavior .....	BP	
5146	Married/Pregnant/Parenting Students .....	BP	AR
5147	Dropout Prevention.....	BP	
5148	Child Care and Development.....	BP	AR
5148.1	Child Care Services for Parenting Students.....		AR
5148.2	Before/After School Programs .....	BP	AR
5149	At-Risk Students.....	BP	AR

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CODE

Section 25

6000	Concepts and Roles.....	BP
6011	Academic Standards .....	BP
6020	Parent Involvement.....	BP AR
6111	School Calendar.....	BP
6112	School Day.....	BP AR
6115	Ceremonies and Observances .....	BP AR
6116	Classroom Interruptions.....	BP AR
6141	Curriculum Development and Evaluation .....	BP AR
6141.2	Recognition of Religious Beliefs and Customs .....	BP AR
6141.5	Advanced Placement .....	BP AR
6141.6	Multicultural Education .....	BP
6142.1	Sexual Health and HIV/AIDS Prevention Instruction.....	BP AR
6142.2	World/Foreign Language Instruction .....	BP AR
6142.3	Civic Education .....	BP
6142.4	Service Learning/Community Service Classes.....	BP
6142.5	Environmental Education .....	BP
6142.6	Visual and Performing Arts Education.....	BP

Section 26

6142.7	Physical Education.....	BP AR
6142.8	Comprehensive Health Education .....	BP AR
6142.91	Reading/Language Arts Instruction.....	BP AR
6142.92	Mathematics Instruction .....	BP
6142.93	Science Instruction.....	BP
6143	Courses of Study.....	BP AR
6144	Controversial Issues.....	BP AR
6145	Extracurricular and Cocurricular Activities .....	BP AR
6145.2	Athletic Competition .....	BP AR E
6145.5	Student Organizations and Equal Access .....	BP AR
6145.6	International Exchange .....	BP AR
6145.8	Assemblies and Special Events .....	BP
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