

Sequoia Union High SD

Board Policy

BP 1000

Community Relations

Concepts And Roles

The Board of Trustees believes it is imperative that members of the community work with school staff in developing sound educational policies, implementing programs and establishing an effective evaluation process for those programs.

School-community relations can be characterized as a partnership in which community members, educators, and other school personnel perform their respective roles in view of the best interests of the schools and, most importantly, the students.

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT
adopted: September 17, 1997 Redwood City, California

Sequoia Union High SD

Board Policy

BP 1100

Community Relations

Communication With The Public

The Board of Trustees appreciates the importance of community involvement and therefore shall strive to keep the community informed of developments within the school system in timely and understandable ways.

The Superintendent or designee shall use all available means of communication to keep the public aware of the goals, programs, achievements and needs of our schools. Members of the community shall have opportunities to become involved in the schools and to express their interests and concerns.

(cf. 1340 - Access to District Records)

(cf. 5145.6 - Parental Notifications)

(cf. 9321- Closed Session Purposes and Agendas)

Mass Mailings or Distributions

The Board recognizes that state law prohibits mass mailings or distributions at public expense which aggrandize elected officers. The name, signature or photograph of an elected district officer may be included in such materials only as permitted by the Code of Regulations, Title 2, 18901.

In order to promote open communication between Board members and the public, district newsletters and other mass mailings shall include a roster of all Board members' names in accordance with law.

Legal Reference:

EDUCATION CODE

35172 Promotional activities

GOVERNMENT CODE

82041.5 Mass mailing

89001 Newsletter or mass mailing

CODE OF REGULATIONS, TITLE 2

18901 Mass mailings sent at public expense

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT
adopted: September 17, 1997 Redwood City, California

Sequoia Union High SD

Board Policy

BP 1112

Community Relations

Media Relations

The Board of Trustees 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.

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

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

Like all visitors, media representatives are encouraged to identify themselves when they enter school grounds so as to avoid causing disruption or confusion. 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.

(cf. 1250 - Visitors/Outsiders)

(cf. 3515.2 - Disruptions)

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 unless they have been designated to do so.

Media representatives who wish to interview or photograph students at school are strongly encouraged to make prior arrangements with the principal so as to alleviate any possibility of disturbances on campus. This also allows the principal to arrange for interview times that will not interfere with the student's class attendance.

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

(cf. 1340 - Access to District Records)

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

During a disturbance or crisis situation, the first priority of school staff is to address the situation at hand. At such times, media inquiries shall be routed to the Director of Student Services, Public Relations and Communications.

(cf. 9010 - Public Statements)

Legal Reference:

EDUCATION CODE

- 32210 Willful disturbance of public school or meeting
- 32211 Threatened disruption or interference with classes
- 35144 Special meetings
- 35145 Public meetings
- 35145.5 Agenda; public participation
- 35146 Closed sessions
- 35160 Authority of governing boards
- 35172 Promotional Activities

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT
adopted: September 17, 1997 Redwood City, California

Sequoia Union High SD

Board Policy

BP 1120

Community Relations

Board Of Trustees Meetings

Meetings of the Board of Trustees are conducted for the purpose of accomplishing district business. As a matter of district policy and state law, meetings shall ordinarily be held in public. The Board may conduct closed meeting sessions to discuss certain matters which are confidential.

(cf. 9321 - Closed Session Purposes and Agendas)

The Board encourages community involvement in the schools as an essential element of effective schools. The Board and administration shall actively seek the input of parents/ guardians and interested community members on Board agenda items.

Board meetings shall be conducted in accordance with applicable laws and with Board Bylaws adopted by the Board to govern its actions and the actions of individual board members.

(cf. 9320 - Meetings and Notices)

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9323 - Meeting Conduct)

(cf. 9323.2 - Actions by the Board)

Legal Reference:

EDUCATION CODE

78 "Governing board" defined

35144 Special meetings

35145 Public meetings

35145.5 Agenda; public participation; regulations

35146 Closed sessions

52034 Reasonable opportunities for each school site council or its representatives to meet with governing board

(c)

GOVERNMENT CODE

54950-54962 Meetings, especially

54951 Local agency, definition

54953 Meetings to be open and public; attendance

54954 Time and place of regular meeting; holidays, emergencies

54954.3 Agenda item allowing public input

54960.1 Board actions; challenges

54956 Special meetings; call; notice

54956.5 Special meeting in emergency situation

54957 Closed session

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT
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Sequoia Union High SD

Administrative Regulation

AR 1150

Community Relations

Commendations And Awards

Any board member, employee, parent/guardian, student or community member may submit the name of an individual or organization to the Superintendent or designee for board recognition.

Persons proposing the recognition of an individual or organization shall also indicate a suggested type of recognition which may include, but is not limited to, the following:

1. Plaques or awards, to be presented at a board meeting, for providing the district or community with special, unusual or long-term assistance.
2. Board Resolution, to be read at a board meeting, for distinguished service to children and youth.
3. Letter of Recognition, to be prepared by the Superintendent or designee on behalf of the Board, for significant achievement and/or service by groups such as the basketball team, choir, band, and parent/guardian/community organizations.
4. Receptions and other informal recognition activities.

Regulation SEQUOIA UNION HIGH SCHOOL DISTRICT
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Sequoia Union High SD

Board Policy

BP 1150

Community Relations

Commendations And Awards

The Board of Trustees believes that individuals and organizations deserve recognition when they provide contributions or long-standing service to the District. The Board believes that commending such service promotes increased community understanding and participation.

(cf. 1700 - Relations between Private Industry and the Schools)

The Superintendent or designee shall establish procedures by which Board members, employees or members of the community may suggest persons or organizations for board recognition. At the Board's discretion, letters of recognition, board resolutions, plaques or awards may be presented.

The Board encourages similar forms of recognition for achievement or services as part of school-level commendation programs.

(cf. 4156.2/4256.2/4356.2 - Awards and Recognition)

Legal Reference:

EDUCATION CODE

35160 Authority of governing boards

35160.1 Broad authority of school districts

44015 Awards to employees and students

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT
adopted: September 17, 1997 Redwood City, California

Sequoia Union High SD

Administrative Regulation

AR 1220

Community Relations

Advisory Committees/Committees Subject to Brown Act Requirements

The following citizen advisory committees shall comply with open meeting, notice and public participation requirements of law:

1. Advisory committees created by board action

(cf. 9130 - Board Committees)

2. Advisory committees established pursuant to Education Code 56190-56194 related to special education

(cf. 0430 - Comprehensive Local Plan for Special Education)

3. Advisory committees established pursuant to Education Code 52208 related to gifted and talented education

(cf. 6172 - Gifted and Talented Student Program)

4. Advisory committees established pursuant to Education Code 8070 related to vocational education

(cf. 6178 - Vocational Education)

(cf. 9320 - Meetings and Notices)

(cf. 9321 - Closed Session Purposes and Agendas)

(cf. 9321.1 - Closed Session Conduct and Reports)

(cf. 9323 - Meeting Conduct)

Committees Not Subject to Brown Act Requirements

The following councils and advisory committees are exempted from the Brown Act and must conform with procedural meeting requirements established in Education Code 35147:

1. School site councils established pursuant to Education Code 52012, 52852 or 54724;

(cf. 0420 - School Plans/Site Councils)

2. Any advisory committee established pursuant to Education Code 52065;

3. Any advisory committee established pursuant to Education Code 52176 related to programs for students of limited English proficiency;

(cf. 6174 - Education for English Language Learners)

4. Any advisory committee established pursuant to Education Code 54425 related to compensatory

education;

(cf. 6171 - Title I Programs)

5. Any advisory committee established pursuant to Education Code 54444.2 related to migrant education programs;

(cf. 6175 - Migrant Education Program)

6. Parent advisory committees established pursuant to Education Code 62002.5 related to economic impact aid and bilingual education;

7. Committees established pursuant to Education Code 11503 related to parent involvement.

(cf. 6020 - Parent Involvement)

Meetings of the above councils or committees shall be open to the public, and any member of the public shall have the opportunity to address the council or committee during the meeting on any item within its jurisdiction. Notice of the meeting shall be posted at the school site or other appropriate accessible location at least 72 hours before the meeting, specifying the date, time and location of the meeting and containing an agenda that describes each item of business to be discussed or acted upon. (Education Code 35147)

The above councils or committees shall not take action on any item not listed on the agenda unless all members present unanimously find that there is a need to take immediate action and that this need came to the group's attention after the agenda was posted. In addition to addressing items on the agenda, members of the council, committee or public may ask questions or make brief statements that do not have a significant effect on district students or employees or that can be resolved solely by providing information. (Education Code 35147)

Councils or committees violating the above procedural requirements must, at the demand of any person, reconsider the item at the next meeting, first allowing for public input on the item. (Education Code 35147)

Any materials provided to a school site council shall be made available to any member of the public upon request. (Education Code 35147)

(cf. 1340 - Access to District Records)

The Superintendent or designee may create citizen advisory committees to advise the administration; such committees do not report to the Board and are not subject to open meeting laws.

(cf. 2230 - Representative and Deliberative Groups)

Regulation SEQUOIA UNION HIGH SCHOOL DISTRICT
approved: September 17, 1997 Redwood City, California

Sequoia Union High SD

Board Policy

BP 1220

Community Relations

Advisory Committees

The Board of Trustees recognizes that advisory committees enable the Board to better understand the beliefs, attitudes and opinions held by the School District and its residents.

The Board shall establish advisory committees to consider school problems and issues as the need arises or when required by law. Such committees shall serve in a strictly advisory capacity; they may make recommendations regarding board policy, but their actions shall not be binding on the Board. The Board may dissolve any advisory committees not required by law at any time.

Advisory committees should include representation from all affected parties. With board approval, the Superintendent or designee may appoint 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.

(cf. 3350- Travel Expenses)

Legal Reference:

EDUCATION CODE

8070 Vocational education advisory committee

11503 Parent involvement program

35147 School site councils and advisory committees

35172 Promotional activities

44032 Travel expense payment

44033 Automobile allowances

52012 School site council

52065 American Indian advisory committee

52176 Advisory committees (LEP program)

52208 Parent participation (GATE)

52852 Site council, school-based program coordination

54425 Advisory committees; compensatory education

54444.1-54444.2 Services to migrant children; parent advisory councils

54724 Site council, motivation and maintenance program

56190-56194 Community advisory committee, special education

62002.5 Continuing parent advisory committees; schools receiving funds from economic impact aid or bilingual education act

GOVERNMENT CODE

820.9 Members of local public boards not vicariously liable

54950-54962 Meetings

CODE OF FEDERAL REGULATIONS, TITLE 34

251.20 Advisory committee, Indian education

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT
adopted: September 17, 1997 Redwood City, California

Sequoia Union High SD

Board Policy

BP 1221

Community Relations

Student Advisory Council To The Superintendent

Student concerns in policy areas shall be conveyed to the Board of Trustees through the Student Advisory Council to the Superintendent. The Council shall consist of the Student Body President or Vice President of each school and six other representatives from each school with the approval of the student activities director and/or the principal. Representation shall include sophomores, juniors and seniors and reflect the diversity of the student population.

The Council shall meet with the Board one time each year on the fourth Wednesday of May unless otherwise ordered by the Board. The Council may assist students seeking Board consideration of constructive ideas and may assist the Board in implementing programs affecting students. However, nothing in this policy shall restrict the rights of individual students or other student groups from requesting to be heard by the Board in accordance with Board Policy for Board Meeting Procedures. If time permits, the Board shall refer student-related or student-initiated proposals to the Council for review and advice.

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT
adopted: September 17, 1997 Redwood City, California

Sequoia Union High SD

Board Policy

BP 1222

Community Relations

School Site Council/The District Central Committee

The Board of Trustees recognizes that the public has vast resources of training and experience useful to schools. The strength of the local school district is in large measure determined by the degree to which these resources are tapped in an advisory way and to the degree that these resources are involved in supporting the improvement of the local education program.

The following committees involve the community in various levels of decision making within the district:

1. School Site Councils (SSC) - The SCC's are to be structured and composed with functions and responsibilities as outlined and mandated by Education Code 52000-52034.

Additional responsibilities:

- a. Send three members selected by each school site council (one student, one community member and one administrative, certificated or classified staff member) to serve for a one-year term (September to August) or at the discretion of their school site council. At least one of those individuals must be a member of the school site council and one of the three representatives will serve on the DCC planning committee.
- b. Review curricular offerings for needs assessment purposes.
- c. May review and recommend school site policies on discipline and student input on decision making.
- d. Develop school site committees, task teams or work groups composed or, when appropriate, students, staff and/or citizens to do appropriate tasks or assignments which are part of the school site or district program.

2. District Central Committee (DCC) - The DCC has an internal coordinating, reviewing and communication function between school site council. It is an ad hoc committee and shall review and compare school site concerns or relay districtwide concerns to the school site councils for their consideration.

a. Additional responsibilities:

- (1) Appoint representatives to curriculum committees as need arises
 - (2) Review and coordinate curricular and other concerns across schools, making cross-site policy recommendations where deemed appropriate
 - (3) Recommend lay members for special advisory committees as formed by the Superintendent and central office staff members. The DCC will also have representation on such committees.
- b. Once the curriculum responsibility has been established, the DCC may want to examine other phases of the educational process, such as: curriculum priorities, school closure, state and federal mandates, needs of students of color, criteria and process of class scheduling of new students, instructional assessments for students

who have special needs, etc.

The DCC shall be available to the district to develop programs and relationships with local industries and businesses; research funding or services for district and school site programs and activities; and to explore community resources available to the district.

The DCC will use the district's Newsletter to disseminate information about its work.

c. Composition:

- (1) Three members selected by each school site council (one student, one community member and one administrative, certificated or classified staff member). At least one of these individuals must be a member of the school site council and one of the three representatives will serve on the DCC planning committee.
- (2) Two designated alternatives from each school.
- (3) Eight representatives-at-large (individuals who may represent particular community, business and/or civic groups).
- (4) Superintendent and Director of Student Services, Public Relations and Communications.
- (5) One official representative from each of the employee bargaining units.

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT
adopted: September 17, 1997Redwood City, California

Sequoia Union High SD

Administrative Regulation

AR 1240
Community Relations

Volunteer Assistance

Qualifications

1. Volunteers serving as nonteaching aides or supervising students shall:
 - a. Be determined not to be a registered sex offender. (Education Code 35021) Before authorizing any volunteer to serve as a nonteaching aide or to supervise students, the Superintendent or designee shall ask a local law enforcement agency to conduct an automated records check or call the Department of Justice to determine that the individual is not a registered sex offender. Volunteers shall be informed that the district is pursuing this investigation.
 - b. Annually submit evidence that they are free from active tuberculosis.
2. Volunteers serving as instructional aides shall give evidence of the following qualifications required of all instructional aides: (Education Code 45347, 45349)
 - a. Tuberculosis testing. (Education Code 49406)
 - b. Fingerprinting. (Education Code 45125)
 - c. Basic skills proficiency. (Education Code 45344.5)(cf. 4212 - Appointment and Conditions of Employment)
(cf. 4222 - Paraprofessionals/Instructional Associates)
3. All volunteers in child care and development programs shall:
 - a. Be tested for tuberculosis not more than 60 days before or within seven days after the volunteer service begins; staff shall also maintain annual follow-up reports indicating that the volunteer is free from tuberculosis. (Code of Regulations, Title 5, Section 18168)
 - b. Be fingerprinted for criminal record clearance unless they serve for less than 10 days a month under the constant supervision of an adult who has met criminal record clearance requirements. (Health and Safety Code 1596.871)

Duties

Volunteer aides shall not be used to assist certificated staff in performing teaching or administrative responsibilities in place of regularly authorized classified employees who have been laid off. (Education Code 35021)

Volunteers who work with students shall be under the immediate supervision of certificated employees.

(Education Code 35021)

All volunteer work projects shall have approximate start and completion dates and must be approved by the principal in advance.

Projects approved by the principal shall also be approved in advance by the Superintendent or designee if they involve the following types of work:

1. Alterations, additions or repairs to buildings and grounds.
2. Construction involving wall or roof penetration, drilling or nailing.
3. Structural modifications.
4. Electrical, electronic, plumbing, or heating and cooling work.
5. Painting.
6. Installation of carpet.
7. Installation of playground equipment and benches.
8. Installation of sprinkler systems.
9. Paving.
10. Installation of marquees and signs.
11. Tree planting, pruning or removal.

The Superintendent or designee shall ensure that the above projects comply with health and safety codes, building codes, fire codes, environmental laws and agreements with employee bargaining units. The District will provide on-site assistance and supervision for such projects, depending upon their complexity and the expertise of the volunteers. Projects shall be inspected upon completion to ensure that the work was done satisfactorily. Electrical, electronic, heating, ventilation, air conditioning, plumbing, welding and structural work must be done by a licensed contractor or performed under the supervision of a skilled district maintenance employee knowledgeable of the trade involved.

(cf. 3514.1 - Hazardous Substances)

(cf. 7140 - Architectural and Engineering Services)

Workers' Compensation

Unsalaries volunteers shall be considered employees of the District for Workers' Compensation Insurance purposes. If injured while serving as volunteers in the District, they should file Workers' Compensation Insurance forms provided by the district office.

Sequoia Union High SD

Board Policy

BP 1240

Community Relations

Volunteer Assistance

The Board of Trustees encourages parents/guardians and other members of the community to share their time, knowledge and abilities with our students. Community volunteers in our schools enrich the educational program and strengthen our schools' relationships with homes, businesses, public agencies and private institutions. By their presence in the classroom and on school grounds, volunteers may also enhance supervision of students and contribute to school safety.

The Superintendent or designee may authorize the use of volunteers and shall establish procedures to protect the safety of both students and volunteers. The Superintendent or designee may require tuberculosis testing and fingerprinting of volunteers and may request criminal records checks as authorized by law. Volunteers shall act in accordance with district policies and regulations.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)

(cf. 4212.5 - Criminal Record Check)

The Superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers.

(cf. 6144 - Controversial Issues)

Legal Reference:

EDUCATION CODE

35021 Volunteer aides

35021.1 Automated records check

44010 Sex offense; definition

44227.5 Classroom participation by college level teaching methodology faculty

44814 Duty-free lunch periods

44815 Noncertificated supervision

45125 Fingerprinting requirements

45340-45349 Instructional aide act, especially:

45344.5 Instructional aide; proficiency in basic skills

45347 Instructional aides as classified employees

45349 Volunteers

49406 Examination for tuberculosis

GOVERNMENT CODE

3100-3109 Oath or affirmation of allegiance

3543.5 Prohibited interference with employees' rights

96100-96114 Academic Volunteer and Mentor Service Act of 1992

HEALTH AND SAFETY CODE

1596.871 Fingerprints of individuals in contact with child day care facility clients

LABOR CODE

3364.5 Persons performing voluntary services for school districts

PENAL CODE

290.4 Information re sex offenders

CODE OF REGULATIONS, TITLE 5

18168 Personnel duties with infants and toddlers

CODE OF REGULATIONS, TITLE 22

101170 Criminal record clearance

62 Ops. Cal. Atty. Gen. 325 (1979)

Whisman Elementary School District, 15 Public Employee Reporter for California, Section 22043

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT

adopted: September 17, 1997 Redwood City, California

Sequoia Union High SD

Administrative Regulation

AR 1250
Community Relations

Visitors

The Superintendent or designee shall post at every entrance to each school and school grounds a notice setting forth school hours, visitor registration requirements, the registration location, the route to take to that location, and the penalties for violation of registration requirements. (Penal Code 627.6)

Outsider Registration

Any person other than the following is considered a visitor and required to register upon entering school premises during school hours: (Penal Code 627.1, 627.2, Evidence Code 1070)

1. A student of the school, unless currently under suspension
2. A Board of Trustees member or district employee
3. A public employee whose employment requires being on school grounds, or any person who is on school grounds at the school's request

In order to register, a visitor shall, upon request, furnish the principal or designee with the following information: (Penal Code 627.3)

1. His/her name, address and occupation
2. His/her age, if less than 21
3. His/her purpose for entering school grounds
4. Proof of identity
5. Other information consistent with the provisions of law

The principal or designee may refuse to register or may revoke the registration of any visitor if he/she reasonably concludes that the visitor's presence or acts would disrupt the school, students, or employees; would result in damage to property; or would result in the distribution or use of a controlled substance. (Penal Code 627.4)

Access to Campus by Recruiters

Schools are to prepare guidelines of expected behavior for visitation by recruiting personnel. These written guidelines are to be sent to recruiting personnel prior to the scheduled school visitation. The guidelines should include statements about appropriate time and location. The time should be scheduled so as to avoid class disruptions. Locations should be restricted to a few specific static positions. Recruiting personnel are not to be given freedom to circulate about school campuses to seek out students.

(cf. 3515.2 - Disruptions)

The principal or designee may request that a visitor who has failed to register, or whose registration privileges have been denied or revoked, promptly leave school grounds. When an visitor is directed to leave, the principal or designee shall inform the visitor that if he/she reenters the school within seven days he/she will be guilty of a misdemeanor subject to a fine and/or imprisonment. (Penal Code 627.7)

Appeal Procedure

Any person who is denied registration or whose registration is revoked may appeal to the Superintendent or principal by submitting, within five days after the person's departure from school, a written request for a hearing. This request must state why he/she believes the denial or revocation was improper and must provide an address to which the hearing notice may be sent. Upon receipt of the request for a hearing, the Superintendent or principal shall promptly mail a notice of the hearing to the person requesting it. A hearing before the Superintendent or principal shall be held within seven days after receipt of the request. (Penal Code 627.5)

(cf. 1312.1 - Complaints Concerning District Employees)

Regulation SEQUOIA UNION HIGH SCHOOL DISTRICT
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Sequoia Union High SD

Board Policy

BP 1250

Community Relations

Visitors/Outsiders

The Board of Trustees encourages parents/guardians and interested members of the community to visit the schools and view the educational program. The Superintendent or designee shall invite parents/guardians and the community to open house activities and other special events.

To ensure minimum interruption of the instructional program, the Superintendent or designee shall establish procedures which facilitate visits during regular school days. Visits during school hours should be first arranged with the teacher and principal or designee. If a conference is desired, an appointment should be set with the teacher during noninstructional time.

All outsiders shall register in accordance with law immediately upon entering any school building or grounds when school is in session. (Penal Code 627.2)

(cf. 1112 - Media Relations)

(cf. 3515.2 - Disruptions)

To ensure the safety of students and staff and avoid potential disruptions, the Board requires all visitors to identify themselves to the principal or designee upon entering school grounds.

For purposes of school safety and security, the principal or designee may design a visible means of identification for visitors while on school premises.

No electronic listening or recording device may be used in a classroom without the teacher and principal's permission. (Education Code 51512)

Access to Campus by Recruiters

Recruiting personnel are welcome to the district campuses provided they comply with conditions of visitation. Arrangements for visitation must be made prior to the event. The principal or the principal's designee will determine location and time. Any violation of this policy, as determined by the principal, will result in prohibition of future access to the campus by the offender.

Legal Reference:

EDUCATION CODE

32210 Willful disturbance of public school or meeting

32211 Threatened disruption or interference with classes; misdemeanor

35160 Authority of governing boards

35292 Visits to schools (board members)

51512 Prohibited use of electronic listening or recording device

PENAL CODE

627-627.10 Access to school premises, especially:

627.1 Definitions

627.2 Necessity of registration by outsider

EVIDENCE CODE

1070 Refusal to disclose news source

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT
adopted: September 17, 1997 Redwood City, California

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Board Policy

BP 1260

Community Relations

Educational Foundation

Because demands on the educational system exceed available public funding, the Board of Trustees recognizes that members of the community are often willing to make voluntary contributions that will provide needed additional funds for the school district. The Board therefore approves and encourages the creation of an independent educational foundation to actively raise funds that will enhance educational opportunities for our students.

The Board desires to work cooperatively with the foundation in determining the purposes for which funds may be used to meet the changing needs of the District and its students.

(cf. 3290 - Gifts, Grants and Bequests)

(cf. 9140 - Board Representatives)

The Board supports foundation allocations that serve all district schools equitably.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

Legal Reference:

Serrano v. Priest (1976) 18 Cal. 3d 728

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT
adopted: September 17, 1997 Redwood City, California

Sequoia Union High SD

Board Policy

BP 1312

Community Relations

Complaints Concerning The Schools

The Board of Trustees believes that the quality of the educational program can improve when the District listens to complaints, considers differences of opinion, and resolves disagreements through an established, objective process.

The Board encourages complainants to resolve problems early and informally whenever possible. If a problem remains unresolved, the individual should submit a formal complaint as early as possible in accordance with appropriate district procedures. District procedures shall be readily accessible to the public.

Individual board members do not have authority to resolve complaints. If approached directly with a complaint, however, board members should listen to the complaint and show their concern by referring the complainant to the Superintendent or designee so that the problem may receive proper consideration.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 3320 - Claims and Actions Against the District)

Legal Reference:

EDUCATION CODE

35146 Closed sessions

GOVERNMENT CODE

950-950.8 Actions against public employees

54957-54957.8 Closed sessions

CODE OF REGULATIONS, TITLE 5

3080 Application of section 4600-4671

4600-4671 - Uniform complaint procedures

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT
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Sequoia Union High SD

Exhibit

E 1312.1

Community Relations

Complaints Concerning District Employees

CDE Legal Advisory LO:4-93 Procedures For Parents Or Guardians Of Students To Identify And Report Child Abuse Committed At A School Site By A School District Employee Or Other Person

The following information, taken from Penal Code Sections 273a, 273d, and 11165.6, will assist parents/guardians in deciding whether to file a complaint of child abuse.

What is Child Abuse and What is Not Child Abuse

Child abuse is a physical injury which is inflicted by other than accidental means on a child by another person.

It also means the sexual abuse of a child.

It also means willful cruelty or unjustifiable punishment of a child, or willfully inflicting unjustifiable physical pain or mental suffering, or failure to safeguard a child from these injuries when the child is under a person's care or custody.

It also means unlawful corporal punishment or injury resulting in a traumatic condition.

Child abuse also means neglect of a child or abuse in out-of-home care. (Out-of-home care is defined in Penal Code Section 11165.5 as a situation where the person responsible for the child's welfare is a licensee, administrator, or employee of any facility licensed to care for children, or an administrator or employee of a public or private school or other institution or agency.)

Child abuse does not mean a mutual affray or fight between minors.

It also does not include an injury caused by the actions of a peace officer using reasonable and necessary force:

1. To quell a disturbance threatening physical injury to person or damage to property;
2. To prevent physical injury to person or damage to property;
3. For purposes of self-defense;
4. To obtain possession of weapons or other dangerous objects within the control of a child; or
5. To apprehend an escapee.

In addition, child abuse does not include injury caused by any force that is reasonable and necessary for person employed by or engaged in a public school:

1. To stop a disturbance threatening physical injury to people or damage to property;

2. For purposes of self-defense; or
3. To obtain possession of weapons or other dangerous objects within control of a student. (Education Code 44807, 49001)

How to File a Complaint of Child Abuse Against School District Employees or Others at School Sites

Parents/guardians of students have the right to file a complaint against a school district employee or other person that they suspect has engaged in abuse of a child at a school site.

To file a complaint, the parent/guardian must file a formal report with the local child protective agency. This may be done by telephone, in person, or in writing. A complaint may also be filed with the appropriate local school district or county office of education; however, school districts and county offices of education do not investigate child abuse complaints.

In addition, if the child is disabled and enrolled in special education, a separate complaint may be filed with the California Department of Education (CDE) under the California Code of Regulations, Title 5, Section 4650(a)(viii)(c). The CDE does not investigate allegations of child abuse. The CDE investigates conditions that may involve immediate physical danger or threaten the health, safety or welfare of the child and which may result in denial of free appropriate public education.

As defined in the Child Abuse and Neglect Reporting Act of 1987, a child protective agency is:

1. A police or sheriff's department;
2. A county probation department; or
3. A county welfare department/child protective services.

These agencies are listed in local telephone directories under government listings. Police will be found under city government listings; sheriffs, probation, welfare departments and child protective services will be found under county government listings.

The local child protective agency shall investigate the complaint. (Penal Code 11165.14)

If the complaint is substantiated, the local child protective agency is required to forward a copy of the investigation report to the governing board of the local school district or county office of education. (Penal Code 11165.14)

Child protective agencies are also required to cross-report every known or suspected instance of child abuse to the other child protective agencies having jurisdiction over the case (for example, county welfare to law enforcement, and vice versa), to the agency responsible for conducting investigations for dependency determinations pursuant to Welfare and Institutions Code 300, and to the district attorney. (Penal Code 11166(g))

Sequoia Union High SD

Administrative Regulation

AR 1312.1 Community Relations

Complaints Concerning District Employees

Complaint Procedures

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

(cf. 1312.2 - Complaints Concerning Instructional Materials)
(cf. 1312.3 - Uniform Complaint Procedures)

In order to promote fair and constructive communication, 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, complaints concerning school personnel should be made directly by the complainant to the person against whom the complaint is made. Parents/guardians are encouraged to attempt to orally resolve concerns with the staff member personally.
2. If a complainant is unable or unwilling to resolve the complaint directly with the person involved, he/she may submit an oral or written complaint to the employee's immediate supervisor or the principal.
3. The immediate supervisor or designee will investigate the conflict. The investigation may include a conference with the complainant, a district representative and/or the employee.
4. When a written complaint is received, the employee will be notified when the complaint warrants such notification.
5. A written complaint must include:
 - a. The name of each employee involved,
 - b. A brief but specific summary of the complaint and the facts surrounding it, and
 - c. A specific description of any prior attempt to discuss the complaint with the employee and the failure to resolve the matter.
6. The person responsible for investigating complaints will attempt to resolve the complaint to the satisfaction of the person(s) in a timely manner.
7. When appropriate the procedures of Policy 4112.6 - Personnel Records shall be followed.

The employee shall have the right to meet with the complainant and question him/her regarding the

accuracy of the complaint. The employee may have a representative of his/her choosing present if he/she desires. The immediate supervisor and/or a member of the district administration will be present during such meetings between the employee and the complainant.

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 be limited to:

a. The 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 employee(s) as to the precise nature of the complaint and to allow the employee(s) to prepare a defense.

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 present all available evidence and allow every opportunity for explaining and clarifying the issue.

11. Before the Board holds a closed session to hear complaints or charges brought against an employee, the employee shall receive written notice of his/her right to have the complaints or charges heard in open session rather than closed session. This notice shall be delivered personally or by mail at least 24 hours before the time of the session, and the employee may request that the complaints or charges be heard in open session. Complaints concerning Board members shall be addressed in open session unless a closed session is warranted pursuant to Education Code 35146 or 48918 or Government Code 54957 or 54957.6. (Government Code 54957)

(cf. 9321 - Closed Session Purposes and Agendas)

(cf. 9323 - Meeting Conduct)

12. Any decision of the Board shall be final.

Complaints Regarding Child Abuse

When a complaint of child abuse is alleged, the District shall provide parents/guardians procedures for filing a child abuse complaint with the appropriate child protective agencies. Upon request, such procedures shall be written in the primary language of the parent/guardian, and the Superintendent or designee shall provide an interpreter if needed. (Education Code 48987)

Providing the above procedures to parents/guardians does not relieve mandated reporters from their duty to report suspected child abuse in accordance with law.

(cf. 5141.4 - Child Abuse Reporting Procedures)

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

(cf. 4144/4244/4344 - Complaints)

Regulation SEQUOIA UNION HIGH SCHOOL DISTRICT
approved: September 17, 1997 Redwood City, California

Sequoia Union High SD

Board Policy

BP 1312.1

Community Relations

Complaints Concerning District Employees

The Board of Trustees 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.

(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 3515.2 - Disruptions)

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

GOVERNMENT CODE

54957 Closed session; complaints re employees

54957.6 Closed session; salaries or fringe benefits

PENAL CODE

273 Cruelty or unjustifiable punishment of child

11164-11174.3 Child Abuse and Neglect Reporting Act

WELFARE AND INSTITUTIONS CODE

300 Minors subject to jurisdiction of juvenile court

Management Resources:

CDE LEGAL ADVISORIES

0910.93 Guidelines for parents to report suspected child abuse by school district employees or other persons against a pupil at school site (LO:4-93)

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT
adopted: September 17, 1997 Redwood City, California

Sequoia Union High SD

Exhibit

E 1312.2

Community Relations

Complaints Concerning Instructional Materials

Citizen's Request For Reconsideration Of Instructional Materials

DATE:

TITLE :

AUTHOR:

PUBLISHER:

DATE OF EDITION:

Request received by:

Title

Citizen's Name:

Phone:

Citizen Represents: Himself/Herself ____ Organization or Group

1. To what do you object? (Please be specific: cite pages, tape sequence, video frame, and words)
2. What do you feel would be the result of reading/viewing this material?
3. For what age group would you recommend this material?
4. Did you read/view the entire selection?
5. If not, what percentage did you read/view, or what parts?
6. Is there anything good about this material?
7. What would you like the school to do about this material?

(Do not assign it to my child.
(Withdraw it from all students.
(Re-evaluate it.
8. What do you believe is the thesis of this work?
9. In its place, what work would you recommend?

Signature of citizen _____

Action taken

Date

Exhibit SEQUOIA UNION HIGH SCHOOL DISTRICT
version: September 17, 1997 Redwood City, California

Sequoia Union High SD

Administrative Regulation

AR 1312.2

Community Relations

Complaints Concerning Instructional Materials

Complaints concerning instructional materials will be accepted only from staff, district residents, or the parents/guardians of children enrolled in a district school.

Complaints must be presented in writing to the principal. Complaints regarding printed material must name the author, title and publisher, and 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. The statement must be signed and identified in such a way that a proper reply will be possible.

Individual students may be excused from using challenged materials after the parent/guardian has presented a written complaint. The teacher will then assign the student alternate materials of equal merit. Use of the materials by a class, school or the District, however, shall not be restricted until so directed by the Superintendent or designee.

Upon receiving a complaint, the principal will acknowledge its receipt and answer any questions regarding procedure. The principal will then notify the Superintendent or designee and the teacher(s) involved of the complaint. The Superintendent or designee will determine whether the complaint should be considered on an individual basis or whether a review committee should be convened.

The use of challenged materials by class, school or the District shall not be restricted until final disposition has been made by the appropriate review committee.

A review committee may be formed under the direction of the Superintendent or designee. It shall be composed of three teachers who are expert in the field of concern, a librarian and an administrator. The Superintendent may call in representative citizens for consultation if necessary.

In deliberating challenged materials, the review committee shall consider the educational philosophy of the District; the professional opinions of other 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; and the objections of the complainant.

The review committee 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 14 days of being convened, the review committee shall summarize its findings in a written report and submit it to the Superintendent or designee for final action. The Superintendent or designee shall notify the complainant of his/her decision no later than 60 days after the complaint was filed.

The report of the review committee together with the Superintendent or designee's recommendation may be brought to the Board of Trustees for consideration and final decision.

When any challenged instructional material is reviewed by the District, it shall not be subject to any additional

reconsideration for 12 months.

County or State-Adopted Material

If the challenged material has been adopted by the County Board of Education, the Superintendent or designee may forward the complaint, without action, to the office of the County Superintendent of Schools for reevaluation and decision.

If the questioned material has been adopted by the State of California, the Superintendent or designee may forward the complaint, without action, to the California Department of Education for reevaluation and decision.

Regulation SEQUOIA UNION HIGH SCHOOL DISTRICT
approved: September 17, 1997 Redwood City, California

Sequoia Union High SD

Board Policy

BP 1312.2

Community Relations

Complaints Concerning Instructional Materials

The Board of Trustees takes great care in the adoption of instructional materials and is aware that all adopted materials may not be acceptable to all students, their parents/guardians, or other district residents.

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

(cf. 6161.11 - Supplementary Instructional Materials)

The Superintendent or designee shall establish procedures which will permit proper consideration of any complaints against the use of any instructional materials.

The Board believes the Superintendent and staff are well qualified to consider complaints concerning instructional materials. Complainants are advised to consider and accept the Superintendent or designee's decision as final. However, if the complainant finds the decision of the Superintendent or designee unsatisfactory, he/she may request that the matter be placed on the agenda of a regular board meeting.

(cf. 1312.3 - Uniform Complaint Procedures)

The Board's decision in any such case will be based on educational suitability and will not be influenced by a desire to suppress information or deny students access to ideas with which the Board disagrees.

(cf. 6144 - Controversial Issues)

Legal Reference:

EDUCATION CODE

18111 Exclusion of books by governing board

35010 Control of district; prescription and enforcement of rules

60000 Power of governing board to select instructional materials

60040-60047 Content requirements for instructional materials

60200-60206 Elementary school material - selection and adoption

60400 Secondary school textbooks - selection and adoption

Management Resources:

PROGRAM ADVISORIES

1002.90 Selection of instructional materials, CIL: 90/91-02

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT
adopted: September 17, 1997 Redwood City, California

Sequoia Union High SD

Exhibit

E 1312.3

Community Relations

Uniform Complaint Procedures

Complaint Form

To be filed with: Jo Ann Smith, District Superintendent
Sequoia Union High School District
480 James Avenue
Redwood City, CA 94062

In accordance with the district policy on Uniform Complaint Procedures, I wish to file a complaint regarding a violation of federal or state law or regulations governing the following educational program which is covered under this procedure.

(State or federally funded educational program in which the alleged violation occurred or other violation covered under the Uniform Complaint Procedure. If this complaint is not subject to the Uniform Complaint Procedure, the school district representative should list below the agency to which the complainant has been referred.)

(Agency to which complainant has been referred if this complaint is not covered by the Uniform Complaint Procedure.)

NATURE OF COMPLAINT

(Describe here the nature of the alleged violation. If this complaint involves the educational service provided to a specific child, please give the name, grade and school of enrollment. Attach additional pages if necessary.)

DATE OF ALLEGED VIOLATION

(Must be within six months of today's date. If not, you will be given information regarding an appeal to the State Superintendent of Public Instruction for an extension of time in which to file the complaint.)

Complaint filed by Date

Complaint received by Date

Exhibit SEQUOIA UNION HIGH SCHOOL DISTRICT
version: September 17, 1997 Redwood City, California

Sequoia Union High SD

Administrative Regulation

AR 1312.3

Community Relations

Uniform Complaint Procedures

Compliance Officers

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

Superintendent

480 James Avenue

Redwood City, CA 94062

(415) 369-1411, ext. 2212

Notifications

The Superintendent or designee shall meet the notification requirements of the Code of Regulations, Title 5, Section 4622, including the annual dissemination of district complaint procedures and information about available appeals, civil law remedies, and conditions under which a complaint may be taken directly to the California Department of Education. The Superintendent or designee shall ensure that complainants understand that they may pursue other remedies, including actions before civil courts or other public agencies. Complainants may seek help from agencies such as legal assistance agencies, local mediation centers or the county office of education.

(cf. 5145.6 - Parental Notifications)

Procedures

The following procedures shall be used to address all complaints which allege that the District has violated federal or state laws or regulations governing educational programs. Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with the Code of Regulations, Title 5, Section 4632.

The District will use its uniform complaint procedures when addressing all complaints regarding sex equity.

Investigations of discrimination complaints shall be conducted in a manner that protects confidentiality of the parties and the facts. (Title 5, Section 4630)

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

Step 1: Filing of Complaint

Any individual, public agency or organization may file a written complaint of alleged noncompliance.

The complaint shall be presented to the Superintendent or designee, who will then give it to the appropriate compliance officer.

If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other handicaps, district staff shall help him/her to file the complaint. (Title 5, Section 4600)

Complaints alleging unlawful discrimination may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination. (Title 5, Section 4630)

Step 2: Mediation

Within three days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If all parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a discrimination complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the District's time lines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time.

Step 3: Investigation of Complaint

The compliance officer shall hold an investigative meeting within five days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally. The complainant and/or his/her representative and the district's representatives shall also have an opportunity to present information relevant to the complaint. Parties to the dispute may discuss the complaint and question each other or each other's witnesses. (Title 5, Section 4631)

To ensure that all pertinent facts are made available, the compliance officer and the complainant may ask other individuals to attend this meeting and provide additional information.

Step 4: Response

Within 30 days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in Step 5 below. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five days, file his/her complaint in writing with the Board of Trustees. The Board may consider the matter at its next regular board meeting or at a special board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the compliance officer's decision is final. If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 days of the district's initially receiving the complaint or within the time period that has been specified in a written agreement with the complainant.

Step 5: Final Written Decision

The report of the District's decision shall be written in English and in the language of the complainant whenever feasible or required by law. If it is not feasible to write this report in the complainant's primary language, the district will arrange a meeting at which a community member will interpret it for the complainant.

(cf. 5145.6 - Parental Notifications)

This report shall include:

1. The findings and disposition of the complaint, including corrective actions, if any.
2. The rationale for the above disposition.
3. Notice of the complainant's right to appeal the decision to the California Department of Education, and procedures to be followed for initiating such an appeal.
4. A detailed statement of all specific issues that were brought up during the investigation and the extent to which these issues were resolved.

If an employee is disciplined as a result of the complaint, this report shall simply state that effective action was taken and that the employee was informed of district expectations. The report shall not give any further information as to the nature of the disciplinary action.

Appeals to the California Department of Education

If dissatisfied with the District's decision, the complainant may appeal in writing to the California Department of Education within 15 days of receiving the District's decision. For good cause, the Superintendent of Public Instruction may grant an extension for filing appeals.

When appealing to the California Department of Education, the complainant must specify the reason(s) for appealing the District's decision and must include a copy of the locally filed complaint and the District's decision. (Title 5, Section 4652)

Definitions

1. Appeal - shall mean a request made in writing to the State Superintendent of Public Instruction by a complainant requesting reconsideration or a reinvestigation of the district's decision.
2. Complainant - shall mean any individual including a person's duly authorized representative or an interested third party, public agency or organization who files a written complaint alleging violation of federal or state laws or regulations, including allegations of unlawful discrimination in programs and activities funded directly by the state or receiving any financial assistance from the state.
3. Complaint - shall mean a written and signed statement alleging a violation of a federal or state law or regulation, which may include an allegation of unlawful discrimination.
4. Complaint Investigation - shall mean an administrative process used by the district for the purpose of gathering data regarding the complaint.
5. Complaint Procedure - shall mean an agreement between the department and a district, following a finding of noncompliance by the department, developed by the District, and approved by the department to resolve the noncompliance.

6. Compliance Agreement - shall mean an agreement between the department and a district, following a finding of noncompliance by the department, developed by the District and approved by the department to resolve the noncompliance.
7. Days - shall mean calendar days unless designated otherwise.
8. Department - shall mean the California Department of Education.
9. Direct State Intervention - shall mean the steps taken by the Department to initially investigate complaints or effect compliance.
10. Mediation - shall mean a problem-solving activity whereby a third party assists the parties to a dispute in resolving the problem.
11. State Mediation Agreement - shall mean a written voluntary agreement, approved by the Department, which is developed by the local agency and complainant with assistance from the Department to resolve an allegation of noncompliance.

Regulation SEQUOIA UNION HIGH SCHOOL DISTRICT
approved: September 17, 1997 Redwood City, California

Sequoia Union High SD

Board Policy

BP 1312.3

Community Relations

Uniform Complaint Procedures

The Board of Trustees recognizes that the District has primary responsibility for insuring that it complies with state and federal laws and regulations governing educational programs. The District shall investigate and seek to resolve complaints at the local level. The District shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination or failure to comply with state or federal law in adult basic education, consolidated categorical aid programs, migrant education, vocational education, child care and development programs, child nutrition programs and special education programs.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 0420.1 - School-Based Program Coordination)

(cf. 0430 - Comprehensive Local Plan for Special Education)

(cf. 3553 - Free and Reduced Lunch Program)

(cf. 6171 - Title I Programs)

(cf. 6174 - Education for English Language Learners)

(cf. 6175 - Migrant Education Program)

(cf. 6178 - Vocational Education)

The Board prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination, or for participation in complaint procedures. Such participation shall not in any way affect the status, grades, or work assignments of the complainant.

The Board acknowledges and respects student and employee rights to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. This includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee on a case-by-case basis.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/ Privileged Information)

(cf. 5125 - Student Records)

(cf. 9011 - Disclosure of Confidential/Privileged Information)

The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Such employees may have access to legal counsel as determined by the Superintendent or designee.

(cf. 9124 - Attorney)

The Board recognizes that a neutral mediator can often suggest an early compromise that is agreeable to all parties in a dispute. Whenever all parties to a complaint agree to try resolving their problem through mediation, the Superintendent or designee shall initiate a mediation process before beginning a formal compliance investigation. The Superintendent or designee shall ensure that mediation results are consistent with state and federal laws and regulations.

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.2 - Complaints Concerning Instructional Materials)
(cf. 4031 - Complaints Concerning Discrimination in Employment)
(cf. 5141.4 - Child Abuse Reporting Procedures)

Legal Reference:

EDUCATION CODE

200-262.3 Prohibition of discrimination

35146 Closed sessions

48985 Notices in language other than English

49060-49079 Student Records

51513 Personal beliefs

CODE OF REGULATIONS, TITLE 5

3080 Application of section 4600-4671

4600-4671 Uniform Complaint Procedures

GOVERNMENT CODE

54957-54957.8 Closed sessions

CIVIL RIGHTS ACT OF 1964

42 U.S.C.A. Section 2000c et seq.

TITLE IX, EDUCATION AMENDMENTS OF 1972

20 U.S.C.A. Section 1231g, 1681 et seq.

SECTION 504, REHABILITATION ACT OF 1973

29 U.S.C.A. Section 721, 761

EDUCATION CONSOLIDATION AND IMPROVEMENT ACT OF 1981

20 U.S.C.A. Section 3801 et seq.

GENERAL EDUCATION PROVISIONS ACT

20 U.S.C.A. 1221 et seq., especially:

FAMILY EDUCATION AND PRIVACY RIGHTS ACT OF 1974

20 U.S.C.A. Section 1221, 1232g

34 CODE OF FEDERAL REGULATIONS, Section 100.7(e)

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT
adopted: September 17, 1997 Redwood City, California

Sequoia Union High SD

Board Policy

BP 1321

Community Relations

Solicitation Of Funds From And By Students

Solicitations on Behalf of Charitable Organizations

The Board of Trustees recognizes that participation in fund-raising for nonprofit, nonpartisan charitable organizations can help students develop a sense of social responsibility.

When approved in advance by the Board, funds may be solicited or materials distributed for those nonprofit, nonpartisan organizations that are properly chartered or licensed by state or federal law. (Education Code 51520)

Solicitations on Behalf of the School

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

(cf. 1230 - School-Connected Organizations)

All Solicitations

Whether solicitations are made on behalf of the school or on behalf of another charitable organization, the Board particularly desires that no students shall be made to feel uncomfortable or pressured to provide funds. Staff is expected to emphasize the fact that donations are always voluntary. No students shall be barred from an activity because they did not participate in fund-raising.

Legal Reference:

EDUCATION CODE

51520 Prohibited solicitations on school premises (except such nonpartisan, charitable organizations as approved by the governing board)

51521 Unlawful solicitations of contribution or purchase of personal property for benefit of public school or student body; exception

BUSINESS AND PROFESSIONS CODE

17510-17510.7 Charitable solicitations

REVENUE AND TAX CODE

6361 Sales tax exemption for certain sales

CODE OF REGULATIONS, TITLE 8

11706 Dangerous activities and occupations

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT
adopted: September 17, 1997 Redwood City, California

Sequoia Union High SD

Administrative Regulation

AR 1330

Community Relations

Use Of School Facilities

Terms and Conditions for Use of Facilities Under the Civic Center Act

California State Education Code 38130, et seq., creates a "civic center" at the schools in the district under rules and regulations promulgated by the school district's Board of Trustees. The Board's rules, regulations and fee schedules for use of school sites under these provisions are incorporated herein.

Qualifying Groups

Groups qualified to apply for public use of school facilities under the Civic Center Act shall be comprised of residents of the communities serviced by the district.

Facilities

Facilities, including building, grounds and equipment owned or leased by the district may be used only as authorized herein. The use of such facilities must not be inconsistent with the use of the school for school purposes and must not interfere with school work or with the district's ability to preserve order on the campus or maintain the site.

The following groups or organizations may use facilities:

Citizens' groups

Parent-teacher associations

Campfire girls and affiliates

Boy scouts and girl scouts and affiliates

School-community advisory councils

Senior citizens' organizations

Nonprofit organizations formed to serve the community or the district

Public agencies and committees or staffs thereof

Other groups by specific authorization of the Board and only those groups and activities permitted by law

The majority of members in any such group shall reside within the school district.

Groups may use school facilities to engage in supervised recreational activities and/or to meet and discuss subjects which relate to the education, political, economic, scientific or artistic interest of the citizens of the community and for other purposes deemed appropriate by the Board.

Civic Center uses are limited. Other uses may be permitted on a lease or rental basis, subject to district's leasing procedures.

Groups using school facilities under the Civic Center Act are subject to applicable federal and state laws, codes and regulations.

Priority of Use

Use of school facilities shall be in the following order of priority, except that all use will be suspended in the event of a major disaster, in which case the district's disaster program and rules shall prevail and emergency procedures for mass care will take precedence.

1. Activities and programs of the school or district directly related to the school's instructional program and/or student activities.
2. Activities designed to serve the youth and citizens of an individual school, planned and directed by school-related groups.
3. Use by community organizations and public agencies whose primary purpose is service to youth and the general welfare of the school community, where no admission is charged and no fees or contributions are solicited.
4. Use by civic and service groups and public entities whose purpose for using the school facilities is to improve the general welfare of the community and where admission is charged and/or contributions are solicited, but the net receipts are expended for the welfare of the students of the district.
5. Use by groups who wish to rent the school facilities but whose net receipts, if any, are not expended for the welfare of the district's students
6. Use by groups to whom the Board of Education may make school facilities available at a fair rental value.

Application Procedures

1. Submitting Applications

During the school year, for operating school sites, applications shall be submitted for approval to the principal or designee. During vacation and for closed school site, applications may be reviewed and processed at the district's office of maintenance and operations.

2. Separate Applications

Separate applications must be submitted for one time use and for a sequence of meetings to be held weekly or monthly over a stated period of time.

3. Officer Signature

Applications must be signed by the president or other officer of the group applying for the permit.

4. Youth Organizations

Permits for the use of school facilities by such organizations as boy scouts, girl scouts, campfire girls, YMCA and YWCA may be issued only upon an application approved by the central executive office of the organization and any changes or substitutions must be approved by said central executive office.

5. Advance Payment

Unless otherwise excepted, applications for permits requiring payment of fees for costs or commercial use shall be accompanied by cash, certified check, cashier's check or money order in the amount specified by the district. Should additional charges be incurred beyond the original fee because of extended use or for other reasons, user will be billed for such additional costs subsequent to said use. A user who fails to meet this obligation may be barred from further use of the facilities.

6. Advance Application

New applications for permits shall be made not less than two weeks prior to the date of requested use in order to provide time for school site, departmental and district review. Approval or denial shall occur not less than 48 hours prior to requested date of use, except as otherwise provided in this policy.

7. Additional Information on Organizations

Organizations requesting the use of school facilities for the first time may be required to submit additional information as to the purpose and objectives of their organization and its use of the district's facilities so that the district may evaluate the organization's qualification to use the school facilities under the Civic Center Act or other provisions of the Education Code.

Regulations Governing Approval of Application

1. Conflict with School Use

Regular school activities, during the day or in the evening, have priority over any other use of the school's facilities. No permit will be issued which is inconsistent with the use and occupancy of school buildings and grounds for school purposes or which would interfere in any way with the conduct of the school or with the maintenance of the building.

2. Personal Use

Permits will not be granted for personal or individual use of the facilities.

3. Hours

All permits will be issued for specific hours, at the expiration of which the organization must leave the school premises. No permit will be issued to extend later than 10:30 p.m. except under special circumstances.

4. Holidays

Sequential permits, issued for a period of time which includes district vacation days and legal holidays are automatically canceled on those days. Such permits may be operative for subsequent meetings. Special permits, approved by the district, must be requested for meetings to be held on holidays. Permits are not in effect on Saturday or Sunday, when a holiday occurs on Friday or Monday, unless otherwise provided.

5. Specific Facilities

Ball-playing permits are issued for specific school facilities. It shall be the responsibility of each group to see that other parts of the building and grounds are not disturbed.

6. Cancellation of Permit

Either the district or the organization may cancel a permit with 48-hour notice. An organization desiring

to cancel a permit shall notify the district at least 48 hours prior to the time for which the permit has been granted. Failure to give 48-hour notice may result in revocation of a continuing permit or denial of future permits and/or until all costs suffered by the district have been paid. In the event of potential and imminent damage to facility occasioned by natural elements or other emergencies, the permit may be canceled by district on less than 48-hour notice.

7. Expiration

The privilege of using school facilities under this program shall not be granted for more than a 30-day period per approved application nor shall the application itself be valid longer than one year and all permits shall expire automatically on the last day of school of each school year. At such expiration, written application must be made for renewal. Permits may be considered for renewal or revocation at any time during the 30-day period and the year.

Facilities Available

The following school facilities are available for Civic Center use:

1. Auditoriums or Multipurpose Rooms

These rooms are available at most schools. Use of state equipment, lights and public address systems requires that district-provided custodian and crew be present to operate the apparatus. A charge may be made for the use of such equipment. Use of microphones, record players, piano, movie projector and screen must be approved by school or district officials.

2. Kitchen and Lunchrooms

Kitchen and lunchrooms exist at schools. School lunch personnel must be present to prepare the food and to operate the equipment, or to supervise its operation. Commercial catering is not permitted unless approved by district personnel.

3. Classrooms

Classrooms are usually not available for Civic Center use. Exceptions may be made for youth groups, for extension courses given by schools and universities and for events sponsored by parent-facility organizations.

4. Gymnasiums

Provided there is no conflict with school activities, the district may issue permits for gymnasiums for evenings except Saturdays and Sundays. Saturday, Sunday and holiday permits are not issued except with special permission.

Use Charges

Under the terms of the Civic Center Act, the Board may, depending upon the qualifications of the organization and use involved:

1. Grant free use.
2. Charge actual district costs (cost use) for custodian, utilities, maintenance and order.

3. Charge commercial or fair rental value - The table of charges setting forth the schedule of fees for the various types of uses is available at school sites and at the district.

a. Free Use

Use without charge may be made only for school district functions and for organizations qualifying under the Education Code and as set forth in this policy. Free use is limited to a meeting place, utilities and normal custodial service.

b. Cost Use

Other nonprofit organizations may also qualify for use of school facilities, pursuant to the Education Code. When such activities are not directly part of the regular educational program of the school involved, the district will charge the actual cost for the use of school facilities. A special charge is made for use of stage equipment, public address system and kitchen, if available and use is approved.

c. Commercial Use

When organizations are commercial in nature, commercial or fair rental rates shall be charged for use of school facilities. A schedule of charges is available.

For cost and commercial uses, a minimum two-hour fee to pay for custodian appearance at the site will be assessed permittee when the district has not received at least 48-hour notice of intent to cancel usage.

Public Agency and Emergency Use

To the extent required by law, the Board will grant the use of school buildings, grounds or equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare.

Restrictions on Use of Facilities

No use shall be granted in such a manner as to constitute a monopoly of the benefit of any person or organization. If necessary, a cancellation notice of less than 48 hours may be invoked by the district to implement this condition.

Any use by an individual, society, group or organization for the commission of any act intended to further any program or movement the purpose of which is to accomplish the overthrow of the government of the United States or of the state by force, violence or other unlawful means shall not be permitted or suffered.

User shall not make available to any other party the whole or any part of premises used under this act, without written consent of the district, nor transfer the use either personally or otherwise.

All meetings of youth organizations shall be with adult supervision.

Social Dancing and Social Activities

Permits for social dancing in a school facility shall be issued only when sponsored by the school, a parent-faculty organization or a public park and recreation agency.

Folk and Square Dancing

Folk dancing and square dancing groups may be approved by the district or with approval of the district, by a local public park and recreation agency.

General Rules of Conduct

1. Smoking

No smoking shall be allowed in classrooms, auditoriums, gymnasiums, cafeterias and other facilities throughout the day when students are present. No smoking shall be allowed in the auditorium and gymnasium at school-sponsored events and activities such as graduation exercises, dedications, school musical, dramatic and open house programs and indoor athletic events. No smoking shall be permitted for large group assemblies in auditoriums under commercial use permits. The organization shall post NO SMOKING signs in such cases and the organization shall be expected to maintain control.

2. Liquor and Unacceptable Behavior

The use of malt or spirituous liquor or illegal drugs shall not be permitted.

3. School Furniture

No school furniture or apparatus may be removed or displaced by any person or organization without permission from and under the supervision of the school custodian. Displaced furniture must be replaced to the satisfaction of the custodian. School supplies may not be used.

4. Protection of Property

School property shall be protected from damage or mistreatment. Each group is responsible for the condition in which it leaves the school premises. Damaged school property shall be paid for by the organization permitted to use the facility. Failure to make payment may result in refusal by the district to approve future applications, termination of an existing application and such other actions as may be required.

5. Maintenance of Order

The organization obtaining the permit is responsible for maintaining order and discipline at any meeting open to the public.

Special Rules of Conduct for Gymnasiums

1. No smoking.

2. Spectators shall be limited to areas outside of the gym playing floors--such areas to be covered by protective material.

3. No food or drink may be allowed in the gym or exercise rooms except as approved by the district.

4. All decorations must be flame-proofed.

5. No foreign materials (e.g., nails, screws, scotch tape, thumb tacks, staples) are to be used on floors or walls without written approval of the building principal.

6. No dancing shall be permitted except for school functions unless otherwise excepted by the district.

7. No use shall be made of the gymnasium which would cause damage to the facility.
8. The capacity of all building spaces, as rated by the fire marshal shall not be exceeded at any time.

Safety Regulations

A Civic Center permit does not of itself authorize the use of school district or student body equipment. Arrangements for the supervision, operation and payment for any equipment made available as shown on the permit shall be made with the principal and district.

No structures may be erected or assembled on the school premises, nor may any electrical, mechanical or other equipment be brought thereon unless special approval has been obtained as shown on the permit. Permission will be given only if approved by the school principal, the district maintenance department and, if appropriate, the local fire or other regulatory agencies.

Any use of school facilities for nonschool purposes shall comply with all state and local fire, health and safety laws and, local police regulations. Persons or groups to whom permits have been granted shall ensure that all activities carried on, and all equipment used or placed upon school premises, shall comply with applicable state and local fire, health and safety laws and local police regulations.

User may bring upon the premises such furniture, equipment and fireproof decorations as may be necessary during the term of use, provided such items are approved by the principal and/or the district. Said furniture and/or equipment shall be removed prior to the end of occupancy period, or shall become the property of the district.

Public liability and worker's compensation insurance carried by the school district covers the school district and school district employees. Organizations using school facilities or employing persons using the facilities must arrange for separate insurance and must comply with the insurance conditions set forth in the district application form.

It is understood that any one using school premises under this policy agrees that no one shall be permitted to activate or deactivate any utility systems or the intrusion alarm system except the district agent or representative.

Occupancy limits of school facilities will be strictly adhered to and enforced.

It is not the procedure of the district to make off-street parking available. However, if by special arrangement, off-street parking is made available, arrangements for its use shall be made in advance and such use must be controlled and required insurance provided.

Enforcement of Rules

The rules and regulations set forth in this regulation shall be strictly enforced in any use of school facilities under the Civic Center Act.

1. Custodian Present

Unless otherwise excepted, the custodian assigned to the school facilities in use shall remain on the premises throughout the period for which the permit is issued to carry out the rules and regulations governing use of the facilities.

Permits may be immediately revoked by the district where there has been a violation of the rules and

regulations as stated in this regulation.

Grounds

The following regulations apply to community use of school grounds:

2. Revocation and Permit

1. The school and district grounds supervisor must have an approved use permit from any and all organized groups prior to field usage.

If user is a nonprofit community agency, there will be no charge. If user is a private group or one that charges to participate, there will be a minimal charge.

2. No use permit is required from individuals or for informal use of the fields.

3. There will be no field usage after it has rained and until use of the field has been approved by an administrator at the school site.

4. Use permits will be revoked for any of the following reasons:

a. Leaving trash (debris, paper, bottles, etc.) on the field; vandalizing or damaging property

b. Not following the requirements of the use permit

c. Bringing alcohol, drugs or weapons on school property

5. If a group causes damage to a field, it will be required to pay for repairs/restoration.

6. The grounds supervisor or school administrator can cancel a use permit at any time because of the condition of the field.

7. No group can have continuous, exclusive use of the field outside of school hours.

8. Each school is authorized to close fields to public use up to one week per month so that grounds maintenance can be done.

9. A copy of the use permit must be sent to the grounds supervisor in order to coordinate maintenance work with the field use schedule.

10. Use of all fields by the schools and district has precedence over community use both during and after regular school hours.

Information

Questions concerning these procedures should be directed to the school involved during the school year and to the office of maintenance and operations during vacation periods.

Sequoia Union High SD

Board Policy

BP 1330

Community Relations

Use Of School Facilities

The Board of Trustees hereby establishes basic policy guidelines whereby the public may use school facilities as provided by Education Code 38130-38138. Rules and Regulations to implement this policy shall be issued by the Superintendent.

Priority

School-connected groups shall have priority in the use of buildings, grounds, and/or equipment and shall be entitled to use without charge.

Restricted Availability

The use of facilities by the public shall be available as provided by law and shall be restricted, except as follows, to times when additional direct operational expense will not be incurred. The restrictions and/or excepted conditions follow:

1. Use must not interfere in any way with regular school work, either day, summer or adult, or with school or student body activities.
2. Use must be confined to times when regular school personnel is on duty and the facility is heated and/or ready for use. Normally this will be Mondays through Fridays between 4:00 p.m. and 9:30 p.m. and 9:30 p.m. on days when school is in session. On Saturdays, Sundays and holidays, and all other days when school is not in session, facilities shall not be available if the requested use would result in direct additional costs such as supervision, custodial services, utilities, etc.
3. Exception shall be made to number 2 above in the event a qualifying organization voluntarily agrees to reimburse the district for actual additional expense incurred. Such reimbursement shall be in accordance with the Fee/Rental Schedule.
4. No public dances shall be held in school buildings or on school property. However, organized dance clubs may use facilities if otherwise qualified under this policy.

Fee/Rental Schedule

All charges shall be in accordance with the schedule adopted by the Board.

Admission Charges

When an admission charge is made by the organization using a facility, or contributions are requested, the proceeds of which are not expended for the welfare of students in the district or for charity, the organization must pay the fair rental charge in accordance with the Fee/Rental Schedule.

Insurance and Hold-Harmless Agreements

Each organization, school-connected groups excepted, shall present a certificate of insurance to the school district in the amount of \$5000,000 single limit bodily injury and \$100,000 property damage with the district named as "Named Insured" rather than the term "Additional Insured." Also, coverage for blanket contractual liability shall be included on the certificate.

In addition each outside organization shall sign a hold-harmless form and agree to defend the district in the event of a claim against the district as a result of the using organization's activities.

Supervision

Use of school property shall be under the supervision and control of a duly-authorized representative of the school district. It shall be the representative's duty to see that rules and regulations are enforced and to report any violations or attempted violations to the school principal.

Legal Reference:

EDUCATION CODE

10900-10916 Community Recreation Programs

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

HEALTH AND SAFETY CODE

104420 Implementation of tobacco use prevention program

ACLU of So. Calif. v. Board of Education of Los Angeles (1961), 55 Cal 2nd 167

ACLU of So. Calif. v. Board of Education of San Diego (1961), 55 Cal 2nd 906

ACLU of So. Calif. v. Board of Education of Los Angeles (1963), 59 Cal 2nd 203

ACLU of So. Calif. v. Board of Education of San Diego (1963), 59 Cal 2nd 224

Connell v. Higgenbotham (1971), 403 US 207, 91 S.Ct. 1772

Cole v. Richardson (1972), 405 US 676, 92 S.Ct. 1332

Lamb's Chapel v. Center Moriches Union Free School District 113 S. Ct. 2141 (1993)

Management Resources:

LEGAL ADVISORY

1101.89 School District Liability and "Hold Harmless" Agreements, LO: 4-89

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT
adopted: September 17, 1997 Redwood City, California

Sequoia Union High SD

Administrative Regulation

AR 1340
Community Relations

Access To District Records

Records Open to the Public

Public records include any writing containing information relating to the conduct of the District's business prepared, owned, used or retained by the District regardless of physical form or characteristics. Records to which the public shall have access during normal business hours include but are not limited to:

1. The proposed and approved budgets. (Government Code 6252, Education Code 42103)
2. Statistical compilations. (Government Code 6252)
3. Reports and memoranda. (Government Code 6252)
4. Notices and bulletins. (Government Code 6252)
5. Minutes of public meetings. (Government Code 6252)
6. Meeting agendas. (Government Code 6252, 54957.5)
7. Official communications between governmental branches. (Government Code 6252)
8. School-based program plans. (Education Code 52850, 54722)
9. Information and data relevant to the evaluation and modification of school improvement plans. (Education Code 52015.5)
10. Initial proposals of exclusive employee representatives and of the District. (Government Code 3547)
11. Tort claims filed against the district. (71 Ops. Cal. Atty. Gen. 235, 1988)
12. Records pertaining to pending litigation which predate the filing of the litigation, unless otherwise protected by the attorney/client privilege. (Government Code 6254.25, 71 Ops. Cal. Atty. Gen. 235, 1988)
13. Statements of economic interests required by the Conflict of Interest Code. (Government Code 81008)
14. Contracts of employment and settlement agreements. (Government Code 53262)

Confidential Records

Records to which the general public shall not have access include but are not limited to:

1. Personnel records, medical records, student records, personal correspondence, or similar materials the

disclosure of which would constitute an unwarranted invasion of personal privacy. (Government Code 6254)

The home addresses and home telephone numbers of employees may be disclosed only as follows:

- a. To an agent or a family member of the individual to whom the information pertains.
 - b. To an officer or employee of a state agency or another school district or county office of education when necessary for the performance of its official duties.
 - c. To an employee organization pursuant to regulations and decisions of the Public Employment Relations Board, unless the employee performs law enforcement-related functions or requests in writing that the information not be disclosed. (Government Code 6254.3)
 - d. To an agent or employee of a health benefit plan providing health services or administering claims for health services to district employees and their enrolled dependents, for the purpose of providing the health services or administering claims for employees and their enrolled dependents. (Government Code 6254.3)
2. Test questions, scoring keys and other examination data except as provided by law. (Government Code 6254)
 3. Records specifically prepared for litigation to which the District is a party, or records otherwise protected by the attorney/client privilege. (Government Code 6254, 6254.25; 71 Ops. Cal. Atty. Gen. 235, 1988)
 4. Recall petitions or petitions for the reorganization of school districts. (Government Code 6253.5)
 5. The minutes of Board meetings held in closed session. (Government Code 54957.2)
 6. Preliminary drafts, notes or interdistrict memoranda which are not retained by the District in the ordinary course of business, provided that the public interest in withholding these records clearly outweighs the public interest in disclosure. (Government Code 6254)
 7. Computer software developed by the District. (Government Code 6254.9)
 8. Any other records listed as exempt from public disclosure in the California Public Records Act or other statutes.

Requests for Copies

Any person may receive a copy of any district record open to the public. Upon request, an exact copy shall be provided unless it is impracticable to do so. (Government Code 6256)

Copies shall be furnished at a per page cost determined by the Board upon recommendation of the Superintendent or designee.

Computer data shall be provided in a form determined by the Superintendent or designee.

Within 10 days of receiving any request for a copy of records, the Superintendent or designee shall determine whether to comply with the request and shall immediately inform the person making the request of his/her determination and the reasons for it. (Government Code 6256)

With proper notice, the 10-day limit may be extended for up to 10 additional working days, to the extent

reasonably necessary, under the following circumstances:

1. The need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request.
2. The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records which are demanded in a single request.
3. The need for consultation, which shall be conducted with all practicable speed, with another agency having a substantial interest in the determination of the request or among two or more components of the agency having substantial subject matter interest therein. (Government Code 6256.1)

Provisions of the Public Record Act shall not be construed so as to delay access for purposes of inspecting records open to the public. Any notification denying a request for public records shall state the name and title of each person responsible for the denial. (Government Code 6256.2)

Regulation SEQUOIA UNION HIGH SCHOOL DISTRICT
approved: September 17, 1997 Redwood City, California

Sequoia Union High SD

Board Policy

BP 1340

Community Relations

Access To District Records

Any person shall have reasonable access, during normal business hours, to the public records of the schools and District. Such records shall be examined in the presence of the staff member regularly responsible for their maintenance.

The District may charge for copies of public records or other materials requested by individuals or groups. The charge, based on actual costs of duplication, shall be determined by the Superintendent or designee.

Public access shall not be given to records listed as exempt from public disclosure in the California Public Records Act or other statutes.

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

(cf. 9011 - Disclosure of Confidential/Privileged Information)

(cf. 9321 - Closed Session Purposes and Agendas)

Legal Reference:

EDUCATION CODE

35145 Public meetings

35170 Authority to secure copyrights

35250 Duty to keep certain records and reports

42103 Publication of proposed budget; hearing

44031 Personnel file contents and inspections

44839 Medical certificates; periodic medical examination (re access to medical certificate in personnel file)

49060-49079 Pupil records

52015(g) Ongoing evaluation and modification of school improvement plans

52015.5 Availability of information required by Education Code 52015(g)

52850 Applicability of article (School-based coordinated program plan availability)

54722 Application of article (Motivation and maintenance program plan availability)

CODE OF REGULATIONS, TITLE 5

430-438 Individual pupil records

4061 Availability of evaluation information

GOVERNMENT CODE

3547 Proposals relating to representation

6250-6268 California Public Records Act

53262 Employment contracts

54957.2 Minute book record of closed sessions

54957.5 Agendas and other writings distributed for discussion or consideration

81008 Public records; inspection and reproduction

71 Ops. Cal. Atty. Gen. 235, (1988)

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT
adopted: September 17, 1997 Redwood City, California

Sequoia Union High SD

Board Policy

BP 1400

Community Relations

Relations Between Other Governmental Agencies And The Schools

The Board of Trustees recognizes that agencies at all levels of government share its concern and responsibility for the welfare, health and safety of youth. The Board and district staff shall take every opportunity to work cooperatively with these agencies for the benefit of our students. The Superintendent or designee shall initiate and maintain good working relationships with representatives of these agencies in order to help our schools and students make use of the resources which governmental agencies can provide.

The District may enter into agreements with other agencies which involve the exchange of funds or reciprocal services. Such agreements shall be approved by the Board and executed in writing.

(cf. 3515.2 - Disruptions)
(cf. 5131.4 - Campus Disturbances)
(cf. 5131.7 - Weapons and Dangerous Instruments)
(cf. 5141.22 - Infectious Diseases)
(cf. 5141.4 - Child Abuse Reporting Procedures)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 6114 - Emergencies and Disaster Preparedness Plan)
(cf. 9311 - Board Policies)

Legal Reference:

EDUCATION CODE

10900-10914.5 Cooperative community recreation programs
12400 Authority to receive and expend federal funds
12405 Authority to participate in federal programs
17050 Joint use of library facilities
17051 Joint use of park and recreational facilities
32000-32004 Uniform fire signals
35160 Authority of governing boards
35160.1 Broad authority of school districts
48902 Notification of law enforcement agencies re student violations
48909 District attorney may give notice re student drug use, sale or possession
49305 Cooperation of police and California Highway Patrol (re Safety Patrols)
49402 Contracts with city, county or local health departments
49403 Cooperation in control of communicable disease and immunization
51202 Instruction in personal and public health and safety (re: fire prevention)

ELECTIONS CODE

12283 Polling places: schools

WELFARE AND INSTITUTIONS CODE

828 Disclosure of information re minors by law enforcement agency
828.1 School district police department; disclosure of juvenile criminal records

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT
adopted: September 17, 1997 Redwood City, California