



ADMINISTRATORS' INFORMATIONAL HANDBOOK - INDEX

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Ombudsman – General Inquiry Form (Spanish)	3.3 SP	Procedures and Forms	Superintendent’s Office
Open/Closed Campus - AR 5112.5	3.65.4	Procedures and Forms	Educational Services
Open/Closed Campus - BP 5112.5	3.65	Procedures and Forms	Educational Services
Operations Calendar (2018-2019) (2019-2020) (2020-2021)	2.8	Calendars, Schedules, and Directories	Human Resources
P			
Paperwork Flow for School Sites and Departments	1.3.5	Administrative Directives and Guidelines	Educational Services
Parent of the Month Nomination Form	3.59.14	Procedures and Forms	Educational Services
Parent Request for Junior Year Graduation	3.27.3	Procedures and Forms	Educational Services
Parent Request Form for Mid-Year Graduation	3.27.2	Procedures and Forms	Educational Services
Parent Rights and Responsibilities - AR 5020	1.30.1	Administrative Directives and Guidelines	Educational Services
Parent Rights and Responsibilities - BP 5020	1.30	Administrative Directives and Guidelines	Educational Services
Parent Volunteer Procedures	3.35.6	Procedures and Forms	Educational Services
Partner Agency Mid-Year Review (STEP-UP After School Program)	3.91	Procedures and Forms	Educational Services
Permit for Student Photographic/Videotape Approval	3.6	Procedures and Forms	Educational Services
Personnel Authorization Steps and Process	3.0.1	Procedures and Forms	Educational Services
Personnel Authorizations (PA) Form	3.0	Procedures and Forms	Educational Services
Procedures for Supporting Transgender Students	3.92.1	Procedures and Forms	Student Support Services
Processing, Maintaining and Monitoring of High School Transcripts and Grade Change Procedures	3.57	Procedures and Forms	Educational Services
Professional Courtesy – Protocol	1.10	Administrative Directives and Guidelines	Educational Services
Programs - AR 3601	3.68	Procedures and Forms	Educational Services
Programs – E 3601	3.68.2	Procedures and Forms	Educational Services
Promotion/Acceleration/Retention – AR 5123	3.21.5	Procedures and Forms	Student Support Services

FILE NAME	FILE NO.	FILE CATEGORY	DIVISION
Promotion /Acceleration/Retention – BP 5123	3.21.1	Procedures and Forms	Student Support Services
Property /Materials Transfer Request (Facilities Services)	3.59.11	Procedures and Forms	Business Services
Pupil Retention Form – Grades K-8	3.22	Procedures and Forms	Student Support Services
Q			
Questioning and Apprehension (Child Abuse) - AR 5145.11	3.33.2	Procedures and Forms	Human Resources
Questioning and Apprehension (Child Abuse) - BP 5145.11	3.33	Procedures and Forms	Human Resources
R			
Recommendation for Expulsion Letter	3.10	Procedures and Forms	Student Support Services
Recommendation for Expulsion Letter (Spanish)	3.10 SP	Procedures and Forms	Student Support Services
Recommendation for No Expulsion	3.11.40	Procedures and Forms	Student Support Services
Referral – The What If List for Families	2.36.1	Calendars, Schedules, and Directories	Student Support Services
Regulations for Student Discipline and Behavioral Interventions - CDE Code Section 48900	1.22	Administrative Directives and Guidelines	Student Support Services
Regulations for Student Discipline and Behavioral Interventions – Grades TK-3	1.22.1	Administrative Directives and Guidelines	Student Support Services
Regulations for Student Discipline and Behavioral Interventions – Grades 7-8	1.22.17	Administrative Directives and Guidelines	Student Support Services
Regulations for Student Discipline and Behavioral Interventions – Grades 9-12	1.22.25	Administrative Directives and Guidelines	Student Support Services
Regulations for Student Discipline and Behavioral Interventions – Grades 4-6	1.22.9	Administrative Directives and Guidelines	Student Support Services
Release of Student Directory Information	1.17	Administrative Directives and Guidelines	Educational Services
REMS - Guide	3.90.1	Procedures and Forms	Police Department
REMS – School Plan	3.90	Procedures and Forms	Police Department
Renting a Facility	3.59.12	Procedures and Forms	Business Services
Renting a Facility (Spanish)	3.59.12 SP	Procedures and Forms	Business Services
Report of Bullying	3.82.9	Procedures and Forms	Student Support Services
Request for Approval of Equipment Purchase	3.37.1	Procedures and Forms	Business Services
Request for Invoice (Business Services)	3.59.15	Procedures and Forms	Business Services
Request for Legal Services	1.9	Administrative Directives and Guidelines	Educational Services
Request to Exceed 40 Credits in Any One High School Semester	3.27.1	Procedures and Forms	Educational Services
Request to Exceed 40 Credits in Any One High School Semester (Memo)	3.27	Procedures and Forms	Educational Services
Request to Exceed 50 Credits in Any One High School Semester	3.27.1.1	Procedures and Forms	Educational Services
Residence Verification Flowchart	3.41	Procedures and Forms	Student Support Services
Retention Lists Memo (to Principals)	3.21	Procedures and Forms	Student Support Services
Retention Notification & Documentation Timeline	3.22.1	Procedures and Forms	Student Support Services
Return Dates for Classified Employees (2019-2020)	2.6.1	Calendars, Schedules, and Directories	Human Resources
Right /Duty of School Officials to Exercise Control Over Students	1.27	Administrative Directives and Guidelines	Educational Services
RTD Code of Conduct & Parent Letter	3.12.8.1	Procedures and Forms	Community Relations
S			
Saturday School Absence Reason Codes	3.5.1	Procedures and Forms	Educational Services
Saturday School Attendance Record	3.5.2	Procedures and Forms	Educational Services
Saturday School Procedures	3.5	Procedures and Forms	Educational Services
School Bus Suspensions	1.6	Administrative Directives and Guidelines	Educational Services
School Directory	2.35	Calendars, Schedules, and Directories	Educational Services
School Enrollment Procedures for Foster Youth (AB 490)	3.64	Procedures and Forms	Student Support Services
School Plan – REMS	3.90	Procedures and Forms	Police Department
School Uniform Information Sheet	3.58.1.1	Procedures and Forms	Educational Services
School Zones – (9-12)	1.1.1.2	Administrative Directives and Guidelines	Student Support Services
School Zones (K-8)	1.1.1	Administrative Directives and Guidelines	Student Support Services
School -Connected Organizations - AR 1230	3.15.3	Procedures and Forms	Educational Services
School -Connected Organizations - BP 1230	3.15.2	Procedures and Forms	Educational Services
School -Sponsored Trips - AR 6153	3.12.7.2	Procedures and Forms	Educational Services
School -Sponsored Trips - BP 6153	3.12.7	Procedures and Forms	Educational Services
Science Camp – Cabin Leaders – SJOE – Guidelines	3.14.1	Procedures and Forms	Educational Services
Science Camp – High School Cabin Leader Criteria	3.14	Procedures and Forms	Educational Services
Search and Seizure - AR 5145.12	3.29.14	Procedures and Forms	Educational Services
Search and Seizure - BP 5145.12	3.29.10	Procedures and Forms	Educational Services

FILE NAME	FILE NO.	FILE CATEGORY	DIVISION
Search and Seizure of Students and Their Personal Property: Use of Metal Detectors	3.29.2	Procedures and Forms	Educational Services
Secondary School Checkout Form	3.76.1	Procedures and Forms	Educational Services
Secondary School Notification Slip – AR 4158	1.7.1	Administrative Directives and Guidelines	Educational Services
Security Request Form – Financial System (Sample)	3.40.6	Procedures and Forms	Business Services
Selection/Evaluation of Instructional Materials - BP 6161.1	1.15.1	Administrative Directives and Guidelines	Educational Services
Significant Incident Report	1.22.35.3	Administrative Directives and Guidelines	Business Services
Site Deposit Report	3.59.16	Procedures and Forms	Business Services
SPPA Reporting Dates (2019-2020)	2.6	Calendars, Schedules, and Directories	Human Resources
STA Contract Waiver Guidelines	1.18	Administrative Directives and Guidelines	Human Resources
STEP-UP After School Program - Partner Agency Mid-Year Review	3.91	Procedures and Forms	Educational Services
Stipulated Expulsion Packet	3.11.45	Procedures and Forms	Student Support Services
Student Acceptable Use Policy – E 6163.4	1.40.2	Administrative Directives and Guidelines	Educational Services
Student Accident Report	1.20.2	Administrative Directives and Guidelines	Educational Services
Student- Conduct (BP 5131)	3.71	Procedures and Forms	Student Support Services
Student Conduct Code	1.24.1	Administrative Directives and Guidelines	Student Support Services
Student Discipline Response Rubric (Police Dept.)	1.22.35	Administrative Directives and Guidelines	Business Services
Student Organizations and Equal Access – AR 6145.5	1.34.2	Administrative Directives and Guidelines	Educational Services
Student Organizations and Equal Access - BP 6145.5	1.34	Administrative Directives and Guidelines	Educational Services
Student Petition - Challenging Courses by Examination	3.73.4	Procedures and Forms	Educational Services
Student Records - AR 5125	1.17.5	Administrative Directives and Guidelines	Educational Services
Student Records - BP 5125	1.17.3	Administrative Directives and Guidelines	Educational Services
Student Threat Inquiry (TH-INQ)	3.94.1	Procedures and Forms	Student Support Services
Student Use of Technology – AR 6163.4(a)	1.40.1	Administrative Directives and Guidelines	Educational Services
Student Use of Technology – BP 6163.4	1.40	Administrative Directives and Guidelines	Educational Services
Students – District Residency – AR 5111.1	3.44.3	Procedures and Forms	Student Support Services
Substitute Teacher Evaluation	3.80	Procedures and Forms	Human Resources
Summer School – Petition to Exceed 20 Credits (Memo)	3.28	Procedures and Forms	Student Support Services
Summer School Petition to Exceed 20 Credits	3.28.1	Procedures and Forms	Student Support Services
Supplemental Instructional Materials – No R-Rated Films/Videos	1.15	Administrative Directives and Guidelines	Educational Services
Suspected Child Abuse Report	3.31	Procedures and Forms	Human Resources
Suspensions/Expulsions/Parent Contact Notices	3.7	Procedures and Forms	Student Support Services
SYNERGY Security Level Authorization – Ed Services	3.40.4	Procedures and Forms	Business Services
SYNERGY Security Level Authorization – Elem. Education	3.40.2	Procedures and Forms	Business Services
SYNERGY Security Level Authorization – Sec. Education	3.40	Procedures and Forms	Business Services
T			
TB Skin Assessment	3.35.6	Procedures and Forms	Educational Services
Teacher Report	3.81	Procedures and Forms	Human Resources
Teacher Request for Movie/Video Presentation	1.15.3	Administrative Directives and Guidelines	Educational Services
Teacher’s Right to Suspend	3.8	Procedures and Forms	Educational Services
TH-INQ – Student Threat Inquiry	3.94.1	Procedures and Forms	Student Support Services
Transfer of Pupil	3.76	Procedures and Forms	Educational Services
Transfer Request (9 th – 12 th Grade) Form	1.1.4.2	Administrative Directives and Guidelines	Student Support Services
Transgender Data Request Change Form	3.92.3	Procedures and Forms	Student Support Services
Transgender Students – Procedures	3.92.1	Procedures and Forms	Student Support Services
Transitional Kindergarten – Flyer (2017-2018)	3.19.6	Procedures and Forms	Educational Services
Transitional Kindergarten (CDE)	3.18	Procedures and Forms	Educational Services
Transitional Kindergarten (CDE) FAQs	3.19.2	Procedures and Forms	Educational Services
Transitional Kindergarten Protocol	3.19.4	Procedures and Forms	Educational Services
Transportation Authorization for Chartered Bus Services	3.12.5.1	Procedures and Forms	Transportation Dept.
Transportation for School-Related Trips - E 3541.1	3.12.11	Procedures and Forms	Transportation Dept.
Transportation of Students in Privately-Owned Vehicles – Certification and Authorization	3.12.12	Procedures and Forms	Transportation Dept.
Transportation Routes and Services - AR 3541	3.12.10	Procedures and Forms	Transportation Dept.
Travel Expenses - BP 3350	3.61.8	Procedures and Forms	Business Services
U			
Unauthorized Release of Confidential/Privileged Information - BP 4119.23/4219.23/4319.23	1.17.1	Administrative Directives and Guidelines	Educational Services
Uniform Complaint Procedures - AR1312.3	3.3.8	Procedures and Forms	Educational Services

FILE NAME	FILE NO.	FILE CATEGORY	DIVISION
Uniform Complaint Procedures - BP 1312.3	3.3.14	Procedures and Forms	Educational Services
Uniform Guidelines	3.58	Procedures and Forms	Educational Services
USA Work Year Calendar (2019-2020)	2.6.2	Calendars, Schedules, and Directories	Human Resources
Use of Metal Detectors	3.29.2	Procedures and Forms	Educational Services
Use of Metal Detectors – AR 3515.9	3.29.5	Procedures and Forms	Educational Services
Use of Metal Detectors – BP 3515.9	3.29.3	Procedures and Forms\	Educational Services
V			
Vital Statistics Record	3.75	Procedures and Forms	Educational Services
Volunteer Assistance - AR 1240	3.35.3	Procedures and Forms	Educational Services
Volunteer Assistance - BP 1240	3.35	Procedures and Forms	Educational Services
Volunteer Procedures	3.35.6	Procedures and Forms	Educational Services
Volunteer Vehicle Usage	3.12.9	Procedures and Forms	Business Services
W			
W-9 – Request for Taxpayer Identification Number and Certification (to be used with Agreement to Furnish Consultant Services)	1.25.7.1	Administrative Directives and Guidelines	Educational Services
Williams Uniform Complaint Form - E 1312.4	3.3.23	Procedures and Forms	Educational Services
Williams Uniform Complaint Procedures - AR 1312.4	3.3.18	Procedures and Forms	Educational Services
Working with Law Enforcement and CPS - Memo	3.30	Procedures and Forms	Human Resources
X, Y, Z			