

# SANTA ROSA COUNTY SCHOOL BOARD

## POLICY MANUAL

### TABLE OF CONTENTS

#### POLICY NUMBER

#### CHAPTER 1.00: DISTRICT PHILOSOPHY

District's Philosophy or Vision.....	1.10
--------------------------------------	------

#### CHAPTER 2.00: SCHOOL BOARD GOVERNANCE AND ORGANIZATION

Scope of the School District .....	2.10*
Orientation of Board Members .....	2.11
Responsibilities and Authority of the Board .....	2.20
Organization and Officers of the Board .....	2.21
Board Meetings.....	2.22*
School Board Rules.....	2.23*
Collective Bargaining Agreements .....	2.24
School Board Adopted Plans .....	2.25+
Strategic Planning .....	2.255+
School Improvement and Education Accountability .....	2.26*+
Special Committees of the School Board .....	2.27
Schedule for Legal Advertisements.....	2.28

**TABLE OF CONTENTS (Continued)**

School Advisory Councils ..... 2.30\*+

Legal Counsel - Board..... 2.40

Legal Counsel - Superintendent ..... 2.41

Legal Services for Employees..... 2.42

Participation in Activities ..... 2.50

Program of Awards ..... 2.60\*+

Prohibiting Sexual and Other Forms of Harassment ..... 2.70

Prohibiting Discrimination ..... 2.72

Religious Activities and Consent Decree and Order ..... 2.75\*

Reporting Child Abuse ..... 2.80

Tobacco Use in District Facilities ..... 2.90

Wellness Program ..... 2.95\*+

**CHAPTER 3.00: SCHOOL ADMINISTRATION**

Administrative Organization ..... 3.10\*+

School Site Decision Making ..... 3.12\*+

School Calendar ..... 3.18+

Responsibilities of Superintendent ..... 3.20

Performance Grade Schools ..... 3.201\*+

Directives, Procedures, and Administrative Manuals..... 3.21

Opening and Closing of Schools..... 3.22\*

**TABLE OF CONTENTS (Continued)**

Emergencies ..... 3.23

Use of Defibrillators..... 3.24+

Responsibilities of Principals ..... 3.30

Safe and Secure Schools ..... 3.40+

Disruptions at School Board Functions ..... 3.41

Non Student Possession of Alcoholic Beverages, Mood-modifying or  
Controlled Substances on School Board Property ..... 3.42

Domestic Security ..... 3.43+

Service Animals ..... 3.48+

Public Information and Inspection of Records ..... 3.50

Copying of Public Records..... 3.51

Copyrighted Materials ..... 3.52

Flag Display and Pledge..... 3.60

A Moment of Silence..... 3.61

Background Screening for Contractors ..... 3.68+

Agents, Solicitors and Salespersons..... 3.70

Visitor Identification Measure..... 3.701+

School Volunteers ..... 3.80

Charter Schools ..... 3.90

**CHAPTER 4.00: CURRICULUM AND INSTRUCTION**

**TABLE OF CONTENTS (Continued)**

The Curriculum..... 4.10\*+

Student Progression Plan..... 4.11\*+

Academic and Career Planning ..... 4.115

Academic Acceleration ..... 4.117+

Grade Forgiveness ..... 4.118\*

Early High School Graduation..... 4.119\*+

Exceptional Student Education..... 4.12+

Dropout Prevention Program..... 4.13+

Adult Education ..... 4.14\*

Physical Education ..... 4.15\*+

Summer Programs..... 4.17

Multi-Tiered System of Supports..... 4.18

Instructional Supplies/Fees..... 4.19

Distribution and Use of Funds for Instructional Materials ..... 4.20\*

Selection and Management of Instructional Materials ..... 4.21+

Educational Media Materials Selection..... 4.22+

Challenged Materials..... 4.30\*+

Extracurricular Program..... 4.40+

Non School Related Trips ..... 4.41

Public Appearance of School Groups..... 4.42

**TABLE OF CONTENTS (Continued)**

Educational and Extra-Curricular Trips..... 4.43+

School Functions ..... 4.44

Speaker Guidelines ..... 4.45+

Band Activities ..... 4.46

Student Clubs and Organizations..... 4.50

Student Publications..... 4.51

District and Statewide Assessment Program ..... 4.60+

Security of Tests ..... 4.61

Home Education Program..... 4.70

Participation of Home Education, Private School and  
Virtual School Students in Extracurricular Activities ..... 4.71

Virtual Instruction ..... 4.75

Report Cards..... 4.80\*+

**CHAPTER 5.00: STUDENTS**

Requirements for Original Entry ..... 5.09+

Admission to Pre-Kindergarten ..... 5.10

Admission to Kindergarten ..... 5.11

Admission to First Grade..... 5.12

Admission to Postsecondary Applied  
Technology (Vocational) Programs ..... 5.13\*+

**Revised:**

V

**11/09/17**

**SANTA ROSA**

**TABLE OF CONTENTS (Continued)**

Homeless Students..... 5.14\*

Student Out Of Zone Transfers/Choice ..... 5.141\*+

Postsecondary Enrollment Programs ..... 5.142

Children of Military Families ..... 5.18+

Student Assignment ..... 5.20+

Controlled Open Enrollment..... 5.22\*+

Classroom Transfer ..... 5.24

Foreign Exchange Students ..... 5.25+

Student Control..... 5.30+

Student Detention, Search, and Seizure..... 5.31

Zero Tolerance for Crimes and Victimization..... 5.32\*

Bullying and Harassment ..... 5.321\*

Dating Violence and Abuse ..... 5.325\*

Hazing ..... 5.327\*

Teacher Removal of Students From Classroom ..... 5.33

Expulsion or Alternative Placement of Students ..... 5.34

Use of Time Out, Isolation, and Secured Seclusion  
for Students with Disabilities ..... 5.341\*+

Granting Permission for Students to Leave the School Campus ..... 5.35

Vehicle Use By Students ..... 5.36+

**TABLE OF CONTENTS (Continued)**

Student Use of Cellular Telephones and Other  
Communication Devices ..... 5.37\*

Student Attendance ..... 5.40

Student Development Plan ..... 5.50+

Health Services Plan ..... 5.51+

Notice of Involuntary Examination..... 5.55

Student Injuries ..... 5.60+

Student Illness ..... 5.61+

Administration of Medication ..... 5.62\*

Psychotropic Medication..... 5.621

Medical Marijuana ..... 5.622

HIV, AIDS, or Other Communicable Diseases, Bloodborne  
Pathogens and Environmental Hazards ..... 5.63+

Eye Protection Devices ..... 5.64

Student Records..... 5.70\*+

Directory Information..... 5.71

Parental Access to Information ..... 5.711+

Legal Name of Student..... 5.72

Athletics ..... 5.80

Drug and Alcohol Testing of Student Athletes ..... 5.81

**TABLE OF CONTENTS (Continued)**

Anabolic Steroid Testing for Student Athletes ..... 5.82

**CHAPTER 6.00: HUMAN RESOURCES**

Employment of Personnel ..... 6.10\*+

Tobacco/Nicotine-Free Hiring Policy ..... 6.101

Employment Defined..... 6.11

Employee Defined..... 6.111

Year of Service Defined for Administrative and Instructional Personnel 6.13\*

The Instructional Staff ..... 6.14\*

Employment of Athletic Coaches Who Are Not Full Time

    Employees of the School Board ..... 6.141\*+

Non certificated Instructional Personnel..... 6.142

Employment of Non-degreed Vocational and Adult

    Instructional Personnel ..... 6.143\*+

Teacher Assistants and Paraprofessionals..... 6.144\*

Substitute Teachers ..... 6.145\*

Assisting Teachers to Become Highly Qualified..... 6.15+

Appointment or Employment Requirements..... 6.17\*

Physical Examinations ..... 6.171

Employment of School Bus Operators ..... 6.172\*

Responsibilities of School Bus Operators..... 6.173\*



**TABLE OF CONTENTS (Continued)**

Contracts: Instructional and Administrative Personnel ..... 6.18\*

Probationary Status for Educational Support Personnel..... 6.181

Certification of Administrative and Instructional Personnel ..... 6.20\*

District Certificates..... 6.21\*+

Teaching Out-of-Field ..... 6.22+

Professional Ethics..... 6.27\*

Report of Misconduct ..... 6.29\*

Violation of Local, State, and/or Federal Laws ..... 6.30

Conflict of Interest in Purchasing ..... 6.301

Antifraud ..... 6.302+

Conflict of Interest Determination Request Guidelines ..... 6.303

Records and Reports ..... 6.31\*

Telephone Calls, Electronic Communications, and Facsimiles..... 6.32

Alcohol and Drug-free Workplace ..... 6.33

Political Activities of Employees..... 6.34

Grievance Procedure for Personnel..... 6.35\*+

Complaints Against Employees ..... 6.36\*+

Suspension and Dismissal ..... 6.37

Personal Business on School Time ..... 6.38

Assessment of Employees ..... 6.40\*

**TABLE OF CONTENTS (Continued)**

Leave of Absence ..... 6.50\*+

Leave Application ..... 6.501\*

Approval of Leaves..... 6.502\*

Notification of Absence ..... 6.51\*

Absence Without Leave ..... 6.511\*

Resignations ..... 6.52

Effective Date for Leave, Suspension, or Termination ..... 6.521\*

Deferred Retirement Option Program (DROP) ..... 6.531

Annual Leave ..... 6.541\*

Family and Medical Leave ..... 6.542\*

Illness-or-Injury-in-Line-of-Duty Leave..... 6.543

Jury/Witness Duty..... 6.544\*

Military Leave ..... 6.545\*

Personal Leave ..... 6.546\*

Professional Leave ..... 6.547\*

Sick Leave..... 6.549\*

Temporary Duty ..... 6.55\*+

Transportation Employee Drug and Alcohol Testing ..... 6.60\*+

HIV, AIDS, or Other Communicable Diseases, Bloodborne  
Pathogens, and Environmental Hazards ..... 6.61+

**Revised:**

X

**11/09/17**

**SANTA ROSA**

**TABLE OF CONTENTS (Continued)**

Nursing Mothers ..... 6.65+

Staff Training ..... 6.70+

Whistleblower Protection..... 6.75

Name and Address of Employee..... 6.80

Social Security Numbers ..... 6.88\*

Personnel Files ..... 6.90

Salary Schedules ..... 6.91\*

Sick Leave Bank..... 6.911

Terminal Sick Leave and Annual Leave Pay..... 6.912

Use of Sick Leave by Family Members or Employees..... 6.913

Utilization of Sick Leave..... 6.915

Health Insurance Premiums ..... 6.92

Transfers..... 6.93

**CHAPTER 7.00: BUSINESS SERVICES**

School Budget System..... 7.10+

Accounting and Control Procedures ..... 7.20\*+

Grant Management ..... 7.25

Educational Enhancement Funds..... 7.30\*

Funds Held Overnight..... 7.31\*

Internal Funds ..... 7.32\*+

**TABLE OF CONTENTS (Continued)**

Petty Cash Funds/Change Funds..... 7.33\*

Investment of Funds..... 7.35

Indebtedness Created Against a School or the School Board..... 7.36

Bonded Personnel ..... 7.37\*

Facsimile Signature..... 7.38

Fund-raising for School Projects and Activities..... 7.40

Payment of Vouchers/Invoices ..... 7.50

Payroll Procedures..... 7.51

Travel Expense Reimbursement..... 7.52\*+

Audits ..... 7.60\*

Purchasing and Bidding ..... 7.70\*

Selecting Professional Services ..... 7.71

Acquisition Use and Exchange of School Property..... 7.72

Acquisition of Real Property ..... 7.73

Lease and Lease-purchase of Land Facilities and Equipment..... 7.74

Sale, Transfer or Disposal of Property ..... 7.75\*+

Lost or Stolen Property ..... 7.76\*

Inventories and Property Records ..... 7.77\*

Risk Management Insurance ..... 7.80+

**CHAPTER 8.00: AUXILIARY SERVICES**

**Revised:**

XII

**11/09/17**

**SANTA ROSA**

**TABLE OF CONTENTS (Continued)**

Safety..... 8.10\*

Toxic Substances in School Work Areas ..... 8.12+

Infection Control Guidelines ..... 8.13

Inspections ..... 8.14\*

Facility Fire Safety Inspection..... 8.15\*

Preventive Maintenance..... 8.20

Sanitation..... 8.21

Vandalism and Malicious Mischief ..... 8.22

Purpose and Functions of the Transportation Program..... 8.30\*+

Student Transportation..... 8.31\*

Bus Routes..... 8.32

Bus Emergency Evacuation Drills and Instruction in Safety Practices... 8.33\*

Transportation Liability ..... 8.34\*

Exiting the School Bus ..... 8.35

Transporting Students in Private Vehicles..... 8.36\*+

Seat Belts ..... 8.37

Automotive Equipment ..... 8.38

Vehicle Maintenance Program..... 8.39

General Food Service Requirements ..... 8.40\*+

Meal Patterns ..... 8.41\*

**TABLE OF CONTENTS (Continued)**

Free and Reduced Price Meals and Meal Prices ..... 8.42\*+

Competitive Sales Regulations ..... 8.43

School Food Service Funds ..... 8.44

Summer Nutrition Program ..... 8.45+

School Breakfast Program ..... 8.46

School Construction Bids ..... 8.50\*

Renovations or Remodeling of Facilities..... 8.51

Change Orders ..... 8.52

Improvements to School Plants and Grounds..... 8.53

Naming or Renaming Schools and School Facilities..... 8.55+

Telecommunication Plan and Electronic Communication Use ..... 8.60+

Telephone Service..... 8.61+

Management Information System ..... 8.70+

Records Retention and Disposal ..... 8.80

Conservation of Resources ..... 8.90+

**CHAPTER 9.00: SCHOOL-COMMUNITY RELATIONS AND**

**INTERLOCAL AGREEMENTS**

Parent Organizations and School Support Groups ..... 9.10

Public Information ..... 9.20

School Reports ..... 9.21+

**TABLE OF CONTENTS (Continued)**

Community Use of Facilities..... 9.30\*+

Distribution of Literature in Schools ..... 9.40

Distribution of Literature and Materials to Students ..... 9.50

Visitors..... 9.60

Relations with Governmental Authorities ..... 9.70

Family Involvement and Empowerment..... 9.80\*+

Community Service ..... 9.85+

School Concurrency..... 9.90+

**APPENDIX A - INDEX**

**NOTES - The following symbols are used with certain policies to indicate special information about the policy.**

\* (ASTERISK) DENOTES POLICIES WHICH ARE REQUIRED BY STATUTES OR OTHER REGULATIONS.

+ (PLUS) SIGN DENOTES THAT PLANS OR OTHER DOCUMENTS MUST BE DEVELOPED.