



**San Diego Unified**  
**SCHOOL DISTRICT**

# **POLICY MANUAL**

**December 2022**

## **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 annually, at the conclusion of the calendar year.

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

[https://www.sandiegounified.org/about/policies\\_procedures](https://www.sandiegounified.org/about/policies_procedures)

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# San Diego Unified School District

## Policy Manual

### I. Introduction

It is the mission of San Diego Unified School District that all San Diego students will graduate with the skills, motivation, curiosity and resilience to succeed in their choice of college and career in order to lead and participate in the society of tomorrow. In order to achieve this mission, the Board of Education establishes policies, procedures and regulations.

**Administrative Procedures and Regulations** provide more specific details that put policy into practice; they may tell how, by whom, where, and when things are to be done. Administrative procedures and regulations may 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 and regulations. All administrative procedures and regulations are available on the district's web site at [https://www.sandiegounified.org/about/policies\\_procedures](https://www.sandiegounified.org/about/policies_procedures). Circulars providing step-by-step instructions and assigning specific responsibility are issued as needed and are available at [https://www.sandiegounified.org/a-to-\\_z\\_index/bulletins\\_and\\_circulars](https://www.sandiegounified.org/a-to-_z_index/bulletins_and_circulars).

**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 on the district's web site at [https://www.sandiegounified.org/about/policies\\_procedures](https://www.sandiegounified.org/about/policies_procedures).

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 the San Diego Unified School District, 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 supplemental 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. *Note: The San Diego Unified School District is converting to the California School Boards Association (CSBA) format and numbering. Revisions to this 2022 Policy Manual include notations of policies that have been converted and adopted by the Board of Education.*

### **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. 9)**

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. 16)**

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. 21)**

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. 24)**

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. 30)**

The policies in this category pertain to 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. 48)**

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. 54)**

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

**I. Personnel (p. 64)**

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. 81)**

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

**K. Community Relations (p. 84)**

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.
  - 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

*Note: A-2000 has been replaced by Board Policy (BP) 1000, Community Relations Concepts and Roles.*

### Nondiscrimination

*Note: A-3000 has been replaced by Board Policy (BP) 0410, Non-Discrimination in District Programs and Activities.*

- 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.)

*Note: A-3500 has been replaced by Board Policy (BP) 0410, Non-Discrimination in District Programs and Activities, and Board Policy (BP) 5145.7, Sexual Harassment.*

*Note: A-3550 has been replaced by Board Policy (BP) 5131.2, Bullying.*

*Note: A-3600 has been replaced by Board Policy (BP) 5145.9, Hate-Motivated Behavior.*

*Note: A-3700 has been replaced by Board Policy (BP) 5145.7, Sexual Harassment.*



## SCHOOL DISTRICT

### 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.
  - 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.

## SCHOOL DISTRICT

- 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.)

- 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.

## SCHOOL DISTRICT

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

*Note: A-4750 has been replaced by Board Policy (BP) 5000, Student Concepts and Roles.*

### Goals

A-5000 It is the mission of San Diego Unified School District that all San Diego students will graduate with the skills, motivation, curiosity and resilience to succeed in their choice of college and/or career in order to be productive, responsible citizens and to lead and participate in the society of tomorrow. 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

*Note: A-6000 has been replaced by Board Policy (BP) 6000, Instruction Concepts and Roles.*

**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

*Note: B-1170 is addressed in Board Bylaw 1026, Endorsements by Board of Education.*

*Note: B-1175 is addressed in Governance Policy Governance Culture (GC) 8, Conflict of Interest.*

### Organization

*Note: B-2100 is addressed in Board Bylaw 1002, Election of Officers.*

*Note: B-2400 and B-2410 are addressed in Governance Policy Board/Superintendent Relationship (B/SR) 1-5: Single Point of Direction, Single Unit of Control, Staff Accountability, Authority of the Superintendent, Superintendent Accountability.*

*Note: B-2500 is addressed in Governance Policy Governance Culture (GC) 5, Board Advisory Committees.*

*Note: B-2600 has been replaced by Board Policy (BP) 1000, Community Relations Concepts and Roles.*

*Note: B-2700 is addressed in Board Bylaw 1017, Board General Counsel.*

### Meetings—General

*Note: B-3000 is addressed in Board Bylaw 1010, Action by the Board of Education.*

### 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

## BOARD OF EDUCATION

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.)

*Note: B-3600 is addressed in Board Bylaw 1023, Voting.*

### 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.)

### 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

*Note: B-6000 has been replaced by Board Policy (BP) 1000, Community Relations Concepts and Roles.*

### Legislation

B-7000 The mission of the San Diego Unified School District is that all San Diego students will graduate with the skills, motivation, curiosity and resilience to succeed in their choice of college and/or career in order to be productive, responsible citizens and to lead and participate in the society of tomorrow. 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,

## BOARD OF EDUCATION

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.)

*Note: B-8500 is addressed in Governance Policy Governance Culture (GC) 7, Board Members' Code of Conduct.*



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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 imposed upon the superintendent by Board of Education policies. The delegation of power or

## GENERAL ADMINISTRATION

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

*Note: C-4700 has been replaced by Board Policy (BP) 6200, Adult Education.*

### 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.

## GENERAL ADMINISTRATION

- 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**

*Note: C-6500 has been replaced by Board Policy (BP) 3600, Consultants.*

### **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.)

## GENERAL ADMINISTRATION

### 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.)

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## FISCAL MANAGEMENT

### Goals/Priorities

*Note: D-1000 has been replaced by Board Policy (BP) and Administrative Regulation (AR) 3460, Financial Reports and Accountability.*

### Budget

*Note: D-2000 has been replaced by Board Policy (BP) and Administrative Regulation (AR) 3100, Budget, and Board Policy (BP) and Administrative Regulation 3460, Financial Reports and Accountability.*

### Funding

*Note: D-3000 has been replaced by Board Policy (BP) and Administrative Regulation (AR) 3100, Budget.*

### External Funding Requirements

*Note: D-3500 has been replaced by Board Policy (BP) 3290, Gifts, Grants and Bequests.*

*Note: D-3600 has been replaced by Administrative Regulation (AR) 1705, Requests for Funding from Private Foundations and Corporations, and Board Policy (BP) 3290, Gifts, Grants and Bequests.*

### Depository of Funds

*Note: D-3800 has been replaced by Administrative Regulation (AR) 3462, Warrant or Check Stock Control, and Administrative Regulation (AR) 3463, Warrant and Check Signature Control.*

### Associated Student Body

*Note: D-4000 has been replaced by Board Policy 3452, Student Activity Funds.*

*Note: D-4010 has been replaced by Board Policy (BP) 3454, Other Food Sales.*

### Accounting

*Note: D-5000 has been replaced by Administrative Regulation (AR) 3440, Inventories.*

### 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.)

## FISCAL MANAGEMENT

### Purchasing

*Note: D-6000 has been replaced by Board Policy (BP) 3300, Expenditures and Purchases, Board Policy (BP) 3311, Bids and Board Policy (BP) 3312, Contracts.*

*Note: D-6300 has been replaced upon adoption of Board Policy (BP) 3312, Contracts.*

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.)

### Property Disposal

*Note: D-8000 has been replaced by Board Policy (BP) 3270, Sale and Disposal of Books, Equipment and Supplies, and Administrative Regulation (AR) 3270, Sale or Disposal of District-Owned Instructional Materials and Library Books.*



**E. Facilities Policy Statements**

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## FACILITIES

### Goals/Priorities

*Note: E-1000 has been replaced by Board Policy (BP) 3280, Sale or Lease of District-Owned Property.*

*Note: E-1500 has been replaced by Board Policy (BP) 7110, Facilities Master Plan.*

### Planning

#### Vision

*Note: E-2050 has been replaced by Board Policy (BP) 7000, Facilities Concepts and Roles; and Board Policy (BP) 5000, Student Concepts and Roles.*

#### 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.)

#### 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.)

## FACILITIES

### Community Involvement

*Note: E-2300 has been replaced by Board Policy (BP) 7131, Relations with Local Agencies.*

### Joint Use

*Note: E-2350 has been replaced by Board Policy (BP) 1330.1, Joint Use Agreements.*

### Maintenance and Modernization

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.

## FACILITIES

(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) 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

*Note: E-4000 has been replaced by Board Policy (BP) 7150, Site Selection and Development.*

- 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:

## FACILITIES

- a. All new schools will be built based on the following:
  - (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.** Schools in Climate Zones 2 and 3 shall include air-conditioning. In Climate Zone 1, 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, 2-12-2013. Related Procedures 1570, 3105, 3115, 3410.)

### Naming

*Note: E-5000 has been replaced by Board Policy (BP) 7310, Naming of Facilities.*

**F. Instruction Policy Statements**

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### Goals/Priorities

*Note: F-1000 has been replaced by Board Policy (BP) 6000, Instruction Concepts and Roles.*

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.)

### Academic Freedom

*Note: F-1100 has been replaced by Board Policy (BP) 6143.2, Pilot Programs (K-6) and Pilot Courses (7-12).*

### School Year

*Note: F-1200 has been replaced by Board Policy (BP) 6111, Instructional Calendar.*

*Note: F-1250 has been replaced by Board Policy (BP) 6111, Instructional Calendar.*

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### 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

*Note: F-1500 has been replaced by Board Policy (BP) 6000, Instruction Concepts and Roles, and Board Policy (BP) 6190, Evaluation of the Instructional Program.*

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

*Note: F-2000 has been replaced by Board Policy (BP) 6143, Courses of Study, Board Policy (BP) 6143.1, Uniform Course Names and Numbers, and Board Policy (BP) 6143.2, Pilot Programs (K-6) and Pilot Courses (7-12).*

*Note: F-2050 has been replaced by Board Policy (BP) 6142.6, Visual and Performing Arts Education.*

### 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.



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- 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.

(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.)

*Note: F-2120 has been replaced by Board Policy (BP) 6145, Extracurricular and Cocurricular Activities.*

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

*Note: F-2200 has been replaced by Board Policy (BP) and Administrative Regulation (AR) 6178, Career Technical Education.*

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### Reading Programs

*Note: F-2250 has been replaced by Board Policy (BP) 6142.91, Reading/Language Arts Instruction.*

### Health/Physical Education

*Note: F-2350 has been replaced by: Administrative Regulation 3458, District Support for the Interscholastic Athletics Program; Board Policy (BP) and Administrative Regulation 6142.7, Physical Education and Activity; Board Policy (BP) 6145.2, Athletic Competition; Board Policy (BP) 6164.6, Students Eligible for Services Under Section 504; and Administrative Regulation (AR) 6164.6, Identification and Education Under Section 504.*

### 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.)

## Curriculum Design—Special Programs

### Special Education Students

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*Note: F-2510 has been replaced by Board Policy (BP) 0430, Comprehensive Local Plan for Special Education.*

*Note: F-2515 has been replaced by Board Policy (BP) 0430, Comprehensive Local Plan for Special Education.*

*Note: F-2520 has been replaced by Board Policy (BP) 0430, Comprehensive Local Plan for Special Education.*

### Alternative Dispute Resolution for Special Education Issues

*Note: F-2525 has been replaced by Board Policy (BP) 6159.1, Procedural Safeguards and Complaints for Special Education.*

### 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.

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

*Note: F-2550 has been replaced by Board Policy (BP) 6172, Gifted and Talented Student Program.*

### Disadvantaged Students

*Note: F-2570 has been replaced by Board Policy (BP) 6171, Title I Programs.*

F-2580 It is the policy of the San Diego Unified 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.

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(Approved 1-95.)

### Bilingual Education

*Note: F-2590 has been replaced by Board Policy (BP) 0420, School Plans/Site Councils, and Board Policy (BP) 6174, Education for English Language Learners.*

*Note: F-2592 has been replaced by Board Policy (BP) 6174, Education for English Language Learners.*

*Note: F-2593 has been replaced by Board Policy (BP) 6174, Education for English Language Learners.*

*Note: F-2594 has been replaced by Board Policy (BP) 6174, Education for English Language Learners.*

*Note: F-2596 has been replaced by Board Policy (BP) 6174, Education for English Language Learners.*

*Note: F-2598 has been replaced by Board Policy (BP) 6174, Education for English Language Learners.*

### Language Learning Opportunities

*Note: F-2599 has been replaced by Board Policy (BP) and Administrative Regulation (AR) 6142.2, World Language Instruction.*

### Married/Pregnant Students

*Note: F-2600 has been replaced by Board Policy (BP) 5146, Married/Pregnant/Parenting Students.*

### Home/Hospital Instruction

*Note: F-2700 has been replaced by Board Policy (BP) 6183, Home and Hospital Instruction.*

### Alternative Education

*Note: F-2750 has been replaced by Board Policy (BP) 6181, Alternative Schools/Programs of Choice.*

### 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

## INSTRUCTION

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.)

*Note: F-2860 has been replaced by Board Policy (BP) and Administrative Regulation (AR) 6145.5, Student Organizations and Equal Access.*

### Magnet Programs

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

- 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.

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- 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.)

- 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

## INSTRUCTION

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 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.

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(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.

(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.



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(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

*Note: F-3100 has been replaced by Board Policy (BP) 6158, Independent Study.*

### Community Colleges

*Note: F-3300 has been replaced by Administrative Regulation (AR) 6172.1, Enrollment in College or University Coursework.*

### Curriculum Design—Cocurricular/Extracurricular

*Note: F-3500 has been replaced by Board Policy (BP) 6145, Extracurricular and Cocurricular Activities.*

### 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

*Note: F-3700 has been replaced by Board Policy (BP) 5145.2, Freedom of Speech/Expression.*

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### 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.

(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**

*Note: F-3900 has been replaced by Board Policy (BP) 6200, Adult Education.*

### **Curriculum Design—Child Development Programs**

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*Note: F-3975 has been replaced by Board Policy (BP) and Administrative Regulation (AR) 5148, Child Care and Development, and Board Policy (BP) 5148.3, Preschool-Early Education.*

### **Instructional Resources—Instructional Materials**

*Note: F-5000 has been replaced by Board Policy (BP) 6161.1, Selection and Evaluation of Instructional Materials.*

*Note: F-5001 has been replaced by Board Policy (BP) 6162.6, Use of Copyrighted Materials.*

*Note: F-5010 has been replaced by Board Policy (BP) 6161.11, Supplementary Educational Materials.*

*Note: F-5300 has been replaced by Board Policy (BP) 6161.11, Supplementary Educational Materials.*

*Note: F-5310 has been replaced by Board Policy (BP) 6161.11, Supplementary Educational Materials.*

### **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 to enrich instruction, provide opportunity for interested community members to participate in district programs, and to strengthen school/community relations. Volunteers will not displace a bargaining unit member or be placed in a position where an employee was laid off. The Board of Education further acknowledges its obligation to the health, welfare, and safety of schools and the children they serve. Therefore, volunteers will be required to undergo screening, as determined by the Superintendent, to ensure student, staff, and overall school safety.

(Approved 3-88. Revised 5-22-2001; 6-9-2009. Related Procedures 4595, 7065, 9300, 9301, 9302, 9610.)

## INSTRUCTION

### 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

*Note: F-7000 has been replaced by Board Policy (BP) 6000, Instruction Concepts and Roles.*

*Note: F-7030 has been replaced by Board Policy (BP) 0500, Accountability; and Board Policy (BP) 6000, Instruction Concepts and Roles, and Board Policy (BP) 6011, Academic Standards.*

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

*Note: F-7100 has been replaced by Administrative Regulation (AR) 5121, Grades-Evaluation of Student Achievement.*

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.

## INSTRUCTION

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.
  - 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.)

## INSTRUCTION

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

*Note: F-7200 has been replaced by Board Policy (BP) 6154, Homework/Makeup Work.*

### Promotion/Retention of Students

*Note: F-7400 has been replaced by Board Policy (BP) and Administrative Regulation (AR) 5123, Promotion-Acceleration-Retention.*

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

*Note: F-7600 has been replaced by Board Policy (BP) 5127, Graduation Ceremonies and Activities.*

### Standards of Proficiency/Competencies

*Note: F-7800 has been replaced by Board Policy (BP) 6000, Instruction Concepts and Roles and Board Policy (BP) 6011, Academic Standards.*

*Note: F-7810 has been replaced by Board Policy (BP) 6011, Academic Standards.*

## Assessment and Testing

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;

## INSTRUCTION

(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.)

*Note: F-8400 has been replaced by Board Policy (BP) 6162.51, State Academic Achievement Tests.*

*Note: F-8500 has been deleted, as the State of California no longer requires the High School Exit Examination.*

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

*Note: F-8800 has been replaced by Board Policy (BP) 6000, Instruction Concepts and Roles, Board Policy (BP) 6143.2, Pilot Programs (K-6) and Pilot Courses (7-12), and Board Policy (BP) 6190, Evaluation of the Instructional Program.*

### Research

*Note: F-9400 has been replaced by Board Policy (BP) 6162.8, Research.*

### Supplemental Educational Services for Program Improvement Schools

*Note: F-9600 has been deleted, as the Supplemental Educational Services program under the No Child Left Behind Act is no longer required.*

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### Security Program

*Note: G-1000 has been replaced by Board Policy (BP) 0450, Comprehensive School Safety Plan.*

*Note: G-1001 has been replaced by Board Policy (BP) 0450, Comprehensive School Safety Plan.*

*Note: G-1003 has been replaced by Board Policy (BP) and Administrative Regulation (AR) 1250, Visitors.*

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 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

*Note: G-2000 has been replaced by Board Policy (BP) 0450, Comprehensive School Safety Plan.*

### 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.

(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.

## SUPPORT SERVICES

- 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 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

## SUPPORT SERVICES

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.

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

*Note: G-3200 has been replaced by Administrative Regulation (AR) 3514.2, Integrated Pest Management.*

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.

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(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.)

*Note: G-4500 has been replaced by Board Policy (BP) 3512, Equipment.*

*Note: G-4800 has been replaced by Board Policy (BP) 3511.1, Integrated Waste Management.*

### Transportation

*Note: G-5100 has been replaced by Board Policy (BP) 3450, Transportation.*

*Note: G-5150 has been replaced by Board Policy (BP) 3451, Transportation Routes and Services.*

### Food Services

*Note: G-6000 has been replaced by Board Policy (BP) 3550, Food Service/Child Nutrition Program.*

### 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

*Note: G-7500 has been replaced by Board Policy (BP) 6163.4, Student Use of Technology.*

## **SUPPORT SERVICES**

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.)

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### Attendance Areas

*Note: H-1500 has been replaced by Board Policy (BP) 5116, School Attendance Boundaries.*

*Note: H-1501 has been replaced by Board Policy (BP) 5116, School Attendance Boundaries.*

### Charter Schools

*Note: H-1800 has been replaced by Board Policy (BP) 0420.4, Charter School Authorization.*

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

*Note: H-2200 has been replaced by Board Policy (BP) 5117, Interdistrict Attendance.*

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.)

### 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.

## STUDENTS

(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**

*Note: H-3000 has been replaced by Board Policy (BP) 5113, Absences and Excuses.*

### **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” 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.)

*Note: H-4500(a) has been replaced by Board Policy (BP) 5112.5, Open/Closed Campus.*

- 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.)



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### 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

*Note: H-4000 has been replaced by Board Policy (BP) 5112.1, Exemptions from Attendance, and Board Policy (BP) 5112.2, Exclusions from Attendance.*

### Rights and Responsibilities

*Note: H-5000 has been replaced by Board Policy (BP) 5131, Conduct.*

#### Student Free Speech

*Note: H-5100 has been replaced by Board Policy (BP) 5145.2, Freedom of Speech/Expression.*

*Note: H-5150 has been replaced by Board Policy (BP) 5145.2, Freedom of Speech/Expression.*

#### 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

*Note: H-6000 has been replaced by Board Policy (BP) 5131, Conduct.*

#### Gang-Related Dress and Behavior

*Note: H-6050 has been replaced by Board Policy (BP) 5132, Dress and Grooming, and Board Policy (BP) 5136, Gangs.*

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### 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.)

*Note: H-6800, H-6810, and H-6950 have been replaced by Board Policy (BP) 5144, Restorative Discipline Policy; Administrative Regulation (AR) 5144, Discipline; BP and AR 5144.1, Suspension and Expulsion, and AR 5144.2, Suspension and Expulsion (Students with Disabilities)*

### 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 Procedure 6270; Emergency Procedure 15.)

*Note: H-6900 has been replaced by Board Policy (BP) 5144, Restorative Discipline Policy; Administrative Regulation (AR) 5144, Discipline; BP and AR 5144.1, Suspension and Expulsion, and AR 5144.2, Suspension and Expulsion (Students with Disabilities)*

### Alcohol, Tobacco, and Drugs

*Note: H-6940 has been replaced by Board Policy (BP) 5131.6, Alcohol and Other Drugs, and Board Policy (BP) 5131.62, Tobacco.*

### Weapons, Violent Acts, and Repeated Fighting

*Note: H-6950 has been replaced by Board Policy (BP) 5131.7, Weapons and Dangerous Instruments.*

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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

*Note: H-7210 has been replaced by Board Policy (BP) 3553, Free and Reduced Price Meals.*

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

*Note: H-7400 has been replaced by Board Policy (BP) 5141.3, Health Examinations.*

*Note: H-7500 has been replaced by Board Policy (BP) 5141, Health Care and Emergencies, and Board Policy (BP) 5141.23, Asthma Management.*

*Note: H-7600 has been replaced by Board Policy (BP) 5141.22, Infectious Diseases, Board Policy (BP) 5141.31, Immunizations, and Administrative Regulation (AR) 5141.32, Health Screening for School Entry.*

#### Student Wellness

*Note: H-7700 has been replaced by Board Policy (BP) 5030, Student Wellness, and Board Policy (BP) 5141.6, School Health Services.*

#### Social Services

## STUDENTS

*Note: H-7800 has been replaced by Board Policy (BP) 6164.2, Guidance-Counseling Services.*

### 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.)

*Note: H-7920 has been replaced by Board Policy (BP) 0450, Comprehensive School Safety Plan.*

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 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

*Note: H-8400 has been replaced by Board Policy (BP) 5113.2, Work Permits.*

### Gifts and Solicitations

*Note: H-8650 has been replaced upon adoption of Board Policy (BP) 1230, School-Connected Organizations.*

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### Fees, Fines and Charges

*Note: H-8800 has been replaced by Board Policy (BP) and Administrative Regulation (AR) 3260, Fees and Charges; Administrative Regulation (AR) 3260.1, Sale of Industrial Technology Supplies and Materials to Students; Board Policy and Administrative Regulation 3260.2, Damaged or Lost Instructional Materials; and Administrative Regulation 3260.3, Library Fines.*

### Records

*Note: H-8900 has been replaced by Board Policy (BP) 5125.1, Release of Directory Information; and Board Policy (BP) 5125, Student Records.*

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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## PERSONNEL

### 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

*Note: I-1050 has been replaced by Board Policy (BP) 0410, Non-Discrimination in District Programs and Activities.*

### 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.)

### 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.)



## PERSONNEL

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.

*Note: I-1210(b) has been replaced by Board Policy (BP) 4132, Publication or Creation of Materials.*

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

## PERSONNEL

- 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.)

### 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.)

## PERSONNEL

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

*Note: I-1350 has been replaced by Board Policy (BP) 5142, Safety.*

*Note: I-1360 has been replaced by Board Policy (BP) 4119.41, Employees with Infectious Disease.*

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.

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

## PERSONNEL

### 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.)

### 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.

## PERSONNEL

- 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.)

*Note: I-1920 has been replaced by Administrative Regulation (AR) 4154.1, Group Medical Benefits; AR 4154.2, Group Dental Benefits Plans; and AR 5154.3, Group Life Insurance Plans.*

- 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.)

## PERSONNEL

### General—Leaves/Absences

#### Sick Leave

*Note: I-2100 has been replaced by Administrative Regulation 4161.2, Sick Leave.*

#### 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.
- 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.)

## PERSONNEL

### 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.)

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.)

## PERSONNEL

### 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.)

### General—Miscellaneous

*Note: I-2810 has been replaced by Administrative Regulation (AR) 3351, Employee Payment for Use of Personal Car.*

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.



## PERSONNEL

- 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.)

### **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**

*Note: I-4400 has been replaced by Board Policy (BP) 5131, Conduct.*

### **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, gender, gender identity, gender expression 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; 1-14-14. 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**

*Note: I-6600 has been replaced Administrative Regulation (AR) 4213, Classification of Classified Staff Positions.*

### **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.)

## PERSONNEL

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.)

### 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.

## PERSONNEL

(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.)

### **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.

## **PERSONNEL**

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

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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

*Note: K-1000 has been replaced by Board Policy (BP) 1000, Community Relations Concepts and Roles.*

### 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

*Note: K-2000 has been replaced by Board Policy (BP) and Administrative Regulation (AR) 6020, Parent Involvement.*

*Note: K-2100 has been replaced by Board Policy (BP) 5000, Student Concepts and Roles.*

### 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

*Note: K-4000 has been replaced by Board Policy (BP) and Administrative Regulation (AR) 1330, Use of School Facilities.*

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*Note: K-4010 has been replaced by Board Policy (BP) and Administrative Regulation (AR) 1330, Use of School Facilities.*

*Note: K-4020 has been replaced by Board Policy (BP) and Administrative Regulation (AR) 1330, Use of School Facilities.*

*Note: K-4040 has been replaced by Board Policy (BP) and Administrative Regulation (AR) 1330, Use of School Facilities.*

*Note: K-4050 has been replaced by Board Policy (BP) and Administrative Regulation (AR) 1330, Use of School Facilities.*

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.)

### Gifts

*Note: K-5000 has been replaced by Administrative Regulation (AR) 1705, Requests for Funding from Private Foundations and Corporations.*

### Public Solicitations

*Note: K-6000 has been replaced by Board Policy (BP) 1230, School-Connected Organizations.*

### 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

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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 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

*Note: K-7000 has been replaced by Board Policy (BP) 1250, Visitors.*

### Public Complaints

*Note: K-8000 has been replaced by Board Policy (BP) and Administrative Regulation (AR) 1312.3, Uniform Complaint Procedures; and Administrative Regulation (AR) 1312.4, Williams Complaint Procedures.*

*Note: K-8300 has been replaced by Board Policy (BP) 1312.2, Complaints Concerning Instructional Materials.*

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

*Note: K-9500 has been replaced by Board Policy (BP) 1000, Community Relations Concepts and Roles.*

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*Note: K-9500.a. has been replaced by Board Policy (BP) 1700, Relations Between Private Industry and the Schools.*

*Note: K-9500.b. is addressed via Administrative Circular 5, dated August 8, 2018.*

### **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.)