

**BOARD BYLAWS, BOARD POLICES, AND ADMINISTRATIVE  
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JULY AND OCTOBER 2017 UPDATES – PAGE 1**

**BP/AR 0000 – Vision**

*Revise BP, Delete AR, Pages 1-3  
July 2017 Update*

*Reviewed by Debra Hendricks*

Policy updated to address data sources for vision setting, set expectations that the district's vision will drive all board decisions and district operations, and align the process of reviewing the district's vision with the process for reviewing and updating the local control and accountability plan (LCAP). Regulation deleted and key concepts incorporated into the BP.

**BP 0100 - Philosophy**

*Revise BP, Pages 4-7  
July 2017 Update*

*Reviewed by Debra Hendricks*

Policy updated to strongly encourage boards to engage in thoughtful discussions and develop their own statements of district philosophy. Sample statements expanded to add items related to nondiscrimination, the influence of teachers and educational support staff on student achievement, the importance of professional development for staff and the board, the board's responsibility to engage in advocacy, and the link between financial stability and attainment of district goals.

**BP 0400 - Comprehensive Plans**

*Revise BP, Pages 8-9  
Oct 2017 Update*

*Reviewed by Debra Hendricks and Marti Reed*

Policy updated to include the local control and accountability plan (LCAP) as a comprehensive plan of the district and to emphasize the need for consistency among the documents that set direction for the district.

**E 0420.41 - Charter School Oversight**

*Revise E, Pages 10-19  
July 2017 Update*

*Reviewed by Debra Hendricks and Yvonne Perez*

Exhibit updated to add requirements for charter schools to (1) adopt a suicide prevention policy; (2) provide student athletes and their parents/guardians with information on sudden cardiac arrest, pursuant to NEW LAW (AB 1639, 2016); (3) submit verification of students' high school graduation to the Cal Grant program; (4) develop a transportation safety plan that includes procedures to ensure that a student is not left unattended on a bus, pursuant to NEW LAW (SB 1072, 2016); (5) comply with specified requirements if the charter school chooses to make an opioid antagonist available in order to provide emergency medical aid to persons suffering from

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**CONT'd E 0420.41 - Charter School Oversight**

an opioid overdose, pursuant to NEW LAW (AB 1748, 2016); and (6) post specified information on the school's web site related to the prohibition against discrimination under Title IX. Exhibit also reflects the repeal of state regulation containing the LCAP template.

**BP/AR 0460 - Local Control and Accountability Plan**

*Revise BP and AR, Pages 20-33*

*Oct 2017 Update*

*Reviewed by Debra Hendricks, Laura Wharff, and Marti Reed*

Policy and regulation updated to delete references to 5 CCR 15497.5 (repealed) which formerly contained the LCAP template. The LCAP template continues to be approved by the State Board of Education and is available on the California Department of Education (CDE) web site. Policy also adds a definition of "numerically significant student subgroups" whose needs must be addressed in the LCAP. Regulation also deletes requirement to use the state's Academic Performance Index (API) as a measure of student achievement, as the API has been replaced by a new state accountability system.

**BP 0500 - Accountability**

*Revise BP, Pages 34-37*

*Oct 2017 Update*

*Reviewed by Debra Hendricks*

(BP revised) Policy updated to reflect the new state accountability system (the California School Dashboard), which consists of both state and local indicators to assist districts in identifying strengths and areas in need of improvement in each priority area addressed by the LCAP.

**BP/AR 0520.2 - Title I Program Improvement Schools**

*Delete BP/AR, Pages 38-43*

*Oct 2017 Update*

*Reviewed by Debra Hendricks*

Policy and regulation deleted as federal program improvement requirements have been suspended for the 2017-18 school year and will, beginning in the 2018-19 school year, be replaced by a new system of comprehensive and targeted improvement established by the Every Student Succeeds Act.

**BP 0520.3 - Title I Program Improvement Districts**

*Delete BP, Pages 44-45*

*Oct 2017 Update*

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**CONT'd BP 0520.3 - Title I Program Improvement Districts**

*Reviewed by Debra Hendricks*

Policy deleted as federal program improvement requirements have been suspended for the 2017-18 school year and will, beginning in the 2018-19 school year, be replaced by a new system of comprehensive and targeted improvement established by the Every Student Succeeds Act.

**BP/AR 1113 - District and School Web Sites**

*Revise BP and AR, Pages 46-53*

*Oct 2017 Update*

*Reviewed by Debra Hendricks and Laura Wharff*

Policy updated to (1) clarify the district's responsibility to make district and school web sites accessible to individuals with disabilities; (2) reflect laws prohibiting web site operators from using web site information to amass a profile about a student, engage in targeted advertising to students, or sell or disclose a student's information, including NEW LAW (AB 2799, 2016) which prohibits such activities for web sites used primarily for preschool and prekindergarten purposes; and (3) clarify options related to posting student photographs on district and school web sites together with their names. Regulation updated to (1) add section on "Design Standards," including standards for web site accessibility to individuals with disabilities; (2) reflect NEW LAW (AB 2257, 2016) which requires posting a prominent, direct link to the current board meeting agenda or to an integrated agenda management platform, effective January 1, 2019; and (3) clarify requirements related to posting copyrighted material.

**BP 3280 - Sale or Lease of District-Owned Real Property**

*Revise BP, Pages 54-61*

*Oct 2017 Update*

*Reviewed by Yvonne Perez*

Policy updated to delete the requirement to first offer surplus property to a charter school with at least 80 students. Material regarding the appointment of the district advisory committee expanded to specify the circumstances under which the district is not required to appoint a committee, including the exception for the sale, lease, or rental of excess property to be used for teacher or other employee housing pursuant to NEW LAW (AB 1157, 2017). Policy expands section on "Use of Proceeds" to reflect additional legal requirements, and deletes the authority (repealed) to use the proceeds from the sale of surplus property for any one-time general fund purpose provided that the district adopted a plan and made certain certifications to the State Allocation Board.

**BP 3513.4 - Drug and Alcohol Free Schools**

*NEW Board Policy, Pages 62-65*

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**CONT'd BP 3513.4 - Drug and Alcohol Free Schools**

*Oct 2017 Update*

*Reviewed by Didi Peterson*

New policy prohibits the possession, use, or sale of drugs or alcohol by any person on district property and addresses enforcement and discipline for violations of this policy. Policy also reflects NEW LAW (Proposition 64, 2016) which prohibits any person from possessing, smoking, or ingesting cannabis on school grounds while children are present.

**AR 3515.6 - Criminal Background Checks for Contractors**

*Revise AR, Pages 66-69*

*Oct 2017 Update*

*Reviewed by Yvonne Perez*

Regulation updated to reflect NEW LAW (AB 949, 2017) which requires criminal background checks for sole proprietors who contract with the district to provide specified services, if they will have contact with children, and provides that it is the responsibility of the district to prepare and submit the fingerprints of the sole proprietor to the Department of Justice. Regulation also reorganized to clarify criminal background check requirements applicable to entities contracting for construction, reconstruction, rehabilitation, or repair of a school facility.

**AR 4112.2 - Certification**

*Revise AR, Pages 70-77*

*July 2017 Update*

*Reviewed by Didi Peterson*

Regulation updated to (1) add verification of temporary certificates for employees whose credential applications are being processed by the Commission on Teacher Credentialing; (2) add section reflecting requirements for the Teaching Permit for Statutory Leave, as added by NEW STATE REGULATIONS (Register 2016, No. 34); and (3) add authorization for the holder of the Teaching Permit for Statutory Leave, Provisional Internship Permit, or Short-Term Staff Permit to provide substitute teaching services as specified.

**BP/AR 4112.61/4212.61/4312.61 - Employment References**

*Delete BP, Revise AR, Pages 78-81*

*July 2017 Update*

*Reviewed by Didi Peterson*

Policy deleted and key concepts incorporated into regulation. Regulation also updated to more directly reflect state law regarding the authority of employers to communicate certain information about current or former employees to prospective employers.

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**BP 4140/4240/4340 - Bargaining Units**

*Revise BP, Pages 82-87*

*Oct 2017 Update*

*Reviewed by Didi Peterson*

Policy updated to reflect NEW LAW (SB 285, 2017) which prohibits districts from deterring or discouraging employees from becoming or remaining members of an employee organization. Policy also reflects NEW LAW (AB 119, 2017) which requires districts to provide employee organizations with specified contact information for new employees in the bargaining unit and to give employee organizations access to new employee orientations (limited in scope to onboarding sessions where newly hired employees are advised of their employment status, rights, benefits, duties, responsibilities, or any other employment-related matters).

**BP/AR 5113.1 - Chronic Absence and Truancy**

*Revise BP and AR, Pages 88-99*

*Oct 2017 Update*

*Reviewed by Laura Wharff*

Policy updated to reflect the inclusion of a chronic absence indicator in the California School Dashboard effective in the fall of 2018, add examples of interventions for attendance problems, and delete section on "School Attendance Review Board" since that material is now covered in BP/AR 5113.12 - District School Attendance Review Board. Regulation updated to delete references to 5 CCR 15497.5 (repealed), which formerly contained the LCAP template that is now available on the CDE web site, and to delete section on the appointment and general duties of attendance supervisors, now covered in AR 5113.11 - Attendance Supervision.

**AR 5113.11 - Attendance Supervision**

*NEW AR – DO NOT ADOPT, Pages 100-103*

*Oct 2017 Update*

*Reviewed by Didi Peterson*

New regulation addresses the appointment of a district attendance supervisor and reflects NEW LAW (AB 2815, 2016) which expresses the Legislature's intent that the attendance supervisor fulfill specified duties.

**BP/AR 5113.12 - District School Attendance Review Board**

*NEW BP and AR – DO NOT ADOPT, Pages 104-109*

*Oct 2017 Update*

*Reviewed by Didi Peterson*

New policy and regulation are for use by districts that have established their own local school attendance review board (SARB), and reflect the basic purposes, functions, and operations of the SARB.

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**BP/AR 5117 - Interdistrict Attendance**

*Revise BP/AR, Pages 110-125*

*Oct 2017 Update*

*Reviewed by Yvonne Perez*

Policy updated to reflect NEW LAW (AB 99, 2017) which makes a number of changes to the school district of choice program, including (1) requiring a participating district to register as a school district of choice with the Superintendent of Public Instruction and the county board of education by July 1, 2018; (2) expanding the factors that must not be considered by districts in the selection process; and (3) revising the requirements for annually reporting the disposition of transfer requests. Regulation updated to reflect provisions of AB 99 related to public announcements regarding the program, priorities for admission, and the timeline for notification of a student's provisional acceptance or rejection. Regulation also reflects NEW LAW (SB 344, 2017) which gives the county board in a class 1 county, as defined, 60 calendar days to decide an appeal when a district denies a transfer under an interdistrict attendance agreement. Section on "Transfers Out of the District" moved from BP to AR, and revised to reflect NEW LAW (AB 2659, 2016) which provides that a district must not prohibit the transfer of a child of a military family to any district that approves the transfer.

**AR 5125.2 - Withholding Grades, Diploma or Transcripts**

*Revise AR, Pages 126-127*

*Oct 2017 Update*

*Reviewed by Laura Wharff*

Regulation updated to clarify the circumstances under which the district may withhold a student's grades, diploma, and/or transcripts until the student's parents/guardians have paid for the damages to or loss of district property willfully caused by the student. Regulation also clarifies the student's due process rights, as well as the requirement to continue to withhold the grades, diploma, and/or transcripts when such a student transfers from one district to another.

**BP 5131.6 - Alcohol and Other Drugs**

*Revise BP, Pages 128-135*

*Oct 2017 Update*

*Reviewed by Didi Peterson*

Policy updated to reflect the goals and purposes of the federal Student Support and Academic Enrichment Grants program, as established by the Every Student Succeeds Act. Policy also deletes material on drug and alcohol master plans and county primary prevention programs, since the related laws repealed on their own terms.

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**E 5131.63 - Steroids**

*Delete Exhibit (We currently do not have this policy/exhibit in place. No action needed at this time)*

*Oct 2017 Update*

*Reviewed by Didi Peterson*

Exhibit deleted since the California Interscholastic Federation provides the sample agreement that student athletes and parents/guardians must sign to promise that the student will not use steroids or banned dietary supplements.

**BP/AR 6020 - Parent Involvement**

*Revise BP and AR, Pages 136-153*

*Oct 2017 Update*

*Reviewed by Debra Hendricks and Laura Wharff*

Policy and regulation updated to reflect requirements for parent involvement in schools receiving federal Title I, Part A funding, as amended by the Every Student Succeeds Act, including expanding activities to include engagement of family members. Policy also reflects parent involvement as a state priority that must be addressed in the district's LCAP.

**AR 6112 - School Day**

*Revise AR, Pages 154-155*

*Oct 2017 Update*

*Reviewed by Laura Wharff*

(AR revised) Regulation updated to reflect NEW LAW (AB 99, 2017) which permits districts to maintain kindergarten or transitional kindergarten classes for different lengths of time during the school day, either at the same or different school sites. Regulation also reflects provision of AB 99 which allows districts to schedule classes in an early college high school or middle college high school so that students attend classes for at least 900 minutes during any five school day period or 1,800 minutes during any 10 school day period.

**BP 6153 - School-Sponsored Trips**

*Revise BP 6153, Pages 156-159*

*Oct 2017 Update*

*Reviewed by Laura Wharff*

Policy updated to reflect NEW LAW (AB 341, 2017) which eliminates the prohibition against the use of district funds to pay for the expenses of students participating in field trips or excursions to another state, to the District of Columbia, or to a foreign country.

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**BP/E 6161.1 - Selection and Evaluation of Instructional Materials**

*Revise BP and Exhibit, Pages 160-169*

*July 2017 Update*

*Reviewed by Laura Wharff*

Policy and exhibit updated to delete material defining the "sufficiency" of instructional materials as meaning that students enrolled in the same course have identical materials from the same adoption cycle, and to delete optional material reflecting the authorization to purchase the newest adopted materials for schools in deciles 1-3 of the Academic Performance Index, as those laws have repealed on their own terms. Updated policy also reflects the requirement to address the sufficiency of instructional materials in the district's LCAP and reflects NEW LAW (AB 575, 2016) which provides that the State Board of Education may adopt instructional materials for grades K-8 at least once, but not more than twice, every eight years.

**BP 6170.1 - Transitional Kindergarten**

*Revise BP, Pages 170-175*

*Oct 2017 Update*

*Reviewed by Laura Wharff*

Policy updated to reflect NEW LAW (AB 99, 2017) which permits districts to maintain transitional kindergarten classes for different lengths of time during the school day, either at the same or different school sites, provided that the length of the school day complies with legal requirements related to the minimum and maximum length of the school day.

**AR 6173.1 - Education for Foster Youth**

*Revise AR, Pages 176-183*

*Oct 2017 Update*

*Reviewed by Laura Wharff*

Regulation updated to reflect the Every Student Succeeds Act, which amends the definition of a foster youth's "best interest" and requires districts and child welfare agencies to come to an agreement as to how transportation will be provided to enable foster youth to attend their school of origin.

**BP/AR 6173.2 - Education of Children of Military Families**

*Revise BP and AR, Pages 184-191*

*Oct 2017 Update*

*Reviewed by Laura Wharff*

Policy updated to reflect the Every Student Succeeds Act, which provides that military-connected students will be assigned a national identification number to facilitate monitoring of their academic progress and requires districts to issue an annual report card that

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**CONT'd BP/AR 6173.2 - Education of Children of Military Families**

includes state achievement results for such students. Policy also adds optional language on collaborating with the military's school liaison officers and providing staff development related to the educational rights of military-connected students. Regulation updated to add material regarding the transfer of course credits, exemption from local graduation requirements when a student transfers after the completion of the second year of high school, and use of the uniform complaint procedures for allegations of noncompliance by the district, pursuant to NEW LAW (AB 365, 2017). Regulation also reflects NEW LAW (SB 455, 2017) which provides that a student will be deemed to meet district residency requirements if his/her parent/guardian is transferred or is pending transfer to a military installation within the state, and NEW LAW (AB 2659, 2016) which provides that districts must not prohibit the transfer of a military-connected student out of the district regardless of whether the district has an interdistrict transfer agreement with another district.

**BP 7212 - Mello-Roos Districts**

*Revise BP, Pages 192-197*

*July 2017 Update*

*Reviewed by Yvonne Perez*

Policy updated to reflect NEW LAW (AB 1666, 2016) which requires an agency that has formed a community facilities district (CFD) to post specified financial reports on its web site. Policy also expanded to include additional requirements regarding the submission of a petition to form a CFD, timelines for proceedings to form a CFD, consistency with the district's debt management policy, attendance priority for students residing within the CFD, and procedures for levying special taxes or incurring bonded indebtedness.

**BB 9121 - President**

*Revise Board Bylaw, Pages 198-201*

*July 2017 Update*

*Reviewed by Debra Hendricks*

Bylaw updated to reorganize and revise the duties of the board president for consistency with information provided in CSBA's Board President's Workshop, and to add an optional component on providing training for the president to enhance his/her leadership skills.

**BB 9220 - Governing Board Elections**

*Revise Board Bylaw, Pages 202-211*

*July 2017 Update*

*Reviewed by Debra Hendricks*

Bylaw updated to reflect NEW LAW (SB 415, 2015) which, effective January 1, 2018, requires a district to move the date of its board election to be concurrent with a statewide election

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**CONT'd BB 9220 - Governing Board Elections**

whenever holding an election on a nonconcurrent date has resulted in a significant decrease in voter turnout, as defined. Bylaw encourages districts to review recent voter turnout and, if necessary, adopt a plan before the January 1, 2018 deadline in order to delay consolidation until November 8, 2022. Bylaw also reflects NEW LAWS which require public hearings before and after drawing maps of proposed trustee areas (AB 350, 2016), authorize districts to permit board candidates to submit candidate statements for electronic distribution (AB 2010, 2016), allow districts to establish a dedicated fund to make public funds available to persons seeking elective office under specified conditions (SB 1107, 2016), and require prospective plaintiffs who allege that the election method violates the California Voting Rights Act to notify the district before filing a complaint (AB 350, 2016).

**BB 9230 - Orientation**

*Revise Board Bylaw, Pages 212-215*

*July 2017 Update*

*Reviewed by Debra Hendricks*

Bylaw updated to delete section on "Board Candidate Orientation" and move that material to BB 9220 - Governing Board Elections. Bylaw also clarifies that an orientation meeting must be conducted in open session if a majority of the members of the board will be discussing district business, provides examples of topics and materials to be addressed in the orientation, and provides information about CSBA trainings for new and first-term board members.

**BB 9400 - Board Self-Evaluation**

*Revise Board Bylaw, Pages 216-217*

*July 2017 Update*

*Reviewed by Debra Hendricks*

Bylaw updated for consistency with CSBA's online board self-evaluation tool and facilitator services. Bylaw also links board self-evaluation to the identification of strategies for strengthening board performance, including board trainings.