

**TORRANCE
UNIFIED SCHOOL DISTRICT**

POLICIES

REGULATIONS

BYLAWS

ARTICLE 0 PHILOSOPHY-GOALS-OBJECTIVES (Series 0000)
 & COMPREHENSIVE PLANS

This manual contains Board policies (BP), administrative regulations (AR) and exhibits (E) as specified in the right-hand column.

	CODE	
Philosophy of the School District	0100	BP
Goals for the School District.....	0200	BP
Comprehensive Plans	0400	BP
A. Nondiscrimination in District Programs and Activities	0410	BP
B. School Plans/Site Councils	0420	BP AR
1. School-Based Program Coordination	0420.1	BP AR
2. Charter Schools	0420.4	BP AR
C. Comprehensive Local Plan for Special Education.....	0430	BP AR
D. District Technology Plan	0440	BP AR
E. Comprehensive Safety Plan	0450	BP AR
Accountability	0500	BP
A. School Accountability Report Card	0510	BP
B. High Priority Schools Grant Program	0520.1	BP AR
Title I Program Improvement Schools.....	0520.2	BP AR E
Title I Program Improvement Districts.....	0520.3	BP AR
Quality Education Investment Schools.....	0520.4	BP AR

ARTICLE 1

COMMUNITY RELATIONS

(Series 1000)

This manual contains Board policies (BP), administrative regulations (AR) and exhibits (E) as specified in the right-hand column.

	CODE		
Concepts and Roles	1000	BP	
A. Youth Services	1020	BP	
Communication with the Public	1100	BP	
A. Media Relations	1112	BP	
B. District and School Web Sites	1113	BP	
C. Commendations and Awards	1150	BP	
D. Political Processes	1160	BP	
E. The Faith-based and Community Organization Partnership Program Serving Torrance Unified School District	1170		AR
Participation by the Public			
A. Citizen Advisory Committees	1220	BP	AR
B. School-Connected Organizations (includes parent/booster clubs)	1230	BP	AR
C. Volunteer Assistance	1240	BP	AR E
D. Visitors/Outsiders	1250	BP	AR
E. Educational Foundation	1260	BP	E
Public Activities Involving Staff, Students or School Facilities			
A. Complaints Concerning the Schools			
1. Complaints Concerning District Employees	1312.1	BP	AR E
2. Complaints Concerning Instructional Materials	1312.2	BP	AR E
3. Uniform Complaint Procedures	1312.3	BP	AR
4. Williams Uniform Complaint Procedures	1312.4		AR E
B. Relations between Public and Students (cf. 6145.5)			
1. Solicitation of Funds from and by Students	1321	BP	AR
2. Advertising and Promotion	1325	BP	AR
C. Use of School Facilities	1330	BP	AR E
D. Access to District Records (includes procedures and materials, requests for information, reports, surveys)	1340	BP	AR
Relations between Other Governmental Agencies and the Schools	1400	BP	
A. State Agencies			
1. Waivers	1431	BP	
Relations between Private Industry and the Schools	1700	BP	

ARTICLE 2

ADMINISTRATION

(Series 2000)

This manual contains Board policies (BP), administrative regulations (AR) and exhibits (E) as specified in the right-hand column.

	CODE		
Concepts and Roles	2000	BP	
Superintendent of Schools	2100	BP	AR
Superintendent Responsibilities and Duties	2110	BP	
 Administrative Operations			
A. Administrative Leeway in Absence of Governing			
Board Policy	2210	BP	
B. Organization Chart/Lines of Responsibility	2221	BP	E
C. Representative and Deliberative Groups	2230	BP	

ARTICLE 3 BUSINESS & NONINSTRUCTIONAL OPERATIONS (Series 3000)

This manual contains Board policies (BP), administrative regulations (AR) and exhibits (E) as specified in the right-hand column.

	CODE	
Concepts and Roles	3000	BP
A. Fiscal Advisory Committee	3020	BP
 Budget (includes planning, preparation, proposal, budget, adoption, administration)	 3100	BP AR
A. Deferred Maintenance Funds	3111	BP
 Income (cf. 3430)		
A. State Funds		
1. Lottery Funds	3220.1	BP
B. Transportation Fees	3250	BP
C. Fees and Charges	3260	BP
D. Sale and Disposal of Books, Equipment and Supplies	3270	BP
E. Sale, Lease, Rental of District-Owned Real Property.....	3280	BP AR
F. Gifts, Grants and Bequests (does not include state or federal funds)	3290	BP
 Expenditures/Expending Authority.....	3300	BP
A. 1. Bids.....	3311	BP AR
2. Contracts.....	3312	BP
a. Educational Travel Program Contracts	3312.2	BP
3. Payment for Goods and Services.....	3314	BP AR
a. Revolving Funds	3314.2	BP
B. Claims and Actions Against the District.....	3320	BP AR
C. Travel Expenses.....	3350	BP
 Management of District Assets/Accounts (includes systems, encumbering, audits)	 3400	BP
A. Investing	3430	BP AR
B. Money in School Buildings		
1. Petty Cash Funds	3451	AR
2. Student Activity Funds	3452	BP
C. Financial Reports and Accountability.....	3460	BP AR
 Noninstructional Operations		
A. Operation and Maintenance of Plant (cf. 7000 et seq.)		
1. Energy and Water Conservation.....	3511	BP AR
2. Buildings and Grounds (cf. 1330)		
a. Tobacco-Free Schools	3513.3	BP
3. Environmental Safety	3514	BP
a. Hazardous Substances	3514.1	BP
b. Integrated Pest Management	3514.2	AR

ARTICLE 3 BUSINESS & NONINSTRUCTIONAL OPERATIONS (Series 3000)

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4.	Campus Security.....	3515	BP	AR
a.	Disruptions.....	3515.2	BP	AR
b.	Recovery for Property Loss or Damage.....	3515.4	BP	
c.	Sex Offender Notification.....	3515.5	BP	AR
5.	Emergencies and Disaster Preparedness Plan.....	3516	BP	AR
a.	Eearthquake Emergency Procedure System.....	3516.3		AR
b.	Emergency Schedules.....	3516.5	BP	
B.	Facilities Inspection.....	3517	BP	
C.	Risk Management/Insurance.....	3530	BP	
D.	Transportation (cf. 3250).....	3540	BP	
1.	Transportation Routes and Services			
a.	Transportation for School-Related Trips.....	3541.1		AR E
b.	Transportation for Students with Disabilities.....	3541.2	BP	
c.	Transportation Safety and Emergencies.....	3543		AR
E.	Food Service/Child Nutrition Program.....	3550	BP	AR
1.	Food Service Operations/Cafeteria Fund.....	3551	BP	AR
2.	Free and Reduced Price Meals.....	3553	BP	AR
3.	Other Food Sales.....	3554	BP	AR
F.	District Records.....	3580	BP	
	Consultants.....	3600	BP	

ARTICLE 4

PERSONNEL

(Series 4000)

This manual contains Board policies (BP), administrative regulations (AR) and exhibits (E) as specified in the right-hand column.

	CODE		
Human Resources Divisions Functions	4000		BP
A. Tobacco-Free Schools	4010		BP
B. Drug and Alcohol-Free Workplace.....	4020		BP
C. Nondiscrimination in Employment.....	4030		BP
D. Employee Use of Technology.....	4040		BP AR
E. Permanent/Probationary			
1. Job Descriptions	4111		BP
a. Legal Status Requirement	4111.2		BP
2. Appointment and Conditions of Employment			
a. Employment Contracts	4112.1		BP
b. Certification.....	4112.2		BP AR
c. Interns.....	4112.21		BP AR
d. Staff Teaching Students of Limited English Proficiency ...	4112.22		AR
e. Special Education Staff.....	4112.23		AR
f. Teacher Qualifications Under the No Child Left Behind Act.....	4112.24		BP AR E
g. Employment Examinations	4112.4		AR
(1) Drug and Alcohol Testing for School Bus Drivers	4112.42		BP AR
h. Criminal Record Check.....	4112.5		BP
i. Personnel Files	4112.6		BP
(1) Employment References	4112.61		BP AR
j. Employment of Relatives	4112.8		BP
3. Assignment	4113		BP
4. Employee Advancement.....	4115		BP
5. Seniority	4116		BP
6. Employee Directory.....	4117		BP
a. Postretirement Employment	4117.14		AR
7. Resignation.....	4118		BP
8. Rights, Responsibilities and Duties			
a. Civil and Legal Rights.....	4119.1		BP
b. Professional Responsibilities			
(1) Sexual Harassment	4119.11		BP
(2) Code of Ethics.....	4119.21		BP
(3) Non-Fraternization With Students	4119.22		BP
(4) Political Activities of Employees.....	4119.25		BP AR
9. Temporary Athletic Team Coaches	4127		BP
F. Activities			
1. Staff Development.....	4131		BP AR
a. Beginning Teacher Support/Induction	4131.1		BP
2. Soliciting and Selling	4135		BP
3. Tutoring.....	4137		BP
G. Concerted Action/Work Stopage.....	4141.6		BP
H. Public Notice			
I. 1. Personnel Negotiations.....	4143.1		BP
J. Bargaining Units			
1. Complaint	4144		BP AR

ARTICLE 4 PERSONNEL (Series 4000)
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1.	Health and Welfare Benefits.....	4154	BP	AR
2.	Employee Security.....	4158	BP	
3.	Employee Assistance Programs.....	4159	BP	AR
L.	Leaves and Vacations			
1.	Leaves			
a.	Bereavement.....	4161.2		AR
b.	Sabbatical Leaves (includes sabbatical).....	4161.3	BP	
c.	Military Leave.....	4161.5		AR
d.	Family Care and Medical Leave.....	4161.8		AR
M.	Activities - Classified			
1.	Teachers Aides/Paraprofessionals.....	4222		AR
2.	Staff Development.....	4231	BP	AR
a.	Classified Professional Growth Incentive Program.....	4231.5	BP	
N.	Administrative and Supervisory.....	4300	BP	AR
1.	Administrative Staff Organization.....	4301	BP	
2.	Contracts.....	4312.1	BP	
3.	Permanent/Probationary			
a.	Transfers.....	4314	BP	AR
b.	Evaluation/Supervision.....	4315	BP	
4.	Rights, Responsibilities and Duties			
a.	Certificated Management Employee Rights.....	4319.1	BP	
5.	Leaves and Vacations			
a.	Leaves.....	4361	BP	
b.	Vacation.....	4362	BP	AR
O.	Travel Expenses.....	4364	BP	

ARTICLE 5

STUDENTS

(Series 5000)

This manual contains Board policies (BP), administrative regulations (AR) and exhibits (E) as specified in the right-hand column.

	CODE		
Concepts and Roles	5000	BP	
A. Parent Rights and Responsibilities.....	5020	BP	AR
1. Noncustodial Parents	5021	BP	
2. Student and Family Privacy Rights	5022	BP	AR
3. Student Wellness	5030	BP	
Elementary and Secondary			
A. Attendance			
1. Admission.....	5111	BP	AR
a. District Residency	5111.1		AR
(1) Residency for Homeless Children.....	5111.13		AR
b. Nonresident Foreign Students	5111.2		AR
2. Attendance and Exceptions			
a. Exemptions from Attendance	5112.1	BP	AR
b. Exclusions from Attendance	5112.2		AR
c. Open/Closed Campus.....	5112.5	BP	
3. Absences and Excuses.....	5113	BP	AR
a. Truancy	5113.1	BP	AR
b. Work Permits	5113.2	BP	AR
4. School Attendance Boundaries.....	5116	BP	
a. Enrollment Procedures for District Residents	5116.1	BP	AR
5. Interdistrict Attendance	5117	BP	AR
6. Students Expelled from Other Districts.....	5119	BP	
B. Progress			
1. Grades/Evaluation of Student Achievement.....	5121	BP	AR
2. Promotion/Acceleration/Retention	5123	BP	AR
3. Student Records.....	5125	BP	AR
a. Release of Directory Information.....	5125.1	BP	AR
b. Withholding Grades, Diploma or Transcripts	5125.2		AR
c. Challenging Student Records.....	5125.3		AR
5. Awards for Achievement.....	5126	BP	AR
6. Graduation Ceremonies and Activities.....	5127	BP	
C. Activities			
1. Conduct	5131	BP	
a. Bus Conduct.....	5131.1	BP	AR
b. Student Disturbances.....	5131.4	BP	AR
c. Vandalism, Theft and Graffiti	5131.5	BP	
d. Alcohol and Other Drugs	5131.6	BP	AR
(1) Tobacco.....	5131.62	BP	AR
(2) Steroids	5131.63	BP	AR E
e. Weapons and Dangerous Instruments	5131.7	BP	AR
f. Academic Honesty	5131.9	BP	AR

ARTICLE 5

STUDENTS
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(Series 5000)

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2.	Dress and Grooming.....	5132	BP	AR
3.	Gifts to School Personnel	5133	BP	
4.	Gangs	5136	BP	AR
5.	Positive School Climate.....	5137	BP	
6.	Conflict Resolution/Peer Mediation	5138	BP	
D.	Welfare			
1.	Health Care and Emergencies.....	5141	BP	AR
a.	Illness			
(1)	Administering Medication and Monitoring Health Conditions (includes anaphylactic injections).....	5141.21	BP	AR
(2)	Infectious Diseases.....	5141.22	BP	AR
(3)	Automated External Defibrillator (AED) Program.....	5141.23	BP	AR
(4)	Specialized Health Care Services	5141.24	BP	AR
(5)	Tuberculosis Testing.....	5141.26	BP	AR
(6)	Food Allergies/Special Dietary Needs	5141.27	BP	AR
b.	Health Examinations (cf. 6145.2)	5141.3	BP	AR
(1)	Immunizations.....	5141.31	BP	AR
(2)	Health Screening for School Entry	5141.32		AR
(3)	Head Lice.....	5141.33	BP	
c.	Child Abuse Reporting Procedures	5141.4	BP	AR
d.	Mental Health			
(1)	Suicide Prevention	5141.52	BP	AR
e.	Student Health and Social Services.....	5141.6	BP	AR
f.	Sun Safety	5141.7	BP	
2.	Safety.....	5142	BP	AR
3.	Insurance	5143	BP	AR
4.	Discipline.....	5144	BP	AR E
a.	Suspension and Expulsion/Due Process.....	5144.1	BP	AR
b.	Suspension and Expulsion/Due Process (Students with Disabilities)	5144.2		AR
5.	Rights and Responsibilities			
a.	Privacy			
(1)	Questioning and Apprehension.....	5145.11	BP	AR
(2)	Search and Seizure	5145.12	BP	AR
b.	Freedom of Speech/Expression: Publications Code.....	5145.2	BP	AR
c.	Nondiscrimination/Harassment.....	5145.3	BP	
d.	Parental Notifications.....	5145.6	BP	E
e.	Sexual Harassment.....	5145.7	BP	AR
f.	Refusal to Harm or Destroy Animals	5145.8	BP	AR
g.	Hate-Motivated Behavior	5145.9	BP	
6.	Married/Pregnant/Parenting Students.....	5146	BP	AR
7.	Dropout Prevention	5147	BP	
8.	Before/After School Programs	5148.2	BP	AR
9.	At-Risk Students.....	5149	BP	

ARTICLE 6

INSTRUCTION

(Series 6000)

This manual contains Board policies (BP), administrative regulations (AR) and exhibits (E) as specified in the right-hand column.

	CODE		
Concepts and Roles	6000	BP	
A. Academic Standards	6011	BP	
B. Parent Involvement	6020	BP	AR
C. Integrated Academic and Vocational Instruction.....	6030	BP	AR
Elementary and Secondary			
A. Schedules			
1. School Calendar.....	6111	BP	
2. School Day	6112	BP	AR
3. Released Time	6113	BP	
4. Ceremonies and Observances.....	6115	BP	AR
5. Classroom Interruptions	6116	BP	AR
B. Curriculum			
1. Curriculum Development and Evaluation	6141	BP	
a. Recognition of Religious Beliefs and Customs.....	6141.2	BP	AR
b. Advanced Placement and Honors Classes.....	6141.5	BP	AR
c. Multicultural Education.....	6141.6	BP	
2. Subject Fields			
a. Family Life/Sex Education.....	6142.1	BP	AR
b. Civic Education.....	6142.3	BP	
c. Environmental Education	6142.5	BP	
d. Visual and Performing Arts Education	6142.6	BP	
e. Physical Education	6142.7	BP	AR
f. Comprehensive Health Education	6142.8	BP	AR
g. Core Curriculum			
(1) Reading/Language Arts Instruction	6142.91	BP	AR
(2) Mathematics Instruction.....	6142.92	BP	
(3) Science Instruction.....	6142.93	BP	
(4) History-Social Science Instruction.....	6142.94	BP	
3. Courses of Study	6143	BP	AR
4. Controversial Issues.....	6144	BP	AR
5. Extracurricular and Cocurricular Activities	6145	BP	AR
a. Athletic Competition	6145.2	BP	AR
b. Publications	6145.3	BP	
c. Student Organizations and Equal Access.....	6145.5	BP	AR E
d. International Exchange.....	6145.6	BP	AR E
e. Assemblies and Special Events	6145.8	BP	
6. Graduation Requirements/Standards of Proficiency			
a. High School Graduation Requirements/ Standards of Proficiency	6146.1	BP	AR
(1) Alternative Credits Toward Graduation	6146.11	BP	AR
b. Certificate of Proficiency/High School Equivalency.....	6146.2	BP	AR
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ARTICLE 6

INSTRUCTION
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(Series 6000)

CODE

	d.	Differential Graduation and Competency Standards for Students with Disabilities	6146.4	BP	
	e.	Elementary School Promotion/Standards of Proficiency	6146.5	BP	AR
C.		Instructional Arrangements			
	1.	Class Size.....	6151	BP	AR
	2.	School-Sponsored Trips	6153	BP	AR E
	3.	Homework/Makeup Work.....	6154	BP	AR
	4.	Challenging Courses by Examination	6155	BP	AR
	5.	Independent Study	6158	BP	AR
	6.	Individualized Education Program (IEP)	6159	BP	AR
	a.	Procedural Safeguards and Complaints for Special Education.....	6159.1	BP	AR
	b.	Nonpublic Nonsectarian School and Agency Services for Special Education	6159.2	BP	AR
	c.	Appointment of Surrogate Parent for Special Education Students.....	6159.3	BP	AR
	d.	Behavioral Interventions for Special Education Students.....	6159.4		AR
D.		Instructional Services and Resources			
	1.	Equipment, Books and Materials.....	6161	BP	AR
	a.	Selection and Evaluation of Instructional Materials.....	6161.1	BP	AR
	b.	Damaged or Lost Instructional Materials	6161.2	BP	
	c.	Toxic Art Supplies	6161.3	BP	
	2.	Instructional Resources for Teachers			
	a.	Student Aides	6162.31	BP	AR
	b.	Student Assessment.....	6162.5	BP	AR
	c.	Standardized Testing and Reporting Program.....	6162.51	BP	AR
	d.	High School Exit Exam.....	6162.52	BP	AR
	e.	Test Integrity/Test Preparation.....	6162.54	BP	
	f.	Use of Copyrighted Materials	6162.6	BP	AR
	g.	Research	6162.8	BP	AR
	3.	Instructional Resources for Students			
	a.	Library Media Centers	6163.1	BP	
	b.	Animals at School	6163.2	BP	AR
	c.	Student Use of Technology	6163.4	BP	AR
	4.	Individual Services and Counseling			
	a.	Guidance/Counseling Services.....	6164.2	BP	AR
	b.	Identification of Individuals for Special Education.....	6164.4	BP	AR
	c.	Children with Disabilities Enrolled by their Parents in Private School	6164.41	BP	AR
	d.	Student Study Teams.....	6164.5	BP	AR
	e.	Identification and Education under Section 504.....	6164.6	BP	AR
	f.	Independent Educational Evaluation.....	6164.7	BP	AR

ARTICLE 6

INSTRUCTION
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(Series 6000)

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	1. Title I Programs.....	6171	BP	AR
	2. Gifted and Talented Student Program	6172	BP	AR
	3. Education for Homeless Children	6173	BP	AR
	4. Education for Foster Youth	6173.1	BP	AR
	5. Education for English Language Learners	6174	BP	AR E
	6. Migrant Education Program	6175	BP	AR
	7. Weekend/Saturday Classes.....	6176	BP	AR
	8. Summer School	6177	BP	AR
	9. Vocational Education	6178	BP	AR
	a. Work Experience Education	6178.1	BP	AR
	10. Supplemental Instruction.....	6179	BP	AR
F.	Program Adaptations/Alternative Arrangements			
	1. Alternative Schools	6181	BP	AR E
	2. Home and Hospital Instruction.....	6183		AR
	3. Continuation Education	6184	BP	AR
	4. Community Day School	6185	BP	AR
G.	Evaluation of the Instructional Program.....	6190	BP	E
	1. Adult Education.....	6200	BP	AR
H.	Preschool/Early Childhood Education.....	6300	BP	

(Policies and regulations for Adult Education normally are those which apply at all levels of the school system.)

ARTICLE 7

FACILITIES

(Series 7000)

This manual contains Board policies (BP), administrative regulations (AR) and exhibits (E) as specified in the right-hand column.

	CODE	
Concepts and Roles	7000	BP
Planning and Design		
A. Facilities Master Plan	7110	BP
B. Evaluating Existing Buildings	7111	AR
C. Relations with other Governmental Units		
1. Relations with Local Agencies	7131	BP
D. Architectural and Engineering Services.....	7140	BP
E. Site Selection and Development	7150	BP AR
Financing		
A. Facilities Financing.....	7210	BP
1. Developer Fees	7211	BP
B. General Obligation Bonds	7214	BP AR
Acceptance/Dedication/Occupation		
A. Naming of Facility	7310	BP

ARTICLE 9

BYLAWS OF THE BOARD

(Series 9000)

This manual contains Board policies (BP), administrative regulations (AR) and exhibits (E) as specified in the right-hand column.

	CODE	
Role of the Board (Powers and Responsibilities).....	9000	BB
A. Governance Standards	9005	BB
B. Public Statements.....	9010	BB
1. Disclosure of Confidential/Privileged Information	9011	BB
Organization.....	9100	BB
A. Terms of Office.....	9110	BB
B. Officers and Auxiliary Personne		
1. President	9121	BB
2. Vice President.....	9121.1	BB
3. Secretary	9122	BB
4. Clerk	9123	BB
5. Attorney.....	9124	BB
C. Board Committees	9130	BB
D. Board Representatives	9140	BB
E. Student Representaties	9150	BB
Limits of Board Members Authority.....	9200	BB
A. Board of Education Elections	9220	BB
1. Resignation	9222	BB
2. Filling Vacancies	9223	BB
3. Oath or Affirmation.....	9224	BB
B. Orientation	9230	BB
C. Board Development	9240	BB
D. Remuneration, Reimbursement, and Other Benefits.....	9250	BB
E. Legal Protection.....	9260	BB
F. Conflict of Interest (includes nepotism)	9270	BB
1. Code of Ethics	9271	BB
Governance	9300	BB
A. Board Policies.....	9310	BB
B. Meetings and Notices (includes posting requirements)	9320	BB
1. Closed Session Purposes and Agendas.....	9321	BB
a. Closed Session Actions and Reports.....	9321.1	BB
2. Agenda/Meeting Materials (includes construction, posting, advance delivery).....	9322	BB
3. Meeting Conduct	9323	BB
a. Actions by the Board.....	9323.2	BB
4. Minutes and Recordings	9324	BB
Board Self-Evaluation.....	9400	BB