



# **San Diego Unified**

## **SCHOOL DISTRICT**

**DISTRICT POLICIES**

**POLICY MANUAL**

**ALPHABETICAL INDEX**

**December 2012**

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**I**

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# **San Diego Unified**

## **SCHOOL DISTRICT**

**DISTRICT POLICIES**

**POLICY MANUAL**

**December 2012**

## Foreword

The Board of Education shall administer its affairs in accordance with federal, state, and local laws, rules, and regulations. The following statements of policy shall not attempt to duplicate or replace these laws, rules, and regulations but shall be the policy of the San Diego Unified School District Board of Education within such legal requirements and restrictions. Board of Education policy statements and district procedures are ratified and reenacted during the annual organizational meeting of the Board of Education held in December.

For information concerning this *Policy Manual*, contact:

San Diego Unified School District  
Board of Education Office  
4100 Normal Street, Room 2231  
San Diego, CA 92103-2682  
(619) 725-5550  
<http://www.sandi.net/policy>

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# San Diego Unified School District

## Policy Manual

### I. Introduction

It is the mission of San Diego Unified School District to improve student achievement by supporting teaching and learning in the classroom. In order to achieve this mission, the Board of Education establishes policies and procedures.

**Procedures** are specific, detailed rules that put policy into practice; they tell how, by whom, where, and when things are to be done, giving step-by-step instructions and assigning specific responsibility. Administrative procedures set forth specific requirements and details that implement and enforce policies. The Board of Education has delegated to the superintendent administrative responsibility for the development, maintenance, and dissemination of district procedures. Individual procedures are available from the Board of Education Office. An *Alphabetical Index* to the administrative procedures is published annually on the web site by the Board of Education Office. All administrative procedures are available on the district's web site at <http://www.sandi.net/policy>. The procedures are viewable and printable in Adobe's (.pdf) format.

**Policies** are principles adopted by the Board of Education to chart a course of action; the board specifically is charged with this responsibility. District policy statements are presented in Section II of this document, followed by an index to these policy statements. The policy manual is available in Adobe's portable document format (.pdf) on the district's web site at <http://www.sandi.net/policy>. The document is fully searchable in this format.

The Board of Education is responsible and accountable for effectively governing the school system. The primary means by which the board exercises its power and fulfills its responsibility is through the policies it establishes. These policies are necessary for effective school governance and management and are interrelated. The policies of the school district set the foundation and basic commitments of San Diego City Schools, its view of people, goals, and philosophy.

Policies made by the board serve to:

- Establish direction, a "guide to action."
- State a purpose or goal.
- Communicate what the board desires to achieve and why.
- Provide a rationale and framework for specific requirements.

- Establish basic controls and assign authority or general responsibility. The development of policy is a dynamic process, responsive to changing problems, issues, and needs. Thus, new policies are developed and previous policies reviewed and revised as necessary.

This document is a complete reference to district policies. All inquiries should be directed to the Board of Education Office, San Diego Unified School District, 4100 Normal Street, Room 2231, San Diego, CA 92103-2682 or to (619) 725-5550.

## **II. Policy Statements**

The operation of the school system requires the Board of Education to establish policies for sound, effective, and efficient educational and business practices. The board of the San Diego Unified School District has established policies that are contained in this Policy Manual and are organized according to categories in the classification system of the National School Boards Association. There are 11 categories or sections; a short description of each follows.

### **A. School District (p. 4)**

The policies in this section provide the setting and context for all other policies. School district policies are the structure and foundation of public education and of the district. They are the principles that underlie the operation of the district schools.

### **B. Board of Education (p. 11)**

This section defines the bylaws of the board—its organization, practices, procedures, and ground rules for conducting meetings. Guidelines for some of the board’s closest relationships are given—relationships with the superintendent, attorney, advisory committees, consultants, and the media. Policies on the policymaking process are also set forth in this section.

### **C. General School Administration (p. 19)**

Policies on the management of the district and its schools are delineated in this section. The district’s administrative structure, line/staff relationships and policy implementation are topics included in this section.

### **D. Fiscal Management (p. 25)**

Issues related to the management of school district funds are addressed in this section, including policies on budget and the use, control and accounting of funds.

**E. Facilities (p. 31)**

These policy statements concern planning, construction and naming of new facilities. Related activities such as disposition, lease, sale and/or alternative utilizations are included.

**F. Instruction (p. 37)**

The policies in this category deal with the instructional program: goals, basic programs, special programs, activities programs, instructional arrangements and resources, curriculum development, guidance, academic achievement, and testing. The policies in this section, more than any other, will reflect the school system's and school board's mission.

**G. Support Services (p. 66)**

Noninstructional services and programs are covered by policies in this section. They include security and safety program, buildings, grounds and equipment management, material resources, transportation and food services, and communication/information systems.

**H. Students (p. 74)**

These policies deal with students: admissions and attendance, rights and responsibilities, conduct and discipline, student safety and welfare, and other student matters.

**I. Personnel (p. 89)**

The school board's personnel policies are contained in this section for all classifications of staff. Issues addressed include work schedules/assignments, ethics, evaluation, health and welfare, grievance procedures, leaves and absences, and termination/retirement.

**J. Negotiations (p. 107)**

These policies pertain to the process of negotiating with employee organizations.

**K. Community Relations (p. 110)**

This section provides policies on relations with the general public and with community organizations and public agencies. There are policies on the school system's public information program, community involvement in decision-making, use of school facilities, public solicitations, and public complaints.

**A. School District Policy Statements**

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## SCHOOL DISTRICT

### Legal Status

A-1000 The legal basis for the establishment and organization of the San Diego Unified School District is Title 2 of the California Education Code and the Charter of the City of San Diego. The district serves youngsters from kindergarten through twelfth grade (K-12) who reside in thirty communities in an area of 197 square miles in the city of San Diego.

- a. San Diego Unified School District shall be the official name of the district. The district is also referred to as San Diego City Schools.
- b. San Diego Unified School District will establish and maintain a process for change of exterior or election boundaries as a result of annexation, deannexation, reorganization, or change of precinct boundaries ordered by the Board of Education or by San Diego County Registrar of Voters.

(Approved 3-88. Related Procedures 0001, 0005, 6120, 6123.)

### The People

A-2000 Recognizing that the public schools belong to the community, and that its own primary obligation is to the citizens, the Board of Education shall conduct its affairs in such manner as to keep the public informed of its policies. The board shall at all times welcome intelligent, constructive criticism and discussion aimed at the improvement of the public schools.

(Approved 3-88. Related Procedures 0560, 1100, 3110, 9010, 9015, 9055, 9060, 9062, 9375, 9410, 9430, 9610.)

### Nondiscrimination

A-3000 In conformance with the principle of equal opportunity, which San Diego Unified School District believes is morally right, educationally sound, and consistent with the law, and in the implementation of this policy, all applicants for employment by San Diego Unified School District or for promotion within the staff of the district shall be accorded equal opportunity regardless of race, religion, creed, color, marital status, veteran status, sex, sexual orientation, gender, ancestry, national origin, ethnic group identification, age, mental or physical disability.

- a. In pursuance of district policies, the district commits itself to a program of affirmative action designed to increase the numbers of minorities, disabled, and women at levels of the classified and certificated work force where they currently are underrepresented. The district shall pursue an aggressive policy of identification, encouragement, and counseling of racial/ethnic minorities and women with potential for leadership for the purpose of increasing the proportion of such personnel in supervisory and management positions. The affirmative



## SCHOOL DISTRICT

action program of the district shall give consideration to the composition of the student population when establishing employment goals. This policy shall apply to recruitment, hiring, placement, promotion, tenure, demotion, transfer, layoff, compensation, fringe benefits, or any other term, condition, or privilege of employment.

- b. San Diego Unified School District has established an affirmative action program to attain the ultimate goal of equal employment opportunity in the work forces of vendors, contractors, subcontractors, and suppliers. The Board of Education shall, as determined necessary, adopt reasonable rules and regulations for the enforcement and operation of this equal opportunity program.
- c. An Affirmative Action Advisory Committee shall be established to annually review, monitor, evaluate, and report on the district's affirmative action program to the Board of Education and the superintendent.

(Approved 3-88. Revised 12-1-92; 9-27-05. Related Procedures 0100, 0103, 0110, 0116, 0120, 4910, 7110, 7270, 7407, 7440, 7640.)

A-3100 The Board of Education encourages the participation of business entities owned by minorities and by women in the district sale of public financial issues. For Tax Revenue Anticipation Notes (TRANS), Certificates of Participation (COPs), and any other district public financial sales, the negotiated sale process is to be used to include Minority Business Entities (MBEs) and Women Business Entities (WBEs); MBEs and/or WBEs are to be included in the underwriting of up to 25 percent of the issue.

(Approved 8-31-93.)

A-3500 No student shall be excluded from participation in, be denied the benefits of, or otherwise be discriminated against in district educational programs by reason of his/her actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or creed, or marital status, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, or resident status.

- a. In order to ensure equal access to educational opportunity for all students, the Board of Education has adopted a policy governing equity in student placement.
- b. Students shall be assigned to classes or sections of a course in such a manner that each class or section is representative as to gender and ethnicity of the total population of students meeting the criteria for placement in each grade level, class, or course.

## SCHOOL DISTRICT

- c. The Board of Education recognizes its responsibility to ensure that homeless students are provided with access to education and other services necessary for these students to meet the same challenging academic standards as other students. District procedures and practices must ensure that children and youth who are homeless are not segregated or stigmatized on the basis of their status as homeless and that all placement decisions are based on the student's best interest as defined by law.

(Approved 3–88. Revised 12–1–92; 9-27-05; 4-12-11; 6-14-11. Related Procedures 0112, 1700, 4230, 4235, 4250, 4350, 4585, 4587, 4910, 6020, 6129, 7110, 7270, 7440.)

A-3550 In its commitment to providing all students and staff with a safe learning environment where everyone is treated with respect and no one is physically or emotionally harmed, the Board of Education will not tolerate any student or staff member being bullied (including cyber-bullying), harassed, or intimidated in any form at school or school-related events, (including off-campus events, school-sponsored activities, school busses, any event related to school business), or outside of school hours with the intention to be carried out during any of the above.

Such acts include those that are reasonably perceived as being motivated either by an actual or perceived attribute that includes but is not limited to race, religion, creed, color, marital status, parental status, veteran status, sex, sexual orientation, gender expression or identity, ancestry, national origin, ethnic group identification, age, mental or physical disability or any other distinguishing characteristic.

The district further prohibits the inciting, aiding, coercing or directing of others to commit acts of bullying or cyber-bullying, harassment or intimidation.

Any staff member that observes, overhears or otherwise witnesses bullying (including cyber-bullying), harassment, or intimidation, or to whom such actions have been reported must take prompt and appropriate action to stop the behavior and to prevent its reoccurrence as detailed in the applicable Administrative Procedure. Students who observe, overhear, or otherwise witness such actions, must, and parents/district visitors are encouraged to report the behaviors to a staff member. At each school, the principal or principal's designee is responsible for receiving and promptly investigating complaints alleging violations of this policy. Any form of retaliation in response to a report of such acts is prohibited.

(Approved 4-11. Related Procedures 0108, 0112, 1700, 6381.)

A–3600 The Board of Education will not tolerate subtle, overt, or covert acts of racism— institutionalized or personal and within or between groups—that debase individuals or groups.

## SCHOOL DISTRICT

Accordingly, it is the responsibility of staff, students, and parents to make immediate reports of racist acts as detailed in the antiracism procedure. It is the duty of administrators to take appropriate ameliorative action when such acts are reported.

(Approved 3-19-91. Related Procedures 0120, 7110, 7270, 7407, 7440, 7640.)

A-3700 San Diego Unified School District is committed to making the educational environment for students free from sexual harassment. The district prohibits sexual harassment as defined in the Education Code to mean unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the educational setting.

The district prohibits conduct that has the purpose or effect of having a negative impact upon the individual's work or academic performance, or that is sufficiently severe, persistent, or pervasive to create an intimidating, hostile, or offensive work or educational environment.

The district further prohibits sexual harassment that conditions a student's academic status, progress, benefits, services, honors, program, or activities based on submission to such conduct.

(Approved 5-11-93. Related Procedures 0112, 6290, 6295.)

### Philosophy

A-4000 The Board of Education supports the philosophy that education, in addition to providing academic skills and knowledge, should help students to value themselves and others, to realize the development of their talents and aspirations, and to become contributing members of society. The board is committed to the following beliefs:

- a. All children will learn and show academic gains every year of instruction.
- b. All children can benefit from a quality, integrated experience.
- c. The amount of instructional time spent by students on their studies can make a difference in achievement.
- d. School experiences and education do make a difference in the future lives of children.
- e. A high level of instructional quality can be maintained even in an environment of decreasing resources.
- f. Students learn at different rates and in different ways. Dropout prevention practices and other differential provisions should ensure opportunity for completion of educational programs.

## SCHOOL DISTRICT

g. Closing the achievement gap is a priority.

(Approved 3–88. Revised 5–11–93, 7-05-2005. Related Procedures 4000, 4050, 4097, 4105, 4106, 4110, 4230, 4720, 4755, 4760, 4766.)

A–4500 The Board of Education believes that children and staff of all races and ethnicities benefit socially, politically, and economically from integration programs. The district’s integration programs promote positive race/human relations, solicit the exchange of ideas, and respect diversity of opinion and culture. All students have the right to a quality education that ensures excellence in academic achievement and full participation in the democratic process. Quality in education demands equity in outcome where race, ethnicity, and gender are not distinguishing variables of student success.

The board believes we have an obligation to treat all children in an equitable manner (just, impartial, and fair). In order to ensure equity for all students the board has adopted the following goals for integration:

- a. Improve student achievement and ensure equitable outcomes among students of all racial and ethnic groups.
- b. Integrate students to reflect the racial/ethnic balance of the district’s student population.
- c. Provide equitable access to education programs and services for all students.
- d. Demonstrate positive race/human relations among students and staff of all racial and ethnic groups.

The board further believes that it is the responsibility of all district employees to actively support, promote, and demonstrate commitment to integration and ensure the accomplishment of district and site integration goals.

(Approved 1–26–93. Related Procedures 4105, 4106, 4107, 4235, 4236, 4262, 4310, 4311, 4312, 4585, 4587, 5411, 6020, 6135.)

A–4510 The Board of Education believes that leadership in integration begins with the Board of Education and includes certificated and classified staff, site administrators, and central office administrators. Integration leaders actively participate in integration programs and concentrate their efforts and resources on reaching the four goals for integration.

(Approved 5–11–93. Related Procedures 0620, 4105, 4106, 4262, 4310, 4311, 4312, 5411, 6135.)

## SCHOOL DISTRICT

A-4520 The Board of Education believes that policy-, decision-, and recommendation-making committees must reflect the diversity of the student population.

(Approved 5-11-93. Related Procedures 1100, 1320, 3105, 3110, 3300, 4230, 4505, 4605, 4815, 6215, 6400, 7226, 7610, 9055, 9060, 9062, 9066.)

A-4600 The Board of Education believes that full integration of a school is achieved when all students have equal status; receive the same high level of instruction; feel trusted, valued, and supported; and student representation in the decision-making bodies reflects the ethnic diversity of the school.

(Approved 5-11-93. Related Procedures 4000, 4050, 4097, 4105, 4106, 4107, 4110, 4230, 4235, 4236, 4262, 4310, 4311, 4312, 4353, 4585, 4587, 5411, 6020, 6135.)

A-4650 The Board of Education believes that racial isolation, occurring in communities that are either predominantly White or non-White (African American, Alaskan/Indian, Asian, Filipino, Hispanic, Indochinese, Pacific Islander), leads to the development of racial stereotypes, promotes inequitable practices, and is detrimental to the goals of the district. Racial isolation is harmful to students of every color.

(Approved 5-11-93. Related Procedures 4000, 4105, 4106, 4107, 4110, 4262, 4310, 5411, 6135.)

A-4750 The Board of Education believes that equitable access is predicated upon the belief that gaining the knowledge valued by society is a right and not a privilege. The district has an obligation to provide continuous support and information to enable students to be successful in the school system and reach their fullest potential.

Equitable access to programs and services requires the district to:

- a. Widely disseminate information on options to assist students and parents in making educational choices.
- b. Apply fair and consistent entry requirements to all.
- c. Utilize teaching and learning practices that address individual and cultural differences.
- d. Offer challenging courses and encourage all students to enroll.
- e. Expect high levels of achievement from all students.

(Approved 5-11-93. Related Procedures 4050, 4235, 4236, 4262, 4585, 4587, 5411, 6020, 6127, 6135.)

## SCHOOL DISTRICT

### Goals

A-5000 It is the mission of San Diego Unified School District to improve student achievement by supporting teaching and learning in the classroom. The Board of Education accepts the premise that the primary and basic purpose of the public school is to provide an effective educational program for students. Minimum provisions for the educational program are set up in the California Education Code. The district shall make every effort to provide an educational program that exceeds these minimum provisions. Every two years the Board of Education shall reevaluate the district's mission.

(Approved 3-88. Revised 5-22-2001. Related Procedures 0620, 4000, 4050, 4500.)

### Commitment

A-6000 San Diego Unified School District is committed to the concept of providing the necessary resources to ensure that all students are given every opportunity to achieve at the highest level possible.

(Approved 3-88. Related Procedures 2040, 2400, 3000, 4000, 4500, 4560, 4564, 4575.)

**B. Board of Education Policy Statements**

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## BOARD OF EDUCATION

### Goals/Priorities

B-1000 The Board of Education shall establish and maintain worthy goals for the education and guidance of students in the public schools. Every effort shall be made to have these goals clearly understood and accepted by the citizens of the district.

(Approved 3-88. Related Procedures 0560, 0564, 0620, 0700, 1405, 1600, 1705, 9015, 9055, 9375.)

### Legal Status

B-1100 In compliance with Title 2 of the California Education Code and the Charter of the City of San Diego, the Board of Education shall set policies for the operation of schools and employ a staff to administer these policies.

(Approved 3-88. Related Procedures 0001, 0620, 1405; Board of Education Bylaws.)

### Powers and Duties

B-1120 The Board of Education is elected as the governing body of the San Diego Unified School District and is responsible to the electors for the general conduct of the city schools.

- a. The Board of Education shall discharge all duties and functions assigned or delegated under the Education Code of the State of California and the regulations of the California Board of Education. Procedures for the conduct of those duties shall be stipulated in the official bylaws of the Board of Education.
- b. The Board of Education, with the assistance of the superintendent of schools and the management staff, shall determine the general scope and nature of the educational program including such matters as the number and types of schools and departments to be maintained, and the variety and character of the services to be provided. The board, with the advice of the superintendent, shall adopt textbooks and approve courses of study.

(Approved 3-88. Related Procedures 0001, 0620, 3000, 3105, 4000, 4050, 4500.)

### Elections

B-1150 The school district is governed by a five-member Board of Education elected by the voters of the district for four-year terms. San Diego City Charter requires that the school district be divided into five election districts as equal in registered-voter population as practicable.

(Approved 3-88. Related Procedure 0001; Board of Education Bylaws.)



## BOARD OF EDUCATION

### Ethics

B-1170 The Board of Education shall not endorse organizations or activities which it does not deem to have a direct impact on the educational program of this school district or which it finds unrelated to the jurisdiction exercised by the board in the normal course of discharging its duties as the people's trustees of education. However, on a case-by-case basis with specific board approval, instructional materials with commercials or advertising will be allowed.

(Approved 3-88. Revised 3-21-95. Related Procedures 0620, 0700, 1550, 1570, 4050, 4097, 4500, 4510, 4520, 4521, 4555, 7040, 7041.)

B-1175 The Board of Education shall comply with general provisions of the Political Reform Act of 1974 which prohibits any public officer or employee from making, participating in making, or influencing any district decision in which he/she has a financial interest. By law, the district is required to adopt a "Conflict of Interest Code" that has the force of law and contains specifically mandated provisions.

(Approved 3-88. Related Procedures 9300, 9301, 9302; Board of Education Bylaws.)

### Organization

#### Organizational Meeting

B-2100 The annual meeting is to be held after 10 a.m. on the first Monday after the first Sunday in December or as soon thereafter as may be practicable.

- a. The president and the vice president of the Board of Education shall be elected from the members of the board at the annual organizational meeting.
- b. At the annual organizational meeting of the Board of Education, the Secretary of the Board shall present to the board for readoption the bylaws of the Board of Education that are then in effect and such bylaws shall be considered, along with any proposed amendments thereto, for approval by a majority vote of the full membership.

(Approved 3-88. Revised 5-22-2001. Related Procedures 0001, 0564, 0620, 1405; Board of Education Bylaws.)

#### Board-Superintendent Relationship

B-2400 The Board of Education shall employ a superintendent of schools as its chief executive officer and administrative officer of the San Diego Unified School District. The Board of Education shall select a properly qualified person to be superintendent of schools for a term as required by law and shall fix his/her salary. Such selection

## BOARD OF EDUCATION

shall take place whenever a vacancy occurs. A majority vote of all members of the board shall be required.

(Approved 3–88. Related Procedures 0620, 9010.)

B–2410 In carrying out his/her responsibilities, the superintendent of schools is accountable to the Board of Education. This accountability requires that the superintendent be kept advised of problems and that the superintendent has the authority to control the utilization of the staff of the district. It is, therefore, the policy of the Board of Education that:

- a. The Board of Education and its members deal with the administration of the school district through the superintendent or the superintendent’s designated representative and not through subordinate administrators, except that nothing shall preclude a board member from making a factual inquiry that does not involve either administrative action or the compilation of information not already available.
- b. Members of the Board of Education shall not request from the superintendent the preparation of a report or compilation of material not readily available and involving significant staff time unless the Board of Education by motion duly made and adopted shall have approved the preparation of the report or the compilation of material.
- c. Members of the Board of Education shall refer all personal appeals, applications, complaints and other communications concerning the administration of the school district to the superintendent for investigation and report to the board members except when such matters may come before the Board of Education at a meeting on appeal from decisions of the superintendent.
- d. Discussions held in closed session in accordance with the Ralph M. Brown Act and other applicable law shall be confidential, and no board member or other participant shall disclose the contents thereof without the permission of a majority of the board.

(Approved 3–88. Related Procedures 0620, 1405, 9010; Board of Education Bylaws.)

### Board Committees

B–2500 The Board of Education may establish ad hoc or standing committees of its membership to perform fact-finding functions in any matter under jurisdiction of the board. Board-established committees shall report their findings of fact to the Board of Education at a public meeting of the board at which time the whole board shall consider the findings of fact contained in the report together with the recommendation of the superintendent.

## BOARD OF EDUCATION

- a. The superintendent of schools shall be an ex officio member of every committee established by the Board of Education and either the superintendent or the superintendent's delegate shall attend each meeting of all committees.
- b. Notice of committee meetings shall be given as required by, and in accordance with, California law.

(Approved 3–88. Related Procedure 1100; Board of Education Bylaws.)

### Advisory Committees to the Board

- B–2600 The Board of Education may appoint citizens of the community to serve on citizens' committees for the purpose of counseling and advising the board on matters pertaining to the government of the district. Findings and recommendations of citizens' committees are not binding on the board. Citizens so appointed shall receive no monetary compensation nor expense reimbursement.

(Approved 3–88. Related Procedures 1100, 3110, 9055; Board of Education Bylaws.)

### General Counsel

- B–2700 The General Counsel shall:

- a. Be an attorney admitted to the practice of law in the state of California and shall provide legal counsel and representation to the full extent provided by Education Code Section 35041.5 for the Board of Education and the superintendent of schools.
- b. Attend all meetings of the Board of Education unless excused.
- c. Provide, upon request of the Board of Education, superintendent, and administrative staff, necessary legal counsel and advice relating to governance and operation of the district.
- d. Provide legal representation for district personnel when required and as requested by the Board of Education or superintendent of schools.

(Approved 3–88. Related Procedures 0560, 0564, 1705, 1710, 1720, 7180; Board of Education Bylaws.)

### Meetings—General

- B–3000 The Board of Education may take action on matters properly before it only in public at a regular or special meeting, except in those instances where action is permitted by law in closed session. Authority of the Board of Education may be exercised only as a board and only at such meetings or closed sessions as duly and legally constituted.

## BOARD OF EDUCATION

Individual members acting in their individual capacities have no authority to commit the Board of Education or superintendent of schools to any policy determination or course of action.

(Approved 3–88. Related Procedures 0560, 0564; Board of Education Bylaws.)

### Meetings—Procedures

#### Notification of Meetings

B–3510 In order to encourage maximum attendance and participation by the citizens of the school district, it is a policy of the Board of Education to give wide dissemination to notices of regular, adjourned, and special meetings of the board. The general counsel shall prepare notices for all Board of Education meetings.

(Approved 3–88. Related Procedures 0560, 0564, 9015.)

#### Agenda Preparation and Dissemination

B–3520 The superintendent of schools shall provide for the preparation of agendas for all meetings of the Board of Education and shall conduct official correspondence for the board.

(Approved 3–88. Related Procedure 0564; Board of Education Bylaws.)

#### Voting

B–3600 The superintendent of schools shall be afforded the opportunity to make recommendations, if any, on all matters pending before the Board of Education prior to the time the presiding officer calls for the vote. With respect to matters of major significance, the superintendent shall make known to the board optional or alternative courses of action and their consequences. Except as otherwise provided by law or board bylaws, all matters shall be decided by a majority vote of the full membership of the board.

(Approved 3–88. Related Procedure 0564; Board of Education Bylaws.)

#### Public Participation

B–3700 All written communications addressed to the Board of Education involving policy matters that are properly the first concern of the board shall be placed on the public agenda of the meeting of the board held next after receipt of the written communications by the board.

(Approved 3–88. Related Procedures 0560, 0564, 6525, 7100, 9010, 9055, 9410, 9430; Board of Education Bylaws.)

## BOARD OF EDUCATION

### Policy

- B-5000 The Board of Education, under the law, is charged with the responsibility of setting policy for the San Diego Unified School District and with the assistance of the superintendent of schools and management staff, shall establish general policies governing the operation of the schools. Having adopted these policies, the board shall delegate to the superintendent the authority to carry them out, and shall require of the superintendent such reports as are deemed necessary to determine both the manner in which the policies have been administered and the wisdom of the policies themselves.

(Approved 3-88. Related Procedures 0620, 1405, 1600; Board of Education Bylaws.)

### Communication

- B-6000 The Board of Education recognizes the value of and earnestly seeks citizen participation in the educational process. The board also desires communication between the school district and the total community, and between each school and the community it serves. For these reasons, the Board of Education encourages the formation of district/citizen/parent advisory committees and urges broad community and staff participation in the work of such committees. The Board of Education, working through the administration, has the responsibility to:

- a. Develop policies, goals, and procedures for community involvement, including identification of needs, problems, and concerns; establishment of goals, objectives, and priorities; and adoption of programs to meet local community needs.
- b. Adopt general guidelines for establishment of school advisory committees; encourage community involvement.
- c. Establish communication with all segments of the community, including school advisory committees, parents, community groups, civic and business organizations, and others.
- d. Adopt plans for developing community understanding and support of schools.
- e. Notify the principal, when practical, who shall in turn notify his/her advisory committees, of any anticipated action affecting enrollment, program, or facilities of the school.

(Approved 3-88. Related Procedures 0620, 1100, 1405, 3110, 9010, 9015, 9055, 9060, 9062, 9375, 9410, 9430, 9610.)

## BOARD OF EDUCATION

### Legislation

B-7000 The mission of San Diego City Schools is to improve student achievement by supporting teaching and learning in the classroom. The Board of Education believes that this purpose can best be achieved through a cooperative partnership at the federal-state-local levels in the development, support and conduct of public education in California.

The board adopts this policy statement to guide the superintendent in implementing the district's advocacy and informational program before the California Legislature, California State Board of Education, State Department of Education, United States Congress, and United States Department of Education.

Each legislative session, the Superintendent of Public Education recommends and the Board of Education approves the General Legislative Policy or Position of the district on major legislation to be considered or proposed that session. district-sponsored legislative proposals must be in harmony with such policy and must be cleared by General Counsel. The Board of Education authorizes the superintendent to contract or employ a legislative advocate for the purpose of influencing state and federal legislative or administrative action on behalf of the San Diego Unified School District.

(Approved 3-88. Revised 9-29-99. Related Procedures 0700, 0705.)

### Commitment

B-8500 The Board of Education will assist the school district staff and community to achieve its goals through appropriate and responsible actions.

(Approved 3-88. Related Procedure 0620; Board of Education Bylaws.)

**C. General Administration Policy Statements**

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## GENERAL ADMINISTRATION

### Superintendent

C-2000 The superintendent of schools is responsible for the administration and management of the K-12 educational system. Appointed by and directly accountable to the Board of Education, the superintendent shall be the chief executive officer and permanent secretary of the Board of Education ex officio. The superintendent shall be evaluated annually by the Board of Education.

(Approved 3-88. Related Procedures 0620, 1405, 1600, 2025, 3000, 3105, 4000.)

C-2200 The superintendent of schools shall:

- a. Recommend to the Board of Education those policies, plans, and programs deemed necessary to the proper development and operation of the San Diego Unified School District.
- b. Maintain a continuous study of the problems confronting the schools, evaluate the quality and efficiency of all phases of the district's operation, and report conclusions and recommendations to the Board of Education.
- c. Establish such advisory councils and instructional committees as may be deemed necessary for consideration of policy matters and administrative problems, in accordance with democratic procedures for the administration of schools.
- d. Perform all other duties within the scope of authority granted by state law and delegated by the Board of Education as necessary for the administration of the affairs of the school district.

(Approved 3-88. Related Procedures 0620, 1100, 1405, 1600, 2025, 3000, 3105, 3110, 4000, 5001, 9060, 9062; Board of Education Bylaws.)

### Organization

C-3000 Under the Board of Education, the superintendent of schools, as chief executive officer of the district, has the authority and responsibility to organize and supervise the staff, both certificated and classified.

- a. The superintendent shall prepare for the approval of the Board of Education a statement containing the delegation of duties, responsibilities, and authorities of the central staff and administrative officers of the district. This statement shall contain a chart of the general organization of the San Diego Unified School District.
- b. The superintendent of schools, at his/her discretion, may delegate to other district personnel the exercise of any powers and the discharge of duties



## GENERAL ADMINISTRATION

imposed upon the superintendent by Board of Education policies. The delegation of power or duty shall not relieve the superintendent of responsibility for the action taken under such delegation.

(Approved 3–88. Related Procedures 1405, 2025, 7050, 7276, 7405, 7610, 7640; Board of Education Bylaws.)

### Schools

C–3800 The superintendent shall assign a principal for each school, and such other personnel as are authorized by established formulas. The principal:

- a. Is the instructional leader of the school as well as its chief administrative and supervisory officer.
- b. Has authority over all personnel assigned to the school and all students attending the school.
- c. Has complete responsibility for all aspects of the program and the conduct of the school in accordance with applicable Board of Education policies and district procedures.
- d. May delegate authority to vice principals, teachers, and classified staff at his/her discretion; but in every instance he/she is responsible for the proper conduct of the school and its program.
- e. Is responsible for maintaining good parent and public relations with the school. As a matter of general policy, all complaints from the public reported to the central administrative staff regarding a school are referred to the principal of the school involved.

(Approved 3–88. Revised 5-22-2001. Related Procedures 1405, 2025, 4022, 4026, 4050, 4310, 4311, 4312, 7045, 7046, 7050, 7215, 7216, 7276, 7342, 7410, 7412, 7416, 7417, 7640, 7660, 7745, 7767, 9010; Board of Education Bylaws.)

### Special Programs

C–4700 The adult school system is organized and administered in cooperation with the San Diego Community College District and in accordance with all applicable sections of the California Education Code, Title 5 of the California Code of Regulations, the standards established by the State Department of Education pursuant to California Education Code Section 52504, and all other applicable laws.

The adult school system shall be administered solely by the adult education administrator who directly supervises adult education students, faculty, counselors, and all other classified and certificated employees paid with adult education funds.

## GENERAL ADMINISTRATION

(Approved 11–94. Related Procedures 1700, 4255, 4400, 4405, 4410, 9215.)

### Policy Implementation

- C–5000 Under the delegated authority of the Board of Education, the superintendent shall provide for the development, maintenance, and dissemination of administrative procedures that are designed to provide guidelines for the implementation of state and federal laws, Board of Education policy, and district regulations, and for the administration, coordination, and articulation of programs affecting one or more departments or divisions within the district.
- a. By law, an employee’s failure to comply with provisions of the Education Code, regulations of state and local boards of education, or district policies and procedures may be cause for dismissal.
  - b. Administrative procedures, in harmony with district general policies, shall be recommended and enforced by the superintendent, subject to Board of Education review. The superintendent is authorized to amend or cancel district procedures or add new procedures at any time such action is deemed necessary; or when required to implement changes in state, federal, or local laws or in policies adopted by the Board of Education; or when district programs or activities are newly established or revised.
  - c. Board of Education policy statements and district procedures are ratified and reenacted during the annual organizational meeting of the Board of Education held on the first Monday after the first Sunday in December or as soon thereafter as may be practicable. New and revised procedures are submitted to the Board of Education on a quarterly basis.

(Approved 3–88. Revised 5-22-2001. Related Procedures 0620, 1405, 1600, 7046; Board of Education Bylaws.)

### Consultants/Educational Contracts

- C–6500 By law, educational contracts between the district and outside agencies, individuals, or groups must be approved by the Board of Education. No person or agency may be retained as a resource person, student service provider, or professional consultant if such person or agency will directly or indirectly influence decisions that will benefit him/her financially.
- a. Disclosure shall be required when, in the opinion of the Board of Education or the retaining official of the district, a resource person, student service provider, or professional consultant is in a position to influence a district decision in which he/she might reasonably be expected to have financial interest.

## GENERAL ADMINISTRATION

- b. Rates for professional consultants and reimbursement rates for transportation, meals, and lodging are determined by district staff and approved by the Board of Education.

(Approved 3–88. Revised 8–6–91. Related Procedures 1550, 1570, 7040, 7041.)

### Reports/Communications

- C–7000 The superintendent shall establish a system for the organization and distribution of written communications used in administration including circulars, transmittals, manuals, memoranda, and minutes of meetings.

(Approved 3–88. Related Procedures 1405, 1600.)

- C–7100 All reports or recommendations to the Board of Education from any officer or employee under the direction of the superintendent shall be made through the office of the superintendent of schools unless otherwise directed by action of the board.

(Approved 3–88. Related Procedures 1405, 1600.)

- C–7150 Staff conferences are organized and conducted by the superintendent to facilitate communication on matters of districtwide concern and priority. Meetings may be called when the need arises; unless meetings are announced as optional, members of the staff are expected to attend.

(Approved 3–88. Related Procedures 1100, 1600; Board of Education Bylaws.)

### Annual Reports

- C–7500 Enrollment forecasts and enrollment projections shall be used for program planning, facility management, school consolidations, site selection, facility planning and construction, and bond-financing analyses. Total district and school-by-school enrollment forecasts for the ensuing year shall be presented to the Board of Education each year.

(Approved 3–88. Related Procedures 2040, 3000, 3105, 3110, 3410, 6165, 6166, 6190.)

**D. Fiscal Management Policy Statements**

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## FISCAL MANAGEMENT

### Goals/Priorities

D-1000 The Board of Education shall determine all financial policies not specifically defined by law. The superintendent, as authorized by the Board of Education, shall supervise and administer the finances of the district in an efficient and economical manner and in keeping with accepted accounting procedures.

(Approved 3-88. Related Procedures 0620, 2025, 2030, 2040, 2370, 2375, 2400, 2425, 2600; Board of Education Bylaws.)

### Budget

D-2000 Each year, as required by law, the Board of Education shall adopt an annual budget after due consideration of such administrative and financial reports as may be required.

- a. The superintendent shall direct the preparation of the annual budget, including expenditures, revenues, reserves, and balances. This budget shall be presented to the Board of Education for such alterations as may be deemed desirable and/or necessary, and for final approval and adoption.
- b. The annual budget shall include position and budget allocation formulas for use in allocating general operations appropriations to sites. All department heads, principals, and/or management employees are responsible for expenditure of resources in accordance with budgeted or formula allocation.

(Approved 3-88. Related Procedures 1570, 2040, 2085, 2310, 2315, 2370, 2375, 2400, 2425, 4500, 4555, 4556, 5200, 5261, 5340, 6060, 7050.)

### Funding

D-3000 Educational programs of the district shall be financed principally through local and state revenue sources.

- a. Monies of the federal, state, or private sources must be sought actively for programs that supplement the district programs; for programs that support the district mission; for programs that are equitable and manageable; and only where there would be no loss of local control by the Board of Education.
- b. Activities which schools are expected to conduct and in which students are expected to participate will be financed by the district.

(Approved 3-88. Revised 5-22-2001. Related Procedures 1320, 2085, 2110, 2155, 2370, 4000, 4053, 4092, 4250, 4500, 6060, 9205, 9206, 9300, 9301, 9302, 9610.)

## FISCAL MANAGEMENT

### External Funding Requirements

D-3500 Staff funded with federal grants shall comply with time distribution certification documentation requirements of the federal government described in Office Management and Budget (OMB) Circular A-87 and any other law or regulations.

(Approved 1-04)

D-3600 District staff shall retain appropriate grant records and documentation required by federal and state laws and district policies and procedures.

(Approved 1-04)

### Depository of Funds

D-3800 A uniform system for processing and depositing district funds shall be established and maintained, including accountability and control in the usage of signature plates and warrant and check stock.

- a. Moneys deposited into the district fund are the property of the school district and can be expended only by action of the Board of Education.
- b. Only persons approved by Board of Education resolution are authorized to sign checks.

(Approved 3-88. Related Procedures 2110, 2165, 2170, 2205, 2208, 2215, 2217, 2235, 2236, 2245, 2247, 2310, 2342, 5575, 5627, 9205, 9206, 9220, 9300, 9301, 9302.)

### Associated Student Body

D-4000 Division heads, as designated by the superintendent, shall have the responsibility and authority to implement all policies and procedures pertaining to supervision and administration of student activity funds. The site principal, as trustee, shall be directly responsible for the conduct of student financial activities.

(Approved 3-88. Related Procedures 2225, 2227, 2255, 2265, 4353.)

D-4010 The constitution and bylaws of each student body organization shall contain a budget philosophy, and general rules and regulations for management of student body funds, including provisions for an annual budget.

- a. Projects and activities of student bodies shall have only two purposes: (1) to promote the general welfare, education, and morale of the majority of students; and (2) to finance approved extracurricular activities.

## **FISCAL MANAGEMENT**

- b. Fund-raising activities held at a school for the benefit, in whole or in part, of that school, or of any organization directly under control of school authorities, must be sponsored by an organization directly under the control of school authorities.
- c. Board of Education policies and guidelines govern food sales by student organizations on school premises, including vending machine sales.
- d. Books and accounts of associated student body funds shall be audited in conformance with legal and district requirements.

(Approved 3–88. Related Procedures 2225, 2227, 2230, 2235, 2247, 2255, 2265, 2270, 2375, 4353, 4370, 4925, 5153, 9325, 9350.)

### **Accounting**

- D–5000 The superintendent shall provide for the establishment and maintenance of auditable accounting systems that comply with all legal requirements.
- a. As provided by law, the district shall maintain an inventory system for all items of equipment. Each school shall provide an end-of-year report of merchandise and shop materials purchased for sale, student body investments, and earned interest on student body funds.
  - b. The superintendent shall provide for the evaluation and internal auditing of the district’s financial systems and financially-related operations.

(Approved 3–88. Related Procedures 1320, 2225, 2227, 2230, 2235, 2236, 2245, 2247, 2250, 2251, 2255, 2260, 2261, 2265, 2270, 2310, 2315, 2317, 2342, 2360, 2370, 2375, 2400, 3115, 3410, 4555, 4556, 5340, 5341, 5345, 5375, 9205, 9206, 9300, 9301, 9302.)

### **District-Sponsored Events**

- D–5100 The superintendent shall provide for the establishment and maintenance of a system for approval and accounting for payment of expenses incurred at district-sponsored events.

(Approved 3–88. Related Procedure 2518.)

### **Purchasing**

- D–6000 All district contracts must be approved by the Board of Education unless power to contract on behalf of the district has been delegated by the board to a district officer/employee. Contracts should be approved by the Board of Education prior to the contract’s effective date.

## FISCAL MANAGEMENT

- a. Certain property or services may be acquired or conveyed by the district only after advertising and complying with competitive bidding requirements.
- b. As delegated by the Board of Education, the Chief of Business Operations is responsible for compliance with bid and contract laws and procurement regulations governing acquisition of facilities, equipment, supplies, and related services, and for compliance with those laws, district policies, or administrative procedures governing prohibited purchases.

(Approved 3–88. Revised 5-22-2001. Related Procedures 0100, 0116, 1320, 1570, 2400, 2410, 2415, 2425, 2430, 2435, 2437, 3000, 3410, 4053, 4405, 4500, 4510, 4520, 4521, 4585, 4586, 4587, 4595, 5200, 5341, 5342, 5350, 5609, 7122, 7124, 7126, 7238, 9220, 9225, 9300, 9301, 9302, 9610.)

D-6300 The Board of Education authorizes the negotiation and establishment of exclusive contract for the sale of carbonated and non-carbonated beverages whereby staff:

- a. Ensures integrity of public education dollars.
- b. Ensures that funds raised by the contract benefit students and public education.
- c. Ensures all beverages sold on school grounds shall be consistent with all current and future State of California Legislation pertaining to the sale of carbonated and non-carbonated beverage on K-12 campuses, hence contributing to the development of lifelong, healthy eating habits and behaviors.
- d. Ensures that the contracting vendor offers a variety of healthful, non-carbonated options for students, as well as carbonated beverages.
- e. Ensures that funds raised by contracts for the sale of non-nutritious items benefit students and public education.

(Approved 7-2003. Revised 7-27-04.)

D–6700 Commercial salespersons or agents shall not be permitted to discuss business on school premises except at specifically authorized schools with special needs and requirements. Salesmen, vendors, and/or peddlers are prohibited from using district property for purposes of selling or distributing items for personal use or consumption by district employees or students, unless specific approval has been obtained.

(Approved 3–88. Related Procedures 2400, 2415, 2435, 4053, 4500, 4510, 4520, 4521, 4585, 4587, 9220, 9300, 9301, 9302, 9325, 9350, 9610.)



## **FISCAL MANAGEMENT**

### **Property Disposal**

D-8000 As directed by the Board of Education, the superintendent shall establish and implement district procedures governing the sale and/or disposal of district-owned materials, property, and equipment that are obsolete or in unusable condition.

(Approved 3-88. Related Procedures 2805, 3105, 5340.)

**E. Facilities Policy Statements**

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## FACILITIES

### Goals/Priorities

E-1000 San Diego Unified School District shall implement a property management program in which the district's real property inventory is periodically reviewed. Recommendations for proposed disposition of property, including those of the Advisory Committee on Utilization of Excess School Property, shall be brought before the Board of Education for consideration for disposition and/or alternative utilization. Where feasible, a sustaining source of district income shall be created through the lease, sale, exchange, or development of surplus real property.

(Approved 3-88. Revised 10-25-94 and renumbered from E-1000; revised 5-22-2001 and renumbered from D-8050. Related Procedures 0005, 3000, 3105, 3410.)

E-1500 San Diego Unified School District shall coordinate the Long-Range Facilities Master Plan, Annual Short-Range plan and Major Repair and Replacement (MRR) plan. This coordination extends the useful life of existing school facilities, enhances the physical environment of existing school facilities, and provides for efficient use of existing facilities, new facilities as needed to address enrollment changes, and maintenance of existing school facilities in a safe and functional condition.

(Approved 4-08.)

### Planning

#### Vision

E-2050 It is the vision of the district to provide educational facilities that are safe, healthy, aesthetically pleasing, and support optimal teaching and learning for all students and welcome parents and community. To assure aesthetically pleasing environments, utility boxes and landscape water meters will be located underground or to the rear of facilities as appropriate. When it is not economically or physically feasible and equipment must be located at the front of a facility, the placement and visual screening will be given due consideration to minimize any negative visual impact.

(Approved 10-94. Revised 12-13-11. Related Procedures 0005, 1570, 3000, 3105, 3110, 3410, 3510, 4018, 4304, 5100, 5200, 5255, 5625, 5626, 6190, 9015, 9055.)

#### Standards/Equity

E-2100 The Board of Education shall strive to provide equitable facilities throughout the district in accordance with optimum facilities standards.

(Approved 10-94. Related Procedures 0005, 1570, 3000, 3105, 3110, 3410, 4018, 4304, 5200, 5255, 5261, 5625, 5626, 6190, 9055.)

## FACILITIES

### Attendance

- E-2150 The district shall provide opportunities for students to attend schools within their residential neighborhoods, as well as to provide choices in educational settings outside their neighborhoods and support integration.

(Approved 10-94. Related Procedures 0005, 3000, 3105, 3110, 3410, 4018, 4262, 4304, 6135, 6190, 9055.)

### Priority

- E-2200 Accommodating unhoused students is a clear priority in school facilities planning and expenditures, with attention to issues of student performance, safety, and equity.

(Approved 10-94. Related Procedures 0005, 3000, 3105, 3110, 3410, 4018, 4262, 4304, 5200, 6135, 6190, 9055.)

### Design

- E-2250 Educational facilities shall be provided that support innovative and unique educational programs, technological literacy, and flexibility in student groupings.

(Approved 10-94. Related Procedures 3105, 3110, 410, 4018, 4262, 4304, 6135, 9055.)

### Community Involvement

- E-2300 Valid opportunities for effective involvement of all stakeholders (i.e., students, parents, teachers, school principals, business, city and county governments, and the surrounding community) will be provided throughout the facilities planning process and implementation.

(Approved 10-94. Related Procedures 0005, 3000, 3105, 3110, 3410, 4018, 4262, 4304, 6135, 6190, 9015, 9055, 9205, 9206, 9215, 9220, 9226, 9229.)

### Joint Use

- E-2350 The Board of Education shall establish schools as focal points in the community and seek active planning, funding, and joint site use agreements with city and county governments, nonprofit organizations and other educational institutions so that schools are a community resource and scarce revenues are used effectively.

(Approved 4-04. Related Procedures 3000, 3105, 3110, 3410, 5200, 9055, 9205, 9206, 9215, 9217, 9225, 9226, 9229.)

### Maintenance and Modernization

## FACILITIES

E-2400 The district shall strive to maintain and modernize its buildings emphasizing the importance of education, creating an environment for student success and protecting the district's capital investment. Planning for, and modernization of, each school shall include, but not be limited to, routine maintenance needs, facility condition, long term repair and replacement needs, capital improvements, the site layout, structures, playgrounds, utilities, technology, joint use features and landscaping.

(Approved 10-94. Revised 4-8-08. Related Procedures 3105, 3410, 5200, 5255, 9055.)

### Revenues

E-2450 The Board of Education and the superintendent shall create greater community understanding of, and support for, public education including the expansion of potential revenues for facilities.

(Approved 10-94. Related Procedures 3105, 3110, 4304, 9015, 9055.)

### Long-Range Plan

E-2500 Long-range facilities planning shall address enrollment growth and decline, facility condition, repair and replacement needs, capital improvement needs, maintenance requirements, code compliance, modernization needs, the use of surplus property, equity issues, and long-term facilities funding strategies.

(Approved 10-94. Revised 4-8-08. Related Procedures 0005, 3000, 3105, 3110, 3410, 4018, 5200, 5255, 5261, 6190, 9055.)

### Annual Short-Range Adjustments

E-2550 Procedures for determining school capacity shall be established. Annual reports will be made on the status of schools in relation to facilities standards and condition. Recommendations for short-term changes to accommodate enrollment, program needs and condition will be reported annually. Short-range solutions shall consider long-range facility and Major Repair and Replacement (MRR) strategies.

(Approved 10-94. Revised 4-8-08. Related Procedures 0005, 3000, 3105, 3110, 3410, 4018, 4262, 5200, 5255, 5261, 6135, 6190, 9055.)

E-2570 Procedures for a Major Repair and Replacement (MRR) plan for school facilities shall be established. MRR refers to recurring repair or replacement of facilities and/or building systems where the completed repair or replacement work has an expected life exceeding 20 years. Annual updates to the MRR Plan shall consist of (1) reporting of the current assessment and rating of the condition of all district facilities and building systems; (2) current and anticipated MRR long-term funding needs; (3)

## FACILITIES

status and adequacy of annual recurring funding for maintenance, repair and replacement work and MRR; and (4) status of debt mechanisms used to finance MRR work. Prior to MRR Plan submission to the Board of Education, the plan updates shall be reviewed by the standing oversight committee. Based on such review the oversight committee shall provide recommendations to the Board of Education at a regular public meeting. Funding the costs of MRR work shall consist of two strategies: (1) provision of annually recurring funds for MRR items whenever such funds are available and (2) use of long term debt funds for MRR work only if the borrowed monies are repaid during the useful life of the completed MRR work.

(Approved 4-08.)

E-2900 It is the policy of the San Diego Unified School District that schoolwide needs for additional facilities should include integration needs.

(Approved 5-93. Related Procedures 3000, 3105, 3110, 3410, 4262, 6135, 9055.)

### Building Accommodations

E-3450 School sites may pay for the lease of portable classrooms from the district or a private vendor using program funds as appropriate as long as the effect is revenue neutral, does not impact the ability of the district to house student growth, and enhances the academic achievement of students.

(Approved 2-95. Related Procedures 1570, 3105, 3410, 6190.)

### Construction

E-4000 The Board of Education, with the advice of the superintendent, shall purchase real property for school buildings, shall approve all building plans, and shall enter into contracts for the construction of school buildings that will adequately meet the physical and educational needs of students.

(Approved 3-88. Related Procedures 0005, 1570, 3000, 3105, 3115, 3410, 5625, 5626, 6190, 9015, 9055.)

E-4100 It is the policy of the Board of Education to encourage a balance between initial construction costs of new facilities and long-term energy costs while maintaining thermal comfort in the classroom conducive to a quality learning environment. To support the district's continued goal to reduce overall utility consumption, maintain thermal comfort, and comply with the California Energy Commission regulation for all new schools (Title 24, Part 2, Section 53, of the State Building Code), the Board of Education establishes the following policy:

a. All new schools will be built based on the following:

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- (1) **Base Temperature.** The effective temperature maximum is established at 78°F as the basis for determining whether a classroom is selected to get passive thermal mitigation measures and/or air-conditioning when future funding allows. Since it is not feasible to be within this temperature all of the time, a maximum deviation of up to 10 percent of the amount of time the students are in the classroom during the summer hours is established (i.e., if students spend 200 hours in the classroom during the summer, the temperature could exceed the 78°F effective temperature by up to 20 hours).
- (2) **New Spaces and Schools.** All new spaces and schools will have cost effective passive measures installed and be engineered so that they can be retrofitted for air-conditioning at a future date if they will not meet the above-recommended standard.
  - b. Exceptions will be made for specified areas requiring air-conditioned space—performing arts, auditoriums, and TV studios at new secondary schools—and on a case-by-case basis for other spaces and/or other kinds of facilities to address air quality and/or noise pollution.
  - c. Where appropriate, other public agencies that may contribute to the need for air-conditioning to mitigate reduced air quality and/or noise pollution will be contacted to assist in the costs associated with providing an air-conditioning system.
  - d. Planning for new construction, adding permanent or relocatable facilities, or modifying existing facilities will include consideration of the building’s energy efficiency, as delineated in Title 24, Part 2, Section 53, of the State Building Code, for natural, mechanical ventilation or air conditioning as determined during the planning process.

(Approved 3–92. Revised 5-22-2001. Related Procedures 1570, 3105, 3115, 3410.)

### Naming

E–5000 The Board of Education shall consider all names recommended by the Committee on School Names and shall name all schools and facilities. The following criteria for screening school and facility names have been adopted by the Board of Education. A facility is defined as a building, auditorium, athletic field, or other structure or purpose-designated area at a school or support services location owned and operated as part of the school district.

- a. Schools and facilities may be named for a location or for a person.

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- b. In naming a school or facility after a person, primary consideration should be given to those individuals who have made a significant contribution to education in the community, state, or nation. Documentation must accompany each suggested name.
- c. Recognizing that the ethnic and cultural composition of a local school community will change and that school and facility names are permanent, the name selected should have broad acceptance in a multicultural society.
- d. In the selection of a school or facility name, preference should be given to the names of persons who are deceased.
- e. If a school or facility is demolished, the name may be used again.
- f. Names of retired district employees are eligible to be considered three years after their retirement from the district.

(Approved 3-88. Revised 10-25-94, 8-27-96, 5-22-2001. Related Procedures 3300, 3380.)



## F. Instruction Policy Statements

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### Goals/Priorities

F-1000 The Board of Education, upon recommendation from the superintendent, approves the philosophy, policies, goals, and priorities of the district's Preschool-12 instructional program. The superintendent shall be responsible to the Board of Education for the administration of the instructional program, and shall recommend to the board suitable instructional materials, including textbooks and supplementary books, courses of study, and equipment deemed necessary for the proper functioning of the instructional program.

(Approved 3-88. Revised 5-22-2001. Related Procedures 1320, 2040, 2085, 4000, 4050, 4053, 4097, 4100, 4195, 4230, 4250, 4261, 4262, 4316, 4317, 4400, 4410, 4450, 4500, 4521, 4555, 4575, 4920, 4922, 4940, 5500, 6340, 9410.)

F-1010 The policy of the Board of Education is to support school restructuring as a process to achieve a fundamental change in school organization and construction that will prepare all students for the future. The purposes of school restructuring are to improve the quality of instruction and student achievement. School restructuring will require greater site autonomy and control over budgets, shared decision-making among staff members, parents and students, and appropriate accountability standards for student outcomes.

(Approved 11-88.)

F-1025 It is the policy of the Board of Education that the primary purpose of integration programs is to eliminate the achievement gap among major racial/ethnic groups and to improve student achievement while promoting greater harmony among students of different racial/ethnic groups in integrated settings. Integration programs provide complementary enrichment and support to the district's basic instructional program and are based on sound principles of teaching and learning. Curriculum, instruction, and assessment are interrelated components of this integrated system.

(Approved 5-93. Related Procedures 4105, 4106, 4107, 4262, 4310, 4311, 4312, 5411, 6020, 6135)

F-1050 Board-adopted legal and general criteria shall apply to instruction and to the adoption and/or use of all instructional materials.

(Approved 3-88. Related Procedures 2040, 4000, 4050, 4053, 4097, 4100, 4230, 4250, 4261, 4262, 4316, 4317, 4400, 4410, 4500, 4555, 4575, 4920, 9410; Board of Education Bylaws.)

## INSTRUCTION

### Academic Freedom

F-1100 The Board of Education recognizes that innovation and change are inherent in seeking improvement in the educational program. Within legal confines, individuals and individual school faculties are encouraged to undertake innovative instructional programs and to make an earnest effort to meet the demands placed on education through the development of attitudes and environments conducive to experimentation and innovation. In addition, the board recognizes the desirability of keeping employees aware of creative and innovative practices. All curriculum pilot programs and courses must be approved by the Board of Education.

(Approved 3-88. Related Procedures 4000, 4017, 4050, 4053, 4060, 4097, 4261, 4262, 4316, 4317, 4430, 4570, 4575, 4587, 9300, 9301, 9302, 9410, 9610.)

### School Year

F-1200 The Board of Education adopts the official district master calendar that establishes the beginning and ending dates of school terms, the number of instructional days, the total number of workdays for contract teachers, and the number of holidays provided.

(Approved 3-88. Related Procedures 4015, 4017, 4018, 4032, 4922, 7055, 7485.)

F-1250 It is the policy of the Board of Education to recognize and develop alternative school choices, including year-round schedules. All legal and district requirements for the regular school program shall apply to schools on a year-round schedule, including the number of student days in a school year and course requirements.

(Approved 3-88. Related Procedures 4015, 4017, 4018, 7055, 7485.)

### School Day

F-1300 The Board of Education shall fix the length of the school day for district schools, as provided by law.

It is the policy of San Diego Unified School District to avoid double sessions whenever possible. When, due to factors beyond the district's control, such schedules become imperative, district schools shall return to the normal schedule as soon as circumstances permit.

(Approved 3-88. Revised 11-24-98. Related Procedures 4022, 4026, 4030, 4032, 5003, 6155, 6156, 6436; Emergency Procedure 16.)

### Curriculum Development

F-1500 The superintendent shall establish and implement regulations and procedures governing the development, evaluation, and monitoring of district and nondistrict

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instructional programs, materials, and/or services. Use of norm-referenced standardized tests in the development of instructional materials is prohibited.

(Approved 3–88. Related Procedures 4000, 4050, 4053, 4060, 4092, 4097, 4100, 4105, 4106, 4107, 4110, 4126, 4127, 4130, 4170, 4171, 4172, 4188, 4192, 4195, 4196, 4197, 4198, 4199, 4230, 4233, 4235, 4236, 4250, 4251, 4255, 4257, 4261, 4262, 4310, 4311, 4312, 4316, 4317, 4320, 4350, 4500, 4555, 4556, 4558, 4560, 4564, 4575, 4583, 4585, 4587, 4620, 4720, 4755, 4766, 4815, 4912, 4930, 4934, 5135, 5150, 5345, 5500, 6135, 6340, 9300, 9301, 9302, 9610.)

F–1700 It is the policy of the Board of Education that staff, parents, and students (in secondary schools) annually review student achievement results identified by racial/ethnic group to develop comprehensive strategies to eliminate disparities among groups. Successful practices will be disseminated to other schools.

(Approved 5–93.)

### Curriculum Design—Basic Programs

F–2000 The official course of study is adopted annually by the Board of Education: Additions, deletions, or changes in official courses are the function of the Board of Education.

- a. All site-adopted and curriculum pilot courses must be approved by the Board of Education prior to conducting instruction; only schools designated by the Board of Education may offer these courses.
- b. As directed by the Board of Education, the district has established a basic skills supplementary program to provide assistance for those students who are low-achieving and experience difficulty in basic skills areas.

(Approved 3–88. Related Procedures 4000, 4050, 4060, 4097, 4100, 4105, 4106, 4110, 4126, 4127, 4170, 4171, 4172, 4174, 4175, 4176, 4178, 4180, 4181, 4188, 4189, 4192, 4195, 4233, 4250, 4261, 4262, 4270, 4310, 4311, 4312, 4316, 4320, 4322, 4323, 4350, 4375, 4400, 4405, 4410, 4430, 4575, 4583, 4585, 4587, 4710, 4755, 4766, 4770, 4790, 5150, 7230, 7231, 7232, 7233, 7235.)

F–2050 The arts are a part of the National Education Goals and recognized as core curriculum. The arts are powerful tools for demonstrating mastery in all curriculums through exhibitions, portfolios, and performance. The San Diego Unified School District, in acknowledgment, defines visual and performing arts as part of the common core of subjects. Visual and performing arts are a priority for teaching and learning in the district.

It is the policy of the Board of Education that every student should have equal educational opportunity to study the arts as representatives of the highest intellectual

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achievement of humankind and every elementary and secondary school should offer a balanced, sequential, and high quality program of instruction in each of the arts disciplines taught by qualified arts teachers.

(Approved 7–95. Related Procedures 4000, 4050, 4053, 4060, 4092, 4097, 4100, 4126, 4130, 4316, 4317, 4320, 4500, 4555, 4556, 4558, 4560, 4564, 4575, 4585, 4587, 4770, 5345.)

### Race/Human Relations

F–2100 Board of Education policy provides that an ongoing needs-based race/human relations program shall be mandated for all persons—students and staff, including management, certificated, classified, and contract personnel. The Race/Human Relations Program must be comprehensive and utilize the most recent techniques and strategies. The board recognizes that growth in the understanding of race/human relations issues requires continuous effort. Race/human relations, like learning, requires a life-long effort and commitment.

- a. All students must participate in race/human relations lessons which provide knowledge and promote success in the pluralistic culture in which they live.
- b. All staff must participate in race/human relations workshops and training that lead to the reduction of racism, prejudice, and discrimination.
- c. All administrators must receive training to improve the educational opportunities for all students, demonstrate cultural sensitivity (implement their knowledge of culture), and resolve conflict among staff and students.
- d. A proactive approach to resolving conflict requires the utilization of district resources at the earliest opportunity. Conflict resolution and racial crisis intervention services shall be available to all departments, schools, staff members, and school communities.

(Approved 3–88. Revised 5–11–93. Related Procedures 4000, 4050, 4097, 4105, 4106, 4107, 4250, 4251, 4261, 4262, 4310, 4311, 4312, 6135, 7046.)

F–2105 It is the policy of the Board of Education that school personnel be responsible for ensuring a school and classroom environment that allows students to feel safe, nurtured, and secure in learning. Staff development opportunities will enable teachers to enhance students' learning styles, self-esteem, leadership, and social skills for citizenship.

(Approved 5–93. Related Procedures 4105, 4106, 4262, 4310, 4311, 4312.)

F-2110 The Board of Education advocates the inclusion of instruction in the roles and contributions of various racial/ethnic groups in all appropriate curricular offerings.

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(Approved 3–88. Revised 5–11–93. Related Procedures 0700, 0705, 4000, 4050, 4053, 4097, 4105, 4106, 4107, 4250, 4251, 4261, 4262, 4310, 4311, 4312, 4585, 4587, 6130.)

F–2120 The Board of Education mandates a strong program of race/human relations strategies to be implemented at all sites. Activities must be ongoing and designed for students, staff, and parents to ensure a positive environment that recognizes and celebrates the diversity of the school community in curricular and cocurricular activities.

(Approved 5–93. Related Procedures 4000, 4050, 4053, 4097, 4105, 4106, 4107, 4250, 4251, 4262, 4310, 4311, 4312, 4585, 4587, 6135.)

F–2140 It is the policy of the Board of Education that within and throughout all Off-Campus Integration Learning Experiences (OCILE) Programs emphasis and attention be given to creating and maintaining an exemplary race/human relations climate among participating students and staff.

(Approved 5–93. Related Procedures 4105, 4106, 4235, 4310, 4311, 4312.)

### Vocational Education

F–2200 The district will provide each student with the information, counseling, and educational opportunity that will lead toward the career of his/her choice, and shall assist each student in the identification and attainment of a marketable skill upon graduation from high school regardless of the student's ultimate career goal.

(Approved 3–88. Related Procedures 1700, 2155, 4000, 4126, 4127, 4130, 4233, 4261, 4262, 4270, 4316, 4317, 4320, 4322, 4323, 4400, 4405, 4410, 4430, 4575, 4583, 4766, 4790, 6430, 6436.)

### Reading Programs

F–2250 Each student in the district, regardless of grade level, ability level, or program, shall be required and encouraged to read complete books regularly.

(Approved 3–88. Related Procedures 4316, 4317.)

### Health/Physical Education

F–2350 The Board of Education has general control of, and establishes guidelines for, the district athletic program. The superintendent is directly responsible to the Board of Education for conduct of the program.

a. The district shall finance a foundation program in support of interscholastic athletics to ensure that all interested students in senior high schools have an

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opportunity to participate in district-approved interscholastic sports. Financial resources allocated to athletics shall be evaluated each year to determine the extent of support.

- b. Board-adopted eligibility requirements for students participating in the interscholastic athletic program are, in general, more restrictive than those outlined in the CIF Constitution and Bylaws and the CIFSDS Constitution and Bylaws. Schools and individuals are bound by CIF regulations unless the district has established more restrictive regulations.

(Approved 3–88. Related Procedures 2085, 2261, 4100, 4170, 4171, 4172, 4174, 4175, 4176, 4178, 4180, 4181, 4183, 4195, 4270, 4350, 4375, 4585, 4710, 5150, 5155, 6126, 6127, 6230, 6315, 6316, 6350, 7230, 7231, 7232, 7233, 7235.)

### Service Learning

- F–2400 The Board of Education desires that all students develop a strong sense of personal and social responsibility. Development of this virtue can occur by infusing service learning instructional formats as an integral component of curriculum. Research shows that infusion of these integrated teaching strategies have improved critical thinking, communication, and planning skills while enhancing the targeted curricular framework. The district desires that service learning methodology be linked and coordinated with instructional programs. The PARC model, which emphasizes Preparation, Action, Reflection, and Celebration, is supported by the district.

The district recognizes that service learning can help students develop skills, career awareness, and self-esteem. Service experiences can also motivate students by allowing them to apply their skills and knowledge to local needs and problems and showing them that they can make a contribution to their community by being part of the solution.

The district supports the integration of service learning activities with the curriculum to enhance the relevance of instruction and to meet standards in all subject areas. These activities will provide exhibits that can be used as portfolio entries and the basis for the senior exhibitions. Staffs are encouraged to collaborate with local public and nonprofit agencies in order to develop service learning activities that meet educational objectives and also support current community efforts to meet health, environmental, or public safety needs. This meets the district's goal of helping to develop youths as contributing citizens and allows youths to be seen as resources in their communities.

(Approved 5–98.)

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### Curriculum Design—Special Programs

#### Special Education Students

F-2510 It is the policy of the Board of Education to provide a free and appropriate public education to students with disabilities within its jurisdiction, regardless of the nature or severity of the disability. The local plan for special education, as adopted by the Board of Education, is the basis for the operation and administration of special education programs and related services. The superintendent shall ensure compliance with all applicable laws and regulations governing programs for individuals with exceptional needs including continuous child find activities that address the location, identification, and evaluation of all children from 0 through twenty-one years who are in need of special education and related services. An Individualized Education Program (IEP) or an Individualized Family Service Plan (ISFP), which specifies provisions for educating students in the least restrictive environment, shall be developed, reviewed, or revised for each individual with exceptional needs. The IEP is to be reviewed on at least an annual basis to evaluate the student's progress. A reevaluation of each special education student will be conducted at least once every three years, or more frequently, if conditions warrant, to determine if the student continues to be a child with a disability and continues to need special education and related services. Students with disabilities and their parents shall be provided with safeguards throughout the identification, evaluation, and placement process. District curricula are based on state standards. The Board of Education approves the course of study for secondary school special education students.

(Approved 3-88. Revised 10-25-94, 5-22-2001, 5-27-2003. Related Procedures 1700, 4230, 4233, 4605, 4610, 4790, 4905, 4907, 6020, 6430, 6526.)

F-2515 San Diego Unified School District will comply with federal and state laws regarding locating students suspected of having disabilities and with identification, assessment, and program development for all students, from 0 through twenty-one years, suspected of having disabilities. This includes students unilaterally placed by their parents in private schools who reside in the San Diego Unified School District. The district shall assist private schools in child find activities, accept referrals from private schools and conduct appropriate assessments. If the district determines that a student is eligible to receive special education and related services, a Free Appropriate Public Education (FAPE) will be offered through the Individualized Education Program (IEP) process if the student enrolls in a district school. A Special Education Services Plan (SESP) will be developed for eligible students whose parents decline the district offer of FAPE and unilaterally enroll their child in a private school. This plan may be reviewed annually by the district in consultation with the student's parents. Pursuant to federal and state law, San Diego Unified School District shall allocate only a proportionate share of federal funds for provision of special education and related services to students with disabilities, ages 3 through twenty-years, placed by their parents in private schools. At such point the proportionate share of federal funds has been exhausted, services will not be available.



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(Approved 11-2000. Revised 5-27-2003.)

- F-2520 It is the policy of the San Diego Unified School District to educate all students in an integrated setting to the maximum extent appropriate and the least restrictive environment that ensures student success, which will enable them to become responsible, literate, thinking, and contributing members of a multicultural society. In accordance with this policy, the district will provide educational opportunities to all resident students, including those with special needs as required by state and federal law, specifically the Individuals with Disabilities Education Act, Public Law 105-17 and Section 504 of the Rehabilitation Act of 1973. For students with special needs, these opportunities include access to the variety of educational programs and services available to nondisabled students including nonacademic and extracurricular services and activities. Authority for the special education program is vested in the Board of Education and delegated to the superintendent. The Board of Education has delegated such authority to the superintendent or his/her designee to make changes that will ensure compliance with the law. Ultimate accountability for full compliance with this policy rests with the school board. All district staff will be held accountable for compliance with the law under this policy. A lack of compliance by district personnel with their required duties as prescribed by state and federal law and district policies and procedures shall result in corrective action or disciplinary measures as warranted. Reports on the status of special education programs shall be made to the board at regularly specified intervals.

(Approved 3-98. Revised 5-27-2003. Related Procedures 1700, 4230, 4233, 4605, 4610, 4905, 4907, 6020, 6025, 6526.)

### Alternative Dispute Resolution for Special Education Issues

- F-2525 The Board of Education, in a effort to foster communication between parent and school and to intervene at the earliest stage of a concern related to special education, supports Alternate Dispute Resolution (ADR) strategies.

(Approved 2-24-04.)

### Students With Disabilities

- F-2530 It is the policy of the Board of Education to provide a free and appropriate public education to student with a disability within its jurisdiction, regardless of the nature or severity of the disability.

It is the intent of the district to ensure that students with disabilities within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services.

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Under this policy, a student with a disability is one who (a) has a physical or mental impairment that substantially limits one or more major life activities, including learning; (b) has a record of such impairment; or (c) is regarded as having such an impairment (34 C.F.R., Section 104.3). Students may be eligible under Section 504 and this policy even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA).

(Approved 8-30-94. Revised 5-22-2001. Related Procedure 6025.)

### Gifted Students

F-2550 The district's program for gifted and talented students shall be committed to meeting special educational needs by providing each student with uniquely appropriate opportunities suited to the student's individual talents and abilities. The gifted and talented students program shall operate within state requirements, and within program definition and general standards. Each school assigned and funded by the district for a program for gifted students will develop a written plan for the site program(s).

(Approved 3-88. Related Procedures 4235, 4236, 4320, 4322, 4323, 4845.)

### Disadvantaged Students

F-2570 It is the policy of the Board of Education to provide compensatory education services at participating schools to enable students to meet challenging academic standards.

(Approved 3-88. Revised 5-22-2001. Related Procedures 4316, 4317.)

F-2580 It is the policy of the San Diego City Schools Board of Education to review and approve School-Based Coordinated Program school level plans annually. The board extends automatic approval to minor modifications that do not affect the scope of the planning program.

(Approved 1-95.)

### Bilingual Education

F-2590 Bilingual education programs, courses, course guides, and basic materials are recommended by the superintendent to Board of Education for approval prior to implementation in accordance with Education Code provisions and district policies.

(Approved 3-88. Related Procedures 4250, 4251.)

F-2592 It is the policy of the Board of Education to establish instructional programs for English Learners (students of limited English proficiency). All integration programs will complement the district programs for English Learners in order to provide a concerted effort to support achievement of those students. The district will ensure that

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staff development activities for school personnel that focus on instruction, assessment, and accountability will include topics related to language acquisition and the unique characteristics of culturally/linguistically diverse students.

(Approved 5–11–93. Related Procedures 4250, 4251, 4262, 6135.)

- F–2593 San Diego Unified School District fully expects English Language Learner (ELL) students to meet the same standards as other students. Therefore, all ELL students shall be required to meet specific, clearly defined performance measure benchmarks at the 3<sup>rd</sup>, 5<sup>th</sup>, 8<sup>th</sup>, and 10<sup>th</sup> grade level, displaying progressive and demonstrable improvement in English language proficiencies. These include the four skills of listening, speaking, reading, and writing.

The district will implement the performance measure benchmarks during the 1999–2000 school year and, thereafter, shall effectively monitor the progress of all ELL students to ensure they are meeting these performance benchmarks.

ELL students unable to meet the established performance measure benchmarks shall receive additional intervention and support in order to be promoted to the next grade level.

Upon their first year in the district, and each year thereafter, all ELL students shall be assessed on their level of English language proficiency until they are successfully redesignated as Fluent English Proficient (FEP). This includes assessing proficiency levels in listening, speaking, reading, and writing.

The district shall use the assessment results to develop the ELL student’s program for the following year in order to meet established performance measure benchmarks.

The district will apprise parents of ELL students of their child’s assessment results and expectation levels in order to achieve English proficiency benchmarks by an identified grade level.

(Approved 5–98. Related Procedures 4250, 4251, 4755, 4766.)

- F–2594 The Board of Education supports the concept of providing adequate and appropriate bilingual services and programs, such as health, counseling, and programs for exceptional children in schools with large English Learner populations. Students enrolled in specific classes because of language needs must be integrated with the general population of the school for a significant portion of the instructional day.

(Approved 5–93. Related Procedures 4106, 4230, 4233, 4235, 4236, 4250, 4251, 6020, 6025.)

- F–2596 It is the policy of the Board of Education that English Learners and all other students will be treated in an equitable and caring manner and that there will be curricular and

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cocurricular activities that recognize and celebrate cultural and linguistic diversity. The district will ensure that school site personnel will develop quality programs that bring together parents of English Learners with parents of other children in a setting of mutual respect for culture and language.

(Approved 5–93. Related Procedures 4050, 4105, 4106, 4250, 4251, 4310, 4311, 4312.)

F–2598 The Board of Education supports the maintenance and expansion of language programs that integrate English Learners and native English speakers in order to enhance opportunities for equal access, contribute to cross-cultural understanding, and develop skills for the 21st century.

(Approved 5–93. Related Procedures 4105, 4106, 4250, 4251, 4310, 4311, 4312, 6020.)

### Married/Pregnant Students

F–2600 Board of Education policy and district regulations govern the enrollment and placement of married and/or pregnant students.

- a. When any member of a school staff, certificated or classified obtains information that a student in the school is pregnant or seeking counseling or care related to pregnancy or any options related to pregnancy, this information shall be handled in the manner prescribed by Administrative Procedure 4255.
- b. Marriage does not end the compulsory attendance requirement. Married students have a legal right to attend school; marriage itself is not grounds for exclusion, exemption, or transfer.

(Approved 3–88. Revised 3-30-10. Related Procedure 4255.)

### Home/Hospital Instruction

F–2700 A district home and hospital teacher service shall be available to all eligible homebound or hospitalized students who are unable to attend classes for extended periods of time.

(Approved 3–88. Related Procedure 4257.)

### Alternative Education

F–2750 The Board of Education recognizes the need to develop alternative school choices and approves establishment of alternative educational programs which meet specific needs and criteria which the school of residence does not offer.

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(Approved 3–88. Related Procedures 4255, 4257, 4261, 4262, 4316, 4430.)

### Academic Enrichment Academies

F–2850 It is the policy of the Board of Education to provide for the establishment of Academic Enrichment Academies (AEA) to offer enriched programs that support district goals and objectives related to student achievement in schools with diminishing White student enrollments. Schools with a White student enrollment of 20 percent or less shall be eligible.

Each school will:

- a. Have board-adopted AEA Program Goals with a major focus on reducing the achievement gap and on staff development, race/human relations and increased involvement of parents.
- b. Participate in the program for a minimum of three years, subject to annual implementation reports.
- c. Be evaluated annually on the basis of progress toward AEA Program Goals and eligibility for continued participation.
- d. Integrate the academic enrichment focus into the total school/program curriculum.

(Approved 1–93. Related Procedures 4105, 4106, 6020, 6127, 9050.)

F–2855 It is the policy of the Board of Education that children enrolled in AEA schools have full access to programs and activities of the school. Site administrators will carefully monitor the ethnic enrollment of each class. Students enrolled in specific classes because of language needs must be integrated with the general population of the school for a significant portion of the instructional day.

(Approved 1–93. Revised 5-22-2001. Related Procedures 4250, 4251, 6020.)

F–2860 It is the policy of the Board of Education that all students will be treated in an equitable and caring manner and there will be curricular and cocurricular activities that recognize and celebrate the cultural diversity of the total student body.

(Approved 1–93. Related Procedures 4050, 4105, 4106, 4310, 4311, 4312, 6020.)

### Magnet Programs

F–2900 It is the policy of the Board of Education to require magnet program evaluations that provide for periodic assessment:

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- a. School personnel will design and implement programs to support student achievement.
- b. Student achievement in the specialized program or curriculum must meet the district's standards.
- c. The magnet focus must be integrated into the total school/program curriculum.
- d. The harmful effects of racial isolation must be reduced.
- e. Staff development, race/human relations and parent involvement will be a major focus of every program.

(Approved 1-93. Related Procedures 4000, 4097, 4105, 4106, 4262, 4310, 4311, 4312, 6020, 9050.)

F-2905 The Board of Education endorses a policy for magnet program continuity (elementary to middle level and middle level to high school).

(Approved 1-93. Related Procedure 4262.)

F-2910 The Board of Education supports the concept of total school magnets.

(Approved 1-93. Related Procedure 4262.)

F-2915 It is the policy of the Board of Education that children enrolled in magnet programs have full access to programs and activities of the school. Resident and nonresident students will be treated in an equitable and caring manner. Site administrators will carefully monitor and adjust the ethnic enrollment of each class to ensure that students are not racially segregated in classrooms. Students enrolled in specific classes because of language needs must be integrated with the general population of the school for a significant portion of the instructional day.

(Approved 1-93. Revised 5-22-2001. Related Procedures 4250, 4251, 4262, 6020, 6120, 6123, 6130.)

F-2920 It is the policy of the Board of Education to endorse a comprehensive marketing and recruitment program to inform all district parents and children of the options that exist for school or program choice. Every student in the district, regardless of race, shall have the option to apply to any district magnet program.

(Approved 1-93. Revised 1-25-2000. Related Procedures 4262, 6120, 6123, 6127, 6135.)

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F–2925 It is the policy of the Board of Education to periodically review the effectiveness of its magnet programs and make adjustments (including replication) that are necessary to develop and ensure successful magnet programs.

(Approved 1–93. Related Procedures 4000, 4097, 4262.)

F–2930 It is the policy of the Board of Education that children enrolled in magnet programs will be fully integrated into the programs and activities of the school and that they have all rights, privileges and responsibilities of resident students. Resident and nonresident students will be treated in an equitable and caring manner and there will be curricular and cocurricular activities that recognize and celebrate the cultural diversity of the total student body. Site personnel will develop quality programs that bring together parents of resident and nonresident children.

(Approved 1–93. Related Procedures 4105, 4106, 4262, 6120, 6123, 9050.)

F–2935 Student eligibility for magnet programs will take into account the changing demographics and racial diversity occurring in the district.

(Approved 1–93. Revised 5-22-2001. Related Procedures 4262, 6120, 6123, 6127.)

### Voluntary Ethnic Enrollment Programs

F–2950 It is the policy of the Board of Education to require VEEP program evaluations that provide for periodic assessment:

- a. School personnel will design and implement programs to support student achievement.
- b. Student achievement must meet the district’s standards.
- c. The harmful effects of racial isolation must be reduced.
- d. Staff development, race/human relations and parent involvement will be a major focus of every program.

(Approved 1–93. Related Procedures 4000, 4097, 4105, 4106, 6020, 6127, 6135, 9050.)

F–2955 It is the policy of the Board of Education that children enrolled in VEEP programs have full access to programs and activities of the school. Resident and nonresident students will be treated in an equitable and caring manner. District personnel will design VEEP patterns that foster and promote diversity at receiving schools. VEEP patterns will be analyzed and adjusted on an annual basis. Site administrators will carefully monitor and adjust the ethnic enrollment of each class to ensure that resegregation of students does not occur. Students enrolled in specific classes because

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of language needs must be integrated with the general population of the school for a significant portion of the instructional day.

(Approved 1–93. Related Procedures 4250, 4251, 6020, 6120, 6123, 6135.)

- F–2960 It is the policy of the Board of Education that children enrolled in VEEP programs will be fully integrated into the programs and activities of the school and that they have all rights, privileges, and responsibilities of resident students. Resident and nonresident students will be treated in an equitable and caring manner and there will be curricular and cocurricular activities that recognize and celebrate the cultural diversity of the total student body. Site personnel will develop quality programs that bring together parents of resident and nonresident children.

(Approved 1–93. Related Procedures 4105, 4106, 6120, 6123, 6135, 9050.)

- F–2965 Student eligibility in the district’s VEEP program will take into account the changing demographics and racial diversity occurring in the district.

(Approved 1–93. Revised 5-22-2001. Related Procedures 6120, 6123, 6127, 6135)

- F–2970 Successful VEEP site plans will be replicated at comparable school levels at other VEEP receiving schools whenever possible with approval of the Site Governance Team.

(Approved 1–93. Related Procedure 6135.)

### **Curriculum Design—Extended Programs**

#### Travel Study

- F–3030 The Board of Education must approve any foreign study project proposal or prospectus developed by district staff. Upon fulfillment of certain conditions, board approval may be granted to the private organization selected as best able to provide services specified in the project proposal.

(Approved 3–88. Related Procedure 4587.)

#### Field Trips

- F–3050 The Board of Education approves the practice of the district sponsoring a variety of educational and cultural experiences for students. These experiences are intended to support and complement the curriculum and may occur on and off campus; may include multiple-day, out-of-state and out-of country field trips; and may include language study, historical and civic appreciation, and academic, athletic, and performing group competitions.



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(Approved 3–88. Related Procedures 4583, 4585, 4586, 4587, 4588.)

### Off-Campus Integrated Learning Experiences

F–3075 It is the policy of the Board of Education to establish Off-Campus Integrated Learning Experiences (OCILE) Programs that offer enriched educational experiences which employ instructional strategies that address a variety of learning styles and students’ cultural differences. The content of curricular experiences at OCILE programs will emphasize enhancing achievement through “hands-on” approaches to learning and positive interaction among students of diverse ethnic groups. Programs shall be reviewed periodically and updated to ensure that curriculum and instruction are relevant, appropriate, and supportive of district goals and objectives.

(Approved 5–93. Related Procedures 4310, 4311, 4312.)

F–3080 It is the policy of the Board of Education that students participating in the Off-Campus Integrated Learning Experiences (OCILE) Programs have full access to activities offered by each program. OCILE program administrators will carefully monitor and adjust the racial/ethnic balance of each instructional group to ensure that resegregation does not occur. English Learners and students with other special needs will be integrated at all times with the total school population and be fully included in all curricular activities.

(Approved 5–93. Related Procedures 4230, 4250, 4251, 4310, 4311, 4312, 6020.)

F–3085 It is the policy of the Board of Education that student groups scheduled to participate in Off-Campus Integrated Learning Experiences (OCILE) Programs each week will reflect the racial/ethnic diversity of the district. All students will be treated in an equitable and caring manner, and there will be activities that recognize and celebrate the cultural diversity of the student population.

(Approved 5–93. Related Procedures 4105, 4106, 4310, 4311, 4312.)

### Independent Study

F–3100 The Board of Education authorizes independent study as an optional alternative instructional strategy (not an alternative curriculum) for students enrolled in any school K–12 and adult school in the district. Independent study provides individual pupils with a means to master state content standards, as well as a way to accommodate special interests, abilities, or individual needs, outside the regular classroom.

The district shall ensure that it provides independent study students with the same access to existing services and resources as are available to all other students in the school in which the independent study students are enrolled. No school may provide funds or any other thing of value that a school district could not legally provide to a

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pupil or parent/guardian of the school district.

The superintendent or designee shall determine that the prospective independent study student understands the district's requirements for independent study and is prepared to meet them. As prescribed by law, the superintendent or designee shall guarantee that each participating student has on file a current written Independent Study Master Agreement. Each written Master Agreement shall be signed prior to the beginning of independent study.

The Master Agreement shall specify the manner, time, frequency, and place for submitting a student's assignments and reporting progress; objectives and methods of study for the student's work; methods used to evaluate that work; and specific resources, including materials and personnel, that will be made available to the student.

The Master Agreement shall state the beginning and end dates for the student's participation in independent study under the agreement. The maximum duration of a Master Agreement is one semester or one-half year.

To help each student succeed in independent study, the board establishes 20 school days as the maximum length of time that may elapse between the date an independent study assignment is made and the date by which the student must complete the assigned work. The Master Agreement shall include a statement to this effect. When circumstances justify a longer period of time, the superintendent or designee may extend the maximum length of an assignment.

The Master Agreement shall state that if any student misses two scheduled appointments with the supervising credentialed teacher, or twice fails to complete and submit assignments as scheduled, the superintendent or designee shall conduct an evaluation to determine whether it is in the student's best interest to remain in independent study. A written record of the findings of this evaluation shall be retained as prescribed by law.

The Master Agreement shall specify the number of semester credits, or, for elementary grades, other appropriate measures of academic accomplishment, that the student will earn on completion of the agreement. Master Agreements, including subsidiary Assignment Agreements, must be consistent with the district's adopted course of study.

The Master Agreement shall include a statement making clear that independent study is a voluntary educational alternative. No student may be required to participate in an independent study program. Independent instruction may be provided only if the student has the option of full-time classroom instruction available at all times.

(Approved 7-93. Revised 12-14-07. Related Procedures 4316, 4317, 4400, 4410, 6295.)

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### Community Colleges

- F-3300 Board of Education policy permits eligible high school students to enroll in a limited number of college credit courses in order to accelerate their progress toward their ultimate goals. In addition, board policy provides that students who wish to seek employment immediately after graduation from high school may enroll in specified vocational classes in the San Diego Community College District prior to graduation from high school.
- (Approved 3-88. Related Procedures 4320, 4322, 4323, 4405.)

### Curriculum Design—Cocurricular/Extracurricular

- F-3500 As required by law, the Board of Education shall annually review and approve district policies governing scholarship and citizenship requirements for student participation in cocurricular and extracurricular activities in secondary schools.
- (Approved 3-88. Related Procedures 4350, 4353, 4355, 4357, 4360, 4361, 4370, 4375, 4390, 4925, 6215.)

### Student Organizations

- F-3600 Board of Education policy permits the organization of student body associations in schools. Student body organizations shall be governed by district policies and procedures, and by their own constitutions and bylaws.
- (Approved 3-88. Related Procedures 2225, 4353, 4355, 4357, 6215.)

### Student Publications

- F-3700 Board of Education policies and guidelines shall conform with state and federal laws in governing student body publications, including their publication, and financing.
- (Approved 3-88. Related Procedures 4360, 4361, 6210.)

### Student Activities/Events

- F-3800 Fund-raising activities shall comply with state law and district requirements as appropriate for individual activities.
- (Approved 3-88. Revised 9-14-04. Related Procedures 2225, 2227, 2230, 2260, 2261, 2265, 2270, 4350, 4353, 4370, 4375, 4585, 4587, 4910, 4925, 5153, 6240, 9325, 9375.)
- F-3810 Board of Education policy for school activities such as banquets, dances, and parties will be governed by district regulations and site plans.

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(Approved 3–88. Related Procedures 2225, 2227, 2230, 2260, 2265, 4350, 4353, 4375, 6240.)

- F–3820 Musical organizations, ROTC units, drill teams, and performing or marching organizations shall be established primarily to perform for the benefit of students. Performances away from school or for outside organizations shall be governed by individual program guidelines.

(Approved 3–88. Related Procedures 4350, 4375, 4925, 5153, 6240.)

### Contests for Students

- F–3850 Only local nonprofit, civic, patriotic, or community welfare organizations shall be considered as sponsors of contests in schools. Contests that require fees or charges will not be approved.

- a. Schools have a responsibility to conduct contests for which the district as a whole is committed. Contests for which the district as a whole is not committed may be conducted at a principal’s discretion.
- b. All student projects entered in the annual Greater San Diego Science and Engineering Fair must comply with prescribed rules, regulations, and safety precautions.

(Approved 3–88. Related Procedures 4390, 4912.)

### Curriculum Design—Adult Education

- F–3900 The Board of Education and San Diego Community College Board of Trustees adhere to a *Delineation of Function Agreement* related to the operation of adult education programs.

(Approved 3–88. Related Procedures 1700, 4400, 4405.)

### Curriculum Design—Child Development Programs

- F–3975 Board of Education policy provides for establishment and administration of early childhood/child development and child care programs to provide instruction, supervision, and care for children of low-income parents who work, are in school or training, or have disabilities, as well as for children referred for child protection. The EarlyLink Preschool Initiative established universal preschool at all elementary schools and supports the district vision of increased student achievement through preschool standards.

(Approved 3–88. Revised 5-22-2001. Related Procedures 1700, 4450, 5261.)

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### Instructional Resources—Instructional Materials

F-5000 Approval for use of basic instructional materials, usually in the form of formal adoption, is granted by the Board of Education. It is Board of Education policy to provide students and teachers with the most effective materials available for instructional use. The board periodically adopts replacement or additional basic instructional materials for established courses and for new courses. Acquisition of recommended materials is dependent upon the availability of funding. Evaluation of all instructional materials will be based on criteria adopted by the Board of Education. Commercially-sponsored or free materials for instructional use must meet the same criteria as is applied to materials purchased by the district.

(Approved 3-88. Related Procedures 2040, 4000, 4050, 4053, 4097, 4100, 4500, 4505, 4510, 4520, 4521, 4535, 4555, 4556, 4558, 4570, 4575, 9300, 9301, 9302, 9410, 9610.)

F-5001 In accordance with federal law, copyrighted materials are not to be reproduced for instructional use without copyright holder's permission.

(Approved 3-88. Revised 5-22-2001. Related Procedures 4097, 4500, 4535, 4575, 7037, 7038.)

### Instructional Resources

F-5010 Schools engaged in restructuring may initiate an adoption of site-selected textbooks to be used in place of district-adopted textbooks if the district textbooks are not appropriate for students at the site.

(Approved 2-89. Related Procedures 1570, 2040, 2400, 4050, 4053, 4500, 4521, 4535, 4539, 4558, 4560, 4564, 4575.)

F-5300 It is the policy of the district to provide adequate, up-to-date instructional materials including library media resources that support the instructional program, develop literacy, and promote life-long learning and reading.

(Approved 12-8-98. Related Procedures 2040, 2400, 4000, 4050, 4053, 4097, 4500, 4505, 4510, 4520, 4521, 4535, 4539, 4555, 4556, 4558, 4560, 4564, 4570, 4575, 7037, 7038, 9300, 9301, 9410.)

F-5310 As authorized by the Board of Education, the superintendent delegates to principals the responsibility for content and appropriateness of materials available in school site library media centers; however, responsibility for content ultimately rests with the Board of Education. The process for selection of printed materials will ensure the rights of students to broad access of information.

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(Approved 3–88. Renumbered from F–5550 12–8–98. Related Procedures 4500, 4521, 4535, 4539, 4558, 4560, 4564, 9410.)

### **Instructional Resources—Instructional Services**

F–5450 The Board of Education authorizes the assignment of district resource staff to provide supporting services for the improvement of instruction and to promote and implement development of curricular innovation.

(Approved 3–88. Related Procedures 4500, 4521, 4535, 4558, 4560, 4564, 4570.)

### **Instructional Resources—Community Resources**

#### Resource Persons/Volunteers

F–5800 The Board of Education encourages the participation of volunteers in district programs in order to enrich instruction, to provide an opportunity for interested community members to participate in district programs, and to strengthen school/community relations. (Volunteers cannot displace a bargaining unit member or be in a position where employee was laid off.)

(Approved 3–88. Revised 5-22-2001. Related Procedures 4595, 7065, 9300, 9301, 9302, 9610.)

### **Guidance**

F–6000 Board of Education policy requires the development and submission of a site guidance plan that is consistent with the total site educational plan. Parents and the community should be involved in the site needs assessment and in development of the site guidance plan. Selected students may be assigned to certain classes for the purpose of meeting individual needs and interests.

(Approved 3–88. Related Procedures 4255, 4257, 4400, 4405, 4410, 4430, 4605, 4610, 4613, 4620, 4755, 4766, 4790, 4905, 4907, 5060, 5135, 5140, 6020, 6180, 6185, 6270, 6275, 6278, 6290, 6295, 6340, 6343, 6363, 6370, 6525, 6526, 6528, 7045, 7046; Emergency Procedure 10.)

### **Academic Achievement**

F–7000 The Board of Education is the authority that prescribes requirements for promotion and graduation in accordance with provisions of the Education Code.

(Approved 3–88. Related Procedures 4100, 4233, 4316, 4317, 4320, 4322, 4323, 4350, 4702, 4705, 4708, 4710, 4755, 4760, 4766, 4770, 4772, 4790, 4845, 6123, 6146.)

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F-7030 It is the policy of the San Diego City Schools to be accountable for the educational achievement of all its students. The school district demonstrates its commitment to this policy through a mutual accountability system that applies equitably to district-managed, charter, and contract schools. Each school is held accountable for improving the achievement of all students as measured by state academic standards. Each school also is required to integrate accountability into its existing planning processes. The district administration and central office staff are required to provide school sites with the appropriate information and resources to enable students to meet state standards of achievement.

(Approved 3-93. Revised 6-08-04. Related Procedures 4702, 4705, 4708, 4710, 4755, 4760, 4766, 4770, 4772, 4790, 4845.)

F-7035 The Board of Education mandates fiscal and program accountability within all integration-funded programs and activities that support the district accountability policy. Accountability is based on the board-adopted policy of the Student Achievement Accountability Committee to improve student achievement, equal access to opportunity, integrated settings for learning, and positive race/human relations, monitored by benchmark indicators. Accountability is a mutual undertaking of the board, central office staff, site personnel, students, parents, community organizations, and volunteers.

(Approved 5-93. Related Procedures 4105, 4106, 4262, 4310, 4311, 4312, 5411, 6135.)

### Grading System

F-7100 As directed by the Board of Education, the superintendent shall provide a system for teachers periodically to report the progress of students to parents. Report of student progress shall include both scholarship and citizenship.

- a. Each school shall develop a written statement of its grading policy to be included in the school's discipline study or faculty handbook. Site guidelines should include consideration of school-initiated absences, such as field trips and athletic events.
- b. The purposes for evaluating and reporting student progress are to assist in guiding the learner's academic, social, emotional, and physical development through communication among student, teacher, and parents and to strengthen relationships between school and home.
- c. The standard for measuring progress of all students enrolled in regular classes shall be the expectancies (including proficiencies, differential proficiency standards, and higher level competencies) for the subject or grade level as developed for courses and special areas.

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(Approved 3–88. Revised 10–25–94. Related Procedures 4233, 4320, 4322, 4323, 4350, 4355, 4410, 4585, 4587, 4702, 4705, 4708, 4710, 4755, 4760, 4766, 4770, 4772, 4790.)

- F-7105 It is the policy of the San Diego Unified School District to ensure that all special education students have access to high-quality, standards-based curriculum, and are provided with appropriate instructional strategies and supports to reach the standards and to meet district graduation requirements. The district will provide reasonable changes, e.g., accommodations, adaptations, and modifications, as specified in the Individualized Education Program (IEP) or the Individualized Family Service Plan (IFSP), to allow the student the opportunity to access core curriculum and to demonstrate a mastery of standards.

The needed accommodation(s) will be included in the student’s IEP. The superintendent shall ensure that special education guides that support teachers and sites in developing required accommodations and adaptations for achievement of general education standards are developed and implemented.

(Approved 6-99. Revised 6-27-2000.)

- F-7106 The San Diego Unified School District will adopt and implement alternative standards for special education students who are working toward a Certificate of Completion. Parents will be notified on an annual basis, beginning in the first year of middle school or junior high, of the student’s diploma/nondiploma status. Student progress will be reported as often as general education students of the same age or as specified in the Individualized Education Program (IEP). Alternative content standards will include, but not limited to, communication/social skills, personal/home management, career/vocational, community, and basic academics/functional skills. Achievement of alternative standards will be based on level of performance, e.g., independent, supported, participatory. Alternative assessment, as specified in the IEP, may include criterion-referenced tests, student work samples, authentic assessment, portfolio, demonstrate mastery of IEP goals and objectives, anecdote data, and interviews with friends, family and professionals.

(Approved 6-99.)

- F-7107 Diploma-bound students will be graded in accordance with district policy. Accommodations, modifications, and supports needed to meet standards are determined by the Individualized Education Program (IEP) team and specified in the IEP.
- a. Each student’s general education and special education teachers will collaborate to develop ways to implement the IEP-determined accommodations, strategies, and grading practices.



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- b. Student support shall be provided by appropriate special education staff and general education staff to ensure the delivery of high-quality instruction, frequent monitoring of student progress, and any IEP-specified grading practice accommodations.

For some students traditional grading practices are appropriate. For others, alternative grading practices, i.e., measuring level(s) of independence, assigning credit/no credit, are recommended. Students who are working on the alternative standards will receive a Certificate of Completion based on the student's IEP objectives and program performance.

(Approved 6-99. Revised 6-27-2000.)

- F-7120 It is the policy of the Board of Education that every student shall maintain the highest degree of academic honesty and shall not engage in any form of unethical behavior or behavior that is inconsistent, incompatible, or in conflict with the district's scholarship and citizenship requirements. Every school shall develop and publish school policies and criteria.

(Approved 3-93. Related Procedures 4350, 4355, 4702, 4705, 4708, 4710, 4755, 4766, 4770, 4772.)

### Homework

- F-7200 The Board of Education endorses homework as an important part of the educational program of students, to be assigned on a regular basis. The amount of homework is increased from a few minutes per day in the early grades to two or more hours daily in high school. Each school must develop a homework plan to ensure that the district homework policy is fully and properly implemented. It is the responsibility of each teacher to understand the school plan and to participate in it.

(Approved 3-88. Related Procedure 4720.)

### Promotion/Retention of Students

- F-7400 The policy of the San Diego Unified School District is to ensure the academic success of every student. Students are expected to meet grade-level standards and receive the early intervention and necessary instructional support to enable them to be successful. Students who are not making adequate progress towards meeting grade-level standards, after receiving appropriate instructional support and interventions, will be recommended for retention at grades 1, 3 and 8. It is District policy that students will not be retained more than twice. The decision to promote or retain shall be based on consistently applied expectations for student achievement.

(Approved 3-88. Revised 5-28-91, 7-13-99, 5-22-2001; 5-27-2008. Related Procedures 4755, 4760, 6121, 6185.)

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F-7410 The Board of Education requirements for promotion of students to senior high schools include completion of a specified number of credits and establish a minimum number of credits that must be earned to achieve each grade level and to graduate. The grade level of senior high school students shall be determined by the number of credits earned toward high school graduation.

(Approved 3-88. Related Procedures 4766, 4770.)

### **Graduation**

F-7600 The Board of Education is the authority that prescribes requirements for promotion and graduation in accordance with provisions of the Education Code. Exercises planned and conducted to accomplish such promotions and graduations are the responsibility of the Board of Education. The principal has been delegated the task of planning exercises, which are conducted in cooperation with individual members of the Board of Education. Requests for deviation from these procedures must be submitted, in writing, by the principal to the Office of Instructional Support.

(Approved 3-88. Revised 5-22-2001. Related Procedures 4755, 4760, 4766, 4770, 4772, 4915, 9010.)

### **Standards of Proficiency/Competencies**

F-7800 Each student shall demonstrate standards of proficiency, or for special education students, differential standards of proficiency as appropriate, in basic skills as one of the requirements for a high school diploma. The superintendent shall ensure implementation of a student progress review plan that provides for an assessment of the current progress of students toward meeting proficiency and graduation requirements.

(Approved 3-88. Revised 10-25-94. Related Procedures 4770, 4790.)

F-7810 The San Diego Unified School District will ensure that every graduating student is proficient in the English language in order that he/she can effectively pursue a college-level education or successfully enter the job market upon graduation. This includes demonstrable proficiencies in the four skills of listening, speaking, reading, and writing related to state and district K-12 Language Arts Standards.

Therefore, beginning with the graduating class of 2000-2001, every graduating student shall meet established content and performance standards in Language Arts in order to receive a diploma.

(Approved 5-98. Revised 5-22-2001. Related Procedures 4770, 4790.)

### **Assessment and Testing**

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F-8000 Board of Education policies govern the district's total testing program, including adoption and implementation of tests administered in group settings for the purpose of measuring student academic aptitude, ability, achievement, or other attributes associated with assessing a student's status for program placement. This policy does not apply to:

(1) individually administered tests that are governed by state and federal law;  
(2) miscellaneous tests used by individual schools or teachers for their own purposes;  
or (3) district competency or proficiency tests. Board of Education policy provides that the district shall ensure:

- a. Participation of district and community representatives in the test review and selection process.
- b. Observance of appropriate professional criteria underlying design and construction of test materials.
- c. Provision of fair notice and opportunity to test vendors to present their products for consideration.

(Approved 3-88. Related Procedures 4000, 4053, 4815, 4835, 4845, 4846, 4850, 4848, 6505, 6510, 6527.)

F-8400 The Board of Education is committed to a standards-based district assessment system that is fair, objective, and accessible to all students. The assessment system shall provide all students with multiple and varied opportunities to demonstrate their knowledge and unique abilities. These assessments will link standards, curriculum, and instruction in ways that reflect the best instructional practices and document student progress toward meeting standards, including the progress of English language learners in attaining English language proficiency. Students with disabilities are included in general, state, and districtwide assessment programs, with appropriate accommodations, where necessary, and as delineated on the student's Individualized Education Program (IEP). The system will monitor the effectiveness of educational programs and practices, provide the educational community with information to improve teaching and learning, promote the success of all students, and serve as the foundation for state and district accountability processes.

(Approved 1-96. Revised 7-25-2000, 5-27-2003. Related Procedures 4000, 4100, 4316, 4317, 4350, 4355, 4410, 4702, 4705, 4708, 4710, 4720, 4755, 4760, 4766, 4770, 4772, 4790, 4815, 4835, 4845, 4850, 6121, 6185, 6505, 6510, 9010.)

F-8500 The Board of Education is committed to assuring that all special education students have access to the California High School Exit Examination (CAHSEE) and are permitted the use of appropriate accommodations as delineated in their Individualized Education Plan (IEP) or Individualized Service Plan (ISP). Furthermore, the Board of Education is committed to assuring that such students who demonstrate attainment,

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through satisfactorily completed coursework in a high school curriculum, of the skills and knowledge otherwise needed to pass the CAHSEE be permitted to receive a high school diploma.

The superintendent shall develop and implement a waiver process for a student with a disability to waive the requirement to successfully pass one or both subject matter parts of the CAHSEE as prescribed by state law.

(Approved 4-03. Related Procedure 4850.)

- F-8600 It is the policy of the San Diego Unified School District that English Learners enrolled in the district for less than one year, who are at the beginning level of English language proficiency, may be tested on the state-designated English standardized achievement test(s) with nonstandard accommodations in accordance with district programs and practices, state guidelines, and the manuals or other instructions provided by the test publisher(s).

(Approved 2-01.)

### Program Evaluation

- F-8800 The Board of Education is committed to monitoring the implementation and effectiveness of federal, state, and district programs and initiatives. The evaluation process shall provide evidence of the extent to which program objectives have been met and shall identify strengths and weaknesses in program implementation based on evaluation findings. Evaluation data may include, but not be limited to, relevant student assessment results and other noncognitive indicators (e.g., attendance data) and shall be disaggregated, as appropriate, by school, grade level, ethnicity, and English language proficiency level. Evaluation data may also include other factors that provide a fuller context for understanding the program or initiative, such as teacher experience and training, level of support and resources, and the opinions of staff, students, and parents/community. The evaluation product shall provide the Board of Education, program and school staff, and the larger school community with important information on the effectiveness of the district's educational programs.

(Approved 3-88. Revised 5-22-2001. Related Procedures 4050, 4060, 4097, 4236, 4500, 9010, 9055, 9060, 9062, 9410, 9610.)

### Research

- F-9400 Approval to conduct research in the district shall be granted only when a study is in full accord with the established criteria and policies of the Board of Education. The number of research projects shall be kept to a minimum in order to minimize distracting students from their regular academic pursuits and to allow staff the opportunity to provide high-quality instruction and related services. The district

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reserves the right to utilize research results in whatever manner it deems advantageous to the educational program.

(Approved 3–88. Related Procedures 4930, 4934, 9010.)

### **Supplemental Educational Services for Program Improvement Schools**

F-9600 The district offers supplemental educational services for program improvement schools in the second or third year of program improvement based on the amount of district funding available for this service. When the number of eligible students is greater than the amount of funding available for supplemental services, the district will offer services at all eligible program improvement schools, but will give priority to the lowest achieving low-income students based on districtwide performance levels to ensure that the neediest students are served equitably across participating schools.

(Approved 9-02.)

**G. Support Services Policy Statements**

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### Security Program

G-1000 Board of Education policy regarding site security and related activities is as follows:

- a. In order for students to obtain an education commensurate with their goals and the goals of society, each school site must be safe from unlawful intrusion and criminal activity.
- b. Employees, community, and students are to observe site security procedures.
- c. All district personnel have the responsibility of assuring that this policy and its rules and procedures are carried out promptly and cooperatively.
- d. Security policy is to be enforced within existing city, state, and federal laws.

(Approved 3-88. Related Procedures 5000, 5003, 5005, 5006, 5007, 5015, 5025, 5026, 5050, 5060, 5065, 5100, 5140, 6270, 9030, 9205, 9206, 9215, 9220, 9225, 9226, 9375; Emergency Procedures 6, 8, 11, 12, 14, 15, 16.)

G-1001 It is the shared responsibility of the principal or site supervisor, teachers, students, parents, and community to comply with the responsibilities as assigned by the Board of Education and established in the site security plan. Each site administrator shall be responsible for establishing a site security plan that will include specific and unique rules and procedures necessary for that site.

(Approved 3-88. Related Procedures 5000, 5003, 5005, 5006, 5007, 5015, 5025, 5026, 5050, 5060, 5065, 5100, 5140, 6270, 9030, 9205, 9206, 9215, 9220, 9225, 9226, 9375; Emergency Procedures 6, 8, 11, 12, 13, 14, 15, 16.)

G-1003 Visitors are welcome at district sites but shall adhere to safety and security regulations. A notice shall be posted at every entrance to each school campus of the San Diego Unified School District informing all persons who are not students attending the school, officers, or employees of the school district of the requirement to report their presence and purpose of visit to the principal or designee. Such notice also shall set forth "school hours," that are defined as the period commencing one hour before classes begin and ending one hour after classes are concluded, or as otherwise defined by the Board of Education.

(Approved 3-88. Related Procedures 5000, 5140, 9375; Emergency Procedures 8, 14.)

G-1100 While on district sites, employees shall have neither on their person nor at their work locations, with or without permits, weapons such as guns, knives, or clubs. Employees with an appropriate permit may carry a chemical spray onto school sites to have available as a personal weapon before and after student contact and

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supervision hours. Responsibility for security or misapplication of a chemical spray lies with the employee.

(Approved 3–88. Related Procedures 5000, 5100; Emergency Procedures 6, 13.)

### Safety Program

G–2000 Board of Education policy provides that each principal/site administrator shall:

- a. Develop, maintain, and update annually comprehensive site safety plans that incorporate crisis planning and emergency preparedness for all students, staff, buildings, equipment, and supplies.
- b. Direct and coordinate crisis planning and emergency preparedness using the National Incident Management System (NIMS) pursuant to federal law.
- c. Using NIMS, educate and train students and staff on emergency preparedness by conducting periodic and required drills to include fire, earthquake, lockdown, shelter-in-place, and bus safety.
- d. Use information discovered during drills to improve site specific plans and procedures for the future.
- e. Prepare After-Action report following each training, drill or real event that identifies improvements to the site specific plan and procedure.
- f. Maintain reports for two years within the crisis response box for annual inspection.

(Approved 3–88. Related Procedures 0220, 5000, 5003, 5020, 5100, 5105, 5110, 5120, 5150, 5153, 5155, 5157, 5170, 5200, 5205, 5240, 5255, 5261, 5407, 5409, 5411, 5415, 6270, 6371, 7071, 7111, 7131, 7180; 9030, Emergency Procedures 2, 3, 5, 7, 8, 12, 13, 14, 15, 16.)

### Buildings, Grounds, and Equipment Management

G–3000 Board of Education policies and district procedures govern the service, maintenance, repair, and/or replacement of all district-owned property and equipment. These policies and procedures cover emergency and routine scheduled maintenance, repair, replacement or upgrade of buildings or building systems, equipment, or grounds necessary to: (a) protect children, staff, and the public against injury or loss of life; (b) protect the district against severe loss or damage to property or serious disruption to the school program; and (c) keep all district-owned buildings, grounds, and equipment in a usable and safe condition.



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(Approved 3–88. Revised 4-8-08. Related Procedures 5000, 5003, 5005, 5006, 5020, 5025, 5026, 5029, 5100, 5105, 5110, 5120, 5150, 5153, 5170, 5200, 5205, 5211, 5240, 5255, 5260, 5261, 5340, 5350, 5500, 5625, 5630, 7111, 9205, 9206, 9215, 9225, 9226, 9229; Emergency Procedures 2, 5, 12, 16.)

G–3050 It is the policy of the Board of Education to encourage a balance between initial construction costs of playground facilities and long-term maintenance. To support the district’s continued goal of meeting current codes, laws, and regulations, increasing safety and durability, and reducing future maintenance costs, the Board of Education establishes the following requirements:

- a. Systematic elimination of sand used as a fall zone material within facilities throughout the district.
- b. Installation of lockable covers over all remaining and future sandboxes used for play in kindergartens and child development centers.
- c. Replacement of sand, when eliminated as a fall zone material, with district-approved rubber matting to meet the needs of the district-required physical education curriculum and state-mandated physical fitness requirements.
- d. Upgrading of all fall zone material under outdoor playground/physical education equipment with district-approved rubber matting.
- e. Prohibition of sand as a fall zone material under any outdoor play equipment systems. With no exceptions, all outdoor play equipment systems must be placed over district-approved resilient rubber matting.
- f. Provision of funding from regular maintenance funds for the regular and systematic maintenance/replacement of existing resilient matting which must be replaced because it no longer meets the required safety and protection standards.

(Approved 3–98.)

G–3052 It is the policy of the Board of Education to encourage a balance between initial construction costs of facilities and long-term maintenance. To support the district’s continued goal of meeting current codes, laws, and regulations, increasing safety and durability, and reducing future maintenance costs, the Board of Education establishes the following requirements:

- a. Future requests for service, as of March 10, 1998, will only be approved for an all-steel shelter design that provides higher durability, lower future maintenance, and a longer life cycle.
- b. All sites with existing shade shelters constructed using fabric as the cover shall be granted a one-time fabric replacement and waiver of maintenance costs by

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the Maintenance and Operations Department, after which the cost of ongoing maintenance and/or replacement is the responsibility of the site.

- c. All existing permanent fabric shade shelters in the district will be included in the “Needs Assessment” category for the 1998 Long-Range Facilities Master Plan as requiring replacement with an all-steel shelter.

(Approved 3–98.)

G–3100 It is the policy of the Board of Education to provide individual school sites with the ability to purchase, install, and maintain air-conditioning units in existing buildings. To support the district’s continued goal to reduce overall utility consumption and ensure basic standards for air-conditioning units, installation, cleaning, maintenance, and repair, the Board of Education established the following policy:

- a. A preliminary energy analysis study is required prior to the purchase and installation of an air-conditioning unit. Part of the study will include exploring other systems to relieve areas of excessive heat load.
- b. Minimum standards of building improvements are required to reduce utility costs and provide for the most efficient use of the air-conditioning units. Minimum standards include, but are not limited to, wall and/or roof insulation, reduction of solar gain through south- and west-facing windows.
- c. The type of air-conditioning unit purchased must meet California Energy Commission-approved equipment standards.
- d. Sites are required to pay for all up-front costs, including the energy analysis study, building requirements, and installation of the air-conditioning units.
- e. Sites are required to pay the ongoing costs of monthly utility charges, regularly scheduled maintenance, and all repair and replacement costs, and to provide custodial times, as appropriate, to ensure regular and proper cleaning of all interior surfaces to reduce potential health risks.

(Approved 3-92. Related Procedures 1570, 3105, 3115, 3410.)

G–3150 District approved carpeting may be provided in new, reconstructed, and existing schools in portions of each kindergarten classrooms, portions of each general purpose classroom, band, choir, special education classrooms, loft classrooms, portions of school multi-purpose rooms, media centers, and administrative offices. Special purpose classrooms, such as arts and science, and other spaces, including workrooms, corridors, and circulation space, will have linoleum tile or similar resilient flooring as the district standard, with the exception of food service areas, where quarry tile will be used.

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(Approved 12–95. Revised 9–23–97, 4-23-02. Related Procedures 1570, 3115, 3410.)

- G–3200 Structural and landscape pests can pose a significant problem to people and the environment. Toxic pest control chemicals can also pose a significant problem to people and the environment. It is, therefore, the policy of the San Diego Unified School District to incorporate Integrated Pest Management (IPM) procedures for the control of structural and landscape pests. Integrated Pest Management means that pest problems will be alleviated with the least possible hazard to people, property, and the environment by using IPM methods that are safe, effective, and economically feasible. Pesticides will be carefully evaluated before use and will only be used after nontoxic and other safer methods have been considered.

(Approved 10–91.)

- G-3250 All district-owned property and equipment, consisting of buildings and building systems, grounds and site improvements shall be assessed on a recurring cycle not to exceed five years. At a minimum, the facility condition assessment (FCA) shall implement standards and a rating system that meets or exceeds the facility evaluation standards and rating defined by the Office of Public School Construction (OFSC). FCA shall be utilized by district facilities staff in short-range and long-range facility planning.

(Approved 4-08.)

### Material Resources

- G–4000 As directed by the Board of Education, an interdivisional committee shall determine district regulations and procedures relating to standardization of equipment and supplies, and shall establish priorities. All new schools shall be equipped according to standards adopted by the Board of Education.

(Approved 3–88. Related Procedures 1320, 1570, 2040, 2365, 2400, 2410, 2415, 2425, 2805, 3105, 3410, 4555, 4556, 5340, 5341, 5345, 5375, 5626, 9300, 9301, 9302.)

- G–4500 State law forbids lending or removing furniture, equipment, and other items from the premises. Board of Education policy governing the use of district equipment by district personnel provides that personal use of district equipment by district employees is prohibited; such equipment may be used only in connection with school projects or district business. Nonschool groups are not authorized to use school multimedia or instructional equipment; however, they may use housekeeping furniture such as chairs and tables.

(Approved 3–88. Revised 5-22-2001. Related Procedures 1320, 2365, 4555, 5025, 5026, 5075, 5340, 5341, 5345, 5375, 9205, 9206, 9215, 9220, 9225, 9226, 9229, 9300.)

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- G-4800 In order to both reduce the environmental impact of solid waste disposal by the district and to instill environmental responsibility in students, the policy of the Board of Education regarding solid waste recycling is to:
- a. Develop, implement, and monitor specific programs with the cooperation of staff, community organizations, and recycling agencies.
  - b. Implement recycling programs, balancing the financial costs and benefits with the environmental benefits.
  - c. Develop specific programs in compliance with city, state, and federal regulations, as well as existing Board of Education policies.

(Approved 9-94.)

### **Transportation**

- G-5100 Subject to the availability of funds and applicable legal provisions, the district may provide student transportation by means of district-owned school buses or by school buses under contract to the district. The Board of Education approves transportation assistance for qualified students enrolled in selected programs. In exceptional situations, parent-paid bus service may be provided.

(Approved 3-88. Related Procedures 4586, 5407, 5409, 5411, 5415, 6135.)

- G-5150 The Board of Education recognizes that efficient transportation is key to the successful implementation of integration programs and activities. Transportation practices must ensure that transportation for integration programs and activities is provided in the most cost-effective manner that supports voluntary integration.

(Approved 5-93. Related Procedures 4262, 4310, 4311, 4312, 5411, 6135.)

### **Food Services**

- G-6000 As authorized by the Board of Education, the district maintains a nonprofit food services program for students, faculty, and school-sponsored organizations.

(Approved 3-88. Related Procedures 2270, 2342, 5260, 5500, 5505, 5525, 5575, 6325, 6430, 9205, 9206, 9217.)

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### **Communications**

G-7000 Board of Education policy provides for:

- a. Establishment and maintenance of a central duplicating facility and a mail and delivery service to help serve the needs of the district.
- b. Assignment of telephone services to schools and departments on the basis of formula, unusual circumstances, and technical studies of large installations when necessary.

(Approved 3-88. Related Procedures 5605, 5607, 5609, 5620, 5625, 5626, 5627, 5630, 7038, 8250, 8450, 9220.)

### **Technology**

G-7500 The Board of Education recognizes the evolving impact of technology on education for students and district personnel and supports the appropriate use of the district's wide area network (WAN) and the Internet as tools for instruction, research, communication, and data collection.

San Diego City Schools policy is to maintain reasonable precautions to restrict access to "harmful matter" and to materials that do not support approved educational objectives. Staff will choose resources on the Internet that are appropriate for classroom instruction and/or research for the needs, maturity, and ability of their students. However, parents, students, and staff will understand that on a public network it is not possible to control all materials and will accept responsibility for complying with district procedures and with standards of acceptable use.

(Approved 7-89. Revised 4-4-95, 1-27-98. Related Procedures 4575, 4580, 7039.)

G-7550 The Board of Education authorizes the use of video monitoring equipment on district property to enhance the health, welfare, and safety of all persons, and to safeguard district facilities and assets. Video monitoring equipment may be used in locations deemed appropriate by the Superintendent or designee(s) and as authorized by law.

(Approved 12-06.)

### **Data/Information Systems**

G-8000 The Board of Education authorized establishment and maintenance of district data processing information systems to meet the needs of various district functions. District and legal restrictions require that provisions for the safeguarding and security of all data processing materials shall be incorporated in the processing system.

(Approved 3-88. Related Procedures 5700, 5705, 6525, 6526, 6527, 7101.)

## H. Students Policy Statements

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### Attendance Areas

H-1500 The superintendent shall recommend to the Board of Education boundaries for the attendance district of each school and such changes in boundaries as are deemed necessary for the efficient operation of the school system.

(Approved 3-88. Related Procedures 0005, 3000, 3105, 4257, 4261, 4262, 6020, 6060, 6120, 6123, 6125, 6126, 6127, 6128, 6135.)

H-1501 All areas of the San Diego Unified School District shall be included in an elementary, a junior high/middle school and a senior high attendance area except those undeveloped areas where schools have not been designated or built, and which have been defined as unassigned. Attendance area boundaries shall be adopted annually by the Board of Education.

- a. All students are required to attend the school serving the attendance area in which they reside unless enrolled in an approved integration program or excepted through established procedures covering interdistrict, intradistrict, or special attendance permits or are determined to be homeless. School-age children of homeless families will be encouraged to attend school and special dispensation shall be given to those students to expedite enrollment. Students residing in unassigned areas are assigned to an existing school by the Instructional Facilities Planning Department in accordance with district criteria.
- b. Some sections of the school district are designated as optional attendance areas. Parents residing in such areas may choose one of two or more schools for which an area is optional. Once a choice is made, however, the school of choice remains the school of attendance for duration of the student's attendance at that level (elementary, junior high/middle, or senior high). Conditions for transfer are the same as for any other student whose parents request a special attendance permit.

(Approved 8-88. Revised 5-22-2001. Related Procedures 0005, 3000, 3105, 4018, 4255, 4316, 4317, 4405, 6020, 6060, 6120, 6123, 6125, 6126, 6127, 6128, 6135.)

### Charter Schools

H-1800 The San Diego Unified School District finds the district mission to be consistent with the intent of charter school law. Charter law was intended, among other things, to encourage the use of different and innovative teaching methods, to change from rule-based to performance-based accountability systems and to provide rigorous competition within the public school system. The district mission and charter school law share a common purpose designed to improve student achievement. The San Diego Unified School District supports the intent of charter school law and actively supports the development of district-authorized charter schools that provide innovative, high quality learning opportunities to the students of San Diego.

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(Approved 11-01.)

- H-1850 It is the policy of the Board of Education to provide for schools of choice within the district. All students shall have the right to attend their designated school of residence. Parents or guardians may apply through a random process to have their student attend any grade level appropriate school. Magnet school enrollment shall be by magnet application process. All enrollment shall promote the district's voluntary integration goals. Transportation shall be provided for students eligible in integration or special education programs. Enrollment in schools of choice shall be based on the enrollment capacity of a school.

(Approved 11-93. Renumbered from H-1800 to H-1850 on 11-27-2001.)

### **Attendance—Admission/Withdrawal**

- H-2100 As delegated by the superintendent, the registration procedure and classroom assignment of students shall be determined by the site principal and shall be implemented by the principal and members of the staff within the limits of requirements of the State of California and the Board of Education.

(Approved 3-88. Related Procedures 4018, 6020, 6120, 6121, 6123, 6127, 6128, 6290.)

### Nonresident Students

- H-2200 Students residing in other districts may not be admitted to the San Diego Unified School District unless an interdistrict agreement has been approved between the district of residence and the San Diego Unified School District. The San Diego Unified School District shall approve interdistrict attendance agreements without regard to race, religion, creed, color, marital status, sex, sexual orientation, national or ethnic code, age or disability, or scholastic achievement. The district shall consider the effect of an interdistrict attendance agreement upon the district's integration program. The net transfer of pupils in and out of the district in any fiscal year may not exceed 1 percent of the average daily attendance of the district. Homeless students living outside the district whose school of origin is within the district's boundaries shall, upon the request of the students' parents/guardians, be allowed to continue enrollment in those schools. In such cases no interdistrict agreement shall be required.

(Approved 3-88. Revised 3-9-93. Revised 3-11-2003. Related Procedures 6125, 6126, 6129, 6130, 6165, 6166.)

- H-2220 Documentation of a child's citizenship or status in the United States shall not be requested or required.

(Approved 3-88. Related Procedure 6130.)



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### Integration Programs

H-2550 Board of Education policy provides for the establishment of magnet school programs which offer specialized programs or an emphasis different from other schools, and a voluntary ethnic enrollment program which has the specific objective of improving racial balance at participating schools.

(Approved 3-88. Related Procedures 4105, 4106, 4250, 4251, 4261, 4262, 4310, 4311, 4312, 6135.)

H-2575 It is the policy of the San Diego Unified School District to reflect, at each school, the racial/ethnic balance of the district's non-White (African American, Alaskan/Indian, Asian, Filipino, Hispanic, Indochinese, Pacific Islander)/White balance within a five percent span based on the annual "Pupil Racial/Ethnic Census Report" while maintaining at least a 50 percent resident population. If a school's nonresident students exceed 50 percent of a school's enrollment, the school site and community shall consider requesting the board for a waiver of, or exemption from, the 50 percent resident requirement.

(Approved 1-93. Revised 11-30-93. Related Procedures 4018, 4262, 4310, 4311, 4312, 6020, 6120, 6123, 6127, 6135.)

### Attendance—Absences and Excuses

H-3000 The policy of the Board of Education regarding school attendance is to:

- a. Encourage parents, students, and the school personnel to work together in supporting regular daily attendance.
- b. Enforce regular school attendance within existing city, state, and federal laws that require that every child in California between the ages of 6 and 16 attend school full time. Students between the ages of 16 and 18 must attend school either full time or part time until graduation from high school.
- c. Authorize district staff to implement and enforce this policy with consistency and fairness.

(Approved 3-88. Related Procedures 6020, 6120, 6123, 6145, 6146, 6150, 6155, 6156, 6165, 6166, 6275, 6278, 6355, 6360, 6363, 6436.)

### Attendance—Release of Students

H-3500 Under no condition is a student to leave the school grounds before dismissal without the approval of his/her parent or guardian and the principal or the principal's specifically delegated representative except in the case of a student who wishes to leave school to obtain confidential medical services. "Confidential medical services"

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shall mean those matters for which a minor may legally consent, and the consent of the minor's parent or guardian is not necessary. Confidential medical services include seeking medical care or counseling for drugs or alcohol, sexually transmitted diseases or mental health for teens 12 years old or older, or care for sexual assault or reproductive health at any age. (See California Family Code § 6920 et seq., Chapter 3, Part 4, Division 11. See also California Education Code § 46010.1.)

- a. It is the policy of the San Diego Unified School District that all campuses are closed. Students are to be on campus while school is in session. Students may be off campus for legitimate educational purposes such as work experience, field trips, and off-campus classes.
- b. Early release of students from school for music lessons, dancing lessons, reading clinics, and similar programs conducted by nondistrict agencies and private schools is prohibited. Parents are encouraged to supplement the regular instructional program provided it does not interfere with the regular instructional day.
- c. Students will not be granted release time to attend religious education.

(Approved 3–88. Revised 11–14–95, Revised 3-30-10. Related Procedures 4022, 4026, 4030, 4126, 4127, 4255, 4583, 5060, 6150, 6155, 6156, 6165, 6166, 6275, 6278, 6436.)

### Attendance—Accounting

H-3600 The superintendent shall ensure that the district maintains an auditable attendance accounting system that is acceptable to state and federal agencies.

(Approved 3–88. Related Procedures 6165, 6166, 6170, 6527.)

### Attendance—Exclusions/Exemptions

H-4000 Students may be excluded or exempted from formal instruction when necessary to ensure safety, well-being, and continuity of educational programs for district students and staff.

(Approved 3–88. Related Procedures 4257, 4605, 6180, 6185, 6355, 6360, 6363.)

### Rights and Responsibilities

H-5000 Students are to be held responsible for abiding by legal and district rules and regulations. Acts in defiance of district policies regarding discipline or established school rules and regulations may result in suspension or other appropriate disciplinary action.

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(Approved 3–88. Related Procedures 4350, 4353, 4360, 4361, 4710, 4910, 6210, 6230, 6240, 6250, 6270, 6290, 6295, 6298.)

### Student Free Speech

H–5100 State and federal laws and Board of Education policy govern the individual rights and responsibilities of students in the exercise of free speech on school grounds outside the classroom situation. This includes the distribution of literature, publicity, use of bulletin boards, nonschool publications, the spoken word, symbolic speech (buttons, arm bands, flags), and petitions.

(Approved 3–88. Related Procedures 4353, 4360, 4361, 4910, 4940, 6210, 6240, 6250, 6270, 9350.)

H–5150 Secondary school students may meet on their campuses after school for a limited open forum for religious, political, or philosophical discussions. Implementation of the Federal Equal Access Act does not signify district sanction or endorsement of any particular religious, philosophical, or political belief discussed in these open forums. Nothing within the district policies shall be construed to limit the authority of the school (or of its agents or employees) to maintain order and discipline on school premises, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.

(Approved 3–88. Related Procedures 4910, 6210, 6240, 6250, 6270, 9350.)

### Student Involvement

H–5200 Board of Education policy includes scholarship and citizenship requirements for student participation in all cocurricular and extracurricular activities in secondary schools.

(Approved 3–88. Related Procedures 2265, 4350, 4353, 4375, 4710, 4925, 6215, 6240.)

### Clubs

H–5400 Accountability and responsibility for supervision and control of school clubs rests with the school principal, who operates under the delegated authority of the superintendent and the Board of Education.

(Approved 3–88. Related Procedures 4350, 4353, 4910, 4925, 6210, 6240, 6250.)

## Discipline

H–6000 The Board of Education supports school principals, vice principals, counselors, teachers, and students in maintaining good discipline in schools and at all activities sponsored by schools. Acts in defiance of district policies regarding discipline or

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established school rules and regulations may result in student suspension or other appropriate disciplinary action.

- a. In conformance with the district's discipline policy, the school principal shall be responsible for establishing school rules and regulations that will ensure an educational program free from disruption for all students, and for enforcing consistently and fairly all district policy and school rules and regulations regarding discipline.
- b. In support of district policy and to identify additional discipline standards based on local school needs, each school shall develop its own site discipline plan outlining specific rules for student conduct and the disciplinary actions to be taken when these rules are not followed.

(Approved 3–88. Related Procedures 4620, 4710, 4905, 4907, 5006, 5050, 5060, 5065, 5135, 5140, 6230, 6240, 6250, 6270, 6285, 6290, 6295, 6298, 7046; Emergency Procedures 6, 8.)

### Gang-Related Dress and Behavior

H–6050 The district recognizes the importance of providing a school environment that will strongly discourage student gang-related dress and behavior. It is, therefore, a goal for the district and for each school to create a caring atmosphere for each student which will deter such involvement.

The Board of Education finds the wearing of gang-related signs, insignia, distinctive modes of dress denoting gang affiliation, and gang-related behaviors by students constitute a substantial disruption of school and school-related activities, and regulation of student dress is necessary for the health and safety of the school environment.

In conformance with the district's discipline policy, each school community shall establish a school dress and behavior code that will eliminate gang-related behavior.

Parents of students who wear gang-related dress will be advised that the wearing of such apparel by their children place them at risk of unintended harm.

Each school's principal, staff, and parents shall be involved in developing any dress code policy that requires uniforms.

Schools in the district shall adopt a dress code that may include the wearing of school uniforms. A school dress code policy that requires pupils to wear a uniform shall not be implemented with less than six months' notice to parents of students currently enrolled. The school shall make available resources to assist economically disadvantaged pupils who cannot afford a uniform. The school dress code and uniform policy shall include a provision that no pupil shall be penalized academically or otherwise discriminated against nor denied attendance to school if the pupil's

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parents choose not to have the pupil comply with the school uniform policy. The school dress code and/or uniform policy shall not preclude pupils that participate in a nationally recognized youth organization from wearing organization uniforms on days that the organization has a scheduled meeting.

(Approved 5–92. Revised 2–1–94, 5–9–95. Related Procedures 4710, 6230, 6240, 6270.)

### Student Detention

H–6500 Students may be detained in school for disciplinary or other reasons for periods up to one hour after close of the maximum school day.

(Approved 3–88. Related Procedures 4022, 4026, 6270.)

### Suspension

H–6800 The school principal, the principal’s designee, or the superintendent may suspend a student from school for a maximum of five consecutive school days. The Board of Education may suspend a student from school for any number of school days within the limits prescribed in the Education Code. A teacher may suspend a student from his/her class for the day of the suspension and the day following. During the period of suspension, the student shall not be returned to that class without concurrence of the teacher of the class and the principal.

(Approved 3–88. Related Procedures 6270, 6290, 6295, 6298.)

H–6810 Under conditions described in district procedures, the teacher of a pupil suspended from class for committing an obscene act, engaging in habitual profanity or vulgarity, disrupting school activities, or willfully defying authority is authorized to provide that the parent/guardian of the student attend a portion of the school day in the classroom from which the student was suspended.

(Approved 5–89. Related Procedure 6291.)

### Possession and Use of Cellular Telephones and Other Electronic Signaling Devices

H-6980 Student possession and use of cellular phones, pagers and other electronic signaling devices on school campuses and school buses, at school-sponsored activities and while under the supervision and control of school district employees is permitted under the circumstance described herein.

All students may use these devices on campus before school begins and after school ends. Students in high school grade 9-12 also may use such devices during the lunch period.

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These devices must be kept out of sight and turned off during the instructional program. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore unauthorized use is grounds for confiscation of device by school officials, including classroom teachers. Repeated unauthorized use of such devices may lead to disciplinary action.

(Approved 12-03. Related Procedure 6270; Emergency Procedure 15.)

### Expulsion

H-6900 Only the Board of Education may expel a student. The decision to expel a student shall be based on substantial evidence relevant to the charges adduced at the expulsion hearing before the Expulsion Review Panel. Final action to expel a student shall be taken in a public session meeting of the Board of Education. The Board of Education may approve placement of some students in an independent study program as an alternative to expulsion.

(Approved 3-88. Related Procedures 4316, 4317, 6270, 6295, 6298.)

### Alcohol, Tobacco, and Drugs

H-6940 The Board of Education is committed to providing a positive school environment that encourages all students to reach their highest potential academically, physically, emotionally, and socially and to become productive members of society. The board believes that involvement and/or use of controlled substances will seriously impair students' ability to achieve academically and to live healthy lives. The board will not tolerate the possession, use, or sale of alcohol, tobacco, or other drugs on district campuses. To this end the Board of Education approves a K-12 districtwide policy on alcohol, tobacco, and other drugs and designates the superintendent to enforce, monitor, and evaluate the district programs and procedures related to this policy.

The district policy will conform to all local and state laws and regulations governing elementary and secondary students. The goal will be to employ prevention and early intervention strategies, as well as progressive discipline and consequences including expulsion. The board shares responsibility for ensuring drug-free campuses and will work with school staff, students, parents, law enforcement/school police, public agencies, and community organizations.

(Approved 11-88. Revised 3-18-97 and renumbered from F-4190. Related Procedures 0215, 5140, 6290, 6295, 6298.)

### Weapons, Violent Acts, and Repeated Fighting

H-6950 The Board of Education hereby declares the San Diego City Schools to have a zero tolerance policy on weapons, violent acts, and repeated fighting. This policy shall apply to middle, junior, and senior high school students. Hereafter, all students who possess a firearm, knife, explosive, or any other dangerous object in school or at a

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school-sponsored function shall be immediately suspended and recommended for expulsion with the option of suspension of the expulsion if the student agrees to attend a district Zero Tolerance Program. For the purposes of this policy, an object used in a threatening manner shall be considered a weapon even if its normal use is not as a weapon.

Hereafter all acts of physical violence and weapons will be recorded for every pupil on their permanent record, including information on suspensions and expulsions, but such information will not follow the student after graduation. The first offense for weapons and violence and the third offense for fighting that inflicts injury within one year shall require attendance in the Zero Tolerance Program for a minimum of one semester. Schools shall implement intervention strategies with students after the first and second incidents of fighting that inflict injury.

In addition, trespassing on school grounds by students who are not enrolled and are not cleared by the school office shall be a recorded suspendable offense and a third offense shall require attendance at a Zero Tolerance Program.

In every case where students in middle, junior, and senior high schools violate appropriate Education Code and Penal Codes referenced by this policy, they will be charged and arrested and taken to a juvenile detention facility or county jail.

This policy shall be publicized and each student shall have a signed copy of the policy in their cumulative file effective 1993–94 school year.

(Approved 4–93. Revised 7–13–93, 5-22-2001. Related Procedures 6270, 6290, 6295, 6520; Emergency Procedure 11.)

### Possession and Use of Cellular Telephones and Other Electronic Signaling Devices

H-6980 Student possession and use of cellular phones, pagers and other electronic signaling devices on school campuses and school buses, at school-sponsored activities and while under the supervision and control of school district employees is permitted under the circumstance described herein.

All students may use these devices on campus before school begins and after school ends. Students in high school grade 9-12 also may use such devices during the lunch period.

These devices must be kept out of sight and turned off during the instructional program. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore unauthorized use is grounds for confiscation of device by school officials, including classroom teachers. Repeated unauthorized use of such devices may lead to disciplinary action.

(Approved 12-03. Related Procedures 6270; Emergency Procedure 15.)

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### Welfare

#### Insurance

- H-7100 It is the policy of the Board of Education to offer a voluntary student accident insurance program that covers any student in kindergarten through senior high school and in children's centers, excluding interscholastic athletics.
- a. All students competing in interscholastic athletics in this district must either join the California Interscholastic Federation Protection Fund or submit a parental statement certifying that the parents will provide for coverage.
  - b. The district provides athletic event insurance for students in grades 7–12 while they are performing duties in connection with athletic teams or events, being transported to or from such events, and/or participating in or practicing for such events. Participating athletes are covered by this policy only while being transported to or from the event.

(Approved 3–88. Related Procedures 4170, 4172, 4375, 6310, 6315, 6316.)

#### Student Aid Programs

- H-7210 The Board of Education authorizes district participation in a program that provides free and reduced-price meals to those students whose family income qualifies them as needy.

(Approved 3–88. Related Procedures 5500, 5505, 5525, 5575, 6325.)

- H-7220 The Board of Education authorizes the securing of shoes and clothing through PTA and community agencies for students in official preschool programs and in grades K–12. The district may participate in arranging community-sponsored winter holiday projects and activities by and for students.

(Approved 3–88. Related Procedures 6330, 6335.)

#### Health Services and Requirements

- H-7400 An annual physical examination is required of all students who participate in the interscholastic program; this includes tryouts, practices, and competitions between schools. In addition:
- a. Any student incurring a significant injury during the period between one annual examination and the next must be cleared by a licensed physician before returning to participate in any sport.
  - b. Any student participating in football must have a screening examination after May 1 for the following fall football season.
  - c. Those students who have religious beliefs that preclude them from submitting to a physical examination may be exempted from the annual examination if they submit a statement and waiver that is approved in form and content by Legal Services.

(Approved 3–88. Related Procedures 4172, 6340, 6343, 6350, 6515.)



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### H-7500 Life Threatening and Other Chronic Health Conditions

The Board of Education authorizes procedures and protocols to fully address the health and related educational needs of all students with identified, potentially life-threatening health conditions, such as severe allergies, asthma, diabetes, and seizure disorders, as well as other chronic conditions that may affect health and education, such as obesity, cancer, and orthopedic and neurological conditions. This will include comprehensive programs of health services, health and physical education, food services, and staff training as appropriate, according to each student's individualized school healthcare plan. Site administrators will be responsible to ensure that teachers and other appropriate site staff are informed of and receive training in the diagnosed condition, including how the condition affects the student's educational potential and routine and emergency health needs in the classroom and school environment.

(Related Policies: G-6000, H-7700; Related Procedures: EP07, 5505, 6025, 6340, 6317, 6515, 7071.)

### H-7600 The Board of Education is responsible for establishing school attendance policies that consider the best interests of all students, and is responsible for providing an education for all students of the district in the best possible educational setting for all concerned and in compliance with requirements of the Education Code.

- a. When the district is informed that a student has human T-cell lymphotropic virus III (HTLV-III) infection (AIDS virus), education will be provided in an appropriate setting based on a review of the age, behavior, neurologic development, and physical condition of the child, and of the health and safety of others.
- b. The Board of Education provides for the exclusion of any student failing to obtain required immunizations within a specified time period until appropriate dose(s) of each vaccine has been received. Federal law, however, precludes the exclusion of homeless students who lack required medical records. Such students are to be admitted immediately and school officials are to assist their parents/guardians in obtaining the required documents.

(Approved 3-88. Revised 3-13-2003. Related Procedures 6120, 6123, 6129, 6165, 6166, 6170, 6180, 6340, 6343, 6345, 6355, 6360, 6363, 6371, 6372, 6515, 7046; Emergency Procedure 7.)

### Comprehensive School Wellness

#### H-7700 The Board of Education recognized the strong relationship between students' nutrition/fitness/health status and their school attendance, access to education, and ability to learn. Good health, facilitated by both knowledge and practice of healthy eating and exercise behaviors and habits, is a major factor in helping students and staff function at optimal levels.

San Diego Unified School District will comply with the federal Child Nutrition and WIC Reauthorization Act of 2004, which promotes healthy eating and physical activity for staff and students and is based on the coordinated school health model.

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(Approved 9-06. Related Policies F-5450, G-6000, H-7700, H-7800, I-1360, I-1370; Related Procedures 2225, 2265, 2270, 4179, 4050, 4192, 4705, 4835, 5153, 5500, 6215, 6340.)

### Social Services

H-7800 The Board of Education authorizes establishment and maintenance of a guidance program.

(Approved 3-88. Related Procedures 4230, 4255, 4257, 4400, 4410, 4430, 4605, 4610, 4613, 4620, 5135, 6270, 6275, 6278, 6525, 6526, 6528, 7045, 7220; Emergency Procedure 10.)

### Student Safety

H-7900 It is an obligation of district personnel to offer instruction and/or keep schools open as long as a suitable learning environment can be provided.

- a. Schools shall not be closed for reasons other than national emergency, natural disaster, epidemic, or situations that would make operation of the school impossible, extremely difficult, or hazardous for students.
- b. Schools will not send children home unless dismissal can be done with complete safety.

(Approved 3-88. Related Procedures 4032, 4583, 5003, 5100, 5105, 5120, 5150, 6270; Emergency Procedures 2, 3, 12, 13, 14, 16.)

H-7920 Teachers are obligated to give proper safety instruction and to enforce district safety regulations and policies in their classrooms. In the event of an injury to a student, the teacher is protected by district liability insurance coverage as long as the teacher has acted within the scope of his/her regularly assigned duties.

(Approved 3-88. Related Procedures 4127, 4583, 4585, 4587, 5100, 5105, 5120, 5140, 5150, 5155, 5407, 5411, 5415, 6380, 7071, 7180; Emergency Procedures 2, 3, 12, 13, 16.)

H-7930 Junior high school students are not permitted to drive any motor vehicle to and from school or on school grounds unless excepted by the site principal. "Motor vehicles" include automobiles, motorcycles, motor scooters, and motor bikes.

(Approved 3-88. Related Procedures 4022, 4126, 4130, 4585, 5000, 5003, 5100, 5105, 5120, 5130, 5140, 5150, 5155, 5200, 5407, 5409, 5411, 5415, 7046, 7071, 7180; Emergency Procedures 2, 3, 5, 7, 10, 12, 16.)

### Awards/Scholarships

H-8000 Scholarships that require fees shall not be approved by the scholarship committee. District personnel must not participate in recommending, nor cooperate in

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administering, commercial scholarships that are offered primarily for promotional or advertising purposes and/or violate the true values of scholarship or exploit students. The Board of Education has approved establishment of a district scholarship policy committee.

(Approved 3–88. Related Procedures 4355, 4846, 4848, 6400, 6525, 6526, 6527.)

### Employment

H–8400 It is the policy of the Board of Education to provide for enrollment of eligible students in a work experience education program that offers a planned combination of classroom work and work experience on a released time basis while the student is under supervision of school personnel. Upon approval by the school principal or vice principal, qualified secondary school students may be excused from school to accept employment one week prior to the regularly scheduled winter vacation.

(Approved 3-88. Related Procedures 4126, 4127, 4130, 4270, 6430, 6436.)

### Gifts and Solicitations

H–8650 Fund-raising activities shall comply strictly with all legal and district restrictions and requirements. No collection of money from students on school premises is permitted except upon special permission from the superintendent or as provided by district policies and procedures.

(Approved 3–88. Related Procedures 2115, 2225, 2265, 2270, 4370, 4925, 4938, 5153, 6240, 6250, 7046, 9300, 9301, 9302, 9325, 9350.)

### Fees, Fines and Charges

H–8800 Students enrolled in a public school shall not be required to pay any fee, deposit, or other charge not specifically authorized by law.

- a. Purchase of any instructional materials for a student’s use in the schools may not be required of any student by a district employee.
- b. For assigned projects in required industrial arts classes, the district shall provide the materials necessary to meet requirements of the industrial arts course of study. If a student elects to make a project out of more expensive materials than those assigned by the instructor, the student shall pay for materials. Shop classes elected by a student shall charge for materials for projects the student takes home.
- c. The district is required by law to collect money in payment for willful or negligent damage or loss of textbooks and instructional materials. Collection of library fines for overdue books and library materials is not mandatory; this

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decision is made at the school site, based on local community and home circumstances.

(Approved 3–88. Related Procedures 2040, 2110, 2155, 2165, 2170, 2225, 2235, 2236, 2260, 2261, 2265, 4500, 4585, 4587, 4938, 5025, 5026, 5029, 6270, 7046, 9325, 9350.)

### Records

H–8900 Board of Education policy requires that the superintendent establish and maintain a district system for initiating, marking, using, and storing active and inactive student records, and for ensuring the security of oral, written, and computerized student information. District regulations governing release of student information shall comply with requirements of the federal General Education Provision Act, The Elementary and Secondary Education Act, and provisions of the California Education Code.

- a. Vendors and other organizations doing business with secondary school students with the sanction of the district, or any individual school or Associated Student Body of any school, shall be required to sign a statement that they will not divulge to anyone the names and addresses of students, *and* acknowledging that if they do, they will be prohibited from doing business with the school district in the future.
- b. Information of a personal nature that is disclosed during counseling to a credentialed counselor assigned counseling duties must be held confidential and may not be revealed, discussed, or referred to, except under specific conditions as provided by law and Board of Education policy.
- c. After annual parental notification for secondary students to their right to request that student directory information not be released without written consent, the district will provide student directory information (name, address, and phone number) of secondary students to armed forces recruiters upon request.
- d. Applications and records concerning individual student’s free or reduced-price meal eligibility shall be confidential. Individual records may not be used for purposes other than administering meal programs, except by authorized district employees for the purposes of disaggregating academic achievement data and identifying pupils eligible for public school choice and supplemental educational services as required by the Elementary and Secondary Education Act.

(Approved 3–88. Revised 4-23-02, 10-12-04. Related Procedures 1570, 4097, 4613, 4633, 4620, 4930, 4934, 4938, 5001, 5700, 6060, 6278, 6295, 6370, 6400, 6505, 6510, 6515, 6520, 6521, 6525, 6526, 6527, 6528, 6535, 7045, 7046, 9010, 9015.)

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H-8950 The Board of Education authorizes the following district employees to use individual records pertaining to pupil eligibility for participation in free or reduced price meal programs solely for the purpose of disaggregating academic achievement data: Director, Standards, Assessment, and Accountability; Program Manager, Accountability and Research; Program Manager, Program Studies; Program Manager, Standards and Assessment; and Program Manager, Testing. In addition, no individual indicators of participation in any free or reduced price meal program are maintained in the permanent record of any pupil if not otherwise allowed by law, no public release of information regarding individual pupil participation in any free or reduced price meal program is permitted, and all other confidentiality provisions required by law are met.

(Approved 4-2000. Related Procedures 6325, 6525.)

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### Goals/Priorities

I-1000 The Board of Education is committed to providing the most effective staff possible for all schools. The Board of Education endorses the development of specific factors and conditions that make schools more effective, including strong site and central administrative instructional leadership and a school climate that enhances teaching and learning.

(Approved 3-88. Revised 5-22-2001. Related Procedures 0100, 0700, 2025, 7225, 7610, 7620, 7621, 9060, 9062.)

I-1020 The Board of Education adopts personnel policies, collective negotiations contracts, and salary schedules which govern all district employees. The superintendent shall follow such personnel procedures as are in accordance with the provisions of district regulations, Board of Education policy, negotiated contracts, and legal requirements.

(Approved 3-88. Related Procedures 0100, 0103, 0620, 0700, 0705, 1405, 2025, 2600, 2605, 2625, 2630, 2635, 6340, 7045, 7046, 7050, 7100, 7225, 7226, 7276, 7420, 7610, 7620, 7621, 9430.)

### General—Equal Opportunity Employment

I-1050 Continuing steps shall be taken to notify all applicants, employees, and employee organizations of the board-adopted policy of nondiscrimination and equal opportunity employment.

(Approved 3-88. Related Procedures 0100, 0103, 0110, 0120, 1550, 1570, 7110, 7113, 7270, 7440, 7640.)

### General—Staff Involvement

I-1100 A site staff advisory council shall be established at each school to serve in an advisory capacity to the principal and to provide an additional channel for two-way staff communication. An advisory council will complement organizational channels that are available on a day-to-day basis. All matters within the scope of mandated collective bargaining must be referred to the Chief Human Resources Officer of the Human Resources Division prior to making decisions and/or implementing changes.

(Approved 3-88. Revised 5-22-2001. Related Procedures 1100, 3100, 9010, 9410, 9430.)



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### General—Contracts/Compensation

I-1150 The Board of Education adopts salary schedules as part of the negotiated contract with an exclusive employee representative or separately for nonrepresented employees. Schedules shall be published as an appendix to negotiated contracts and/or separately with interpreting rules and regulations.

(Approved 3–88. Revised 5-22-2001. Related Procedures 7225, 7226, 7231, 7232, 7233, 7235, 7236, 7425, 7435, 8250.)

I-1160 Board of Education policy provides for establishing and adjusting management salaries for positions compensated on the Management Salary Schedule. Salaries and other benefit recommendations for positions compensated on the Management Salary Schedule shall be predicated on district-established criteria.

(Approved 3–88. Related Procedures 7050, 7225, 7226, 7230, 7232, 7233, 7235, 7236, 7420, 7425, 7426, 7435, 7610, 7620, 7621, 7625, 7626, 7630, 8250.)

### General—Staff Ethics

I-1200 Duties, rights, and privileges of employees are covered by Board of Education policy, collective negotiation contracts, and district regulations and procedures.

(Approved 3–88. Related Procedures 0116, 1405, 1550, 1570, 1705, 4174, 5700, 7038, 7040, 7046, 7560 8250, 9300, 9301, 9302, 9325.)

I-1210 It is the policy of the Board of Education that an employee shall not engage in any employment activity or enterprise for compensation outside of his/her district employment if it is inconsistent, incompatible, or in conflict with his/her duties with the school district.

a. An employee shall not perform any work, service, or counsel for compensation outside of his/her district employment when any part of such efforts in such outside work will be subject to approval of the Board of Education or of any officer, employee, or committee of the district. This prohibition does not apply to authoring textbooks, programs, or other writings intended for use in public education.

b. The name of the school district may not be exploited for personal gain by any district employee or group of employees in connection with the public use, promotion, or sale of a copyrighted or patented item unless the district has given written permission. The rights and privileges of the employee(s) and the district are defined under current United States copyright and patent laws.

c. The district, its schools, and its employees must not recommend any commercial product or service, nor aid in distributing literature or publicity

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endorsing or recommending such product or service. The district may allow commercial advertising on a case-by-case basis.

- d. San Diego Unified School District, its official agencies or organizations, individual schools, organizations approved by the associated student body of any school, and/or district employees may not solicit others (including students) to display or distribute literature or publicity that they themselves are prohibited from displaying or distributing.
- e. Solicitation or sale by an employee of any form of educational or instructional materials to students or families within the attendance zone of the teacher's school, shall be considered professionally unethical and is not permissible.
- f. A teacher's acceptance of remuneration for tutoring or private instruction of students presently enrolled, or who were enrolled in the teacher's class(es) during the previous school year, shall be considered professionally unethical and is not permissible.
- g. No district employee shall accept any gift, money, gratuity, emolument, meal, beverage, entertainment, favor, or other valuable thing in an aggregate value of \$250 or more during any twelve-month period from any student, person, firm, or entity that does or is likely to do business with the district if the employee is in a position to influence the conduct of district business with that student, person, firm, or entity.
- h. No district employee shall use district equipment, supplies, and services for personal gain (e.g., technology, internet, and e-mail).

(Approved 3–88. Revised 10–89, 3–21–95, 5-22-2001. Related Procedures 0220, 1405, 1550, 4174, 4585, 4587, 4910, 4940, 5375, 5700, 6525, 6528, 7035, 7037, 7038, 7040, 7041, 7045, 7046, 7105, 7180, 7184, 7371, 7485, 7570, 7767, 9300, 9301, 9302, 9325, 9350; Emergency Procedures 6, 8.)

### **General—Community/Political Activities**

- I-1250 Employees may join any organization provided the aims of such organization(s) are compatible with state and federal laws.

(Approved 3–88. Related Procedures 1705, 4910, 7046, 8250, 9202.)

- I-1255 Political activities during assigned hours of duty are prohibited. Proposed legislation affecting the school program shall not be discussed with students with the intent of influencing parents' support for, or opposition to, a particular measure.

(Approved 3–88. Related Procedures 4910, 7045, 7046, 8090, 8250, 8450, 9350.)

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### General—Assignment

I-1300 The Board of Education shall employ all personnel for the district on the recommendation of the superintendent and in keeping with the personnel policies of the district. The board shall adopt suitable policies for all district employees.

All employees shall be appointed subject to placement by the superintendent or the superintendent's designee. Such placement shall be made in accordance with the employee's qualifications and the needs and best interests of the students and the district.

(Approved 3-88. Related Procedures 2025, 2030, 4174, 7050, 7071, 7215, 7216, 7220, 7410, 7610, 7640.)

I-1340 The policy of the Board of Education limits assignment of persons who are related by birth or by marriage to district employees. This policy applies to all assignments, including substitute and temporary hourly assignments of more than a few days' duration.

(Approved 3-88. Revised 5-22-2001. Related Procedures 0100, 0103, 2025, 4174, 4430, 4620, 6340, 7050, 7055, 7184, 7215, 7216, 7220, 7276, 7278, 7342, 7410, 7440, 7450, 7480, 7610, 7640, 9430.)

### General—Health and Safety

I-1350 Board of Education policy requires that safety must always be a part of and equal to any function or work performed by employees of the district.

- a. The superintendent shall ensure that appropriate measures are established and maintained to provide for the safety and security of district employees and students.
- b. All levels of supervision are responsible for the elimination of unsafe conditions in the work environment; for the identification of needs in accordance with laws, codes, and regulations applying to their respective areas of jurisdiction; and for the development of activities to meet those needs.

(Approved 3-88. Related Procedures 4585, 4587, 5000, 5001, 5050, 5100, 5105, 5120, 5140, 5150, 5155, 5157, 5170, 6370, 7060, 7071, 7131, 7180; Emergency Procedures 3, 7, 8, 11, 16.)

I-1360 Each employee must be physically and mentally able to perform the essential functions of his/her position and must be free of any condition or disease that may be detrimental to the health and/or safety of students or fellow employees, as determined by a licensed physician. Physical examinations to establish physical or mental fitness related to job abilities may be required of any employee as deemed necessary by the

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superintendent. Physical examinations required by the district shall be at district expense.

In general, no documented transmission of AIDS virus has been noted except through sexual contact or introduction of infected blood products into the bloodstream. Casual contacts as usually experienced in school and work settings do not pose a threat to students or co-workers. Each instance of an employee with AIDS will be considered on a case-by-case basis. The district physician/consultant, in conjunction with the employee's personal physician and public health personnel, shall determine that the employee is free of transmissible infection and does not pose a risk to students or other employees in the course of performing his/her duties. The superintendent will consider the recommendation of the district's physician/consultant and the employee's personal physician in making a final determination on the appropriate employment decision.

(Approved 10-85. Revised 3-88, 5-22-2001. Related Procedures 0110, 4585, 5000, 5005, 5007, 5050, 5100, 5105, 5120, 5140, 5150, 5153, 5155, 5157, 5170, 5200, 5205, 5255, 5260, 5261, 6340, 6370, 6370-A, 7045, 7046, 7060, 7065, 7071, 7130, 7131, 7180, 7190, 7270, 7440, 7444, 7640; Emergency Procedures 6, 7, 11, 16.)

- I-1370 The district recognizes that good health is a major factor in helping individuals, both students and adults, function at optimal levels. Research indicates that tobacco use and passive smoke can be detrimental to the health and well-being of the individual and to our society in terms of economic costs. The district recognizes the importance of providing classroom educational programs and a school environment that discourages tobacco product use. The Board of Education therefore endorses the tobacco-free district plan that emphasizes tobacco use prevention education, staff inservice, appropriate employee assistance, and as of July 1, 1996, the district adopted a tobacco-free environment for all sites/offices.

(Approved 11-92. Revised 5-22-2001. Related Procedures 0220, 6290.)

### **General—Orientation/Inservice**

- I-1400 The district provides general or districtwide orientation for new employees, and offers planned programs and activities designed to provide the opportunity for professional growth of an individual.
- a. The Board of Education recognizes the continuing need for staff development and training for all staff members in every area of educational endeavor. The school district will provide assistance to staff members in designing and implementing new programs and in implementing existing programs.
  - b. The school district will encourage site, area, and district level involvement of staff members in identifying professional growth needs and in planning training programs.

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(Approved 3–88. Related Procedures 5001, 7070, 7071, 7630; Emergency Procedure 16.)

### General—Drug-Free Workplace

- I-1450 It is the policy of the district that all its workplaces and facilities be drug free.
- a. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in any workplace or facility of the district is strictly prohibited. All employees are prohibited from the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in any workplace or facility of the district. All employees will abide by this prohibition as a condition of employment. Any employee who violates this prohibition will be disciplined up to and including dismissal, and/or required to satisfactorily complete a drug abuse assistance or rehabilitation program selected by the district in conformance with the law.
  - b. All employees must notify the superintendent in writing within five (5) days of any drug statute conviction for a violation occurring in any workplace or facility of the district. A conviction includes any finding of guilt, including a no contest plea, or imposition of a sentence. Any employee who is convicted of such a violation will be disciplined up to and including dismissal, and/or required to satisfactorily complete a drug abuse assistance or rehabilitation program selected by the district in conformance with the law.

(Approved 6–89. Related Procedures 5065, 5140.)

### General—Employee Records

- I-1700 Personnel information concerning district employees generally is considered confidential and may be reviewed by authorized managers and/or supervisors only on a “need-to-know” basis under specific conditions. Personnel, medical, and similar records, disclosure of which would constitute unwarranted invasion of personal privacy, must be handled in a manner that will assure such privacy. Medical records shall be maintained in separate secured files pursuant to the Americans with Disabilities Act of 1990.

(Approved 3–88. Revised 5-22-2001. Related Procedures 0103, 0110, 7060, 7100, 7101, 7105, 7360, 7371, 7450, 7520, 7525, 7570, 7640, 7745, 7767, 9430.)

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### General—Complaints/Grievances

- I-1800 It is the policy of the Board of Education to maintain an effective work environment and unity of the district management team by facilitating reasonable and equitable resolution of complaints.
- a. An orderly and timely method is to be provided for administrative resolution of complaints alleging harassment or violation of nondiscrimination provisions of district, state and federal regulations.
  - b. No reprisals of any kind shall be taken by or against any participant in complaint procedure by reason of such participation. All documents, communications, and records dealing with processing of a complaint will be filed separately from personnel files of participants.
  - c. As a prerequisite to the filing of a lawsuit by an employee in connection with a dispute concerning fees, salaries, wages, mileage or other expenses and allowances, a claim shall be presented to the Board of Education by the employee or by a person acting on his/her behalf, and in compliance with district policy and regulations.

(Approved 3-88. Related Procedures 0100, 0103, 0110, 0120, 1710, 1720, 7100, 7110, 7111, 7113, 7765, 7767, 8450, 9010, 9430; Board of Education Bylaws.)

### General—Insurance

- I-1900 Employees generally are covered by district liability insurance for any litigation brought about as a result of the actions of the employee while acting within the scope of his/her employment including transportation of students.
- a. In the event of a judgment against an employee resulting from use of a private automobile while on district business, the district's insurance coverage takes effect only after the employee's insurance company, as prime carrier, has paid. The employee must have liability insurance coverage on the vehicle or the district's coverage will not be in effect.
  - b. The district does not provide coverage for damage to the employee's vehicle.

(Approved 3-88. Related Procedures 2660, 4585, 4587, 5025, 5026, 5240, 7155, 7180.)

- I-1920 Group health care, group dental insurance, and group life insurance plans shall be available to eligible employees, as approved by the Board of Education and in accordance with collective negotiation contracts.

(Approved 3-88. Revised 5-22-2001. Related Procedures 1720, 2660, 4585, 5025, 6270, 7071, 7122, 7124, 7126, 7180.)

## PERSONNEL

I-1960 The Board of Education delegates the implementation of the privacy regulations of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) to district's benefits administrator/Privacy Officer. The benefits administrator/Privacy Officer will ensure that district staff follow district procedure and the district's HIPAA privacy manual provisions consistent with federal law, regulations, and guidelines.

(Approved 4-03. Related Procedure 7128.)

### General—Leaves/Absences

#### Sick Leave

I-2100 Board of Education policy governs eligibility for and regulations covering sick leave benefits for district employees.

- a. If illness or injury at any one time exceeds five workdays, a sick leave card must be signed by a licensed physician. A sick leave card must be signed by a licensed physician for absences of five days or less at the request of the principal or department head if, in his/her judgment, such certification is deemed appropriate. Exceptions are noted in appropriate collective negotiations contracts.
- b. Each employee absent for thirty or more consecutive calendar days due to illness or injury shall secure written clearance of his/her private physician indicating fitness to resume normal duties and submit such clearance to principal or department head at least three days prior to return to duty.
- c. Failure by an employee to obtain certification of a licensed physician when required, or to obtain district approval of a personal statement of illness or injury, shall result in such absence being charged to unpaid leave and may be grounds for disciplinary action.

(Approved 3-88. Revised 5-22-2001. Related Procedures 7060, 7130, 7131, 7433, 8450; Emergency Procedure 7.)

#### Personal Business/Personal Emergency

I-2200 Employees requesting personal business leave may be excused from duty without loss of pay by the principal or management employee in charge for a period of not more than two hours.

- a. For employees employed less than full time, the two hours will be reduced proportionately. An employee must obtain approval of his/her supervisor prior to each occasion of absence.

## PERSONNEL

- b. Permission to be absent on personal business leave without pay for more than two hours may be granted for urgent personal reasons.

(Approved 3–88. Related Procedures 7130, 7134, 7136, 7142.)

- I-2220 At an employee's election, not more than eight days of accumulated full-pay sick leave benefits may be used in any fiscal year in specified cases of personal emergency or necessity.

(Approved 3–88. Revised 5-22-2001. Related Procedures 7130, 7134, 7136, 7140, 7142.)

### Long-Term Leaves

- I-2250 Long-term leaves of absence may be granted to eligible certificated and classified employees after recommendation of the superintendent and approval of the Board of Education.

(Approved 3–88. Related Procedures 7130, 7131, 7146, 7148, 7149, 7153, 7433.)

### Absence on District Business

- I-2300 Board of Education policy and district regulations govern an employee's absence on district business including professional growth and development. The superintendent or superintendent's designee must determine that the travel is related directly to present district educational goals and objectives as provided by district policies and procedures. District funds will not be used for travel or expenditures for attendance at business meetings and conferences by officers of nondistrict organizations.

(Approved 3–88. Related Procedures 7155, 7156.)

### Miscellaneous

- I-2400 Vacations for eligible employees shall be earned and accrued at a rate approved by the Board of Education and as reflected in appropriate collective negotiations contracts for represented employees and district procedures for nonrepresented employees. Substitute, temporary, and hourly employees are not eligible for paid vacations.

(Approved 3–88. Related Procedures 7260, 7436, 7055, 7635.)

- I-2410 Based on the leave benefits section of various collective negotiation contracts, eligible employees may be granted paternity and/or adoption leave. Nonrepresented employees are governed by district procedures.

(Approved 3–88. Revised 5-22-2001. Related Procedures 7138, 7433.)



## PERSONNEL

I-2420 In accordance with collective negotiations contracts, bereavement leave will be granted to eligible employees upon the death of a member of an employee's immediate family. Nonrepresented employees are governed by district procedures.

(Approved 3-88. Related Procedure 7140.)

I-2450 The district will grant leaves of absence to eligible employees for court appearances in accordance with district procedures.

(Approved 3-88. Related Procedure 7142.)

I-2460 A monthly employee regularly called for jury duty will be granted a paid leave of absence for days actually served and is permitted to keep any jury stipend received. Employees are expected to return to work when they serve only a partial day on jury duty. Employees on jury duty who are placed on "telephone standby" must report to work during those days.

(Approved 3-88. Related Procedure 7144.)

I-2470 A management, supervisory, or confidential employee is permitted to take not more than four days of released time during his/her regularly assigned work year (exclusive of summer school and intersession) for purposes of professional and personal improvement, including developmental activities relating to integration, human relations, management skills, collective negotiations and contract administration, and other professional and personal development activities.

(Approved 3-88. Revised 5-22-2001. Related Procedures 7055, 7138, 7140, 7142, 7144, 7260, 7436, 7630, 7635.)

### General—Termination/Retirement

I-2600 The Board of Education authorizes the superintendent and the Chief Human Resources Officer of the Human Resources Division to accept the resignation of any employee; any such resignation shall be effective at time of receipt. An employee's resignation shall be effective not later than close of the work year in which a resignation is received. If an employee fails to specify a final date for termination of employment, the Board of Education shall specify termination date.

(Approved 3-88. Related Procedure 7170.)

I-2700 A "Certificate of Appreciation" will be issued to each employee separating from the district by reason of retirement, who will receive a monthly allowance from State Teachers' Retirement System or Public Employees' Retirement System.

(Approved 3-88. Related Procedures 7170, 7175, 7176, 7182.)

## PERSONNEL

### General—Miscellaneous

I-2810 Any nonmanagement district employee may claim mileage reimbursement for use of his/her personal car on district business provided conditions established by the Board of Education are met. The Board of Education shall establish and approve reimbursement rates.

(Approved 3-88. Related Procedure 2510.)

I-2815 Board of Education policy provides district reimbursement of the cost of replacing or repairing employee's personal property when such property is damaged in line of duty as a result of malicious acts and without fault of the employee. Theft of personal property is not included; however, property lost in line of duty due to robbery is included. Reimbursement shall be subject to conditions established by the Board of Education.

(Approved 3-88. Related Procedures 2510, 2660, 4585, 7180, 7190.)

### Certificated—Positions

I-3000 All persons employed in certificated positions must have a valid credential in force that is registered with the County Superintendent of Schools and covers the type of service to be rendered. It is the responsibility of each certificated employee to register his/her credential and credential renewal with the district.

(Approved 3-88. Related Procedures 2025, 7210, 7220, 7270, 7293.)

I-3010 Allocation of certificated personnel to school sites shall be determined by formulas based on enrollment. Additional allowances may be authorized for special education, JROTC, or to compensate for atypical conditions or exceptional circumstances.

- a. Staffing allowed for externally funded projects shall be determined by the content of the approved application. Allowance of personnel units for this purpose shall not in any way affect the allocation otherwise made to schools.
- b. Because of the specialized and critical nature of certain teaching duties and responsibilities, separate selection procedures will be established for certain categories of teaching positions.

(Approved 3-88. Revised 5-22-2001. Related Procedures 0103, 1320, 2025, 7046, 7050, 7210, 7212, 7215, 7216, 7220, 7231, 7232, 7235, 7236, 7270, 7272, 7276, 7278, 7290, 7291, 7293, 7295.)

## PERSONNEL

### **Certificated—Work Schedules/Workload**

I-4200 The schedule of work hours for teachers at each site shall be determined solely by the supervisor, consistent with provisions of the board-adopted collective negotiations contract.

(Approved 3-88. Related Procedures 4015, 4017, 4018, 7046, 7050, 7055, 7230, 7232, 7235, 7236, 7238, 7342.)

### **Certificated—Supervision**

I-4400 Teachers shall be responsible for classroom discipline and supervision that will assure a proper learning environment for all students. This responsibility and authority extends to all students, including those not under immediate control of another teacher.

(Approved 3-88. Related Procedures 4000, 5000, 5006, 5050, 5060, 5065, 5100, 5140, 5150, 5155, 6155, 6156, 6230, 6240, 6270, 6285, 6290, 6371, 7045, 7046, 7180, 7235; Emergency Procedures 6, 8, 10, 16.)

### **Certificated—Evaluation**

I-4500 Board of Education policy establishes a process for certificated employee evaluation. Substance of the performance evaluation is included in the current collective negotiation contract.

(Approved 3-88. Revised 5-22-2001. Related Procedures 7045, 7046, 7360, 7371.)

### **Certificated—Termination/Retirement**

I-4700 Whenever budgetary limitations, decrease in enrollment, or other reasonable cause make a reduction in staff necessary, the superintendent may recommend specific positions to be eliminated. Upon Board of Education approval, reduction in staff shall be made in accordance with law.

(Approved 3-88. Related Procedures 2025, 7100, 7175, 7216, 7371, 7436.)

I-4750 The superintendent may suspend immediately, without pay, any employee whose conduct or condition is considered inimical to the welfare of students, other employees, or the public. Such action shall be taken by filing written charges with the Board of Education.

(Approved 3-88. Related Procedures 2025, 7045, 7046, 7120, 7182, 7215, 7216, 7276, 7360, 7371.)

## PERSONNEL

### Classified—Positions

- I-5000 Board of Education policy endorses classified personnel policies, Employment Regulations for the Classified Service of the San Diego Unified School District, collective negotiations contracts, and salary schedules that govern all classified employees, including supervisory and management employees.
- a. Custodial positions are budgeted and filled in accordance with workload formulas based on field studies that take into account various characteristics of each school plant and operation.
  - b. School secretarial/clerical classification and staffing formulas are based on adjusted enrollment and are adopted by the Board of Education.
  - c. Staffing allowed for externally funded projects shall be determined by the content of the approved application. Allowance of personnel units for this purpose shall not in any way affect the allocation otherwise made to schools.

(Approved 3-88. Related Procedures 1320, 2025, 7050, 7055, 7405, 7407, 7410, 7412, 7416, 7417, 7540, 7640.)

### Classified—Contracts/Compensation

- I-5200 The school district reserves the right to assign overtime to any classified employee, and to compensate employees for overtime work in accordance with federal and state law, district policies, collective negotiations contracts, and adopted salary schedules.

(Approved 3-88. Revised 5-22-2001. Related Procedures 4015, 7050, 7055, 7420, 7426, 7485.)

### Classified—Employment/Placement

- I-5500 Regular classified positions are governed by the Employment Regulations for the Classified Service of the San Diego Unified School District. The selection procedure is designed to ensure impartiality and equality of opportunity for all applicants regardless of race, color, sex, religious creed, national or ethnic origin, age, or disability. The Board of Education approves permanent positions in the classified service that are under the jurisdiction of the Employment Regulations for the Classified Service of the San Diego Unified School District.
- a. Prior to employment, all candidates must meet state and district requirements. Applicants must meet minimum requirements stated in the announcement for a position and verification of qualifications is required. Applications may be rejected for cause relating solely to welfare of the school district.

## PERSONNEL

- b. As authorized by the Board of Education, the superintendent establishes regulations governing detail of examination procedures. These regulations are subject to review by the district's Advisory Council for Classified Employees.
- c. Classified positions that are management, supervisory, confidential, substitute, short-term, consultant, or part-time playground positions and full-time students employed part time, are exempted from the Employment Regulations for the Classified Service of the San Diego Unified School District selection procedures.
- d. Positions available under Education Code provisions and/or programs that restrict the privilege of all citizens to compete for such positions are not filled under selection procedures of the Employment Regulations for the Classified Service of the San Diego Unified School District. Applicants for such positions must meet program eligibility requirements and be qualified for positions.

(Approved 3-88. Revised 5-22-2001. Related Procedures 0100, 0110, 0120, 1320, 5500, 7440, 7442, 7444, 7450, 7455, 7460, 7480, 7485, 7540, 7640.)

### **Classified—Work Schedules/Workload**

- I-6200 Starting times for nonrepresented classified employees shall not vary from day to day depending on district needs or due to district emergency. Provisions for starting times for represented employees are included in collective negotiations contracts.

(Approved 3-88. Revised 5-22-2001. Related Procedures 7426, 7485.)

### **Classified—Evaluation**

- I-6500 Board of Education policy establishes a process for classified probationary and permanent employee evaluation. Substance of the performance evaluation is included in current collective negotiation contracts.

(Approved 3-88. Revised 5-22-2001. Related Procedures 7442, 7450, 7520, 7525, 7570.)

### **Classified—Promotion/Reclassification**

- I-6600 The Board of Education provides a position classification system that standardizes and classifies positions according to prescribed duties performed by classified personnel.

Determination of classification and salaries of employees is not within the scope of grievance procedures for represented or nonrepresented employees.

## **PERSONNEL**

(Approved 3-88. Revised 5-22-2001. Related Procedures 7050, 7055, 7407, 7410, 7412, 7416, 7417, 7420, 7425, 7442, 7444, 7450, 7480, 7540, 7560, 7570, 7765, 7767.)

## PERSONNEL

### Classified—Termination/Retirement

I-6700 Whenever lack of work or lack of funds make it necessary to reduce the number of classified employees, the Board of Education shall approve reduction in staff as provided by law.

(Approved 3-88. Revised 5-22-2001. Related Procedures 7175, 7442, 7520, 7570.)

I-6750 Continued employment of any permanent classified employee is contingent upon proper performance of assigned duties and personal fitness. Employment Regulations for the Classified Service of the San Diego Unified School District contain a number of specific causes for demotion, suspension, or dismissal of any permanent classified employee.

(Approved 3-88. Related Procedures 7120, 7182, 7520, 7525, 7560, 7570.)

### Management/Supervisory/Confidential—Positions

I-7000 Board of Education policy provides for a management classification plan as a systematic method of appraising the relationship of each management position to other management positions in the organization. The management classification process prescribes a systematic and orderly process for gathering facts about positions and provides a guide for evaluating, classifying, and grading positions.

- a. All classes of positions compensated on the Management Salary Schedule, except those specifically exempted by the Board of Education, shall be classified by the district's job evaluation instrument.
- b. When considered to be in best interests of the school district, the superintendent may recommend to the Board of Education special classifications of schools or special placements of individuals without reference to standard classification or placement procedures generally pertaining to these considerations. Such special classifications or placements shall be subject to annual review and recommendation by the superintendent.

(Approved 3-88. Revised 5-22-2001. Related Procedures 2025, 7215, 7216, 7235, 7407, 7610, 7620, 7640, 7765, 7767.)

I-7001 Classified management, supervisory, and confidential positions are exempted from the Employment Regulations for the Classified Service of the San Diego Unified School District selection procedures.

(Approved 3-88. Related Procedures 2025, 4022, 4026, 7045, 7046, 7050, 7055, 7215, 7216, 7405, 7410, 7610, 7620, 7640, 7745.)

## PERSONNEL

### **Management/Supervisory/Confidential—Contracts/Compensation**

#### Appeals/Due Process

- I-7150 In consonance with the district's management leadership team concept, management team employees shall be provided a means of expressing their views with regard to the district's compensation policy for management personnel. Upon request, appropriate district officers will meet with representatives of the professional school administrators association to consult on matters pertinent to this policy.

(Approved 3-88. Related Procedures 0100, 7113, 7620, 7621, 7767.)

### **Management/Supervisory/Confidential—Recruitment/Employment/Assignment**

- I-7500 It is the policy of the Board of Education to employ and assign to management positions the most highly-qualified individuals available, according to established criteria.

The superintendent, by law and policy, is responsible for recommending to the Board of Education the appointment of all members of the district's management staff. Normally, this recommendation shall be made in closed session prior to the Board of Education meeting at which an appointment is to be acted upon.

(Approved 3-88. Revised 5-22-2001. Related Procedures 7212, 7440, 7640, 7660.)

### **Management/Supervisory/Confidential—Evaluation**

- I-8500 The performance evaluation policy for management employees shall be followed for both certificated and classified management employees to the extent to which it is consistent with the Education Code provision that competency of noninstructional personnel be evaluated in relation to fulfillment of specific job responsibilities prescribed for each individual position. Board of Education policy provides a personnel evaluation plan which is intended to identify, reinforce, and improve (as needed) skills, attitudes, and abilities which result in the achievement of district and/or division goals and objectives.

(Approved 3-88. Related Procedures 7371, 7745.)

- I-8501 Supervisory and confidential employees shall be evaluated in accordance with established classified and certificated evaluation procedures.

(Approved 3-88. Related Procedures 7360, 7371, 7520, 7521, 7570, 7745, 7767.)



## PERSONNEL

### Management/Supervisory/Confidential—Termination/Retirement

I-8700 Under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), management, supervisory, and confidential employees who are laid off due to significant reductions in funding and/or district programs may continue participation in the district group health care plans along with their qualified dependents through end of eighteenth month following the month in which district-paid benefits cease by paying required contributions to the district.

(Approved 3-88. Revised 5-22-2001. Related Procedures 7113, 7765, 7767.)

I-8750 All management and supervisory employees who are suspended, demoted, or dismissed are entitled to elements of due process.

(Approved 3-88. Related Procedures 7113, 7520, 7745, 7765, 7767.)

## **J. Negotiations Policy Statements**

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## NEGOTIATIONS

### Goals/Priorities

J-1000 All matters not specifically enumerated in collective negotiation contracts are reserved to the district and may not be a subject of meeting and negotiating, grievances, or restrictions on the right of the Board of Education and district administration to manage the school district and to direct its employees and operations.

(Approved 3-88. Related Procedures 7110, 7111, 7113, 8250, 8450; Board of Education Bylaws.)

### Employee Organizations

J-4000 Except as otherwise provided by law, school district employees have the right to form, join and participate in activities of employee organizations of their own choosing. School district employees also have the right to refuse to join or participate in activities of employee organizations. Neither the employee organization nor the school district and its officers shall interfere with the employee's choice. Employees in job classes for which there is a certified exclusive representative may not negotiate individually with the school district.

(Approved 3-88. Related Procedure 8250.)

J-4020 Management, supervisory, and confidential employees do not formally negotiate with the Board of Education.

(Approved 3-88. Related Procedure 8250; Board of Education Bylaws.)

### Employee Organizations—Privileges

J-4500 Rights, privileges, and responsibilities of employee organizations which are certified exclusive representatives are included in collective negotiations contracts. Employee organizations other than those certified as exclusive representatives are restricted in dealings with and representation of district employees.

(Approved 3-88. Related Procedures 5620, 8250, 9205, 9206, 9220, 9350, 9375; Emergency Procedure 8.)

### Employee Job Actions

J-8500 In situations of a disruption or curtailment of services for one or more days by members of the teaching staff or other school employee groups, Board of Education policy authorizes the superintendent to request that Legal Services take such legal action as is appropriate under the circumstances, including but not limited to obtaining injunctive relief and seeking the imposition of sanctions on individuals refusing to render services.

## NEGOTIATIONS

- a. Every effort should be made to continue the educational program and to keep schools in session. The superintendent shall make the final determination as to whether a school will be closed.
- b. The superintendent has the authority to temporarily reassign any employee in accordance with the needs of the district.
- c. An employee who is absent from part or all of his/her assigned duties for personal reasons without authorization (including absences related to withdrawal of services, walk-out, or strike) shall not be paid for time absent, and shall be subject to disciplinary action that may include dismissal. In the event there is a concerted withdrawal of services by employees, it shall be district policy to require a physician's certification from any employee who is absent on date of such withdrawal of services and who applies for sick leave benefits.

(Approved 3-88. Related Procedures 5003, 7045, 7046, 7130, 7233, 7233, 7570, 7767, 8450, 9350, 9375; Emergency Procedure 8.)

**K. Community Relations Policy Statements**

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## COMMUNITY RELATIONS

### Goals/Priorities

K-1000 The Board of Education encourages responsible communication through public information activities that will improve public and staff understanding and confidence in the schools, as well as increase citizen participation and involvement.

(Approved 3-88. Related Procedures 0560, 1100, 1705, 3000, 3105, 3380, 9010, 9015, 9055, 9060, 9062, 9065, 9066, 9610.)

### Public Information

K-1500 The Board of Education endorses an information program to inform the public about the policies and decisions of the Board of Education, the administration and operation of the public schools, and the progress and achievements of its students.

- a. The superintendent shall provide for release of information resulting from policies established or actions taken by the Board of Education or district administration, and for release of information describing general activities of the school district, such as curriculum development and new programs.
- b. All reports transmitted by the superintendent to the Board of Education are public property and should be made available to news media, unless they cover matters that normally are subjects for closed sessions or the release of which is otherwise prohibited under the Public Records Act.

(Approved 3-88. Related Procedures 0215, 0560, 0564, 0620, 0700, 0705, 1405, 1600, 4595, 6525, 9010, 9015, 9055, 9060, 9062, 9375, 9410, 9430, 9610; Emergency Procedures 15, 16.)

### Community Involvement in Decision Making

K-2000 The Board of Education encourages formation of district/citizen/parent advisory committees and urges broad community and staff participation in the work of such committees. All advisory groups, whether school, student, or staff, advise on matters related to educational programs, policies, and procedures. Accountability and responsibility for decisions must rest with the administrator, who operates under delegated authority of the Board of Education.

- a. Local school advisory committees established under the guidelines for special state or federally funded projects shall be constituted and shall operate in accordance with provisions of federal or state guidelines. Citizen advisory committees not established under the guidelines of specially-funded projects shall be constituted and shall operate in accordance with district policies and guidelines.

## COMMUNITY RELATIONS

- b. Design of programs to meet the needs of students is the responsibility of the professional educator who must consider relationship and articulation with programs and activities, legal requirements, short- and long-term plans and goals, and policies and requirements established by the Board of Education. Such design would take into consideration recommendations of various local advisory committees.
- c. Responsibility for personnel matters (selection, assignment, and evaluation) at each school site rests with site principal or designee. Any challenge to the conduct or competence of an individual student or staff member must be pursued through procedures established by state law and/or school district regulations.

(Approved 3–88. Related Procedures 0560, 0564, 0700, 0705, 1100, 1320, 1600, 1705, 3000, 3105, 3110, 3300, 4000, 4017, 4018, 4261, 4262, 9010, 9055, 9060, 9062, 9065, 9066, 9375, 9410, 9430, 9610.)

K–2100 The Board of Education recognizes the necessity and value of parent involvement to support student success and academic achievement. The Board also supports the implementation of the Parent Communications and Involvement Standards.

In order to assure collaborative partnerships among schools, parents, and the community, the board, working through the administration, is committed to:

- a. Involving parents as partners in school governance including shared decision making.
- b. Establishing effective two-way communication with all parents, respecting the diversity and differing needs of families.
- c. Developing strategies and programmatic structures at schools to empower parents to participate actively in their children’s education.
- d. Providing support and coordination for school staff and parents to implement and sustain meaningful parent involvement from kindergarten through grade twelve.
- e. Utilizing schools to connect students and families with community resources that provide educational enrichment and support.

(Approved 8–2–88. Revised 8–1–95. Revised 8-5-2003. Related Procedures 1100, 1320, 3000, 3105, 3300, 4000, 4017, 4018, 4262, 9010, 9055, 9060, 9062, 9065, 9066, 9375, 9410, 9430, 9610.)

## COMMUNITY RELATIONS

### Public Participation at Board Meetings

K-3000 The agenda for each meeting shall be posted at an appropriate place near the meeting room of the Board of Education and shall be distributed to news media. To encourage maximum attendance and participation by citizens of the school district, notices of regular, adjourned, and special meetings of the Board of Education may be mailed upon request.

(Approved 3-88. Related Procedures 0560, 0564, 1600, 9060, 9062, 9065.)

### Use of Facilities

K-4000 Board of Education policy permits organizations, clubs, and associations formed for recreational, educational, political, economic, artistic, or moral purposes to use school buildings and grounds. Regular school district programs shall have first priority on use of district facilities.

- a. Nondistrict organizations wishing to use district services must submit a request for district approval for such use. Except as provided under Civic Center Act, no services or use of facilities will be granted at expense of the district.
- b. Fees for use of district facilities shall be charged in accordance with the Civic Center Rate Schedule as annually approved by the Board of Education and adjusted annually to reflect an increase equal to the prior year's cost of living adjustment percentage (COLA).
- c. The district will reimburse individual school sites for supplies used by Civic Center Act users.
- d. Net rental proceeds from fair rental use of district facilities will be shared with the school sites providing the facilities.

(Approved 3-88. Revised 6-21-94. Revised 6-26-2001. Related Procedures 5500, 8250, 9205, 9206, 9217, 9220, 9226.)

K-4010 It is the policy of the Board of Education that unauthorized uses of district property include:

- a. Aiding any religious purpose or any denominational doctrine or instruction; *except that* temporary use may be granted upon such terms and conditions as the Board of Education deems proper, including a charge to offset the district's cost for such use.
- b. Any public meeting or entertainment that reflects in any way on a citizen's race, color, creed, sex, or handicap.



## COMMUNITY RELATIONS

- c. Uses that could result in picketing, rioting, disturbing the peace, or damage to property.
- d. Sale of foodstuffs in competition with, or interfering with, school cafeteria operations.
- e. A meeting of any group whose purpose is to overthrow the government of the United States or of the State of California.
- f. The riding of any skateboard, roller blade, or roller skate type device on any property of the school district at any time. Exceptions may be made for supervised school-sanctioned events authorized by the site administrator.

(Approved 11–2003. Revised 11-18-03. Related Procedures 0220, 5020, 5340, 5341, 5375, 5500, 6250, 7045, 8250, 9205, 9206, 9217, 9220, 9226, 9229.)

K–4020 School buildings, grounds, and furniture may be used for bingo fund-raising activities by nonprofit organizations whose purpose is supporting the school where the bingo games are located. Full rental shall be charged for these income-generating activities. The district, however, is not responsible for matters relating to bingo games and shall be indemnified and held harmless by such organizations. The district is not to be involved in the operation of such activities in any way including holding funds related to bingo and providing site security. Such activities must meet the following conditions:

- a. Activities should not interfere or conflict with the district educational or extra-curricular programs; therefore, such games should occur only after school or on weekends.
- b. Bingo should not be conducted in classrooms or offices and smoking and alcohol are to be prohibited on school premises.
- c. Nonprofit organizations must comply with district policy and rules relating to use of facilities and must provide adequate security and liability insurance.
- d. All proceeds of such activities should accrue to the nonprofit organizations.
- e. Nonprofit organizations planning to implement bingo at schools will be required to provide full assurance to the district that they comply with the provisions of this policy. No waivers of the policy shall be given by principals or any other district employee. Such waivers can only be approved by specific vote of the Board of Education.

(Approved 4–92. Related Procedures 0220, 5340, 5341, 5375, 5500, 6250, 7045, 7046, 9205, 9206, 9220.)

## COMMUNITY RELATIONS

K-4040 It is the policy of the Board of Education to make available school grounds in operating schools to private nonprofit child care programs by permit under provisions of the Civic Center Act.

- a. Private, nonprofit child care providers wishing to use district grounds for placement of nondistrict-owned relocatable facilities for the operation of child care programs must submit a request to the Acquisition and Asset Management Department for district approval for such use. Except as provided under the Civic Center Act, direct cost recovery will be charged for all services provided by the district including, but not limited to, utilities, restroom and cleaning supplies, custodial services, and refuse hauling. Ground lease rent for the placement of a nondistrict-owned facility on district property, however, will not be charged.
- b. Direct cost recovery fees for utilities, restroom and cleaning supplies, custodial costs, and refuse hauling shall be charged in accordance with the Rate Schedule for the Civic Center Usage of School Grounds in Operating Schools by Private Nonprofit Child Care Programs as approved by the Board of Education. A nonrefundable deposit for the cost incurred to determine if space and utilities are available for the placement of nondistrict-owned relocatable buildings and all charges required for the physical placement of the relocatables also will be charged.

(Approved 3-95. Revised 4-13-99. Related Procedures 5340, 5500, 9205, 9217, 9220, 9229.)

K-4050 School buildings, grounds, and equipment may be used by public agencies, including American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. Cooperation may be given in assisting such agencies in furnishing and maintaining services deemed necessary to meet the needs of the community. District policy provides that the superintendent or superintendent's designee may order site conversion after a request is received from a public agency during disasters or other major emergencies, including disasters/emergencies not in the immediate vicinity.

(Approved 3-88. Related Procedures 0220, 5003, 5340, 5341, 5375, 5500, 6250, 7045, 7046, 8250, 9205, 9215, 9217, 9220, 9225, 9226, 9229; Emergency Procedure 16.)

K-4060 The district shall ensure that military recruiters receive the same access to secondary school students as is provided to postsecondary education institutions or to prospective employers of those students.

(Approved 4-02. Related Procedures 6525, 6527, 6529.)

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### Gifts

K-5000 Gifts and services of direct or closely related instructional value may be donated upon approval by appropriate management employees.

(Approved 3-88. Related Procedures 4595, 7046, 9300, 9301, 9302.)

### Public Solicitations

K-6000 It is the policy of the Board of Education that fund-raising activities sponsored by independent organizations be conducted under the control of school authorities.

- a. Red Cross organizations, by virtue of their form of organization and sponsorship, shall be deemed to be under the jurisdiction of the district, and therefore are authorized agencies.
- b. PTA membership drives are authorized, and children are permitted to take membership envelopes home and return membership fees to school.

(Approved 3-88. Related Procedures 2265, 2270, 2705, 4925, 5153, 9300, 9301, 9302, 9325, 9350.)

### Advertising in the Schools

K-6500 Board of Education policy restricts distribution of literature and sales on school property by persons other than students and by community organizations.

- a. No material that advocates the commission of an unlawful act shall be displayed or distributed. No literature or publicity may be displayed or distributed that violates existing laws.
- b. Literature, materials, or publicity directly related to the educational goals and objectives of the district and meeting district criteria may be distributed or displayed on school grounds upon approval by the site principal or designee. Criteria for approval will be the use of good judgment and programs that are of strong benefit to the district and are tied to or support the instructional and educational goals and objectives of the district or the school site. The constraints to the practice will be advertising or other relationships which present a hazard to or threaten the safety of students and staff, activities which present a conflict of interest or are for the personal gain of individual staff members, and advertising which includes alcohol, tobacco, human reproduction, or is of a political or religious nature.
- c. Without prior written approval of the Board of Education or its designee, no person shall solicit any other person to contribute to any fund, or to purchase

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any item of personal property, upon representation that the money received is to be used for benefit of the school or the student body.

(Approved 3–88. Related Procedures 2400, 4500, 4585, 4587, 4910, 4940, 6210, 6240, 6250, 7045, 7046, 9205, 9206, 9220, 9300, 9301, 9302, 9325, 9350, 9375, 9610; Emergency Procedure 8.)

### Visitors to the Schools

K–7000 It is the policy of the Board of Education that visitors are welcome to district campuses and facilities, including parent visits to schools and classrooms.

- a. Board of Education policy and district regulations require that all visitors to school sites shall report their presence on school grounds to the school principal or designee and to adhere to rules and regulations specified in district procedures and in federal, state, and local laws.
- b. Specific information regarding school site visitation, teacher conferences, and related visitation procedures shall be provided at each principal's office. With the exception of school district personnel, all persons requesting to visit and observe a class during the school day shall be approved by the principal and the teacher shall be notified.
- c. During school hours on days when schools are in session, school site facilities are intended primarily for use in educational programs; they are not open to the general public except in specific circumstances. The intent is to accommodate as many requests to visit as possible, with minimum disruption to programs.
- d. Visits of nonenrolled children unaccompanied by adults are prohibited and must be referred to the principal.

(Approved 3–88. Related Procedures 4910, 5000, 5100, 8250, 9205, 9206, 9220, 9375; Emergency Procedure 8.)

### Public Complaints

K–8000 The Board of Education advocates citizen interest, knowledge and support as vital to the district educational process. Questions, suggestions, and complaints from citizens should be handled promptly, courteously, and objectively, with as little inconvenience to them as possible.

- a. Initial inquiries or complaints by parents or citizens of the community should be submitted in writing to the local school principal, and should be resolved at that level whenever possible. If a complaint is not resolved at school level, initiator of the complaint may submit an appeal in writing to the Support Systems

## COMMUNITY RELATIONS

Office. In those cases where administrative resolution is not possible, the matter may be appealed to the Board of Education.

- b. The superintendent shall make every effort to resolve complaints against an employee at the administrative level. When this is not possible, the matter may be channeled to the Board of Education, or a committee thereof, for a hearing in accordance with district policy.

(Approved 3–88. Related Procedures 0120, 1700, 1720, 9010, 9410, 9430.)

- K–8300 All complaints concerning instructional materials and books shall be made in writing, citing the title, section, and page of the material, and reasons for the complaint. Nonemployees shall direct their communications regarding instructional materials and books to the principal/supervisor. If the principal/supervisor is unable to resolve the issue, he/she will refer the complaint to the Instruction and Curriculum Executive Director. All complaints will be given a thorough investigation prior to rendering a decision. Employees shall submit their complaints through the appropriate management employee. No staff member may authorize withdrawal of instructional materials against which complaints are made, unless this action is directed by the Superintendent of Public Education.

(Approved 3–88. Revised 5-22-2001. Related Procedures 0120, 1700, 1720, 9410.)

- K–8700 It is the policy of the Board of Education that a citizen who has filed a complaint against an employee may obtain a hearing before the Board of Education in closed session. Serious complaints against an employee that will become a matter of formal record, will be called to the employee’s attention and identity of the complainant will be made known to the employee.

(Approved 3–88. Related Procedures 0120, 1720, 9010, 9410, 9430.)

### Community Organizations

- K–9100 The Board of Education endorses the PTA as an organization supportive of individual schools and district educational processes.

(Approved 3–88. Related Procedures 2435, 2705, 5153, 6525, 7046, 9220, 9325, 9350.)

### Community-District Programs

- K–9500 San Diego Unified School District encourages the positive involvement of business and commercial entities in the support of instructional and extracurricular programs in district schools.

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- a. The Board of Education endorses the Partnerships in Education Program as a means to promote increased involvement between schools and community. Each partnership is designed to involve people from a business, community organization, or the military in a program supporting a specific school, and is based on careful planning sessions culminating in a written agreement that is recognized by the Board of Education.
- b. Board of Education policy provides placement of student teachers from San Diego State University, University of San Diego, University of California at San Diego, Point Loma College, Chapman College, National University, and United States International University in district schools, as well as compensation to supervising teachers.

(Approved 3–88. Related Procedures 7046, 7238, 9325, 9350, 9610.)

### Miscellaneous

- K–9800 Board of Education policy provides that senior citizens, sixty years of age or older, will be admitted free to home athletic events by presenting proof of age.

(Approved 3–88. Related Procedure 2261.)