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Guide for governing boards in developing school district policies

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GUIDE FOR GOVERNING BOARDS
IN DEVELOPING
SCHOOL DISTRICT POLICIES

A Thesis
Presented to
the Faculty of the Graduate School
College of the Pacific

In Partial Fulfillment
of the Requirements for the Degree
Master of Arts

by
Phillip Alan Whaley

June 1959

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CHAPTER I

INTRODUCTION

The governing board of a school district holds a unique place in the American system of government. It is the public agency closest to the people, and it serves the people by operating one of the most important institutions in American life. "In the interest of the public, it is the school board's duty to determine certain policies for use as guides to actions of the board, the employees, and the patrons of the schools."¹

The law generally gives the board a high degree of autonomy and considerable authority for the operation of the school system. Certain controls are imposed on the board by other agencies; however, the board members need to know what these controls are and the extent of their own authority.

When a person assumes the office of school board member for the first time, he does not usually have this information but obtains it from other board members, or by the slow, hard way of experience. The lack of written

¹Charles E. Reeves, School Boards Their Status, Functions, and Activities (New York: Prentice Hall, Inc., 1954), p. 145.

board policies is borne out by the following:

There is much evidence to indicate that less than half of the school boards have written and published their policies for the guidance of the employed personnel and the school patrons. Studies have seemed to reveal that written policies have been conspicuous by their absence. Policy making, however, is in operation in all school systems, but is often buried with the passing of time in the board's minute books.²

I. THE PROBLEM

Statement of the Problem

It was the purpose of this study to develop a manual of policies and procedures as a guide for governing boards of Stanislaus County school districts to use in developing their own written policies.

In the development of the manual, an attempt was made to answer such questions as the following:

What are the areas that should be included in a guide?

What format will best serve the needs of governing boards in developing a policy manual?

Is it possible to develop a policy manual completely free from administrative rules and regulations?

Will one policy manual meet the needs of all districts?

²John W. Gilbaugh, The School Board Policy Guide (San Jose: Modern Education Publishers, 1957), p. 48.

In Stanislaus County there are thirty-nine school districts of all types and sizes. Seven of these districts have an average daily attendance of 901 or more and have some form of written policies. The remaining thirty-two are smaller districts and are, in most cases, operating without the use of adopted written policies. It was the intent of the investigator, who is an administrator in one of these smaller districts, to develop the manual for the purpose of facilitating the work of the governing boards. Although the manual may be adapted to the use of larger districts, it was prepared specifically for smaller districts with emphasis on elementary rather than on high school districts. The manual was not intended as an attempt to impose restrictions upon the governing boards but rather to indicate the laws and rules under which they have authority to function.

Delimitation of the Study

The policies and procedures included in the manual deal with broad basic policies. The rules and regulations for carrying them out would need to be established by the administration in each school district.

Importance of the Study

Some school systems have made little or no effort to improve administrative efficiency by developing school board

policies and subsequently publishing them for general use in the districts. During the annual meeting of the National School Boards Association held in February, 1952, it was found through discussion groups that of the 256 school districts represented only 93, or 35 percent, had written policies.³

It has been pointed out by John W. Gilbaugh that to increase efficiency in the administration of the public schools many school boards have set about the task of codifying the policies of the board of education. Gilbaugh gives emphasis to the fact that every school employee is entitled to know the role he is expected to play within the organization in which he works. He should know specifically the nature of his duties and the relationships he is expected to maintain with other school employees. He can best become oriented if the school's policies, rules, and regulations are organized and published in booklet or pamphlet form and made available through issuance to all employees and other interested persons.⁴

Five distinct advantages of having policies and procedures in concrete form are as follows:

³Edward M. Tuttle, "National Association Finds Growing Interest in Written Policies for Boards of Education," American School Board Journal, 124:5, June, 1952.

⁴Gilbaugh, op. cit., p. 3.

1. Orientation of new board members and staff.
2. Guidance for the school system.
3. Continuity in school administration.
4. Improvement of general efficiency.
5. Public relations.⁵

The end result of the use of such a manual is that any person may determine the functions and responsibilities of the board, administration, and staff of the school. This should reduce misunderstanding and friction among employees, students, and the community.

II. DEFINITIONS OF TERMS USED

The following terms as used in the thesis are defined as follows:

Policies and procedures. Policies and procedures are defined as general statements of policies, principles, and procedures adopted by the governing boards to provide common guides for the governing boards, the district employees, and for the public.

Governing board. The governing board shall hereinafter be interpreted as the governing board of any school district.

⁵Calvin Grieder and William Everett Rosenstengel, Public School Administration (New York: The Ronald Press Company, 1954), p. 116, citing Stephen Romine, "Your Board Should Have Written Policies!" Colorado School Board Bulletin, 6:77, 91, November, 1948.

Superintendent (or principal). The superintendent (or principal) shall be interpreted as the executive officer of the governing board.

Certificated employee. A certificated employee shall include any person employed by the district in a position requiring a certificate or credential issued by the State Board of Education licensing the holder to engage in any school service as defined in the Education Code.

Classified employee. A classified employee shall include any person employed by a district in a position not requiring a certificate or credential issued by the State Board of Education.

Education Code. Education Code refers to the compilation of laws enacted by the State Legislature for the governing of the schools of the state.

California Administrative Code, Title V, Education. This code consists of rules and regulations of the State Board of Education, of the Teachers Retirement Board, and of the Board of Governors of the California Maritime Academy.

III. PROCEDURES

The first procedure in the development of this thesis

was to delimit the problem. Having thus defined the study it was necessary to review related literature. Policy manuals from seventeen school districts throughout the State of California were examined.

To give guidance and direction in the preparation of a proposed policy manual for use in the schools of Stanislaus County, the investigator sought the advice of the County Superintendent and Assistant County Superintendent of Schools. Following this a number of persons interested in the project were invited to serve as an advisory committee. As a result a committee of ten was organized consisting of: representatives of the County Office and school boards, administrators, teachers, and a member of the staff of the College of the Pacific.

A working draft of a policy manual was prepared and submitted to the Advisory Committee for their review and criticism. The draft was revised several times in cooperation with the County Office. The final prepared manual was the result of suggestions and assistance from the County Office, the Advisory Committee, and the College of the Pacific.

CHAPTER II

REVIEW OF THE LITERATURE AND SELECTED POLICY MANUALS

I. REVIEW OF THE LITERATURE

The State in Education

It is a well established fact in the United States that education is a function of the state. Grieder and Rosenstengel state:

There is no provision in the Constitution which specifically allocates responsibility for education in the states. Since the document includes no reference to education, the idea that education lies within the province of state government derives from the Tenth Amendment, which states: "The powers not delegated to the United States by the Constitution, nor prohibited by it to the States, are reserved to the States respectively, or to the people."⁶

This reservation has been strengthened from time to time by Supreme Court decisions.⁷

According to the California Constitution public education is a state function.⁸ The power of school district governing boards are delegated and only powers

⁶Grieder and Rosenstengel, op. cit., p. 31.

⁷Ibid., p. 33.

⁸California State Senate, Constitution of the State of California (Sacramento: California State Senate, 1955), pp. 62-9.

that are specifically delegated may be exercised. The major description of the authority of local governing boards is found in the Constitution and in various legal codes, particularly the Education Code and Title V of the California Administrative Code.⁹ Over the years the California State Legislature has adopted thousands of statutory provisions affecting public education. These regulations deal with such matters as state, county, and local administrative organization, courses of study, school employees, environment and equipment, and financing school systems. These statutory provisions have been compiled into a document called the Education Code. The California Administrative Code includes rules and regulations of state agencies, particularly the State Board of Education and of the Superintendent of Public Instruction, who have been delegated broad rule-making powers by the Legislature.¹⁰

The Legislature has not only delegated responsibilities and duties to local school districts, but to other governmental bodies such as the State Department of Education, the Department of Finance, the Division of Architecture, the

⁹Maynard Bemis, Keith Goldhammer, and J. Russell Kent, Boardmanship (Stanford: Stanford University Press, 1955), p. 43.

¹⁰Ibid., pp. 2-3.

County Superintendent's Office, the County Counsel or the District Attorney, and the County Board of Supervisors.¹¹

The Local Board in Education

The local board member is elected at large in his district by the people. Davies states:

School board members have a difficult role to play. They must both be interpreters of the public's aspirations concerning its schools and leaders in pointing out to the public what its aspirations should be. A school board member is both a state official and a local representative. He keeps the well-being of the whole state in mind in so far as education is concerned and as a local officer he must keep the welfare of the district in mind.¹²

Under the mandatory and permissive educational laws the local boards in California are limited as to what they may or may not do, shall or shall not do; but how these mandates are carried out and put into effect is largely at the discretion of the local board. Here local boards are found spending many hours in policy determination and development.

Most authorities are in agreement that the local board's work can be classified under three major functions. Grieder and Rosenstengel list them as: (1) planning and policy making, (2) legislation, and (3) appraisal and

¹¹Bemis, op. cit., p. 2.

¹²Daniel B. Davies and Fred W. Hosler, The Challenge of School Board Membership (New York: Chartwell House, Inc., 1954), pp. 33, 140.

evaluation.¹³ Davies and Prestwood state:

The division-of-labor principle is that legislative, policy making, and evaluating powers and functions belong to the board and executive powers and functions to the superintendent. According to the best practice the board of education formulates school district policies and the superintendent puts them into effect.¹⁴

According to Smith and Smittle, boards of education often spend time dealing with petty details that would be automatically taken care of by a good set of written policies; and such actions as are taken by the board in these cases are often lost in the minutes of the meeting instead of being made available in written form to all who are concerned.¹⁵

Gilbaugh states:

With the formulation of a comprehensive written set of policies and regulations, the board of education is equipped with the means to handle recommendations, procedures, and problems systematically and impartially. Through the printed statement of policy, the board of education and its employees may move forward with confidence in the execution of their respective

¹³Grieder and Rosenstengel, op. cit., pp. 108-10.

¹⁴p. R. Davies and E. L. Prestwood, Practical School Board Procedures (New York: Chartwell House, Incorporated, 1951), pp. 128-29.

¹⁵Max S. Smith and W. Ray Smittle, The Board of Education and Educational Policy Development (Ann Arbor: Edwards Brothers, Incorporated, 1954), p. 5.

duties without fear of infringing on the rights of others.¹⁶

It is the recommendation of Bemis, Goldhammer, and Kent that written policies should be developed to deal with all matters of continuous or recurrent concern.¹⁷

There is some disagreement as to how inclusive the coverage shall be. Some of the authorities would have the manual include the general policies, principles, and procedures, and in addition, the detailed rules and regulations for effecting these more general statements. Grieder and Rosenstengel make the following statement:

An administrative code may advantageously be divided into two parts: General Policies and Rules and Regulations. In all but large city districts, though, the two parts may well be incorporated in one code.¹⁸

Band prefers to limit the manual to only those general policies and procedures necessary to provide guides to the personnel of the district in carrying out the objectives of the school.¹⁹ "Historically and legally the board of education

¹⁶John W. Gilbaugh, "Board Policies and Regulations Are in Writing at Humbolt," The American School Board Journal, 124:53, June, 1952.

¹⁷Bemis, Goldhammer and Kent, op. cit., p. 11.

¹⁸Grieder and Rosenstengel, op. cit., pp. 115-16.

¹⁹Marrit John Band, A Study of Board Rules and Regulations for Non City School Districts with Superintendents in California, California Association of School Administrators, Research in Administration Bulletin Number 6 (Pasadena: California Association of School Administrators, 1953), p. 7.

is a policy determining body,"²⁰ and since "The board can only function while in legal session"²¹ some written record of the established policies must be available as a guide to the administration in carrying out the various functions delegated to them.

"All policies are established to meet the educational needs of a local school district. The elements making up the policies by boards of education in various communities vary a great deal."²²

In general, the following areas should be included in a statement of policies:

- I. Operating Procedures and Policies Relating to Board of Education.
- II. Policies Relating to the Administrative Staff.
- III. Policies Relating to the Instructional Staff.
- IV. Policies Relating to the Non-instructional Staff.
- V. Policies Relating to the Use of Buildings and Properties.
- VI. Miscellaneous Policies.²³

²⁰Clyde B. Moore, "The Policy Determining Function of the Board of Education," The American School Board Journal, 96:20, February, 1938.

²¹Ibid.

²²Smith, op. cit., p. 37.

²³Smith, loc. cit.

Some basic principles which should be kept in mind in formulating and using such policies and procedures are as follows:

1. They should be formulated by the board of education and the superintendent of schools with the cooperation of representatives of the various types of school employees.
2. They should be in meticulous accord with the laws of the state and with the provisions of any local charter.
3. They should be written. Ideas best project themselves into reality when crystallized in written language. Verbal rules and regulations are not likely to be well formulated; moreover, they are likely to be forgotten both by those who make them and by those for whose guidance they are made. In the larger school systems the rules and regulations are usually printed, and in smaller systems they are usually mimeographed.
4. They should state clearly the general functions of the various employees. However, they should not be so rigid as to make it impossible for employees to exercise their individuality when to do so would result in greater efficiency.
5. They should be followed. Rules which are archaic and useless should be repealed. Those which have not been repealed should be enforced. Any other practice breeds disrespect for the law.
6. They should be amended as the need arises. Any changes effected would be made known to all employees concerned.²⁴

²⁴Ward C. Reeder, The Fundamentals of Public School Administration (New York: The Macmillan Company, 1941), p. 89.

The mere ^{actual} completion of a policy manual is not the end of the task, in fact it is more ^{assessable} nearly the beginning. The board and administration must be as mindful of the need for change and progress as for that of stability and performance.²⁵

Since the superintendent puts the policies into effect, he should report frequently to the board as to how the policies are ^{operating} functioning. The board will then be in a position to perform its function of evaluating the effectiveness of the policies and, if deemed ^{is necessary} advisable, may revise or rescind any policy.²⁶

II. REVIEW OF THE DISTRICT POLICY MANUALS

A letter was sent to each of twelve county superintendents of schools in California requesting copies of, or information concerning, a manual developed on the county level of policies, procedures, rules, and regulations that might serve as a guide to school districts within the county. Four of the county superintendents responded with some type of manual or general guide that was used by governing boards

²⁵Jesse B. Sears, The Nature of the Administrative Process (New York: McGraw-Hill Book Company, Incorporated, 1950), pp. 527-28.

²⁶D. H. Davies and E. L. Prestwood, op. cit., p. 128.

in the county. Three county superintendents suggested that the investigator request a copy of what were termed excellent policies from each of several school districts within the county. These were subsequently secured. Two county superintendents indicated that a county-wide study was in progress in the area of board policy.

Seventeen policy manuals, county or district, were received by the investigator. Many basic similarities were found in the statements of general policy; however, the extent of coverage in the manuals as a whole varied with each one.

One county manual was primarily a compilation of the more important, but not all, of the mandatory and prohibitory provisions of the Education Code and the Administrative Code, Title V, Education. This particular manual did not have suggested policies for boards to use in implementing these mandatory or prohibitory provisions.

On the other extreme, four of the manuals contained in detail not only board policies but administrative procedures.

Of the remaining manuals, two applied only to the administrative organization of the district, while the other ten were comprehensive and included policies pertaining to the entire staff, the business operations of the district,

the use of facilities, and sections relating to pupils and the instructional program.

The varied nature of the contents in the seventeen policy manuals resulted in valuable contributions toward the compilation of this guide.

CHAPTER III

PREPARATION OF THE GUIDE

To make the guide useful for governing boards, the investigator sought the help of experienced board members, administrators, teachers, and others interested in the operation of school districts.

The Advisory Committee

In order to secure practical guidance and relate the manual to the real needs of governing boards, a representative advisory committee was selected. Each member of the committee was personally interviewed by the investigator in order to determine if he desired to serve on the Advisory Committee. This committee consisted of five school board members, one administrator, one teacher, the County Superintendent of Schools and the Assistant County Superintendent of Schools for Stanislaus County, and the Director of Educational Administration from the College of the Pacific.

Preparation of Sample Drafts

Early in the course of the study the investigator developed a portion of each of two contrasting sample drafts, one consisting of both sample board policies and administrative procedures, and the other of only general broad basic

policies. These drafts were presented at a meeting of the Advisory Committee for their suggestions and recommendations as to the format, scope, and content of the guide.

The Advisory Committee recommended that a guide pertaining to the general broad basic policies should be developed, and in so far as possible, that administrative procedures should not be included. It was also suggested that the pertinent Education Code sections be given, in so far as practicable, at the end of proposed policy statements in the guide. With these suggestions and recommendations the investigator began to develop the working draft.

Development of the Draft

The manuals obtained from the school districts and county offices were helpful primarily in determining the nature and content of policies in use in the several districts in California. Those policies which seemed to have direct application to the needs of most school districts were noted and, together with suggested policies from the literature, made into a working draft of the Guide for Governing Boards in Developing School District Policies.

Review of the Guide by the Advisory Committee

The draft was first reviewed, in a broad general sense, at a second meeting of the Advisory Committee. The investigator explained the general organization for the guide, and

after considerable discussion the Committee offered specific recommendations. This was followed later by careful review of each section by the investigator with the County Superintendent and Assistant County Superintendent of Stanislaus County, and with the chairman of the investigator's thesis committee. Many conferences were also held with individual members of the committee.

After the suggestions made by these persons were carefully considered the revised draft was developed. Those suggestions that were administratively and legally sound were incorporated in the revision.

During the subsequent progress in improving the proposed guide many more conferences were held with the County Superintendent and the Assistant County Superintendent, and with the Director of Educational Administration at the College of the Pacific. The process of revision was both a time consuming and a continuous task and required many changes and careful editing.

The resulting guide was then rechecked for conformity with the Education Code provisions and generally acceptable school district policy, and for accuracy in form and clarity of expression.

Submission of the Final Draft to the County Superintendent of Schools

After completion of the final guide, a copy was sub-

mitted to the Stanislaus County Superintendent of Schools in the expectation that, with any further desirable revisions, it would be duplicated and distributed with an introductory letter to the governing boards throughout the County.

CHAPTER IV

SUMMARY, CONCLUSIONS AND RECOMMENDATIONS

I. SUMMARY

The problem of this thesis was to develop a manual of policies and procedures as a guide for governing boards of Stanislaus County school districts to use in developing their own written policies.

It was determined that Stanislaus County was an area in which written school district policies were generally lacking, especially in the smaller school districts. The investigator, as an administrator in one of these smaller districts and in cooperation with the County Office, decided to make a study of the County and to attempt to develop a guide for governing boards to use in developing their own policies. During the development of the guide an attempt was made to answer questions concerning: what should be included in the guide, what format would best serve the needs of governing boards in developing a policy manual, the possibility of developing a policy manual completely free from administrative rules and regulations, and the possibility of developing a policy manual that would meet the needs of all districts.

A review of the literature related to school district

policies revealed that each of several texts contained a section on district policies and guiding principles to follow in their development. Many periodicals contained articles indicating a need for such manuals. Seventeen policy manuals from county offices or school districts presented material that was very useful in the development of the guide.

The first step in the actual development of the Guide for Governing Boards in Developing School District Policies was to prepare a tentative outline of the organization and proposed content. This was subjected to a critical review by members of a ten-member representative advisory committee whose suggestions and recommendations were evaluated and, in most cases, followed in subsequent revisions.

The final revision was submitted to the Stanislaus County Superintendent of Schools in anticipation that it would be reproduced, with such changes as might be desirable, for distribution to the governing boards of school districts throughout the County.

II. CONCLUSIONS AND RECOMMENDATIONS

As a result of the completion of this study a number of conclusions and recommendations are offered.

1. Every school district should have written policies as guides to action, and each district must develop a policy manual to meet its own needs.

2. Policies must be adopted by the governing board before they become effective.
3. The policy manual developed by a school district must define the boundaries within which the schools shall be operated, but shall not take the place of good administration.
4. The policy manual should grow out of a cooperative effort of board members, administrative personnel, and other district staff.
5. The policy manual should be divided into articles or chapters each to include a major area of school operation or responsibility.
6. The policies should not include the details of management. These should be developed separately by the superintendent and his staff in accordance with the general policies of the board.
7. The policy manual should be periodically revised and kept up to date to conform to changes in the Education Code, the rules and regulations of the State Board of Education, and the educational program of the district.
8. It is suggested that the policy manual be of the loose-leaf type to facilitate insertion of new pages or revised pages or the removal of pages that contain obsolete material.

9. Although this study was made with particular reference to Stanislaus County, the policy manual may well serve, with minor changes and adaptations, the needs of school boards in many areas in California

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APPENDIX

**GUIDE FOR GOVERNING BOARDS IN DEVELOPING
SCHOOL DISTRICT POLICIES**

ADVISORY COMMITTEE

This manual has been made possible by the coordinated efforts of an advisory committee composed of school board members, administrators, teachers, County Superintendent of Schools, the Assistant County Superintendent of Schools, and educational administration personnel from the College of the Pacific.

Many school districts and county offices contributed policy manuals that were helpful in the development of this project.

Advisory Committee

George Edwards, Board Member
Empire Union Elementary School District

Albert J. Gilbert, Teacher
Patterson Elementary School District

Elmer R. Marriott, Board Member
Chatom Union Elementary School District

Wilbur Merrill, Board Member
Chatom Union Elementary School District

T. L. Schendel, Board Member
Denair Unified School District

Virgil W. Vance, Board Member
Keyes Union Elementary School District

Donald E. Wicklund, Teaching-Principal
Mountain View Elementary School District

Consultants

Fred C. Beyer, County Superintendent of Schools
Stanislaus County

Rollin C. Fox, Director of Educational Administration
College of the Pacific

Virgil W. Howard, Assistant County Superintendent of
Schools, Stanislaus County

P O L I C I E S

of the

_____ SCHOOL DISTRICT

Revised and Adopted by the Governing Board

on _____, 19____

BOARD MEMBERS

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ARTICLE I. GOVERNING BOARD

1.1 Legal Basis and Authority of Board

The Board shall act as the representative of the State in carrying out the will of the people of the district in the matter of public education. The Board shall be responsible for the organization and operation of the schools of the district in conformity with the laws of the State and the Rules and Regulations of the State Board of Education.

1.2 Duties and Responsibilities

- a. The Board shall establish rules and regulations for the control of the schools under its jurisdiction. E. C. 984 (2204*)
- b. It shall be the duty of the Board to select a superintendent (or principal**) who shall be the chief executive officer, and delegate to him the authority of administering the policies of the Board. E. C. 1531, 1551 (1301, 1306)
- c. The Board shall employ or dismiss employees upon the recommendations of the superintendent (or principal.) E. C. 1551 (1306)
- d. The Board shall adopt an annual budget after due consideration of such administrative and financial reports as may be required. E. C. 20601-20652 (6301-6310)

*Provisions of Education Code, State of California. New Code sections are underscored. (1957 Code sections appear in parentheses.)

**In districts not employing a superintendent it is assumed that the principal will serve as chief executive officer for the Board. See Section 2.1 b (1).

- e. The Board shall disburse funds of the district on written order signed by the majority of the Board, except that an employee of the Board or member of the Board may be authorized to sign the order. E. C. 21101-21103 (6101-6103)
- f. The Board shall fix the rate of compensation for all employees. E. C. 13251 (13001-13001.1)
- g. The Board shall consider and pass upon the annual school calendar. E. C. 5101 (5101)
- h. The Board may declare local school holidays. E. C. 5202 (5152)
- i. The Board shall provide for the annual audit of all funds which are under the supervision of the district, including student organizations and the cafeteria. E. C. 17206 (5010)
- j. The Board shall provide for the payment of traveling expenses of any representative of the Board when performing services directed by the Board. E. C. 983 (2203)
- k. The Board may select a member or members of the Board to attend meetings of any society, association, or organization for which the school district has subscribed for membership, or any convention to which it may pay the expenses for any employee. The actual expenses of the member or members shall be allowed and paid out of the funds of the district. E. C. 994 (2210)
- l. The Board may accept gifts, donations, bequests, and devises as are made to the district for the benefit of the school. E. C. 988 (2206)
- m. No member of the Board shall be interested in any contracts made by the Board. E. C. 907 (1011)
- n. The Board shall pass upon the recommendations of the superintendent (or principal).
- (1) on matters of repairs and maintenance of the buildings, grounds and equipment.
 - (2) on matters of capital outlay with reference to buildings, major improvements, and equipment.

- (3) on matters pertaining to the curricular offerings of the school district.
- (4) on matters of policy pertaining to the welfare of the school.
- o. The Board shall require and consider reports from the superintendent (or principal) of the district concerning the program and condition of the school.
- p. The Board shall consider communications and requests from citizens or organizations on matters of policy and administration.

1.3 Organization of the Board

a. Election of Officers

The Board shall meet annually on the first day of July and

(for three-member board) select a clerk who shall also serve as chairman of the Board. E. C. 1061 (1041)

(for five-member board) select a president and a clerk. E. C. 1062 (1041.5)

The Board shall annually at the first meeting in the school year select one of its members as its representative to the County Committee on School District Organization. E. C. 3103 (4901.2)

The Board shall designate the superintendent (or principal) as secretary of the Board.

b. Duties of Officers

(1) President (clerk for three-member board)

To preside at all meetings of the Board.

To call special meetings as required.

To appoint or provide for the election of all committees.

To perform such other duties as may be prescribed by law or by board action.

(2) Clerk

The clerk shall, after approval by the Board, sign the minutes of all regular and special meetings, and all other official documents.

c. Committees of the Board

The Board shall have no standing committees.

The Board shall authorize such special committees as are deemed necessary. A special committee shall report its recommendations to the Board for appropriate action after which it is automatically dissolved.

1.4 Meetingsa. Regular

Regular monthly meetings of the Board shall be held at (time) _____ on the (day of month) _____ in (specific place in the school) _____
E. C. 934 (2204)

A majority of the board members constitute a quorum for the transaction of business.

b. Special

Special meetings may be called at any time by the chairman. Written notice specifying business to be considered shall be delivered in person to each member of the Board or arrive by mail twenty-four hours prior to the time of the meeting. No business may be transacted except that for which it is called. G. C. 54956

c. Executive Session

The Board may hold executive sessions to consider the employment or dismissal of any employee, complaints brought against an employee, or disciplinary action in connection with a pupil. The hearings may be public if the employee so requests.
E. C. 936 (2204.3)

a. Adjourned Meetings

Any meeting may be adjourned by the Board to meet at a time and place agreed upon.

e. Open Meetings

All meetings with the exception of executive sessions shall be open to the public.

1.5 Procedure

a. Parliamentary Practice

Robert's Rules of Order shall be used in the conduct of all meetings of the Board.

b. Order of Business: (To be shown on agenda, prepared in advance of each meeting.)

(See G.S.B.A. publication Boardmanship, Page 102 for sample agenda shown below.)

Call to order

Roll call and establishment of quorum

Approval of minutes of previous meeting(s)

Hearing of delegations

Communications

Superintendent's report (items to be enumerated)

Unfinished business (items to be enumerated)

New business (items to be enumerated)

Other business

Adjournment

c. Minutes of Proceedings

The (secretary, clerk) shall keep minutes of all Board meetings, which shall be maintained as permanent records of the district and shall be open to inspection of the public at the offices of the Board. E. C. 1067-1068 (1046-1048)

Each motion shall be recorded including names of those making and seconding the motion, and the result of the vote.

1.6 Policy Adoption and Revision

The Board may adopt, revise, amend, or otherwise change any policy by declaring its intention to do so at a regular meeting and approving such change at the following regular meeting by a majority vote.

ARTICLE II. ADMINISTRATIVE ORGANIZATION

2.1 The Role of the Superintendent (or Principal)

a. Qualifications

The superintendent (or principal) shall be qualified personally and professionally, by training and experience, to provide educational leadership for the Board and the people of the community, to execute efficiently the policies and regulations adopted by the Board.

b. Selection

The term of office of the superintendent will be a period of (one, two, three, four) years. It will be the duty of the Board either to renew the contract of the superintendent or to notify him in writing prior to the first of January in the last year of his incumbency, that his services will not be required for the next succeeding contractual year. S. C. 1536 (1909.2)

(1) The Role of the Principal Serving Directly Under the Board of Education

(For districts not having a superintendent and employing fewer than eight teachers) the Board shall employ a principal whose relationship to the Board and whose duties shall be comparable.

c. Duties and Responsibilities of Superintendent (or Principal)

He shall:

- (1) Attend all meetings of the Board.
- (2) Serve as secretary to the Board and take the minutes of the meeting or have them taken by a qualified district employee.
- (3) Maintain the records of the Board and complete all records and forms as required by the County Office and State Department of Education.

- (4) Prepare an agenda for all Board meetings.
- (5) Execute the policies and procedures as adopted by the Board.
- (6) Give the Board factual information and technical advice on school matters on which the Board's actions and policy may be based.
- (7) Recommend to the Board the employment and dismissal of employees.
- (8) Fill emergency vacancies with qualified substitutes or temporary employees.
- (9) Assign employees of the district to the positions in which they are to serve, with approval of the Board, and hold them responsible for the efficient fulfillment of their assignments.
- (10) Delegate to subordinates such powers and duties as may be appropriate.
- (11) Supervise the instructional program.
- (12) Supervise the physical facilities and provide for their proper operation, repair, maintenance, and protection.
- (13) Prepare the district school budget for Board approval.
- (14) Attend to the financial, purchasing, and other business aspects of the school district affairs.
- (15) Recommend salary and wage schedules to the Board, and when such schedules are approved, put them into operation.
- (16) Report to the Board on the condition of the schools and needs for changes in organization, for new sites and buildings, or for additional personnel, and on other problems on which the Board should take action.
- (17) Provide the community with up-to-date and accurate information regarding the school program, and interpret the Board's policies to the patrons of the school and general public.

(18) Attend professional meetings as approved by the Board.

(19) Perform any other duties assigned or delegated by the Board.

d. Duties and Responsibilities of a Principal Serving Under the District Superintendent

The principal shall work under the supervision of the superintendent, and (when there is only one principal) shall assume the duties of the superintendent in his absence.

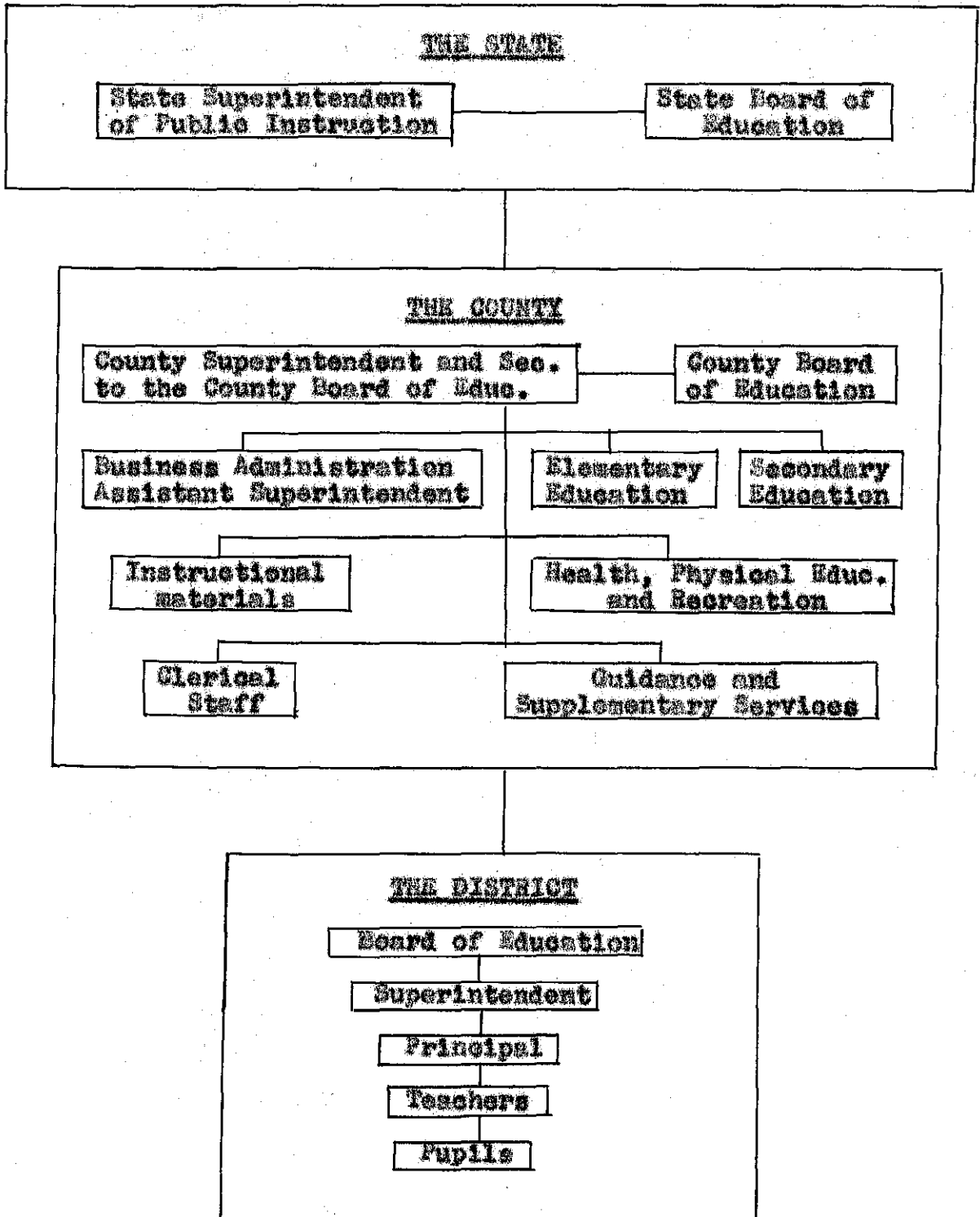
2.2 Substitute to Relieve Teaching-Principal

The Board shall provide a qualified substitute to teach the principal's classes for such days as shall be agreed upon in order that the teaching-principal may give his attention to classroom supervision, attending authorized meetings, and performing such duties as the Board may designate.

The Board shall provide such secretarial help as needed.

2.3 Organization Chart

The local school district in the California public schools is the basic unit for operation of the schools at the local level. The County Schools Office is an intermediate unit representing and assisting the State in carrying the State law and regulations into effect and in the overall supervision of the program in the local school district.



ORGANIZATION CHART FOR CALIFORNIA EDUCATION SYSTEM

ARTICLE III. EDUCATIONAL PROGRAM

3.1 Course of Study

a. State Requirements

The Governing Board shall enforce the course of study and the use of textbooks prescribed or adopted by the State. E. C. 7551 (10031)

b. Responsibility of the County Office

The Board shall adopt as the legal course of study that course of study prescribed by the County Board of Education.

c. Responsibility of Superintendent (or Principal)

The Board may add extra courses as it so desires. The superintendent (or principal) shall have the responsibility for implementing a program that will meet the specific needs of the district, and provide for a well-coordinated and systematic approach to certain areas of instruction.

The superintendent (or principal), as curriculum coordinator and supervisor of instruction, shall utilize all resources and services of the District and the County Office to insure maximum teaching effectiveness within the school.

d. Responsibility of Teachers

All teachers shall use the County Course of Study--E. C. 8551-8552--(9510-9512) and meet any additional requirements as prescribed by the Board.

3.2 County Services

a. Supervision

The superintendent (or principal) and staff shall cooperate with the coordinators and consultants representing the County Superintendent of Schools for the planning and executing of the educational program of the district.

b. Audio-Visual and Library Services

The Board may enter into contracts with the County Superintendent of Schools for audio-visual and library services.

c. Part-Time Instruction Contracted through County Office

The Board may employ, through the Office of the County Superintendent of Schools or otherwise, part-time employees such as homemaking teacher, industrial arts teacher, school nurse, and speech teacher.

3.3 Part-Time Instruction

a. Home Instruction

In those situations where it appears that a pupil will be out of school for a period of two or more weeks because of physical disability, the Board shall employ a home teacher. E. C. 6151-6152 (9121-9122) This service shall be authorized upon the recommendations of the superintendent (or principal).

b. Instrumental Music

It shall be the policy of the Board to provide group lessons in instrumental music on a voluntary basis from grades _____ through _____.

3.4 School Calendar

The Board shall annually adopt a school calendar upon recommendations of the superintendent (or principal) which shall show the dates for the opening and closing of the school term, legal and local holidays, and the other pertinent information concerning the days when school will and will not be in session.

3.5 Minimum School Day

The Board shall establish the hours of daily school sessions as indicated in the Administrative Code, Title V, Section 3 as follows:

- a. Kindergarten: _____ A.M. to _____ P.M.
- b. Grades one through three: _____ A.M. to _____ P.M.
- c. Grades four through eight: _____ A.M. to _____ P.M.

3.6 Lesson Planning

Teachers will prepare lesson plans as required by the superintendent (or principal).

3.7 Field Trips

a. Board Approval

All school trips taking pupils out of the County shall be approved by the Board prior to each trip.

b. Supervision

It shall be the responsibility of the superintendent (or principal) to assign adequate supervision for any group of pupils taking a field trip. It will be permissible to use parents to assist credentialed personnel who are to be in direct charge.

c. Parent Permission Slips

The superintendent (or principal) may require each pupil participating in a field trip to present a permission slip signed by the parent or legal guardian to the teacher in charge granting the pupil permission to make the trip.

3.8 Special Education

It shall be the policy of the Board to meet the special needs of all the children in the district in so far as possible. It shall be the intent of the district to cooperate with the Office of the County Superintendent of Schools so that the special needs of pupils can be met. The superintendent (or principal) together with specialized personnel and the staff shall have the responsibility of identifying children in need of special instruction.

ARTICLE IV. CERTIFICATED PERSONNEL

4.1 Employment Procedures

a. Appointment and Assignment

- (1) Candidates for employment shall be recommended by the superintendent (or principal) and employed by official action of the Board.
- (2) Terms of employment shall be clearly defined and made available to applicants as part of employment conditions.
- (3) The superintendent (or principal) is authorized to assign all personnel to their duties.

b. Contracts

The Board shall require all employees to sign an employment contract in triplicate on forms provided, one copy for the employee, one for the district, and one for the County Office.

c. Substitute Teachers

The superintendent (or principal) shall maintain an active list of persons qualified to act as substitute teachers. It shall be his duty to assign and release them on a day to day basis.

d. Principal for each school

The Board shall employ a principal for each school under its jurisdiction. E. C. 1000 (13032)

4.2 Qualifications

a. Training and Experience

It shall be the general policy of the Board to employ on the staff the best available credentialed personnel. Training and experience shall be appropriate to the field or level to which the candidate is assigned.

b. Certification

Prior to assuming their duties, all certificated employees shall file a valid credential with the County Superintendent of Schools. E. C. 13275 (13031.1)

c. Health Requirements

Each employee shall file (annually, every two years) with the superintendent (or principal) a statement showing that an x-ray of his lungs shows him to be free from tuberculosis. E. C. 13275 (13031.1)

(Section 13276 (13031.2) provides the procedure to be used in lieu of x-ray by those who belong to certain religious sects.)

d. Non-Communist Oath

A non-communist oath shall be taken by all school employees. E. C. 12951-12952 (12600-12607)

4.3 Classification

a. Probationary Employees

The Board shall classify as probationary those persons employed on a yearly contract in positions requiring certification. E. C. 13334 (13101)

b. Temporary Employees

Certificated employees serving from day to day to teach temporary classes during the first three months of the school term are to be classified as temporary. E. C. 13337 (13104)

c. Substitute Employees

Certificated employees filling positions of regularly employed persons who are absent from service are to be classified as substitute employees. E. C. 13336 (13103)

4.4 Duties and Assignments

a. Time Assignment

The "on duty" work day shall normally be from _____ A.M. to _____ P.M. Modifications may be made by the superintendent (or principal).

b. Discipline

It shall be the responsibility of each teacher to maintain proper discipline of the pupils under his charge.

c. Substitute Teachers

The substitute teacher shall have the same responsibility and authority of the teacher he replaces except as otherwise directed by the superintendent (or principal).

4.5 Salaries

The Board shall adopt a salary schedule annually, or shall adopt the recommended County Salary Schedule, but shall reserve the right for each succeeding year to make any increases, reductions, or other changes which in its judgment may be necessary from time to time. The Board reserves the right during the school year to increase the annual salaries of certificated employees. B. C. 13510 (13808)

4.6 Pay Period

Teachers shall be paid not later than the fifth day of each month following each month of service beginning with the month of _____ and ending with the month of _____.

4.7 Mileage Allowance

Employees of the district shall be reimbursed for actual and necessary costs of travel authorized by the Board. When private automobiles are used the rate per mile shall be _____.

4.8 Payroll Deductions

a. Retirement Fund

All certificated regular employees will be required to be a member of the California State Teacher Retirement System, with deductions being made for each month of service.

b. Insurance

When authorized by the employee, deductions will be made for insurance premiums.

4.9 Leaves of Absence

a. Sick Leave

Certificated employees shall be entitled to ten days' sick leave per year. Unused days shall be accumulated from year to year. E. C. 13468 (13841.1)

b. Maternity Leave

The Board shall grant a certificated employee, who is an expectant mother (leave of absence without pay, _____ days with pay, or will receive the difference between her salary and that of the substitute.) The leave shall start not less than _____ days prior to the expected date of confinement, and shall extend at least _____ days after the birth of the child. E. C. 13456 (13672.1) (The doctor's recommendation may be required in cases of necessity.)

c. Bereavement Leave

The Board shall grant three days' bereavement leave (plus _____ additional days) to any certificated employee for the death of a member of his immediate family, or other relative living in his household. E. C. 13470 (13841.3)

d. Other Leaves

(Attendance at conferences, sabbatical, exchange teaching, military, personal, and court leaves may be desirable for your district. Please refer to the appropriate Code sections.)

4.10 Supervision, Retention and Tenure

a. Supervision

Employees shall be under the direction of the superintendent (or principal).

b. Retention

- (1) Persons currently employed in positions requiring certification may be reelected on or after the first day of May. E. C. 13258 (13002)
- (2) Any certificated employee not under permanent tenure must signify his acceptance within twenty days of the offer of employment for the next year, or he shall be deemed to have declined the offer. E. C. 13259 (13003)
- (3) Certificated personnel in districts with an average daily attendance of 850 or more shall attain permanent status when elected to their fourth consecutive year to a position requiring certification qualifications. E. C. 13304-13308 (13081-13084)

c. Dismissal

(1) Probationary Employees

A probationary employee whose services will not be required for the next school year must be notified in writing on or before May 15 of the current school year. E. C. 13443 (13582)

(2) Permanent Employee

After once attaining permanent status, the employee cannot be dismissed except as outlined in Education Code Sections 13403-13448 (13521-13560).

4.11 Vacations and Holidays

Vacations for certificated employees will be governed by the terms of the contract, the school calendar, and the individual assignment.

All teaching personnel on a _____ month contract will be subject to recall for duty _____ days prior to the opening of the school year.

Certificated personnel shall be granted such holidays as are designated by the Board. (See Article 3.4.)

4.12 Resignations

Any employee desiring to resign his position shall make the request in writing to the superintendent (or principal) stating the reasons and the time that he wishes the resignation to become effective. The Board shall act upon the superintendent's (or principal's) recommendation for the resignation and if accepted establish the time when such resignation shall take effect.

4.13 Civil Rights

The Board recognizes the right and privilege of any employee of the district to take or refrain from taking a stand on a political issue and to support or oppose any issue or candidate, provided such activities are carried on during the employee's off-duty time and when the employee is not on the premises of the district.
E. C. 13004 (13205)

ARTICLE V. CLASSIFIED PERSONNEL

5.1 Employment Procedures

a. Qualifications

Applicants for classified positions will be recommended by the superintendent (or principal) to the Board.

(1) Annual Employment

The employment of classified employees shall be considered annually.

(2) Probationary Period

Employees shall serve a six months' probationary period before being considered a regular employee.

(3) Non-Communist Oath

A non-communist oath shall be taken on the proper form by all school employees.
E. C. 12951-12952 (12600-12607)

(4) Health Requirements

Each employee shall file (annually, every two years) with the superintendent (or principal) a statement showing that an x-ray of his lungs shows him to be free from tuberculosis.
E. C. 13275 (13031.1)

(Section 13276 (13031.2) of the Education Code provides the procedure to be used in lieu of x-ray by those who belong to certain religious sects.)

5.2 Duties and Responsibilities

Assignment of the duties and responsibilities of the classified employees shall be the direct responsibility of the superintendent (or principal).

5.3 Salaries

The Board shall establish a salary schedule for classified employees annually based upon position, training, experience and other appropriate factors.

5.4 Pay Period

Classified employees shall be paid not later than the fifth day of each month following each month of service.

5.5 Mileage

Employees of the district shall be reimbursed for actual and necessary costs of travel authorized by the Board. When private automobiles are used the rate per mile shall be _____.

5.6 Payroll Deductions

Permanent employees after six consecutive months' employment will be required to join the State Employees Retirement System. Payroll deductions will be made at rates determined by the Retirement System.

5.7 Hours of Work

The hours of work for full-time classified employees shall be _____ hours a day and _____ hours per week. A rest of _____ minutes shall be authorized for each morning or afternoon, or its equivalent period.

5.8 Overtime

It shall be the policy of the Board to avoid overtime work whenever possible. When and if overtime work is necessary, and authorized, classified employees shall be compensated for such overtime at the rate established by the Board, or given compensatory time off at a time authorized by the superintendent (or principal).

5.9 Part-Time Employment

A work schedule of fewer than eight hours daily, or 40 hours weekly, shall be considered part-time service, and the compensation for such part-time service shall be determined by the relation that the actual number of hours of service bears to the number of hours required in full-time employment.

5.10 Vacations and Holidays

a. Vacations

Each full-time regular employee shall be allowed vacation with pay which shall accumulate at the rate of $5/6$ of a working day for each calendar month of service thereof.

Each regular part-time employee shall be allowed the pro-rated vacation time based on that he would receive as a full-time employee. E. C. 13712 (14112)

No employee shall be allowed to take earned vacation until he has completed at least six months' of service, or accumulated earned vacation in excess of five working days.

b. Holidays

All classified employees shall be paid for holidays as set forth in Section 5210 (8151) of the Education Code. In addition to these holidays the Board may declare other holidays, provided the holiday occurs during the normal course of employment. If any of these holidays fall upon Sunday, the following Monday shall become a holiday and is hereby declared a Board holiday without further action by the Board.

5.11 Leaves of Absence

a. Sick Leave

Classified employees are entitled to _____ days' sick leave with pay each year. Unused sick leave is accumulative to a total of _____ days.

Part-time employees shall accumulate sick leave on the basis of the ratio between hours of employment and full-time employment.

b. Bereavement Leave

Classified employees shall be entitled to _____ days' bereavement leave with pay. Bereavement is interpreted as that occasioned by death in the immediate family of the employee. E. C. 13470 (13841.3)

c. Appearance in Court

No deduction will be made for any employee ordered to appear in court as a witness when so authorized by the superintendent (or principal).

5.12 Supervision

Immediate supervision of the classified employees shall be the responsibility of the superintendent (or principal).

a. Line of Authority

Problems arising regarding an employee's work or relationship with other school personnel are to be discussed with the superintendent (or principal). Problems not satisfactorily settled may be referred to the Board whose decision shall be final.

5.13 Resignations

Classified employees desiring to resign shall submit a letter of resignation to the superintendent (or principal) at least _____ days before anticipated date of resignation, unless otherwise approved by the superintendent (or principal).

5.14 Civil Rights

The Board recognizes the right and privilege of any employee of the district to take or refrain from taking a stand on a political issue and to support or oppose any issue or candidate, provided such activities are carried on during the employee's off-duty time and when the employee is not on the premises of the district.
E. C. 13004 (13205)

ARTICLE VI. PUPILS

6.1 Admission and Registration

a. Admission

(1) Kindergarten

Pupils may be admitted to kindergarten who are four years and nine months' old on or before September 1 of the school year. Admission after the first school month shall be at the discretion of the superintendent (or principal), E. C. 5254 (8404)

(2) First Grade

A child who has reached the age of five years and nine months on or before September 1 of the current school year shall be admitted to the first grade during the first month of school. Admission after the first month of school shall be at the discretion of the superintendent (or principal).

(3) The superintendent shall admit to the high school any pupil of the district who has completed the work of the eighth grade, and any other person who in his judgment is capable of profiting from the instruction offered. (A.C., Title V, Sect. 95, 103)

b. Registration

Parents shall be required to furnish documentary evidence of the birth date of the child at the time of enrolling in kindergarten or first grade.

A new pupil enrolled in grades above grade one shall be placed in the grade commensurate with his maturation and achievement until such time as documentary evidence of prior school attendance is presented or received.

6.2 Attendance Administration

a. Inter-District Agreements

The Board shall require an inter-district attendance agreement for pupils attending the schools in the district but whose legal residence is in another district. E. G. 10801 (1503)

The Board shall consider each individual case when a request is made for the pupil to attend a district other than the district of his legal residence.

b. Released Time for Religious Education

(For Boards adopting such a plan.) Upon written requests of the parents pupils may be released from class to attend regularly scheduled released-time classes for religious education under regulations approved by the Board. Each pupil released for these purposes shall attend the regularly scheduled classes for a minimum day before or after his release for religious education. E. G. 8201 (8266)

6.3 Duties and Responsibilities

a. General

All pupils are expected to comply with school regulations, to pursue the required course of study, and to accept the authority of the superintendent (or principal) and teachers.

b. Permission to Leave School Premises

A pupil is to remain on the school grounds at all times while the school is in session, except when excused by the superintendent (or principal).

c. Private Lessons

Pupils may not be absent during any part of the school day for private lessons, except as authorized by the superintendent (or principal).

d. Damage to School Property

Pupils or their parents shall be held liable for any wilful damage to school buildings, equipment, or other school property. (A. C. Title V, Sect. 61)

e. Discipline

All pupils are prohibited from smoking or having tobacco on or near the school premises.

6.4 Suspension and Expulsion

a. Suspension

The principal may suspend pupils for reasons as cited by the Education Code Sections 10605-10608 (16071-16078). No pupil shall be suspended for more than two consecutive weeks.

b. Expulsion

Pupils shall be expelled from the school only upon the recommendations of the superintendent (or principal) and by action of the Board.

6.5 Safety and Accidents

a. Fire Drills

Fire drills are to be conducted at least once each month under the supervision of the principal.

b. Protection Against Kidnappers and Sex Offenders

Children shall be instructed by school personnel not to accept gifts or automobile rides from strangers.

A pupil is to be released from school during school hours only to a parent or other adult person who the principal believes is an authorized person.

c. Accidents

(1) First Aid

First aid supplies shall be kept in an accessible place in the school.

(2) Minor Accidents

The teacher or school secretary shall administer first aid in the absence of the nurse.

(3) Major Accidents

In the event of serious injury to a pupil, necessary first aid is to be given and the parents are to be notified, but if the parents are unavailable the doctor authorized by the parents is to be notified, or other instructions given by the parents are to be followed.

d. Pupil Accident Insurance

(The Board may insure the pupils with accident insurance, which may be paid from the district funds R. C. 11709-11711 (16423-16424), or may be secured on a voluntary basis, whereby each pupil shall pay for his own policy.)

6.6 Information Regarding Pupils

No school employee or Board member shall give any personal information concerning a pupil in the district to any person except the parent or guardian, person designated by such parent or guardian, an officer of the school, or such other person as given in Education Code Section 10751 (24560).

6.7 Fees and Contributions

Pupils shall not be required to make deposits for school equipment or to purchase or make contributions toward the purchase of books or instructional supplies. Exception to this policy is to be made when a special project from any class becomes the property of the pupil.

Solicitation of the pupils to contribute funds to any organization or to work for any organization not directly under the control of the school authorities is prohibited, except as authorized in advance by the Board.

6.8 Reports to Parents

Pupil report cards shall be issued on a _____ week basis.

6.9 Parent-Teacher Conferences

It shall be the policy of the Board to allow (number) _____ minimum days at the conclusion of the (first, second, third, fourth) reporting periods for the purpose of holding parent-teacher conferences.

6.10 Pupil Promotion

The promotion policy shall be administered in the best interest of the pupil, and instruction for each pupil will, in so far as possible, be adapted to the needs of the pupil. When it appears to be advisable to retain or accelerate a pupil, a conference shall be held with the parent or guardian as early as possible.

6.11 Student Organizations

The Board shall adopt regulations governing all student organizations as prescribed in Education Code, Section 10702-10705 (16141-16145), and those recommended in the State Department Bulletin, Accounting Procedures for Student Organizations.

ARTICLE VII. BUSINESS ADMINISTRATION

7.1 Administrative Control

The superintendent (or principal) shall be responsible for the business administration of the district pursuant to the existing laws and statutes. He may delegate any of this responsibility at his discretion.

The financial records shall be adequate to guide the making or deferring of purchases and holding the expenses within income. Current data shall be readily available for periodic reports to the Board.

7.2 Budget Preparation

a. Responsibility for Preparation

The superintendent (or principal) shall prepare the budget for consideration of the Board.
E. C. 1551 (1306)

b. Based on Needs of the District

The budget shall be based upon the educational needs of the district and the funds available.

7.3 Fund Accounting

a. Accounting Procedures

The district shall maintain complete books and records, and will use the standard accounting forms recommended or approved by the County Office for all funds and accounts authorized by State law.

b. Accounting Manuals

The bulletin, "California School Accounting Manual," shall be used as a guide in all accounting procedures. Further help shall be obtained from such State Bulletins as: Administration of the Insurance Program, Administration of the School Food Service Program, Accounting Procedures for Student Organizations, School District Property and Equipment Accounting, Attendance Accounting in California Public Schools, and from Business Procedures Manual for Stanislaus County Schools.

7.4 Reporting

At each regular monthly meeting the Board shall receive from the superintendent (or principal) for examination and filing a report on the current status of all funds and accounts.

7.5 Purchasing and Contracts

a. Legal Limits

Contracts in excess of \$1000 for materials and labor or services shall be advertised for competitive bids and let to the lowest responsible bidder.
E. C. 15951 (18051)

b. Standard School Supplies

The Board shall purchase standard school supplies through the County Office, or as directed by the Office through the County Purchasing Agent.
E. C. 16501 (18851) (High school boards may purchase supplies in the same manner.) E. C. 16504 (18854)

c. Purchase Orders

All purchases shall be made by pre-numbered purchase orders. _____ is hereby designated to authorize purchases in the name of the district. He is authorized to make those purchases necessary for the normal operation of the school program.

d. Authorization of Purchases

Purchases shall be ratified by Board action at a regular or special meeting and shall be recorded in the minutes of the meeting.

7.6 Advertising

Before awarding a contract for over \$1000, the Board shall advertise for bids once a week for at least two consecutive weeks. The call for bids shall be published in (a newspaper of general circulation in the district, or if no such paper is in circulation in the district, the bids shall be published in a county newspaper.)
E. C. 15952 (18052)

7.7 Revolving Cash Fund

A revolving cash fund of \$_____ reimbursible monthly, will be kept in the office of the superintendent (or principal) for the purchase of emergency or perishable supplies. _____ shall be designated to use the fund. E. C. 21301 (5901)

7.8 Annual Audit

The Board shall provide, or make arrangements through the County Superintendent of Schools, for an annual audit on all district funds including school lunch program and student body funds. E. C. 17206 (5010)

7.9 Insurance

a. Administrative Responsibility (State Bulletin p. 10.)

The Board shall delegate the authority of administering the insurance program to the superintendent (or principal). The Board may secure the services of a competent insurance advisor who will assume the role of general advisor for the district.

b. Liability Insurance (State Bulletin pp. 2-3.)

The Board shall provide a combined comprehensive general public liability insurance policy covering the Board of Education and all employees. E. C. 1944 (1029)

c. Fire Insurance (State Bulletin pp. 23-31.)

Fire insurance with extended coverage shall be carried on all buildings and their contents. Equipment inventories will be maintained by the superintendent (or principal) to support claims in case of fire.

d. Bonding of Employees (State Bulletin p. 4.)

The Board shall pay the premium necessary to provide a bond for all employees whose duty it is to handle funds of the district. (The Board may provide for the bonding of employees handling property of the district.) E. C. 17207 (5006)

e. Workmen's Compensation (State Bulletin p. 3.)

The Board shall provide Workmen's Compensation Insurance covering all employees of the district in accordance with the provisions of the Workmen's Compensation Act. The district shall be included in the group policy plan through the County Office.
E. C. 812 (1931)

f. Vehicle Coverage

The Board shall provide (medical, collision, physical, non-ownership) vehicle insurance either written separately or included in the comprehensive liability policy. The insurance shall cover all vehicles used in providing pupil transportation in the district.

7.10 Equipment Inventory

The superintendent (or principal) shall be responsible for the maintenance of a district equipment inventory. All items that cost more than five dollars, or have a life expectancy longer than one year shall be included in the inventory.

7.11 Lending of Equipment

According to the opinion of the Attorney General, there is no legal provision which permits the lending of school equipment. It is the policy of the Board not to lend any school equipment.

The use of equipment by school employees in approved programs or for school public relations is permitted when sanctioned by the superintendent (or principal) and authorized by the Board and when equipment is under the control of such employees.

ARTICLE VIII. SCHOOL PROPERTY

8.1 Authorized Use

a. To Whom Available

Use of school facilities under the Civic Center Act is available to Parent-Teacher Associations, farmer's organizations, professional educational associations, character building groups or clubs of citizens formed for recreational, educational, political, economic, or moral activities. E. C. 16551-16564 (19401-19442)

b. Non-Communism Statement

Before any school facilities may be used by an organization, it shall be necessary for an authorized officer of the organization to sign a non-communist oath. E. C. 16565 (19441)

8.2 Requests for Use

Requests for use of school facilities shall be directed to the superintendent (or principal). Requests shall state the purpose and time of meeting, size of group, and facilities and equipment needed. Exceptions may be granted to P. T. A. or similar organizations whose activities pertain directly to the welfare of the pupils for daytime meetings.

8.3 Rental Fees

No rental fee will be charged for the use of facilities except when admissions are charged and the proceeds are used for other than welfare or charitable purposes, in which case a fee will be charged to cover operational costs. Such fee shall be paid prior to use of the facilities. E. C. 16562 (19438)

8.4 Responsibility of User

Permits for use will be issued only if the applicant is willing to be governed by district policies and procedures, to safeguard and care for all property and to assume responsibility for payment of any damages.

In accordance with state law, any materials used as decorations, costumes, stage sets, or for any other purpose in any district facility shall be flame proofed.

8.5 Clean-Up

Any organization using the district facilities shall make satisfactory arrangements with the superintendent (or principal) for clean-up of facilities.

8.6 Keys

Keys to the district buildings will be assigned by the superintendent (or principal) to employees of the district only. Keys shall not be loaned by teachers or others to students or persons not employed by the Board.

Keys issued to an employee will be returned to the superintendent (or principal) upon termination of employment.

Making duplicates of keys or having them made is to be authorized at district expense, only by the superintendent (or principal) and such keys become the property of the school district.

8.7 Use of Alcoholic Beverages

Alcoholic beverages shall not be brought upon school premises or served at any function held in the school facilities.

8.8 Smoking

There shall be no smoking in any room at any time except as authorized by the Board.

8.9 Protection of Property

Use of the school property shall be under the general supervision of the superintendent (or principal). It shall be his duty to delegate responsibility and see that the rules and regulations are enforced.

8.10 Property Accounting

It shall be the responsibility of the superintendent (or principal) to establish and maintain a property accounting system for the district.

ARTICLE IX. TRANSPORTATION

9.1 Pupil Transportation Provided

a. Between Home and School

Transportation will be provided on a systematic basis for all pupils living _____ miles or more from the school of attendance. Due consideration shall be given to special problems, such as transportation to special classes. (A. C. Title V, Subchap. 5.5) and E. C. 18060 (7018.1)

Pupils attending parochial or private schools (will, will not) be transported on the established bus routes. E. C. 16806 (16257)

b. Other than Between Home and School

(The Board may provide special transportation to enable pupils to take part in activities as indicated by the Education Code Sections 5903, 7951, 16851 (9017, 10056, 16271).)

c. Educational Trips

The Board shall authorize the liberal use of bus or buses for properly supervised educational trips. Such trips will include the following: Agriculture classes, forestry classes, outdoor science and conservation education, school athletic contests, and fairs and expositions.

9.2 Rules and Regulations

The superintendent (or principal) may make and enforce any reasonable rules or regulations regarding district transportation.

9.3 Bus Drivers

a. Qualifications

School buses shall be operated by persons possessing a school bus operators permit. E. C. 16851 (16273-16275) See A. C. Title V, Sect. 1078, and Vehicle Code Section 250.

b. Authority

The driver of a vehicle transporting pupils and other authorized persons shall have complete authority over all passengers and is responsible for discipline and orderly conduct.

c. In-Service Training

Employees of the district are authorized by the Board to attend meetings that are held in the district or throughout the county for the purpose of improving pupil transportation, and shall be reimbursed for necessary and actual travel expenses.

9.4 Contracting Procedures

a. Transportation Secured by Contract

The Board may contract with a common carrier, parents or guardians, or other responsible party for the transportation of pupils. E. C. 16801 (16251)

b. Bidding

Bids must be secured for a contract or expenditure involving \$1000 or more. E. C. 16802 (16252)

c. Continuing Contracts

The Board may secure continuing contracts for transportation from home to school, providing that no contract shall be for a period of more than five years.

d. Payments in Lieu of Transportation

If, in the judgment of the Board, it would be more economical to pay for the pupil's board and lodging at a point close to the school than to provide for his transportation, such payments may be made to the pupil's parents or guardians. E. C. 16804 (16255)

9.5 Accounting and Reporting

a. Maintain Records

The superintendent (or principal) shall be responsible for maintaining records of all expenses that are involved in the transportation of pupils. The records shall be maintained in the manner prescribed by the Superintendent of Public Instruction. E. C. 18054 (7013)

b. Annual Report

The superintendent (or principal) shall be responsible for an annual report of transportation costs to be sent to the County Office for transmittal to the State Department of Education.

c. District Map

The superintendent (or principal) shall prepare and maintain a map of the district showing the residence of each child who is transported.

9.6 Purchasing and Replacement of Buses

a. Required Approvals

Written approval of the County Superintendent is required before the district may purchase new transportation equipment, or replace a bus. E. C. 16802 (16252)

b. Type of Bus

The Board shall determine the size and type of bus desired, and specify in its call for bids the type of chassis and body that will be purchased.

9.7 Equipment Maintenance

It shall be the responsibility of the superintendent (or principal) to supervise all district owned transportation equipment for proper maintenance and operation.

ARTICLE X. FOOD SERVICES

10.1 Food Services Provided

a. Legal Basis

The cost of establishing a school cafeteria, and the cost of housing, equipping, and operating shall be a legal charge against district funds.
E. C. 17002-17101 (19301-19302)

b. Voluntary Use of Cafeteria

The cafeteria shall be operated as a non-profit service to pupils, but no pupil may be compelled to patronize the cafeteria.

c. Meals for Needy Pupils

Free meals for needy children who are approved by the superintendent (or principal) shall be an expense of the general fund of the district.
E. C. 11706-11707 (16420-16421)

d. Use of Cafeteria

The Board shall authorize the use of the cafeteria for customary functions of the Parent-Teacher Associations and other groups mentioned in the Civic Center Act, E. C. 16551 (19401), and such other organizations as the Board authorizes.

The following regulations shall govern the use:

- (1) Food owned by the school district shall not be used.
- (2) Arrangements for use of the cafeteria when cooking is involved must be made through the superintendent's (or principal's) office.
- (3) A regular cafeteria employee shall be in charge if there is preparation of food, or serving of food by use of school utensils, dishes, or silverware.

e. Guest Meals

The cafeteria shall not donate meals or foodstuffs, even to the guests of the school, inasmuch as all cafeteria assets are public property.

10.2 Financing

a. Initial Replacement Cost

The cost of housing and initial equipment for the cafeteria shall be paid from the general fund. Replacement of equipment will be charged against the cafeteria account except when the Board resolution makes them a charge against the general fund. E. C. 17101 (19302)

b. Federal Aid

The district shall participate in the National School Lunch Program and Special Milk Program.

c. Meal Prices

The Board shall determine the price at which meals will be sold to pupils and to teachers.

d. Establish Bank Account

The Board shall establish a bank account known as "The Cafeteria Account of _____ School District" E. C. 17053 (19307). The Board shall designate (persons position title) _____ to have custody of the cafeteria bank account. This person shall be responsible for the payment into the account of all moneys required to be paid into the account and for all expenditures therefrom. E. C. 17054 (19308)

e. Credit

The school cafeteria will not extend credit to any individual.

10.3 Cash Collections

The superintendent (or principal) shall establish the proper controls for cash collections in the cafeteria.

10.4 Purchasing

a. Perishable Foodstuffs and Seasonal Commodities

It shall be the policy of the Board to purchase perishable foodstuffs and seasonal commodities needed in the cafeteria operations on the open market by negotiation, at such times as such purchases appear, in the judgment of the (person) _____, to be to the advantage of the district. S. C. 17005 (19312)

b. Supplies

Supplies necessary to carry out the functions of the cafeteria may be purchased by the (person) _____ as required.

c. Equipment

Equipment may be purchased as required by the (person) _____, provided the purchase price is \$ _____ or less. Any equipment in excess of this amount may not be purchased without the approval of the Board.

10.5 Accounting and Reporting

The superintendent (or principal) shall be responsible to the Board for proper accounting of the cafeteria funds. Regular monthly financial reports shall be submitted to the Board.

10.6 Cafeteria Employees

Employees of school cafeterias are subject to the same regulations which govern other district employees.

a. Manager

The Board shall employ a cafeteria manager on a monthly basis, the normal work year to be ten months. Her specific duties shall be determined by the superintendent (or principal).

b. Cooks-Helper

The Board may employ one or more cooks-helpers as needed with specific duties as shall be determined.

c. Pupil Help

Student help (may, may not) be authorized by the superintendent (or principal).

10.7 Workshops

Employees of the district are authorized by the Board to attend meetings that are held in the district or throughout the county for the purpose of improving the food service program, and shall be reimbursed for actual and necessary travel expenses.

ARTICLE XI. SCHOOL COMMUNITY RELATIONS

11.1 Importance of Community Relations

The Board recognizes the right of the public to information concerning all of its actions and policies concerning the educational and business operations of the schools.

It is important that the community be informed of the needs, resources and conditions of the school.

It shall be the policy of the Board to use such media as the press, special school bulletins, pamphlets, school programs, open house, exhibits, parent organizations, and a continued effort to get the public into the schools to observe the activities and facilities.

The public shall be invited to attend board meetings, present suggestions or complaints to the superintendent (or principal) and to the Board, and to serve on advisory committees to the Board and/or superintendent (or principal).

11.2 Responsibility of Board

The Board and each member thereof, in cooperation with the superintendent (or principal) is expected to interpret the work of the Board and the general framework of the school to the community, and to meet with community groups for mutual discussion of school matters.

11.3 Responsibility of the Superintendent (or Principal)

The superintendent (or principal) shall direct the program for community relations. He will work with parent organizations and other groups interested in the welfare of the school.

11.4 Responsibility of Other Employees

All employees of the district will be expected to meet their obligations to the community by participating in parent organizations and other groups, and promoting a better understanding between the school and the citizens of the community.

APPENDIX

It is suggested that such items as the following be included as a supplement to the Guide:

1. Philosophy of education in the district
2. Legal calendar
3. Proposed school calendar adopted by the County Board of Education
4. Sample Board meeting agenda
5. Sample Board minutes
6. Salary schedule (certificated)
7. Salary schedule (classified)