

Components of a Board Policy

Policy Identification

Each policy is assigned a code number. Before each code number you will find either:

- BP** (Board Policy)
- AR** (Administrative Regulation)
- BB** (Board Bylaw)
- E** (Exhibit)

Code numbers appear at the top-right hand corner of each page. Lowercase letters in parentheses following the code number (a, b, c, etc.) indicate the page within the policy.

Policies and Regs

Many policies are followed by an *Administrative Regulation*. The administrative regulation implements the policy and often summarizes the law. In a few instances, there may be a regulation without a policy.

Organization

Policies and administrative regulations are organized according to the following system:

- 0000** Philosophy-Goals-Objectives-Comprehensive Plans
including: District Goals, Site Councils, Technology Plan, Safety Plan.
- 1000** Community Relations
including: Visitors/Outsiders, Volunteers, Complaint Procedures
- 2000** Administration *including: Superintendent Evaluation*
- 3000** Business and Noninstructional Operations *including: Budget, Transportation, Food Services, Emergency Procedures*
- 4000** Personnel (see note*)
- 5000** Students *including: Grades, Discipline, Health issues*
- 6000** Instruction *including: Curriculum, Special Ed*
- 7000** Facilities *including: Facilities Master Plan*
- 8000** Left blank for future expansion
- 9000** Bylaws of the Board

Cross References

A "cf." followed by a policy number and title indicates a cross reference to a related policy.

Legal References

Citations to related laws or court decisions are provided in the legal references at the end of policies, bylaws and those regulations for which no policy is provided.

Management Resources

Additional materials that may be helpful are listed under Management Resources at the end of policies, bylaws or regulations. Management resources include California Department of Education advisories and CSBA reports.

*Personnel Section Note

The 4000 section is further divided based upon employee classification:

- 4100's certificated employees,
- 4200's classified employees
- 4300's management, supervisory and confidential employees

Some policies are "triple coded" (i.e. 4111.2, 4211.2, 4311.2) indicating that this policy applies to all employees - certificated, classified and management. To save space, "triple coded" policies are located only in the 4100 section of the manual.