COMMUNITY RELATIONS

Concepts and Roles in Community Relations

The Yuba County Office of Education recognizes that the state and local communities have an impact on the quantity and quality of educational services, programs and facilities provided by the County Office of Education. It is imperative that members of the community, members of the County Board, the Superintendent and County Office of Education staff cooperate in planning, policy development, implementation of programs and services, and in evaluation of the services and programs provided.

Community relations will consist of reporting and interpreting the activities of the County Office of Education and the County Board.

Legal Reference:
EDUCATION CODE
1260  Powers to promote advancement of education
COMMUNITY RELATIONS

The Superintendent is committed to providing educational programs and services which meet state mandates and which reflect the needs of local school districts, the community and the region. That commitment extends to include the responsibility for keeping the community and the public fully informed of the developments within the County Office of Education.

Characteristics of Good Community Relations

The success of community relations depends to a great extent on how well people understand the County Office goals and accomplishments. Community relations is a function that evaluates public attitudes, shapes the policies of the organization in the public interest and produces a program of action to earn community understanding and respect.

The characteristics of an effective community relations program are:

- **Careful Planning and Organization**
  Each program, department, and the County Office of Education as a whole should have a community relations plan.

- **A Systematic Plan and Provisions for Continuous Information**
  On-going communication is necessary to ensure the message is available to the public.

- **Two-way Communication**
  The County Office of Education can identify needs, values and expectations, and then be responsive.

- **Development of Strategy**
  It is not just what is said and done, but how things are handled that leaves impressions about character and competence.

- **Internal and External Involvement**
  Sound community relations works from the inside out. Staff must be informed and involved in the decisions that affect them.

- **Recognition of Its Importance to Management and Management Issues**
  It helps managers know when to modify programs and services and keeps them close to the clients they serve. It enables managers to spot emerging issues early and avoid or minimize problems later.
• Personal Communication
  Non-verbal signals as well as how staff speak and dress, treat others, function in a meeting, handle news media, conduct interviews and hold day-to-day conversations have the effect of representing the County Office of Education.
COMMUNITY RELATIONS

Communication with the Public

The County Office of Education is committed to establishing and maintaining effective communication with the community served. The County Office of Education appreciates the importance of addressing the needs of the local community in the creation of programs. The County Office of Education will strive to keep the community fully informed to the best of its abilities as developments occur within the county schools/programs.

The County Office of Education endeavors to establish and maintain effective communications with the community by:

1. Promoting public relations at school/program, district and county level.
2. Keeping the goals, programs, achievements and needs of the schools/programs before the public.
3. Aggressively carrying out a public relations program.
4. Providing a variety of ways for people to become involved in the schools and programs and to express interest in and concern for the schools, programs and clients.
5. Anticipating and providing information needed by the public in a timely, comprehensible and appropriate manner.
6. Facing controversial issues and presenting the public with the information needed to understand those issues.

Distribution of Educational Materials

All general educational materials initiated through the County Office of Education that are proposed to be sent home with students, distributed to schools or posted in schools or classrooms must have prior approval of the Superintendent or designee. In addition, such materials distributed by the County Office of Education shall have the source clearly identified and have adequate time allocated for delivery.
Materials considered appropriate for County Office of Education distribution include:

- County Office of Education publications and correspondence;
- Regional project publications and correspondence;
- State Department of Education materials;
- Publications related to the education of educators and students from national, state and local education agencies, associations or organizations.

Responsibility for implementing this policy rests with individual department directors through whom such materials are channeled or from whose department the materials emanate.

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 mailing sent at public expense
COMMUNITY RELATIONS

News Media

It is the intent of the Superintendent to keep the public well informed on all matters related to the education of the students within Yuba County. For that reason, the Superintendent strongly encourages the use of the news media for informing the community about schools and their issues such as costs, curriculum changes, programs and services, special events and other items of general public interest.

The Superintendent shall serve as the chief spokesperson for the County Office of Education. The administrators will be available for interview by representatives of the news media and shall promote and enhance good relationships with media executives, editors, and reporters as appropriate. The Superintendent directs that all responses to media inquiries and items for public release concerning the County Office of Education be coordinated through the Superintendent or designee.

All media inquiries concerning local school districts shall be referred to the appropriate district superintendent's office.

Issues Management

The Superintendent recognizes that today's society is issue-driven. Many issues flow from special interest groups that want either to force change or keep it from happening. Often these groups become well-organized and adept at raising issues. Although it is not always possible to manage controversial issues, a skillful and proactive administrator may be better able to represent the County Office's position by setting the agenda rather than simply responding to an outside group's agenda.

The Superintendent encourages administrators to seek counsel with respect to issues and to make decisions based upon policy when the subject is controversial or emotion-laden. Prior to taking action on such sensitive matters, administrators are advised to discuss decisions and strategies with the appropriate department director. Such consultation affords the administrator additional support whenever criticism or objections are voiced.

cf: 1340 Access to District Records
    5125 Student Records
Legal Reference:
EDUCATION CODE
32210 Willful disturbance of public school or meeting
32211 Threatened disruption or interference with classes
34144 Special meetings
35145 Public meetings
35145.5 Agenda; public participation
35146 Closed sessions
35160 Authority of governing boards
35172 Promotional Activities
COMMUNITY RELATIONS

Releasing Information

Since the County Office of Education operates with public monies, it follows that its operation is fully accountable to the taxpaying public. The County Office of Education is a logical point of contact for television, radio and newspaper reporters, as well as for other individuals seeking official statements on education. Because the release of information from the County Office of Education affects both its credibility and its ability to perform its internal and external duties, it is imperative that all released information be complete, accurate and made available in a timely and coordinated manner.

In order to promote coverage, all released information concerning County Office of Education programs, services, activities and policies will be made available whenever possible to news media sufficiently early to allow reporters time to schedule interviews or obtain any visual images needed.

In their dealing with news media, County Office of Education staff will first coordinate with the Superintendent or designee. Private or confidential information shall not be released.

Purpose

To promote and enhance good relationships with media executives, editors and reporters by providing timely accurate information.

Timeline

All Information will be released in a timely manner.

Procedure

1. Superintendent's designee serves as media liaison by originating and coordinating the release of information in matters concerning the County Office of Education.

2. Employees shall apprise the Superintendent's designee of any contact with the news media.

3. The Superintendent's designee shall be available to prepare written news releases in coordination with the requesting administrator.

4. The Superintendent or designee shall review and approve news releases.
Crisis Situation

1. The Superintendent or designee shall prepare an official statement responding to the particular situation.

2. Employees shall route all media inquires to the Superintendent's office.

3. The Superintendent shall update the official statement as events unfold.

4. The Superintendent shall keep staff and students well informed.
COMMUNITY RELATIONS

Governing Board Meetings

Meetings of the County Board of Education are conducted for the purpose of accomplishing business as designated by law. As a matter of County Office of Education 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.

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

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
     9321 Closed Sessions
     9322 Agenda/Meeting Materials

Legal References:
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
GOVERNMENT CODE
54950-54957.9 Meetings, especially
54951 Local agency, definition
54953 Meeting to be open to public; attendance
54954 Time and place of regular meeting; holidays, emergencies
54960.1 Board actions; challenges
54956 Special meetings; call; notice
54956.5 Special meeting in emergency situation
54957 Closed session

Policy Adopted:
COMMUNITY RELATIONS

Commendations and Awards

The County Office of Education believes that individuals and organizations deserve recognition when they provide contributions or longstanding service to the County Office of Education programs. The County Office of Education believes that commending such service promotes increased community understanding and participation.

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

Legal References:
EDUCATION CODE
35160  Authority of governing boards
35160.1  Broad authority of school districts
44015  Awards to employees and students

Policy Adopted:
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 appropriate 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 County Office of Education 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 or Superintendent, for significant achievement and/or service by groups such as a basketball team, choir, band, and parent/guardian/community organizations.

4. **Receptions and other informal recognition activities**.

5. **Proclamations**, to be read at a Board meeting, for any employee who retires from the Yuba County Office of Education.
COMMUNITY RELATIONS

Community and Public

The Superintendent appreciates the importance of community involvement and strives to keep the community knowledgeable about developments within the County Office of Education.

In promoting effective communications between local districts and the community, the Superintendent directs that County Office of Education staff promote public relations at the school, district and regional levels. Members of the community shall be offered a variety of ways to become involved in County Office of Education programs and to express their interests and concerns. The administration and staff shall use effective means of communication to keep the public aware of the goals, programs, achievements and needs of schools.

The Superintendent directs that the assistant superintendent and department directors be responsible for maintaining open and clear channels of communication with clients, the public and news media.

cf: 1120 News Media
     1131 Regional Project Publications
     1151 Notification to Parents and Students
     1230 Advisory Committees

Legal Reference:
EDUCATION CODE
35172
Gov. Code 820415
Title II, 18901

Policy Adopted
COMMUNITY RELATIONS

Citizen Advisory Committees

The County Office of Education recognizes that citizen advisory committees enable both citizens and educators to better understand the attitudes and opinions held in the school and community.

As the need arises, the County Office of Education may establish citizen advisory committees to consider school programs, needs and issues. Advisory committees shall serve in a strictly advisory capacity and shall not act as policy-making bodies.

Committee members shall represent a cross section of qualified people, except in those cases where a committee is established to address the needs of a particular segment of the school community.

Advisory committee members are not vicariously liable for injuries caused by the act or omission of the County Office of Education.

Citizen advisory committees established by County Board action shall provide public notice of their meetings and conduct such meetings in accordance with the state’s open meetings laws for such committees.

Expenses, Travel, Reimbursement

The County Office of Education may allocate funds for the use of advisory committees. Within budget allocations, the County Superintendent or designee may approve requests for travel associated with the charge of the committee and reimburse committee members for expenses at the same rates and under the same conditions as those provided for County Office of Education employees.

cf: 4133 Travel Reimbursement
     4233
     4333
Legal Reference:

EDUCATION CODE
1040 et seq. Duties, powers of boards
1240 et seq. General duties (Superintendent)
1260 Powers to promote advancement of education
35172 Promotional activities
44032 Travel expense payment
44033 Automobile allowance

GOVERNMENT CODE
54850-54961 Meetings
COMMUNITY RELATIONS

School Connected Organizations

The County Office of Education recognizes that parents/guardians may wish to organize clubs for the purpose of supporting the educational programs and/or extracurricular programs such as athletic teams, debate teams, and musical groups. The County Office of Education supports such activities and welcomes parental interest and participation. Parent/guardian clubs shall be especially careful not to seek advantages for the activities they support if those advantages might be detrimental to the entire school program.

The County Office of Education requires parent/guardian clubs to have a written statement of purpose and bylaws, and recognizes that these organizations are independent of the County Office of Education. In order to protect the County Office of Education and students, the Superintendent or designee shall establish appropriate controls for the relationship between such organizations and the County Office of Education.

cf: 1321 Solicitations
     3290 Contributions and Gifts

Legal Reference:
EDUCATION CODE
35160 Authority of governing boards
40041 Use of civic center by public
40043 Groups which may use school facilities without charge

Management Resources:
LEGAL ADVISORY
1101-89 School District Liability and "Hold Harmless" Agreements, LO: 4-89

Policy Adopted:
COMMUNITY RELATIONS

School Connected Organizations

Requests for authorization as a school connected organization shall contain:

1. The name of the organization;
2. The date of application;
3. Membership quotas or qualifications;
4. The names, addresses and phone numbers of all officers;
5. A brief description of the organization's purpose;
6. A list of specific annual objectives;
7. The name of the bank where the group's account will be located and the names of those authorized to withdraw funds;
8. The signature of an administrator who supports the request for authorization;
9. Desired use for any money remaining at the end of the year if the organization is not continued or authorized to continue in the future;
10. Evidence of liability insurance as required by law.

Authorizations shall be automatically renewed each year. The Superintendent may revoke if necessary.

Any program, fund-raiser or other activity sponsored by parent/guardian clubs shall be authorized and conducted according to administrative regulations and school rules. Announcements of events and related parent/guardian permission slips shall clearly indicate that the activity or event is sponsored by the parent/guardian organization, not by the school or the County Office of Education.

Parent/guardian clubs shall not hire county office employees without prior approval from the Superintendent or designee.
COMMUNITY RELATIONS

Classroom Volunteers

The Superintendent recognizes the wealth of experience available in the community. Community members are a resource that should be used in appropriate ways to enrich the educational programs offered through the County Office of Education and strengthen relationships with families, businesses, public agencies, and private institutions. By their presence, volunteers can also make school environments safer and more closely supervised. The Superintendent encourages parents/guardians and other members of the community to share their time, knowledge, and abilities with students.

The Superintendent or designee authorizes the use of volunteers following established procedures to ensure 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 County Office of Education policies and procedures. Further, the Superintendent directs that the appropriate department administrator establish and oversee the use of volunteers in the County Office of Education programs under her/his direction. This policy does not apply to activities sponsored by school connected organizations.

The primary responsibility for everyday maintenance of the schools and groups rests with the County Office of Education's classified employees. The Superintendent, nevertheless, encourages volunteers to work on short-term projects to the extent that they enhance the classroom or school, meet a specific need, comply with established building and safety codes, do not significantly increase maintenance workloads, and comply with employee commitments and contracts.

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

cf: 0410 Non-discrimination in Programs and Activities
     1230 School Connected Organizations
     4212 Conditions of Initial Employment
     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
- 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 regarding sex offenders

**CODE OF REGULATIONS, TITLE 5**
- 18168 Personnel duties with infants and toddlers

**CODE OF REGULATIONS Title 22**
- 101170 Criminal record clearance

*Whisman Elementary School District*, 15 Public Employee Reporter for California, Section 22043
Policy Adopted:
COMMUNITY RELATIONS

Volunteers

Community members who are interested and qualified to volunteer to work within the Yuba County Office of Education programs should be encouraged to do so. Through their work within the school and classrooms, volunteers gain knowledge, understanding and valuable experience.

In accepting the assistance of a volunteer, administrators need to be aware of the following:

• Volunteers must comply with requirements of tuberculin testing.

• Volunteers shall be considered employees of the County Office of Education for Worker's Compensation purposes and, if injured while serving as volunteers, they should file Worker's Compensation forms provided by the County Office of Education.

• Volunteers shall not be used to displace regular employees.

Tuberculin Tests

A tuberculin test is required and annual follow-up reports are required every four years.

Procedure

1. Volunteers wishing to work in County Office of Education programs and classrooms must contact the appropriate administrator to discuss a volunteer position.

2. Administrator shall obtain verbal or written information regarding the potential volunteer's qualifications and background.

3. Administrator shall inform potential volunteers of the need to fulfill the following requirements:

   • tuberculin testing.
   • licensing and insurance verification for automobiles used.
   • fingerprint clearance (if determined to be alone with children).
4. Administrator shall coordinate placement and determines schedule and duties of volunteers.

5. Administrator, with the assistance of staff, shall assess the volunteer program annually to determine its value to the program and students in order to make recommend changes as needed.

cf: 4112 - Appointment and Conditions of Employment
    4222 - Teacher Aides/Paraprofessionals
COMMUNITY RELATIONS

Visits to the Schools

The County Office of Education school administrators, teachers and staff seek to provide for the successful educational, emotional and social development of all students. Uninterrupted instructional time is essential to accomplish this goal.

The County Office of Education encourages parents, guardians and interested members of the community to visit the schools, view the educational program, and offer constructive comments. While parents and community members are welcome and encouraged to visit County Office of Education sites, it is imperative to know who is on the school grounds at all times.

Besides inviting parents, guardians and the community to open house activities and other special events, the Superintendent or designee shall develop procedures which facilitate visits during regular school days when all visitors must first register at the school office.

The program administrator or designee may refuse to register any visitor whose acts or presence he/she judges would disrupt normal school operation, threaten the health and safety of students or staff, or cause property damage.

To ensure minimum interruption of the regular classroom program, school visits should first be arranged with the teacher and program administrator or designee. If a conference is desired, an appointment should be set with the teacher for a time before school, after school, or during the teacher's preparation period.

The County Office of Education recognizes that under California law, any person whose conduct materially disrupts class work or extracurricular activities or cause a disturbance on school grounds may be guilty of a misdemeanor and subject to a fine, imprisonment, or both. When such conduct occurs, the Superintendent may take action leading to the imposition of these penalties.

Possession of unauthorized dangerous instruments, weapons or devices is prohibited on school premises, on any public right-of-way immediately adjacent to school property, or any other place where a teacher and student(s) are required to be in a connection with assigned school activities.

cf: 1112 News Media
     3514 Safety
     3515 Security
     4158 Employee Protection
     5131.7 Weapons and Dangerous Instruments

Policy Adopted:
Legal Reference:

EDUCATION CODE
1040 et seq. Duties, powers of boards
1240 et seq. General duties (superintendent)
1260 Powers to promote advancement of education
1262 Consultative and coordinative services
32210 Willful disturbance of public school or meeting: misdemeanor
32211 Threatened disruption or interference with classes; misdemeanor
35292 Visits to schools (board members)
44810 Willful interference with classroom conduct
44811 Disruption of classwork or extracurricular activities
49334 Injurious objects - notice to law enforcement agency

PENAL CODE
242.5 Assault or battery on school property
415.5 Disturbance of peace of school;
626 Definitions (re: disruption of schools)
626.4 Notice of withdrawal or consent; report; action on report; reinstatement of consent; hearing; unlawful entry upon campus or facility; punishment
626.6 Committing act, or entry upon campus or facility to commit act, likely to interfere with peaceful activities
626.8 Disruptive presence at schools
626.9-626.10 Bringing or possessing firearms or weapons on school grounds
627-627.3 Access to school premises
627.4 Refusal or revocation of registration
627.5 Hearing request following denial or revocation of registration
627.6 Posted signs
653 Loitering about schools or public places

WELFARE AND INSTITUTIONS CODE
729 Battery on school grounds by a minor

Policy Adopted:
COMMUNITY RELATIONS

Visits to the Schools/Programs

The Assistant Superintendent or designee shall post at every entrance to each county-operated program a notice setting forth school hours, visitor registration location and requirements, penalties for refusing to leave school grounds, and any other announcements required by the local law enforcement agency in order to pursue the arrest of persons found loitering or trespassing.

Immediately upon entering any school building or grounds, any person who is not a student of the school/program or a County Office of Education officer or employee shall, when school is in session, report his/her presence and the reason for visiting the school to the program administrator or designee. Any person the program administrator or designee asks to leave school grounds shall promptly comply.

All staff members should watch for strangers on program grounds and ask such persons if they have registered in the program office. Staff shall inform the program administrator when anyone is present who refuses to comply with the registration requirement.

Any possession of unauthorized dangerous instruments, weapons or devices shall be reported immediately to the program administrator or designee and may be reported to the local law enforcement agency.

Any visitor who fails to register within a reasonable time after entering the school ground, who fails to leave upon request of the program administrator or designee, or who returns after leaving pursuant to such a request has committed an unlawful act and may be prosecuted according to law.
COMMUNITY RELATIONS

Community Life/Political Activities

The Superintendent encourages County Office of Education employees to participate in community activities and to take an active part in civic projects and events.

The right of County Office of Education employees to engage in political activity on their own time is guaranteed by law. On the other hand, County Office of Education employees have an obligation not to use or permit the use of work time, office materials or County Office of Education facilities for political campaign or partisan political activities. County Office of Education employees, including the Superintendent shall not:

• Solicit support or campaign contributions on County Office of Education's property during hours of duty;

• Use County Office of Education's equipment for reproductions of campaign materials or school mail service for distribution of campaign brochures;

• Distribute campaign materials on County Office of Education's property or in classrooms or programs operated by the County Office of Education;

• Permit the use of students in any way for the distribution of any campaign brochures or related materials.

Responsibility for implementation and oversight of this policy is assigned to department and program directors.

cf: 4521 Political Activities

Legal Reference:
EDUCATION CODE
7050-7058
40040-40047
51520
35174
ADMINISTRATIVE CODE
Title 5, 30-31
GOVERNMENT CODE
354.5
12940
Title VII, Civil Rights Act
COMMUNITY RELATIONS

Uniform Complaint Procedures

As the primary employer for all County Office of Education staff, it is the desire of the Superintendent to address and resolve any concern and complaint between the public and the County Office.

Any person or group having a legitimate interest in the programs and services of the County Office shall have the right to present a request, suggestion or complaint concerning personnel, programs, materials or operations. At the same time, the Superintendent has a duty to protect staff from unnecessary harassment. It is the intent of this policy to provide the means for judging each public concern and complaint in a fair and impartial manner and to seek a remedy where appropriate.

The Superintendent directs that the Assistant Superintendent, working cooperatively with other administrators, shall develop a Uniform Complaint Procedure as mandated by Title 5 of the Code of Regulations as well as other procedures for expression of public concerns about programs and services not related to Title 5. Such procedures shall be developed and distributed to staff and parents at least on an annual basis. Such procedures shall also be readily available to the public.

cf: 1312.1 Complaints Concerning Personnel
     1312.2 Complaints Concerning Instructional Materials
     1312.3 Complaints Concerning Special Education/Due Process
     3320 Claims and Actions Against the County Office of Education

Legal Reference:
EDUCATION CODE
35146 Closed sessions
35160-5 (a) (3) Requirement of school district policies:
parental complaints re. employees
56500 et seq. Procedural safeguards: special education programs
CODE OF REGULATIONS TITLE 5
3950-3953 Complaint procedures: categorical aid programs
GOVERNMENT CODE
950 et seq. Actions against public employees

Policy Adopted:
COMMUNITY RELATIONS

Complaints Concerning Personnel or Programs

The Superintendent places trust in County Office of Education employees’ and programs’ service orientation and desires to support employee and program actions in such a manner that they are freed from unwarranted, spiteful or negative criticism and complaints.

The Superintendent directs that procedures be developed which permit the public to lodge criticism against employees or programs and assure a thorough review while protecting the rights of the County Office of Education and its employees and programs.

Complaints made against a County Office of Education employee or program will be referred to the appropriate administrator for consideration and action according to established procedures.

When complaints involve accusations of child abuse, the provisions of this policy and regulation shall be implemented only after the child abuse reporting requirements specified in law and County Office of Education policy have been completed.

cf: 1250 Visits to the School
     1312 Uniform Complaint Procedures
     5141.4 Child Abuse and Neglect (Reporting Procedures)
     6144 Controversial Issues

Legal Reference:
EDUCATION CODE
35160.5 (a) (3) Requirement of school district policies; parental complaints re. employees
35204 Contract with attorney in private practice
44811 Disruption of public school activities

Policy Adopted:
COMMUNITY RELATIONS

Complaints Concerning Personnel

In order to promote fair and constructive communication, the following procedures shall govern the resolution of complaints. Every effort should be made to resolve a complaint at the earliest possible stage.

1. Complaints concerning County Office of Education personnel should be made directly by the complainant to the person against whom the complaint is lodged or in the case of a program complaint, the complaint should be made directly to the program administrator. Parents/guardians/citizens are encouraged to attempt to orally resolve concerns with the staff member personally.

2. If the complaint is not resolved at this level, the complainant may submit the complaint in writing to the immediate supervisor of the employee or to the supervisor of the program administrator if the complaint concerning a program is not resolved at Step 1.

A written complaint must include the name of each employee or program involved and a brief, but specific summary of the complaint and the facts surrounding it. A form (E 1312.1) will be provided for the complainant's convenience. It must also include a specific description of any prior attempt to discuss the complaint with the employee or program administrator involved and the failure to resolve the matter.

The supervisor is responsible for investigating complaints and will attempt to resolve the complaint to the satisfaction of the person(s) involved. If the complaint is resolved, the supervisor will so advise all concerning parties, including the Assistant Superintendent or designee.

3. If the complaint remains unresolved after review by the immediate supervisor, the supervisor shall refer the written complaint, together with a report and analysis of the situation, to the Assistant Superintendent or designee.

4. If the Assistant Superintendent or designee cannot resolve the complaint, it may be heard by the Superintendent. No party to a complaint may address the Superintendent unless the Superintendent has received the Assistant Superintendent or designee's written report concerning the complaint. The Assistant Superintendent or designee's report shall contain, but not be limited to:

   a. The name of each employee or program involved.
b. A brief but specific summary of the complaint and the facts surrounding it, sufficient to inform the Superintendent and the employee(s) or program administrator as to the precise nature of the complaint and to allow the employee(s) or program administrator to prepare a defense.

c. A copy of the signed original complaint.

d. A summary of the action taken by the Assistant Superintendent or designee, with his/her specific finding that disposition of the case at the Assistant Superintendent's level has not been possible, and the reasons why.

The decision of the Superintendent shall be final.

NOTICE:

The existence of this complaint procedure does not affect the right of any individual or group to file a complaint with the Office of Civil Rights, U.S. Department of Education. Moreover, California's Education Code 262.3 states that complainants may appeal the County Office of Education's action to the State Department of Education. Injunctions, restraining orders and other civil law remedies also may be available to complaints.

NOTIFICATIONS

The Superintendent or designee shall meet the notification requirements of the Code of Regulations, Title 5, Section 4622, including the annual dissemination of the County Office of Education 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. Remedies may include court orders, preliminary injunctions, and/or restraining orders.

The above notification shall state that complainants may seek help from agencies such as legal assistance agencies or local mediation centers, or from private attorneys.
DEPARTMENTS OF FAIR EMPLOYMENT AND HOUSING

Santa Ana DFEH
28 Civic Center Plaza, Suite 538
Santa Ana, CA 92701-4010
(714) 558-4159

Sacramento DFEH
2000 “O” Street, Suite 120
Sacramento, CA 95814-5212
(916) 286-4095

Fresno DFEH
1900 Mariposa Mall, Suite 130
Fresno, CA 93721-2504
(209) 455-5373

San Bernardino DFEH
1845 S. Business Center Drive, #127
San Bernardino, CA 92408-3426
(909) 383-4711

Oakland DFEH
1330 Broadway, Suite 1326
Oakland, CA 94612-2512
(510) 286-4095

Ventura DFEH
5720 Ralston Street, Suite 302
Ventura, CA 93003-6081
(805) 654-4513

San Diego DFEH
110 W. “C” Street, Suite 1702
San Diego, CA 92010-3901
(619) 237-7405

Los Angeles DFEH
322 W. First Street, Suite 2126
Los Angeles, CA 90012-3112
(213) 897-1997

Regulation Adopted:
COMPLAINT REGARDING SCHOOL PERSONNEL OR PROGRAMS

Employee or Program Involved

School/Office/Location

Complainant Name (please print)

Address

Telephone (home) (work)

Nature of the problem (give specific details; dates, time, witnesses, etc.)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

How do you believe the situation can best be resolved?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

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________________________________________________________________________

________________________________________________________________________

Signature of Complainant __________________________ Date __________

Exhibit Adopted:
COMMUNITY RELATIONS

Complaints Concerning Instructional Materials

The Superintendent believes in the principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States and supports the ideas expressed in the Library Bill of Rights of the American Library Association and the Students' Rights to Read of the National Council of Teachers of English.

The Superintendent also recognizes that occasional objections to instructional materials will be made, despite the quality of the selection process. The Superintendent directs the Assistant Superintendent of Educational Services to develop a process for reconsideration of instructional materials that considers the Superintendent's belief and the role of the Board.

The Superintendent is aware that all adopted materials may not be acceptable to all students, their parents/guardians or other county residents. In the event that materials are questioned, the principles of intellectual freedom, the right to access of materials and the integrity of the County Office of Education personnel shall be defended.

Complainants shall be 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, she/he may request that the matter be placed on the agenda of a regular Board meeting. 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: 1312.3 Complaints Concerning Special Education/Due Process
     6144 Controversial Issues

Legal Reference:
EDUCATION CODE
35010 Control of district; prescription and enforcement of rules
60000 Power of governing board to select instructional materials
60040-60047 Content requirement for instructional materials
60262 Involvement of teachers, parents and community in instructional material selection
60400 Secondary school textbooks - selection and adoption

Policy Adopted:
COMMUNITY RELATIONS

Complaints Concerning Instructional Materials

Complaints concerning instructional materials will be accepted only from staff, county residents and/or the parents/guardians of children enrolled in County Office of Education programs. Use of materials under review due to a complaint shall not be restricted for use by a class, school or district during the reconsideration process.

**Purpose**

To allow a formal process to review complaints concerning adopted instructional materials.

**Timeline: Initial Review**

Fifteen (15) working days from receipt of completed written Request for Reconsideration of Materials.

**Procedure**

1. Employee receiving initial complaint informs the complainant of the selection and adoption procedures.
2. Employee requests that the complainant complete a Request for Reconsideration of Materials form. (See 1312.2 E)
3. Complainant sends the completed Request for Reconsideration of Materials to the Principal/Program Administrator or designee.
4. Principal/Program Administrator or designee sends a letter acknowledging receipt of request to the complainant.
5. Teacher may excuse individual students from using challenged materials if their parent/guardian has presented the complaint.
6. Teacher may assign the student alternative materials of equal merit.
7. Principal, Program Administrator or designee reviews the complaint with complainant (must be completed within 15 working days) and if unresolved forwards it to the Assistant Superintendent for Educational Services.

Regulation Adopted:
8. Assistant Superintendent appoints a committee to review the materials. The composition of the committee shall include:

- Library/media professionals;
- Teachers;
- Administrators;
- Parents;
- Students (if appropriate)

9. Committee takes the following steps after receiving the challenged materials:

- Reads, reviews or listens to the material in its entirety;
- Checks general acceptance of the material by reading reviews and consulting recommended lists;
- Determines the extent to which the material supports the curriculum, the educational appropriateness of the materials and its suitability for the age level of the student;
- Judges the material for its strength and value as a whole and not in part;
- Considers the professional opinions of other teachers of the subject and of other competent authorities.

10. Committee summarizes its findings in writing and submits report to the Superintendent within thirty (30) days of the complainant being referred to the Assistant Superintendent.

11. Superintendent notifies the complainant of the resultant action.

12. Complainants shall be 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, she/he may request that the matter be placed on the agenda of a regular Board meeting. 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.
REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIAL(S)

Title:______________________________________Author:_______________________

Publisher/Producer:__________________________Copyright Date:_________________

Book:_______ Filmstrip:_________ Other (specify)___________

Request Initiated By:__________________________Telephone:____________________

Address:________________________________City:________________State:________

Complaint Represents: Self __________ Group/Organization (give name)__________

1. Have you reviewed or read this material in its entirety? ________________

   If not, what part(s)? ________________________________________________

2. To what in the material do you object? (Please be specific; cite pages and
   passages)

   ___________________________________________________________________
   ___________________________________________________________________
   ___________________________________________________________________

3. What do you feel might be the negative results of using this material?

   ___________________________________________________________________
   ___________________________________________________________________
   ___________________________________________________________________

4. For what age group would you recommend this material? ___________________

5. Is there anything beneficial about the material?

   ___________________________________________________________________
   ___________________________________________________________________
6. Are you aware of the judgment of this material by professional critics?

__________________________________________________________________

What review of this material have you read?
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

7. What would you like the County Office of Education to do about this material?

_______________ Do not assign/lend it to my child

_______________ Have a staff committee re-evaluate the material

8. In its place, what material of equal or superior quality would you recommend that would provide adequate information on the subject?

__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

9. Do you wish to make an oral presentation to a review committee if one is formed?

_______________ Yes  ______________ No

Additional Comments:__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

THIS FORM MUST BE SUBMITTED TO THE SCHOOL PRINCIPAL OR PROGRAM ADMINISTRATOR. IF THE COMPLAINANT HAS REVIEWED THE MATERIAL IN ITS ENTIRETY, PROCEDURES FOR RECONSIDERATION WILL BE INITIATED.

___________________________  ____________________________________
Date         Signature of Complainant
COMMUNITY RELATIONS

Complaints Concerning Special Education/Due Process

The Superintendent assigns responsibility for developing procedures and implementing this policy to the department administrator. Procedures shall be developed and explained in the SELPA Handbook.

Due process hearing procedures shall include all of the following:

- Right to mediation conference;
- Right of parents/guardians to examine all school records of the student and receive copies of them within five (5) working days after an oral or written request is made;
- Right to a fair and impartial administrative hearing at the state level;
- Right to request a mediation conference at any time during the hearing.

Parents/guardians requesting copies of records may be charged for reproduction costs, but that charge shall not exceed the actual cost of reproducing the records. The law specifies that no charge will be made to parents/guardians who cannot afford it.

The law specifically requires that the hearing officer be knowledgeable in laws governing special education, as well as in administrative hearing procedures.

Any student or the parents/guardians of any student desiring to initiate a due process hearing shall receive a copy of the regulation and procedures for the initiation and conduct of a due process hearing.

Legal Reference:
EDUCATION CODE
49060 et seq. Students records
56500 et seq. Procedural safeguards
CODE OF REGULATIONS, TITLE 5
3080 Complaint procedure, state level
3081 Due process hearing procedures
CODE OF FEDERAL REGULATIONS (CFR)
Part 300 of Title 34, et seq.
COMMUNITY RELATIONS

Complaints Concerning Discrimination – Uniform Complaint Procedure

The Superintendent expects that complaints of alleged unlawful discrimination brought by students, employees, parents/guardians or other members of the community will be resolved in a prompt and equitable manner.

The Superintendent or designee shall establish administrative regulations specifying the procedures to be used when addressing complaints of discrimination based on ethnic group identification, religion, age, gender, color, or physical or mental disability.

The Superintendent designates the Administrator of Human Resources as Nondiscrimination Coordinator:

Cindy Sutfin, Administrator of Human Resources
Yuba County Office of Education
935 14th Street
Marysville, CA 95901
(530) 749-4870

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

The Superintendent or designee shall ensure that complainants are informed that injunctions, restraining orders and other civil law remedies may also be available to them. This information shall be published with Yuba County Office of Education’s nondiscrimination complaint procedures and included in any related notices.

cf 1312.1 – Complaints Concerning Employees
1312.2 Complaints Concerning Instructional Materials
4031 – Complaints concerning Discrimination in Employment
5141.4 – Child Abuse Reporting Procedures
Legal Reference:

EDUCATION CODE
200-262.3 Prohibition of discrimination
8200-8498 Childcare and development programs
8500-8538 Adult Basic Education
18100-18179 School libraries
35146 Closed sessions
35160 Authority of governing boards
44670.1-44671.5 School personnel staff development and resource centers
48985 Notices in language other than English
49060-49079 Student records
49490-49560 Child nutrition programs
51513 Personal beliefs
52000-52049.1 School improvement programs
52160-52178 Bilingual education programs
52300-52483 Vocational education
52500-53616.24 Adult schools
52800-52863 School-based coordinated programs
54000-54041 Economic impact aid programs
54100-54145 – Miller-Unruh Basic Reading Act
54400-54425 Compensatory education programs
54440-54445 Migrant education
54460-54529 Compensatory education programs
56000-56885 Special education programs
59000-59300 Special schools and center
64000 Consolidated application process

GOVERNMENT CODE
54957-54957.8 Closed sessions

CODE OF REGULATIONS, TITLE 5
3080 Application of section 4600-4671
4600-4671 Uniform Complaint Procedures

UNITED STATES CODE, TITLE 20
1221 et seq. General Education Provisions Act, especially;
1221, 1232g Family Educational and Privacy Rights Act of 1974
1231g, 1681 et seq. Title IX, Education Amendments of 1972
3801 et seq. Education Consolidation and Improvement Act of 1981

UNITED STATES CODE, TITLE 29
721, 761 Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42
2000c et seq. Civil Rights Act of 1964

CODE OF FEDERAL REGULATIONS, TITLE 34
100.7e Intimidation and retaliation prohibited

Policy Adopted:
COMMUNITY RELATIONS

Complaints Concerning Discrimination

The following procedures shall be followed when a student, parent/guardian, community member or employee has a complaint alleging that a specific action, policy, procedure or practice discriminated against him/her on any basis specified in the Yuba County Office of Education (YCOE) nondiscrimination policies.

These procedures shall not apply to complaints regarding denial of benefits/discrimination under Special Education laws, since they are dealt with in Superintendent Policy 1312.3.

1. The complaint must be initiated within 30 days after a complainant knew, or should have known, of the alleged discrimination.

2. All parties involved in allegations of discrimination shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made. The complainant also shall be notified of his/her right to appeal the decision to the next level.

3. When a complaint is brought against the individual responsible for the complaint process at any level, the complainant may address the complaint directly to the next appropriate level.

4. Meetings related to a complaint shall be held at times the YCOE determines as least likely to interfere with operations.

5. For the protection of the complainant and the YCOE, complaint proceedings shall be kept confidential insofar as appropriate.

6. All documents, communications and records dealing with the complaint shall be placed in a YCOE complaint file.

7. Time limits specified in these procedures may be revised only by written mutual agreement of all parties involved. If the YCOE fails to respond within a specified or adjusted time limit, a complainant may proceed to the next level. If a complainant fails to take the complaint to the next step within the prescribed time, the complaint shall be considered settled at the preceding step.

LEVEL I

The complainant shall first meet informally with the Program Administrator of the site where the alleged discriminatory act occurred. A complaint regarding discrimination away from a site should be discussed informally with the administrator designated by the Superintendent. If the complainant's concerns are not clear or cannot be resolved through informal discussion, the administrator shall prepare, within ten working days, a written summary of his/her meeting(s) with the complainant. This report shall be available when requested by the Nondiscrimination Coordinator.
LEVEL II

If a complaint cannot be satisfactorily resolved at Level I, the complainant may meet with the Nondiscrimination Coordinator and present his/her complaint in writing. The written complaint shall include the following:

1. The complainant's signature or that of his/her representative;
2. The complainant's name, address and telephone number;
3. The name and address of the county office staff member who committed the alleged violation, or the specific policy, or procedure that the complainant believes is discriminatory;
4. A description of the allegedly discriminatory act(s) or omission(s);
5. A specific description of the time, place, nature, participants in and witnesses to the alleged violation;
6. Other pertinent information which may assist in investigating and resolving the complaint.

The Nondiscrimination Coordinator shall assign a staff member to assist the complainant with this writing if such help is needed. The Nondiscrimination Coordinator shall respond to the complainant in writing within ten working days.

The Nondiscrimination Coordinator shall conduct any investigation necessary to respond to the complaint, including discussion with the complainant, person(s) involved, appropriate staff members and students, and review of the Level I report and all other relevant documents. If a response from third parties is necessary, the Nondiscrimination Coordinator may designate up to ten additional working days for investigation of the complaint.

LEVEL III

If the matter is not resolved at Level II, the complainant may file a written appeal to the Assistant Superintendent within ten working days. All information presented at previous levels shall be included with the appeal.

The Assistant Superintendent shall grant a hearing within five working days and shall render a decision within ten working days following the hearing.

LEVEL IV

If the matter is not resolved at Level III, the complainant may file an appeal to the Superintendent within 10 working days. The Superintendent may conduct a hearing or may appoint a panel to review the complaint and previous decisions. The panel shall hear the appeal within 10 working days of the written request and shall make a recommendation to the Superintendent within 5 working days. The decision of the Superintendent shall be considered final.
NOTICE:

The existence of this complaint procedure does not affect the right of any individual or group to file a complaint with the Office of Civil Rights, U.S. Department of Education. Moreover, California's Education Code 262.3 states that complainants may appeal the County Office of Education's action to the State Department of Education. Injunctions, restraining orders and other civil law remedies also may be available to complaints.

NOTIFICATIONS

The Superintendent or designee shall meet the notification requirements of the Code of Regulations, Title 5, Section 4622, including the annual dissemination of the YCOE 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. Remedies may include court orders, preliminary injunctions, and/or restraining orders.

The above notification shall state that complainants may seek help from agencies such as legal assistance agencies or local mediation centers, or from private attorneys.

DEPARTMENTS OF FAIR EMPLOYMENT AND HOUSING

Santa Ana DFEH
28 Civic Center Plaza, Suite 538
Santa Ana, CA 92701-4010
(714) 558-4159

Sacramento DFEH
2000 “O” Street, Suite 120
Sacramento, CA 95814-5212
(916) 286-4095

Fresno DFEH
1900 Mariposa Mall, Suite 130
Fresno, CA 93721-2504
(209) 455-5373
San Bernardino DFEH
1845 S. Business Center Drive, #127
San Bernardino, CA  92408-3426
(909) 383-4711

Oakland DFEH
1330 Broadway, Suite 1326
Oakland, CA  94612-2512
(510) 286-4095

Ventura DFEH
5720 Ralston Street, Suite 302
Ventura, CA  93003-6081
(805) 654-4513

San Diego DFEH
110 W. “C” Street, Suite 1702
San Diego, CA  92010-3901
(619) 237-7405

Los Angeles DFEH
322 W. First Street, Suite 2126
Los Angeles, CA  90012-3112
(213) 897-1997
COMMUNITY RELATIONS

Gifts to School Personnel

Gifts from Students

The Superintendent believes that feelings of appreciation can be expressed in many ways. The Superintendent discourages students and parents/guardians from giving gifts to staff members, and instead encourages them to write personal notes of appreciation. When accepting gifts, staff should be sensitive to the feelings of other students and use discretion when opening the gifts in front of others.

Gifts from Vendors

County Office of Education employees shall not accept any gift, commission or expense-paid trip in excess of $25.00, from individuals or companies doing business with the County Office of Education. The County Office of Education may reject bids from vendors who offer such incentives.

County Office of Education employees who work for or serve as consultants for potential vendors shall not participate in the evaluation of any equipment, materials or services of that vendor or of its competitors.

cf: 3310 Purchasing Procedures
    3290 Gifts, Grants and Bequests

Legal Reference:
EDUCATION CODE
60071 Briber of school official by publisher or manufacturers
60072 Acceptance of bribe of school official
60073 Penalties for violation of article
60074 Supplying sample copies
60075 Receiving sample copies
60076 Inapplicability of article; royalties or other compensation of school official for writing or preparing instructional materials; claim of district to royalty

Policy Adopted:
COMMUNITY RELATIONS

Solicitation

On Premises

It is the intent of the Superintendent to protect staff from unwarranted solicitation for donations, purchases and/or services. Therefore the solicitation of County Office of Education staff on premises shall be limited to those organizations or groups approved by the Superintendent or her/his designee. Approved activities will be arranged so as not to disrupt workday and work environment.

From and By Students

All personnel shall seek to educate students in the services performed by humanitarian agencies and shall encourage students to participate in their financial support as a social and community project. However, no fundraising drives shall be conducted by non-school agencies or for non-school activities among the school children, except as provided by law and approved by the Superintendent or her/his designee.

cf: 1230 School Connected Organizations

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 contributions or purchase of personal property for benefit of public school or student body; exception
BUSINESS AND PROGRESSIONS CODE
17510-17510.7 Solicitations
CODE OF REGULATIONS, TITLE 8
11706 Dangerous activities and occupations
COMMUNITY RELATIONS

Advertising and Promotion

Public Information Materials

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

Materials to be distributed shall not include:

1. Any material that is obscene, libelous, or slanderous, or which incites students to commit unlawful acts, violate school/program rules, or disrupt the school's/program's orderly operation.

2. Any material that attacks or denigrates any group on account of sex, race, color, religion, ancestry, national origin, handicap, or disadvantage.

3. Any material that promotes a particular religious belief or any religious tract material.

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

Commercial Advertising

Advertising of commercial products or services may be distributed in County Office of Education schools/programs only when prior approval has been granted by the Superintendent or her/his designee.

Use of Students

Public information materials approved by the Superintendent or designee may be disseminated by students on a voluntary basis. All surveys or questionnaires requiring student or parent/guardian response must be first approved by the Superintendent or designee prior to dissemination. Students shall not be asked to distribute commercial advertising.
cf:  1111 School Sponsored Publications
    1321 Solicitation of Funds from and by Students
    1330 Facility Use Policy
    3290 Contributions and Gifts
    5145.2 Freedom of Speech/Expression

Legal Reference:
BUSINESS AND PROFESSIONS CODE
25664 Advertisements encouraging minors to drink
Bright v. Los Angeles Unified School District (1976) 134
Cal. Rptr. 639, 556 P. 2d 1090, 18 C. 3d 450
EDUCATION CODE
1249 Publications; sale; price; receipts
1260 Powers to promote advancement of education
1262 Consultative and coordinative services
48907
COMMUNITY RELATIONS

Facility Use Policy

Pursuant to Education Code Sections 40040-40047, the Yuba County Office of Education shall make facilities under its jurisdiction available as a civic center to citizen and community groups under the terms and conditions established as Administrative Regulations by the Superintendent.

cf: 3513.3 Tobacco-Free School/Smoking

Legal Reference
EDUCATION CODE
10900-10916 Community Recreation Programs
40040-40047 Civic Center Act: use of school property for public purposes
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
Cole v. Richardson (1972), 405 US 676, 92 S. Ct. 1332
HEALTH AND SAFETY CODE
104420 Implementation of tobacco use prevention program

Management Resources:
CDE LEGAL ADVISORS
11-1.89 School District Liability and "Hold Harmless: Agreements, LO: 4-89
COMMUNITY RELATIONS

Use of School Facilities

I. Individual/Organization Requestor shall:

a. Make request for use of school facilities on the appropriate form.

b. Submit a completed request form to the appropriate school principal.

c. Have an adult sponsor submit the use of facilities application form on behalf of non-adult groups using school facilities.

II. School Principal shall:

a. Upon request, provide use of facility applications to potential users.

b. Be responsible for maintaining a master scheduling calendar of buildings and grounds.

c. Normally resolve scheduling conflicts on a first-come, first-served basis.

d. Review use of facility application forms for completeness, schedule the event, sign the form, and forward it to the county office.

e. Assure that access to the building is arranged.

III. Cancellations:

a. If a group or organization finds it necessary to cancel a scheduled meeting, the appropriate principal should be notified as soon as possible, and at least 24 hours prior to meeting time.

b. Should a group or organization fail to comply with the provisions of the application, it will be charged for any expenses incurred.

IV. Decorations:

a. Arrangements for the decorating of school facilities must be made through the school principal.

b. Decorations shall be erected in a manner that will not be destructive of school property.

  c. All decorations shall be removed at the termination of the activity.
V. Use of Furniture and Equipment:
   a. Furniture and equipment shall not be removed from room to room by user without the expressed permission of the school principal.
   b. Under no circumstances are pianos to be moved from room to room. If a piano relocation is essential, arrangements must be made beforehand.

VI. Insurance
   a. Proof of insurance in the amounts set out in the insurance requirements form shall be submitted to the County. A certificate naming the County as an additional insured shall be obtained from the organization's insurance provider.
   b. In the event that insurance is not available for a group wishing to utilize a facility on an occasional basis, a request for approval must be submitted to the Board.
COMMUNITY RELATIONS

Access to Public Records

Any community member shall have reasonable access to public records of the County Office of Education. Public records include the approved budget, statistical compilations, reports, notices, minutes of meetings and official communications between governmental branches. Such records shall be examined during normal business hours in the presence of the staff member regularly responsible for the record maintenance. It is the intent of this policy that access to records shall not disrupt unnecessarily the operations of the department. Not available to the public in the category of records are personnel records, student records, work product correspondence not subject to public disclosure, and any other correspondence or written material.

Any community member interested in the public records of the County Office of Education may inspect and copy them by hand or may purchase copies at current rates for such copies.

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

cf: 0510 Freedom of Information
     4250 Employee Records
     5210 Confidential Student Records
     5212 Release of Student Information

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)
54772 Application of article (Motivation and maintenance program plan availability)

Policy Adopted:
SP 1340 (b)

CODE OF REGULATIONS TITLE 5
430-438 Individual pupil records
4061 Availability of evaluation information

GOVERNMENT CODE
3547 Proposals relation to representation
6250-6268 California Public Records Act
53262 Employment contracts
54957.2 Minute book record of closed sessions
COMMUNITY RELATIONS

Local Agencies

It is the policy of the Yuba County Office of Education to maintain effective working relationships with all local governmental agencies. The Superintendent or designee will work closely and cooperatively with such agencies.

cf: 5131.4 Campus Disturbances
     5131.7 Weapons and Dangerous Instruments
     5141.22 Infectious Diseases
     5141.4 Child Abuse and Neglect
     5144.1 Suspension/Expulsion
     5145.11 Questioning and Apprehension
     5145.12 Search and Seizure
     6114 Emergencies and Disaster Preparedness Plan

Legal Reference:
EDUCATION CODE
1040 et seq. Duties, powers of boards
1042 Powers of boards
1240 et seq. General duties (superintendent)
1260 Powers to promote advancement of education
1262 Consultative and coordinative services
10900 et seq. Cooperative community recreation programs
32000-32004 Uniform fire signals
48902 Contract with law enforcement agencies re: student violations
48909 District attorney may provide notice re: student use, selling, possessing drugs
49305 Cooperation of policy and California Highway Patrol (re: Safety Patrols)
49403 Cooperation in control of communicable disease and immunization of pupils
51202 Instruction in personal and public health and safety (re: fire prevention)

PENAL CODE
245 Assault with deadly weapon or force likely to produce great bodily injury; punishment

Policy Adopted:
COMMUNITY RELATIONS

Relations Between Area, State, Regional and National Associations and the Schools

Membership in recognized associations such as California School Boards Association, the American School Administrators Association, and the Association of California School Administrators, may be maintained by the Yuba County Office of Education for several reasons, including:

1. The in-service education benefits to our staff and County Boards that come from participation in meetings, conferences, clinics and conventions.

2. Access to the communication media of such associations, such as newsletters, periodicals and advisory services.

3. Representation in actions affecting education in general and the County Office of Education in particular.

The County Office of Education, in maintaining such membership, in no way abdicates its responsibility for the schools/programs of the County Office of Education according to state law and County Board policy.

The County Office of Education will budget funds for such memberships and for paying the costs of adequate participation of County Board, administration and staff in the activities of such associations.

The County Office of Education recognizes the need and the worth of cooperative relationships with other counties, colleges and educational organizations. The County Office of Education staff is encouraged to work with their counterparts in such organizations on educational matters within the framework established by the statutes, state regulations and governing board policy.

Legal Reference:

EDUCATION CODE
33360 Department of education statewide association of school district boards; annual workshops
33362 Reimbursement of expenses; member of school district board
35044 Payment of traveling expenses of representatives of board
44032 Payment of expenses; advance of funds; direction of travel by governing board
COMMUNITY RELATIONS

Private and Government Agency Resources

The Yuba County Office of Education recognizes that private industry is an important segment of the local community and that the County Office of Education should seek the involvement and support of representatives from private industry. The participation of private industry in schools can add to the commitment to prepare students for entry into the world of work.

The Superintendent encourages and supports partnerships between County Office of Education programs and private industry by establishing regulations governing the development and operation of such partnerships. The major emphasis in such partnerships is on the utilization of human resources, not on the donation of funds. Activities appropriate to these partnerships include career education, incentive and recognition programs, classroom assistance and tutoring, technical education and staff development.

The Superintendent may request periodic reports regarding relations between private industry and County Office of Education programs.

Educational Organizations

The Superintendent recognizes the need and worth of cooperative relationships with school districts, universities, colleges and other educational organizations. County Office of Education staff are encouraged to work with such organizations on educational matters within the framework established by the students, state regulations and Superintendent policy.

Government Agencies

Cooperative relationships should be maintained with governmental agencies established to provide for the welfare, health and safety of all citizens including students.

The County Office of Education may enter into agreements with other agencies which involve the exchange of funds or reciprocal services.

cf: 0211 Public Educational Agencies

Policy Adopted: