

# Board Bylaws, Policies and Administrative Regulations

## Guidelines and Procedures

### Bylaw

Bylaws are rules established by the board for its own governance that are consistent with state laws and regulations.

### Board Policy

A board policy should give clear guidance to the Superintendent, but should be broad and general enough to allow for the administrative discretion necessary to meet the circumstances of each individual case. A policy outlines what should be done, but does not specify how it should be done.

### Administrative Regulation

A regulation is specific; it provides specific instructions for the implementation of a board policy. It is written by the Superintendent or designee, and although board adoption is not required, it is proposed to the board with the corresponding board policy.

### Exhibits

Exhibits are forms developed in conjunction with the implementation of a policy or regulation. Exhibits are adopted formally by the board along with the corresponding policy or regulation.

### Policy Revisions

New policies are developed and proposed to the school board in a step by step process that includes presentation of the policy to Executive Cabinet, communication of the policy to the management team, and if applicable, shared with the employee groups. Feedback on the policy is welcomed and changes are made to the policy as necessary. Once the review process is completed, the policy is submitted to the Board for consideration.

After extensive review, the proposed policy is presented to the board as a first reading, action item. This enables the board to make changes or seek clarification on the proposed policy. A second reading is then conducted to formally adopt the policy.

## Strategic Plan

Strategy #1 – We will establish an effective internal and external communication system to keep all partners informed about our mission, objectives, strategies, policies, successes and strengths.



## Organization

Policies, regulations and bylaws are grouped according to nine general topic areas. Under the general topic areas are subheadings which are assigned numbers according to the Dewey Decimal System. The categories and numbers are:

### 0000 – Philosophy, Goals, Objectives and Comprehensive Plans

Policies in this series are usually generalized goals of the district that have implications for policies in other categories.

### 1000 – Community Relations

Sample topics: Communication with the Public, Participation by the Public, Advisory Committees, and Relations with other Agencies.

### 2000 – Administration

Sample topics: Administrative Staff Organization; Administrative Operations; Conflict of Interest Code.

### 3000 – Business and Noninstructional Operations

Sample topics: Budget System; Income; Expenditures; Accounting; Noninstructional Operations and Maintenance, Transportation, Food Services; and District Records.

### 4000 – Human Resources

Sample topics: Recruitment and Selection; Conditions of Employment; Assignment, Transfer and Reassignment; Separation and Disciplinary Action; Evaluations; and Compensation. The series is broken down into:

4100 – Certificated Personnel

4200 – Classified Personnel

4300 – Management, Supervisory and Confidential Personnel

Samples coded 4100/4200/4300 apply to all three categories of employees.

### 5000 – Students

This series deals with student issues not specifically related to instruction. Sample topics: Attendance, Progress and Records, Conduct, Dress Code, Safety, and Discipline.

### 6000 – Instruction

Sample Topics: Curriculum, Class Size, Homework, Graduation Requirements and Instructional Programs.

### 7000 – Facilities

Sample Topics: Planning; Construction; and Financing

### 8000 – Unused

### 9000 – Board Bylaws

Sample Topics: Organization; Term of Office; Policies; Meetings; Elections; and Conflict of Interest Code.

## History

In 2002, the district transitioned from its original policy structure and numbering system to align with the recommendations of the California School Boards' Association.

OLD SERIES	NEW SERIES
<b>1000</b> Board of Education	<b>9000</b> Board Bylaws
<b>2000</b> Administration	<b>2000</b> Administration
<b>3000</b> Business and Non-Instructional Operations	<b>3000</b> Business
<b>4000</b> Instruction	<b>4000</b> Human Resources
<b>5000</b> Unused	<b>5000</b> Students
<b>6000/6500/7000/7500</b> Certificated/Classified/Management Personnel	<b>6000</b> Instruction
<b>8000</b> Students	<b>8000</b> Unused
<b>9000</b> Community	<b>1000</b> Community Relations
	<b>7000</b> Facilities
	<b>0000</b> Philosophy Goals, Objectives and Comprehensive Plans

Since the transition in 2002, new policies have been proposed under the new CSBA structure, however, many policies still exist under the old series numbers.

During the 2009/10 school year, staff completed an extensive review of all existing board policies under the old series structure. Over 170 policies and regulations exist under the old series and must be revised.

## Proposal

With the goal of creating a single, comprehensive set of board policies that comply with state and federal law, district practices, and align to CSBA standards, the district is proposing that all policies contained in the old series be updated. This will require policies to be repealed or revised in each of the old series. To expedite the process, the district would like to present a series at a time to the board, first through board correspondence, and then presented for formal adoption.

This process would begin in August with the proposal of the 5000-Student series. Following the adoption of the 5000-Students series, a new series would be proposed on a monthly basis.

After the adoption process is completed, the district will have all policies available on-line on our district website, in both English and Spanish.

# BOARD POLICY AND ADMINISTRATIVE REGULATION RECOMMENDATIONS

## 1000 SERIES – COMMUNITY RELATIONS

PROPOSED BOARD POLICY / ADMINISTRATIVE REGULATION	EXISTING POLICY TO BE REPLACED	RECOMMENDATION	BEGINNING ON PAGE NUMBER
<b>1000 – Concepts and Roles</b>	1385 – Responsibility of the Board in Public Relations	Replace Board Policy 1385 with revised and renumbered policy 1000.	1
<b>1100 – Communication with the Public</b>	9050 – Media Relations	Replace Board Policy 9050 with revised and renumbered policy 1100.	3
<b>1112 – Media Relations</b>	1385 – Responsibility in Public Relations 9050 – Media Relations 6620.4 – Publication of School News	Replace Board Policies, 1385, 6620.4 and 9050 with revised and renumbered policy 1112.	7
<b>1220 – Citizen Advisory Committees</b>	1325 – Advisory Committees 1330 – Membership on District Advisory Committee or Council	Replace Board Policies 1325 and 1330 with revised and renumbered policy 1220.	11
<b>1230 – School Connected Organizations</b>	3190 – Parent and/or Booster Club Organizations	Replace Board Policy 3190 with revised and renumbered policy 1230.	13
<b>1312.1 – Complaints Concerning District Employees</b>	1420 – Complaints and Controversies 1440 – Complaint Concerning Personnel and Funded Programs 7640 – Complaint Procedure	Replace Board Policies 1420, 1440 and 7640 with revised and renumbered policy 1312.1.	23
<b>1312.2 – Complaints Concerning Instructional Materials</b>	1420 – Complaints and Controversies 1440 – Complaints Concerning Personnel and Funded Programs	Replace Board Policies 1420 and 1440 with revised and renumbered policy 1312.2. Language regarding complaints against funded programs is incorporated into Board Policy 1312.3.	31
<b>1321 – Solicitation of Funds From and By Students</b>	9035 – Soliciting Funds From and By Students 8220 – Fundraising Activities	Replace Board Policy 9035 and 8020 with revised and renumbered policy 1321.	39
<b>1325 – Advertising and Promotion</b>	9030 – Distribution of Advertising, Promotional and Public Information Materials	Replace Board Policy 9030 with revised and renumbered policy 1325.	43

<b>1330 – Use of School Facilities</b>	9010 – Statement of Philosophy – Recreation 9020 – Unauthorized Vehicles/ Equipment on School Grounds 3140 – Use of Facilities 3140.1 – Community Building at Grand Terrace 3150 – Use of Facilities by Personnel	Replace Board Policy 9010, 9020, 3140 and 3150 with revised and revised and renumbered policy 1330.	47
<b>1330.1 – Joint Use Agreements</b>	9010 – Statement of Philosophy – Recreation 9020 – Unauthorized Vehicles/ Equipment on School Grounds 3140 – Use of Facilities 3150 – Use of Facilities by Personnel	Replace Board Policy 9010, 9020, 3140 and 3150 with revised and revised and renumbered policy 1330.1.	63
<b>1700 – Relations between Private Industry and the Schools</b>	9040 – Private Industry and Schools	Replace Board Policy 9040 with revised and renumbered policy 1700.	77

POLICIES RECOMMENDED FOR REPEAL PREVIOUS 9000 SERIES – COMMUNITY	RECOMMENDATION	BEGINNING ON PAGE NUMBER
<b>1415 – Maintaining District Records</b>	Repeal policy 1415, language is incorporated into policy 0510.	79
<b>1825 – Recognition of Employees</b>	Repeal policy 1825, language is incorporated into policies 4156.2/4256.2/4256.3.	80

**CONCEPTS AND ROLES****BP 1000**

The Governing Board desires to represent the community and provide leadership in addressing community issues related to education. In order to identify community concerns and enlist support for the schools, the Board shall establish effective two-way communication systems between schools and the community.

Schools, parents/guardians, community members and local organizations must continually collaborate as partners. The Board and the Superintendent or designee shall work together with city and county agencies and organizations to promote and facilitate coordinated services for children, and shall seek to develop partnerships with local businesses.

The Board recognizes that schools are an important community resource and encourages community members to make appropriate use of school facilities. Community members are also encouraged to attend Board meetings, participate in school activities, and take an active interest in issues that affect the schools. The Board and Superintendent or designee shall keep community members well informed about district needs and accomplishments and shall ensure that they have opportunities to share in developing educational policies, programs and evaluation processes.

The Board recognizes that its ability to fulfill the community's expectations for a high-quality educational program depends on the level of support provided by the state and federal government as well as the community. The Board therefore shall study legislative processes and issues, establish ongoing relationships with state and local leaders and the media, adopt positions on key issues, set priorities for advocacy, and collaborate with other organizations and coalitions in legislative and legal advocacy efforts.

Legal Reference:

EDUCATION CODE

*35160 Authority of governing boards*

*35172 Promotional activities*

RESPONSIBILITIES    OF    BOARD    AND    SUPERINTENDENT    REGARDING    PUBLIC  
RELATIONS

1385

Board: The Board reflects the community's attitude toward the kind of facilities to be provided for education and interprets public sentiment to the Superintendent. The Board is sensitive and responsible to the community's desires in relation to the schools, and each member is responsible to interpret to the community the work of the Board and the general framework of the school program; the Board supports the Superintendent and staff in the proper execution of their duties; and intercedes for proper and adequate State legislation and financial support for schools.

Superintendent: The Superintendent provides the community with adequate information about the activities of the schools, the reasons for the activities, and the results obtained; interprets the schools and school policies in addresses before civic groups when called upon and as available time permits; works with parents' organizations and other groups interested in school welfare and progress; participates in the civic, social, and religious life of the community. The Superintendent encourages personnel to participate in community service activities such as service clubs, youth organizations, health and welfare agencies, etc.



**COMMUNICATION WITH THE PUBLIC****BP 1100**

The Governing Board recognizes the district's responsibility to keep the public informed regarding the goals, programs, achievements, and needs of the schools and district and to be responsive to the concerns and interests expressed by members of the community.

The Superintendent or designee shall establish strategies for effective two-way communications between the district and the public and shall consult with the Board regarding the role of Board members as advocates for the district's students, programs, and policies.

The Superintendent or designee shall distribute communications protocols and procedures to the Board and staff, which include, but are not limited to, identification of spokesperson(s) authorized to speak to the media on behalf of the district, job descriptions that identify the responsibilities of the public information officer and other staff members related to communications with the public, strategies for coordinating communications activities, legal requirements pertaining to confidentiality as well as the public's right to access records, and the importance of presenting a consistent, unified message on district issues.

The Superintendent or designee shall utilize a variety of communications methods in order to provide the public with adequate access to information. Such methods may include, but not be limited to, district and school newsletters, mailings, the district and school web sites, direct email communications, recorded telephone messages for parent/guardian information, school accountability report cards, community forums and public events, notices sent home with students, and news releases and meetings with editorial boards.

In developing communications strategies, the Superintendent or designee shall take into account the needs of all members of the public, including those whose primary language is not English and those who are visually or hearing impaired or have other special needs.

The Superintendent or designee shall ensure that staff are responsive to requests by parents/guardians or members of the public for information or assistance and may provide staff with professional development in their "customer service" role as needed.

The Superintendent or designee shall provide multiple opportunities for members of the public to give input on district and school issues and operations. Community members are encouraged to participate on district and school committees, provide input at Board meetings, submit suggestions to district staff, use the district's complaint procedures as appropriate, and become involved in school activities.

**Prohibition Against Mass Mailings at Public Expense**

No newsletter or other mass mailing, as defined in Government Code 82041.5 and 2 CCR 18901, shall be sent by the district at public expense if such material aggrandizes one or more Board members. The name, signature, or photograph of a Board member may be included in such materials only as permitted by 2 CCR 18901. (Government Code 82041.5, 89001; 2 CCR 18901)

**Comprehensive Communications Plan**

The Superintendent or designee shall develop a written communications plan which establishes priorities for proactive community outreach to build support for district programs and issues. The plan shall also incorporate strategies for effective communications during an emergency or other situation that may arise.

COMMUNICATION WITH THE PUBLIC, continued

BP 1100

The plan shall identify specific communications goals aligned with the district's vision and goals for student learning. For each communications goal, the plan shall identify key messages, individuals or groups that can help the district achieve its goal, strategies tailored for communicating with each target audience, timelines, persons responsible for each activity, and budget implications.

As appropriate for each issue, target audiences may include parents/guardians, the media, local governmental agencies, businesses, community organizations and civic groups, postsecondary institutions, health care professionals, child care providers, senior citizens, community leaders, state or federal legislators or agencies, and/or other segments of the public.

The Superintendent or designee shall annually evaluate the implementation and effectiveness of the district's communications plan and recommend to the Board whether the goals and key issues identified in the plan need to be revised to meet changing circumstances or priorities.

## Legal Reference:

## EDUCATION CODE

*35145.5 Board meetings, public participation**35172 Promotional activities**38130-38138 Civic Center Act*

## GOVERNMENT CODE

*54957.5 Meeting agendas and materials**82041.5 Mass mailing**89001 Newsletter or mass mailing*

## CODE OF REGULATIONS, TITLE 2

*18901 Mass mailings sent at public expense*

(6/85) 10/96

Proposed 09/16/2010

### MEDIA RELATIONS

9050

The Board recognizes that the media significantly influences the public's understanding of school issues and can greatly assist the District in communicating with the community about school needs.

The Board respects the public's right to information and recognizes that the media has a legitimate interest in the schools and a responsibility to provide the community with news.

Media representatives are welcome at all Board meetings and shall receive meeting announcements and agendas upon request.

Like all other visitors, media representatives must register in the school office when coming on campus during school hours.

The Superintendent or designee shall coordinate the release of information concerning the District and the actions of the Board.

The principal or designee of each school shall provide the media with information relating to his/her school, including information about student awards, school accomplishments and events of special interest.

District employees are encouraged to cooperate with members of the press, radio and television. Employees should always make it clear that they are expressing their own personal viewpoints when so doing. They should not express viewpoints on behalf of the District until they have ascertained the District's official position on the matters involved.

During crisis situations, all media inquiries shall be routed to the Superintendent or designee, who shall:

1. Prepare an official statement responding to the particular situation.
2. Update the official statement as events unfold.
3. Keep staff and students well informed.

The District shall not release information which is private or confidential as identified by law and Board policy or administrative regulation.



**MEDIA RELATIONS****BP 1112**

The Governing Board respects the public's right to information and recognizes that the media significantly influence the community's understanding of school programs. In order to develop and maintain positive media relations, the Board and the Superintendent desire to reasonably accommodate media requests for information and to provide accurate, reliable and timely information.

Media representatives are welcome at all Board meetings and shall receive meeting agendas upon request.

Media representatives, like all other visitors, shall register immediately upon entering any school building or grounds when school is in session.

Staff may provide the media with student directory information, including, but not limited to, the name of a student, school of attendance, grade level, honors, and activities, unless the student's parent/guardian has submitted a written request that such information not be disclosed. The district shall not release information that is private or confidential as required by law, Board policy or administrative regulation. No other access to student records or personally identifiable student information may be provided without written parent/guardian permission.

**Interviewing and Photographing Students**

The district shall not impose restraints on students' right to speak freely with media representatives at those times which do not disrupt students' educational program. However, interviews of students may not create substantial disorder or impinge on the rights of others. Therefore, in order to minimize possible disruption, media representatives who wish to interview students at school are strongly encouraged to make prior arrangements with the principal. At their discretion, parents/guardians may instruct their children not to communicate with media representatives.

In order to protect the privacy and safety of students, a media representative who wishes to photograph students on school grounds should first make arrangements with the principal or designee.

When interviewing or photographing a special education student, he/she shall not be identified as a special education student without prior, written parent/guardian permission.

**Media Communications Plan**

In order to help develop strong relations with the media, the Superintendent or designee shall develop a proactive media communications plan. This plan may include, but not be limited to, information related to district programs and needs, student awards, school accomplishments and events of special interest.

The plan shall specify the district's and/or site's primary media contact to whom all media inquiries shall be routed. Spokespersons designated to speak to the media on behalf of the district include the Board president, Superintendent and public information officer. Other Board members and staff may be asked by the Superintendent or designee to speak to the media on a case-by-case basis, depending on their expertise on an issue.

The Superintendent or designee shall provide training on effective media relations to all designated spokespersons.

MEDIA RELATIONS, continued

BP 1112

Crisis Communications Plan

During a disturbance or crisis situation, the first priority of school staff is to assure the safety of students and staff. However, the Board recognizes the need to provide timely and accurate information to parents/guardians and the community during a crisis. The Board also recognizes that the media have an important role to play in relaying this information to the public. In order to help ensure that the media and district work together effectively, the Superintendent or designee shall develop a crisis communications plan to identify communication strategies to be taken in the event of a crisis.

The crisis communications plan may include but not be limited to identification of a media center location, development of both internal and external notification systems, and strategies for press conference logistics.

The Superintendent or designee shall include local law enforcement and media representatives in the crisis planning process.

## Legal Reference:

## EDUCATION CODE

*32210-32212 Willful disturbance of public school or meeting**35144 Special meetings**35145 Public meetings**35160 Authority of governing boards**35172 Promotional activities*

## EVIDENCE CODE

*1070 Refusal to disclose news source*

## PENAL CODE

*627-627.10 Access to school premises*

(9/92 10/96) 7/01

Proposed 09/16/2010

RESPONSIBILITIES    OF    BOARD    AND    SUPERINTENDENT    REGARDING    PUBLIC  
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Superintendent: The Superintendent provides the community with adequate information about the activities of the schools, the reasons for the activities, and the results obtained; interprets the schools and school policies in addresses before civic groups when called upon and as available time permits; works with parents' organizations and other groups interested in school welfare and progress; participates in the civic, social, and religious life of the community. The Superintendent encourages personnel to participate in community service activities such as service clubs, youth organizations, health and welfare agencies, etc.

### MEDIA RELATIONS

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The Board recognizes that the media significantly influences the public's understanding of school issues and can greatly assist the District in communicating with the community about school needs.

The Board respects the public's right to information and recognizes that the media has a legitimate interest in the schools and a responsibility to provide the community with news.

Media representatives are welcome at all Board meetings and shall receive meeting announcements and agendas upon request.

Like all other visitors, media representatives must register in the school office when coming on campus during school hours.

The Superintendent or designee shall coordinate the release of information concerning the District and the actions of the Board.

The principal or designee of each school shall provide the media with information relating to his/her school, including information about student awards, school accomplishments and events of special interest.

District employees are encouraged to cooperate with members of the press, radio and television. Employees should always make it clear that they are expressing their own personal viewpoints when so doing. They should not express viewpoints on behalf of the District until they have ascertained the District's official position on the matters involved.

During crisis situations, all media inquiries shall be routed to the Superintendent or designee, who shall:

1. Prepare an official statement responding to the particular situation.
2. Update the official statement as events unfold.
3. Keep staff and students well informed.

The District shall not release information which is private or confidential as identified by law and Board policy or administrative regulation.



CITIZEN ADVISORY COMMITTEES

BP 1220

The Governing Board recognizes that citizen advisory committees enable the Board to better understand the interests and concerns of the community.

The Board shall establish citizen advisory committees when required by law, to strengthen the effectiveness of district and school operations, or to enhance student learning. The purpose of any such committees shall be clearly defined and aligned to the district's vision, mission, and goals. The Board may dissolve any advisory committee not required by law when the committee has fulfilled its duties or at any time the Board deems it necessary.

The Superintendent or designee may establish advisory committees which shall report to him/her in accordance with law, Board policy, and administrative regulation.

Citizen advisory committees shall serve in an advisory capacity; they may make recommendations, but their actions shall not be binding on the Board or Superintendent.

The membership of citizen advisory committees should reflect the diversity of the community and represent a diversity of viewpoints.

The Superintendent or designee shall provide training and information, as necessary, to enable committee members to understand the goals of the committee and to fulfill their role as committee members.

Within budget allocations, the Superintendent or designee may approve requests for committee travel and may reimburse committee members for expenses at the same rates and under the same conditions as those provided for district employees.

## Legal Reference:

## EDUCATION CODE

*8070 Career technical education advisory committee**11503 Parent involvement program**15278-15282 Citizens' oversight committee**15359.3 School facilities improvement districts**17387-17391 Advisory committees for use of excess school facilities**35147 School site councils and advisory committees**41505-41508 Pupil Retention Block Grant**41570-41573 School and Library Improvement Block Grant**44032 Travel expense payment**52176 Advisory committees, limited-English proficient students program**52852 Site council, school-based program coordination**54425 Advisory committees, compensatory education**54444.1-54444.2 Parent advisory councils, services to migrant children**56190-56194 Community advisory committee, special education**62002.5 Continuing parent advisory committees*

(10/94 7/05) 7/07

Proposed 09/16/2010

# Policy to be replaced by adoption of BP 1220

ADVISORY

COMMITTEES

1325

Members of advisory committees or councils shall be approved by the Board of Education and may be utilized at the discretion of the Board.

MEMBERSHIP

ON

DISTRICT

ADVISORY

COMMITTEE

OR

COUNCIL

1330

No member of the Board of Education is to serve as a voting member of any Advisory Committee or Council within the District unless so authorized by the Board.

SCHOOL CONNECTED ORGANIZATIONS

BP 1230

The Governing Board recognizes that parents/guardians and community members may wish to organize parent organizations and/or booster clubs for the purpose of supporting district and extracurricular programs, such as athletic teams, debate teams, or musical groups. The Board appreciates the contributions made by such organizations and encourages their interest and participation in supporting district activities and helping to achieve the district's vision for student learning.

The Board recognizes that school-connected organizations are separate legal entities, independent of the district. However, in order to help the Board fulfill its legal and fiduciary responsibility to manage district operations, any school-connected organization that desires to raise money to benefit any district student shall submit a request for authorization to the Board, in accordance with Board policy and administrative regulation. In addition, the Superintendent or designee shall establish appropriate internal controls for the relationship between school-connected organizations and the district.

The Board encourages school-connected organizations to consider the impact of fund-raising activities on the overall school and district program. School-connected organizations may consult with the principal to determine school needs and priorities. Activities by school-connected organizations shall not conflict with law, Board policies, administrative regulations, or any rules of the sponsoring school.

Legal Reference:

EDUCATION CODE

*200-262.4 Prohibition of discrimination on the basis of sex*

*35160 Authority of governing boards*

*38130-38138 Civic Center Act, use of school property for public purposes*

*48931 Authorization for sale of food by student organization*

*48932 Authorization for fund-raising activities by student organization*

*49431 Sale of food to elementary students during the school day*

*49431.2 Sale of food to middle, junior, or high school students*

*49431.5 Sale of beverages at elementary, middle, or junior high schools*

*51520 Prohibited solicitation on school premises*

*51521 Fund-raising project*

(9/90 12/90) 7/07

Proposed 09/16/2010

ADMINISTRATIVE REGULATIONSCHOOL CONNECTED ORGANIZATIONS

AR 1230

Persons proposing to establish a school-connected organization shall submit a request to the Governing Board for authorization to operate at the school. The request for authorization shall contain:

1. The name and purpose of the organization
2. The date of application
3. Bylaws, rules, and procedures under which the organization will operate, including procedures for maintaining the organization's finances, membership qualifications, if any, and an agreement that the group will not engage in unlawful discrimination
4. The names, addresses, and phone numbers of all officers
5. A list of specific objectives
6. An agreement to grant the district the right to audit the group's financial records at any time, either by district personnel or a certified public accountant
7. The name of the bank where the organization's account will be located and the names of those authorized to withdraw funds
8. The signature of the principal of the supporting school
9. Planned use for any money remaining at the end of the year if the organization is not continued or authorized to continue in the future
10. An agreement to provide evidence of liability insurance as required by law

Requests for subsequent authorization shall be presented to the Superintendent or designee annually, along with a financial statement showing all income and expenditures from fund-raisers. If the Superintendent or designee proposes to deny the request for reauthorization, he/she shall present his recommendation to the Board for approval.

Upon consent of the Superintendent or designee, school-connected organizations may use the school's name, school team's name, or any logo attributable to the school or district.

School-connected organizations are prohibited from hiring or directly paying district employees. Organizations may make donations to the district to cover the costs of additional employees, but only if such positions are approved in advance by the Board. At their discretion, employees may volunteer to perform activities for school-connected organizations during non-working hours.

(9/90 12/90) 7/07

PARENT AND/OR BOOSTER CLUBS AND ORGANIZATIONS

3190

Any person or group of people desiring to raise money to benefit a student or students at one or more schools within the District shall request authorization to so operate in accordance with Education Code 51521, by making application to the Governing Board.

## ADMINISTRATIVE REGULATION

3190(a)

PARENT AND/OR BOOSTER CLUBS AND ORGANIZATIONS

Education Code 51521 requires that the Governing Board of any school district approve any fund-raising activity in which money will be given for the benefit of students.

1. Any request for approval may be in the form of a constitution, bylaw or a letter (Attachment I), but must contain the following information:
  - a. Name of Parent and/or Booster Club and Organization.
  - b. Membership - Quotas or Qualifications.
  - c. Names, home addresses, and telephone numbers of all officers.
  - d. Brief statement of general purpose of Parent and/or Booster Club and Organization.
  - e. Allowable use of any money remaining at the end of the year if the Parent and/or Booster Club or Organization is not continued or authorized to continue.
  - f. Name and address of bank where account is located.
  - g. Name or names of persons authorized to withdraw funds.
  - h. Date of application.
  - i. Signature of site administrator supporting the request for authorization.
  - j. Proof of liability insurance naming the District as additional insured for liability arising out of the activity.
  - k. Statement of indemnification and reimbursement to the District in the event a property tax assessment is levied against a portion of the District's property as a result of the activity taking place on District property.
2. Any authorization granted under this regulation will be valid for one year from the date of such action. All requests to continue existence will require a re-application and renewal of authorization by the Governing Board at the first regular Board meeting in November.
3. Any requests for renewal shall be accompanied by an annual financial statement showing the income from all fund-raisers, as well as, all expenditures. (Attachment II)
4. Any people or groups operating under this policy automatically grant to the Governing Board the right to audit their financial records at any time either by District personnel or by a certified public accountant.

Adopted 11/17/94

ADMINISTRATIVE REGULATION

3190(a)

Parent and/or Booster Clubs and Organizations (continued)

5. Any programs, fund-raisers or other activities planned shall only be permitted if properly scheduled and calendared according to the rules of the sponsoring school.
6. All transportation arrangements for students shall be made through the District Transportation Department. (Attachment II)
7. Parent and/or Booster Clubs and Organizations shall not hire employees without prior approval from the District Personnel Office. (Attachment II)

ATTACHMENT I

(B.P. #3190)

\_\_\_\_\_  
Date

\_\_\_\_\_  
School

PARENT AND/OR BOOSTER CLUB/ORGANIZATION APPLICATION FOR AUTHORIZATION

FOR SCHOOL YEAR -- \_\_\_\_\_

1. Name of Parent and/or Booster Club/Organization:
2. Qualifications/quotas for membership: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Names, home addresses and phone number of all officers:  
(List President, Vice President, Secretary, Treasurer, etc.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Briefly describe the purpose of your Parent and/or Booster Club/ Organization:  
(You may attach your constitution and/or bylaws)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. What are your specific annual objectives? Briefly itemize estimated amount of money to be raised.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Federal and State Tax exempt number.  
\_\_\_\_\_
7. Proof of Liability Insurance attached.
8. Statement of indemnification and reimbursement to the District for property tax assessment.

Adopted 11/17/94



ATTACHMENT II

(B.P. #3190)  
(Page 1 of 2)

PARENT AND/OR BOOSTER CLUB/ORGANIZATION DONATION PROCEDURES

Purchasing Supplies

When a Parent and/or Booster Club/Organization desires to give a department a sum of money to be used for supplies, the department chair or teacher who is designated to spend the funds should purchase the supplies through the regular purchase order system or open order system of the District, with the approval of the principal. The purchase should be charged to a school account code and then marked boldly on the purchase requisition:

**TO BE PAID BY:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The purchase will be charged to the school account code on the requisition at the time of payment. The District office will bill the Parent and/or Booster Club/Organization and when the funds are received the charge will be repaid.

Purchasing Equipment

When a Parent and/or Booster Club/Organization desires to donate equipment to a school, the preferred method for the purchase would be the same as purchasing supplies. A purchase requisition should be completed, approved by the principal and charged to a school account code and sent to the District office. The requisition should be marked boldly:

**TO BE PAID BY:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The purchase will be charged to the school account code on the requisition at the time of payment. The District office will bill the Parent and/or Booster Club/Organization and when the funds are received the charge will be repaid.

The Parent and/or Booster Club/Organization has the option of designating certain items to be purchased from certain vendors and the District will work with the Parent and/or Booster Club/Organization so long as the purchase does not exceed the District's bid limit of \$21,000.

The only time a Parent and/or Booster Club/Organization can purchase equipment outright and donate it to a school is when the principal approves the purchase first. The equipment then must be accepted by the Governing Board at a regular Board meeting as a donation to the District.

Payment of Salaries

Stipends/Salaries - Parent and/or Booster Club/Organization may not pay any employee of the District an additional stipend without prior approval of the Colton Joint Unified School District - Personnel office.

ATTACHMENT II

(B.P. #3190)  
(Page 2 of 2)

Transportation

The Parent and/or Booster Club/Organization may donate funds to the District for payment of transportation of students to events. A Field Trip request form must be completed and sent to the District Transportation Department. The request form must be marked boldly:

**TO BE PAID BY:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If funds are not received, the principal's account will be charged.

S A M P L E (Page 1 of 2)ATTACHMENT II  
(B.P. #3190)**PARENT AND/OR BOOSTER CLUB/ORGANIZATION DONATION PROCEDURES**Purchasing Supplies

When a Parent and/or Booster Club/Organization desires to give a department a sum of money to be used for supplies, the department chair or teacher who is designated to spend the funds should purchase the supplies through the regular purchase order system or open order system of the District, with the approval of the principal. The purchase should be charged to a school account code and then marked boldly on the purchase requisition:

**TO BE PAID BY:**(Name of Parent and/or Booster Club/Organization)(Person responsible for Parent and/or Booster Club/Organization)(Address for bill to be sent)

The purchase will be charged to the school account code on the requisition at the time of payment. The District office will bill the Parent and/or Booster Club/Organization and when the funds are received the charge will be repaid.

Purchasing Equipment

When a Parent and/or Booster Club/Organization desires to donate equipment to a school, the preferred method for the purchase would be the same as purchasing supplies. A purchase requisition should be completed, approved by the principal and charged to a school account code and sent to the District office. The requisition should be marked boldly:

**TO BE PAID BY:**(Name of Parent and/or Booster Club/Organization)(Person responsible for Parent and/or Booster Club/Organization)(Address for bill to be sent)

The purchase will be charged to the school account code on the requisition at the time of payment. The District office will bill the Parent and/or Booster Club/Organization and when the funds are received the charge will be repaid.

The Parent and/or Booster Club/Organization has the option of designating certain items to be purchased from certain vendors and the District will work with the Parent and/or Booster Club/Organization so long as the purchase does not exceed the District's bid limit of \$21,000.

The only time a Parent and/or Booster Club/Organization can purchase equipment outright and donate it to a school is when the principal approves the purchase first. The equipment then must be accepted by the Governing Board at a regular Board meeting as a donation to the District.

Payment of Salaries

Stipends/Salaries - Parent and/or Booster Club/Organization may not pay any employee of the District an additional stipend without prior approval of the Colton Joint Unified School District - Personnel office.

Adopted 11/17/94

3-68.3(a)

S A M P L E (Page 2 of 2)

ATTACHMENT II  
(B.P. #3190)

Transportation

The Parent and/or Booster Club/Organization may donate funds to the District for payment of transportation of students to events. A Field Trip request form must be completed and sent to the District Transportation Department. The request form must be marked boldly:

**TO BE PAID BY:**

(Name of Parent and/or Booster Club/Organization)

(Person responsible for Parent and/or Booster Club/Organization)

(Address for bill to be sent)

If funds are not received, the principal's account will be charged.

COMPLAINTS CONCERNING DISTRICT EMPLOYEES

BP 1312.1

The Governing Board accepts responsibility for providing a means by which the public can hold employees accountable for their actions. The Board desires that complaints be resolved expeditiously without disrupting the educational process.

The Superintendent or designee shall develop regulations which permit the public to submit complaints against district employees in an appropriate way. These regulations shall protect the rights of involved parties. The Board may serve as an appeals body if the complaint is not resolved.

The Board prohibits retaliation against complainants. The Superintendent or designee at his/her discretion may keep a complainant's identity confidential, except to the extent necessary to investigate the complaint. The district will not investigate anonymous complaints unless it so desires.

## Legal Reference:

## EDUCATION CODE

*33308.1 Guidelines on procedure for filing child abuse complaints**35146 Closed sessions**44031 Personnel file contents and inspection**44811 Disruption of public school activities**44932-44949 Resignation, dismissal and leaves of absence (rights of employee; procedures to follow)**48987 Child abuse guidelines*

(6/92 6/93) 6/94

Proposed 09/16/2010

ADMINISTRATIVE REGULATIONCOMPLAINTS CONCERNING DISTRICT EMPLOYEES

AR 1312.1

The Superintendent or designee shall determine whether a complaint should be considered a complaint against the district and/or an individual employee, and whether it should be resolved by the district's process for complaints concerning personnel and/or other district procedures.

To promote prompt and fair resolution of the complaint, the following procedures shall govern the resolution of complaints against district employees:

1. Every effort should be made to resolve a complaint at the earliest possible stage. Whenever possible, the complainant should communicate directly to the employee in order to resolve concerns.
2. If a complainant is unable or unwilling to resolve the complaint directly with the employee, he/she may submit an oral or written complaint to the employee's immediate supervisor or the principal.
3. All complaints related to district personnel other than administrators shall be submitted in writing to the principal or immediate supervisor. If the complainant is unable to prepare the complaint in writing, administrative staff shall help him/her to do so. Complaints related to a principal or central office administrator shall be initially filed in writing with the Superintendent or designee. Complaints related to the Superintendent shall be initially filed in writing with the Board.
4. When a written complaint is received, the employee shall be notified within five days or in accordance with collective bargaining agreements.
5. A written complaint shall include:
  - a) The full name of each employee involved
  - b) A brief but specific summary of the complaint and the facts surrounding it
  - c) A specific description of any prior attempt to discuss the complaint with the employee and the failure to resolve the matter
6. Staff responsible for investigating complaints shall attempt to resolve the complaint to the satisfaction of the parties involved within 30 days.
7. Both the complainant and the employee against whom the complaint was made may appeal a decision by the principal or immediate supervisor to the Superintendent or designee, who shall attempt to resolve the complaint to the satisfaction of the person involved within 30 days. Parties should consider and accept the Superintendent or designee's decision as final. However, the complainant, the employee, or the Superintendent or designee may ask to address the Board regarding the complaint.
8. Before any Board consideration of a complaint, the Superintendent or designee shall submit to the Board a written report concerning the complaint, including but not limited to:
  - a) The full name of each employee involved
  - b) A brief but specific summary of the complaint and the facts surrounding it, sufficient to inform the Board and the parties as to the precise nature of the complaint and to allow the parties to prepare a response

**ADMINISTRATIVE REGULATION**

**COMPLAINTS CONCERNING DISTRICT EMPLOYEES**

**BP 1312.1**

- c) A copy of the signed original complaint
  - d) A summary of the action taken by the Superintendent or designee, together with his/her specific finding that the problem has not been resolved and the reasons
9. The Board may uphold the Superintendent's decision without hearing the complaint.
10. All parties to a complaint may be asked to attend a Board meeting in order to clarify the issue and present all available evidence.
11. A closed session may be held to hear the complaint in accordance with law.
12. The decision of the Board shall be final.

Any complaint of child abuse or neglect alleged against a district employee shall be reported to the appropriate local agencies in accordance with law, Board policy and administrative regulation.

(12/88 6/94) 3/01

DRAFT

# Policy to be replaced by adoption of BP 1312.1

COMPLAINTS

1420

AND

CONTROVERSIES

The Superintendent shall hear complaints regarding the schools, and shall act as judge in matters of controversy relating to school affairs. Employees and citizens may appeal directly to the Board when the Superintendent cannot solve their problems. (See Policy #6520.)



COMPLAINT    PROCEDURE    RELATING    TO    PERSONNEL,    FUNDED    PROGRAMS  
1440  
ALLEGED DISCRIMINATION

Any person who believes that there is a violation of state or federal laws or regulations regarding personnel or the operation of funded programs (i.e., Adult Basic Education, Consolidated Categorical Aid, **[School Improvement Program, Economic Impact Aid, Miller-Unruh, Tenth Grade Counseling, SB1882 Professional Development, Tobacco Use Prevention Education, Mentor Teacher Program, Title I-Part A Helping Students Achieve High Standards, Title I-Part D Helping Delinquent Students, Title II Eisenhower Program, Title IV Safe and Drug Free Schools, and Title VI Innovative Strategies Program]** Migrant Education, Vocational Education, Child Care and Development, Child Nutrition, and Special Education), as well as any allegations of unlawful discrimination, has the right to file a complaint. The complainant, with the help of appropriate site or District administrators, if needed, must write the complaint. **The District's Director of Administrative Services is responsible for processing complaints.**

The Superintendent shall develop regulations establishing procedures regarding personnel or the operation of funded programs (i.e., Adult Basic Education, Consolidated Categorical Aid, Migrant Education, Vocational Education, Child Care and Development, Child Nutrition, and Special Education), as well as any allegations of unlawful discrimination.

Amended 11/19/92  
Amended 9/4/97

# Policy to be replaced by adoption of BP 1312.1

ADMINISTRATIVE

REGULATION

1440(a)

COMPLAINT PROCEDURE RELATING TO PERSONNEL, FUNDED PROGRAMS, ALLEGED DISCRIMINATION

Upon receiving a complaint regarding a violation of state or federal laws or regulations regarding personnel or the operation of funded programs governing Adult Basic Education, Consolidated Categorical Aid, Vocational Education, Migrant Education, Child Care and Development, Child Nutrition, and Special Education, as well as any allegations of unlawful discrimination, the Superintendent or designee shall conduct an investigation. The Superintendent or designee shall provide opportunities for the complainant, the complainant's representative, or both, to present evidence relevant to the complaint, and to give the parties an opportunity to discuss the complaint. **In addition, the Superintendent or designee will inform the complainant regarding the local civil law remedies available.** The results of the investigation shall be reported to the Board of Education.

Within 60 days of receipt of the complaint, the Superintendent or designee shall:

1. Prepare a written report which summarizes the complaint and includes the District's decision and justification for the decision.
2. Provide a report in English, and, when needed, in the language or mode of communication best understood by the complainant filing the complaint.
3. Include in the report notice that the complainant may appeal the District's decision to the California Department of Education, following procedures outlined in the Flow Chart of the Uniform Complaint Process.
4. Provide a certified copy of the report to the complainant within the 60 day time limit set by the California Department of Education. The timeline for processing special education complaints shall be 45 days, pursuant to Education Code Sections 56000 through 56885 and 59000 through 59300.

If the complainant chooses to appeal the District's decision, this appeal must be made to the California Department of Education within 15 days of receipt of the final District report. The complaint appeal should be sent to: Superintendent of Public Instruction, 721 Capitol Mall, Sacramento, CA 95814. Upon receipt in Sacramento, the Department of Education will request a report from the District. Within 15 days of receipt of this request, the Superintendent or designee shall submit to the State a copy of the report. This report shall include, but not be limited to:

11/19/92

**Amended**

9/4/97

# Policy to be replaced by adoption of BP 1312.1

ADMINISTRATIVE

REGULATION

1440(a)

COMPLAINT PROCEDURE RELATING TO PERSONNEL, FUNDED PROGRAMS, ALLEGED DISCRIMINATION

1. The District's Complaint Procedure
2. Completed District Complaint Form
3. Completed District Response Form
4. Proof that the complainant was informed of the decision, in writing, and of the complainant's right to appeal within 15 days.

The Superintendent or designee shall distribute copies of these procedures to all interested individuals, upon request. There will be no cost to individuals who request this information.

11/19/92

COMPLAINT PROCEDURE (M/S/C)

7640

Individual complaints by Management, Supervisory, and Confidential employees should be presented to the person having direct administrative or supervisory responsibility over the work of the employee involved.

If a satisfactory solution cannot be reached, the complaint should be submitted, in writing, within seven days to the next person in line of responsibility. The Assistant Superintendent, Personnel, may appoint a panel to review the case and recommend possible solutions.

If the review panel cannot solve the problem, the Assistant Superintendent, Personnel, may then refer the matter to the Superintendent.

The employee may request the presence of another M/S/C employee representative.

COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS

BP 1312.2

The Governing Board uses a comprehensive process to adopt district instructional materials that is based on selection criteria established by law and Board policy and includes opportunities for the involvement of parents/guardians and community members. Complaints concerning the content or use of instructional materials, including textbooks, supplementary instructional materials, library materials, or other instructional materials and equipment, shall be properly and fairly considered using established complaint procedures.

Parents/guardians are encouraged to discuss any concerns regarding instructional materials with their child's teacher and/or the school principal. If the situation remains unresolved, a complaint may be filed using the process specified in the administrative regulation.

The district shall accept complaints concerning instructional materials only from staff, district residents, or the parents/guardians of children enrolled in a district school.

When deliberating upon challenged materials, the Superintendent and/or review committee shall consider the educational philosophy of the district, the professional opinions of teachers of the subject and of other competent authorities, reviews of the materials by reputable bodies, the teacher's stated objectives in using the materials, community standards, and the objections of the complainant.

Complainants are encouraged to accept the Superintendent's or review committee's decision. However, if the complainant finds that decision unsatisfactory, he/she may appeal the decision to the Board.

The district's decision shall be based on educational suitability of the materials and the criteria established in Board policy and administrative regulation.

When any challenged instructional material is reviewed by the district, it shall not be subject to further reconsideration for 12 months, unless the Superintendent determines that reconsideration is warranted.

Complaints related to sufficiency of textbooks or instructional materials shall be resolved pursuant to the district's Williams uniform complaint procedure at AR 1312.4.

## Legal Reference:

## EDUCATION CODE

*18111 Exclusion of books by governing board**35010 Control of district; prescription and enforcement of rules**35186 Williams Uniform Complaint Procedures**44805 Enforcement of course of studies; use of textbooks, rules and regulations**51501 Subject matter reflecting on race, color, etc.**60000-60005 Instructional materials, legislative intent**60040-60048 Instructional requirements and materials**60119 Public hearing on sufficiency of materials**60200-60206 Elementary school materials**60226 Requirements for publishers and manufacturers**60400-60411 High school textbooks**60510-60511 Donation of sale of obsolete instructional materials*

ADMINISTRATIVE REGULATIONCOMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS

AR 1312.2

Step 1: Informal Complaint

If a staff member, district resident, or parent/guardian of a student enrolled in a district school has a complaint regarding the content or use of any specific instructional material, he/she shall informally discuss the material in question with the principal.

Step 2: Formal Complaint

If the complainant is not satisfied with the principal's initial response, he/she shall present a written complaint to the principal. Complaints regarding printed material shall name the author, title, and publisher and shall identify the objection by page and item numbers. In the case of nonprinted material, written information specifying the precise nature of the objection shall be given. Complainants shall sign all complaints and provide identifying information so that the district is able to make a proper reply. Anonymous complaints will not be accepted.

Upon receiving a complaint, the principal shall acknowledge its receipt and answer any questions regarding procedure. The principal then shall notify the Superintendent or designee and the teacher(s) involved of the complaint.

During the investigation of the complaint, the challenged material may remain in use until a final decision has been reached. However, upon request of the parent/guardian who has filed the complaint, his/her child may be excused from using challenged materials until a resolution has been reached. The teacher shall assign the student an alternate material of equal merit.

Step 3: Superintendent Determination

The Superintendent or designee shall determine whether a review committee should be convened to review the complaint.

If the Superintendent or designee determines that a review committee is not necessary, he/she shall issue a decision regarding the complaint.

Step 4: Review Committee

If the Superintendent or designee determines that a review committee is necessary, he/she shall appoint a committee composed of administrators and staff members selected from relevant instructional and administrative areas. The Superintendent or designee may also appoint community members to serve on the committee.

The review committee shall review the criteria specified in Board policy and shall determine the extent to which the challenged material supports the curriculum, the educational appropriateness of the material, and its suitability for the age level of the student.

Within 30 days of being convened, the review committee shall summarize its findings in a written report. The Superintendent or designee shall notify the complainant of the committee's decision within 15 days of receiving the committee's report.

**ADMINISTRATIVE REGULATION**

**COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS**, continued

**AR 1312.2**

Step 5: Appeal to the Governing Board

If the complainant remains unsatisfied, he/she may appeal the Superintendent's or the review committee's decision to the Board. The Board's decision shall be final.

(12/90) 3/06

DRAFT

# Policy to be replaced by adoption of BP 1312.2

COMPLAINTS

1420

AND

CONTROVERSIES

The Superintendent shall hear complaints regarding the schools, and shall act as judge in matters of controversy relating to school affairs. Employees and citizens may appeal directly to the Board when the Superintendent cannot solve their problems. (See Policy #6520.)



COMPLAINT    PROCEDURE    RELATING    TO    PERSONNEL,    FUNDED    PROGRAMS  
1440  
ALLEGED DISCRIMINATION

Any person who believes that there is a violation of state or federal laws or regulations regarding personnel or the operation of funded programs (i.e., Adult Basic Education, Consolidated Categorical Aid, **[School Improvement Program, Economic Impact Aid, Miller-Unruh, Tenth Grade Counseling, SB1882 Professional Development, Tobacco Use Prevention Education, Mentor Teacher Program, Title I-Part A Helping Students Achieve High Standards, Title I-Part D Helping Delinquent Students, Title II Eisenhower Program, Title IV Safe and Drug Free Schools, and Title VI Innovative Strategies Program]** Migrant Education, Vocational Education, Child Care and Development, Child Nutrition, and Special Education), as well as any allegations of unlawful discrimination, has the right to file a complaint. The complainant, with the help of appropriate site or District administrators, if needed, must write the complaint. **The District's Director of Administrative Services is responsible for processing complaints.**

The Superintendent shall develop regulations establishing procedures regarding personnel or the operation of funded programs (i.e., Adult Basic Education, Consolidated Categorical Aid, Migrant Education, Vocational Education, Child Care and Development, Child Nutrition, and Special Education), as well as any allegations of unlawful discrimination.

Amended 11/19/92  
Amended 9/4/97

# Policy to be replaced by adoption of BP 1312.2

ADMINISTRATIVE

REGULATION

1440(a)

COMPLAINT PROCEDURE RELATING TO PERSONNEL, FUNDED PROGRAMS, ALLEGED DISCRIMINATION

Upon receiving a complaint regarding a violation of state or federal laws or regulations regarding personnel or the operation of funded programs governing Adult Basic Education, Consolidated Categorical Aid, Vocational Education, Migrant Education, Child Care and Development, Child Nutrition, and Special Education, as well as any allegations of unlawful discrimination, the Superintendent or designee shall conduct an investigation. The Superintendent or designee shall provide opportunities for the complainant, the complainant's representative, or both, to present evidence relevant to the complaint, and to give the parties an opportunity to discuss the complaint. **In addition, the Superintendent or designee will inform the complainant regarding the local civil law remedies available.** The results of the investigation shall be reported to the Board of Education.

Within 60 days of receipt of the complaint, the Superintendent or designee shall:

1. Prepare a written report which summarizes the complaint and includes the District's decision and justification for the decision.
2. Provide a report in English, and, when needed, in the language or mode of communication best understood by the complainant filing the complaint.
3. Include in the report notice that the complainant may appeal the District's decision to the California Department of Education, following procedures outlined in the Flow Chart of the Uniform Complaint Process.
4. Provide a certified copy of the report to the complainant within the 60 day time limit set by the California Department of Education. The timeline for processing special education complaints shall be 45 days, pursuant to Education Code Sections 56000 through 56885 and 59000 through 59300.

If the complainant chooses to appeal the District's decision, this appeal must be made to the California Department of Education within 15 days of receipt of the final District report. The complaint appeal should be sent to: Superintendent of Public Instruction, 721 Capitol Mall, Sacramento, CA 95814. Upon receipt in Sacramento, the Department of Education will request a report from the District. Within 15 days of receipt of this request, the Superintendent or designee shall submit to the State a copy of the report. This report shall include, but not be limited to:

11/19/92

**Amended**

9/4/97

# Policy to be replaced by adoption of BP 1312.2

ADMINISTRATIVE

REGULATION

1440(a)

COMPLAINT PROCEDURE RELATING TO PERSONNEL, FUNDED PROGRAMS, ALLEGED DISCRIMINATION

1. The District's Complaint Procedure
2. Completed District Complaint Form
3. Completed District Response Form
4. Proof that the complainant was informed of the decision, in writing, and of the complainant's right to appeal within 15 days.

The Superintendent or designee shall distribute copies of these procedures to all interested individuals, upon request. There will be no cost to individuals who request this information.

11/19/92



SOLICITATION OF FUNDS FROM AND BY STUDENTS

BP 1321

The Governing Board recognizes that student participation in fund-raising activities for the schools and nonprofit, nonpartisan charitable organizations can help develop a sense of social responsibility in students, enhance the relationship between the school and community, and contribute to the improvement of the school program.

Whether solicitations are made on behalf of the school or on behalf of a charitable organization, students shall not be barred from an event or activity because they did not participate in fund-raising. Potential donors, including parents/guardians and members of the community, should not be unduly pressured to contribute to the school system or charitable organizations. Staff is expected to emphasize the fact that donations are always voluntary.

The Superintendent or designee shall ensure that parents/guardians are informed of the purpose of fund-raisers.

Solicitations on Behalf of the School

With the prior written approval of the Superintendent or designee, official school-related organizations may organize fund-raising events involving students.

After the fund-raiser has been held, parents/guardians shall be informed how much money was raised and how it was spent.

Solicitations on Behalf of Charities

When approved in advance by the Superintendent or designee, nonprofit, nonpartisan organizations that are properly chartered or licensed by state or federal law may solicit students on school grounds during school hours and within one hour before school has opened and one hour after school has closed. (Education Code 51520)

## Legal Reference:

## EDUCATION CODE

*51520 Prohibited solicitations on school premises**51521 Unlawful solicitations of contribution or purchase of personal property for benefit of public school or student body; exception*

## BUSINESS AND PROFESSIONS CODE

*17510-17510.95 Charitable solicitations*

## PENAL CODE

*319-329 Raffles*

## REVENUE AND TAX CODE

*6361 Sales tax exemption for certain sales*

## CODE OF REGULATIONS, TITLE 8

*11706 Dangerous activities and occupations*

(9/87 9/90) 7/03

**ADMINISTRATIVE REGULATION****SOLICITATION OF FUNDS FROM AND BY STUDENTS****AR 1321**

The Superintendent or designee shall approve all fund-raising activities at least 15 days before the activity. If the event involves a contract with a commercial vendor, the Superintendent or designee shall review the contract.

In order to minimize interruptions to the educational program, staff shall limit fund-raising activities to appropriate time periods designated by the principal.

No student shall be required to raise a specified amount of money in order to participate in an activity sponsored by a school-related organization.

Students engaged in fund-raising activities on behalf of the school or for school-related projects are expected to be courteous and respectful towards all individuals and businesses.

Car washes are not permitted as fundraising activities.

**Door-to-Door Sales**

Elementary students shall not participate in fundraising activities which involve “door to door” selling activities. Although door-to-door sales are permitted for middle school and high school students, the principal of these campuses are to use good judgment in selecting fund raising activities and selling tactics that reflect credibility on the District. Door-to-door sales are not permitted for non-ASB fundraising activities.

SOLICITING FUNDS FROM AND BY STUDENTS

9035

All personnel shall seek to educate students in the services performed by the humanitarian agencies and shall encourage students to participate in financially supporting such agencies as social and community projects, but no fund raising drives are to be conducted by non-school agencies or for non-school activities among school students, except as provided by law and approved by the Superintendent, in accordance with any directions from the Board.

FUND RAISING ACTIVITIES

8220

1. Fund Raising Activities Other than ASB

- a. On-site fund raising activities by PTA's **and School Booster Clubs** are usually considered to be activities worthy of school support.
- b. Students (both elementary and secondary) shall not participate in non-ASB fund raising activities which involve "door-to-door" type selling activities.
- c. **Car washes are not permitted as fund raisers.**

2. ASB Fund Raising Activities

- a. The middle schools and high schools may, under the guidelines set forth in the Associated Student Body Handbook, engage in fund raising activities. Such ASB activities are considered school activities.

**Although door-to-door sales are permitted for middle school and high school students, the principal of these campuses are to use good judgment in selecting fund raising activities and selling tactics that reflect credibility on the District.**

- b. Elementary school students may not participate in fund raising activities which involve canvassing the neighborhood or local businesses.
- c. Elementary schools shall be limited to one school fund raising activity per year.
- d. **Car washes are not permitted as fund raisers for ASB groups.**

3. Fund Raising Plans

- a. All plans for raising of funds must be approved by the principal, in writing, and available in the school or ASB files for audit. In addition to the approval by the school principal, the high school or junior high school student council must likewise approve the fund raising activity. Such approval must be specifically reflected in the ASB council minutes.

The fund raising plan must include an approved method of establishing financial accountability. The raising of funds should have but one basic end in view: to promote the general welfare and morale of the students as a whole.



**ADVERTISING AND PROMOTION****BP 1325****Limited Open Forum**

The Governing Board desires to promote positive relationships between schools and the community in order to enhance community support and involvement in district schools. The Superintendent or designee may approve:

1. Distribution of noncommercial materials that publicize services, special events, public meetings or other items of interest to students or parents/guardians
2. Distribution of promotional materials of a commercial nature to students or parents/guardians
3. Paid advertisements on school property, including but not limited to billboard advertisements
4. Paid advertisements in school-sponsored publications, yearbooks, announcements and other school communications
5. Products and materials donated by commercial enterprises for use in the classroom, as long as they serve an educational purpose and do not unduly promote any commercial activity or products. Such materials may bear the name and/or logo of the donor.

Prior to distribution or publication, the Superintendent, principal or designee shall review and approve all advertising copy and promotional materials to ensure compliance with Board policy.

The Superintendent, principal or designee may selectively approve or disapprove distribution of materials or publishing of copy based on the criteria listed below, but may not disapprove materials or copy in an arbitrary or capricious manner or in a way that discriminates against a particular viewpoint on a subject that would otherwise be allowed.

All materials to be distributed shall bear the name and contact information of the sponsoring entity.

The use of promotional materials or advertisements does not imply district endorsement of any identified products or services. Schools are encouraged to include a disclaimer in school publications and yearbooks stating that the school does not endorse any advertised products or services.

**Criteria for Approval**

The Superintendent, principal or designee shall not accept for distribution any materials or advertisements that:

1. Are obscene, libelous or slanderous (Education Code 48907)
2. Incite students to commit unlawful acts, violate school rules or disrupt the orderly operation of the schools (Education Code 48907)
3. Promote any particular political interest, candidate, party or ballot measure, unless such materials are being distributed at a forum in which candidates or advocates from all sides are presenting their views to the students during school hours or during events scheduled pursuant to the Civic Center Act

ADVERTISING AND PROMOTION , continued

BP 1325

4. Discriminate against, attack or denigrate any group on account of any unlawful consideration
5. Promote the use or sale of materials or services that are illegal or inconsistent with school objectives, including but not limited to materials or advertisements for tobacco, intoxicants, and movies or products unsuitable for children
6. Solicit funds or services for an organization, with the exception of solicitations authorized in Board policy
7. Distribute unsolicited merchandise for which an ensuing payment is requested

The Superintendent or designee also may consider the educational value of the materials or advertisements, the age or maturity of students in the intended audience, and whether the materials or advertisements support the basic educational mission of the district, directly benefit the students or are of intrinsic value to the students or their parents/guardians.

Schools may establish additional criteria pertaining to the content of advertisements in school publications and yearbooks. Such criteria may limit advertisements to those that contain congratulatory or commemorative messages, curriculum-related content, advertisements for products or services of interest to students, noncontroversial content, and/or other content deemed appropriate by the school publication staff and adviser in accordance with law and Board policy.

## Legal Reference:

## EDUCATION CODE

*7050-7058 Political activities of school officers and employees**35160 Authority of governing boards**35160.1 Broad authority of school districts**35172 Promotional activities**38130-38138 Civic Center Act**48907 Student exercise of free expression*

(6/92 6/96) 11/01

DISTRIBUTION OF ADVERTISING, PROMOTIONAL, AND PUBLIC INFORMATION MATERIALS

9030

A. Public Information Materials

To cooperate in publicizing community services, special events and public meetings of interest to students and parents, the Superintendent or designee may approve the distribution of printed materials prepared by governmental agencies or service organizations which extend the community's cultural, recreational, artistic or educational opportunities.

Materials to be distributed shall not include any which:

1. Are obscene, libelous, or slanderous, or which incite students to commit unlawful acts, violate school rules, or disrupt the school's orderly operation. (Education Code 48907)
2. Attack or denigrate any group on account of sex, race, color, religion, ancestry, national origin, handicap, or disadvantage.
3. Promote a particular religious belief.

All informational materials to be distributed shall bear the name and contact location of the sponsoring group.

Public information materials approved by the Superintendent or designee may be disseminated by students on a voluntary basis. All surveys or questionnaires requiring student or parent response must be first approved by the Superintendent or designee. Students shall not be asked to distribute commercial advertising.

B. Advertising and Promotional Materials

Advertising of commercial products or services may be distributed in District schools only when prior approval has been granted by the Superintendent.

District schools shall not distribute unsolicited merchandise for which an ensuing payment is requested.

School- and District-sponsored publications, announcements, radio and television programs may accept paid advertising and promotional materials except that which:

1. Are obscene, libelous, or slanderous, or which incites students to commit unlawful acts, violate school rules, or disrupt the school's orderly operation.

DISTRIBUTION OF ADVERTISING, PROMOTIONAL, AND PUBLIC INFORMATION MATERIALS (continued)

9030

2. Attack or denigrate any group on account of sex, race, color, religion, ancestry, national origin, handicap, or disadvantage.
3. Promote the use or sale of materials or services which are illegal or inconsistent with school objectives. Ads for tobacco, intoxicants, and X-rated movies or products shall not be used.
4. Announce the meetings of noncurricular student-initiated groups.

Advertising copy may be solicited and prepared only to the extent that this process furthers the educational well-being of the students involved. Excessive solicitation of the same sources shall be avoided. Students shall not be exploited to raise money, and time spent securing ads shall not infringe upon the school program.

Before publication, the Superintendent or designee shall review all advertising copy to assure that it complies with the provisions of this policy.

The District will not discriminate against advertisers who meet the above requirements.

USE OF SCHOOL FACILITIES

BP 1330

The Governing Board recognizes that district facilities and grounds are a community resource and authorizes their use by community groups for purposes provided for in the Civic Center Act when such use does not interfere with school activities.

All school-related activities shall be given priority in the use of facilities and grounds under the Civic Center Act. Thereafter, the use shall be on a first-come, first-served basis.

The Superintendent or designee shall maintain procedures and regulations for the use of school facilities and grounds that: (Education Code 38133)

1. Aid, encourage, and assist groups desiring to use school facilities for approved activities
2. Preserve order in school buildings and on school grounds and protect school facilities, designating a person to supervise this task, if necessary
3. Ensure that the use of school facilities or grounds is not inconsistent with their use for school purposes and does not interfere with the regular conduct of school work

Fees

The Board authorizes the use of school facilities or grounds without charge by nonprofit organizations, clubs, or associations organized to promote youth and school activities. In accordance with Education Code 38134(a), these groups include, but are not limited to, Girl Scouts, Boy Scouts, Camp Fire, Inc., parent-teacher associations, and school-community advisory councils. Other groups, including nonprofit groups not organized to promote youth and school activities or for-profit groups that request the use of school facilities under the Civic Center Act, shall be charged at least direct costs.

Groups shall be charged fair rental value when using school facilities or grounds for entertainment or meetings where admission is charged or contributions solicited and net receipts are not to be expended for charitable purposes or for the welfare of the district's students. (Education Code 38134)

## Legal Reference:

## EDUCATION CODE

*10900-10914.5 Community recreation programs**32282 School safety plan**37220 School holidays**38130-38138 Civic Center Act, use of school property for public purposes*

## BUSINESS AND PROFESSIONS CODE

*25608 Alcoholic beverage on school premises*

## MILITARY AND VETERANS CODE

*1800 Definitions*

## UNITED STATES CODE, TITLE 20

*7905 Equal access to public school facilities*

Proposed 09/16/2010

**ADMINISTRATIVE REGULATION****USE OF SCHOOL FACILITIES****AR 1330**Application for Use of Facilities

Any persons applying for the use of any school facility or grounds on behalf of any society, group, or organization shall present written authorization from the group or organization to make the application.

Persons or organizations applying for the use of school facilities or grounds shall submit a statement of information indicating that the organization upholds the state and federal constitutions and does not intend to use school premises to commit unlawful acts.

Civic Center Use

Subject to district policies and regulations, school facilities and grounds shall be available to citizens and community groups as a civic center for the following purposes: (Education Code 32282, 38131)

1. Public, literary, scientific, recreational, educational, or public agency meetings
2. The discussion of matters of general or public interest
3. The conduct of religious services for temporary periods, on a one-time or renewable basis, by any church or religious organization
4. Child care programs to provide supervision and activities for children of preschool and elementary school age
5. The administration of examinations for the selection of personnel or the instruction of precinct board members by public agencies
6. Supervised recreational activities including, but not limited to, sports league activities that are arranged for and supervised by entities, including religious organizations or churches, and in which youths may participate regardless of religious belief or denomination
7. A community youth center
8. Mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare
9. A ceremony, patriotic celebration, or related educational assembly conducted by a veterans' organization

A veterans' organization means the American Legion, Veterans of Foreign Wars, Disabled American Veterans, United Spanish War Veterans, Grand Army of the Republic, or other duly recognized organization of honorably discharged soldiers, sailors, or marines of the United States, or any of their territories. (Military and Veterans Code 1800)

10. Other purposes deemed appropriate by the Governing Board

ADMINISTRATIVE REGULATIONUSE OF SCHOOL FACILITIES, continued

AR 1330

The district may grant the use of school facilities on those days on which the public school is closed. (Education Code 37220)

Restrictions

School facilities or grounds shall not be used for any of the following activities:

1. Any use by an individual or group for the commission of any crime or any act prohibited by law
2. Any use which is inconsistent with the use of the school facility for school purposes or which interferes with the regular conduct of school or school work
3. Any use which involves the possession, consumption, or sale of alcoholic beverages or any restricted substances, including tobacco use

The district may exclude certain school facilities from non-school use for safety or security reasons.

Damage and Liability

Groups, organizations, or persons using school facilities or grounds shall be liable for any property damages caused by the activity. The Board may charge the amount necessary to repair the damages and may deny the group further use of school facilities or grounds.

Any group or organization using school facilities or grounds shall be liable for any injuries resulting from its negligence during the use of district facilities or grounds. The group shall bear the cost of insuring against this risk and defending itself against claims arising from this risk. (Education Code 38134)

Groups or organizations shall provide the district with evidence of insurance against claims arising out of the group's own negligence. Groups or organizations shall also be required to include the district as an additional insured on their liability policies for claims arising out of the negligence of the group.

As permitted, the Superintendent or designee may require a hold harmless agreement and indemnification when warranted by the type of activity or the specific facility being used.

(2/98 3/04) 11/06

STATEMENT OF PHILOSOPHY - RECREATION

9010

It is the intent of the Board to implement the Civic Center Act (see Education Code 40040 and sequence) in a full spirit of the Act to the end that the school facilities (playgrounds and school buildings) would be used for the civic betterment of the community.

Playgrounds, while not in school use, can and ought to be used to the fullest extent possible for wholesome recreation activities for the children of the community. Swimming pools, gymnasiums, baseball fields, and other such facilities have been provided by the taxpayers of the community and should be used for the community civic purposes to the fullest extent possible.

It is a fact that the District provides a preponderance of recreational facilities for the community. It is the intent of the Board to supplement and cooperate with the Recreation and Park Districts within the School District boundaries for joint use and development of school facilities for recreation.

The Park and Recreation Districts are encouraged to develop facilities, in cooperation with and approval of District Staff and the Board, on school sites which could be used for both the school and the community in wholesome recreation programs.



UNAUTHORIZED VEHICLES/EQUIPMENT ON SCHOOL GROUNDS

9020

Safety of school children is a paramount responsibility of the Board. Bicycles, skateboards and motorized vehicles ridden on school grounds are unsafe, hazardous and, therefore, prohibited without permission of the site administrator.

It is understood that school vehicles for maintenance and operational purposes must enter school grounds. When this is necessary, the drivers of such vehicles are to take ample precaution for the safety of school children.

USE OF SCHOOL FACILITIES

3140

A. GENERAL PROVISIONS

1. The Board of Education may grant the use of school facilities in conformity with the laws of the State of California.
2. The use of all school buildings, facilities, and grounds shall be regulated by the Superintendent acting for the Board of education and in accordance with the policies adopted by the Board.
3. Any individual or organization using school property shall hold the District, its Board, the individual members thereof, and all District officers, agents, and employees free and harmless from any loss, damage, liability, or expense that may arise during, or be caused in any way by such use.
4. No use shall be inconsistent with the building or grounds for school purposes, or interfere with the regular conduct of school work.
5. No use shall be granted to any club, organization, or association, or church or religious group for a period in **excess of six months**, or beyond the end of a school year. No use shall be granted in such a manner as to constitute a monopoly for the benefit of any person or organization, and any privilege granted shall be renewable and revocable at the discretion of the Board at any time.
6. School facilities may be used for mass care and welfare centers during disasters or other emergencies affecting the public health and welfare. The District shall cooperate with relief agencies in furnishing and maintaining such services as the Board may deem necessary to meet the needs of the community.
7. Use of facilities may be granted without charge to the following, provided that said buildings or facilities are to be used for supervised recreational activities or for the discussion of subjects and questions appertaining to the educational, political, economic, artistic, or moral interests of the citizens of the District.
  - a. Parent Teacher Associations
  - b. Senior Citizen Organizations
  - c. Campfire Girls, Boy Scouts, Girl Scouts, and 4-H Clubs

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USE OF SCHOOL FACILITIES --Continued

3140

- d. Farmers' Organizations
  - e. Clubs & Associations formed for recreational, scientific, educational, political, cultural, economic, artistic, and moral activities.
  - f. Student Clubs and Organizations
  - g. Fund raising entertainments or meetings where admission fees charged or contributions solicited are expended for the welfare of the students of the District.
  - h. School-Community Advisory Councils
  - i. Other public agencies
  - j. Organizations, clubs, or associations organized for cultural activities and general character building or welfare purposes (such as folk and square dancing).
8. The Board may charge those organizations and activities listed in "7" above an amount not to exceed the following:
- a. The cost of opening and closing the facilities, if no school employees would otherwise be available to perform that function as a part of their normal duties.
  - b. The cost of a school employee's presence during the organization's use of the facilities, if the Business Office determines that the supervision is needed, and if that employee would not otherwise be present as part of his or her normal duties.
  - c. The cost of custodial services, if the services are necessary, and would not have otherwise been performed as part of the custodian's normal duties.
  - d. The cost of utilities directly attributable to the organization's use of facilities.
9. **In all other cases not hereinafter specifically prohibited by law or School Board Policy, such use may be granted for public, literary, scientific, recreational or educational meetings or for the discussion of matters of general or public interest upon the pre-payment of the following rental fees:**

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USE OF SCHOOL FACILITIES -- Continued

3140

Note: Minimum Rental Period is 3 hours

	<u>*Minimum Charge Use *</u>	<u>*Fair Market Use</u>
Classrooms	\$25 per hour	\$35 per hour
Cafeteria/Multi-purpose Rooms	\$30 per hour	\$35 per hour
Auditorium:     700-1,200 capacity	\$35 per hour	\$65 per hour
Gymnasium	\$35 per hour	\$50 per hour
Shower & Locker Rooms	\$30 per hour	\$35 per hour
Bus Transportation (to other governmental entities only)	\$40-\$60 per hour	
Stadium            without lights	\$30 per hour	\$50 per hour
with lights	\$50 per hour	\$75 per hour
Baseball Field -		
without lights	\$20 per hour	\$35 per hour
with lights	\$40 per hour	\$55 per hour
Swimming Pool (certified lifeguard required for use of all pools)	\$35 per hour	\$46 per hour

10. Field Lighting Only (No District Personnel):

<u>Facility</u>	<u>Utility</u>	<u>Charge per hour</u>
Baseball Field	Lights	\$12
Football Field	Lights	\$15

11. The preceding fees do not include:

- a. Setup for track events, football games, etc.\*\*
- b. Audio or loud speaking system.\*\*
- c. **Audio spots, use of dimmer boards and stage equipment.\*\***
- d. **Motion picture projectors or other visual aid equipment except existing screens in the facility rented.\*\***

\* Plus on-site service of a District employee at regular or overtime rate (depending on whether employee would normally be scheduled to be on campus).

\*\* Desired arrangement of furniture and need for any equipment (microphone, projector, etc.) must be indicated on the application, when applicable.

USE OF SCHOOL FACILITIES - Continued

3140

e. Use of school kitchens.

Where preliminary preparation is involved or school equipment is to be used, operation of kitchen equipment requires written approval by Food Services Director prior to any use of school facilities. A fee of \$10 per hour is charged in addition to the regular rental fee.

f. Use of swimming pools.

(i) **Qualified adult personnel shall be present at all times the pool is in use.**

(ii) **Authorized swim clubs may use the pool without charge at such time that it will not interfere with school or recreational usage, providing they have a qualified adult and/or lifeguard in charge who will serve without cost to the District during such times that the clubs make use of the pool.**

g. **Use of fields for recreational activities shall not be approved unless necessary sanitary facilities are provided as determined by the Colton Joint Unified School District.**

12. Fee schedule for Swimming Pool Usage

Recreational - Students and Children	\$ .50
Adults	\$ 2.00
Instructional - per class	\$ 7.50 Student
	\$10.00 Adult

13. Schedule for Computer Time

Per hour plus cost of supplies needed (Scanner \$35.00 per hour - District supplies the operator - forms extra)	\$60.00
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USE OF SCHOOL FACILITIES - Continued

3140

B. REQUIREMENTS FOR USE OF FACILITIES1. Requests

An application for use of school facilities shall be submitted through the Business Office of the District at least two weeks prior to the time facilities are requested. Any person(s) applying for the use of school property on behalf of any society, group or organization shall be a member of the applicant group, and, unless he / she is an officer of the group, must present written authorization from the group to make the application.

2. Limitation of Time

- a. The Board may limit the use of the facility to no more than five separate or consecutive calendar days or portions thereof in each fiscal year. This is done in accordance with Education Code 39379. This limitation does not apply to school activities including adult education, PTA, and any park and recreation district.

School facilities shall not be available for use on holidays (See Annual District Calendar) unless prior approval is given by the Superintendent or designee.

Use of Facilities by Church or Other Religious Organizations.

- b. Use of school facilities for religious services may be granted to organized church groups for a temporary period not to exceed six months, with the option to renew for one additional six-month period. A renewal request for use beyond the second six-month period shall be subject to approval by the Board. Use of a school facility for religious services shall be guided by the following criteria:
  - i. **Religious organizations requesting use of school facilities must declare or demonstrate their intent to provide their own facilities; and**

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USE OF SCHOOL FACILITIES - Continued

3140

- (ii) Religious organizations requesting use of school facilities must make good-faith efforts toward providing their own facilities. In the event that a religious organization requests approval to use a school facility beyond the second six month period, evidence of such good faith efforts (e.g. development/building applications, property deeds, etc.) shall be submitted to the Board for its consideration before approval of a third six month period.

3. Description of Activity

A description of the activity to take place shall accompany the application if the information provided on the form itself is not completely self-explanatory. A review by the District Facilities Coordinator shall be conducted to ensure compliance with appropriate safety, insurance, and fire regulations.

4. Advertisement of Activity

If a requester intends to advertise the proposed activity, copies of all advertising material shall be cleared with the **Communications Office** prior to release. The purpose is to insure that the requester is clearly identified as the sponsoring agent and to ensure that the District will not incur indirect costs attributed to the advertising material.

5. Supervision

All juvenile groups or organizations seeking use of school facilities must be supervised by adults. In most cases, at least one supervisor for each twenty minors.

6. Protection of School Property

- a. All users of school facilities shall assume full responsibility for damage or abuse thereof, and shall ensure the maintenance and cleanliness of facilities. The Board shall charge the amount necessary to repair any damages. Further use of school facilities may be denied the **applicant**.

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USE OF SCHOOL FACILITIES - Continued

3140

b. Specialized equipment, such as movie projectors, etc., owned by the District shall be approved for use only when an applicant demonstrates the ability to properly operate the requested equipment. **Otherwise, such equipment shall be operated only by District personnel.**

7. Liability and Insurance

Depending upon the nature of the proposed use and the number of persons attending an activity, the District may require a Certificate of Insurance to indemnify the District in the event of a liability lawsuit.

8. Cancellation

If a meeting or event is postponed or cancelled, the school and the **Facilities** office shall be so notified at least twenty-four (24) hours in advance. Failure of an organization to provide this notice to the District will result in the organization being billed for the meeting/event at the scheduled rate.

9. Statement of Information

Every applicant organization or individual seeking use of school facilities shall submit the following statement of information:

STATEMENT OF INFORMATION

The undersigned, **as duly authorized representative for** \_\_\_\_\_, states that, to the best of his/her knowledge, the school property for use of which application is hereby made will not be used for the commission of any crime or any act which is prohibited by law.

**The undersigned further declares** that \_\_\_\_\_, the organization on whose behalf he/she is applying for the use of school property, **upholds and defends the Constitutions of the United States and the State of California.**

(Signed)

(Date)

\_\_\_\_\_

\_\_\_\_\_

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USE OF SCHOOL FACILITIES - Continued

3140

10. Use of Kitchens

Whenever any group or organization is given permission to use the school kitchen for the preparation and/or serving of food, a school cafeteria worker must be present during such use. The function of this worker is to supervise the cafeteria use, furnish instructions concerning the use and care of equipment, and to see that the facility is left in condition for its school use the following school day. If the group or organization wishes to use a cafeteria worker directly in the preparation of food or the operation of cafeteria equipment, the group or organization shall pay the wages of such worker. Arrangements for use of a cafeteria worker in this manner shall be between the group or organization and the Food Services Director.

If a group or organization is given permission to use the cafeteria for the serving of light refreshments (such as coffee, punch, cookies), no cafeteria worker need be present.

Applicants for the use of school facilities who wish to use the cafeteria for the preparation and/or serving of food other than light refreshments must so stipulate on their applications. Such applications shall be sent to the Food Services Director.

The Food Services Director will assign the cafeteria worker if one is required.

11. Denial of use of School Facilitiesa. Organizations Not Permitted Use

No use of school facilities shall be granted to any person or organization for the commission of any **crime or any act which is prohibited by law.**

b. Termination of Privileges

The Board may terminate any agreement for use of school property by public or religious groups, for good cause, at any time.

c. Restrictions

**Use of school grounds will be at the risk of the user. Skateboarding, golfing, and motorized vehicles are strictly prohibited.**

USE OF SCHOOL FACILITIES - Continued

3140

COMMUNITY BUILDING AT GRAND TERRACE

3140.1

This building will operate under the contractual arrangement entered into with the City of Grand Terrace December 18, 1980, for a twenty-year (20) lease.

USE OF FACILITIES BY PERSONNEL

3150

No school facilities may be used by school personnel for the performance of work where charges are to be made by the individual for services performed.





































