



# **BEVERLY HILLS**

**UNIFIED SCHOOL DISTRICT**

**EMPLOYEE HANDBOOK**

**July, 2025**

# BHUSD Employee Handbook

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# **BEVERLY HILLS**

## **UNIFIED SCHOOL DISTRICT**

EDUCATIONAL EXCELLENCE

## **Welcome**

Dear BHUSD Team Member,

Welcome to the Beverly Hills Unified School District! I am thrilled to have you join our educational community and look forward to the many ways your contributions will support the success of our students and schools.

This Employee Handbook is designed to serve as a helpful reference as you begin—or continue—your journey with BHUSD. Inside, you'll find important information about our policies, practices, and procedures, all intended to support a positive and productive work environment for every employee.

As a member of our team, you play an essential role in helping us fulfill our mission: to deliver a rigorous and enriching quality education and prepare all

On behalf of the entire administration, thank you for being part of our district. I wish you a rewarding and successful year ahead.

Sincerely,

Dr. Dustin Seemann  
Assistant Superintendent  
Beverly Hills Unified School District



# Section 1: General Information

## The Community

Beverly Hills is a vibrant and culturally rich community of approximately 34,000 residents, uniquely situated within the City of Los Angeles. Located just eight miles west of the Los Angeles Civic Center and six miles from the Pacific Ocean, Beverly Hills is known both for its iconic landmarks and as a residential community of professionals and business leaders.

While the city is often recognized for its ties to the entertainment industry, it is equally defined by its residents' deep commitment to education. Many families choose to live in Beverly Hills specifically because of the exceptional reputation of the Beverly Hills Unified School District. With strong cultural, artistic, and academic values, parents in the community hold high expectations for rigorous instruction and are dedicated partners in the pursuit of educational excellence.

## The District

The Beverly Hills Unified School District (BHUSD) serves approximately 3,200 students across two transitional kindergarten through fifth grade (TK–5) elementary schools, one middle school serving grades 6–8, and one comprehensive high school for grades 9–12.

The district employs approximately 270 certificated staff and 234 classified employees, all of whom are highly qualified and deeply committed to student success.

BHUSD is nationally recognized as a leader in public education. Students consistently perform well above national averages on standardized assessments, reflecting the district's strong instructional programs and unwavering focus on academic excellence.

A five member Board of Education is elected by voters to staggered, four-year terms. The Superintendent serves as the District's chief administrative officer and as secretary to the Board of Education.

### Board of Education

Rachelle Marcus, President  
Judy Manouchehri, Vice President  
Dr. Amanda Stern  
Sigalie Sabag  
Russell Stuart

## District Administration & School Sites

### District Administration

Dr. Alex Cherniss, Superintendent  
Dr. Dustin Seemann, Assistant Superintendent, Education Services  
Mrs. Laura Collins-Williams, Assistant Superintendent, Student Services  
Mrs. Marilu De Arcos, Executive Director, Business Services  
Dr. Issaic Gates, Executive Director, Personnel Services  
Dr. Michael Sherman, Director, Teaching & Learning  
Dr. Ben Wardrop, Director, Student Services

### Beverly Hills Unified School District – School Sites

#### **El Rodeo Elementary School - Principal Ms. Kim D'Aloisio**

605 Whittier Drive, Beverly Hills, CA 90210  
Phone: (310) 229-3670  
Fax: (310) 275-3185

#### **Hawthorne Campus - District Office**

624 N. Rexford Drive, Beverly Hills, CA 90210  
Phone: (310) 551-5100  
Fax: (310) 276-5023

#### **Horace Mann Elementary School - Principal Dr. Steven Suttle**

8701 Charleville Boulevard, Beverly Hills, CA 90211  
Phone: (310) 229-3680  
Fax: (310) 652-8841

#### **Beverly Vista Middle School - Principal Mr. Richard Waters**

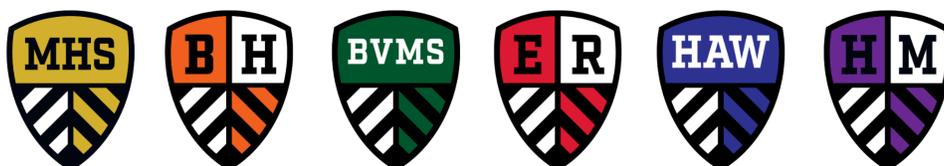
200 S. Elm Drive, Beverly Hills, CA 90212  
Phone: (310) 229-3669  
Fax: (310) 275-3532

#### **Beverly Hills High School - Principal Mrs. Loan Sriruksa**

241 Moreno Drive, Beverly Hills, CA 90212  
Phone: (310) 229-3685  
Fax: (310) 286-7446

#### **Moreno Continuation High School - Principal Dr. Dustin Seemann**

624 N. Rexford Drive, Beverly Hills, CA 90210  
Phone: (310) 229-3685 ext. 8100  
Fax: (310) 286-7446



# BHUSD Style Guides and District Branding

The Beverly Hills Unified School District values a consistent and professional identity that celebrates the vibrancy and diversity of our community. To support the implementation of Policy and Regulation 1325.12: *Use of District and School Identity*, official Branding Guidelines including approved logos, color palettes, and typography for each school site are available here:

## BHUSD Style Guides



BHUSD: [bhusd.org/bhusdbranding](https://bhusd.org/bhusdbranding)



ER: [bhusd.org/erbranding](https://bhusd.org/erbranding)



BHHS: [bhusd.org/bhhsbranding](https://bhusd.org/bhhsbranding)



HM: [bhusd.org/hmbranding](https://bhusd.org/hmbranding)



BVMS

### BHHS BRANDING SUMMARY

**COLORS**

SECONARY	PRIMARY	#FF5F00	BHHS ORANGE
SECONARY	PRIMARY	#00541D	BVMS GREEN
MARKED	MARKED	#652D86	HORACE MANN PURPLE
MARKED	MARKED	#DA1F32	EL RODEO RED
MARKED	MARKED	#2D3494	HAWTHORNE BLUE
MARKED	MARKED	#FFCF35	HAWTHORNE YELLOW
MARKED	MARKED	#E6B711	MORENO GOLD
MARKED	MARKED	#000000	BLACK
MARKED	MARKED	#212121	GREY 3
MARKED	MARKED	#5E6367	GREY 1
MARKED	MARKED	#C6CDD1	GREY 2
MARKED	MARKED	#FFFFFF	WHITE

**FILES**

All files can be found at: [bhusd.org/bhhsbranding/](https://bhusd.org/bhhsbranding/)

**LOGOS**

**FONTS**

Oswald: Headings  
 Montserrat: Body  
 Factoria: School Name  
 Alfa Slab One  
 Allura Cursive  
 Raynook

**SUPPLEMENTAL FONTS**

Andika  
 APL Type A Teacher  
 Chelsea Market  
 Coming Soon  
 GranStander  
 Poppins  
 Sweet Nuts

KG SUMMER SUNSHINE



BVMS

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### HM BRANDING SUMMARY

**COLORS**

SECONARY	PRIMARY	#FF5F00	BHHS ORANGE
SECONARY	PRIMARY	#00541D	BVMS GREEN
MARKED	MARKED	#652D86	HORACE MANN PURPLE
MARKED	MARKED	#DA1F32	EL RODEO RED
MARKED	MARKED	#2D3494	HAWTHORNE BLUE
MARKED	MARKED	#FFCF35	HAWTHORNE YELLOW
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# Section 2: Employment Process & Procedures

## Application Process and Procedures

All candidates are subject to an application and interview process. Job openings are posted at the District Office, all school sites, EdJoin.org, and the BHUSD website ([www.bhusd.org](http://www.bhusd.org)). Current employees are encouraged to apply for internal transfers and promotional opportunities.

### **Classified Employees:**

- Required to submit an application, resume, and two letters of recommendation.
- May be required to take and pass a written exam.
- An eligibility list is created from passing applicants.
- Candidates on the list are contacted for interviews based on availability and interest.

### **Certificated Employees:**

- Current employees who meet posted qualifications and apply for transfer are automatically scheduled for an interview.

## Automatic Deposit

Direct deposit is available at no cost. Forms may be obtained from Payroll or downloaded from the BHUSD website.

## Benefits Eligibility

- Substitute, short-term, and limited-term employees are ineligible.
- Part-time regular employees may qualify on a prorated basis.

## Change of Name or Address

Employees are required to notify the Human Resources Department immediately of any change in name, address, or telephone number to ensure that all records remain accurate and up to date. Failure to do so may result in delays to pay warrants, tax statements, or other important communications.

Before submitting a name change, employees must obtain a new Social Security card reflecting the updated name. Additionally, employees should ensure that emergency contact and beneficiary information is current. Forms are available through Human Resources or may be downloaded from the District's website.

### **Certificated Staff:**

In addition to notifying Human Resources, certificated employees must update the name on their teaching credential. This can be done either:

- At the time of the name change, or
- During credential renewal.

To update your name on your credential prior to renewal:

1. Visit [www.ctc.ca.gov](http://www.ctc.ca.gov)
2. Complete Form 41-C
3. Mail the completed form along with a \$27.50 payment (personal check, cashier's check, or money order payable to the CTC)

## **Emergency Procedures**

All District employees must be prepared to respond promptly and effectively to emergencies or disasters. The District has developed a comprehensive Disaster Preparedness Plan that outlines protocols for handling a wide range of emergency situations.

This plan is reviewed and updated annually by the Office of Administrative Services to ensure preparedness and compliance with safety regulations.

## **Employment Eligibility Verification**

All employees must complete an I-9 form as required by the Immigration Reform and Control Act of 1986. Employment cannot begin until eligibility is verified. Records are subject to federal inspection.

## **Fingerprinting**

Employment is contingent upon Department of Justice fingerprint clearance. Depending on classification, FBI clearance may also be required. Fingerprinting is mandated for all California employees working with or around children.

## **Health, Dental, and Vision Insurance**

- Classified: Eligible if working 20+ hours/week
- Certificated: Eligible at 50%+ assignment
- District provides annual contribution. Spouses/domestic partners can combine contributions.

## **Health Requirements**

Employees must provide a current tuberculosis (TB) test result. A positive result must be accompanied by certification of non-communicable status from a healthcare provider. TB tests must be renewed every four No years. The District provides testing at no cost through a designated clinic.

## Lunch and Rest Periods

### Classified:

- Lunch: 30–60 minutes, non-compensated, scheduled by site administrator.
- Rest: One 15-minute break per 4 hours worked, near midpoint of shift.

### Certificated:

- 40-minute duty-free lunch period.

## Oath or Affirmation

All BHUSD employees are classified as disaster service workers and must sign an oath or affirmation prior to employment. Employees may be assigned duties in the event of an emergency or disaster. (AR 4112.3, 4212.3, 4312.3)

## Overtime / Extra Duty

### Classified:

- Overtime = hours beyond 8/day or 40/week. Pre-approval required.
- May choose comp time or pay (1.5x rate). Timesheets due last workday of the month.

### Certificated:

- Refer to Article III – Salaries in the certificated bargaining agreement.

## Pay Schedule

### Classified:

- Monthly pay cycle ends on the last calendar day.
- Paid twice monthly: ESA on the 25th, final check on the 10th.
- Hourly employees are paid on the 10th.

### Certificated:

- Paid once monthly on the first working day.
- December and June checks are mailed.

## Performance Evaluations

### Classified:

- Evaluations during probation and annually after permanent status.
- Timeline varies by unit (OTBS, CSEA, IA).

### Classified Management:

- Evaluated at 3, 6, and 9 months during probation.

- After one year of service, evaluated annually.

### **Certificated & Certificated Administrators:**

- Annual evaluations during two-year probation.
- Permanent employees evaluated per contract terms.
- Chiefs and above are evaluated per contract.

## **Personal Conduct**

BHUSD expects professional, ethical conduct at all times. Employees should be courteous, cooperative, and uphold district standards. Progressive discipline may be applied, ranging from verbal warnings to termination.

### **Prohibited Conduct Includes:**

- Use of tobacco on district property
- Possession or use of alcohol or narcotics while on duty or district property
- Gambling, soliciting funds, or selling items without authorization
- Unauthorized use of district property or leaving work without approval
- Transporting unauthorized passengers in district vehicles

## **Personnel Records**

All permanent personnel files are maintained at the District Office within the Human Resources Department. Employees may review the contents of their personnel file, with the exception of materials such as ratings, reports, or records obtained prior to employment or in connection with promotional examinations.

To review your file, you must schedule an appointment in advance with the Assistant Superintendent of Personnel Services or their designee, who will be present during the review. Copies of documents may be requested at a cost of \$0.10 per page.

Employees will receive a copy of any derogatory material prior to its placement in the personnel file and will be given a reasonable opportunity to prepare and submit a written response for inclusion in the file.

## **Probationary Period**

### **Classified:**

- Standard: 6 months, with potential extension up to 12 months.
- Promotional transfers: 90 calendar days.
- Termination or reversion to previous position may occur during probation.

### **Certificated:**

- Two-year probationary period for fully credentialed teachers in permanent positions.

## Salary Schedule Advancement

### Classified:

- Hired July 1–Oct 31: Advance on following July 1.
- Hired after Oct 31: Advance eight months after hire.

### Certificated:

- Placement based on up to five years of prior full-time experience.
- Column placement depends on units beyond a BA or MA degree.

## Sign-In Procedures / Time Sheets

### Classified:

- Must sign in/out daily.
- Time sheets based on sign-in data and supervisor approval.

### Certificated:

- Must sign in daily.
- Must obtain prior approval before leaving campus.

## Supplemental Insurance

Voluntary benefits include disability insurance, supplemental life insurance, and long-term care. These are available via payroll deduction.

## Tax-Sheltered Annuities

Employees may participate in 403(b) or 457 retirement savings plans. These are voluntary, employee-funded programs with no employer match. Contact Payroll for more information.

## Work Day

**Classified:** Standard full-time workday is 8 hours, excluding a 30–60 minute lunch. Workday begins with the scheduled shift start time.

**Certificated:** The on-site assignment is 7.5 hours daily. Additional details are in the certificated bargaining agreement (Article IV – Hours).



# Section 3: Rights and Responsibilities

## Attendance and Absence Reporting

Regular attendance is expected of all employees. Absences should only occur when absolutely necessary. All employees must report absences using the District's automated system (Frontline/AESOP):

**Online:** [www.bhusd.org](http://www.bhusd.org) → Click on AESOP

**Phone:** (800) 942-3767

**Classified Employees:** In addition to reporting through AESOP, classified employees must notify their immediate supervisor by phone or voicemail before the start of the workday. Failure to provide adequate notice may result in denial of leave and loss of pay.

Absences lasting two or more weeks, or as determined necessary by Human Resources, may require a medical release to return to work. Excessive absences may require additional documentation and could lead to disciplinary action.

**An Absence Request Form must be completed and submitted the day following the absence. Forms are available from the site or department time reporter.**

## FMLA / CFRA

The **Family Medical Leave Act (FMLA)** and **California Family Rights Act (CFRA)** provide up to 12 weeks of unpaid, job-protected leave. Eligibility requires:

- Certificated: 1,250 hours worked in the past 12 months (approx. 5 hours/day)
- Classified: 900 hours worked in the past 12 months

Qualifying reasons include:

- Birth or adoption of a child
- Placement of a child in foster care
- Serious health condition of self, spouse, child, or parent

The District will continue contributing to health coverage up to the maximum allowed. Employees must pay any amount exceeding the District contribution. Forms are available from Human Resources or the District website. (Board Policy 4161.8/4261.8/4361.8)

## Medical Leave

For planned medical absences (e.g., surgery, maternity), employees must submit a physician's note in advance, stating the cause of disability, start date, and estimated return date. A **Leave of Absence Application** must also be completed, available from Human Resources or on the District website.

## Personal Necessity Leave

Refer to your collective bargaining agreement for detailed information on personal necessity leave eligibility and procedures.

## Cell Phone Usage

Personal cell phone use should be limited and should not interfere with work or instruction.

Guidelines:

- Emergency use only during work hours
- Use during breaks is permitted
- Must not disrupt classroom or workplace responsibilities

## COBRA (Health Benefit Continuation)

Under **COBRA**, eligible employees and their dependents may continue health coverage after employment ends. Contact Payroll for rates and enrollment information.

## Copyright Compliance

Employees must adhere to copyright laws, including those related to:

- Printed materials
- Videos
- Software and digital content

Educational use only is permitted. Unauthorized duplication or distribution is prohibited.

## Employee Assistance – EASE

The **Employee Assistance Service for Education (EASE)** provides free, confidential counseling to employees and their families. Services cover:

- Personal and family issues
- Stress, anxiety, emotional wellness
- Drug and alcohol concerns

Contact EASE directly at (800)882-1341. All information is confidential.

## Industrial Accident Leave

Report all work-related injuries or illnesses to your immediate supervisor by the end of the workday. Treatment must be sought through the District's designated physician or insurance provider.

- Maximum leave: 60 days per injury per fiscal year
- Leave cannot exceed normal work hours
- May transition to sick/vacation leave once industrial leave is exhausted
- Medical release is required to return to work without restrictions. If restrictions exist, consult your supervisor for possible accommodations

## Personal Appearance

Employees must present a professional image. Clothing should be appropriate to the role and work environment and should not disrupt the educational process.

Considerations include:

- Nature of the job
- Safety and health standards
- Interaction with students and the public
- Professional expectations

Reasonable accommodations may be made for themed or special events.

Examples:

- Office staff: Professional attire
- PE Teachers: Athletic wear
- Maintenance/Custodial: Uniforms

## Retirement Benefits

### Classified Employees:

- Eligible for **CalPERS** if employed 20+ hours/week
- Contributions deducted from salary; District contributes as well
- Minimum retirement age: 50 (or 52 after Jan 1, 2013)
- Also enrolled in **Social Security**

### Non-PERS Classified Employees:

- Enrolled in a Social Security Alternative Plan (OBRA compliant)
- 6.3% employee / 1.2% District contribution
- Fully vested; contact Payroll for more info

### Certificated Employees:

- Enrolled in **CalSTRS** Benefits include retirement, disability, and survivor benefits
- Funded by employee, District, and state contributions

For questions, contact the Payroll Office at (310) 551-5100 ext. 2269 or 2270

## Uniform Requirements

Uniforms are required for specific positions, including:

- Food Services
- Grounds
- Maintenance
- Custodial
- Security Personnel

## **Use of Internet and Email**

District technology resources are intended for instructional and administrative use. All electronic communications may be monitored.

Employees must comply with the **Acceptable Use Policy for Employees**. Violations may lead to suspension of privileges and disciplinary action.

## **Visitors in the Workplace**

All visitors must sign in at the main office and obtain authorization before entering District facilities. Employees observing unauthorized individuals should notify the site administrator immediately.

## **Weapons Prohibition**

Weapons—including firearms and knives—are strictly prohibited on school grounds and at any school-sponsored activity. Employees must report any suspicion of a weapon to their supervisor immediately.



# Section 4: Important Policies and Procedures

## Acceptable Use Policy for Employees

The Beverly Hills Unified School District (BHUSD) encourages the appropriate use of technology, including Internet access, to support the educational mission of the district. While the Internet is a valuable and expansive resource, it also presents potential risks. This policy outlines the acceptable and unacceptable uses of BHUSD technology resources.

Technology use by employees is permitted and encouraged where such use enhances educational effectiveness and aligns with BHUSD's goals. Technology access must reflect BHUSD standards of professional conduct and is intended to support employees' responsibilities and student learning.

Users should understand that all files, emails, and activity on BHUSD networks are not private. The district reserves the right to monitor all use without advance notice.

All users will participate in an orientation on acceptable technology use, led by a BHUSD staff member.

## Terms and Conditions

### Personal Responsibility

- Users are responsible for reporting misuse of the system to the site system administrator.
- All software use must comply with Federal Copyright Law (Title 17, U.S. Code).
- Original copies of software licenses must be maintained at the work location.
- Staff must preview and exercise professional judgment before using adult-level filtered content with students.
- Staff must directly supervise any student granted access to websites restricted under district filtering policy.

### Privileges

Access to BHUSD technology resources is a privilege, not a right. The Technology Standards Committee will determine what constitutes acceptable use, and their decision is final.

### Acceptable Use Examples

- Researching curriculum topics
- Communicating with peers and experts
- Participating in collaborative or distance learning projects
- Exploring career and college opportunities
- Publishing educational content
- Using online assessment tools
- Applying for educational grants or contests
- Personal email use during non-work hours

## **Unacceptable Use Examples**

- Damaging systems, files, or networks
- Plagiarism or use of content without proper attribution
- Sending, receiving, or displaying offensive or obscene material
- Harassment, libel, or defamation
- Unauthorized access or use of others' accounts, files, or passwords
- Commercial use of district systems
- Downloading or installing unauthorized software
- Interference with job responsibilities
- Use of distribution lists for personal solicitation

## **Network Etiquette and Privacy**

- Never share your password.
- Use respectful and professional language.
- Do not send abusive or inappropriate messages.
- Do not disrupt network usage for others.
- Email must be used for BHUSD-related business only.
- Exercise judgment with group emails and forwarding.
- Regularly manage and delete emails to conserve server space.

## **District and School Websites**

Web content must have appropriate permissions and follow BHUSD's web publishing guidelines. Student content must include written permission from parents/guardians.

## **Vandalism**

Vandalism includes, but is not limited to:

- Creating or uploading viruses
- Deleting programs or altering shared settings
- Damaging physical hardware (keyboards, mice, monitors)
- Changing system configurations without permission

## **No Warranty**

BHUSD offers filtered Internet access but provides no warranties regarding:

- Accuracy of information
- User-incurred costs or damages
- Consequences of service interruptions or system changes

## **Consequences for Misuse**

Violations will be addressed by the employee's immediate supervisor and may result in:

- Written warnings or disciplinary documentation
- Suspension or revocation of Internet or computer privileges

- Referral to law enforcement
- Legal prosecution

For questions regarding this policy or acceptable use, please contact your site administrator or the BHUSD Technology Department.

## **Child Abuse Mandated Reporting**

All BHUSD employees are mandated reporters under California Penal Code §11166. Reports must be made:

- **Immediately by phone** to a child protection agency
- **Followed within 36 hours** by a written report (fax or online)

Mandated reporters must report any known or reasonably suspected abuse or neglect. Failure to report can result in legal liability and disciplinary action.

### **Reporting Agencies:**

- Child Protection Hotline (California): (800) 540-4000
- TDD: (800) 272-6699
- Out-of-state: (213) 639-4500

Reports must be made regardless of the child's status (e.g., deceased), and internal reporting does not substitute for making an official report.

## **Closed Session Confidentiality**

Employees may not disclose information from closed session meetings unless specifically authorized by the Board. Violations may result in disciplinary action if the employee has been provided prior notice or training.

Exceptions exist when an employee is:

- Reporting to a district attorney or grand jury about a possible legal violation;
- Expressing concerns about the legality of Board actions;
- Disclosing information that is not classified as confidential.

Improper or inadvertent release of confidential information may result in a personnel file entry and potential loss of access to privileged material.

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

BHUSD maintains a drug- and alcohol-free workplace. Employees are prohibited from:

- Manufacturing, distributing, possessing, or using drugs or alcohol at any time on school property

- Reporting to work under the influence

Violation of this policy may result in disciplinary action, including termination. Employees must notify the District of any drug- or alcohol-related conviction within five days. The District may require participation in a rehabilitation program.

A Drug-Free Awareness Program provides:

- Information about the dangers of substance abuse
- Support resources and employee assistance options

## **Prevention of the Spread of Infectious Disease**

In a school setting, it's not always possible to know who carries an infectious disease, as individuals may be asymptomatic and unaware of their condition. To reduce risk, all employees are encouraged to take standard precautions, which include:

### **Recommended Safety Practices:**

- Wash hands frequently with soap and running water throughout the day.
- Avoid punctures from sharp objects that may have come in contact with blood.
- Use disposable gloves when handling bodily fluids and thoroughly wash hands afterward.
- Properly dispose of waste contaminated with bodily fluids or sharp objects in puncture-proof containers.
- Immediately wash off any blood or bodily fluid that contacts your skin with soap and water.
- Clean surfaces exposed to blood or bodily fluids with an EPA-approved disinfectant or a freshly made 1:10 bleach solution.
- Receive the hepatitis B vaccination if your role involves occupational exposure, as identified in the District's Exposure Control Plan.
- Stay current on First Aid and CPR certifications, including infection-prevention modifications.

These practices will help protect against HIV, hepatitis B, and many other communicable diseases. Routine application of these hygiene measures reduces the risk of illness for both staff and students.

**Confidentiality:** Maintain strict confidentiality regarding the medical information of students and staff. Unauthorized disclosure of information related to HIV or AIDS is illegal and punishable under California law.

## **Sexual Harassment** **(BP 4119.11, 4219.23, 4319.23)**

Sexual harassment of or by any employee is strictly prohibited and may result in disciplinary action or dismissal.

### **Definition:**

Unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature that:

- Conditions employment or benefits
- Affects academic/employment decisions
- Creates a hostile or offensive environment

**Prohibited Conduct Includes:**

- Conditioning employment or benefits on acquiescence
- Retaliation against individuals for filing or supporting complaints
- Creating a hostile work or educational environment

**Supervisor Obligations:**

- Distribute and review sexual harassment policies with staff
- Respond to all allegations immediately
- Report incidents to the Assistant Superintendent, Human Resources

**Employee Obligations:**

- Report suspected harassment to a supervisor or the HR department
- Cooperate with investigations

**Investigative Procedures:**

- All complaints will be investigated promptly and confidentially
- Corrective action will be taken if a complaint is substantiated

**Consequences:**

- Violators may face suspension, dismissal, or other disciplinary measures
- Students may face disciplinary consequences, including expulsion

The District provides multiple reporting pathways to ensure protection from retaliation and full access to legal remedies.

**Legal References:** Relevant Education Codes, Government Codes, Penal Codes, and Federal Regulations apply to all policies listed in this section. For detailed references, consult the complete Board Policy manual or visit [www.bhusd.org](http://www.bhusd.org).

**Additional Resources:**

- **Child Abuse Reporting:** California Penal Code §§ 11165.7, 11166
- **Fair Employment and Housing Act:** Government Code §§ 12900–12996
- **Drug-Free Workplace Act:** 41 USC §§ 701–707
- **Sexual Harassment Guidelines:** Title VII, Title IX, 2 CCR § 7287.8, and related court decisions

**Websites:**

- [California Department of Education](http://www.cde.ca.gov)
- [California Fair Employment and Housing](http://www.dfeh.ca.gov)
- [U.S. Equal Employment Opportunity Commission](http://www.eeoc.gov)
- [U.S. Department of Education, Office for Civil Rights](http://www.ed.gov/officeforcivilrights)

## **Tobacco-Free Schools (BP/AR 3513.3)**

The Board of Education is committed to providing a safe and healthy environment for students, staff, and community members. Therefore, the use of tobacco and nicotine products is strictly prohibited:

### **Policy Provisions:**

- Tobacco use is banned at all times in district-owned or leased buildings, on school property, in district vehicles, and at all school-sponsored events (on or off-site).
- This policy applies to students, staff, parents, and visitors.
- Tobacco products include cigarettes, cigars, chewing tobacco, snuff, and electronic nicotine delivery systems (e-cigarettes), except prescribed nicotine products.

**Playground Restrictions:** Smoking and disposal of tobacco-related products are prohibited within 25 feet of any playground, excluding public sidewalks.

### **Enforcement and Discipline:**

- Employees and students who violate this policy will be subject to disciplinary action (e.g., counseling, suspension, or termination).
- Visitors will be informed of the policy and asked to comply. Failure to comply may result in removal from the premises and/or temporary denial of access.

### **Notification and Signage:**

- Signs reading “Tobacco use is prohibited” must be clearly posted at all campus entrances.
- Information regarding this policy will be regularly communicated to students, staff, parents, and the public.

### **Legal References:**

- Health and Safety Code §104350–104495
- Labor Code §6404.5
- United States Code, Title 20 §6083
- California Education Code §48900, §48901

### **Resources:**

- [CDE Alcohol, Tobacco, and Other Drug Prevention](#)
- [California Tobacco-Free School District Certification](#)
- [California Department of Public Health](#)
- [Environmental Protection Agency](#)

**Unauthorized Release of Confidential/Privileged Information  
(BP 4119.23, 4219.23, 4319.23)**

Employees must maintain confidentiality of privileged information acquired in the course of their employment. Disclosure of such information is strictly limited to what is authorized by law.

**Uniform Complaint Procedures  
(AR 1312.3)**

**Compliance Officers**

The Board of Education designates the following compliance officers to receive and investigate complaints and to ensure district compliance with law:

Program/Service	Office to Contact	Telephone
Adult Education	Director, Beverly Hills Adult School	(310) 551-5100 x 2245
Child Nutrition, School Nutrition, and Child Care	Director Food Services	(310) 551-5100 x 2208
Consolidated Categorical Aid: State Programs for Students of Limited English Proficiency (EIA/LEP), Title I and Title VI	Assistant Superintendent, Educational Services K-12	(310) 551-5100 x2240
Gender Equity/Sexual Harassment	Assistant Superintendent, Human Resources	(310) 551-5100 x2236
Special Education	Director, Special Education	310 551-5100 x2226
Nondiscrimination Requirements and Civil Rights	Assistant Superintendent, Human Resources	(310) 551-5100 x2236

**Purpose and Scope**

The Beverly Hills Unified School District is committed to compliance with applicable federal and state laws and regulations. The District shall follow uniform complaint procedures (UCP) to investigate and resolve complaints alleging violations of laws or regulations governing educational programs, including those related to:

- Discrimination, harassment, intimidation, and bullying
- Special education, child nutrition, adult education, and other categorical programs
- Williams Act concerns (instructional materials, facilities, teacher misassignments)

All complaints shall be handled confidentially and respectfully to protect the privacy of all parties involved. No person shall suffer retaliation for participating in the complaint process.

## **Responsibilities of Investigators**

The Superintendent or designee will ensure that all staff designated to investigate complaints are knowledgeable about the laws and programs they oversee. Legal counsel may be consulted when necessary.

## **Notifications**

Annual written notice of the UCP will be provided to all students, employees, parents/guardians, advisory committees, private school officials, and other stakeholders. The notice will:

- Identify the individual(s) responsible for handling complaints
- Explain the rights and remedies under state and federal laws
- Include information about the right to appeal to the California Department of Education (CDE)
- State that:
  - The District is primarily responsible for UCP compliance
  - Complaints will be resolved within 60 calendar days
  - Unlawful discrimination complaints must be filed within 6 months of occurrence or discovery
  - Complainants may appeal the decision to CDE within 15 days of receiving the District's response

Free copies of UCP policies and forms are available from the District Office or at [www.bhusd.org](http://www.bhusd.org).

## **Complaint Procedures**

### **Step 1: Filing the Complaint**

- Complaints must be submitted in writing and may be filed by individuals, organizations, or public agencies.
- Discrimination complaints must be filed within 6 months of the alleged incident.
- A compliance officer will log each complaint and assign it a tracking number.
- District staff will assist complainants unable to submit written complaints due to disabilities or literacy challenges.

### **Step 2: Mediation (Optional)**

- Within 3 days, the compliance officer may suggest mediation.
- Mediation will only proceed with consent from all parties.
- Mediation will not extend the investigation timeline unless the complainant agrees in writing.

### **Step 3: Investigation**

- An investigative meeting will be held within 5 days, where the complainant can present evidence.

- Lack of cooperation from either party may impact the outcome or result in dismissal of the complaint.
- All findings and relevant documents will be documented in the investigation file.

#### **Step 4: District Response**

- A written decision will be issued within 60 calendar days of the District's receipt of the complaint (unless extended by agreement).
- If the Board hears the complaint, the decision will be sent within the same 60-day timeframe.

#### **Step 5: Final Written Decision**

The decision will include:

- Findings of fact and conclusions of law
- Disposition of the complaint and rationale
- Any corrective actions if warranted
- Information on how to appeal to the CDE
- For discrimination complaints: notice that 60 days must pass after appealing to CDE before pursuing civil remedies

If an employee is disciplined as a result of the investigation, only a statement that corrective action was taken will be included in the final report.

#### **Appeals to the California Department of Education (CDE)**

Complainants may appeal to the CDE within 15 days of receiving the District's decision. Appeals must include:

- A copy of the original complaint and District decision
- A statement identifying factual or legal errors

Upon notification of an appeal, the District must provide CDE with:

- Copies of the complaint, decision, investigation notes, and all evidence
- Any corrective actions taken
- A summary of the investigation (if not included in the decision)
- UCP policies and other requested materials

#### **Civil Law Remedies**

Complainants may also pursue civil remedies outside of the UCP process, such as:

- Mediation
- Legal action (injunctions, restraining orders)

For discrimination complaints, a 60-day waiting period applies after appealing to the CDE, unless the remedy sought is injunctive relief.

## Legal References

Applicable laws include but are not limited to:

- **Education Code:** §§ 200–262.4, 35186, 48985, 56000–56867 (Special Education), 8200–8498 (Child Care), 8500–8538 (Adult Education), and more
- **California Code of Regulations, Title 5:** §§ 4600–4687 (Uniform Complaint Procedures)
- **United States Code, Title 20:** Titles I, II, III, IV, V, and IX
- **Penal Code:** § 422.6 (Interference with constitutional rights)

## Resources:

- [CSBA](#)
- [California Department of Education](#)
- [U.S. Department of Education, Office for Civil Rights](#)



# Section 5: Board Policies and Regulations

All policies and regulations can be found on the [BHUSD](#) website, however, the policies/regulations listed below are new or should be reviewed annually.

## **Policy 1325.12: Use Of District and School Identity**

Original Adopted Date: 06/10/2025 | Last Reviewed Date: 06/10/2025

Applies To: BHUSD, All Schools, Parent-Teacher Associations (PTAs), Booster Clubs, and Affiliated Groups

Authority: California Education Code § 35160, § 35182; Business & Professions Code § 14200 et seq.; 15 U.S. Code § 1051 et seq. (Lanham Act)

### **1. Purpose**

The Beverly Hills Unified School District (BHUSD) recognizes the importance of maintaining a unified, professional identity that reflects the vibrancy and diversity of our community. This policy provides clear guidance for the appropriate use of district branding elements, ensuring alignment with the district's values and vision.

### **2. Ownership and Protection of District Brand**

The District owns all official school names, logos, mascots, colors, and visual identity elements. These assets are protected under state and federal law and may only be used with prior approval and in accordance with established branding guidelines. Unauthorized or inappropriate use may compromise the integrity and legal protection of the district's brand.

### **3. Alignment with District Goals**

Use of branding elements must reflect BHUSD's commitment to excellence, professionalism, and consistency across all schools and the District. All affiliated organizations are expected to follow official branding guidelines that define proper use of logos, color palettes, typography, and mascot imagery. Organizations are encouraged to align with district-approved vendors for apparel to promote a cohesive image and ensure quality.

### **4. Oversight and Compliance**

All proposed uses of district branding elements by affiliated organizations must be submitted for prior approval to the site principal or designated district branding officer. This process ensures that all designs maintain district standards and legal compliance. Any organization wishing to use district branding elements must annually acknowledge and agree to follow this policy. The District reserves the right to restrict the use of branding elements if used without proper permission or in a manner inconsistent with approved guidelines.

## 5. Exceptions and Appeals

Organizations may request exceptions to this policy by submitting a written request to the Superintendent or designee. Exceptions will be considered on a case-by-case basis, with the goal of balancing school spirit and creativity with brand integrity and district-wide consistency.

## Regulation 1325.12: Use Of District and School Identity

Original Adopted Date: 06/10/2025 | Last Reviewed Date: 06/10/2025

### 1. Purpose and Collaborative Vision

This Administrative Regulation is intended to support a unified, professional, and visually cohesive image across the district. PTAs, booster clubs, and affiliated organizations are recognized as integral contributors to a collective effort that upholds district-wide excellence while honoring the unique identity of each school.

Ongoing communication and collaboration are encouraged to support consistency, creativity, and shared success across all school communities. BHUSD aims to bring greater consistency to all district-issued materials, helping students, families, staff, and community members more easily recognize and connect with our work. The brand reflects the values of our district, the communities we serve, and our commitment to preparing every student for success.

### 2. Approval Process

While creativity is encouraged, prior approval is required for any use of district brand assets to ensure consistency and quality while still giving the freedom to express your unique identity.

- All proposed uses and/or designs of district branding elements must be submitted for prior approval to the designated district branding officer.
- A timely review process will be maintained to avoid delays in organization activities.

### 3. Branding Guidelines

All designs must adhere to the district's official branding guidelines to ensure that final products meet professional standards and align with the district's visual identity. These guidelines are intended to support a clear, consistent, and efficient design and approval process.

- Logos: Use of official logos must adhere to the specified proportions, colors, and placements outlined in our guide. The logo should always be used in its entirety, without modification or distortion.
- Colors and Typography: Please use the approved color palettes and fonts to keep our visual identity cohesive across all materials.
- Mascots and School Names: These must be used in a respectful and professional manner, maintaining the integrity of the image they represent.

#### **4. Quality Standards**

Products are expected to meet a professional standard of quality that reflects the excellence of BHUSD. This standard helps ensure that spirit wear and other items are visually appealing, durable, and aligned with the district's values.

#### **5. Partnership Alignment**

As part of ongoing efforts to maintain quality and consistency, BHUSD has established partnerships with select vendors for the purchase of athletic gear, uniforms, apparel, and related school materials. These agreements provide access to preferred pricing, exclusive discounts, and product rebates, ensuring high standards while supporting fiscal responsibility across all schools.

Affiliated organizations are encouraged to consider aligning their purchases with the district's selected vendors. This alignment can:

- Promote consistency in products representing individual schools and the district as a whole
- Leverage negotiated pricing and discounts
- Reinforce the district's investment in high-quality resources for students, staff, and the broader community
- Enhance product appeal and potential sales, as items that meet brand and quality standards are more likely to resonate with stakeholders

#### **6. Opt-Out Provision**

While maintaining flexibility for individual expression, alignment with district-endorsed products supports a cohesive and professional public image across all school sites.

Organizations opting not to follow branding guidelines:

- May not use official school names, logos, or mascots
- Must clearly indicate that products are independently created and not district-endorsed

Open communication is encouraged to help ensure that each school's spirit is reflected appropriately within the district's overall visual identity. Assistance is available for organizations seeking guidance in applying these branding guidelines.

#### **7. Enforcement**

The district aims to maintain a collaborative and supportive approach. However, non-compliance with branding guidelines may result in the following actions:

- An initial reminder when guidelines are not followed
- Formal notification in cases of improper or unapproved use of district assets
- Restrictions on future use of school resources or public platforms for marketing or sales if issues persist

These measures are intended to protect the integrity of the district’s brand while continuing to support creative expression and organizational success.

## 8. Exceptions and Appeals

Organizations may request exceptions to this policy by submitting a written request to the Superintendent or designee. Exceptions will be considered on a case-by-case basis, with the goal of balancing school spirit and creativity with brand integrity and district-wide consistency.

## 9. Annual Acknowledgment

PTAs and affiliated organizations are asked to review and sign an annual acknowledgment form to confirm their understanding of and alignment with these guidelines.

### SAMPLE FORM

#### Beverly Hills Unified School District

#### Acknowledgment Form: Use of District Brand and School Identity

**Applicable To:** Parent-Teacher Associations (PTAs), Booster Clubs, and Affiliated Organizations

**Policy Reference:** BHUSD Board Policy and Administrative Regulation 1325.12 – Use of District Brand and School Identity

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**Organization Name:** \_\_\_\_\_

**School Site:** \_\_\_\_\_

**President/Chairperson Name:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

#### Acknowledgment Statement

On behalf of the above-named organization, I acknowledge that I have received, read, and understand the **BHUSD Policy and Administrative Regulation** regarding the use of the District’s brand and school identity by PTAs and affiliated organizations.

I understand that:

- The district owns all logos, names, mascots, colors, and related brand assets.
- Prior approval must be obtained for any use of these brand assets.
- The organization will follow the official branding guidelines provided by the district.
- Alignment with the district's partnerships is encouraged to support quality, consistency, and cost savings.

- If the organization chooses not to follow the guidelines, it may not use official brand assets.
- Non-compliance may result in restricted use of school or district resources.

This acknowledgment will remain in effect through the current academic year and must be renewed annually.

**Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Title/Role:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please submit this signed form to your school principal and the district branding officer by **[insert due date]**.

For questions or to request branding support, contact:

**[Insert district contact name and email]**

## **Policy 4040: Employee Use Of Technology**

Original Adopted Date: 03/10/2009 | Last Revised Date: 03/12/2024 | Last Reviewed Date: 03/12/2024

The Board of Education recognizes that technological resources enhance employee performance by offering effective tools to assist in providing a quality instructional program; facilitating communications with parents/guardians, students, and the community; supporting district and school operations; and improving access to and exchange of information. The Board expects all employees to learn to use the available technological resources that will assist them in the performance of their job responsibilities. As needed, employees shall receive professional development in the appropriate use of these resources.

Employees shall be responsible for the appropriate use of technology and shall use district technology primarily for purposes related to their employment.

District technology includes, but is not limited to, computers, the district's computer network including servers and wireless computer networking technology (wi-fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through district-owned or personally owned equipment or devices.

The Superintendent or designee shall establish an Acceptable Use Agreement which outlines employee obligations and responsibilities related to the use of district technology. Upon employment and whenever significant changes are made to the district's Acceptable Use Agreement, employees shall be required to acknowledge in writing that they have read and agreed to the Acceptable Use Agreement.

Employees shall not use district technology to access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, sexually explicit, or unethical or that promotes any activity prohibited by law, Board policy, or administrative regulations.

Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors. (Penal Code 313)

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that protects against access to visual depictions that are obscene, child pornography, or harmful to minors and that the operation of such measures is enforced. The Superintendent or designee may disable the technology protection measure during use by an adult to enable access for bona fide research or other lawful purpose. (20 USC 7131; 47 USC 254)

The Superintendent or designee shall annually notify employees in writing that they have no reasonable expectation of privacy in the use of any equipment or other technological resources provided by or maintained by the district, including, but not limited to, computer files, email, text messages, instant messaging, and other electronic communications, even when provided their own password. To ensure proper use, the Superintendent or designee may monitor employee usage of district technology at any time without advance notice or consent and for any reason allowed by law.

In addition, employees shall be notified that records maintained on any personal device or messages sent or received on a personal device that is being used to conduct district business may be subject to disclosure, pursuant to a subpoena or other lawful request.

Employees shall report any security problem or misuse of district technology to the Superintendent or designee.

Inappropriate use of district technology may result in a cancellation of the employee's user privileges, disciplinary action, and/or legal action in accordance with law, Board policy, and administrative regulation.

## **Regulation 4040: Employee Use Of Technology**

Original Adopted Date: 03/10/2009

### **Online/Internet Services: User Obligations and Responsibilities**

Employees are authorized to use district equipment to access the Internet or other online services in accordance with Board policy, the district's Acceptable Use Agreement, and the user obligations and responsibilities specified below.

1. The employee in whose name an online services account is issued is responsible for its proper use at all times. Employees shall keep account information, home addresses, and telephone numbers private. They shall use the system only under the account number to which they have been assigned.

2. Employees shall use the system safely, responsibly, and primarily for work-related purposes.

3. Employees shall not access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs.

Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes in a patently offensive way, sexual conduct, and which lacks serious literary, artistic, political, or scientific value for minors.

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4031 - Complaints Concerning Discrimination in Employment)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

4. Employees shall not use the system to promote unethical practices or any activity prohibited by law, Board policy, or administrative regulations.

(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)

5. Employees shall not use the system to engage in commercial or other for-profit activities without permission of the Superintendent or designee.

6. Copyrighted material shall be posted online only in accordance with applicable copyright laws.

(cf. 6162.6 - Use of Copyrighted Materials)

7. Employees shall not attempt to interfere with other users' ability to send or receive email, nor shall they attempt to read, delete, copy, modify, or forge other users' email.

8. Employees shall not develop any classroom or work-related web sites, blogs, forums, or similar online communications representing the district or using district equipment or resources without permission of the Superintendent or designee. Such sites shall be subject to rules and guidelines established for district online publishing activities including, but not limited to, copyright laws, privacy rights, and prohibitions against obscene, libelous, and slanderous content. Because of the unfiltered nature of blogs, any such site shall include a disclaimer that the district is not responsible for the content of the messages. The district retains the right to delete material on any such online communications.

(cf. 1113 - District and School Web Sites)

9. Users shall report any security problem or misuse of the services to the Superintendent or designee.

## **Policy 4136 / Policy 4236: Nonschool Employment**

Original Adopted Date: 03/10/2009

The Board of Education recognizes that district employees may receive compensation for outside activities as long as these activities are not inconsistent, incompatible, in conflict with or inimical to the employee's duties or to the duties, functions or responsibilities of the district.

Outside paid activities are incompatible with district employment if they require time periods that interfere with the proper, efficient discharge of the employee's duties, if they entail compensation from an outside source for activities which are part of the employee's regular duties, or if they involve using for private gain the district's name, prestige, time, facilities, equipment or supplies.

(cf. 1321 - Solicitation of Funds from and by Students)

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

(cf. 4135/4235/4335 - Soliciting and Selling)

(cf. 4137 - Tutoring)

District employees shall not perform, without prior Board approval, any outside paid service which will be wholly or in part subject to the approval or control of another district employee or a district officer.

(cf. 4132/4232/4332 - Publication or Creation of Materials)

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

(cf. 9270 - Conflict of Interest)

Upon determining that an employee's outside job is incompatible with district employment, the Superintendent or designee shall so inform the employee. An employee who continues to pursue an incompatible activity may be subject to disciplinary action. Appeals shall be addressed in accordance with law, Board policy and administrative regulations.

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)

(cf. 4144/4244/4344 - Complaints)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

## **Regulation 5020: Parent Rights And Responsibilities**

Original Adopted Date: 01/27/2009 | Last Revised Date: 06/10/2025 | Last Reviewed Date: 06/10/2025

### **Parent/Guardian Rights**

The rights of parents/guardians of district students include, but are not limited to, the following:

1. To observe, within a reasonable period of time after making the request, the classroom(s) in which their child is enrolled or for the purpose of selecting the school in which their child will be enrolled (Education Code 51101)

Parents/guardians may observe instructional and other school activities that involve their child in accordance with Board policy and administrative regulations adopted to ensure the safety of students and staff, prevent undue interference with instruction or harassment of school staff, and provide reasonable accommodation to parents/guardians. Upon written request by a parent/guardian, the Superintendent or designee shall arrange for parental observation of a class or activity in a reasonable time frame and in accordance with Board policy and administrative regulations. (Education Code 49091.10)

2. To meet, within a reasonable time of their request, with their child's teacher(s) and the principal (Education Code 51101)
3. Under the supervision of district employees, to volunteer their time and resources for the improvement of school facilities and school programs, including, but not limited to, providing assistance in the classroom with the approval, and under the direct supervision, of the teacher (Education Code 51101)
4. To be notified on a timely basis if their child is absent from school without permission (Education Code 51101)
5. To receive the results of their child's performance and the school's performance on standardized tests and statewide tests (Education Code 51101)

For parents/guardians of English learners, this right shall include the right to receive the results of their child's performance on the English language development test. (Education Code 51101.1)

6. To request a particular school for their child and to receive a response from the district (Education Code 51101)
7. To have a school environment for their child that is safe and supportive of learning (Education Code 51101)
8. To examine the curriculum materials of the class(es) in which their child is enrolled (Education Code 51101; 20 USC 1232h)

Parents/guardians may inspect, in a reasonable time frame, all primary supplemental instructional materials and assessments stored by the classroom teacher, including textbooks, teacher's manuals, films, audio and video recordings, and software. (Education Code 49091.10)

Each school site shall make available to parents/guardians and others, upon request, a copy of the prospectus for each course, including the titles, descriptions and instructional aims of the course. (Education Code 49091.14)

The school may charge an amount not to exceed the cost of duplication. (Education Code 49091.14)

9. To be informed of their child's progress in school and of the appropriate school personnel whom they should contact if problems arise with their child (Education Code 51101)
10. For parents/guardians of English learners, to support their child's advancement toward literacy (Education Code 51101.1)

The Superintendent or designee may make available, to the extent possible, surplus or undistributed instructional materials to parents/guardians pursuant to Education Code 60510. (Education Code 51101.1)

11. For parents/guardians of English learners, to be informed, through the school accountability report card, about statewide and local academic standards, testing programs, accountability measures and school improvement efforts (Education Code 51101.1)
12. To have access to the school records of their child (Education Code 51101)
13. To receive information concerning the academic performance standards, proficiencies or skills their child is expected to accomplish (Education Code 51101)
14. To be informed in advance about school rules, including disciplinary rules and procedures in accordance with Education Code 48980, attendance policies, dress codes and procedures for visiting the school (Education Code 51101)
15. To be notified, as early in the school year as practicable pursuant to Education Code 48070.5, if their child is identified as being at risk of retention and of their right to consult with school personnel responsible for a decision to promote or retain their child and to appeal such a decision (Education Code 51101)
16. To receive information about any psychological testing the school does involving their child and to deny permission to give the test (Education Code 51101)
17. To refuse to submit or to participate in any assessment, analysis, evaluation or monitoring of the quality or character of the student's home life, any form of parental screening or testing, any nonacademic home-based counseling program, parent training, or any prescribed family education service plan and to inspect any survey collecting personal information (Education Code 49091.18; 20 USC 1232h)
18. To participate as a member of a parent advisory committee, school site council or site-based management leadership team in accordance with any rules and regulations governing membership in these organizations (Education Code 51101)

For parents/guardians of English learners, this right shall include the right to participate in school and district advisory bodies in accordance with federal and state law and regulations. (Education Code 51101.1)

19. To question anything in their child's record that the parent/guardian feels is inaccurate or misleading or is an invasion of privacy and to receive a response from the school (Education Code 51101)
20. To provide informed, written parental consent before their child is tested for a behavioral, mental or emotional evaluation. A general consent, including medical consent used to approve admission to or involvement in a special education or remedial program or regular school activity, shall not constitute written consent for these purposes. (Education Code 49091.12)

## **Parent Responsibilities**

Parents/guardians may support the learning environment of their child by: (Education Code 51101)

1. Monitoring attendance of their child
2. Ensuring that homework is completed and turned in on time
3. Encouraging their child to participate in extracurricular and cocurricular activities
4. Monitoring and regulating the television viewed by their child

5. Working with their child at home in learning activities that extend the classroom learning
6. Volunteering in their child's classroom(s) or for other school activities
7. Participating in decisions related to the education of their own child or the total school program as appropriate

### **BHUSD Parent-Teacher Academic Conference (Non-Disciplinary Meetings)**

Purpose: To establish clear, consistent and respectful guidelines and protocol for ensuring that BHUSD parents/guardians have the opportunity to meet directly with their child's instructional teacher to discuss academic progress in a one-on-one setting, without the default inclusion of administrative staff unless warranted by exceptional circumstances.

BHUSD is committed to fostering open, transparent, and respectful communication between families and teachers. This regulation to the policy affirms that parents/guardians have the right to request and hold a one-on-one meeting with a teacher for the sole purpose of discussing their child's academic progress, learning environment, classroom performance, or curriculum-related concerns. These meetings are intended to occur in the teacher's instructional space or via Zoom, at a mutually agreed-upon date and time.

Scope: This regulation applies to all certificated instructional staff (teachers), parents/guardians, and school site administration within BHUSD schools. It does not apply to meetings involving disciplinary matters, behavioral or academic intervention plans, which follow separate protocols.

Provisions:

Requesting a Conference:

- Parents/guardians may request a one-on-one meeting with their child's teacher by email or through an official school communication platform.
- Teachers should respond within three (3) school days to propose a meeting time, location (in-classroom or virtual), and any relevant agenda points.

Nature of the Meeting:

- These meetings are intended solely for academic discussion: curriculum, assignments, student progress, classroom strategies, learning needs, etc.
- Administrative personnel shall be present only when warranted by exceptional circumstances.

Location & Format:

- Meetings should occur in the teacher's classroom during planning periods, after school, before school or at another mutually convenient time.
- Alternatively, meetings may be held via Zoom if preferred by either party or due to scheduling or access constraints.

Documentation (Optional):

- At the teacher’s or parent’s discretion, a summary of the meeting may be documented and shared for clarity and follow-up purposes.

Confidentiality and Professionalism:

- All parties must adhere to BHUSD standards of mutual respect, confidentiality, and professionalism,
- Any breach of conduct, harassment, or inappropriate behavior by either party will be addressed under existing BHUSD policies.

Communication Guidelines for Parents and Guardians - Where do I Start?

BHUSD encourages parents to resolve questions and concerns at the most direct level possible. Most issues are successfully addressed at the school level through open and timely communications. Please present your questions and concerns in this order:

Communication  
Guidelines for Parents  
and Guardians

**WHERE DO I START?**



BHUSD is dedicated to providing you with transparent information about your child’s education in a timely manner. We want you to feel comfortable addressing your questions in our District. With direct and respectful communication, most issues are resolved at the school level. Please present your questions and concerns in this order.

**1 YOUR CHILD'S TEACHER**

If you have a question related to your child or their learning, contact their classroom teacher directly via email or phone.

*If you haven't heard from the teacher in a reasonable amount of time or if, after discussion, the issue has not been resolved move to step 2.*

**2 YOUR SCHOOL ASSISTANT PRINCIPAL OR PRINCIPAL**

At step 2, your first point of contact will be your Assistant Principal, they may then advise you to talk to your child’s school counselor or the school Principal. Call or email the school to arrange this.

*If you are dissatisfied or the situation has not been resolved move to step 3.*

**3 RELEVANT DISTRICT ADMINISTRATOR**

The Assistant Superintendents supervise Principals at BHUSD. To help resolve your situation it is important for you to know the names of all the staff members with whom you have spoken and the dates of your conversations. Email the appropriate district administrator - [bhusd.org/admin/](mailto:bhusd.org/admin/).

*If the situation has not been resolved move to step 4.*

**4 SUPERINTENDENT**

The Superintendent supervises District Office staff and all BHUSD school staff. Only after the previous steps to resolve the situation should you contact the Superintendent of Schools. You can contact the Superintendent by email or phone - [bhusd.org/admin/](mailto:bhusd.org/admin/). The Superintendent may arrange for a phone conversation or meeting, this may include all involved parties and not a one-on-one meeting.

*If you are dissatisfied or the situation has not been resolved move to step 5.*

**5 BOARD OF EDUCATION**

The Board of Education has been elected by the community to provide leadership and citizen oversight of the District. The Board shall ensure that the District is responsive to the values, beliefs, and priorities of the community. You can contact Board Members via email - [bhusd.org/board/](mailto:bhusd.org/board/). You may speak at open comment during a Board Meeting [bhusd.org/publiccomment/](http://bhusd.org/publiccomment/).

## Policy 6016: Standards-Based Instructional Environment

Original Adopted Date: 07/16/2025 | Last Reviewed Date: 07/16/2025

### Purpose

The Beverly Hills Unified School District (BHUSD) is committed to fostering an inclusive, respectful, and academically rigorous environment for every student. This policy clarifies expectations around political, ideological, and personal expression during instructional time. The goal is to preserve a Standards-Based Instructional Environment where all students feel safe to explore ideas, engage critically, and form their own perspectives free from undue influence.

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### Policy Statement

All BHUSD classrooms shall uphold the principles of a Standards-Based Instructional Environment during instructional time. Discussions of political, religious, or socially sensitive topics must be relevant to the curriculum and presented in a factual, objective, and non-partisan manner. Educators are encouraged to guide thoughtful, balanced discussions that reflect a variety of viewpoints and promote analytical thinking, not ideological alignment.

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### Professional Expectations for Staff

All BHUSD staff—teachers, aides, and instructional personnel—are expected to:

- Refrain from promoting or opposing political parties, candidates, ballot measures, or ideological causes during instructional time.
  - Avoid displaying partisan materials that are not curriculum-aligned.
  - Outside of peer/student mediation, avoid discussing sensitive topics such as religion, sexual orientation, gender identity, or geopolitical conflicts, unless directly connected to curriculum.
  - Allow space for respectful student expression.
  - Align all instructional and classroom content with state standards and Board-approved educational materials.
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### Accountability, Reporting, and Support

Any concerns related to perceived bias or inappropriate classroom content pursuant to this policy should be directed to the site administrator or Superintendent's designee. The District is committed to investigating all reports professionally and confidentially, consistent with its policies and applicable laws.

Disciplinary action may be taken if a staff member is found in violation of this policy, following due process. BHUSD does not permit retaliation against any individual who, in good faith, reports a concern or participates in an investigation.

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## Cross-References

- BP 6144: Controversial Issues – Outlines guidance for the instructional use of sensitive or political content.
  - BP 4119.21: Professional Standards – Sets expectations for ethical conduct by district employees.
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## Conclusion

This policy underscores BHUSD’s commitment to a Standards-Based Instructional Environment where every student has the opportunity to learn free from bias, coercion, and/or undue influence. Educators are encouraged to have meaningful dialogue among students to foster educational objectives. By maintaining a clear focus on instructional integrity, BHUSD advances its core mission of Educational Excellence - empowering students to think critically, engage respectfully, and reach their full potential in alignment with the District’s core values of Excellence, Integrity, Wellness, Inclusion, Safety, and Community.

## **Policy 6161.1: Selection And Evaluation Of Instructional Materials**

Original Adopted Date: 12/06/2022 | Last Revised Date: 11/14/2023 | Last Reviewed Date: 11/14/2023

The Board of Education desires that district instructional materials, as a whole, present a broad spectrum of knowledge and viewpoints, accurately reflect and value society's diversity, stimulate thought, the exploration of ideas and intellectual exchanges, and enhance instructors' ability to educate all students through the use of multiple teaching strategies and technologies. The Board shall adopt instructional materials based on a determination that such materials are an effective learning resource to help students achieve grade-level competency and that the materials meet criteria specified in law. Textbooks, technology-based materials, and other educational materials shall be aligned with academic content standards and the District's curriculum to ensure that they effectively support the District's adopted courses of study.

The Board shall select instructional materials for use in grades K-8 that have been approved by the State Board of Education (SBE) or that have, during the district's review process, been determined to be aligned with the state academic content standards adopted by SBE, which includes instructional materials for mathematics and English language arts that are aligned to Common Core State Standards. (Education Code 60200, 60210)

The Board shall adopt instructional materials for grades 9-12 upon determining that the materials meet the criteria specified in law and the accompanying administrative regulation. (Education Code 60400)

In selecting or adopting instructional materials, the Board shall consider the recommendation of the Superintendent or designee and/or an advisory committee established to review the materials.

The degree to which every student has sufficient access to standards-aligned instructional materials shall be included in the district's local control and accountability plan. (Education Code 52060)

To ensure that instructional materials effectively support the district's adopted courses of study, the selection of textbooks, technology based materials, other educational materials, and tests shall be aligned with the development, attainment, and evaluation of the district's curriculum and standards.

The Superintendent or designee shall establish a process by which instructional materials shall be reviewed for recommendation to the Board. This process shall involve teachers in a substantial manner and shall also encourage the participation of parents/guardians and community members.

All recommended instructional materials shall be available for public inspection at the district office.

Individuals who participate in selecting and evaluating instructional materials shall not have a conflict of interest in the materials being reviewed, recommended or approved. Complaints concerning instructional materials shall be handled in accordance with Board policy, and Administrative Regulation.

The district may pilot instructional materials, using a representative sample of classrooms for a specified period of time during a school year, in order to determine how well the materials support the district's curricular goals and academic standards. Feedback from teachers piloting the materials shall be made available to the Board before the materials are adopted.

The Board's priority in the selection of instructional materials is to ensure that all students in grades K-12 are provided with instructional materials that are aligned to state content standards in the core curriculum areas of reading/language arts, mathematics, science, and history/social science.

### **Public Hearing on Sufficiency of Instructional Materials**

The Board shall annually conduct one or more public hearings on the sufficiency of the district's instructional materials, including textbooks, technology-based materials, other educational materials, and tests.

Technology-based materials include, but are not limited to, software programs, video disks, compact disks, optical disks, video and audio tapes, lesson plans, databases, and the electronic equipment required to make use of those materials by students and teachers as a learning resource. (Education Code 60010, 60119) .

The hearing shall be held on or before the end of the eighth week from the first day students attend school for that year. (Education Code 60119)

The Board encourages participation by parents/guardians, teachers, interested community members, and bargaining unit leaders at the hearing. Ten days prior to the hearing, the Superintendent or designee shall post a notice in three public places within the district containing the time, place, and purpose of the hearing. The hearing shall not take place during or immediately following school hours. (Education Code 60119)

At the hearing(s), the Board shall determine, through a resolution, whether each student in each school, including each English Learner, has sufficient textbooks and/or instructional materials that are aligned to the content standards adopted by SBE consistent with the content and cycles of the curriculum framework adopted by SBE in each of the following subjects: (Education Code 60119) :

1. Mathematics
2. Science
3. History-social science

4. English language arts, including the English language development component of an adopted program
5. World language
6. Health

The Board shall also determine the availability of science laboratory equipment, as applicable to science laboratory courses offered in grades 9-12.(Education Code 60119)

In making these determinations, the Board shall consider whether each student has sufficient textbooks or other instructional materials to use in class and to take home. This does not require that each student have two sets of materials. However, materials shall not be considered sufficient if they are photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage. (Education Code 60119)

If materials are in a digital format, they shall be considered sufficient as long as each student, at a minimum, has and can access the same materials in the class and to take home as all other students in the same class or course in the district, and has the ability to use and access them at home. (Education Code 60119)

If the Board determines that there are insufficient textbooks or other instructional materials, the Board shall, by resolution, provide information to classroom teachers and to the public setting forth, for each school in which an insufficiency exists, the percentage of students who lack sufficient standards-aligned textbooks or instructional materials in each subject area and the reasons that each student does not have sufficient textbooks and/or instructional materials. The Board shall submit a copy of the resolution to the County Superintendent of Schools no later than three business days after the hearing. The Board take any action to ensure that each student has sufficient materials within two months of the beginning of the school year in which the determination is made. (Education Code 60119)

In addition, if the County Superintendent, in accordance with Education Code 1240, makes the district aware of a school that does not have sufficient textbooks or instructional materials, the district shall take any action to ensure that each student has sufficient materials within two months of the beginning of the school year.

### **Prohibition Against Refusal to Approve or Prohibit the Use of Specified Instructional Materials**

The use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library shall not be rejected or prohibited by the Board or district on the basis that it includes a study of the role and contributions of any individual or group consistent with the requirements of Education Code 51204.5 and 60040, unless such study would violate Education Code 51501 or 60044. (Education Code 243)

### **Complaints**

Complaints concerning instructional materials shall be handled in accordance with Board Policy 1312.2 - Complaints Concerning Instructional Materials, Board Policy 1312.3 - Uniform Complaint Procedures, or Administrative Regulation 1312.4 - Williams Uniform Complaint Procedures, as applicable.

# Regulation 6161.1: Selection And Evaluation Of Instructional Materials

Original Adopted Date: 12/06/2022 | Last Revised Date: 11/14/2023 | Last Reviewed Date: 11/14/2023

## Review Process

The district's review process for evaluating instructional materials shall involve teachers in a substantial manner and shall encourage the participation of parents/guardians and community members in accordance with Education Code 60002. The review process may also involve administrators, other staff who have subject-matter expertise, and students as appropriate. The Superintendent or designee shall seek input from stakeholders with diverse backgrounds and perspectives.

If the district is considering the use of instructional materials for grades K-8 that have not been adopted by the State Board of Education (SBE), the Superintendent or designee shall ensure that a majority of the participants in the district's review process are classroom teachers who are assigned to the subject area or grade level of the materials. (Education Code 60210)

The Superintendent or designee may establish an advisory committee to conduct the review of instructional materials.

The Superintendent or designee shall present to the Governing Board recommendations for instructional materials and documentation that supports the recommendations.

All recommended instructional materials shall be available for public inspection at the district office.

When possible, the district may pilot instructional materials in a representative sample of classrooms for a specified period of time during a school year, in order to determine the extent to which the materials support the district's curricular goals and academic standards, and accurately reflect and value society's diversity. Feedback from teachers piloting the materials shall be made available to the Board before the materials are adopted.

## Criteria for Selection and Adoption of Instructional Materials

In recommending instructional materials for adoption by the Board, the Superintendent or designee shall ensure that the materials:

1. Are aligned to the content standards adopted by SBE and consistent with the content and cycles of the curriculum framework adopted by SBE
2. For grades K-8, only instructional materials on the list of materials adopted by SBE and/or other instructional materials that have not been adopted by SBE but are aligned with the state academic content standards or the Common Core State Standards may be recommended for selection. (Education Code 60200, 60210)
3. For grades 9-12, instructional materials in history-social science, mathematics, English/language arts, and science shall be reviewed using a standards map in order to determine the extent to which the materials are aligned to state academic content standards.

4. Do not reflect adversely upon persons because of instructional materials in history-social science, mathematics, English/language arts, and science shall be reviewed using a standards map in order to determine the extent to which the materials are aligned to state academic content standards.
5. To the satisfaction of the Board, are accurate, objective, current, and suited to the needs and comprehension of students at their respective grade levels (Education Code 60045)
6. With the exception of literature and trade books, use proper grammar and spelling (Education Code 60045)
7. Do not exposure students to a commercial brand name, product, or corporate or company logo unless the Board makes a specific finding that the use is appropriate based on one of the following: (Education Code 60200, 60048)
  - a. The commercial brand name, product, or corporate or company logo is used in text for an educational purpose as defined in guidelines or frameworks adopted by the SBE.
  - b. The appearance of a commercial brand name, product, or corporate or company logo in an illustration is incidental to the general nature of the illustration.
8. Meet the requirements of Education Code 60040-60043 for specific subject content, including, but not limited to:
  - a. Accurately portraying society's cultural and racial diversity, including:
    - i. The contributions of all genders in all types of roles, including professional, vocational, and executive roles
    - ii. The role and contributions of Native Americans, African Americans, Latino Americans, Asian Americans, Pacific Islanders, Jewish Americans, European Americans, LGBTQ+ Americans, persons with disabilities, and members of other ethnic, cultural, religious, and socioeconomic groups to the total development of California and the United States
    - iii. The role and contributions of the entrepreneur and labor in the total development of California and the United States
  - b. Accurately portraying humanities place in ecological systems and the necessity for the protection of the environment
  - c. Accurately portraying the effects on the human system of the use of tobacco, alcohol, and narcotics, and restricted dangerous drugs as defined in Health and Safety Code 11032, and other dangerous substances
  - d. Encouraging thrift, fire prevention, and the humane treatment of animals and people

e. Requiring, when appropriate to the comprehension of students, that textbooks for social science, history, or civics classes contain the Declaration of Independence and the United States Constitution

7. Support the district's adopted courses of study and curricular goals; including the district's local control and accountability plan

8. Contribute to a comprehensive, balanced curriculum

9. Demonstrate reliable quality of scholarship as evidenced by:

- a. Accurate, up-to-date, and well-documented information
- b. Objective presentation of diverse viewpoints
- c. Clear, concise writing and appropriate vocabulary
- d. Thorough treatment of subject

10. Provide for a wide range of materials at all levels of difficulty, with appeal to students of varied interests, abilities, and developmental levels

11. Stimulate discussion of contemporary issues, exploration of ideas, and intellectual exchanges, and improve students' thinking and decision-making skills

12. As appropriate, have corresponding versions available in languages other than English

13. Include high-quality teacher's guides

14. When available, include options for lighter weight materials, including materials in digital format, in order to help minimize any injury to students by the combined weight of instructional materials

In addition to meeting the above criteria as applicable, technology-based materials shall:

1. Be both available and comparable to other, equivalent instructional materials (Education Code 60052)
2. Be accessible to all students, including economically disadvantaged students, students with disabilities, and English learners
3. Protect the privacy of student data

### **Instructional Materials Evaluation Committee**

The Superintendent or designee may establish an instructional materials evaluation committee to evaluate and recommend instructional materials for Board approval. This committee shall substantially be composed of teachers and may also include administrators, other staff who have subject-matter expertise, parents/guardians, community members, and students as appropriate.

The committee shall review instructional materials using criteria provided above and in law, and shall provide the Board with documentation supporting its recommendations.

### **Conflict of Interest**

To ensure integrity and impartiality in the evaluation and selection of instructional materials, individuals who are participating in the evaluation of instructional materials and are not otherwise designated in the district's conflict of interest code shall sign a disclosure statement indicating that they :

1. Will not accept any emolument, money, or other valuable thing or inducement to directly or indirectly introduce, recommend, vote for, or otherwise influence the adoption or purchase of any instructional material (Education Code 60072)

Sample copies of instructional materials are excepted from this prohibition. (Education Code 60075)

2. Are not employed by nor receive compensation from the publisher or supplier of the instructional materials or any person, firm, organization, subsidiary, or controlling entity representing it
3. Do not have an interest as a contributor, author, editor, or consultant in any textbook or other instructional material submitted to the district

### **Selection of Materials to Analyze and/or Pilot**

1. The district shall adopt uniform instructional materials aligned to the State content standards. Whenever possible, a uniform publisher will be adopted for grades K-5 and 6-8.
2. A representative committee will be established that is charged with recommending instructional materials for district adoption. The committee will involve representatives of all populations in the district. This committee shall consist of a majority of teachers and may also include administrators, other staff who have subject-matter expertise, parents/guardians, community members, and students as appropriate. The committee shall be facilitated by central office staff.
3. To ensure integrity and impartiality in the selection and evaluation of instructional materials, no Board of Education member, staff member or textbook committee member shall: accept any compensation or any inducement to directly or indirectly introduce, recommend, vote for, or otherwise influence the adoption or purchase of any instructional material; accept any gift, favor, entertainment or item of value from any person or entity that submits or is likely to submit instructional materials or related proposals to the district.
4. The committee will evaluate instructional materials based on a district developed criteria referenced evaluation instrument and an accompanying rubric used to give a point value to each of the criteria

### **The Pilot and/or Analysis**

1. Publishers' materials will be provided to the Educational Services staff in collaboration with department chairs and teacher specialists. The Educational Services office will facilitate distribution of the materials to committee members.
2. Committee members will compare similar components of competing programs. These components will be identified on the criterion referenced evaluation tool.
  - a. As appropriate, have corresponding versions available in languages other than English.
  - b. Include high-quality teacher's guides.
3. Committee members are required to attend in-service professional development prior to evaluating the instructional materials.
4. Each committee member will evaluate all instructional materials under consideration.
5. Committee members will adhere to established timelines and will submit their written evaluations promptly when the evaluation process is completed. Quantitative results will be compiled from the evaluation tool.