

NOTE: The CSBA comprehensive index/table of contents is widely used by districts throughout the state. It provides a standard index system designed to accommodate future policies/regulations and at the same time provides a table of contents for this manual. This sample reference manual contains only those Board policies (BP), administrative regulations (AR) and exhibits (E) specified in the right-hand column.

Note: The 4000 series is separated into four sections: 4000s apply to all personnel, 4100s to Certificated, the 4200s to Classified and the 4300s to Management, Supervisory and Confidential Personnel. However, many of the policies are the same for each classification; thus, in order to avoid duplication, some policies and regulations are either "triple coded" or "double coded." For example, a policy that is "triple coded" applies to all personnel, is number 41--, 42-- and 43--, and is coded as such in the top right-hand corner of the appropriate page. For purposes of this index, a policy with a (see 41--) after the title refers the reader to the 4100 series where the policy is physically placed.

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B.	Nondiscrimination in Employment .....	<a href="#">4030</a>	BP	AR
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2.	Lactation Accommodation.....	<a href="#">4033</a>	BP	
C.	Employee Use of Technology .....	<a href="#">4040</a>	BP	E
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b.	Professional Advancement .....	<a href="#">4112.11</a>		AR
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(1)	Interns.....	<a href="#">4112.21</a>	BP	AR
(2)	Staff Teaching English Language Learners.....	<a href="#">4112.22</a>		AR
(3)	Special Education Staff .....	<a href="#">4112.23</a>		AR
d.	Oath or Affirmation .....	<a href="#">4112.3</a>		AR
e.	Health Examinations.....	<a href="#">4112.4</a>	BP	AR
(1)	Drug and Alcohol Testing for School Bus Drivers.....	<a href="#">4112.42</a>	BP	
(2)	Drivers of Commercial Motor Vehicles, Alcohol and Controlled Substances Testing.....	<a href="#">4112.42</a>		AR
f.	Criminal Record Check .....	<a href="#">4112.5</a>		AR E
g.	Personnel Records .....	<a href="#">4112.6</a>		AR
(1)	Employment References.....	<a href="#">4112.61</a>		AR
h.	Employment of Relatives .....	<a href="#">4112.8</a>	BP	
i.	Employee Notifications .....	<a href="#">4112.9</a>	BP	E

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5.	Probationary/Permanent Status .....	<a href="#">4116</a>	BP AR
a.	Training, Assistance and Evaluation of Probationary Teachers .....	<a href="#">4116.2</a>	BP
6.	Separation		
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	(1) Preretirement Part-Time Employment .....	<a href="#">4117.11</a>	BP AR
	(2) Early Retirement Option .....	<a href="#">4117.13</a>	BP
	(3) Postretirement Employment .....	<a href="#">4117.14</a>	AR
b.	Resignation .....	<a href="#">4117.2</a>	BP
c.	Personnel Reduction .....	<a href="#">4117.3</a>	BP AR
d.	Dismissal .....	<a href="#">4117.4</a>	AR
e.	Termination Probationary Certificated Employees.....	<a href="#">4117.5</a>	BP AR
f.	Decision Not to Rehire .....	<a href="#">4117.6</a>	AR
g.	Employment Status Reports .....	<a href="#">4117.7</a>	AR
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	(2) Title IX Sexual Harassment Complaint Procedures .....	<a href="#">4119.12</a>	AR
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	(3) Unauthorized Release of Confidential/Privileged Information.....	<a href="#">4119.23</a>	BP
	(4) Maintaining Appropriate Adult-Student Interactions .....	<a href="#">4119.24</a>	BP
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	(6) Use of Cell Phones .....	<a href="#">4119.26</a>	BP
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3.	Soliciting and Selling .....	<a href="#">4135</a>	BP	
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a.	Work-Related Injuries .....	<a href="#">4157.1</a>		AR
6.	Employee Security .....	<a href="#">4158</a>	BP	AR
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	(1) Industrial Accident/Illness Leave .....	<a href="#">4161.11</a>		AR
	(2) Procedure for Assignment of Certificated/ Classified Substitutes .....	<a href="#">4161.12</a>		AR
b.	Personal Leaves (includes personal necessity, bereavement, legal and civic and religious observance leaves).....	<a href="#">4161.2</a>		AR

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d.	Military Leave .....	<a href="#">4161.5</a>	AR
e.	Family Care and Medical Leave .....	<a href="#">4161.8</a>	AR
f.	Catastrophic Leave Program.....	<a href="#">4161.9</a>	BP AR
2.	Classified Personnel .....	<a href="#">4200</a>	BP AR
A.	Permanent/Probationary		
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2.	Appointment and Conditions of Employment .....	<a href="#">4212</a>	AR
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b.	Health Examinations (see 4112.4).....	<a href="#">4212.4</a>	
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c.	Criminal Record Check .....	<a href="#">4212.5</a>	AR
d.	Personnel Records (see 4112.6).....	<a href="#">4212.6</a>	
(1)	Employment References (see 4112.61).....	<a href="#">4212.61</a>	
e.	Employment of Relatives (see 4112.8).....	<a href="#">4212.8</a>	
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3.	Assignment/Classification		
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4.	Evaluation/Supervision .....	<a href="#">4215</a>	BP
5.	Probationary/Permanent Status .....	<a href="#">4216</a>	BP
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6.	Separation		
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b.	Layoff/Rehire .....	<a href="#">4217.3</a>	AR
c.	Termination Agreements (see 4117.5).....	<a href="#">4217.5</a>	
7.	Dismissal/Suspension/Disciplinary Action .....	<a href="#">4218</a>	BP AR
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(1)	Code of Ethics (see 4119.21) .....	<a href="#">4219.21</a>	E

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		(2) Unauthorized Release of Confidential/Privileged Information (see 4119.23) .....	<a href="#">4219.23</a>
		(3) Political Activities of Employees (see 4119.25) ..	<a href="#">4219.25</a>
c.		Duties of Personnel (see 4119.3) .....	<a href="#">4219.3</a>
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		(1) Employees with Infectious Disease (see 4119.41) .....	<a href="#">4219.41</a>
		(2) Exposure Control Plan for Bloodborne Pathogens (see 4119.42) .....	<a href="#">4219.42</a>
		(3) Universal Precautions (see 4119.43) .....	<a href="#">4219.43</a>
B.		Other Classified Personnel	
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		2. Temporary Athletic Team Coaches (see 4127) .....	<a href="#">4227</a> BP AR
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		a. Concerted Action/Work Stoppage (see 4141.6) .....	<a href="#">4241.6</a>
		2. Negotiations/Consultation (see 4143) .....	<a href="#">4243</a>
		a. Public Notice - Personnel Negotiations (see 4143.1) .....	<a href="#">4243.1</a>
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		a. Work-Related Injuries (see 4157.1) .....	<a href="#">4257.1</a>
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d.	Military Leave (see 4161.5).....	<a href="#">4261.5</a>		
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f.	Catastrophic Leave Program (see 4161.9).....	<a href="#">4261.9</a>		
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a.	Legal Status Requirement (see 4111.2) .....	<a href="#">4311.2</a>		
2.	Appointment and Conditions of Employment			
a.	Contracts.....	<a href="#">4312.1</a>	BP	
b.	Oath or Affirmation (see 4112.3) .....	<a href="#">4312.3</a>		
c.	Health Examinations (see 4112.4).....	<a href="#">4312.4</a>		
(1)	Drivers of Commercial Motor Vehicles, Alcohol and Controlled Substances Testing (see 4112.42) .....	<a href="#">4312.42</a>		
d.	Criminal Record Check (see 4112.5).....	<a href="#">4312.5</a>	AR	
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(1)	Employment References (see 4112.61).....	<a href="#">4312.61</a>		
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(2)	Early Retirement Option (see 4117.13).....	<a href="#">4317.13</a>		
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	(1) Sexual Harassment (see 4119.11) .....	<a href="#">4319.11</a>	
b.	Professional Responsibilities		
	(1) Professional Standards (see 4119.21).....	<a href="#">4319.21</a>	BP E
	(2) Unauthorized Release of Confidential/ Privileged Information (see 4119.23).....	<a href="#">4319.23</a>	
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	(1) Employees with Infectious Disease (see 4119.41) .....	<a href="#">4319.41</a>	
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e.	Professional Development Program (see 4131.6).....	<a href="#">4331.6</a>	BP AR
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a.	Awards and Recognition (see 4156.2).....	<a href="#">4356.2</a>	
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a.	Work-Related Injuries (see 4157.1).....	<a href="#">4357.1</a>	
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