

## POLICY GUIDESHEET

July 2010

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Note: Descriptions below identify major revisions made in CSBA's sample board policies, administrative regulations, board bylaws, and/or exhibits. Editorial changes have also been made. Districts should review the sample materials and modify their own policies accordingly.

### **BP 4020 - Drug and Alcohol Free Workplace**

(BP revised)

**MANDATED** policy revised to more accurately reflect the assurances that districts must make to the CDE, including the provision of a drug-free workplace, notifications to employees about the district's policy, action that will be taken in the event an employee has violated the prohibition, and the requirement that employees abide by the policy and notify the district if convicted. Language formerly in policy re: specific discipline that will be taken against an employee deleted as this material is covered in other policies.

### **BP 4127/4227/4327 - Temporary Athletic Team Coaches**

(BP revised)

Policy and regulation updated to reflect **NEW LAW** (AB 346) which requires any noncertificated employee or volunteer who works with students in a student activity program such as an interscholastic athletic program (not just those who supervise, direct, or coach the activity) to obtain an Activity Supervisor Clearance Certificate from the CTC, unless the district requires the individual to clear a DOJ/FBI criminal background check prior to beginning the paid or volunteer duties.

For further information, see article in the accompanying *Policy News*.

### **BP 4156.2/4256.2/4356.2 - Awards and Recognition**

(BP revised)

**MANDATED** policy revised to reflect the membership of the merit awards committee, add encouragement of staff recognition during designated recognition days, and clarify the role of the Superintendent and the Board in granting awards.

### **BP 6158 - Independent Study**

(BP revised)

**MANDATED** policy updated to (1) add material formerly in AR re: program participation is voluntary, (2) more directly reflect law re: minimum period of independent study for apportionment purposes as five "consecutive" school days, (3) revise material re: maximum length of assignments and the number of missed assignments that will trigger an evaluation of the student's participation, and (4) authorize student-teacher conferences by electronic means. Updated regulation (1) expands optional material re: considerations in approving a student's participation, (2) clarifies responsibilities of program administrator and teachers, and (3) adds requirement to retain specified auditable records for three years.

### **BB/E 9270 - Conflict of Interest**

(BB revised; E added)

**MANDATED** bylaw revised and reorganized to clarify three types of analysis that must be conducted pursuant to different statutes and the common law doctrine to determine whether a conflict exists and, if so, whether the board member must abstain and/or if the contract is prohibited. Material comprising the conflict of interest code (i.e., incorporation statement, designated positions and disclosure categories) moved into a sample resolution in new Exhibit to clarify material that needs to be biannually reviewed and submitted to the code reviewing body.

Districts are encouraged to read CSBA's fact sheet, *Conflict of Interest: Key Issues for Governing Board Members*, prior to adopting this bylaw.